

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

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday July 10, 2025 at 7:00 p.m. with Mayor Shannon Fagan presiding. Council members present were Stas Banach, Susan Munson and Steve Reichert. Town personnel present were Doreen Harvey, Clerk/Treasurer; Bill Acord, Public Works Supervisor; Clinton Blake and Trevor Vorn, Maintenance/Operators and Martha Ralston, Deputy Clerk. Public Guest was Robert Dailey from the Platte Valley Auto Club. Audience members were Bob Kelley, Vicki Ward, Shelli Ward, Jon Nelson of North Fork Engineering and Mike Armstrong of the Carbon County Comet.

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

### AGENDA

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

### MINUTES

Reichert moved to approve the minutes of the June 12, 2025 regular 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 100% of the budget year, revenues were at about 110.63% of budget and expenses were at 51.43%. She noted that Councilman Reichert would be completing an outside reconciliation when all statements are received. Munson moved to approve the June 2025 financial statement, the June 2025 payroll and contracted liabilities in the amount of \$30,556.01, late monthly bills in the amount of \$4,032.50 and the regular monthly bills in the amount of \$72,846.32, Reichert seconded and the motion was passed.

AT&T Mobility \$40.04  
Atomic Music Group \$3,000.00  
Big Bale Company \$95.45  
Blue-Cross/Blue-Shield of WY  
\$8,136.35  
Bridger Fabrication, LLC \$104.76  
Carbon Power & Light \$3,859.53  
CNA Surety \$625.00  
CoPro EFP \$1,344.31  
Evergreen Disposal \$22.50  
Ferguson Waterworks \$32.55  
Galls, LLC \$128.63  
Intuit \$345.99  
Karl's Auto Repair \$180.00  
LGLP \$1,000.00  
North Fork Engineering \$15,484.80  
Northwest Contractors Supply  
\$234.36  
Office Depot \$96.97  
Olde Trading Post \$303.56

One-Call of Wyoming \$23.10  
PEAC Solutions \$91.75  
Posey Wagon Portable Toilet Svc  
\$120.00  
Quill Corp \$94.53  
Riverside Garage & Cabins \$323.27  
Rocky Mtn Air Solutions \$164.32  
SCWEMS \$3,842.00  
Shively Hardware Co. \$110.98  
Sunrise Sanitation \$25.00  
Union Wireless \$508.39  
UPRSWDD \$8,422.15  
Visa \$161.97  
WAM \$639.00  
WAMCAT \$150.00  
WARM Property Insurance Pool  
\$23,105.06  
Xesi Document Solutions \$30.00  
TOTAL \$72,846.32

PAYROLL & CONTRACTED  
LIABILITIES  
AFLAC \$75.28  
WY Workers Compensation \$546.86  
WY Unemployment Insurance \$95.94  
WY Retirement System \$3,736.51  
WY Retirement- VFD \$300.00  
US Treasury \$2,441.94  
US Treasury \$2,784.42  
Net Payroll \$20,575.06  
TOTAL \$30,556.01

LATE BILLS  
Corkle Oil \$1,480.90  
Grainger \$810.95  
Rocky Mtn Fire Systems \$1,081.00  
Saratoga Auto Glass \$159.00  
Stryker Sales \$99.00  
Doreen Harvey \$401.65  
TOTAL \$4,032.50

### PUBLIC GUESTS

Robert Dailey- Platte Valley Auto Club: Mr. Dailey was present to make a donation to the Encampment Riverside Volunteer Fire Department for \$1,000.00. He noted that area businesses donate to the event, 307 Pub & Grub, White Dog Liquors, Trading Post, Riverside Garage, High

Mountain Power, Karls Auto and others. They like to give back to the community. They are unable to make donations every year, but this year they were pleased to be able to donate to the Encampment Fire Department. They have also donated to the Saratoga Fire Department. Councilman Banach advised that all of the cars looked good in the parade in Saratoga. The council thanked the club for the donation and Mr. Dailey for coming in to present it.

