

Town of Encampment
Regular Meeting
May 08, 2025
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday May 08, 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 and Samatha Buffington, Carbon County Rubber Check Race. Audience members were Lenny Layman from Carbon County Emergency Management, Ted Benedict, Vicki Ward, Shelli Ward, Shelly McGuire and Jon Nelson of North Fork Engineering.

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

AGENDA

Munson moved to approve the agenda, Banach seconded and the motion was passed.

MINUTES

Banach moved to approve the minutes of the April 10, 2025 regular meeting, the April 11th pre-construction meeting and the April 23rd workshop as presented, Munson seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey noted that WyoSTAR interest had not posted yet and that with the early meeting, there was likely to be a number of late bills. She reported that at 83.3% of the budget year, revenues were at about 93.26% of budget and expenses were at 41.80%. Munson moved to approve the April 2025 financial statement, the April 2025 payroll and contracted liabilities in the amount of \$25,162.74, late monthly bills in the amount of \$4,265.80 and the regular monthly bills in the amount of \$46,061.36, Reichert seconded and the motion was passed.

AT&T Mobility \$40.04
Blue-Cross/Blue-Shield of WY
\$7,646.78
Carbon Power & Light \$5,514.80
Casper College \$138.00
Corkle Oil, LLC \$783.50
Dearborn Life Ins. Co. \$49.50
Encampment Petty Cash \$5.31
Grainger, Inc \$16.66
HACH \$264.05
Marlin Leasing Corporation \$91.75
North Fork Engineering \$6,126.00
North Park Propane \$1,723.80
Northwest Colo. Auto & Truck Parts
\$41.98
One-Call of Wyoming \$2.10

Rocky Mtn Air Solutions \$148.68
Saratoga Sun \$80.00
Sunrise Sanitation \$25.00
Union Wireless \$505.54
UPRSWDD \$8,411.00
US Postal Service \$336.00
Visa \$2,331.62
Xesi Document Solutions \$30.00
TOTAL \$34,312.11

PAYROLL & CONTRACTED
LIABILITIES
AFLAC \$75.28
Workers Compensation \$447.59
WY Retirement System \$3,488.81
WY Retirement- VFD \$300.00

US Treasury \$4,213.04
Net Payroll \$15,594.76
TOTAL \$24,119.48

LATE BILLS
Blue-Cross/Blue-Shield of WY
\$777.38
Carbon County Fair Board \$65.00
Grainger, Inc \$134.24
Little America \$268.00
North Fork Engineering \$6,816.20
North Park Propane \$2,620.80
One-Call of Wyoming \$28.15
Riverside Garage & Cabins \$56.54
WY DEQ- WQD \$1,000.00
TOTAL \$17,766.31

PUBLIC GUESTS

Penny Layman- SCWEMS: Ms. Layman was present to update the council on the activities of the SCWEMS board. She advised them that it would be her last meeting as representative. She asked the council if there were any questions on the quarterly report submitted to them via email. She noted that the second reading of the budget would be coming to the council soon and

that there would be no rate increase. The council thanked her noting that they really appreciate her service on the board and that she has done an amazing job.

Samanta Buffington- Rubber Check Race: Ms. Buffington was present to ask the council for use of the water truck and the grader for the Carbon County Rubber Check Race. She noted that they raised over \$3,600.00 last year. The event is June 21st. Gate opens at 4:00 p.m. and race is at 5:00 p.m. There will be live music and beverages will be provided by 307 Pub & Grub. Banach asked about food and was advised that several food trucks would be on site. Banach moved to allow the use of the water truck and the grader for the event, Reichert seconded and the motion was passed. Equipment will be operated by employee Vorn.

UNFINISHED BUSINESS

Sewer Lagoon Project-Jon Nelson- North Fork Engineering: Mr. Nelson advised that the Notice to Proceed had been issued and that they were getting some submittals already. He noted that potholing was not necessary because public works had located the water line in question. The project should begin mid-June or possibly a week later.

Carbon County Library System- Library System Funding-Additional Info Provided: Mayor Fagan suggested that the council continue providing funding through the Friends of the Library so that the donation benefits the local branch and is not distributed throughout the county. Clerk/Treasurer noted that the amount in the budget for the library was currently \$1,000.00 and asked if they wanted to purpose a different amount. Munson moved to continue with \$1,000.00 in the new budget for the Encampment Riverside Branch Friends of the Library, Banach seconded and the motion was passed.

