

Town of Encampment  
Regular Meeting  
September 11, 2025  
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday September 11, 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 and Trevor Vorn and Clinton Blake, Maintenance/Operators. Planning Commission members present were Ted Benedict and Carl Lembke. Public Guest was Leroy Stephenson, Mayor of Riverside. Audience members were LeAnn Stephenson, Vicki Ward, Scott and Shelli Ward, Gary Stull, Dean Webb, Charles and Dawn Kiesel, Bob and Ros Herring and Jon Nelson of North Fork Engineering.

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

**MOMENT OF SILENCE:** Mayor Fagan asked for a moment of silence to commemorate the anniversary of September 11, 2001.

**AGENDA**

McKinney moved to approve the agenda with two additions, Munson seconded and the motion was passed.

**MINUTES**

Reichert moved to approve the minutes of the August 14, 2025 regular meeting as presented, Banach seconded and the motion was passed.

**FINANCIAL STATEMENT/MONTHLY BILLS**

Clerk/Treasurer Harvey reported that at 16.67% of the budget year, revenues were at about 23.45% of budget and expenses were at 22.16%. Munson moved to approve the August 2025 financial statement, the August 2025 payroll and contracted liabilities in the amount of \$49,391.86, late monthly bills in the amount of \$5,175.63 and the regular monthly bills in the amount of \$117,867.05, Reichert seconded and the motion was passed.

AT&T Mobility \$40.04  
Blue-Cross/Blue-Shield of WY  
\$8,136.35  
Carbon County Comet \$180.00  
Carbon County Weed and Pest \$25.78  
Carbon Power & Light \$3,385.47  
Dearborn Life Ins. Co. \$49.50  
Energy Laboratories Inc. \$710.00  
Evergreen Disposal \$22.50  
Ferguson Waterworks \$3,382.77  
Fired Up Rescue \$31,786.42  
Galls, LLC \$7.99  
Jones-Simkins, CPA \$9,645.00  
North Fork Engineering \$35,475.68  
Northwest Contractors Supply  
\$12,546.00  
Olde Trading Post \$61.08  
One-Call of Wyoming \$18.90  
PEAC Solutions \$91.75  
Posey Wagon Portable Toilet Svc.  
\$520.00

Quill Corp \$580.54  
Riverside Garage & Cabins \$76.59  
Rocky Mtn Air Solutions \$164.32  
Saratoga Sun \$120.00  
Shively Hardware Co. \$130.24  
Sunrise Sanitation \$25.00  
Uline \$96.71  
Union Wireless \$522.02  
UPRSWDD \$8,618.10  
US Postal Service \$615.80  
Valley Foods \$209.65  
Visa \$592.85  
Xesi Document Solutions \$30.00  
TOTAL \$117,867.05  
  
**PAYROLL & CONTRACTED  
LIABILITIES**  
AFLAC \$75.28  
WY Workers Compensation \$858.56  
WY Unemployment Insurance \$58.28  
WY Retirement System \$3,897.08

WY Retirement- VFD \$318.75  
US Treasury \$2,484.76  
US Treasury \$2,352.50  
Net Payroll \$39,346.65  
TOTAL \$49,391.86

**LATE BILLS**  
Encampment Preschool \$1,250.00  
Encampment Riverside Lions Club  
\$500.00  
Friends of the Enc. Riv. Library  
\$1,000.00  
Grand Enc. Cowboy Gathering  
\$500.00  
Grand Encampment Museum  
\$1,200.00  
Energy Laboratories Inc. \$438.00  
Galls, LLC \$155.00  
Uline \$132.63  
TOTAL \$5,175.63

## **PUBLIC GUESTS**

Leroy Stephenson, Mayor, Town of Riverside: Mayor Stephenson advised the council that he had an idea about possibly leasing the spare police vehicle to park in Riverside to help deter speeding. He noted that he spoke with his council on the matter and that Chief Shue suggested that he speak with the Encampment town council as well. Chief Shue advised that the Town might need it on occasion to anchor the radar trailer. Mayor Stephenson indicated that he was not looking for an answer tonight, he was giving the council time to consider the issue. He would return next month. Mayor Fagan expressed the concern about liability if it were damaged while not being used on official business. Banach noted he thought it was a good idea and Munson expressed her concern about liability as well. The council will consider the issue.

