Town of Encampment
Regular Meeting
July 09, 2026
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday July 09, 2026 at 7:00 p.m. with Senior Councilman Reichert presiding. Council members present were Stas Banach, Ashley McKinney and Susan Munson. Town personnel present were Doreen Harvey, Clerk/Treasurer; Bill Acord, Public Works Supervisor and Clinton Blake and Trevor Vorn, Maintenance Operators and Martha Ralston, Deputy Clerk. Also present were Ted Benedict and Shelli Ward of the Planning Commission. Public Guest was Leroy Stephenson. Audience members were Charles Kiesel, Scott Ward, Bob and Ros Herring, Lisa Lorenz and Jon Nelson of North Fork Engineering.

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

AGENDA
Munson moved to approve the agenda with the addition, McKinney seconded and the motion was passed.

MINUTES
McKinney moved to approve the minutes of the June 11, 2026 regular meeting and the June 25, 2026 workshop as presented, Munson seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS
Clerk/Treasurer Harvey advised that no bank statements have been received yet. An outside reconciliation will be completed when they are. Financial information and transfer suggestions were provided to the council. Harvey noted that at 100% of the budget year, revenues were at about 107.99% and expenses were at 75.45%. She noted that those figures would change when interest is posted. Harvey also noted that there would be late bills as she was aware of a number of bills that have not been received yet. Munson moved to approve the June 2026 financial statement and reserve transfer suggestions, the June 2026 payroll and contracted liabilities in the amount of $44,667.80, late monthly bills in the amount of $8,943.21 and the regular monthly bills in the amount of $105,612.56, Banach seconded and the motion was passed. Harvey noted that the late monthly bills included the property insurance and the deposit for the fencing materials.

Advanced Fence of WY LLC $19,221.00
AT&T Mobility $40.54
Big Bale Company $136.62
Blue-Cross/Blue-Shield of WY $7,455.09
Carbon Power & Light $4,013.41
CNA Surety $625.00
Corkle Oil, LLC $3,243.10
Evergreen Disposal $22.50
North Fork Engineering $31,009.25
Northwest Colo. Auto & Truck Parts $314.83
Northwest Contractors Supply $158.85
Olde Trading Post, LLC $113.59
PEAC Solutions $91.75
Rocky Mtn Air Solutions $164.32
Saratoga Sun $260.00
SCWEMS $4,294.00
Sunrise Sanitation $25.00
Union Wireless $525.36
UPRSWDD $9,361.00
WAMCAT $150.00
WARM Property Insurance Pool $24,357.35
Xesi Document Solutions $30.00
TOTAL $105,612.56

PAYROLL & CONTRACTED LIABILITIES
AFLAC $75.28
WY Workers Compensation $1,369.80
WY Unemployment Insurance $77.87
WY Retirement System $4,025.83
WY Retirement- VFD $318.75
US Treasury $3,084.70
US Treasury $5,454.56
Net Payroll $30,261.01
TOTAL $44,667.80

LATE BILLS
AT&T Mobility $40.54
Carbon County Weed & Pest $309.11
Dearborn Life $39.60
Doreen Harvey $458.91
Doug Russell $150.00
Jackson County Sign $640.00
Motorola Solutions $2,069.90
One Call of Wyoming $45.15
Plattoga Aggregates $4,830.00
Saratoga Sun $210.00
UPRSWDD $150.00
TOTAL $8,943.21

PUBLIC GUESTS
Leroy Stephenson- North Platte Valley Medical Center MOA: Mr. Stephenson noted that he was present to answer any questions on the Memorandum of Agreement. Banach noted that there was a lot of legalese in it and asked if the Town would be responsible for any short fall. Mr. Stephenson noted that there was an indemnity clause in the agreement. The document goes along with the 640B program allowing reduce rate medications for the indigent or those with no means to pay. The MOA is the vehicle of proof for the program. Munson asked if a Proclamation would work. Mr. Stephenson noted that it would not have the same effect as the agreement.

It was noted that the agreement could be cancelled by either party with a 60-day notice. Senior Council member Reichert asked who was being treated and noted that the Town has not been approached by Memorial Hospital for an agreement. Mr. Stephenson noted that this particular agreement was for Saratoga, Encampment and Riverside. The immediate service area of NPVMC. Mr. Stephenson reiterated that an indemnification clause was added to the agreement under item 15. Munson moved to enter into the Memorandum of Agreement with the North Platte Valley Medical Center, Banach seconded and the motion was passed.

