

Town of Encampment  
Regular Meeting  
April 10, 2025  
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday April 10, 2025 at 7:00 p.m. with Mayor Shannon Fagan presiding. Council members present were Stas Banach, Ashley McKinney, Susan Munson and Steve Reichert. Town personnel present were Doreen Harvey, Clerk/Treasurer; Kevin Shue, Police Chief; Bill Acord, Public Works Supervisor; Clinton Blake and Trevor Vorn, Maintenance/Operators and Martha Ralston, Deputy Clerk. Public Guests were Penny Layman, SCWEMS; Adrienne Wagnon, 307 Pub & Grub; Wyatt Craig, Mother Mountain Anglers; Crystal Gillen & Josh Saier, Sierra Madre Muzzle Loaders; Rachel Swanson, Encampment Preschool; and Schelby Merrill from High Plains Foam Building. Audience members were Cybil Allen, Ted Benedict, Lenny Layman, Maura Jacobsen, Kim Hemenway, D’Ron Campbell from the Saratoga Sun, Mike Armstrong from the Carbon County Comet 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 additions, Reichert seconded and the motion was passed.

### MINUTES

Munson moved to approve the minutes of the March 13, 2025 regular meeting, McKinney seconded and the motion was passed.

### FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey noted that WyoStar interest had not posted yet. At 75% of the budget year, revenues were at about 87.53% of budget and expenses were at 52.26%. She noted that those numbers would change when the budget is amended. Reichert moved to approve the March 2025 financial statement, the March 2025 payroll and contracted liabilities in the amount of \$25,274.30, late monthly bills in the amount of \$20,429.38 including mosquito chemical and the regular monthly bills in the amount of \$45,386.69, Banach seconded and the motion was passed.

AT&T Mobility \$40.04  
Blue-Cross/Blue-Shield of WY  
\$7,646.78  
Carbon Power & Light \$5,062.23  
Corkle Oil, LLC \$1,014.70  
Grainger, Inc \$42.95  
Harvey, Doreen \$1,273.97  
Karl's Auto Repair \$295.00  
LGLP \$3,211.00  
Marlin Leasing Corporation \$91.75  
North Fork Engineering \$1,388.00  
North Park Propane \$1,621.80  
Northwest Contractors Supply  
\$261.09  
Nuhn, Katrina \$145.98  
One-Call of Wyoming \$3.15  
Riverside Garage & Cabins \$123.20

Rocky Mtn Air Solutions \$135.84  
Saratoga Sun \$80.00  
SCWEMS \$3,842.00  
Sensus USA, Inc \$3,700.00  
Shively Hardware Co. \$174.99  
Sunrise Sanitation \$25.00  
Thatcher Company \$4,691.32  
Union Wireless \$505.54  
UPRSWDD \$8,536.00  
US Postal Service \$475.60  
USA BlueBook \$556.94  
Visa \$411.82  
Xesi Document Solutions \$30.00  
TOTAL \$45,386.69  
PAYROLL & CONTRACTED  
LIABILITIES  
AFLAC \$75.28

WY Workers Compensation \$456.01  
WY Unemployment Insurance \$86.22  
WY Retirement System \$3,610.42  
WY Retirement- VFD \$300.00  
US Treasury \$2,090.80  
US Treasury \$2,317.20  
Net Payroll \$16,338.37  
TOTAL \$25,274.30  
LATE BILLS  
Brandt, Robert \$1,206.05  
Adapco \$14,236.20  
Grainger \$120.20  
Hach \$62.99  
Visa \$2,111.19  
Visa \$2,692.75  
TOTAL \$20,429.38

### PUBLIC GUESTS

Penny Layman-SCWEMS: Ms. Layman was present to update the council on the activities of the South-Central Wyoming EMS. She noted that she has one person that is interested in filling her position and that the person will submit a letter of interest to the Town. She noted that Hanna will be getting their new ambulance on May 25<sup>th</sup>. There is only \$25,000.00 out of pocket, which is a big win for Carbon County. Radios and communications will be covered by grants. The progress on the Hanna station is awaiting warmer weather so that a determination can be made on the feasibility of the grounds. Ms. Layman also

noted that EMSMC will be replacing Wakefield for billing in effort to improve the collection rate. The hope is that it will be more prompt. Mayor Fagan asked about the collection rate. Ms. Layman noted that it was about 20% and that the collections went down each month. Trying to contact made no difference. Medicare and Medicaid payments were also slow. They are hoping for improvement. The council thanked Ms. Layman for her time volunteering for the board noting that she has done a great job and will be missed.