## **UNFINISHED BUSINESS**

Sewer Lagoan Project-Phase 2- Jon Nelson- North Fork Engineering: Mr. Nelson presented American West Construction Pay Application #3 in the amount of \$245,242.50. He noted that the project was at about 40% complete. There has been a lot of activity and a few challenges, but the subs are on schedule to complete. Munson moved to approve American West Construction Pay Application #3 in the amount of \$245,242.50, Banach seconded and the motion was passed.

Mr. Nelson noted that there was an issue that developed when they laid out the HTP plastic header pipe. It expanded significantly in the sun. They have looked into ways to mitigate the issue as the pipe will be buried, but will carry heated air and be cooled from the top when there is frost in the ground. The concern is the rigid connections to the pipe. Two options were discussed. The installation of ductal iron and a cost of \$94,130.00 with a lead time of two weeks or the use of expansion couplings at a cost of \$30,000.00. Nelson advised that he has spent quite a bit of time trying to address the issue, but is not charging the town for that time since he did not foresee the issue. The issue will add two weeks to the substantial completion date, but will not add anything to the final completion date. Banach asked if he had a preference. Mr. Nelson advised that if cost were not a factor that the ductal pipe would be best, however, neither should deteriorate during the design life of the asset. He noted that he would like to move forward with a decision so that main airline materials could be installed. Mayor Fagan noted that she had walked the site and the expansion was pretty drastic. Banach moved to approve change order #3 in the amount of \$30,000.00 choosing the expansion couplings to keep the project moving, Reichert seconded and the motion was passed.

Sixth Street Sewer Main Project- Change Order #4 / Pay Application #2: Mr. Nelson advised that he was waiting for WYDOT to provide and invoice to the town in order to prepare both documents. No action was taken.

Retail Space Flooring Repair- Green Mountain Customs- Estimate \$2,600.00:

Maintenance/Operator Vorn noted that the floor had a temporary fix so that it was not a hazard, but that he believed it required a professional level repair. Munson moved to approve the \$2,600.00 estimate from Green Mountain Customs, Reichert seconded and the motion was passed with Mayor Fagan abstaining.

## **COMMITTEE REPORTS**

Police Department- Kevin Shue, Chief: A written report was submitted. Chief Shue asked the council to consider writing a letter in support of a Homeland Security Grant application being

09-11-2025toe.min.

P.3

prepared by the Town of Saratoga for a Combined Communications Gateway to be installed to aid in communications directly to the Carbon County Sheriffs office. It is a very expensive piece of equipment and will have to be housed in Saratoga, which is why they are writing the grant. The council agreed that it made sense for local channel coverage. Banach moved to approve writing a letter in support of the grant, McKinney seconded and the motion was passed.

Fire Department: No Report

Planning Commission: Minutes of September 10<sup>th</sup> meeting were not ready by meeting time.

Department of Public Works: A written report was submitted.

Clerk/Treasurer- Doreen Harvey: Clerk/Treasurer Harvey advised that she was working through a dispute with Thatcher Chemical for faulty chemical. They advised that they would issue a refund, but it has not been issued yet. She noted that there was an unpaid balance on the Thatcher account of \$3,186.00 while awaiting this refund.

Recreation/Cemetery/Parks: No report.

Carbon County Council of Governments: No report.

Watershed Protection Committee: No update.

UPRSWDD Operators Report: Munson noted that there was not an operators report as there was no meeting held.

## **ADDITIONS TO THE AGENDA**

Purchase of Postage- \$615.80: Clerk/Treasurer Harvey advised that their postage stock had been depleted with recent mailers. Reichert moved to approve the purchase of postage in the amount of \$615.80, Banach seconded and the motion was passed.

