

Town of Encampment  
Regular Meeting  
October 10, 2024  
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday October 10, 2024 at 7:00 p.m. with Mayor Shannon Fagan presiding. Council members present were Stas Banach, Susan Munson and Steve Reichert. Town personnel present were Doreen Harvey, Clerk/Treasurer; Kevin Shue, Police Chief; Bill Acord, Public Works Supervisor; Trevor Vorn and Clinton Blake, Maintenance/Operators and Martha Ralston, Deputy Clerk. Public Guests were Bob Kelley; Jake Johnston, Principal, Encampment School and Yvonne Johnson, Executive Director, Carbon County Economic Development Corporation. Audience members present were Dale Davis, Gary Stull, Ted Benedict, Keith Schricker from the Carbon County Comet, Josh Wood from the Saratoga Sun and Jon Nelson and Kassey Westring of North Fork Engineering.

The meeting was called to order by reciting the Pledge of Allegiance.

**AGENDA**

Reichert moved to approve the agenda with the additional guest, Banach seconded and the motion was passed.

**MINUTES**

Munson moved to approve the minutes of the September 12, 2024 regular meeting as presented, Reichert seconded and the motion was passed.

**FINANCIAL STATEMENT/MONTHLY BILLS**

Clerk/Treasurer Harvey noted that WyoStar interest had not posted yet. She advised that at 25% of the budget year, revenues were at about 24.2% of budget and expenses were at 15.28%. Reichert moved to approve the September 2024 financial statement, the September 2024 payroll and contracted liabilities in the amount of \$25,108.10, late monthly bills in the amount of \$947.96 and the regular monthly bills in the amount of \$50,502.29, Banach seconded and the motion was passed.

AT&T Mobility \$40.04	ODP Business Solutions \$300.31	Workers Compensation \$458.01
Big Bale Company \$150.75	One-Call of Wyoming \$9.00	WY Retirement System \$3,558.94
Blue-Cross/Blue-Shield of WY \$6,861.46	Riverside Garage & Cabins \$94.15	WY Retirement- VFD \$318.75
Carbon County Treasurer \$168.78	Rocky Mtn Air Solutions \$148.68	US Treasury \$2,102.06
Carbon Power & Light \$3,087.26	SCWEMS \$3,842.00	US Treasury \$2,294.30
Corkle Oil, LLC \$864.50	Sunrise Sanitation \$25.00	Net Payroll \$16,251.26
Econo Signs, Llc. \$218.74	Union Wireless \$505.57	TOTAL \$25,108.10
Energy Laboratories Inc. \$55.00	UPRSWDD \$9,448.71	LATE BILLS
Evergreen Disposal \$22.50	US Postal Service \$336.00	AT&T Mobility \$40.04
FilmTec Corporation \$1,200.00	Visa \$1,143.86	Erickson & Roberts \$589.50
Jones-Simkins, CPA \$3,220.00	Xerox Financial Services \$91.75	North Park Propane \$303.42
McMaster-Carr \$184.69	Xesi Document Solutions \$30.00	Red Wagon, LLC \$15.00
North Fork Engineering, LLC	TOTAL \$50,502.29	TOTAL \$947.96
\$17,891.10	PAYROLL & CONTRACTED	
North Park Propane, LLC \$543.75	LIABILITIES	
Northwest Colo. Auto & Truck Parts	AFLAC \$75.28	
\$18.69	Dearborn Life Insurance \$49.50	

**PUBLIC GUESTS**

Bob Kelley: Mayor Fagan reported that she had met with Mr. Kelley to discuss the archery range and advised that he come and talk to the council about his concerns. Mr. Kelley expressed the opinion that boulders by the parking area were not necessary, noting that the area was used for spectators with

