

Town of Encampment  
Regular Meeting  
January 12, 2023  
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday January 12, 2022 at 7:00 p.m. with Mayor Shannon Fagan presiding. Council members present were Stas Banach, Bill Craig, Ashley McKinney and Steve Reichert. Town personnel present were Doreen Harvey, Clerk/Treasurer; Kevin Shue, Police Chief; Bill Acord, Maintenance/Operator and Martha Ralston, Deputy Clerk. Public guests were Penny Layman of SCWEMS; Carl Smith and Robert Kelley. Audience members were Gary Stull, Cowboy Bill Wadsworth, Sandy Martin, Merle Van Orden, C.J. Doty, Jen & Kimmy Kline, Jon Nelson of North Fork Engineering and Virginia Parker of the Saratoga Sun.

**OATH OF OFFICE**

Clerk/Treasurer Harvey administered the oath of office to incoming mayor Shannon Fagan. Mayor Fagan administered the oath of office to incoming council members Ashley McKinney and Steve Reichert. Before calling the meeting to order Mayor Shannon Fagan asked for a moment of silence in remembrance of Tyeler Harris, and EMT killed in the line of duty in December.

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

**AGENDA**

Craig moved to approve the agenda with the additions, Banach seconded and the motion was passed.

**MINUTES**

Reichert moved to approve the minutes of the December 8, 2022 regular meeting and the December 15, 2022 workshop as distributed, Banach seconded and the motion was passed.

**FINANCIAL STATEMENT/MONTHLY BILLS**

Clerk/Treasurer Harvey advised the council that WYOSTAR interest had not posted and that the operating account bank statement had not been received. She advised that at 50% of the budget year revenues were at about 34.95% of projections and expenses were at 16.04%, largely due to project delays. Craig moved to approve the December 2022 financial statement, the December 2022 payroll and contracted liabilities in the amount of \$23,342.94, late monthly bills in the amount of \$4,540.86 and the regular monthly bills in the amount of 43,073.07, Reichert seconded and the motion was passed.

Carbon County Clerk \$943.67  
Carbon Power & Light \$4,599.11  
Cash \$2,895.00  
Corkle Oil, LLC \$2,636.25  
Energy Management Corp. \$4,371.55  
Galls, LLC \$184.51  
Honnen Equipment \$66.63  
Martin, Joy \$40.50  
McMaster-Carr \$187.04  
North Fork Engineering \$1,122.00  
North Park Propane \$2,994.67  
Riverside Garage & Cabins \$62.76  
Rocky Mtn Air Solutions \$132.00  
S.C.W.E.M.S. \$3,375.00  
Shively Hardware Co. \$84.47  
Town of Saratoga \$7,500.00

Union Wireless \$588.38  
UPRSWDD \$9,640.15  
US Postal Service \$1,408.00  
Visa \$118.95  
Xerox Financial Services \$91.75  
Xesi Document Solutions \$30.68  
TOTAL \$43,073.07

**PAYROLL & CONTRACTED  
LIABILITIES**  
AFLAC \$76.72  
Dearborn Life Ins. Co \$49.50  
Workers Compensation \$452.17  
WY Retirement System \$2,732.87  
WY Retirement- VFD \$300.00  
US Treasury \$2,115.98

US Treasury \$1,867.74  
US Treasury \$0.02  
Net Payroll \$15,747.94  
TOTAL \$23,342.94

**LATE MONTHLY BILLS**  
Dawson Infrastructure \$3,271.10  
Energy Laboratories \$102.00  
Xerox Financial Services \$178.20  
Xesi Document Sol \$30.00  
Riverside Garage \$152.56  
WARWS \$438.00  
Down Home Concepts \$144.00  
Ted Benedict \$100.00  
Laura Montgomery \$50.00  
Mark & Karen Rauterkus \$75.00  
TOTAL \$4,540.86

## **PUBLIC GUESTS**

Penny Layman- S.C.W.E.M.S.: Ms. Layman introduced herself to the new council members and advised that she was present to update the council on the \$260,000.00 ARPA grant that they had received for the new building. She noted that SCWEMS would be working with CCSD#2 for use of the old elementary school in Hanna. The new building needs to have two bays, an office, bathroom and storage, so the school building would meet their needs. She reported that the ARPA grant requires a 50% match which would be \$260,000.00. She stated that they would have until December 31, 2026 to complete the project. Banach made the comment that Hanna was the far end of the service area. Ms. Layman advised that they were using the findings of the 2015 study as a guideline. Hanna and Saratoga were identified as potential locations for stations. She noted that both are answering calls and that with Director Mosbey and volunteers they were in good shape in those areas. Banach questioned where the match would come from. Ms. Layman advised that it has not been discussed officially, but that it would likely be reserves. In other matters, she noted that they want to order a new ambulance, but the matter will be discussed at a later date. The council thanked her for her update.

