

Town of Encampment
Regular Meeting
November 14, 2024
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday November 14, 2024 at 7:00 p.m. with Mayor Shannon Fagan presiding. Council members present were Ashley McKinney, Susan Munson and Steve Reichert. Town personnel present were Doreen Harvey, Clerk/Treasurer; Bill Acord, Public Works Supervisor; Trevor Vorn and Clinton Blake, Maintenance/Operators and Martha Ralston, Deputy Clerk. Public Guest was Josh Craig, Encampment representative to Carbon County Visitors Council/Discover Carbon County and Cindy Loose, President of VIP Marketing. Audience members were Dale Davis, Ted Benedict, Sandy Martin, Liz Wood of the Saratoga Sun and Jon Nelson of North Fork Engineering.

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

AGENDA

McKinney moved to approve the agenda with the addition, Munson seconded and the motion was passed.

MINUTES

Reichert moved to approve the minutes of the October 10, 2024 regular meeting and workshop session, McKinney seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey noted that at 33.3% of the budget year, revenues were 35.31% of budget and expenses were at 19.05%. McKinney moved to approve the October 2024 financial statement, the October 2024 payroll and contracted liabilities in the amount of \$25,755.89, late monthly bills in the amount of \$5,556.29 and the regular monthly bills in the amount of \$66,257.03, Munson seconded and the motion was passed.

21st Century Equipment \$1,111.41
307 Pub & Grub, LLC \$750.00
AT&T Mobility \$40.04
Blue-Cross/Blue-Shield WY \$6,861.46
Carbon County EDC. \$250.00
Carbon Power & Light \$3,523.53
CNA Surety \$375.00
Corkle Oil, LLC \$723.75
Dooley Enterprises, Inc \$1,673.23
Evergreen Disposal \$22.50
Fairbanks Scales, Inc \$2,479.00
Jones-Simkins, CPA \$2,860.00
McMaster-Carr \$131.28
North Fork Engineering \$31,127.30
Northwest CO. Auto & Truck \$139.00
One-Call of Wyoming \$4.50
PepperBall \$1,918.00
Quill Corp \$198.09

Riverside Garage & Cabins \$165.83
Rocky Mtn Air Solutions \$144.40
Shively Hardware Co. \$108.38
Stryker Sales, LLC \$85.00
Sunrise Sanitation \$25.00
Union Wireless \$505.15
UPRSWDD \$10,149.39
USA BlueBook \$240.20
Visa \$481.84
Wyoming Artisan Art, LLC \$42.00
Xerox Financial Services, LLC \$91.75
Xesi Document Solutions \$30.00
TOTAL \$66,257.03

**PAYROLL & CONTRACTED
LIABILITIES**
AFLAC \$75.28
Workers Compensation \$478.92

WY Retirement System \$3,801.37
WY Retirement- VFD \$318.75
US Treasury \$2,209.66
US Treasury \$2,394.48
Net Payroll \$16,477.43
TOTAL \$25,755.89

LATE BILLS
Quill Corp \$56.97
Safeguard Business Systems \$836.54
Thatcher Company \$4,566.71
Uline \$96.07
TOTAL \$5,556.29

PUBLIC GUESTS

CCVC-Discover Carbon County- Josh Craig and Cindy Loose: Mr. Craig introduced himself as the Encampment representative to the Visitors Council and noted that he was present to update the council about what has been going on. He advised that they had applied for and received a development grant that would cover the moving of the fossil house, an avalanche forecast station

in partnership with Sheriff Bakken, as well as other things around the county. He introduced Cindy Loose of V.I.P. Marketing as the Destination Development Specialist. Ms. Loose reported that they had just completed a Master Plan including all 11 communities in the county. There was a press release to create involvement, a consultant and a steering committee that developed four strategic opportunities to attract visitors, create outdoor attractions, address hospitality and affordable housing. The purpose is to create more partnerships with the communities and tourism. She noted that Discover Carbon County was there to come on site as a partner to assist in tourism related projects. She noted that the recent survey resulted in 570 being returned, which is about 5% participation. 44 were returned from Encampment, which is about 10% participation. The results will be released soon. They will be analyzing the data. Interest groups will meet after the first of January including representation from those that have lived in the area longer as well as businesses. She noted that it was an opportunity to add value, ideas, quality of life and experience to the decisions on what should be preserved and left untouched. She noted that there would be no cost to participate and that there would be some funds for signage. She also noted that they were also partnering with Yvonne Johnson from the Carbon County Economic Development Corporation and the Outdoor Coalition. Mayor Fagan thanked her for coming and presenting to the council.