lawn chairs. He also noted that he thought the rocks in one part were encroaching on the part used for distance by shooters. He noted that he thought the changes were originally done for mosquito abatement purposes. He advised that the mosquito spray now has to drift into the archery range since there is not access. He noted that the Public Works Department had done a fine job on the hillside and advised that he suggested that fairway crested wheat seed be placed on the hill, extending the offer to cover the cost if it was placed along with fertilizer before snow flies. He expressed his concerns about erosion if something was not done. He also noted that the removal of the rocks would also help with the mosquito spraying. Mr. Kelley stated that he has helped to maintain the archery range for at least 15-years. Sometimes he has covered costs, sometimes the Town did, but he provided labor. He noted that the archery range was one of the nicest of those that he has been to across several states. He advised that a concrete slab with a sloped roof, a table and trash can would also be nice and that those that come to use it also patronize the businesses. Discussion about the changes ensued and drifted into access to the exercise loop and damage to the 3-D targets when the lock was lost from the building. Mr. Kelley noted that the lock had been replaced by Public Works Supervisor Acord with a nice hasp on the door. When Mr. Kelley was finished speaking, Mayor Fagan noted that one of the concerns addressed during their meeting was also signage, which had been taken care of. A sign recognizing AmeriGas for the donation of the building will also be ordered. Mayor Fagan asked if there were any archers present that had shot at the range. Trevor Vorn and Clinton Blake noted that they had and that they were okay with the changes. Banach asked if there was merit to the discussion about the rocks and asked if they could be moved back five feet to give more room as a compromise and maintain access to the exercise loop. Mayor Fagan asked if the Public Works Department would have time to place the seed if it were received in time. Public Works Supervisor Acord indicated that they should. Banach moved to have the town crew place the seed and fertilizer and move the rocks back five feet, Munson seconded and the motion was passed. Possible replacement of damaged 3-D target and a bench will be considered with the Rec Board Grant application.

Jake Johnston, Principal-Encampment School: Mr. Johnston advised the council that the Planning Commission had approved an application for the placement of a greenhouse pending the decision about whether a new tap would be required, or if they could tie into the tap at the VoAG building. Council members agreed that it was an accessory use for the school and not a new building and noted that they would pay for excess consumption. Reichert moved to allow the school to tie the greenhouse into the existing tap for their water source, Banach seconded and the motion was passed.

Kingsley Brown-Sewer Line Discussion: Public Works Supervisor Acord advised that he did not know why Mr. Brown was not present. He noted that he had discussed the placement of the sewer line with Town Engineer Jon Nelson. The main is 100' away and is 4" clay pipe. The neighbor has a service line into the alley, then across the street to the main. The property being developed had a residence on it at one point and has been paying into the water and sewer systems for a long time following the fire that destroyed it. Acord advised that without extending the main he did not know where he would tap into it. It was noted that the main is one of the mains on the priority list for update. It was also noted that Mr. Brown could install the long service line and pay for all materials. It would need to be tied into the service line in the alley for the time being. Engineer Jon Nelson noted that normally he would not recommend this, but that this is an extenuating circumstance with a

project planned at some point in the near future to correct some of these issues. When the project happens, the town will provide the taps but the property owners will be responsible to tie in. Banach moved to allow this tap to happen so that the property owner can function until the project, Reichert seconded and the motion was passed.

Yvonne Johnson-Executive Director, Carbon County Economic Development Corporation: Ms. Johnson thanked the council for allowing her to attend the meeting last minute. She noted that Discover Carbon County had been selected by the Wyoming Business Council to be involved in an assessment for the betterment of Carbon County. The purpose is to try and determine what is keeping communities from growth and development. There will be a meeting of stake holders which include 40 entities on November 20<sup>th</sup> in Rawlins. She gave the council a draft agenda stating that no one had seen it yet and advised that they would like to continue the tour on Thursday November 21<sup>st</sup> with boots on the ground in Hanna, Medicine Bow and Saratoga with sites yet to be determined, and that they would like to tour the Encampment Business Park. She would like to be in touch with Encampment in the next few weeks to determine that what Encampment wants. Mayor Fagan asked if Ms. Johnson if she was asking the council permission, or if she was informing them. She noted that more information would be needed before a decision was made. Who would be coming, what time etc. Councilman Banach expressed the opinion that affordable housing was needed. Entry level work positions cannot find housing. Ms. Johnson noted that affordable housing was an issue all over the county. Medicine Bow experiences it due to wind energy development. Populations are dwindling in the area and it is not as attractive to some. A recent proposal was shot down in Saratoga. Banach noted that he would be interested in learning why the proposal was shot down. The council did not commit to anything, pending more information.