### **UNFINISHED BUSINESS**

Sewer Lagoon Project-Jon Nelson- North Fork Engineering: Mr. Nelson advised that the project is rolling along. The foundation is in and the building will begin the next week. They are reviewing the laws and rules for funding prior to purchased. The waterline to the headworks building is also half complete. American West Construction Pay Application #1 was presented in the amount of 73,794.10 for mobilization, permits, etc. Reichert moved to approve Pay Application #1 in the amount of \$73,794.10, Munson seconded and the motion was passed. Mr. Nelson advised that there have been two progress meetings and that he will be present online at the next meeting, but that the superintendent should be present. Color selections for the building will stay consistent with other buildings. Mr. Nelson fielded questions from Councilman Banach about long-item lead time and the delay of one week to the start of the project. Mr. Nelson noted that procurement is going well and so far, everything is looking good. There was a one-week delay to the start, but the project is on track otherwise.

Sixth Street Sewer Main Project- Contract and Notice to Proceed: A Contract and Notice to Proceed and bonds and insurance were presented to the council from American West Contractors in the amount of \$188,625.00 for the 2025 Sixth Street Emergency Sewer Main Replacement Project. The notice to proceed will have the stipulation of a preconstruction meeting with WYDOT. The meeting will likely be held July 22<sup>nd</sup>. There is a tentative start day of July 28<sup>th</sup>. The contractor is in the process of making sure their sub-contractors can start that day. Banach expressed concern about the emergency project timeline. Council discussed the urgency of the project with any delay likely pushing the project out into next year. Munson and Reichert agreed stating that any delay was a risk to the town. Munson moved to approve the contract documents as presented, Reichert seconded and the motion was passed with Banach voting no. Munson moved to approve the Notice to Proceed, Reichert seconded and the motion was passed. Banach noted that he voted yes because he agrees with the Notice to Proceed.

### **COMMITTEE REPORTS**

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

Fire Department: Clerk/Treasurer Harvey advised the Council that the Wyoming State Fire Chiefs Association had provided reimbursement for over \$2,500.00 in Cody Fire School expense.

Planning Commission: The minutes for the previous meeting were distributed.

Department of Public Works: A written report was submitted.

Clerk/Treasurer- Doreen Harvey: Clerk/Treasurer Harvey asked the council if they would consider purchasing another safe for records in the vault as the current safe was full. She noted that costs would likely be \$1,500.00 to \$2,000.00. the council advised the clerk to obtain estimates for next month's agenda.

Recreation/Cemetery/Parks: No report.

Carbon County Council of Governments: No report.

Watershed Protection Committee: There has been no update on the monitoring results. Mayor Fagan will contact the Conservation District.

UPRSWDD Operators Report: A written report was submitted.

### **ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

### **NEW BUSINESS**

Chief Shue-Donation of Fully Depreciated Non-Working 1996 Radar Trailer to Hanna: Chief Shue provided a letter of request to the council asking that he be allowed to donate the non-working radar trailer to Hanna. It is fully depreciated. Munson moved to allow the donation of the radar trailer, as is, to the Town of Hanna, Banach seconded and the motion was passed.

Joint Resolution CCCOG FY15/16 Funding Reallocations for Encampment and Saratoga: Clerk/Treasurer Harvey advised the council that a Joint Resolution of at least 70% of the members of CCCOG was required in order to reallocate the funding from the FY15/16 Consensus Funding MRG Grant. A new application is also required. Encampment wants to repurpose \$31,424.77 to the 2025 Sixth Street Emergency Sewer Main Replacement Project and Saratoga wants to reallocate \$11,077.76 to the 2025 West Bench Sewer Replacement Project. Munson moved to approve the joint resolutions as presented, Banach seconded and the motion was passed.

Dangerous Boardwalk on Freeman Below Sixth Street: Residents have complained that the boardwalk has become dangerous. It is in the street right-of-way. It was noted that we did not need to spend the money to repair it. One of the adjacent property owners has a deck attached to a portion of it. Reichert moved to remove the boardwalk with the contact made to the adjacent property owners, Banach seconded and the motion was passed. The museum will be asked if they want any of the old wood.

