

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

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday March 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; Kevin Shue, Police Chief; Bill Acord, Public Works Supervisor; Clinton Blake and Trevor Vorn, Maintenance/Operators and Martha Ralston, Deputy Clerk. Public Guest was Adelaide Myers from Saratoga representing the Carbon County Library Board and Robert Brandt. Audience members were Ted Benedict, Nick & Karen Kurtak, Merle Van Orden, 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

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

MINUTES

Munson moved to approve the minutes of the February 13, 2025 regular meeting and the February 26, 2025 workshop meetings as presented, Banach seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey noted that at 66.67% of the budget year, revenues were at about 82.39% of budget and expenses were at 48.59%. She noted that the first reading of the new budget would be at the April meeting. Reichert moved to approve the February 2025 financial statement, the February 2025 payroll and contracted liabilities in the amount of \$24,119.48, late monthly bills in the amount of \$11,766.31 and the regular monthly bills in the amount of \$34,312.11, Munson seconded and the motion was passed.

AT&T Mobility \$40.04	Rocky Mtn Air Solutions \$148.68	Net Payroll \$15,594.76
Blue-Cross/Blue-Shield of WY \$7,646.78	Saratoga Sun \$80.00	TOTAL \$24,119.48
Carbon Power & Light \$5,514.80	Sunrise Sanitation \$25.00	LATE BILLS
Casper College \$138.00	Union Wireless \$505.54	Blue-Cross/Blue-Shield of WY \$777.38
Corkle Oil, LLC \$783.50	UPRSWDD \$8,411.00	Carbon County Fair Board \$65.00
Dearborn Life Ins. Co. \$49.50	US Postal Service \$336.00	Grainger, Inc \$134.24
Encampment Petty Cash \$5.31	Visa \$2,331.62	Little America \$268.00
Grainger, Inc \$16.66	Xesi Document Solutions \$30.00	North Fork Engineering \$6,816.20
HACH \$264.05	TOTAL \$34,312.11	North Park Propane \$2,620.80
Marlin Leasing Corporation \$91.75	PAYROLL & CONTRACTED	One-Call of Wyoming \$28.15
North Fork Engineering \$6,126.00	LIABILITIES	Riverside Garage & Cabins \$56.54
North Park Propane \$1,723.80	AFLAC \$75.28	WY DEQ- WQD \$1,000.00
Northwest Colo. Auto & Truck Parts \$41.98	Workers Compensation \$447.59	TOTAL \$17,766.31
One-Call of Wyoming \$2.10	WY Retirement System \$3,488.81	
	WY Retirement- VFD \$300.00	
	US Treasury \$4,213.04	

PUBLIC GUESTS

Adelaide Myers-Carbon County Library Board- Funding: Ms. Myers was present to answer questions the council might have about a recent letter sent about the reduction in funding for libraries. She noted that the board would be considering all funding sources to maintain services

at its branches. She reported that of the 8 library branches, the Encampment Riverside branch was the 3rd most utilized. She noted that the Sinclair branch was closed last year in order to trim the fat and provide the best services. It was a tough decision, but had a close proximity to the Rawlins branch and lower utilization. She asked the town council to keep the library in their funding plans for the next few years. Councilman Banach noted that our library gets a lot of use. Mayor Fagan asked if they had a specific financial ask. Ms. Myers said that she was not prepared to answer that at the current time. She asked that the town keep an open mind. Mayor Fagan also asked if grants were being sought. Ms. Myers noted that grants were tough as there are some for programs and services, but not for operations and maintenance. Mayor Fagan noted that more fund raisers might be considered. It was noted that the reduction in property tax would be adding to the issue. The council thanked her for taking the time to attend.

UNFINISHED BUSINESS

Sewer Lagoon Project- Phase 2-Jon Nelson, North Fork Engineering: Mayor Fagan noted that the council had met in a workshop session to review the project bids. She advised the council that she would like to consider awarding the bid to American West Construction due to them meeting the qualification requirements for experience in the bid specifications. The council agreed that the qualifications were important. Banach moved to award the Base Bid and Alternate A for the off-site water line to American West Construction, Reichert seconded and the motion was passed. The base bid was in the amount of \$1,485,565.00 with Alternate A at \$235,120.00. Mr. Nelson noted that he would prepare a letter to the Office of State Lands and Investments detailing the council's choice for their review and approval, and prepare the Notice of Award. Contracts should be ready by the next council meeting.