### **UNFINISHED BUSINESS**

Sewer Lagoon Project- Phase 2- Update: Mr. Nelson advised that a workshop to discuss the project and make sure that everyone was on the same page was held before the council meeting. Drawings were reviewed and some changes were made. He noted that the project was on track to have the final plans within six weeks. In November the council will act on the application for the permit to construct, in December permission will be sought to advertise, the mandatory pre-bid meeting will likely be held January 16<sup>th</sup> with bid deadline February 6<sup>th</sup> at 3:00 p.m. Any electronic bids will be received by the clerk and opened in the presence of the engineer at that assigned time. It was decided that the pre-bid meeting will be a mandatory in-person meeting. Any changes will be made by addendum to all plan holders.

### **COMMITTEE REPORTS**

Police Department- Kevin Shue, Chief: A written report was submitted.

Planning Commission: Minutes of the previous minutes were distributed.

Department of Public Works: A written report was submitted. Public Works Supervisor Acord advised that there is a leak in the lift station pump next to Rauterkus's house. He also noted that there were rocks and other debris in the sewer line and the RV Park dump and that it has been repaired. He reported that there were changes in EPA water regulations and that we will soon be asked to monitor PFA's which can be contained in over 15,000 chemicals and are in almost everything from cookware

to Scotchgarde. He noted that 45% of systems in the U.S. are contaminated and that it will be limited to very small amounts. He does not know what that means for Encampment yet. There is the possibility that we will have to test but that he is unsure if there is even a lab that can process the testing. It is not an immediate concern, but it is coming. Acord also noted that filtration technology somewhat exists.

Clerk/Treasurer- Doreen Harvey, CMC: Clerk/Treasurer Harvey noted that her items were on the agenda.

Fire Department- Mayor Fagan noted that the Fire Department had done Fire Prevention and Safety training with students from the school and asked Maintenance/Operator and Fire Department member Trevor Vorn to given an update. Encampment Principal Johnston noted that the kids always have fun going to the fire hall for the training. Vorn advised that the kids come to the fire hall and get to shoot water out of the hoses, try on gear and go through the trucks. They talk about having a “get out safe plan”, an “escape route” and a meeting spot outside. They also discussed changing batteries in smoke detectors. They also got to try the masks on help the firefighters which was more of a psychological thing. Mayor Fagan thanked the firemen for hosting the event.

Carbon County Council of Governments: Mayor Fagan reported that CCCOG provided a letter of support for the Heritage Center and discussed changing the vote to elect officers to January following the election.

Watershed Protection Committee: Public Works Supervisor noted that the monitoring for the year was complete and that to his knowledge there were no changes.

UPRSWDD Operators Report: Councilwoman Munson advised that the board was adding a rate for non-profit entities to used the same way as the residential rate.

## **ADDITIONS TO THE AGENDA**

The addition to the agenda was handled under public guests.

## **NEW BUSINESS**

Ratify Additional Purchase for Filter Project Water Plant-Film Tec Invoice- \$1,200.00: Mayor Fagan asked to clarify that there were no other outstanding invoices on the project. Public Works Supervisor Acord noted that there were not. He had thought that the council had voted on the quote last month, not just an invoice. Banach moved the ratify the additional invoice for the filter project, Munson seconded and the motion was passed.

Memorandum of Understanding- Carbon County Dispatch- Effective 01-01-2025: Clerk/Treasurer Harvey noted that the attorney had reviewed the document. Comments were distributed to the council. Council noted that they had reviewed it and asked Chief Shue to get in touch with Sheriff Bakken about the indemnity information. Chief Shue advised that they were also still waiting on Fire Department Pagers to be programed and that all other radios were compatible. The MOU will be placed on the November agenda.

