

Town of Encampment
Regular Meeting
February 09, 2023
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday February 09, 2023 at 7:00 p.m. with Mayor Shannon Fagan presiding. Council members present were Bill Craig, Ashley McKinney and Steve Reichert. Town personnel present were Doreen Harvey, Clerk/Treasurer; Bill Acord, Maintenance/Operator and Martha Ralston, Deputy Clerk. Public guest was Penny Layman of SCWEMS. Audience members were Gary Stull, Merle Van Orden and Jon Nelson 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 additions, McKinney seconded and the motion was passed.

MINUTES

Craig moved to approve the minutes of the January 12, 2023 regular as distributed, Reichert 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 58.33% of the budget year revenues were at about 41.79% of projections and expenses were at 18.63%, largely due to project delays. McKinney moved to approve the January 2023 financial statement, the January 2023 payroll and contracted liabilities in the amount of \$20,196.62, late monthly bills in the amount of \$40.00 and the regular monthly bills in the amount of \$39,097.76, Craig seconded and the motion was passed.

Big Bale Company \$941.90
Blue-Cross/Blue-Shield of WY \$5,888.61
Carbon Power & Light \$4,915.24
Corkle Oil, LLC \$1,994.60
Erickson and Roberts \$441.25
Fagan, Shannon \$201.74
Grainger, Inc \$15.36
Jackson County Star \$250.00
KTGA/KBDY \$528.00
McKinney, Ashley \$208.95
McMaster-Carr \$96.52
North Fork Engineering \$4,908.50
North Park Propane \$5,084.96
Northwest Colo. Auto & Truck \$28.48
ODP Business Solutions \$86.65

Olde Trading Post, LLC \$19.99
One-Call of Wyoming \$25.00
Perue Printing \$27.75
Quill Corp \$160.32
Riverside Garage & Cabins \$40.63
Rocky Mountain Air Sol. \$145.68
Safeguard Business Systems \$440.64
Saratoga Sun \$243.00
Shively Hardware Co. \$64.37
Union Wireless \$592.82
UPRSWDD \$11,061.05
Visa \$489.00
Wyoming State Firemans Assn \$75.00
Xerox Financial Services \$91.75
Xesi Document Solutions \$30.00

TOTAL \$39,097.96

**PAYROLL & CONTRACTED
LIABILITIES**
AFLAC \$76.72
Workers Compensation \$400.78
WY Retirement System \$2,746.21
WY Retirement- VFD \$300.00
US Treasury \$1,537.68
US Treasury \$1,953.28
Net Payroll \$13,181.95
TOTAL \$20,196.62

LATE MONTHLY BILLS
WY Dept. of Agriculture \$40.00

PUBLIC GUESTS

Penny Layman- S.C.W.E.M.S.: Ms. Layman provided the council with a written report via email. She reviewed a few details of the report, updating the council on the progress with the SCWEMS building in Saratoga. She noted some of its features including two bedrooms for use by traveling personnel or for extenuating circumstances. She advised that Director Stayton Mosby would be happy to tour the council through the facility if they are interested. She also reported that they were working on the third amendment to the joint power board agreement, which will be sent to municipalities for review.

She noted a few of the proposed changes including a clarifying the process to dissolve SCWEMS. She also noted that there was consideration being given to grants with no match requirement not having to go before councils or require special meetings. Mayor Fagan noted that the council appreciated any updates on the service. Ms. Layman also noted that they were working on one EMT A Certification which allows for certain types of treatments and that they are also looking at another full time EMT. She noted that Director Mosby was setting up computer programs to track each ambulances costs and looking at replacements. In other matters, they are working on a possible property in Hanna for a Norther SCWEMS barn. Reichert asked about cost and advised that it was not yet known. Mayor Fagan asked if SCWEMS could consider an open house at the barn in Encampment in order to try and attract more volunteers, and EMR or EMT. Something to generate interest. Ms. Layman advised that she would make a suggestion to the board.

UNFINISHED BUSINESS

Sewer Lagoon Improvement Project: Mr. Nelson reported that the pre-bid meeting had been held earlier in the day. I-80 was closed as were other roads, causing some potential bidders not to be able to attend. The mandatory Pre-bid meeting was waived for those who attended the pre-bid meeting last year. He noted that there was other interest as well. He sees the potential of four bids out of 21 solicited. Some were too busy, others said location was an issue. Mr. Nelson noted that an addendum will be sent out with the minutes from the pre-bid meeting. The cut-off for questions from potential contractors is February 24th. The bid opening will be at 5:00 p.m. at which point bids will be justified as complete and then taken back to the office for review and qualification. At the March council meeting he will make a recommendation for award, get permissions to sign contracts and obtain bonds. Craig asked to clarify that the closed roads had not excluded anyone from bidding. Mr., Nelson confirmed that it had not excluded anyone and that he also expected a bid from Hensel Phelps which has purchase Hydro Construction whom Encampment has utilized in the past. The council thanked Mr. Nelson for the update. Mayor Fagan asked of there was any public comment on the issue. No comments were made.