UNFINISHED BUSINESS

Sewer Lagoon Project Phase 2- Update: Mr. Nelson presented the application for permit to construct to council, which will need to accompany the design when it is submitted to DEQ. He noted he anticipates that the plans and specifications will be complete before Thanksgiving. He noted that he had a conference via phone with mechanical and electrical earlier in the day to discuss what he thought was excessive size in the fan for the facility. Their specification was for a 7,000 CFM fan and that they had a conversation about whether a 2,400 CFM fan would be sufficient. He noted that with exception of about 20-30 days a year the smaller fan would work. He noted that there would be a thermostat that would kick the fan on when needed and an acute control alarm if room exceeds 95 degrees. On the hottest days the Town could choose not to operate the compressor and open doors. Safeguards would be in place. He noted that he did not think it was worth the cost of the giant fan. Mayor Fagan asked to confirm that the Public Works personnel agreed with the decision. Mr. Nelson noted that he would have the drawings revised and back by next week. Once permitted, advertising would begin December 19th and into January with a pre-bid meeting January 16th, bids due by February 6th at 3:00 p.m. The Notice of Award would be issued at the February Council meeting. He noted that there was room in the schedule if there was a delay of any sort. The pre-bid meeting will be a mandatory in-person meeting. Bids will be accepted electronically and if there is a severe weather event the pre-bid meeting can be rescheduled. Munson moved to approved the application for permit for the Sewer Lagoon Project phase 2, McKinney seconded and the motion was passed.

Memorandum of Understanding- Carbon County Dispatch- Effective 01-01-2025/ Severing Contract with Saratoga Dispatch: Clerk/Treasurer Harvey informed council that Chief Shue advised that the MOU was still under review by the Carbon County Attorney and L.G.L.P., looking at the indemnity clauses. We should have it before the end of the month. She noted that

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Chief Shue had asked that the council to consider action allowing the mayor to sign the contract once it has been modified and sent to council for review. A letter will also need to be signed and sent to Saratoga Dispatch severing the current agreement. Reichert made a motion to move forward with execution of the Carbon County Dispatch agreement and letter severing the MOU for Saratoga Dispatch, McKinney seconded and the motion was passed.

COMMITTEE REPORTS

Police Department- Kevin Shue, Chief: No report.

Planning Commission: Minutes of their most recent meeting were submitted.

Department of Public Works: A written report was submitted. Public Works Supervisor Acord advised the council about the need to place pressure reducing valves (PRV's) on approximately 300 services due to the pressure increase in the system from the 2009-2012 projects.

Maintenance/Operator Vorn noted it might be less. There was not plan for individual services in the project. With remodeling being done with cheaper components there have been several instances of failure. Discussion ensued about possible estimated cost of \$160.00 plus for each valve. Munson noted that the item should be included with budget discussion. Mayor Fagan confirmed that installation would likely take place in July and August. It was noted that it could possibly be phased, with perhaps 100 per year. The council asked for an estimate for budget discussion.

Clerk/Treasurer- Doreen Harvey: A written report was submitted. Harvey asked if the council would consider allowing the purchase of an air purifier for the office. She advised that the office is poorly ventilated with no windows. She noted that she could keep the cost well under the \$500.00 spending limit if the council would consider the purchase. She had looked a several models from \$250 to \$500. Those in the \$300-\$400 range would handle the room size effectively. Munson moved to allow up t \$400.00 for the purchase of an air purifier for the office, McKinney seconded and the motion was passed. Harvey thanked the council for their consideration.

Carbon County Council of Governments: Mayor Fagan noted that the meeting will be next Wednesday in Rawlins at The Depot if anyone is interested in attending.

Watershed Protection Committee: Public Works Supervisor Acord noted that the baseline test results were looking clear, pristine and within normal limits in the watershed.

UPRSWDD-Operators Report: Councilwoman Munson noted that there was not a quorum, so no meeting was held. She stated that they need a board member. Mayor Fagan noted that there seemed to be issues with board members showing up. Munson noted that at least one of them is on call and can be called from a meeting as well.

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ADDITIONS TO THE AGENDA

WAM Winter Workshop- January 22-24, 2025- Cheyenne: Mayor Fagan noted that she would like to attend the event, which is the same week as Winter Carnival. Munson moved to allow Mayor Fagan to attend the conference and to cover tuition, lodging and expenses, McKinney seconded and the motion was passed

NEW BUSINESS

Clinton Blake-Level 1 Water License-Pay Increase Retroactive to October 11th: Clerk/Treasurer Harvey noted that she had listed the increase at \$1.00 per hour on the agenda, but that Mayor Fagan had reminded her that the increase per license was .50 cents per hour. She apologized for the error. Reichert moved to approve the pay increase of \$.50 cents per hour retroactive back to October 11th, McKinney seconded and the motion was passed. Mayor Fagan and he council commended Maintenance/Operator Blake on his achievement.

