

Town of Encampment
Regular Meeting
June 12, 2025
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday June 12, 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 Daniel and Rayna Greenwood and Carter Edwards. Audience members were Scott and Shelli Ward, Ted Benedict, Merle VanOrden 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 with the addition, McKinney seconded and the motion was passed.

MINUTES

Reichert moved to approve the minutes of the May 08, 2025 regular meeting and the May 27, 2025 special meeting 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 91.63% of the budget year, revenues were at about 99.14% of budget and expenses were at 45.31%. McKinney moved to approve the May 2025 financial statement, the May 2025 payroll and contracted liabilities in the amount of \$28,119.68, late monthly bills in the amount of \$1,589.96 and the regular monthly bills in the amount of \$46,660.18, Reichert seconded and the motion was passed.

307 Pub & Grub, LLC \$391.77
AT&T Mobility \$40.04
Bandit Fireworks \$6,000.00
Big Bale Company \$175.00
Blue-Cross/Blue-Shield of WY
\$8,136.35
Bridger Fabrication \$135.00
Carbon Power & Light \$4,235.52
Dearborn Life Ins. Co. \$49.50
Erickson and Roberts \$421.98
Evergreen Disposal \$22.50
Galls, LLC \$242.30
Karl's Auto Repair \$1,375.00
Marlin Leasing Corporation \$91.75
Mother Mountain Anglers \$100.00
North Fork Engineering \$1,529.00
North Park Propane \$1,072.80
Northwest Colo. Auto & Truck \$34.66
Nuhn, Katrina \$328.84
Office Depot \$213.09

Olde Trading Post, LLC \$53.75
One-Call of Wyoming \$10.50
Plattoga Holdings, LLC \$9,000.00
Posey Wagon Portable Toilet Svc
\$60.00
Quill Corp \$33.99
Radar Shop, Inc \$91.00
Riverside Garage & Cabins \$85.26
Rocky Mtn Air Solutions \$159.60
Saratoga Fire Department \$75.66
Saratoga Sun \$180.00
Shively Hardware Co. \$366.14
Sunrise Sanitation \$25.00
Uline \$168.52
Union Wireless \$513.67
UPRSWDD \$9,635.75
US Postal Service \$480.60
Visa \$1,059.34
Xesi Document Solutions \$66.30
TOTAL \$46,660.18

**PAYROLL & CONTRACTED
LIABILITIES**
AFLAC \$75.28
WY Workers Compensation \$517.64
WY Unemployment Insurance \$32.52
WY Retirement System \$4,124.44
WY Retirement- VFD \$300.00
US Treasury \$2,772.60
US Treasury \$2,294.94
Net Payroll \$18,002.26
TOTAL \$28,119.68

LATE BILLS
Grainger \$67.27
McMaster Carr \$1,074.15
One Call of Wyoming \$4.20
Quill Corp. \$190.34
Trojan Technologies Corp. \$254.00
TOTAL \$1,589.96

PUBLIC GUESTS

Daniel and Rayna Greenwood: The Greenwood's were present to appeal a decision made by the Planning Commission to deny an application for the replacement of a fence currently located in the street. The fence has been in that position for more than 50 years. He advised the council he wants to replace the posts and add wire to contain their dog. He noted that he believed the issue to be a 'legal non-conforming use' by definition of the ordinance and that he should be allowed to replace it. Mayor Fagan noted that it sounded like the plan was for new materials and a new style. Councilman Banach noted that he sees what is existing as more decorative than an actual fence. Discussion ensued about the definition of structure as pertains to the ordinance. Banach advised he did not see the fence as meeting the definition of structure, Munson agreed. She stated that lots of issues override the existing ordinances and that they are being addressed over time. Mr. Greenwood reiterated that he thought the fence met the definition of structure as it was in the ground. Banach reiterated that in his opinion the fence was not a structure. Mr. Greenwood asked the council to tell him how he was in the wrong. Banach noted that the ordinance was written so as not to increase the degree of nonconformity. The height and posts would be a substantial change. Councilman Reichert noted his opinion that fences should be on property boundaries. Munson also noted that the ordinance in question is for this precise issue, to try and correct issues. Greenwood stated again that the fence was legally in place prior to the ordinance. He noted that there are lots of fences in place outside property lines. Councilwoman McKinney noted that she saw the ordinance as an issue of use. A 'non-conforming' use to a 'conforming' use. Mr. Greenwood noted that the existing fence was likely put in place to keep cars off the lawn due to location. Mayor Fagan asked the council if they would like to make a motion on the issue. Reichert moved to deny the appeal of the application, Munson seconded and the motion was passed with Banach abstaining. Mayor Fagan advised Mr. Greenwood that he would be welcome to put in another application for a fence permit on the property line. The council thanked him for attending the council meeting.

