

Town of Encampment
Regular Meeting
December 12, 2024
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday December 12, 2024 at 7:00 p.m. with Mayor Shannon Fagan presiding. Council members present were Ashley McKinney and Steve Reichert. Town personnel present were Doreen Harvey, Clerk/Treasurer; Kevin Shue, Police Chief; Bill Acord, Public Works Supervisor; Trevor Vorn Maintenance/Operator and Martha Ralston, Deputy Clerk. Public Guests were Carter Kinkead, Medicine Bow Route National Forest Project Coordinator; Blint Bassett, Cheyenne Board of Public Utilities and Matt Schweich, LaVA Coordinator. Also present were Gary Stull, Lenny Layman, Keith Schricker from the Carbon County Comet, Josh Wood and Elliot Deins of the Saratoga Sun and Jon Nelson and of North Fork Engineering.

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

AGENDA

Reichert moved to approve the agenda as presented, McKinney seconded and the motion was passed.

MINUTES

McKinney moved to approve the minutes of the November 14th, 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 41.65% of the budget year, revenues were at about 41.55% of budget and expenses were at 23.51%. McKinney moved to approve the November 2024 financial statement, the November 2024 payroll and contracted liabilities in the amount of \$24,485.45, late monthly bills in the amount of \$1,232.48 and the regular monthly bills in the amount of \$55,036.61, Reichert seconded and the motion was passed.

AT&T Mobility \$40.04
Carbon County Clerk \$12.00
Carbon County Comet \$151.20
Carbon Power & Light \$4,949.62
Cash-Town of Encampment \$100.00
CNA Surety \$200.00
Dearborn Life Ins. Co. \$49.50
Intl. Institute Muni. Clerks \$330.00
McMaster-Carr \$91.63
North Fork Engineering \$31,654.30
North Park Propane \$3,004.55
ODP Business Solutions \$123.84
One-Call of Wyoming \$6.00
Riverside Garage & Cabins \$226.62
RNB State Bank \$28.00
Rocky Mtn Air Solutions \$148.68
Saratoga Sun \$80.00

Schaeffer's Spec. Lubricants \$2,850.10
Sunrise Sanitation \$25.00
Union Wireless \$505.34
UPRSWDD \$8,659.75
US Postal Service \$356.00
Visa \$243.94
WAM \$265.00
WARWS \$495.00
Wyoming Retirement System \$318.75
Xerox Financial Services \$91.75
Xesi Document Solutions \$30.00
TOTAL \$55,036.61

**PAYROLL & CONTRACTED
LIABILITIES**
AFLAC \$75.28
Workers Compensation \$463.79

WY Retirement System \$3,613.96
WY Retirement- VFD \$318.75
US Treasury \$2,297.70
US Treasury \$2,036.42
Net Payroll \$15,679.55
TOTAL \$24,485.45

LATE BILLS
Trophy Room Taxidermy \$310.00
307 Pub & Grub \$750.00
Grainger \$138.18
USA BlueBook \$34.30
TOTAL \$1,232.48

PUBLIC GUESTS

Carter Kinkead- Medicine Bow Rountt National Forest Project Coordinator: Mr. Kinkead advised the council that he was present to update them on the progress being made with the grant award that the Town of Encampment provided the letter in support of. The grant gives them one year to look into the State Land and Investment Board (SLIB) funding mechanism. The Intended Use

Plan has been issued and is before DEQ and the SLIB board in order to get feedback. The focus is watershed protection. Clint Basset, Water Supervisor for the Cheyenne Board of Public Utilities (BOPU) advised that the project is in the exploratory phase for the next year. Mayor Fagan noted that it is a 1:1 grant with 100% funding available. Mr. Basset advised that it is long term debt with 75% loan forgiveness and potentially zero percent interest. All funding sources will be lined up in advance. Reichert asked about admin costs. Mr. Bassett advised that our watershed is also the City of Cheyenne watershed and that Cheyenne has been involved since early on and is donating their time. Right now, the process is currently funded by grant. A lot of work will be done in the next year. A lot of the design work has also been donated, completed by the Forest Service, with State Forestry and City of Cheyenne also providing time. There will be fees for project management. Mr. Kinkead advised the states fees are going to repay the loan. Administration is outlined in the project. Reichert asked if the project costs were reduced by donation, where the excess would go. Mr. Bassett advised that the project would expand. They may have a donor of 2 million-dollars for forest reforestation. If that happens it will expand the project and allow for the pay-off. The Town of Encampment will have to possess the funding. There will need to be an extensive Memorandum of Understanding (MOU) with all parties outlining risks and responsibilities. Mayor Fagan thanked them for the information, noting that communications on the project have been great so far and asked them what they needed from the Town Council. Mr. Kinkead noted that they need to move forward with asking DEQ and SLIB to look at the plan to see if the concept is good. Mayor Fagan reiterated that there would need to be an extensive MOU and contracts where support was pledged. Mr. Kinkead also clarified that there will be money in the bank to expand it, not only pay back the original. The plan is conceptually possible and a lot of people will need to work together. He believes that it can happen in Encampment.