Adrienne Wagon- 307 Pub & Grub- July 19<sup>th</sup> event: Ms. Wagon noted that she was present to ask about the closure of MacFarlane Avenue between Sixth Street and Emerson Boulevard for the T-Bone Classic held on July 19<sup>th</sup>. She advised the council that she has spoken with all the neighbors on the street about the plans. She noted that she had planned to ask for use of the stage, but Cowboy Gathering is that weekend. They will use a flat-bed for the band. Banach asked if they considered moving the date. Ms. Wagon noted that it is not one that changes. Ms. Wagon also noted that she would need tables and chairs. The proceeds from the benefit will go to a non-profit. This year it is going toward a child in Rawlins dealing with Cancer. Council discussed the road closure. Munson moved to allow the road could be closed from noon Friday July 18<sup>th</sup> until noon on Sunday the 20<sup>th</sup> to protect all involved, Banach seconded and the motion was passed. A resolution for the closure will be presented to the council at the next meeting. Banach moved to waive the fees for the tables and chairs, McKinney seconded and the motion was passed.

Wyatt Craig- Mother Mountain Anglers- Fireworks Ball/Disc Golf Tournament: Mr. Craig advised the council that the Fireworks Ball would be May 10<sup>th</sup> at the Opera House. 307 Pub & Grub would be selling the beverages and that there would be live music as well as a raffle. He also noted that the Tale of Two Cities Disc Golf Tournament would be held June 7<sup>th</sup>. He asked the council for the use of the park and for the \$100.00 sponsorship given in prior years. Josh Saier from Sierra Madre Muzzleloaders noted from the audience that they had agreed to move the Marion Baker Invitational Black Powder Shoot to May 31<sup>st</sup>. Munson moved to approve the catering permit for 307 Pub & Grub to sell liquor at the Fireworks Ball, McKinney seconded and the motion was passed. Reichert moved to allow the use of the park and the sponsorship of \$100.00 for the Tale of Two Cities disc golf tournament, Banach seconded and the motion was passed.

Crystal Gillen / Josh Saier- SMML Mtn Man Rendezvous: Mr. Saier thanked the council for past support and noted that he was present to ask for the use of the grounds behind the museum, \$500.00 and the four porta-potties for the event. He also noted that he would need the barricades for the road closure. Banach asked if the club made a profit on the event. Mr. Saier noted that the proceeds go toward prizes and toward future events. Munson moved to approve the use of the grounds behind the museum, \$500.00 and the porta-potties for the event, Banach seconded and the motion was passed.

Rachel Swanson-Encampment Preschool / Suicide Prevention: Ms. Swanson thanked the council for their past support of the preschool. She noted that they had seven in kindergarten this year and will have six in the morning and six in the afternoon next year. She noted that she was also present to advise the council on the activities of the Carbon County Prevention Network. She presented information and a number of brochures to the council. She noted that there would be a Sources of Strength meeting on April 25<sup>th</sup> at 2:00 p.m. at the Platte Valley Community Center. She noted that there are also classes that answer questions and teach how to look for signs of risk. They will be held at various locations. She noted that the suicide rate for Wyoming had dropped from #1 in the nation to #3, but that it is a statistic we do not

want to have. There will also be a two-day training in Baggs on responding to loss. She advised that they are looking for stakeholders and businesses to post information. The information is evidence based and teaching it with fidelity can result in a 29% reduction in suicide. She noted that she would provide information to those interested in helping the community through Hope, Health and Strength. The council thanked her for her efforts and for taking time to attend the meeting.