Town of Encampment Retail Space- Request for Proposals- Set Due Date: Clerk/Treasurer Harvey suggested that the council consider a longer length of time to allow for the preparation of a quality business plan by interested parties. The council instructed the clerk to begin advertising in December with a due date for proposals of March 31, 2025.

Fairbanks Scales Invoice \$2,479.00 / Power Source to Building to Preserve Consul Memory:

It was noted that all of the power for the site had been combined with the large phase power. Public Work Supervisor Acord noted that the memory on the consul lasts about one week without power. Reichert stated that he thought power service should be restored to the office to maintain the scale and that it should be done right. It was noted that it would get uses as ranchers generally inquire about it regularly. An estimate will be sought and sent to council via email to address the issue. Reichert moved to pay the invoice McKinney seconded and the motion was passed.

FY2023/2024 Jones Simkins- Final Audit Report: Clerk/Treasurer Harvey noted that she had sent the report to the council a few weeks back for review. She had a few questions for the auditor and had provided the council with the communications. The council noted their review of the document with Munson noting that she appreciated the questions that the clerk had posed to the auditor at the end of the process. The clerk noted the possibility of some of the language be softened about oversight. Munson moved to accept the final draft of the 2023/2024 audit report, McKinney seconded and the motion was passed.

21st Annual Lighting Contest- 1st \$100 / 2nd \$75 and 3rd \$50.00: Munson moved to hold the 21st annual Lighting Contest with the current prizes, Reichert seconded and the motion was passed.

Fire Department- Annual Dinner Meeting- ERVFD Fund: Clerk/Treasurer noted that 307 Pub and Grub had agreed to provide the meal at an estimate of \$1,500.00 unless there was a significant increase of attendees over the prior year. Munson moved to approve the expense out

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of the ERVFD Fund, McKinney seconded and the motion was passed.

Jim Ramirez-Removal of Encroachment: Mayor Fagan noted that the encroachment was still in place and that it is being added to. She noted that the party had not reached out to the Planning Commission or Council after having been sent a letter asking that it be removed. The council discussed the possibility of a fine, a citation to come before the judge or contacting the town attorney. It was noted that a fine would be in order since they had not reached out, ignored the council and continued adding to the encroachment. McKinney moved to have Chief Shue issue a citation for \$200.00, Munson seconded and the motion was passed.

Dirt Diggers Garden Club- Greens Sale- Santa and Snacks- December 7th: Mayor Fagan noted that they would like to have the Town participate again with Santa Claus and snacks for the event. Deputy Clerk Ralston noted that she thought the time for the event was 9:00 a.m. to 1:00 p.m. as in the past. Mayor Fagan noted that snacks had been provided by 307 Pub & Grub and the DiVide last year and that she had a Santa suit. She had also purchased hand towels in appreciate for those that donated. The council agreed by consensus to participate in the event.

Town Hall Closure Friday November 29th: Clerk/Treasurer Harvey noted that the council had allowed the closure of the Town Hall in the past because it was such a slow day. Munson moved to closed the Town Hall Friday November 29th, McKinney seconded and the motion was passed.

Schaeffer's- 2 Drums of Oil- \$2,850.10: Public Works Supervisor Acord noted that all equipment needed servicing. Reichert moved to approve the purchase of two drums of Schaeffer's oil at the estimated cost of \$2,850.10, Munson seconded and the motion was passed.

CORRESPONDENCE:

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

USFS-LaVa Information-via email

State Engineers Office-HF Sinclair Exchange Petition-via email

DEQ Industrial Siting Permit Amendment- via email

Platte Valley Arts Council-Invitation

LGLP- Site Visit Info- via email

WAM- Energy Lease Program- via email

WY Association of Permit Techs-via email

LGLP Board Nominations-via email

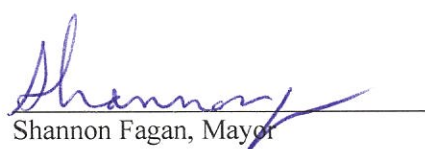
Mayor Fagan asked if there were any additional comments from the public. Sandy Martin noted that Sharon Cole was holding a Craft Fair at the Encampment Presbyterian Church November 29th from 9:00 a.m. to 2:00 p.m. and provided her contact information.

With no further business, McKinney moved to adjourn at 7:47 p.m., Reichert seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: December 12, 2024

Attest: 
Doreen Harvey, CMC Clerk/Treasurer


Shannon Fagan, Mayor