COMMITTEE REPORTS

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

Planning Commission: No meeting was held.

Department of Public Works: A written report was submitted.

Clerk/Treasurer- Doreen Harvey: Harvey advised that there was a good turn out for Winter Carnival. Closed roads affecting attendance some, but that there is already excitement for the next year's event.

Carbon County Council of Governments: The next meeting will be held February 22nd.

Watershed Protection Committee: Mayor Fagan noted that there was no report. The next meeting would be February 23rd.

Mayors Report: Mayor Fagan advised that she had attended the WAM conference as did councilwoman McKinney. She noted that it was a good turnout. One major impact will be mandatory board training that deal with tax money. The training will likely be held by Summer of 2024. WAM will be putting out videos on how to get up to date. Mayor Fagan noted that she really did not have

other information on the requirement, but that everyone but the legislature would have to attend. She expressed concerns that the requirement might crush a few non-profits. As we learn more about it, the council will be kept up to date. Councilwoman McKinney noted that she too enjoyed the conference and that she had learned a lot.

ADDITIONS TO THE AGENDA

Police Department Purchase of Tires- Estimate \$1,178.48: A quote was presented from Barkhurst Collision Center for new tires for E-1. Craig moved to approve the purchase, McKinney seconded and the motion was passed.

ERVFD Easter Egg Hunt- Up to \$1,000.00: Clerk/Treasurer and Fire Department Secretary Harvey advised that she did not know exactly what the event would cost with the economy as it is, but it should be well below \$1,000.00. Craig asked would be dyeing the eggs. Harvey noted that FCCLA had dyed them in the past and that we have done a service contract with them to do it. Craig moved to approve up to \$1,000.00 from the ERVFD Fund for the Easter Egg Hunt, Reichert seconded and the motion was passed.

NEW BUSINESS

Clearing of Alley- Follow up to October 13, 2022 Letter: Councilman Craig noted that if the council has taken the time to send letters to residents on issues, that they should follow up on them. The council agreed. It was noted that there was an additional issue that a letter had been sent on regarding an encroachment that should be followed up on as well. The council discussed looking into what can be done if residents do not comply. It was questioned whether or not the Town can move something or cause it to be moved and recover the cost. Unlicensed vehicles on public property without licenses were also discussed. Clerk/Treasurer Harvey noted that she would work with Chief Shue to see what ordinances apply and that contacting the attorney may become necessary if action is not taken. The council instructed the clerk to send one final letter to each resident giving them a deadline in July or August allowing time after the weather improves. Residents will be invited to discuss the matter with council as well. Audience member Jon Nelson noted that most communities have an ordinance that allows them to issue a "Notice of Violation" with the person being entitled to a public hearing. Council members agreed by consensus to proceed with the letters to residents first.

Concrete Damage in Pavilion at Grandview Park: Mayor Fagan noted that there was a safety hazard at the pavilion that was noticed at Music in the Park. There were large cracks and damage in the picnic and dance area that pose a risk. She noted that the Town does have a park safety fund. Seeking bids from local contractors on the repair was discussed. Craig noted that water sets on it, wondering if it could have a channel in it. The council agreed to look into options prior to the new budget,

Electrical Upgrades at Grandview Park: Mayor Fagan noted that there were shortages and electrical issue at the Music in the Par event that need upgrading. Former Councilman Gary Stull sitting in the audience advised that he had been in contact with Ryan Graybow on the matter and that he will ask him again if he could look at the breaker panel. He noted that there was a pole with a locked panel on it that Carbon Power & Light would unlock for use by a band. Stull advised that he would contact Graybow when the weather is better. Reichert notes that the power to the pole should handle the band.

Park Bathroom Project- A.D.A. Bathroom Door Discussion: Discussion was held about the bathrooms not having A.D.A. compliant doors. It was noted that a bid had been accepted from Anthony Rakness of Green Mountain Customs for improvements. The clerk was instructed to contact Mr. Rakness to see if he felt comfortable in replacing the doors on the cinderblock building, get an estimate on the change in cost or find out if the council needs to go in a different direction.