Carter Edwards-Use of Baseball Field: Mr. Edwards identified himself as the rec director for the adult coed league. He advised that they would be having a baseball league from July 21st through August 29th. Mayor Fagan asked about conflict with the little league. Mr. Edwards advised that they would begin after little league. The council agreed to the use of the field with the mayor stating that an adult league sounded great. Public Works Supervisor Acord asked Mr. Edwards for a schedule and advised him that if he needed any access to the equipment to let him know.

UNFINISHED BUSINESS

Sewer Lagoon Project-Jon Nelson- North Fork Engineering: Mr. Nelson advised that the contractor should mobilize on the 23rd. Staking of the project will begin next week. They will start with the lagoon building and the first pour should be before July 4th. He noted that it should go vertical quickly and that the offsite waterline will begin at a later date. Submittals are in and approved. The project manager has advised that there are no lead-time issues. Banach expressed the opinion that being one week behind at the start time is not good, noting that experience shows winter can come at any time. Mr. Nelson advised that this project has a different management team than the last project.

Sixth Street Sewer Main Project: Mr. Nelson presented the second revision of the estimate for the project and a task order for services. The revision included changes discussed for the depth of the main and the requirements assigned by WYDOT including C-900 pipe. He is working on the

issue to see if there can be flexibility on the requirements. He has not submitted the permit yet. If flow fill back into the trench is allowed it will reduce testing, but will not save on the construction side. He is awaiting the credentials from WYDOT to proceed. Council discussed options, but agreed that the potential of an emergency warranted no further delay. Banach made a motion to seek additional quotes. The motion died for lack of a second. Discussion ensued about handling traffic control as a force account. Mr. Nelson noted that we would pay by invoice at cost plus markup, but would be taking a risk that they may not want. Council reiterated that they are worried about failure of the main and wanted to proceed. Munson moved to approve the estimate from American West Construction at \$188,625.00, McKinney seconded and the motion was passed with Banach opposing. A force account will be used for traffic control. One half of the road will be closed at a time. It will be two lanes so no flaggers, road cars or traffic lights will be necessary. Munson moved to approve the task order for North Fork Engineering at a cost of \$35,750.00, McKinney seconded and the motion was passed with Banach opposing. McKinney moved to approve the application for permitting the 2025 Emergency Sewer Main Replacement Project, Reichert seconded and the motion was passed with Banach opposing.

Ratifying Hiring of Samantha Buffington at \$15.00/hour- Ratify use of prior seasonal help and their current rate: No other applications were received. Munson moved to ratify hiring Samatha Buffington at \$15.00 per hour and to use prior staff Shellie Martin and Becky Acord at their current rate of \$17.00 per hour for seasonal parks employees, McKinney seconded and the motion was passed. Banach questioned leadership and Mayor Fagan noted that she did not think it would be an issue.

Planning Commission- Letters of Interest: Three letters were received. Ted Benedict, Matt Dittbenner and Carl Lembke. The mayor asked the council their preferences. Reichert moved to approve Ted Benedict and Carl Lembke, Munson seconded and the motion was passed.

PUBLIC HEARING- FY24-25 Budget Amendment- 3rd & Final Reading-Revenue /Expenses \$2,095,749.73: At 7:43 p.m. Mayor Fagan opened a Public Hearing for the purpose of taking comment on the FY24/25 budget amendment. Hearing no comment, the hearing was closed. Banach moved to approve the 3rd and final reading of the FY24/25 Budget Amendment with revenue and expenses totaling \$2,095,749.73, McKinney seconded and the motion was passed.