Robert Kelley: Mr. Kelley was present to advise the council he would like to see the streets plowed a little wider so that traffic could pass. He noted that people had had to be pulled out of the snow banks when others would not move over. Mayor Fagan noted that his request was certainly understandable and advised that there were only two employees doing their best to keep up with plowing. Public Works will work on the issue.

## **UNFINISHED BUSINESS**

Sewer Lagoon Improvement Project: Mr. Nelson congratulated the mayor and council on their new positions. He noted that after the December 15<sup>th</sup> workshop he instructed the architect to make the changes to the project. He gave the council a copy of the drawings apologizing for the scale and noting he was in the process of moving and would have the large drawings available next week. He noted that the stone veneer had been removed and the air space was in compliance with National Electrical Code. He noted that they would be using split-face block and that foundation would be slightly smaller. He also noted that the UV building would be changed from composite to steel siding, resulting in cost savings. He noted that a new permit to construct would need to be submitted for review. He would anticipate going out to bid on the 20<sup>th</sup>, hold a pre-bid meeting possibly February 28<sup>th</sup>, set a bid deadline and schedule the bid opening with hopes to make a bid award on March 9<sup>th</sup>.

Mr. Nelson asked the council to consider action allowing Mayor Fagan to sign the permit to construct. Craig moved to allow Mayor Fagan to sign the permit to construct, Banach seconded and the motion was passed. Mr. Nelson also asked for permission to advertise for bids. He noted that it would be advertised in the Saratoga Sun for three weeks as required as well as being distributed to a list of approximately fifteen contractors. Craig moved to approve advertising for bids for the sewer lagoon project, Reichert seconded and the motion was passed. Mr. Nelson noted that he would also contact Carbon Power & Light and get back on track with that portion of the project.

## **PUBLIC HEARING- Title 5.08 Tobacco Sales- 3<sup>rd</sup> & Final Reading of Amendment:**

Clerk/Treasurer Harvey advised that there were no changes since the second reading. Text that had been struck-out was removed and the document formatted. At 7:21 p.m. Mayor Fagan opened a

public hearing for the purpose of taking public comment on the amendment of Title 5.08 Tobacco Sales. Hearing no comment, the hearing was closed. Craig moved to pass the amendment to ordinance 5.08 Tobacco Sales on the 3<sup>rd</sup> and final reading, McKinney seconded and the motion was passed.

Grand Encampment Business Park- Mill Site Lease Effective February 01, 2023: Clerk/Treasurer Harvey advised that the attorney had reviewed the document and that it is okay with him as long as it addresses everything the council would like it to. No language has been changed. She noted that the new entity would be calling themselves the Grand Encampment Mill, LLC and that they were working on filing their documentation with the state. Craig moved to approve the one-year lease with the new tenant as presented, Banach seconded and the motion was passed. Clerk Harvey noted for the record that the amount of the lease was set at \$500.00 per month.

### **COMMITTEE REPORTS**

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

Department of Public Works: A written report was submitted. Discussion ensued about the scale at the mill site. Mr. James sat in a council meeting and advised that it worked. Maintenance/Operator Acord advised that it did not when it was inspected. It may be a bad load cell. It says it is overloaded when it is not. Craig asked that Maintenance/Operator Acord call Fairbanks Scales and get an estimate on the cost of repair as it is needed.

Planning Commission: No meeting was held.

Watershed Protection Committee: Mayor Fagan advised that the committee had met and discussed testing which will be done in May, June, July and August as they can approach the drainage areas. They will also get the GIS coordinates of the sites. Mayor Fagan noted that it would be a three-year study, then it would be done every three years. Craig noted that it would provide additional base line information so that 10 or 20 years from now we will know if there is any damage or pollution in the watershed.

### **ADDITIONS TO THE AGENDA**

Purchase of Postage- \$1,408.00: Clerk/Treasurer Harvey advised that postage would be going up again. She asked the council for permission to purchase postage out of the remaining budget in the amount of \$1,408.00, Banach moved to allow the purchase, Reichert seconded and the motion was passed.

License renewal for Scale at Grand Encampment Business Park: Clerk/Treasurer Harvey noted that the fee was \$40.00 and advised that the town should not let the license lapse. Craig moved to renew the license for the scale at the mill site, Banach seconded and the motion was passed.

### **NEW BUSINESS**

Annual Designations- Newspaper/ Posting Places / Depositories / Financial Disclosure:

Clerk/Treasurer Harvey advised that the current newspaper designation was the Saratoga Sun; the current posting places were the town hall, the post office and the Encampment Riverside Branch

Library and that the depositories were currently RNB State Bank, Wyoming Government Investment Fund and WyoStar through the state treasurer's office. She noted that the financial disclosures also needed to be signed by the council and herself and would be noted as such in the minutes. Craig moved to approve the designations as noted, McKinney seconded and the motion was passed. All council members and the clerk signed the financial disclosure statement.

