

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

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday November 13, 2025 at 7:00 p.m. with Mayor Shannon Fagan presiding. Council members present were Ashley McKinney, Susan Munson and Steve Reichert. Town personnel present were Doreen Harvey, Clerk/Treasurer; Bill Acord, Public Works Supervisor; Clinton Blake, Maintenance Operator and Martha Ralston, Deputy Clerk. Also present were Cory Nuhn, Fire Chief and Ted Benedict of the Planning Commission. Public Guests were Honorable Deryl Novak, retired; Carter Kinkead and Brad Hebig. Audience members present were Chad Fillweber, Eric Russell, Tucker Pederson, Ty Wade, Jeff Goldy, Terry Campbell, Schelby Merrill, Charles Kiesel, Vicky Ward, Scott and Shelli Ward, Gary Stull, Melinie Feldman, Bob and Ros Herring, Merle Van Orden, Dana Davis of the Carbon County Comet and Jon Nelson of North Fork Engineering.

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

**HONORABLE DERYL NOVAK, RETIRED:** Mayor Fagan thanked Mr. Novak for his 22 Years of service to the Town of Encampment. She presented him a plaque commemorating his service along with his name plate and gavel. Best wishes were extended for his retirement from all present.

**AGENDA**

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

**MINUTES**

McKinney moved to approve the minutes of the October 09, 2025 regular meeting as presented, Reichert seconded and the motion was passed.

**FINANCIAL STATEMENT/MONTHLY BILLS**

Clerk/Treasurer Harvey reported that WYOSTAR Interest had not posted. She advised that at 33.32% of the budget year, revenues were at about 52.69% of budget and expenses were at 44.58%. She noted that projects were affecting the cash flow. Reichert moved to approve the October 2025 financial statement, the October 2025 payroll and contracted liabilities in the amount of \$28,333.09, late monthly bills in the amount of \$2222,06 and the regular monthly bills in the amount of \$76,497.90, Munson seconded and the motion was passed.

307 Pub & Grub, LLC \$750.00  
AT&T Mobility \$40.04  
Big Bale Company \$152.91  
Blue-Cross/Blue-Shield of WY  
\$8,136.35  
Bridger Fabrication, LLC \$732.93  
Carbon Power & Light \$4,207.56  
CNA Surety \$375.00  
Erickson and Roberts \$762.25  
Evergreen Disposal \$22.50  
F & S Trucking \$8,487.98  
Grainger, Inc \$1,265.79  
Green Mountain Customs \$1,300.00  
Hamilton, Cindy \$450.00  
Industrial Chem Labs \$540.39  
Jones-Simkins, CPA \$3,855.00  
North Fork Engineering \$20,752.51  
Office Depot \$96.46

Olde Trading Post \$30.58  
PEAC Solutions \$91.75  
Quill Corp \$147.19  
Riverside Garage & Cabins \$223.78  
Rocky Mtn Air Solutions \$159.60  
Rocky Mtn Print Solutions \$644.25  
Shively Hardware Co. \$131.93  
Sunrise Sanitation \$25.00  
Thatcher Company \$10,559.13  
Uline \$126.95  
Union Wireless \$523.60  
UPRSWDD \$8,835.25  
US Postal Service \$405.80  
USA BlueBook \$1,119.90  
Visa \$1,171.46  
Wyoming Artisan Art \$74.00  
Wyoming Machinery Co \$270.06  
Xesi Document Solutions \$30.00

**TOTAL \$76,497.90**  
**PAYROLL & CONTRACTED**  
**LIABILITIES**  
AFLAC \$75.28  
WY Workers Compensation \$846.40  
WY Unemployment Insurance \$3.27  
WY Retirement System \$2,435.96  
WY Retirement- VFD \$300.00  
US Treasury \$2,435.96  
US Treasury \$2,573.08  
Net Payroll \$17,944.06  
**TOTAL \$28,333.09**  
  