Organizational Service Contract- FCCLA Pro-Start- \$2,000.00: Mayor Fagan noted that the service contract was for the meal for the CCCOG as discussed at the prior meeting. Munson moved to approve the Organizational Service Contract for FCCLA-Pro Start in the amount of \$2,000.00, Banach seconded and the motion was passed.

Sixth Street Sewer Main Issue: Information was distributed to the council about the potential costs and options for the Sixth Street sewer main issue. Mr. Nelson noted that when the public works department had the main exposed, he shot some elevations and that a budgetary quote had been provided by the contractor on the sewer lagoon project. Mayor Fagan noted that the town would need to go out to bid no matter what choices were made. Discussion ensued about the possibility of adding the other two mains that are under the highway to make a more worthwhile project. Mr. Nelson noted that the budget quote of \$129,585.00, by economy of scale, would likely be three times more for repair of three mains. Banach noted that it seemed high, but likely because we would be crossing the highway. It was agreed that WYDOT should be contacted at this point. Mr. Nelson noted that if there were a failure we might lose the avenue to repair all three. It was confirmed that the camera shows that failure is eminent. The council may set a workshop to discuss the issue further. Mayor Fagan asked that WYDOT be contacted and to continue moving forward on the issue.

Applications for Seasonal Help: Mayor Fagan noted that there was one application. She stated that the town will keep the posting open and allow Public Works Supervisor Acord make the decision on what to do. The council will be advised and set the rate if someone is hired.

COMMITTEE REPORTS

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

Planning Commission: The minutes for the most recent meeting were distributed.

Department of Public Works: A written report was submitted.

Fire Department: No Report

Clerk/Treasurer: Clerk/Treasurer Harvey advised that her items were on the agenda.

Recreation/Cemetery/Parks: Clerk/Treasurer Harvey advised that cemetery cleanup would begin May 14th and that it will be advertised.

Carbon County Council of Governments: Mayor Fagan advised that the CCCOG meeting will be held in Encampment on May 21st. She advised the council and employees that they were welcome to come. It starts at 6:00 p.m.

Watershed Protection Committee: Sampling will begin as soon as they can get up to the area.

UPRSWDD Operators Report: Munson reported that there was no meeting due to lack of a quorum.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

NEW BUSINESS

Set Mill Levy- 8 Mills: Munson moved to set the Mill Levy for the Town of Encampment at 8 Mills, Reichert seconded and the motion was passed.

2nd Reading Budget FY24/25 Budget Amendment- Revenue/Expenses \$2,095,749.73:

Clerk/Treasurer Harvey noted that she had removed a few things and reallocated some expenses. The Public Hearing on the budgets will be at the June meeting. McKinney moved to approve the 2nd reading of the FY24/25 Budget Amendment with revenue and expenses in the amount of \$2,095,749.73, Munson seconded and the motion was passed.

2nd Reading FY 25/26 Budget-Revenues \$3,346,912.21 / Expenses \$3,352,943.30-Deficit in Water Department \$6,031.09:

Clerk/Treasurer Harvey reported that the deficit in the water department was largely due to the cost of chemical and new testing rules. She noted that the council could choose to raise the rate \$2.00 or reallocate personnel, but that she believed that the allocation for personnel was correct because the systems are becoming more time intense. Public Works Supervisor Acord noted that PFAC testing is an EPA requirement and is to be done on a specific schedule. After three years, that schedule may change depending on the results. Reichert noted that a \$2.00 increase would be hard on seniors. Munson noted that the systems must each support themselves. Discussion ensued about the possibility of raising \$1.00 then raise it another dollar in a few months. Banach moved to raise the rate \$1.00 per month, the motion died for a lack of a second. Reichert moved to raise the water rate \$2.00 per month, McKinney seconded and the motion was passed. Clerk/Treasurer Harvey advised that although it has not been done, the council could choose to lower the rate if they find that costs change and it is no longer needed. Munson moved to add the rate to the FY25/26 budget effective July 1st, McKinney seconded and the motion was passed.