Schelby Merrill- High Plains Foam Buildings: Ms. Merrill was present to continue the discussion of valley growth accomplishment, affordable housing and the search for property on which to build. She noted that she wanted to foster community development and attract young families to enter into the K-12 school. Several people have spoken to her about housing challenges in Encampment, about affordability and the need for cleanup. She noted that they want to preserve the character, prioritize values, natural heritage and provide housing and infrastructure while supporting economic growth. She provided the council with a set of floor plans and stated that the Planning Commission was in support of the idea. Mayor Fagan asked if she had contacted private owners with land for sale. Ms. Merrill indicated that she was hoping to purchase the four lots the town owns across from the DiVide. Mayor Fagan noted that any process should be public and in fairness go through the bid process. Councilwoman Munson noted that anything sold should be appraised. Banach noted that he thinks that it could be done conditionally and that the town should consider it. Ms. Merrill noted that it would add value to the town in the land sale and tap fees and would contribute to a better community. Mayor Fagan further noted that the land in question was purchased in the business district in anticipation for future business development. Councilman Reichert noted that he was not interested in selling any property at this time and that if we did it would be by public bid. Banach stated that he would like to see it go back into the tax base. It was noted again that it would be best on public bid. Ms. Merrill encouraged the town to think about future generations to come, stating that we cannot prohibit development and that it would be income for the town. No action was taken.

Candy Moulton- Carbon County 250 Committee: Mayor Fagan noted that Ms. Moulton was unable to attend, but that she had sent a letter to the council asking for a \$1,000.00 cost share in a project to make and present a documentary about Carbon County history for the anniversary. It was noted that request was kind of steep. It was noted that there were grant funds, but that they were still lacking funds. The request would go into the next fiscal budget. McKinney moved to approve \$1,000.00 toward the project, Banach seconded and the motion was passed.

## **UNFINISHED BUSINESS**

Sewer Lagoon Project- Phase 2- Project Contracts and Notice to Proceed: Mr. Nelson noted that the project documents had all been signed by the contractor along with bid bond information and insurance, and that all had been presented to the town attorney for review. Clerk/Treasurer Harvey noted that the attorney signed the certification statement and that it was distributed to council. Munson moved to sign the contracts and issue the Notice to Proceed, Reichert seconded and the motion was passed. Mr. Nelson noted that we will get a construction manual and a hard copy of the plans. Mobilization should begin the week of June 16<sup>th</sup> and there will be a pre-construction meeting April 11<sup>th</sup> at 9:30 a.m. that should last about an hour.

PUBLIC HEARING-Ordinance 2025-01-Amending Chapter 8.04-Enhanced 911 Emergency Telephone System- 3<sup>rd</sup> & Final Reading: At 7:47 p.m. Mayor Fagan opened a public hearing for the purpose of taking comment on Ordinance 2025-01 amending Chapter 8.04 on the Enhanced 911 Emergency telephone System. Clerk/Treasurer Harvey noted that there were no changes from the 2<sup>nd</sup> reading. Hearing no comments from the public, the Public Hearing was closed. Munson moved to approve the 3<sup>rd</sup> and Final

reading of Ordinance #2025-01 amending Chapter 08-04 Enhanced 911 Emergency Telephone System, Reichert seconded and the motion was passed.

Carbon County Library System-Information on Library System Funding- Info Provided: Clerk/Treasurer Harvey noted that she was working on the budget and asked the council if they would like to designate an amount for support. Council members noted that the information that was provided was unclear. Reichert also noted that they did not give a dollar amount that they were seeking. Munson commented that the financial information was not consistent and that there were some costs that were unclear if it were a monthly or an annual expense. It was noted that building expenses and operations and maintenance were hard to get grant funding for. The clerk was instructed to try and seek more clear information due to inconsistencies in numbers or have them provide a clear ask.

Pickle Ball Court Lighting Repairs- Up to \$2,278.94- Repair Options: Public Works Supervisor Acord noted that the school would be willing to pay about \$800.00 for their portion of the lights leaving Encampment with about \$1,600.00 for lighting, timers and the manlift. McKinney noted that she liked the idea of splitting the cost with the school. It was noted that just electrical is being discussed this at this time. Munson noted that it was a small thing that we could do for safety. Munson moved to approve up to \$1,600.00 for the update to the lights at the pickleball court, McKinney seconded and the motion was passed with Reichert voting no. Audience members noted that they use the court, and Banach noted that he likes to hear that it is busy.