Ramirez Permit Application: Mayor Fagan noted that newly dated application and drawings were submitted for the overhang on the property. The Planning Commission had met last night and tabled it back to the council. Newly appointed Planning Commission member Benedict noted that he strongly believed that the council should not approve it. He noted that they had not provided a letter from their insurance requiring it. He advised that he was not told all of the information. He was not putting his name on something without all of the information. He advised that he also had concerns about the back end of the building. Councilman Reichert advised that it was a different issue. Mayor Fagan asked councilmember Reichert about the issue. Reichert noted he had advised the Planning Commission that it was an uphill battle and expressed concern that a judge would dismiss it and that he was not in favor of spending public funds on that. Mayor Fagan asked the thoughts of the council. It was noted that the footprint of the issue was already in existence. McKinney noted that a few disagreed with its placement, but did not want to waste public money on a fight that they might lose. Planning Commission member Lembke noted that the Planning Commission members did not have enough information to make the decision. Former Planning Commission member Ros Herring noted that in the past

the Planning Commission had approved such things in order to keep a hazard from happening. Bob Herring advised that there were old photos with boardwalks and covers historically. Mayor Fagan advised the council that she was in favor of approval of the application with health and safety in mind and because it was in the existing footprint, noting there would be no more approvals outside of setbacks. Munson moved to approve the application, Banach seconded and the motion was passed.

## **NEW BUSINESS**

### **PUBLIC HEARING-Conditional Use Permit 805 McCaffrey Avenue-Lodging House: At 7:35**

p.m. Munson moved to open a Public Hearing for the purpose of taking public comment on the proposed lodging house, McKinney seconded and the motion was passed. Mayor Fagan acknowledged that many of the audience were likely present to make comments on the issue. Ms. Kiesel advised that the town does not know how many that they have for sure. Clerk/Treasurer Harvey noted that she tried to find out from the state who was paying lodging tax in the area, but they could not tell her. She estimated about 20. It was noted that those running as a business should have it registered with the secretary of state. It was noted that those that register with rental sites are required to pay lodging tax through the site. Mr. Herring, owner of 620 rental advised he has paid more than \$1,000.00 in lodging tax since January. Audience member Gary Stull was present to represent the property owner and advised that they have filed with the Secretary of State. Harvey confirmed that they had provided the information to the town hall. Discussion from the audience ensued about putting a cap on short-term rentals, perhaps by percentage or specific zones. Munson noted that lodging tax was return to the town by population. Clerk/Treasurer Harvey advised that lodging tax in Encampment is about \$400.00 per year. Mr. Stull advised that the short-term rentals helped businesses in the area. Vicky Ward noted that people we do not know come into residential areas with children, which is a safety factor. Bob Herring advised that if we do not have housing for teachers' people will not move to town and we could lose the school. The suggestion was made to consider a moratorium on the issue while ordinances were passed. Mayor Fagan agreed that the school was extremely important to the town. Planning Commission member Carl Lembke noted that he would like to see the council set up a discussion to review ordinances as noted in the Planning Commission letter after their public hearing on the matter. The Planning Commission could brainstorm and hand the results to the council. Most towns are losing on the issue and we cannot follow laws not there. Shelli Ward gave a list of cities that had rules to the council. Scott Ward noted that he thought there should be collective ideas, not decisions in a vacuum. Several audience members agreed and expressed willingness to be a part of the discussion. Mr. Kiesel expressed concern about the number close to his house. Dean Webb asked to council to consider how many can make a living enough to purchase or rent housing with taxes, and utilities. Those buying the houses for short-term rentals are driving prices up. Mr. Kiesel noted that he chose to move here for the small-town environment. Councilwoman McKinney advised that even if she did not teach here, there are people who want to move here, but there is nowhere to live.

Councilwoman Munson asked Police Chief Shue if he every had any problems with short-term renters, calls for safety, parking issues, noise etc. He advised that he has not. In response to the question of sexual predators, Chief Shue advised that they have three days to register an offender. If one stayed overnight, we would not have a way to know. Mayor Fagan thanked the audience for good discussion. She asked the council their decision. Reichert moved to approve

the Conditional Use Application for the lodging house at 805 McCaffrey Avenue, Munson seconded and the motion passed with McKinney voting no and Banach abstaining. The council will discuss the possibility of a moratorium with the attorney while the issue is studied.