Ordinance 2025-01-Amending Chapter 8.04-Enhanced 911 Emergency Telephone System-2nd Reading: Clerk/Treasurer Harvey noted that she and Chief Shue had spoken and that the payee will remain Carbon County. There were no changes in the 2nd reading of the ordinance. Munson moved to approve the 2nd Reading of ordinance 2025-01 as presented, amending the Enhanced 911 Emergency Telephone System Ordinance, Banach seconded and the motion was passed. The Public Hearing on the matter will be held at the April 10th meeting.

COMMITTEE REPORTS

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

Planning Commission: The minutes from the most recent meeting were submitted.

Department of Public Works: A written report was submitted. Public Works Supervisor Acord noted that he wanted to point out a sewer main that is in very bad shape. The line runs under the highway. Banach expressed his concerns about weight on the highway when pavement heats up for summer. Mayor Fagan suggested that the department should look into options and be prepared to present them at the next meeting. WYDOT will need to be involved as well as engineering. Banach suggested the possibility of directional boring. The matter will be reviewed at the next meeting.

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Fire Department: Clerk/Treasurer Harvey noted that she had not heard back from the attorney on the issue with the Carbon County Fire District MOU. She advised that a workshop would be held in Saratoga on March 26th at 6:30 p.m. She noted that she would plan to attend. Councilwoman Munson and Councilman Reichert noted that they might attend as well.

Clerk/Treasurer- Doreen Harvey, CMC: Clerk/Treasurer Harvey noted that it had been in the budget to fund 25% of dispatch costs from the Impact Fund. She asked the council if they would like to apply that practice to the recent payment under the new agreement and transfer \$2,500.00 from the Impact Fund. Munson moved to transfer \$2,500.00 from the Impact Fund to cover the expense, Banach seconded and the motion was passed.

Recreation/Cemetery/Parks: No report.

Carbon County Council of Governments: Mayor Fagan noted the next meeting would be March 19th in Saratoga.

Watershed Protection Committee: A new round of testing will begin in May or June.

UPRSWDD Operators Report: A written report was submitted.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

NEW BUSINESS

WARM-Risk Management Conference: Clerk/Treasurer Harvey advised that the property insurance carrier would be hosting a Risk Management Conference if the council was interested in having someone attend. No action was taken.

Sewer Claim – 805 McCaffrey Avenue- \$1,206.05: Mr. Brandt was present to advise the council about his actions during the incident and to support the invoices he was claiming for the issue. He reported that his daughter-in-law had noticed the issue when checking the house in his absence. He noted that it was eventually discovered that there was a main plug about 125' down the main. The occasional flushing of the clear water in the toilets was bringing it back up into the house. He noted that he had two invoices over the three-day period and thanked Maintenance/Operator Vorn and Mayor Fagan for their help during the situation. It was noted for his benefit that the sewer main is on the list of problematic lines requiring regular maintenance. Munson moved to reimburse Mr. Brandt \$1,206.05 for the invoices for the issue, Banach seconded and the motion was passed. The council thanked Mr. Brandt for talking the time to attend the meeting.

WARWS- Spring Conference- Clinton Blake- Tuition, Lodging, Expenses: Public Works Supervisor Acord noted that the conference would provide the remaining hours necessary for Blake's level 2 licenses.

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Banach moved to allow Maintenance/Operator Blake to attend the training and to cover expenses, Reichert seconded and the motion was passed.

May 21st CCCOG Meeting- Encampment as Host: Mayor Fagan noted that the meeting moves throughout the county. The Town would provide the meal and cover the expense. Munson moved to host the May 21st event in Encampment, Banach seconded and the motion was passed. The clerk was instructed to contact FCCLA/ProStart to see if they were interested in providing a meal.

WAM Conference June 11-13th- Cheyenne: It was noted that the timing was bad for possible attendees. No action was taken.

WAM-JPIC Board Nominations- Susan Munson, Council: Clerk/Treasurer Harvey noted that this is a very important board that controls the employee health insurance and that Councilwoman Munson has served on the board in the past. Reichert moved to nominate Susan Munson to serve on the board, Banach seconded and the motion was passed.

