

Town of Encampment
Regular Meeting
February 13, 2025
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday February 13, 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 and Clinton Blake and Trevor Vorn, Maintenance/Operators. Public Guests were Bob Merrill of the Encampment Riverside Lions Club and Schelby Merrill. Audience members were Ted Benedict, Leroy and LeAnn Stephenson, D’Ron Campbell from the Saratoga Sun, Keith Schricker from the Carbon County Comet and Jon Nelson of North Fork Engineering.

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

OATH OF OFFICE

Mayor Fagan administered the oath of office to incoming council member Stas Banach.

AGENDA

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

MINUTES

Munson moved to approve the minutes of the January 09, 2025 regular meeting with the typos corrected, Banach seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey noted that WyoStar interest had not posted yet. At 58.31% of the budget year, revenues were at about 73.58% of budget and expenses were at 44.53%. She noted that the revenues were due to above average collections on the Specific Purpose Tax. Banach moved to approve the January 2025 financial statement, the January 2025 payroll and contracted liabilities in the amount of \$26,822.95, late monthly bills in the amount of \$565.04 and the regular monthly bills in the amount of \$53,250.92, Reichert seconded and the motion was passed.

AT&T Mobility \$40.04	Northwest Contractors Supply	TOTAL \$53,250.92
Atomic Music Group \$1,000.00	\$797.88	
Blue-Cross/Blue-Shield WY \$7,654.72	ODP Business Solutions \$193.79	PAYROLL & CONTRACTED
Carbon County Comet \$108.00	Olde Trading Post \$65.75	LIABILITIES
Carbon County Sheriff's Office	Perue Printing \$27.60	AFLAC \$75.28
\$10,000.00	Quill Corp \$98.98	Workers Compensation \$490.66
Carbon Power & Light \$7,304.75	Riverside Garage & Cabins \$113.08	WY Retirement System \$3,835.16
CNA Surety \$100.00	Rocky Mtn Air Solutions \$148.68	WY Retirement- VFD \$318.75
Corkle Oil, LLC \$671.20	Saratoga Sun \$1,304.00	US Treasury \$2,222.04
Grainger, Inc \$631.73	Sunrise Sanitation \$25.00	US Treasury \$2,520.70
HACH \$5,303.00	Uline \$132.23	Net Payroll \$17,360.36
Jackson County Star \$334.00	Union Wireless \$505.54	TOTAL \$26,822.95
KTGA/KBDY \$528.00	UPRSWDD \$9,461.50	
Laramie Mech. Heating Systems	US Postal Service \$336.00	LATE BILLS
\$1,057.56	Valley Foods \$21.75	AT&T Mobility \$40.04
Marlin Leasing Corporation \$91.75	Visa \$226.89	Saratoga Sun \$250.00
McMaster-Carr \$169.70	Wy Dept of Agriculture \$40.00	SPV Chamber of Comm. \$250.00
Munson, Susan- \$100.00	Wyoming State Firemans Assn \$75.00	Sunrise Sanitation \$25.00
North Park Propane \$4,552.80	Xesi Document Solutions \$30.00	TOTAL \$565.04

PUBLIC GUESTS

Bob Merrill, President-Encampment Riverside Lions Club: Mr. Merrill provided the council with a summary of Lions Club Accomplishments and a rough drawing proposing some RV sites at the Encampment Riverside Lions Club arena. He advised the council that they were trying to figure out how to make extra money to supplement the things that the Lions Club does. He noted that they were a 501c3 non-profit formed in 1942. He advised the council of the things that they support in the community including providing \$5,000.00 in scholarships the past year. He noted that the arena is available for use by anyone at any time. He asked the council if they would consider allowing 6-10 RV spaces along the fence line along the highway. He noted that there was a water line at the arena and a sewer line across the arena. He noted that a power pole could be posted by the gate. The spaces would be wide, allowing for Big RV's and it would be credit card operated, or possibly have a donation box. He also noted the eventual possibility of a bath house or laundry. Discussion ensued about the issue. He asked if the town would donate the water and sewer. Mayor Fagan asked about the rate per space and Mr. Merrill noted \$30-\$35 a night. Munson noted that she was not ready to make a decision tonight because there are lots of unanswered questions. Mayor Fagan noted that they should go through the process to the Planning Commission first. She noted that there would likely need to be taps for each space. Audience members asked questions as well. Mr. Merrill noted that they would like to try and make it simple. Munson noted that it was a *Conditional Use* and would need to go through the planned unit development process. The council thanked Mr. Merrill for taking the time to attend the meeting.