**LATE BILLS**  
Clinton Blake \$108.06  
Corkle Oil \$1,546.50  
Visa \$567.50  
**TOTAL \$2222.06**

## **PUBLIC GUESTS**

Carter Kinkead, National Forest Foundation: Mr. Kinkead was present as the Project Coordinator for the SLIB Grant for the planned vegetation management projects in the Encampment Watershed. A draft resolution had been presented to the council, but Mr. Kinkead advised he was seeking input, not a signature at this time. The grant will be submitted to utilize funding from the Office of State Lands and Investments and their partnership with EPA for green projects. He noted that the project partners were addressing changes with the partnerships and repayment options. He noted that the National Forest Foundation has committed to \$1,127,000.00 in principle, but not the full loan. OSLI is willing to hold the project's position and offer \$920,000.00 in principal forgiveness which leaves \$315,000.00 and the loan origination fee. The project contracts would need to be held contingent on reimbursement from OSLI. He noted that they would be trying to schedule a meeting with OSLI in the next week or so to get setup for the public hearings and discuss the process. SLIB meets in April and he would like to have the package finalized before that. Some of the previous funding partners have not committed and they are working on others. Mayor Fagan advised that the idea is still under review. More contracts would be needed. It was noted that originally the financial risk was going to be covered by the NFF and that an integral member of the City of Cheyenne set to help with administration was leaving her position. Other members of the Board of Public Utilities were still on board. Mayor Fagan noted that additional agreements would need to be drafted. The council offered no other input. Mr. Kinkead thanked the Town for entertaining the idea as the applicant for the project noted that he would also send a copy of the application to the clerk for review.

Brad Hebig-High Plains Building Systems: Mr. Hebig presented the council with a presentation for the trade of property and plans about extending water and sewer to property he is considering purchasing. He advised that he had spoken with Bill Acord, Public Works Supervisor. He noted that he wanted to move forward if he can get a consensus from the town on whether a looped water line would be necessary or if two hydrants would be acceptable. He noted that the cost would be about the same, but that the drop could be eliminated if the hydrant option were allowed. He noted that he was ready to move forward with the purchase and engineering if the council could decide. He also advised that he wanted to purchase block 152 and had plans to build one home and convert the rest to open space. Sewer would be engineered for access from Sixth Street. He also noted that he would like to trade the six lots behind the fire hall for the 4 lots the town owns on McCaffrey in order to build one stucco building with an office on each end of the ground floor, two ADA apartments in the center and four apartments on the upper level. One office would house his businesses. They would all be concrete buildings.

Mayor Fagan noted that there would need to be an official valuation on each property, public notifications, public hearing and a resolution on the trade of the property and that the property would need to be in his name for consideration of the trade. Public Works Supervisor Acord had also provided the council with a copy of what was in the 2008 Master Plan with regard to the other blocks in consideration. The Plan showed the water mains in the area looped. Mr. Hebig noted that he will buy the land without the proposal, but that he preferred the straight mains rather than the looped. He will be closing on the property soon. When asked his preference, Public Works Supervisor Acord noted that he was looking at the water age in the mains and that the looping takes care of that. Mayor Fagan asked Mr. Hebig if he would consider having it engineered both

ways and go with the best solution. Mr. Hebig also noted that the houses would be 2100 to 2500 SF and he would like to be ready to go by April.

Returning to the discussion on the trading of the property Mayor Fagan asked if the council would consider obtaining the letter of valuation only at this time. McKinney moved to approve obtaining the letter of valuation. When a council member did not immediately second the motion, audience member Jeff Goldy asked what happens if no one seconds the motion. Discussion ensued with Mr. Hebig noting that he would be buying the lots behind the fire hall anyway. Fire Chief Nuhn noted that the lots behind the fire hall have been utilized more than 30 years by its members for parking. If the lots behind the fire hall were developed, personnel would have nowhere to park during an incident except along the highway. Mayor Fagan reminded council that there was a motion on the table. Reichert seconded the motion and the motion was passed with Munson voting no. Mayor Fagan stated that the Town would move forward with the valuation, she asked Public Works Supervisor Acord to be involved with input on the engineering for blocks 119 and 152.

### **UNFINISHED BUSINESS**

Sewer Lagoon Project-Phase 2- Jon Nelson- North Fork Engineering: Change Order #4 in the amount of \$5,185.00 was presented for the breakers in the distribution panels and the motorization of the air intake louver as discussed in the weekly progress meetings. Reichert moved to approve the change order, McKinney seconded and the motion was passed.

Pay Application #5 from American West Construction was presented in the amount of \$669,222.75. Mr. Nelson noted that it represents the final progress report with line items at 100% complete, less the retainage. Reichert moved to approve Pay Application #5 in the amount of \$669,222.75, Munson seconded and the motion was passed.

The Notice of Substantial Completion was also presented. Mr. Nelson noted that the walkthrough had been completed on October 29<sup>th</sup>. There were three touchup items remaining and he noted that he was comfortable with issuing Substantial Completion. Mayor Fagan noted that she had also walked through the project earlier in the day. Reichert moved to approve the Notice of Substantial Completion, McKinney seconded and the motion was passed.