PUBLIC HEARING: Liquor License renewals-307 Pub & Grub LLC; White Dog Liquors, LLC; SMLI DiVide, LLC: At 7:31 p.m. Mayor Fagan opened a Public Hearing for the purpose

of taking public comment on the renewal of liquor licenses. There was no comment from the public. Chief Shue reported that he had no problems with any of the license holders. Hearing no further comment, the public hearing was closed. Banach moved to renew the liquor licenses for 307 Pub & Grub, LLC; White Dog Liquors, LLC and SMLI DiVide, LLC, McKinney seconded and the motion was passed.

ERVFD Fund Purchase of Supplies for Pancake Breakfast-Jamboree- Estimate \$1,000.00: Reichert moved to allow up to \$1,000.00 for the Fire Department to purchase supplies for the pancake breakfast, McKinney seconded and the motion was passed.

Resolution #2025-03- Street Closure for T- Bone Classic Event- July 19th: Mayor Fagan noted that the resolution was for the street closure discussed at the last meeting. Munson moved to approve resolution #2025-03 allowing the closure of MacFarlane Avenue between Emerson Boulevard and Sixth Street from noon on Friday July 18th though noon on Sunday July 20th for the T-Bone Classic, Banach seconded and the motion was passed.

Resolution #2025-04-Adoption of the Carbon County Hazard Mitigation Plan: Carbon County Emergency Manager Lenny Layman was present and asked the council if they had any questions on the plan. He noted that there were 17 governing bodies that participated and that the information gathered was good. There was lots of work and lots of homework in putting mitigation into long-term planning. He commended Mayor Fagan and the Town for participating in the update of the 5-year plan. Banach moved to approve Resolution #2025-04 adopting the Carbon County Hazard Mitigation Plan, Munson seconded and the motion was passed.

Carbon County Fire Protection District- Revised MOU: Clerk/Treasurer Harvey noted that the plan had been revised per the discussion held at the workshop and that it aligns with the information provided at that meeting. She noted that Chief Nuhn had advised that the clause that "CCFPD may charge a 5% administration fee" was supposed to be removed after the agreement was reviewed by the Town of Saratoga. The council agreed that they would like to see it removed. Clerk/Treasurer Harvey noted that the agreement needed to be passed as quickly as possible. Munson moved to pass the agreement with the clause removed, McKinney seconded and the motion was passed. Reichert reiterated that if the clause was not removed, the agreement would not be signed.

WAM-Legislative Interim Topics: Clerk/Treasurer Harvey advised that the Wyoming Association of Municipalities was doing away with their resolution process. It was used to present a topic WAM covered at their conference in June, advising of topics that they would like the legislature to review. The process is used to advocate for changes in statute. She noted that WAM would like to hear from towns as early as possible and want to make it a less cumbersome process. Munson thanked the clerk for the update.

Organizational Service Contracts- GE Cowboy Gathering \$500.00 / SMML Mtn. Man Rendezvous \$500.00 / ER Lions Club- Woodchoppers Jamboree \$500.00: Clerk/Treasurer Harvey asked the council if they would like to issue the remaining service contracts in the current year budget. Reichert moved to issue organizational service contracts to the Grand Encampment Cowboy Gathering in the amount of \$500.00; The Sierra Madre Muzzleloaders

Mountain Man Rendezvous in the amount of \$500.00 and the Encampment Riverside Lions Club in the amount of \$500.00, Banach seconded and the motion was passed.

WAM-JPIC Blue Cross Blue Shield- Employee Health Insurance Renewal: Clerk/Treasurer Harvey advised that the increase in plan cost was less than estimated and less than the industry standard. There will also be a premium holiday during the year. Munson moved to approve the renewal of the employee health insurance package with no changes, Banach seconded and the motion was passed.

Police Department- Replacement Tires for E-1-Estimate \$1,416.90: Chief Shue presented an estimate from a vendor for the purchase of tires for the police pickup. He advised that the tires were wearing and that he would not want to drive them at a high rate of speed. The council advised him that they would also like him to check local vendors to see if he can do better on the cost. McKinney moved to allow up to \$1,500.00 for tires for E-1, Munson seconded and the motion was passed.