New Budget Purchase Request- Fire Department Equipment: Clerk/Treasurer and Fire Department Secretary Harvey noted that the fire department had provided some equipment requests that needed to be reviewed before the 3rd reading of the budget. The purchase of four air packs totaling \$38,594.00, a specialized compressor for filling them at \$51,380.51 and two choices of extrication equipment, with the preferred model estimated at \$31,180.00. She noted that the battery-operated extrication equipment would eliminate the need for packing a generator in a difficult spot on an incident. She advised that the fire department was shocked at the cost of the compressor and will be looking into other options and possible grant funding. Council members agreed that they want to support the fire department and ensure they have the equipment they need. Harvey noted that the SCBA was the most critical as current air packs are not sufficient. She noted that she had placed \$40,000.00 in the third reading of the budget in anticipation of the expense. The council agreed that the battery-operated extrication equipment should be purchased as well noting again that they did not want to short-change the fire

department. Munson moved to allow the purchase of the air packs at the estimated cost of \$38,594.00 and the purchase of the battery-operated extrication equipment at the estimated cost of \$31,180.00, Banach seconded and the motion was passed. \$32,000.00 will be added to the 3rd reading of the FY25/26 budget.

PUBLIC HEARING-FY25/26 Budget 3rd and Final Reading-Revenue & Expenses Totaling \$3,634,165.89: The amount of the budget was amended to \$3,666,165.89 to allow for the purchase of the extrication equipment. At 7:50 p.m. Mayor Fagan opened up a Public Hearing for the purpose of taking public comment on the FY2025/2026 budget. Hearing no comment, the Public Hearing was closed. McKinney moved to approve the FY2025/2026 Budget in the amount of \$3,666,165.89, Munson seconded and the motion was passed.

COMMITTEE REPORTS

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

Planning Commission: The minutes for the previous 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: No report.

Carbon County Council of Governments: Mayor Fagan noted that the CCCOG meeting was here last month and that the FCCLA served a delightful meal.

Watershed Protection Committee: Public Works Supervisor Acord noted that sampling is in progress.

UPRSWDD Operators Report: A written report was submitted.

ADDITIONS TO THE AGENDA

Window Broken by Mower: The council was advised that the mower had thrown a rock and broke a window out of a vehicle. Pictures were taken and a report was completed. Clerk/Treasurer Harvey reported that the cost would be under \$500.00 and that she had advised the vehicle owner to get the window replaced as to not make him wait for the use of his vehicle. The Town would either pay the vendor directly for the window or reimburse the resident. McKinney moved to approve the cost of replacement of the broken window, Banach seconded and the motion was passed.

NEW BUSINESS

Resolution #2025-05 Increase water rate \$2.00 per month effective July 01, 2025:

Clerk/Treasurer Harvey noted that the amount was discussed during prior meetings and was necessary due to monitoring costs, chemical and increases in electricity. Reichert moved to approve Resolution #2025-05 increasing the water rate \$2.00 per month effective July 01, 2025, Munson seconded and the motion was passed.

Water Plant Operations Update- Filtration: Public Works Supervisor Bill Acord advised that they are physically washing the filters and that it may be a possible chemical issue. 100,000 gallons of water was made and they have not had to tie into Riverside, but the connection is on standby. The mayors and the board have approved the action if necessary. Acord noted that the situation

has improved somewhat. The council thanked the public works department for their diligence throughout the issue.

Water Plant Communications Upgrade: Public Works Supervisor Acord advised that he would like to replace the buried cable between the plant and the tanks. The cost would be around \$1,500.00 or \$2,000.00 if a security aspect was added. He noted that he would like to be proactive with security as we are a target. It would correct the issue stemming from lightening strikes unless there is a direct hit. It could be done in-house. Munson moved to approve up to \$2,000.00 to upgrade the communications at the water plant, Banach seconded and the motion was passed.

Ratify Estimate for Fire Department Extrication Equipment Repair-\$1,319.25: Clerk/Treasurer Harvey reminded the council it was for the broken bolt on the existing set of tools. She noted that it is always good to have an extra set of extrication equipment. McKinney moved to ratify the expense for the repair of the equipment, Banach seconded and the motion was passed.

Martin Bratt-Tap Application to Move Sewer Tap: Public Works Supervisor Acord noted that moving the tap was necessary due to the size of the addition to the property at 719 Rankin Avenue. The house will have a basement. The \$800.00 tap fee has been paid. Reichert moved to approve the tap application, McKinney seconded and the motion was passed.

Contract Labor for the Supervision of Fireworks- Doug Russell- \$150.00: It was noted that Mr. Russell had been supervising the fireworks since he was an employee of the town. Munson moved to approve \$150.00 to Doug Russell for supervising the fireworks display, Banach seconded and the motion was passed.