Finally, Mr. Nelson presented the Notice of Final Payment, He noted that it would be published three times in the Saratoga Sun to allow any sub-contractors that had not been paid to come forward prior to the release of the retention. Reichert moved to approve the Notice of Final Payment, Munson seconded and the motion was passed. Mayor Fagan thanked the engineer stating that it was nice work. Reichert reiterated that they had done a good job.

Sixth Street Emergency Sewer Main Project: No update.

Town of Riverside, Leroy Stephenson, Mayor-E-2 Police Vehicle Use- Update if Any: Mayor Fagan noted that there was no update. She spoke with Mayor Stephenson and will meet with the police chief prior to next meeting.

**PUBLIC HEARING Ordinance #2025-02-Amending Title 17.12.020 Planning Commission Member & Appointment- 3<sup>rd</sup> & Final Reading:** At 7:40 p.m. Mayor Fagan opened a Public Hearing for the purpose of taking public comment on the amendment of Title 17.12.020 Planning Commission Members & Appointment. Hearing no comment, the hearing was closed. Munson moved to approve the 3<sup>rd</sup> and Final Reading of Ordinance 2025-02, McKinney seconded and the motion was passed with Reichert abstaining.

## **COMMITTEE REPORTS**

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

Fire Department: Chief Nuhn thanked the council for the purchase of the extrication tools and the air packs. He noted that everything is in service.

Planning Commission: Minutes of October 01, 2025 meeting were distributed.

Department of Public Works: A written report was submitted. Public Works Supervisor Acord asked the council if they wanted to consider discussing the wood pile and the mill site. It had come up in a construction meeting. Discussion ensued about the possibility of hiring a contractor to chip it or exploring options for bringing it. Audience member Scott Ward noted that the Lions Club could use some of the old wood for repair of the corrals at the arena. Some options were discussed as well as going out to bid for cleanup and letting someone know a negative bid would be accepted where the party could benefit from selling the project at cleanup. The material has value. Some contacts will be made and the options will be discussed at the next meeting. Fire Chief Nuhn noted that there would need to be a lay down area provided if someone were to chip and mulch it. He noted that it is a fire danger. Several years ago, a burn permit was considered but the pile is too large. Perhaps it could be considered in smaller piles in a controlled environment. Some contacts will be made and the options will be discussed at the next meeting. Clerk/Treasurer- Doreen Harvey: Clerk/Treasurer Harvey noted that her items were on the agenda.

Recreation/Cemetery/Parks: No report.

Carbon County Council of Governments: No report.

Watershed Protection Committee: No update.

UPRSWDD Operators Report: No report.

## **ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

## **NEW BUSINESS**

Ratify Purchase of Chemical up to \$12,000.00: Clerk/Treasurer Harvey advised that she had emailed the council about the necessary purchase. Munson moved the ratify the decision to purchase chemical for the water plant for up to \$12,000.00, Reichert seconded and the motion was passed.

Fire Department Annual Meeting- Estimated cost of \$1,500.00: Clerk/Treasurer Harvey advised that 307 Pub and Grub was willing to cater the meeting at the same cost as last year. There would need to be a \$750.00 deposit and the final payment of \$750.00 would be due before the next council meeting. Reichert moved to approve \$1,500.00 for the fire department's annual dinner meeting, McKinney seconded and the motion was passed.

Sierra Madre Winter Carnival- January 23<sup>rd</sup> & 24<sup>th</sup>, 2026: Clerk/Treasurer Harvey noted that the fund-raising letters would likely go out next week. Councilwoman Munson advised that Mother Mountain Anglers would step up to help with Winter Carnival this year. Wyatt Craig will talk to the school and coordinate the buttons and radio ads and talk to Ian McCreary about the poster. She asked the clerk to provide Mother Mountain Anglers with a copy of the labels for the mailing list.

Purchase of Billing Post Cards \$644.25-Plus Freight: Clerk/Treasurer Harvey noted that billing post cards had gone way up in price. She advised that she contacted a new vendor and that they were about \$200.00 cheaper, but were still over her spending limit. McKinney moved to approve the purchase of the billing postcards at \$644.25 plus freight, Munson seconded and the motion was passed.

Void and Reissue Check #16547 in the amount of \$100.00: Clerk/Treasurer Harvey advised that the check issued was reported recently as never received. Reichert moved to approve the void and reissue of the check in the amount of \$100.00, McKinney seconded and the motion was passed.