UNFINISHED BUSINESS

Water & Sewer Master Plan-Jon Nelson, North Fork Engineering: Mr. Nelson noted that the joint workshop held June 25th went very well. Everyone was engaged. He noted that he started the model on fifty new blocks based on the discussion, at a density of 4 services per block. He updated the council and audience about discussion points and the methods used. The update looked at all areas of the Town systems and created recommendations that were reasonable and pragmatic for the update of the plan and the expansion of the systems. Audience member Bob Herring asked if it addressed the sewer that is not working properly now. Mr. Nelson advised that it does. Particular runs need improvement and are on the priority list. There is still clay pipe and cinderblock manholes on that list. Sewer is the current priority. Water is in pretty good shape due to projects that were done 2009-2012. Mr. Nelson noted that he should have the models completed just before the August meeting, with final reports in September. He noted that he would suggest another workshop or that it could be presented at the September meeting. A number of questions were field about elements of the plan. It was noted that perhaps as sleeve under the highway could be considered in anticipation of the WYDOT 2029 project. It could be placed in anticipation of future use. Banach noted that he appreciated trying to be proactive. Mr. Nelson thanked everyone for their input.

Discussion of Emergency Water Connection-Update: Mr. Nelson noted that there was no update on the project. The grants have been submitted and we are waiting on funding results. As the applicant, the Town may hear first. Senior Councilman Reichert noted that the Sierra Madre Water and Sewer Joint Powers Board had mentioned the need for an MOU, noting that there is an agreement in place. It should be modified rather than a new one developed. Mr. Nelson noted that it needed to include the expansion and overlap of the service area, roles, responsibilities maintained in each system, that supply will not be maintained under normal conditions, sovereignty. It does not mean sale of taps outside of the normal service area.

Sewer Lagoon Operational Improvements- Discussion of Options: Mr. Nelson noted that a proposal was sought from the contractor to upgrade, improve and make some modifications at the blower building to make it more efficient and to fix a communication issue between the UV Building and the Headworks Building. Since installed, it has been measuring low flow and the flow meter needs to be reprogrammed. Mr. Nelson noted for the audience that the items mainly have to do with how the building is cooled. One thermostat does not do it. More control is needed, and set points and a data log. The contractor will be here for warranty work and it makes sense to have the other work done at the same time. A proposal was submitted for $5,800.00 for the upgrades. McKinney moved to approve the upgrades as proposed, Munson seconded and the motion was passed. Clerk/Treasurer Harvey asked the council how they preferred to pay for them. She noted that if 2019 Specific Purpose Tax was used, it would mean less available for the sewer main project. She suggested the council consider using the Sewer Reserve Fund as the sewer performed well the last fiscal year. The council agreed by consensus with the clerk's recommendation.

In other matters, Mr. Nelson noted that next project on the states Intended Use Plan Encampment is sitting at #18 of 32 projects in ranking. It will be codified for a 2027 project. The Town should qualify again for principal forgiveness. The application will be due October 2nd for an April award. If we are shovel ready when the project is reviewed it is a huge bonus. The way it is scored it would push our project up in the ranking. Clerk/Treasurer Harvey noted that a lot of the master plan is directly useful for the design of the next phase. Mr. Nelson noted that much of the information used in the application is still available from the last one.

Short-Term Rental Issue-Next Steps: Reichert noted for the audience that a joint workshop will be held with the Town Council and the Planning Commission August 20th at 6:00 p.m.

Music in the Park/BBQ- Radio Advertising KTGA/KBDY $572.00: Clerk/Treasurer noted that she contacted the Carbon County Visitors Council to verify that the grant would still be honored with the changes in the event. They confirmed that it would. Munson moved to approved the radio advertising for the event in the amount of $572.00, Banach seconded and the motion was passed.

Musician J. Shogren- $1,000.00 – Music from 2:00 p.m. to 4:00 p.m.: Clerk/Treasurer Harvey noted that the music was at an earlier time because that was what Mayor Fagan could find. She noted that she had only one complaint so far and it was because of the Community Yard Sale being on the same day. Harvey noted that for that reason, there may be late attendees to the BBQ. Munson moved to approve payment in the amount of $1,000.00 for J Shogren to perform at the event, Munson seconded and the motion was passed.

Purchase of Food, ice etc. for Community BBQ-Estimate $1,600.00: Clerk/Treasurer Harvey advised that she would be getting the same quantities as last year. McKinney moved to approve up to $1,600.00 for the purchase of items for the BBQ, Banach seconded and the motion was passed.

Replacement of Gazebo at Opera House-Update if any: Ms. Lorenz noted that she was a member of the Garden Club and advised that a Garden Club member had asked at their last meeting if the Garden Club would like to help with the replacement of the Gazebo at the Opera House. She noted that there was not a specific ask. She stated that she was present to see what the council needed. She noted that they might be able to help a little bit financially. Munson noted that audience member Karen Kutak had advised the council that she would present the idea to the Garden Club to see if they would want to help in some way, but that no specifics have been discussed yet. The issue is still wide open for ideas. The matter will be on the agenda again in August.