Schelby Merrill: Ms. Merrill advised the council that she was present representing High Plains Foam and others looking for a solution to build cost effective housing. They were looking to buy land and would like a list of what land the town has available. She referenced land across from the DiVide as well as land north of the library. She advised the council that there was no bid process necessary if the land were used for economic development. She advised them that there could be a contract with developer and that the housing would either be for rent or purchase with first right of refusal. She noted it would be high energy efficiency concrete with spray foam interior. She noted that there were people willing to pull it together if they had the land. Mayor Fagan noted that the Town did not currently have land for sale and that it would need to be done through a bid process. Ms. Merrill provided a statute copy noting that she did not think that was the case and noted that there could be an agreement for other stipulations. She noted that she thought it would fall under economic development. Banach noted that it was cost effective housing. Ms. Merrill agreed noting that it was not to be confused with *Section 8* housing. Comment was made about the need for guarantee that someone was not just doing it to benefit in the end. Banach noted that he was responsible to the people of the town and noted that he was not opposed. An audience member questioned if it would just become an Air BnB. Ms. Merrill noted that it would be rental only or possibly rent to own. Just for people that live and work here. It was reiterated that the town does not have any land for sale at this time.

UNFINISHED BUSINESS

Sewer Lagoon- Phase 2-Jon Nelson, North Fork Engineering: Mr. Nelson reported that the bid opening was at 3:00 p.m. that afternoon in the Town Hall with him and the Clerk/Treasurer present. He provided the council with a bid tabulation sheet. Base bids were Rocky Mountain Sand and Gravel \$1,356,260.00; American West Construction \$1,486,565.00; Aslan Construction \$2,473,467.00. He noted that the base bids were all over the available budget, not including the alternates. Mr. Nelson noted that he did a cursory review of the bids to make sure all required information was present. He noted that one of the contractors does not meet the experience requirement. He suggested that the council consider holding a workshop to have a broader discussion about the funding and to go over the details. He noted that the council could also choose to interview the bidders or request additional information. If the council chose to accept a bid, it could be accepted at the March 13th meeting and the project could proceed on schedule, with contracts and Notice to Proceed acted on in April. The council agreed on a Workshop Wednesday February 26th at 10:00 a.m. to discuss options.

COMMITTEE REPORTS

Police Department- Kevin Shue, Chief: No report.

Planning Commission: No report. The most recent meeting was cancelled.

Department of Public Works: A written report was submitted.

Clerk/Treasurer- Doreen Harvey, CMC: A written report was submitted. Clerk/Treasurer Harvey asked for permission to transfer \$300,000.00 from the operating fund to the WYOSTAR General Fund Reserve in order to earn better interest. Reichert moved to allow the transfer, Munson seconded and the motion was passed.

Recreation/Cemetery/Parks: Clerk/Treasurer Harvey reported that the Sierra Madre Winter Carnival had been voted favorite Winter Time Event. Munson noted that it was chosen by the people. Harvey noted that the turnout was down a bit, but that there was already excitement for next year.

Fire Department: Clerk/Treasurer Harvey asked permission to contact the Town attorney with a summary of questions about the Carbon County Fire District MOU. Reichert moved to allow the clerk to contact the attorney, Banach seconded and the motion was passed.

Carbon County Council of Governments: No update.

Watershed Protection Committee: Mayor Fagan noted that the IFNF grant group would be meeting next Tuesday and that she will try and call into the meeting.

UPRSWDD Operators Report: Munson reported that Clean Up Days would be May 3rd & 4th in Encampment and May 2nd & 3rd in Saratoga.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

NEW BUSINESS

PUBLIC HEARING for the purpose of taking comment on a Conditional Use Permit

Application for 722 Heizer Avenue- for use as a vacation/short-term rental: Mayor Fagan opened a public hearing at 7:37 p.m. for the purpose of taking comment on the application. An audience member asked about the cost of the permit. Banach noted that it was a \$250.00 one-time fee. Another audience member asked about how many we have. The clerk noted that she did not know off the top of her head, but that she thought it less than twenty. Reichert noted that there might be some that the council does not know about. It was also noted that temporary lodging was a Conditional Use with the council reserving the right to approve or disapprove of the use. Discussion ensued about the process, but not the application that was subject to the hearing. Banach finally noted that the Planning Commission has discussed the issue, and that there is a possibility that a moratorium could be issued if it becomes an issue. Mayor Fagan reiterated that the council could choose to deny an application or cap the number for consideration. Hearing no comment regarding the application in question, the Public Hearing was closed at 7:41 p.m. Reichert moved to approve the application for Conditional Use as presented, Munson seconded and the motion was passed.

Ordinance 2025-01-Amending Chapter 8.04-Enhanced 911 Emergency Telephone System-1st

Reading: Clerk/Treasurer Harvey noted that the Payee may need to be changed from Carbon County to Carbon County Sheriff's Office for the second reading as that is how the invoice for services was presented. She will look into the issue. Banach moved to approve the 1st Reading on ordinance 2025-01 amending the Enhanced 911 Emergency Telephone System Ordinance, Munson seconded and the motion was passed.