Local Government Liability Pool- Ballott: Clerk/Treasurer Harvey noted that with so many boards changing that she liked the idea of the liability pool staying strong with the current chair and long-time board member Brad Basse. The council members agreed. McKinney moved to cast a vote for Brad Basse, Munson seconded and the motion was passed.

21<sup>st</sup> Annual Lighting Contest: McKinney moved to continue with the contest with the prizes of \$100.00 for 1<sup>st</sup>, \$75.00 for 2<sup>nd</sup> and \$50.00 for 3<sup>rd</sup>, Reichert seconded and the motion was passed.

Closure of Town Hall- Friday November 28, 2025: Clerk/Treasurer Harvey asked the council if they would consider the closure of the Town Hall the day after Thanksgiving. Munson moved to allow the closure, Reichert seconded and the motion was passed. She thanked the council for their consideration.

Riverton Mid-Winter Fire School-Tuition, 4 Rooms Lodging and Expenses-Up to 8 Members: Clerk/Treasurer Harvey advised that there were two new members. Reichert asked about costs. Harvey noted tuition was \$190.00 per person and the lodging was \$129.00 per room. Fire Chief Nuhn noted that the members were strongly encourage to carpool. Munson moved to approve tuition, lodging and expenses for up to 8 members to attend Riverton Mid-Winter Fire School, McKinney seconded and the motion was passed.

Encampment Riverside Branch Library- Mayor Fagan: Mayor Fagan noted that there were materials given to the council that were provided to her by the County Commissioners. They want to turn the library building back to the community. The Town owns the land and the county owns the building. She noted that there were some itemized expenses from a year ago and some notes on updates at the building. They are asking the town to take back the building. Munson noted that she needs time to go through the information presented. Mayor Fagan noted that if she had questions, she could contact County Commissioner Sue Jones. She noted that Saratoga had

accepted their building back. She also noted that everything goes with the building, but could not verify that the books did. It was decided that there were a lot of unknowns. It was expressed that they need to put all of the conditions in writing. It would be up to the town to take over the costs and overhead of the library. It was noted that a direct presentation to the council and discussion would be better. Mayor Fagan noted that the county was going after all rural libraries. No action was taken.

Resolution #2025-08 Establishing the Rate of Compensation for Planning Commission

Members: Clerk/Treasurer Harvey noted that the resolution was to set the meeting rate for Planning Commission members. Munson moved to pass resolution #2025-08 establishing a \$35.00 rate per meeting for the Planning Commission members, McKinney seconded and the motion was passed with Reichert abstaining.

**OTHER MATTERS**

Before going into executive session, audience member Bob Herring asked the council about the moratorium the council has placed on short-term rentals. Mayor Fagan noted that the moratorium is in place and that the council is doing research on the matter. Munson noted that the moratorium has been the only step taken so far, and that there will be a joint meeting with the Planning Commission that will be posted and open to the public. The council is not ready to set that meeting yet.

Executive Session-Legal and Judicial Matters: At 8:02 p.m. Reichert moved to go into executive session for the purpose of discussing legal and judicial matters, McKinney seconded and the motion was passed. At 8:27 p.m. Reichert moved to return to regular session McKinney seconded and the motion was passed. Reichert moved to appoint Patrick McLinskey as Municipal Judge at a rate of \$75.00 per case, Munson seconded and the motion was passed.

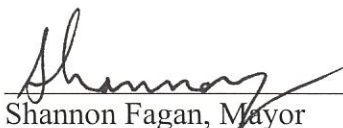
**CORRESPONDENCE:**

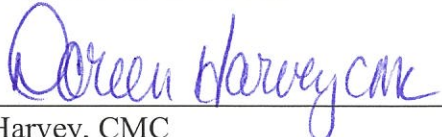
CCSPTJPB; SCWEMS; CCEDC; CCEMA; CCVC/DCC; SPVCC; UPRSWDD; WAM; WBC; WYDOT;  
WY at 250; info and newsletters via email  
Wyoming Community Foundation-GEOG Fund via email  
Wyoming Government Investment Fund Annual Report- via email  
Wyoming Association of Risk Management Pool-Bylaws-Special Meeting  
Jones Simpkins Final Audit Report-Via Email  
Saratoga Platte Valley Chamber of Commerce- 20% increase on dues

With no further business, Reichert moved to adjourn at 8:30 p.m., McKinney seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: December 11, 2025

  
Shannon Fagan, Mayor

Attest:   
Doreen Harvey, CMC  
Clerk/Treasurer