May 21st CCCOG Meeting- FCCLA- Service Contract Discussion: Mayor Fagan noted that the CCCOG meeting would be held here in Encampment in May. FCCLA would be providing the meal. Clerk/Treasurer Harvey noted that there was \$500.00 in the budget for services that FCCLA provides for the Fire Department, but that they could not purchase the food and provide a meal and make any money at that rate. The contract is given generally for all services they provide. Discussion ensued about possible attendance and an amount. It is generally about 15 people, but it is not known who the speaker will be yet. Munson moved to issue an organizational service contract to FCCLA/ProStart in the amount of \$2,000.00 for their services, McKinney seconded and the motion was passed.

Sixth Street Sewer Main Issue: Public Works Supervisor Acord noted that it is flowing, but that he has no update. He has been having some discussions about some possible solutions. He has not been able to do a video inspection and document the interior of the pipe yet. There is a possibility of sleeving the pipe, but we need to know exactly what we are dealing with before we can get proposals. They will continue looking for options.

## **COMMITTEE REPORTS**

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

Fire Department: Clerk/Treasurer and Fire Department Secretary Harvey noted that she, Councilman Reichert and Fire Chief Cory Nuhn had attended a workshop with the Carbon County Fire Protection District and the Town of Saratoga. A list of suggested responsibilities for CCFPD and for the towns was distributed and that all that were present agreed that the list was a breakdown of how they thought the responsibilities were as discussed to start with. An amendment to the MOU is being drafted and will be distributed when ready. The council thanked those that took the time to attend the meeting.

Planning Commission: Minutes of the most recent meeting were provided.

Department of Public Works: a written report was submitted.

Clerk/Treasurer- Doreen Harvey: A written report was submitted. Clerk/Treasurer Harvey also noted that she had items on the agenda.

Recreation/Cemetery/Parks: No report.

Carbon County Council of Governments: The next meeting will be local on May 21<sup>st</sup>.

Watershed Protection Committee: No update.

UPRSWDD Operators Report: Councilwoman Munson noted that there was a new board member that was recommended by Schelby Merrill, and that they now have a full board. The meeting time will change to 4:00 p.m. She advised that she will send the most recent operators report to the council via email.

### **ADDITIONS TO THE AGENDA**

307 Pub & Grub Catering Liquor Permit- May 10<sup>th</sup>- Fireworks Ball at Opera House: This item was handled under public guests.

Carbon County Fire Protection District- Letter of Support: Harvey noted that CCFPD was seeking a letter in support of a grant for a portable training trailer. It was noted that the trailer would be able to be used locally and that they were not asking for money. Munson moved to approve a letter in support of the grant, Banach seconded and the motion was passed with Reichert opposing due to it being a last-minute request.

### **NEW BUSINESS**

Retail Space Proposals: Two proposals were received. Mayor Fagan noted that she had provided one of the proposals and noted that she would recuse herself from the discussion. Council agreed by Consensus to have senior member Councilman Reichert control the meeting for the issue. Mayor Fagan left the bench and joined the audience.

Audience members Maura Jacobsen and Kim Hemenway turned in a proposal for a Community Art Center including multiple uses. They distributed a financial mockup noting that it was hard to provide that without an idea of the cost of rent or utilities. Clerk/Treasurer Harvey noted for the council that during the negotiation phase of the contract that they had the right to hold the interview and discuss the details in an executive session.

Applicant Shannon Fagan noted that her idea was for a business called "Beacon". She noted that she planned it for public engagement and would sell outdoor gear, coffee, local goods, baked goods, etc. The public would have the option of consignment or to trade a day of employment to place their goods. She plans snowshoe/ski rental, hunting fishing, hiking gear etc. Anything outdoor. She would engage visitors in local social media promotions, with ratings and where things are at in a public space. Bakery services would be provided between Encampment and Saratoga for fresh baked goods. She noted that she has been collecting equipment for rentals in anticipation of how we need that type of business here. It worked for the Trading Post. The business would provide knowledge as well.

Councilman Reichert noted that he would like to see financial information on both proposals. He noted that in his opinion the rate of \$300.00 per month was not enough and would need to be discussed. Munson agreed that it should go up. Banach noted that it could be set at an introductory rate. The council discussed the fact that it is a big space and is great for multi-purpose use. It was agreed that a meeting should be held with each applicant to answer questions and get further information and allow a tour of the building if needed. The council agreed that both were good proposals. The council advised that they would review them and get in touch to set a meeting.