Maintenance/Operator Acord noted that the portable stage was also not A.D.A. Compliant and that neither was the cement around the restrooms at the park. Mayor Fagan asked if the stage could be modified. Craig noted that some of the A.D.A. items may need to wait a bit.

Leach Field at Water Plant Septic tank: Clerk/Treasurer Harvey advised that Maintenance/Operator Acord reported their may be a permit application fee of \$500.00. Craig asked if Acord was comfortable in filling out the application. He indicated that he was. He needed to get the design specifications. Council noted that there was no hurry since it could not be constructed until spring. No action was taken on the permit fee.

ARPA Grant #1212- Sewer Lagoon Project- \$1,398,906.00 Clerk/Treasurer Harvey that she had placed the contract in the council packet for review. She noted that there was a typo in it that did not affect anything. Craig moved to approve the contract and allow Mayor Fagan to sign the documents related to the grant, McKinney seconded and the motion was passed.

Carbon County Fair Book Ad: Clerk/Treasurer Harvey advised that she had usually been approached by a kid for this advertisement by now, but she had not seen anyone yet. She noted that last year the council approved that ad at a cost of \$65.00. Reichert moved to approve the advertisement in the Carbon County Fair Book at a cost of \$65.00, McKinney seconded and the motion was passed.

Carbon Power & Light- Idle Service at Japanese Garden: It was noted that the service was idle since 2005 and that there was short circuiting at that time. The meter was pulled and the service went idle. It is unknown if an electrical line had been cut. Clerk/Treasurer Harvey advised that she had been contacted by the Garden Club asking that the council please consider keeping the service active and that there had been recent weddings that could have utilized it. Councilman Craig asked if there was work that needed to be done before it was turned back on. He noted that he had no problem keeping the service, but that the town had paid for it for twenty years that it was not operational. The council agreed that they did not want to abandon the service. Maintenance/Operator Acord noted that he will look into the issues with the service line.

Wyoming Office of Historical Preservation: Mayor Fagan noted that the Town had received a letter advising that there was an application to have the Lora Webb Nichols house designated as a National Historic Place. She noted that she would like to draft a courtesy letter in support of the designation. Craig noted that if it is designated it bounds the owner to regulations, but would not affect the Town. The council agreed by consensus to draft a letter of support.

CCSD#2 Rec Board Grant Application: Craig noted that he read the clerks report and that the Rec Board grant request was as good a use as any he could see, serving the most people. Craig moved to approve the application for \$3,500.00 in utilities for the parks and Opera House, \$3,000.00 in parks department wages and \$1,500.00 toward Music in the Park, Reichert seconded and the motion was passed.

Executive Session- Personnel: At 7:58 p.m. Craig moved to go into executive session for the purpose of discussing personnel, Reichert seconded and the motion was passed. Those in attendance were Mayor Fagan, Councilmembers Bill Craig, Ashley McKinney and Steve Reichert. At 8:24 p.m. Maintenance/Operator Acord was asked to join the session. At 8:27 p.m. Maintenance /Operator Acord left the session. At 8:31 p.m. Craig moved to return to regular session and seal the minutes and place them in the safe, McKinney seconded and the motion was passed.

Craig moved to give Maintenance/Operator Acord a .50 cent per hour raise retroactive back to January 01, 2023 for achieving his level II licenses and a .50 cent per hour raise effective February 16th along with a promotion to Public Works Supervisor, Reichert seconded and the motion was passed. Craig noted that he would like to be advised any time someone gets a license and to see a raise of .50 per license established.

CORRESPONDENCE:

CCVC, CCEDC, CCSPTJPB, SCWEMS, UPRSWDD, WAM, USFS LaVA Project info & newsletters via email

State of Wyoming Department of Revenue

SPVCC Annual Awards Banquet

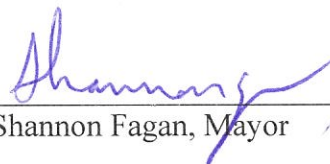
UPRSWDD- Available Seats

With no further business, Craig moved to adjourn at 8:38 p.m., McKinney seconded and the motion was passed.

Doreen Harvey, CMC

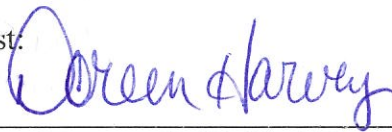
Clerk/Treasurer

Approved: March 9, 2023



Shannon Fagan, Mayor

Attest:



Doreen Harvey, CMC, Clerk/Treasurer

Doreen Harvey, CMC, Clerk/Treasurer