Discover Carbon County WY- Visitors Council Grant for Music in the Park-\$956.35: McKinney moved to accept the grant contract as presented, Munson seconded and the motion was passed.

Purchase of Non-Perishable BBQ Supplies: Clerk/Treasurer Harvey noted that she would be willing to purchase some of the non-perishable BBQ supplies if the council would like to have them purchased and reimbursed before the end of the budget year. Reichert moved to approve the purchase and reimbursement of supplies for the Community BBQ, Banach seconded and the motion was passed.

Malt Beverage Permit- June 14th & 15th-Lions Arena-Woodchoppers Jamboree & Rodeo: Reichert moved to approve the malt beverage permit application for the event, Munson seconded and the motion was passed.

Catering Permit Application-307 Pub & Grub- Carbon County Rubber Check Race- Lions Arena: Reichert moved to approve the catering permit for the June 21st event, McKinney seconded and the motion was passed.

511 E. Eighth Street- Claim for Damage for Open Irrigation Spigot- Estimate \$14,000.00: Clerk/Treasurer Harvey advised that a claim had been submitted and that the insurance company has extended a settlement offer to the property owner. The Town will likely get a bill for

\$1,000.00 for the deductible portion. Public Works Supervisor Acord noted that the landscaping needed to be corrected where the issue happened and that he has started the draft of a written policy for the operations and maintenance of the system. When asked Acord advised that the water had likely run for about 15-minutes. He was thanked for developing better practices for the future.

Carbon County Visitors Council- Mike Armstrong for At-Large Seat: It was noted that Mr. Armstrong was unable to attend the meeting due to car trouble. Council agreed that he would be great for the position. Banach moved to recommend his appointment to the at-large seat, Reichert seconded and the motion was passed.

Jones-Simkins- Letter of Engagement for FY2024-2025 Audit Services: Clerk/Treasurer Harvey advised that audit would be necessary as long as the projects were ongoing. The cost should be close to the same as last year. Banach asked about the firm. Harvey noted that it will be the third year with the firm and that they have been easy to work with. Reichert moved to approve sign the letter of engagement with Jones-Simkins for audit services, Banach seconded and the motion was passed.

Purchase of Metal Detector for Planning Commission- up to \$1,000.00: Clerk/Treasurer Harvey advised that she had public works price one out for the use of the planning commission to help locate property pins. McKinney moved to approve the purchase, Munson seconded and the motion was passed with Reichert abstaining.

Tibbets/Warhola 819 Heizer- Subdivide to make use of property: A letter was received asking to regarding use of five lots in the R-1 district where three lots are required to build. A drawing was provided to show how three lots could be spilt form the other two to allow for the building of a home. Both parcels would meet setbacks according to the drawing. It was noted that the drawing was not accurate when overlayed with GIS. The existing cabin straddles the lot line and would not meet setbacks. Munson noted that she was not in favor of allowing the property to be divided as we are trying to fix these issues. Reichert advised that he was not in favor of it, stating that it would not set good precedence. The council agreed that the ordinance must be followed on the issue. A letter will be sent to the applicant. Clerk/Treasurer Harvey advised that they may attend a future meeting to discuss the issue.

Discuss Request for Water Service Line Extension – Block 8 Lots 5-8- Not within usual parameters of approval: Public Works Supervisor Acord noted that the service line would need to be run from Third and Winchell at least 100' to get to the block in question and then feed all lots. There is also a swamp in the block. Council noted that long service lines like that are not allowed. They agreed that engineering and extension of the main are required per ordinance.

CORRESPONDENCE:

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

USFS-LaVa Information-via email

2030 Census Launch of Website

ITC Electrical Technologies

Union Wireless

Wyoming Community Foundation

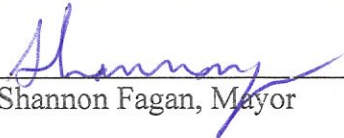
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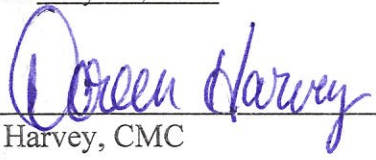
With no further business, McKinney moved to adjourn at 8:20 p.m., Reichert seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: July 10, 2025



Shannon Fagan, Mayor

Attest: 

Doreen Harvey, CMC
Clerk/Treasurer