1<sup>st</sup> Reading Budget FY24/25 Budget Amendment- Revenue/Expenses \$2,103,983.70: Clerk/Treasurer Harvey noted that she removed some of the project expenses and reallocated some expenses. Munson moved to approve the 1<sup>st</sup> Reading of the FY24/25 budget amendment with revenue & expenses totaling \$2,103,983.70, Reichert seconded and the motion was passed.

1<sup>st</sup> Reading FY 25/26 Budget-Revenues \$3,356,948.09 / Expenses \$3,360,893.33-Deficit in Water Department \$3,945.24: Clerk/Treasurer Harvey advised that she did not have all state estimates in yet. She noted that she was a conservative budgeter and has estimated revenues low and expenses high for the first reading. She advised that at this point there is a deficit in the water department largely due to chemical costs. Munson moved to approve the 1<sup>st</sup> Reading of the FY25/26 budget with revenues estimated at \$3,356,948.09 and expenses at \$3,360,893.33, Banach seconded and the motion was passed.

Police Department- Purchase of Computer up to \$2,000.00 plus freight: Clerk/Treasurer Harvey noted that the purchase was necessary because of the Windows issue. She suggested that the expense be taken out of the Impact Fund. Banach moved to approve up to \$2,000.00 plus freight for the purchase of a computer for the Police Department, McKinney seconded and the motion was passed.

Advertise for Seasonal Help: McKinney moved to advertise for seasonal help, Munson seconded and the motion was passed.

Purchase of Gravel for Street Maintenance- Up to \$9,000.00: Reichert moved to purchase up to \$9,000.00 in gravel for street maintenance, Munson seconded and the motion was passed.

Purchase of Two Tires for Skid Steer: Reichert asked about the wear on the current tires. Public Works Supervisor Acord noted that the wear was okay, but that one would not hold air. Discussion ensued about whether or not all four should be replaced and other tire type options. It was determined that if all four were replaced the extras could be kept for spares. Reichert moved to approve up to \$2,000.00 for the replacement of all four tires, McKinney seconded and the motion was passed.

Purchase of Senior Banners- Mayor Fagan: Mayor Fagan noted that she has an estimate of \$720.00 plus freight for the signs. There are eleven seniors and North Park Signs will only be charging for nine of the banners, with no art fees. Reichert moved to approve \$720.00 plus freight for the banners, McKinney seconded and the motion was passed.

WAM-JPIC Ballot- Health Insurance Board: Reichert moved to vote for Susan Munson and Penny Robbins to serve on the WAM-JPIC Health insurance board, McKinney seconded and the motion was passed.

Executive Session for the Purpose of Negotiation: At 8:30 p.m. Munson moved to go into executive session for the purpose of discussion and negotiation regarding the Retail Space, McKinney seconded and

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the motion was passed. Those in attendance were Council Steve Reichert, Stas Banach, Ashley McKinney and Susan Munson. At 8:50 p.m. Banach moved to return to regular session, Reichert seconded and the motion was passed. Munson noted that meetings would be set for both business proposals to be held in executive session. Councilwoman McKinney agreed to take the lead on the matter and set the times and inform the clerk. Banach moved to set the rent for the space at \$500.00 per month for the first year, then review the matter, Munson seconded and the motion was passed with Mayor Fagan abstaining.

**CORRESPONDENCE:**

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

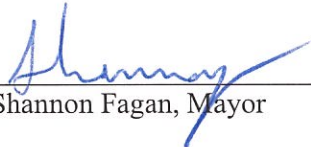
**USFS-LaVa Information-via email**

**Platte Valley Arts Council- Thank you**

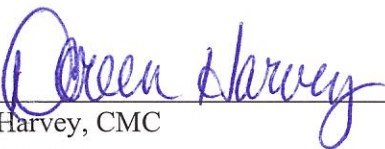
With no further business, McKinney moved to adjourn at 8:56 p.m., Banach seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: May 08, 2025

  
\_\_\_\_\_  
Shannon Fagan, Mayor

Attest:

  
\_\_\_\_\_  
Doreen Harvey, CMC  
Clerk/Treasurer