Two Batteries for Town Fire Truck & one for Equipment- may exceed \$500.00 limit: Clerk/Treasurer Harvey advised that the Fire Department needed to purchase two batteries for the town truck and another for the side by side. She was unsure of it would exceed the department spending limit as she had not heard by meeting time. Banach moved to approve the purchase of the three batteries, Reichert seconded and the motion was passed.

Public Works Purchase of Computer- Estimate \$2,000.00 plus freight: It was noted that the purchase was necessary and would be split between three departments. Reichert moved to allow the purchase of a computer for up to \$2,000.00, Munson seconded and the motion was passed.

Property Insurance Renewal- Review of Valuations: Banach noted that he reviewed the valuations with the Clerk/Treasurer and Public Works Supervisor and that we should move forward with the information for a quote.

Purchase of Chemical- Water Plant \$6,630.40 plus freight: Public Works Supervisor Acord noted that should be enough chemical to get the water plant through the end of the fiscal year and to finish the cleaning of the water tanks. It is all in the budget. Banach moved to approve the purchase of the chemical for \$6,630.40 plus freight, Munson seconded and the motion was passed.

Calibration Tool & Pressure Gage- Water Plant-estimate \$494.97, plus freight: Public Works Supervisor Acord advised that the purchase of the tool would allow the town to calibrate the instrumentation on the skids rather than to have to send it to the factory for calibration. Munson moved to approve the purchase of the tool, Reichert seconded and the motion was passed.

Sewer Equipment- Parts for Sewer UVB System-\$4,100.00: Public Works Supervisor Acord noted that the parts would be spares for the sewer lagoon UVB system. He expressed concern that costs would be going up 25% soon. Banach noted that he believed in being proactive to avoid failings. Banach moved to approve the purchase of the parts, Munson seconded and the motion was passed.

Backhoe- Rebuild Front Axle- Estimate \$2,213.70, plus freight: Public Works Supervisor Acord noted that the 2008 machine was showing its age. The quote was for parts including the u-joint while they were

rebuilding it. It was noted that the machine was vital. Munson moved to approve the expense, Banach seconded and the motion was passed.

Pickle Ball Court Lighting Repairs- Up to \$2,278.94- Repair Options: The council expressed concern about the cost and discussed the possibility of a partnership with the pickle ball group or the school, since part of the lighting would cover their parking lot. The LED lights could be set up on a timer to ensure they went off. It was also noted that the crack in the cement could be patched. Clerk/Treasurer Harvey noted that when the decision was made, there may be money available in the general maintenance line of the budget. Mayor Fagan asked if Public Works Supervisor Acord could talk to the school and provide an updated quote next month.

Irrigation- Parts for Repairs- \$700.00 plus freight: It was noted that it was a normal seasonal purchase of spigots and parts for repair and that it is in the budget. Banach moved to purchase the parts at a cost of \$700.00 plus freight, Munson seconded and the motion was passed.

Lagoon Road- Materials and Compactor Rental \$10,106.70: Mayor Fagan noted that the purchase was eligible for the 2019 Specific Purpose tax as it was alternate B in the sewer lagoon project. The Town crew can complete it at a substantial savings. Banach moved to approve up to \$10,106.70 for the materials and the compactor rental, Munson seconded and the motion was passed.

Purchase of Mosquito Chemical- Estimate \$14,198.56, plus freight: Clerk/Treasurer Harvey noted that a grant was written to Carbon County Weed and pest for the chemical. Riverside will reimburse their portion. Public Works Supervisor Acord noted that it also includes larvicide for treatment of streams. Banach moved to approve the purchase of mosquito chemical at \$14,198.56 plus freight, Reichert seconded and the motion was passed.

CORRESPONDENCE:

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

USFS-LaVa Information-via email

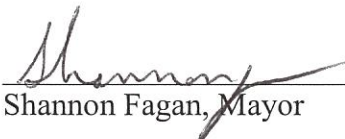
CCEMA- Region 3 Multi Hazard Mitigation Plan Draft

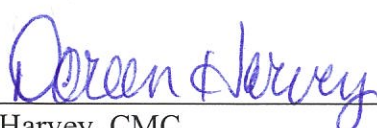
Grand Encampment Cowboy Gathering- Thank you

With no further business, Banach moved to adjourn at 8:52 p.m., Munson seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: April 10, 2025


Shannon Fagan, Mayor

Attest: 
Doreen Harvey, CMC
Clerk/Treasurer