UPRSWDD Landfill Contract for FY2025/2026: Clerk/Treasurer Harvey advised that the only change to the contract was the increase of admin fees by .05 cents. Reicher moved to approve the contract as presented, Banach seconded and the motion was passed.

Water Department- Purchase of Pressure Relief Valves- Up to \$15,000.00 as Budgeted: Banach moved to approve up to \$15,000.00 for the purchase of pressure relief valves, Munson seconded and the motion was passed.

Reserve Transfer Suggestions: Clerk/Treasurer Harvey presented information and suggestions to the council about reserve transfers. She noted that the transfers were based on past practices. She advised that she had missed one on the list for the Impact Funding being received. Munson moved to approve the transfers into reserves as presented by the treasurer, Banach seconded and the motion was passed. Munson thanked the treasurer for the detailed information. The transfers will be as follows: \$14,394.90 to the Water Fund; \$17,311.04 to the Sewer Fund; \$10,000.00 to the Truck Fund, the Equipment Replacement Fund and the Grand Encampment Opera House Fund; \$25,000.00 to the Fire Department Equipment Fund; \$4,000.00 to the Park Safety Fund; \$5,000.00 to the Cemetery Fund; \$2,471.33 to the ERVFD Fund and \$20,165.91 to the Impact Fund.

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P.4

19<sup>th</sup> Annual Community BBQ/Potluck & Music in the Park Event-Radio Ads-\$572.00:

Clerk/Treasurer Harvey advised that the advertisements would be covered by the Carbon County Visitors Council Grant. Munson moved to approve the radio ads for the event, Banach seconded and the motion was passed.

Cory Waller and the Wicked Things- Final Payment for Performance \$3,000.00: Clerk/Treasurer Harvey advised that preliminary notice of approval has been given by the CCSD#2 Rec Board for the funding for the band for the event. Banach moved to approve the final payment for the band, Munson seconded and the motion was passed.

19<sup>th</sup> Annual Community BBQ/Potluck & Music in the Park Event- Purchase of Food- Estimate \$1,600.00: Clerk/Treasurer Harvey noted the purchase would include burgers, brats, buns, cheese and other perishable items. Reichert moved to approve the purchase of the Community BBQ Supplies up to \$1,600.00, Munson seconded and the motion was passed. Reichert asked about the repair to the electrical as blowing fuses was an issue. No estimates have been received and contractors are busy with new construction. Munson noted that she would like to see it repaired by next year. Discussion turned to who would be present for the event and discussion ensued about the purchase of a gas grill rather than having to borrow one. Munson moved to approve up to \$1,000.00 for the purchase of an eight-burner grill, Banach seconded and the motion was passed.

Executive Session- Personnel: at 7:40 p.m. Banach moved to go into Executive Session for the purpose of discussing personnel, Reichert seconded and the motion was passed. Those in attendance were Mayor Shannon Fagan and Councilmembers Stas Banach, Susan Munson and Steve Reichert. At 8:20 p.m. Reichert moved to return to regular session, Banach seconded and the motion was passed.

Mayor Fagan directed the clerk to put an item on the next agenda to discuss a \$35.00 stipend for Planning Commission members. Clerk/Treasurer Harvey advised that she would need to contact the attorney about what legal processes would be needed before beginning to pay a volunteer board.

Reichert moved to give the regular employees a \$1.00 an hour raise effective with the July 15, 2025, payroll Munson seconded and the motion was passed.

**CORRESPONDENCE:**

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

**USFS-LaVa Information-via email**

**Platte Valley Aarts Council- Wyoming Gives Event**

**Rawlins Police Department- Night Out Event**

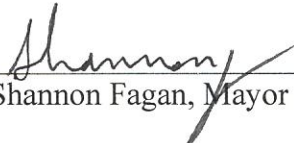
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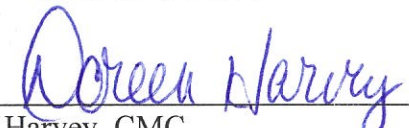
P.5

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

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: August 14, 2025

  
Shannon Fagan, Mayor

Attest:   
Doreen Harvey, CMC  
Clerk/Treasurer