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Carbon County Visitors Council- Winter Carnival Grant Contract- \$1,658.75: Munson moved to approve the agreement for the Carbon County Visitors Council Grant for Winter Carnival in the amount of \$1,658.75, Banach seconded and the motion was passed.

FY2023/2024 Audit Report: Clerk/Treasurer Harvey reported that the auditor had completed a field visit with her on Tuesday and had gathered some additional information about the sewer project. The audit is not quite ready due to the additional requirements for the ARPA grant funding. As soon as she has it she will get it to the council for review.

19th Annual Music in the Park August 02, 2025- Cory Waller & the Wicked Things \$4,000.00: Mayor Fagan noted that the band was interested in coming back for the same price. There had been some great comments about them. She noted that she would like to book them now if the council was in favor. Munson moved to approve Cory Waller and the Wicked Things for the 2025 Music in the Park event, Banach seconded and the motion was passed.

Transfer of Impact Funding-Police Wages \$22,117.35 / SCWEMS-one payment- \$3,842.00: Reichert moved to transfer \$22,117.35 for police wages and \$3,842.00 for one quarter of the ambulance contract from the Impact Fund as budgeted, Munson seconded and the motion was passed.

UPRSWDD Contract: It was noted that the contract was actually effective July 01, 2024 as the board had neglected to send it to communities. The Town can ask the board to look at the administration fees since postage has increased significantly. Banach moved to approve the contract, Reichert seconded and the motion was passed.

Police Department Purchases plus freight- Pepper Ball Supplies \$1,914.00; Ammunition \$1,673.23: Chief Shue noted that the purchased would provide a multiple year supply. Clerk/Treasurer Harvey suggested the use of impact funding. Banach moved to approve the purchase, plus freight utilizing Impact Funding, Munson seconded and the motion was passed.

Public Works Department- John Deere Mower Parts \$1,152.09, plus freight: Public Works Supervisor Acord noted that the purchase would allow them to rebuild both mower decks. Reichert moved to approve mower parts in the amount of \$1,152.09 plus freight, Banach seconded and the motion was passed.

Discover Carbon County Wyoming-Destination Development Grant Award Survey Deadline October 31, 2021- Information in Town Hall Foyer: Mayor Fagan noted that the council had received a press release regarding the Destination Development Grant award received by Discover Carbon County. She noted that there was a survey in progress looking for specific projects. She noted that there were copies of surveys in the foyer, on their website and that there was a QR code for anyone interested.

**CORRESPONDENCE:**

**CCEDC, CCSPTJPB; SCWEMS, SPVCC, UPRSWDD; WAC; WAM, WARWS, WBC,  
WYDOT info and news letters**

**USFS-LaVa Information-via email**

**WAM- Energy Lease Program-via email**

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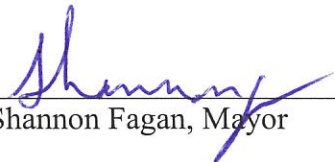
**Grand Encampment Cowboy Gathering- Thank You**  
**SPVCC-Festival of Trees**  
**LGLP- Memorandum of Liability Coverage- via email**  
**WAM-JPIC- Premium Holiday**  
**Black Mountain Software Announcement**

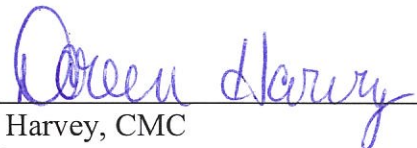
Mayor Fagan asked if there were any questions from the audience. Josh Wood from the Saratoga Sun asked for information about the change in dispatch. Mayor Fagan noted that it was becoming a unified dispatch center and going with Carbon County. Mr. Woods also asked Public Works Supervisor Acord about new regulations going in effect in August regarding fluoride in drinking water. Acord advised that the Town does not add fluoride to our drinking water. He noted that some occurs naturally, but that it is a very small amount.

With no further business, Reichert moved to adjourn at 8:03 p.m., Munson seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: November 14, 2024

  
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Shannon Fagan, Mayor

Attest:   
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Doreen Harvey, CMC  
Clerk/Treasurer