Encampment Hosting May CCCOG meeting: Mayor Fagan asked the council if they wanted to host the event which is generally about 15 people. Each community covers the cost of the event when it is in their town. Clerk/Treasurer Harvey noted that FCCLA has catered it in the past and that other options can be discussed. Banach stated that he thought hosting a meeting would be appropriate and the council agreed. Clerk/Treasurer Harvey suggested that the council allow her and the mayor to come up with ideas for the food and return to the council for action.

Property Lien Placement for Delinquent Utilities- Block 33, Lots 9-12: Clerk/Treasurer Harvey advised that the property has met the conditions for a lien to be placed. Craig moved to place a lien on Block 33, lots 9-12 for delinquent utilities, Banach seconded and the motion was passed.

Resolutions 2023-01 & 2023-02 Road Closures for Sled Events and Sixth Street Sprint: Clerk/Treasurer Harvey advised that the resolutions were necessary to stay in compliance with the street ordinance. Human Saucer Bowling will be Friday afternoon at 2:00 p.m. and the Sled Races and Sixth Street Sprint will be held Saturday. Reichert moved to pass resolutions #2023-01 and #2023-02 for street closures during Winter Carnival, Craig seconded and the motion was passed.

Winter Carnival Prize Money-\$2,895.00: Clerk/Treasurer Harvey noted that \$370.00 of the prize money was from the Carbon County Visitors Council and the rest was from donations. \$300.00 to \$400.00 would come out of the rec department budget. Banach moved to approve \$2,895.00 in prize money for the Sierra Madre Winter Carnival event, Reichert seconded and the motion was passed.

307 Pub & Grub, LLC-Catering Permit- Casino Night at Opera House: Craig moved to approve catering permit #2023-01 for 307 Pub & Grub, LLC to serve liquor January 28<sup>th</sup> at Casino Night, Banach seconded and the motion was passed.

Hach Annual Service Contract Renewal- \$4,481.54: Clerk/Treasurer Harvey advised that the cost was reduced significantly because Maintenance/Operator Acord had advised there were less components that needed coverage. Craig advised that it was a requirement of the EPA that instrumentation be calibrated. Acord noted that the contract covered calibration, parts and travel and that the new amount was about \$3,000.00 less. Craig moved to renew the annual service contract with Hach in the amount of \$4,481.54, Banach seconded and the motion was passed.

Jones-Simkins- June 30, 2022 Draft Financial Statement-Audit: Clerk/Treasurer Harvey noted that she had emailed the document to the council January 9<sup>th</sup> and had not gotten any questions from anyone. She noted that she had asked some questions of the auditor and that one statement had been modified a bit. Craig moved to accept the audit documents as presented, McKinney seconded and the motion was passed.

Organizational Service Contract- Grand Encampment Museum- \$1,200.00: Banach moved to issue the annual service contract as budgeted, Reichert seconded and the motion was passed.

**OTHER BUSINESS**

Carl Smith: Before the council adjourned Mr. Smith addressed the council with a complaint about a barking dog. He noted that it was ongoing and that it barks all day at anything and everything. Chief Shue was present and discussion between the two ensued about the issue. He advised the resident that he needs proof. He has not witnessed it and has been in the area several times. He asked about the possibility recording or video to use as proof. He advised that he has sat in the vicinity and even happened to be in the area when a complaint from him came in. The dog in question was not barking at the time of the complaint. Chief Shue also noted that when he has spoken to the resident, he put up a barking device. Discussion went back and forth on the matter with Chief Shue noting he has also spoken to others in the area and they had that stated the barking had quieted down. Mayor Fagan instructed the clerk to draft a letter to the dog owner regarding the complaint.

**CORRESPONDENCE:**

**CCVC, CCEDC, CCSPTJPB, SCWEMS, UPRSWDD, WAM info & newsletters via email**

**L.G.L.P. Vacancy**

**Dirt Diggers Garden Club Thank You**

**Inberg-Miller Engineering- Gary Steele, PE**

**WY Department of Audit- Cost of Government-via email**

**Carbon County Weed & Pest**

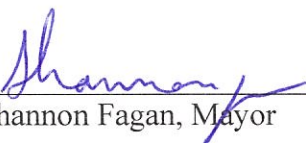
**USFS-Press release- West Fork Watershed via email**

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

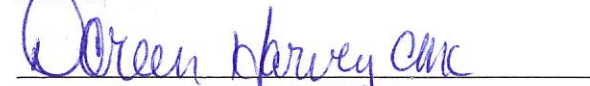
Doreen Harvey, CMC

Clerk/Treasurer

Approved: February 9, 2023

  
Shannon Fagan, Mayor

Attest:

  
Doreen Harvey, CMC, Clerk/Treasurer