Cody Fire School- Up to 8 Members- Tuition, Expenses, 5 Rooms @ \$134.00 per night for 2

Nights: Munson moved to allow up to 8 members to attend Cody Fire School and to cover lodging and expenses, Banach seconded and the motion was passed.

Friends of the Encampment Riverside Branch Library- Organizational Service Contract:

Clerk/Treasurer Harvey noted that the organization is in the budget each year for up to \$1,000.00, but that they do not ask for funding every year. She noted that they would be appreciative for whatever funding assistance the council would like to provide. Munson moved to enter into a service contract with the Friends of the Encampment Riverside Branch Library in the amount of \$1,000.00, Banach seconded and the motion was passed.

ERVFD Fund Purchase of Candy, Eggs & Prizes for Easter Egg Hunt up to \$1,000.00:

Clerk/Treasurer Harvey noted that she was unsure of the cost with the price of eggs, or if the eggs would be available. Reichert moved to approve up to \$1,000.00 from the ERVFD fund for the expense, Munson seconded and the motion was passed.

Public Works Purchase of Repair Saddles / PRV Valves: Clerk/Treasurer Harvey noted that the Public Works Department had given her an estimate of \$672.41, plus freight. Maintenance/Operator Vorn noted that they had used all that they had on the shelf. Reichert moved to approve the expense, Munson seconded and the motion was passed.

General Maintenance- Various Maintenance Items at Parks-Estimate \$1,500.00: Clerk/Treasurer Harvey noted that the estimate had been reduced to \$902.00 plus freight. Banach moved to approve the purchase of the maintenance items, Munson seconded and the motion was passed.

Town Hall Purchase of Computer- Up to \$1,800.00: Clerk/Treasurer Harvey noted that she has begun having problems with the main computer in the office. She knows that some installed software is being updated to run on Windows 11 and the computer cannot be updated. Reichert asked if she thought \$1,800.00 would be enough, noting that he did not want to upgrade again in a year. Munson moved to allow up to \$2,500.00 for the purchase of a new computer for the office, Banach seconded and the motion was passed.

Encampment Interest Group Questions- Community Follow up Meeting February 20th: It was noted that the meeting is at 6:00 p.m. at the Opera House. Audience member Ted Benedict advised that the group had done a very nice presentation, but that he thought the timing was wrong. He thought that they had their own agenda and were ambivalent. Mayor Fagan advised that she appreciated his honesty. Harvey noted that she had some questionnaires at the town hall, but no one has returned them. She noted that she had gotten comments from a few individuals that did not want to fill it out, but did not want more tourism.

Platte Valley Arts Council Membership- Current Level \$200.00: Munson moved to continue the support of the Platte Valley Arts Council at \$200.00, Banach seconded and the motion was passed. Banach noted that it was nice to support the arts.

Carbon County Library System-Information on Library System Funding Challenges: The council received a letter outlining the funding challenges coming to the Carbon County Library Board. Councilman Reichert noted that he certainly does not want to take over the building. The council instructed the clerk to write a letter asking for more information on the details for our branch, since there were no details in the letter.

Atomic Music- Contract for Cory Waller and the Wicked Things/Deposit \$1,000.00: Clerk/Treasurer Harvey advised that she included the cost of the band and lodging in the CCSD#2 Rec Board grant, but we would not know about funding until July. Banach moved to approve the contract and pay the \$1,000.00 deposit for Cory Waller and the Wicked Things for the August 2nd Music in the Park event.

CORRESPONDENCE:

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

USFS-LaVa Information-via email
Wyoming Arts Council _Governors Arts Awards
Wyoming Department of Revenue- Letter of Compliance
Platte Valley Arts Council- Winter Carnival

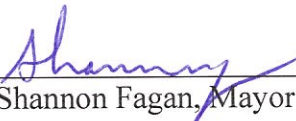
OTHER BUSINESS


Audience members Leroy and LeAnn Stephenson asked to make some observations on behalf of the Lions Club regarding potential RV sites. He noted that if they were charged each month regardless of occupancy that they would need to rent each site at least 12 nights a month to break even. If they are operational only four months, that is even worse. Reichert noted that his other concern was that they would lose a lot of parking and that parking is already an issue. The Stephenson's advised that they have a lot of data from their years of experience that they would be willing to share to show actual use in an RV Park. They noted that they have two taps that run their entire park. It was noted that RV Park specifically is not addressed in the ordinance. It is a Conditional Use which has a process by ordinance. The council noted that they just need time to look at the issue. It was advised that as a Conditional Use the council would have the right to set conditions. The council thanked for attending and for being willing to share their knowledge.

With no further business, Reichert moved to adjourn at 8:02 p.m., Munson seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: March 13, 2025


Shannon Fagan, Mayor

Attest: 
Doreen Harvey, CMC
Clerk/Treasurer