Mayor Fagan asked if the community members present had any questions. Josh from the Saratoga asked to confirm that Cheyenne was involved because to the proximity to the watershed and clarified that Encampment would be acting as the fiduciary pass through. Mr. Bassett noted that SLIB is available to municipalities and can be used as leverage to get a project done. It will not be a burden to Encampment. If it looks as if there will be a burden, they will back off. The LaVA coordinator will be moving forward with some of the project regardless. They will be going slowly as funding falls in place. They will look at fuel treatments in the whole watershed and this will be a mode to help get some done now. McKinney moved to allow the process to be taken to the Office of State Lands and Investments, SLIB and those necessary for review, Reichert seconded due to the shortage of council members, and the motion was passed with Reichert voting no and Mayor Fagan voting yes. Mayor Fagan asked the guests to please keep the council informed.

Penny Layman-South Central Wyoming EMS: The first quarter talking points had be sent to the council via email. Ms. Layman advised that SCWEMS had decided to forgo the ARPA grant for the Hanna property as the bids came in way too high and the state had moved the deadline to October 1st without notice. SLIB was not responsive. There was no response to emails or a letter.

The decisions that needed to be made did not feel good, so they decided to forgo the grant. They will work the CRB#2 and the state for engineering on the land. The site used to have a pool and they need to be sure it is safe. That section will be SCWEMS land donated by CRB#2 with SCWEMS covering fees. She also noted that there had been some bank issued with an attempted fraud that that they were in the process of closing and reopening accounts, which is causing problems with Medicare payments. She noted that those were the two biggest issues and asked the council if they had any questions for her. The council indicated they had no questions and thanked her for taking the time to attend and given them an update.

UNFINISHED BUSINESS

Sewer Lagoon Project- Phase 2- Update: He noted that the plans were to DEQ for permit to construct and that he had a gotten concurrence from SLIB before going out to bid. He sees that permission to be given in the next day or so. He provided the council with a final cost estimate for base bids and alternates. He advised that there Kassey had a bidders list of 16-20 contractors and that it would be advertised for three weeks in the Saratoga Sun. The mandatory pre-bid meeting would be January 16th at 1:00 p.m. that the bid opening will be February 6th at 3:00 p.m. Bids will be accepted either by either electronic or hard copy. He noted that he has given a set of Plans to Bill and that he would provide one to the office. Mayor Fagan asked the council if they had any questions. There were none. McKinney moved to go out to bid for the Sewer Lagoon Project Phase 2, Reichert seconded and the motion was passed.

COMMITTEE REPORTS

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

Planning Commission: Minutes of the previous minutes were submitted.

Department of Public Works: A written report was submitted.

Clerk/Treasurer- Doreen Harvey, CMC: Clerk/Treasurer Harvey noted that most of her items were on the agenda. She reported that Maintenance/Operator Clinton Blake would be testing for a license on December 23rd. She asked permission to give him his increase when he passes the test, rather than having to wait until the next meeting and make it retroactive. McKinney moved to give Clinton Blake a .50 cent per hour raise effective when he passes his test, Reichert seconded and the motion was passed.

Fire Department: No report.

Carbon County Council of Governments: No update.

Watershed Protection Committee: No update.