Grand Encampment Opera House Drinking Fountain- Continue to Repair vs. Remove it: The estimated cost of \$200.00-\$300.00 per year was estimated for annual repairs, or the removal of the fountain was discussed. It was noted that there are other places to get water in the building. Mayor Fagan noted that there might be options of something else fun that could be placed in the spot. Banach moved to approve the removal of the fountain, Reichert seconded and the motion was passed.

Police Chief Shue-Training Request-Tuition, Lodging and Expenses: Chief Shue advised that the course was for background investigations and would count toward annual training hours. The costs will be \$445.00 for tuition, lodging at approximately \$160.00 for two nights and he will use his pickup for transportation. He advised that he needs the hours. Banach moved to approve his attendance to the training and cover expenses, Munson seconded and the motion was passed.

Public Works- Lagoon Project- Pipe Bridge Repair Estimate- \$2,500.00: Maintenance/Operator Vorn advised that it currently consisted of insulated pipe and plywood and is used as a bridge. It is falling apart. Metal and Roofing are used for traction. They would like to redo it. Banach stated that if its officially used as a bridge it should be safe. Banach moved to approve the repair at the estimated \$2,500.00, Reichert seconded and the motion was passed. The costs will be covered from the Sewer Fund.

Public Works- LED Light Conversion at Fire Hall- Estimate \$1,000.00: Maintenance/Operator Vorn advised that the lights were old and dark and that it was not a power issue. Replacing with LED lights would give them a longer life span. Banach moved to approve up to \$1,000.00 for the LED light bulb conversion at the fire hall, Munson seconded and the motion was passed.

Fire Department-Request to Purchase 3 First Aid Kits for Units- Estimate \$524.85: A quote was presented from Amazon for three basic kits in the amount of \$524.85. Reichert moved to approve up to \$524.85 for the purchase of the first aid kits, Munson seconded and the motion was passed. Mayor Fagan noted that she might be able to get them at a wholesale price.

Ordinance #2025-02- Amending Title 17.12.020 Planning Commission Members & Appointment- 1<sup>st</sup> Reading: Clerk/Treasurer Harvey advised that the attorney has reviewed the document. Munson moved to pass the 1<sup>st</sup> Reading of Ordinance #2025-02 Amending Title 17.12.020 Planning Commission Members & Appointment as presented, McKinney seconded and the motion was passed with Reichert abstaining.

39<sup>th</sup> Annual Sierra Madre Winter Carnival January 23 & 24, 2026-Preliminary Discussion: Clerk/Treasurer Harvey advised that it was time to begin organizing the event and asked if they would like to proceed with Alyx Munson as Chair as in prior years. Council members noted that it would make sense to post the position of chair to see if someone more local would be interested in chairing the event. Someone residing in the Encampment Riverside area. Mayor Fagan noted that the Town of Encampment has appreciated her involvement and extends their thanks. Letters of interest will be sought.

Fire Department Purchase of Pager for New Fireman- Estimate \$600.00: Reichert moved to approve up to \$600.00 for the purchase of a pager, Munson seconded and the motion was passed.

LGLP Request for Board Nominations: No action was taken.

Honorable Judge Deryl Novak-Letter of Retirement- effective September 30, 2025: At 8:16 p.m. Reichert moved to go into executive session, Banach seconded and the motion was passed. Those in attendance were Mayor Fagan and Council Members Stas Banach, Ashley McKinney, Susan Munson and Steve Reichert. At 8:33 p.m. Reichert moved to return to regular session, McKinney seconded and the motion was passed. Mayor Fagan advised that she would be making some phone calls and advised that no action will be taken.

**CORRESPONDENCE:**

**CCSPTJPB; SCWEMS; CCEDC; CCEMA; SPVCC; UPRSWDD; WAM; WBC; WYDOT; WY at 250; info and newsletters via email**

**Western Sky Pyrotechnics**

**Southeast WY Outdoor Recreation Collaboration Meeting**


**Encampment Riverside Lions Club-Thank you**

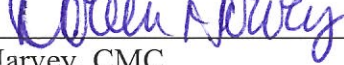
**Grand Encampment Cowboy Gathering Thank You**

With no further business, Reichert moved to adjourn at 8:35 p.m., Banach seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: October 09, 2025

  
Shannon Fagan, Mayor

Attest:   
Doreen Harvey, CMC  
Clerk/Treasurer