Sewer Dept.-Purchase of Smaller Head for Sewer Camera for Service Lines: Public Works Supervisor Acord noted that he thought the cost would be around \$500.00 plus shipping. The department uses the current head in larger mains, but it is too large for service lines. He noted that it should be able to record conditions and help to trace sewer service lines along the surface for locates. He noted that they make a whole kit for locates for around \$4,000.00. Banach noted that he certainly did not want to get a camera stuck in a smaller line. The council agreed to take the frugal approach. Banach moved to approve up to \$1,000.00 for the smaller head for the sewer camera, McKinney seconded and the motion was passed.

Planning Commission Vacancies- 2 Seats Expire June 30th- Advertise for Letters of Interest: Munson moved to advertise for letters of interest for the two three-year vacancies, Banach seconded and the motion was passed.

Fireworks Purchase- \$1,500.00 plus Fireworks Ball Donations: Clerk/Treasurer Harvey noted that the earlier the purchase could be made, the better the deal they would get. She asked for permission to make the purchase once it is known how much there will be in donations from the Fireworks Ball. Munson moved to approve the purchase in the amount of \$1,500.00 plus the donations, McKinney seconded and the motion was passed. The clerk advised she will email the council the total when it is known.

Removal of Improvement- 621 Freeman Avenue- April 30th Deadline: Mayor Fagan noted that the property owner has exceeded the April 30th deadline and the un-permitted improvement has not been removed. Reichert moved to have a second citation issued to the property owner as a *Must Appear* on the matter, allowing for another council meeting prior to the court date, Munson seconded and the motion was passed.

Clinton Blake- Pesticide License Achievement- .50 Per Hour Raise: Mayor Fagan commended Maintenance/Operator Blake on a job well done. Banach moved to approve a .50 per hour raise for Clinton Blake of the achievement, Banach seconded and the motion was passed. Public Works Supervisor Acord asked if the raise would apply to everyone as he was not given a raise when he received his license May 22, 2023. Discussion ensued about whether or not the practice

of recognizing each license began before or after that date, and making the raise retroactive. Clerk/Treasurer Harvey noted that a lot of personnel discussion was executive session and may be in sealed minutes in the safe. Munson noted that she could no doubt see the practice going forward. Banach agreed. Mayor Fagan advised that they all work hard for what they earn. Banach moved to give Bill Acord a .50 cent and hour raise, retroactive from the effective date on the training certificate, McKinney seconded and the motion was passed.

Executive Session-Retail Space Negotiation: At 8:04 p.m. Munson moved to go into executive session for the purpose of negotiation, Banach seconded and the motion was passed. Those in attendance were Senior Councilman Steve Reichert and Councilmembers Stas Banach, Ashley McKinney and Susan Munson. Shannon Fagan joined the session at 8:04 p.m. Ms. Fagan exited the session at 8:15 p.m. McKinney moved to return to regular session at 8:22 p.m., Banach seconded and the motion was passed, with Fagan abstaining.

Munson moved to accept the proposal from Beacon in the Wind, LLC, Shannon Fagan, Owner for the lease of the retail space, Reichert seconded and the motion was passed. Munson asked the clerk if any tenants of town properties had ever had been allowed to delay first lease payments to help them get started. The clerk advised that several tenants had. Munson moved to allow the \$500.00 rental fee for the space begin July 01, 2025, McKinney seconded and the motion was passed with Fagan abstaining. The council wished her luck with her new business.

CORRESPONDENCE:

**CCEDC, CCSPTJPB; SCWEMS, CCEMA, SPVCC, UPRSWDD; WAM, WBC, WYDOT
info and newsletters via email**

USFS-LaVa Information-via email

The Lotus Group- 30-Day Comment Period

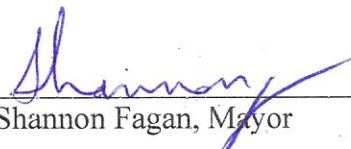
Carbon County Weed & Pest- grant approval

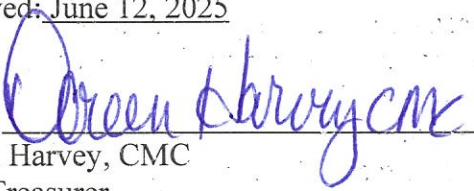
Wyoming Community Foundation

With no further business, McKinney moved to adjourn at 8:25 p.m., Reichert seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: June 12, 2025


Shannon Fagan, Mayor

Attest: 
Doreen Harvey, CMC
Clerk/Treasurer