UPRSWDD Operators Report: a written report was submitted.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

NEW BUSINESS

Ratify Decision for Service on Heater at Opera House / Options for Repair: Public Works

Supervisor Acord advised that the vendor reported that the board that controls the unit has failed. He has 5 hours in already at \$115.00 an hour plus travel from Laramie. The part is approximately \$550.00. He noted that the heater was 15 years old and that the propane heater was much more efficient than the electric heat. Mayor Fagan agreed that propane was more feasible. Discussion ensued about the repair or replacement of the unit. Acord noted that the current unit was designed with air-conditioning that was never installed. An estimate had not been sought for replacement. Clerk/Treasurer Harvey noted that the Town did not pay for AC as a part of the Opera House project. She noted that there might be an immediate cost savings by repairing the unit and saving on the cost of electricity for the time being. Reichert noted that he would like to know what a new unit costs. McKinney moved to ratify the decision to seek service in the unit and up to \$5,000.00 for its repair, Reichert seconded and the motion was passed. Acord will seek a ball park quote on replacement when the contractor returns to repair it.

38th Annual Sierra Madre Winter Carnival- Button Contest Prizes- \$100.00: Clerk/Treasurer

Harvey advised that the art was competed by the kids at school and that the contest was sponsored in-part by the Platte Valley Arts Council. She noted that the committee would like to award the prize money before Christmas. Reichert moved to approve \$100.00 in cash to award the prizes for the 38th Annual Sierra Madre Button Contest, McKinney seconded and the motion was passed.

Grand Encampment Business Park-Power Options to Scale House: Pubic Works Supervisor

Acord provided estimates and options for running power back to the scale house and the mill site. Estimates ranged from \$6,785.00 for overhead and \$10,523 .50 for underground. Reichert noted that with the cost of electricity, the council should just abandon the consul and be done with it, knowing that we may have to spend the site visit cost for Fairbanks Scales at a later date. Acord also noted the monthly rate would be about \$30.00 per month, regardless of use. Mayor Fagan noted that she has had comments about use of the scale, but only a hand full of them. The council agreed by consensus to hold off on repairing the electricity at this point. No action was taken.

Review of Resolution #2009-14-Fees for Applications: Clerk/Treasurer Harvey noted that the

most recent Conditional Use Permit applications have shown that the fee schedule is half of what it needs to be to cover the actual cost of the advertisements and mailer. She suggested the council consider increasing the fee to \$200.00, which would cover the cost. He asked if clerical time was considered in that cost. Clerk/Treasurer Harvey indicate it was not. Reichert noted that it might be better to go to \$250.00 to ensure costs were covered and to discourage residents from asking for permits without having given it thought. Reichert moved to set the Conditional Use Permit and Variance Application fee at \$250.00, McKinney seconded and the motion was passed.

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Riverton Mid-Winter Fire School-Tuition, Lodging & Expenses- up to 8 Members: Harvey noted that lodging was \$110.00 per night and advised that she did not know who was attending yet. McKinney moved to send up to 8 members to Riverton Mid-Winter Fire School and cover tuition, travel and expenses, Reichert seconded and the motion was passed.

HACH Service Contract- Annual Renewal- \$5,303.00: Public Works Supervisor Acord reported that the service of the operational equipment at the water plant. Reichert moved to approve the quote as presented, McKinney seconded and the motion was passed.

Release of Property Lien- Block 33 lots 9-12-Paid in Full: McKinney moved to remove the property lien for Block 33 lots 9-12 as the account has been paid in full, Reichert seconded and the motion was passed.

Executive Session-Personnel: At 7:47 p.m. Reichert moved to enter into executive session for the purpose of discussing personnel, McKinney seconded and the motion was passed. Those in attendance were Shannon Fagan, mayor and Ashley McKinney and Steve Reichert, council. At 7:58 p.m. Reichert moved to return to regular session, McKinney seconded and the motion was passed. McKinney moved to provide additional compensation to employees at a rate of \$400.00 for full time employees, \$300.00 for the part time employee and \$200.00 for the judge, Reichert 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

Wyoming Community Foundation-GEOH Endowment Quarterly Statement

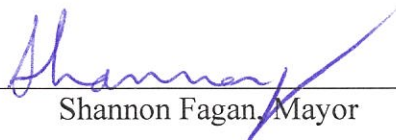
Bank of Commerce- Application to become depository

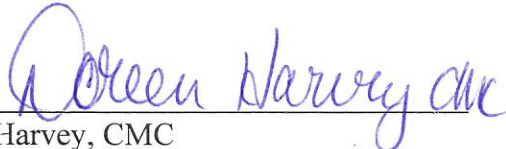
Carbon County Comet-request to serve as official newspaper

With no further business, Reichert moved to adjourn at 8:00 p.m., McKinney seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: January 9, 2025


Shannon Fagan, Mayor

Attest: 
Doreen Harvey, CMC
Clerk/Treasurer