COMMITTEE REPORTS

Police Department: No report.
Fire Department: No report
Planning Commission: Minutes of their recent meeting were distributed.
Department of Public Works: A written report was submitted.
Clerk/Treasurer- Doreen Harvey: A written report was submitted. Harvey noted that the Community Yard sale would be Saturday August 1st. Banach noted that he would like to applaud her efforts of in contacting WAM-JPIC regarding the error they made in the employee health insurance renewal process. He clarified for the audience that it represented over $5,000.00 to the town. Harvey advised that she really tried and that their final decision was that it was an administrative error and that they were not liable. Munson expressed her disappointment in some of the things WAM has been doing lately.
Recreation/Cemetery/Parks: Clerk/Treasurer Harvey advised that the Encampment Presbyterian Church has donated $1,000.00 toward the McClure Field project in honor of John McClure.
Carbon County Council of Governments: No update.
Watershed Protection Committee: No update. Audience member Bob Herring asked if the council was aware of the ties, cinder blocks and dirt being dumped into the illegal pond at Fourth and MacFarlane. He commented that it is a watershed and that what is being placed in it will cause contamination downstream. Public Works Supervisor advised him that the Army Corp of Engineers is aware of the problem. He also offered the contact information for Kate Miller at Wyoming DEQ 307-444-5885.
UPRSWDD Operators Report: A written report was submitted.

ADDITION TO AGENDA

McClure Field Fence Project- Deposit for Materials: Clerk/Treasurer Harvey advised that she received an invoice for 50% deposit on the project. She noted that the town was awarded $12,500.00 from the CCSD#2 Rec Board, $10,000.00 from the Wyoming Community Foundation and also has the $1,000.00 from the Presbyterian Church. Munson moved to approve the invoice for materials in the amount of $19,221.00, McKinney seconded and the motion was passed.

NEW BUSINESS

Request to Abandon Taps- Block 36 lots 21-24-Structure is Demolished: Clerk/Treasurer Harvey advised that the property owner has met the rules for abandonment. She needs permission because it will be removing revenue from the Town. Banach moved to approve the abandonment of the taps, Munson seconded and the motion was passed.

White Dog Liquors- Catering Permit- July 18, 2026- Wedding-Elk Hollow Lodge: Banach moved to approve the permit, McKinney seconded and the motion was passed.

Request to Plant a Tree in the Park in Honor of Lloyd Buford: Clerk/Treasurer Harvey advised that she did not know what the details would be, but Louis Waits wanted to see if the council would be willing to allow it. She noted that one should be planted in honor of Bill Craig as well, if the council was going to allow it. The council indicated that they were in favor of it, but more details were needed. Mr. Waits will be contacted.

Fire Department-Purchase of Supplies for Trauma Kits- Estimate $562.79: Clerk/Treasurer Harvey noted that she started to purchase the items before she realized that the final total would be over $500.00. Munson moved to allow the purchase of the items for trauma kits for the fire department at an estimate cost of $562.79, McKinney seconded and the motion was passed.

Water Plant Monitoring Equipment Upgrade- Reserves Budgeted up to $30,000.00: Public Works Supervisor Acord advised that two devices have been retired. They were repaired with salvaged parts a year and a half ago. If they are replaced all at once the life spans are different and would be spread out and do not all come up for replacement at the same time. Items are on sale. It would take more for installation, but with the cancellation of the existing service contract and the prorated start on the new lower cost one, it will drop the cost some. It should come out less than $30,000.00 when refunded back. We will need to cover the cost up front. Munson moved to approve the final expense of up to $30,000.00 for the replacement of the equipment, McKinney seconded and the motion was passed.

Before the next agenda item Riverside Mayor Stephenson asked to address the council. He noted that he did not think that the evening mosquito fogging was working for Riverside. He noted that people were out at 6:00-6:30 p.m. in the evening. He would like to ask the council to consider going back to the morning fogging and to slow down. Public Works Supervisor Acord noted that the fogging unit was calibrated to the speed they were running. He also noted that there more mosquitoes out in the evening and that he thought it was more effective. He advised at at their request they would go back to spraying in the morning for Riverside. It may be less effective.

Also noted by Riverside Councilwoman Lisa Lorenz was her disappointment in the cancellation of the Fireworks and that the only America 250 Celebration was at the Riverside Garage event. She noted that Riverside had donated $1,000.00 to the fireworks event. Other events were all held. She thought we would wet down the area and proceed as in the past. Reichert noted that it was cancelled for the safety of the citizens after a recommendation from the Mayor and the Fire Chief. Banach also noted that the Mayor and Council made the decision after a strong recommendation from the Fire Chief. They decided that it was not worth the risk to neighboring property owners with the dry conditions we are in. McKinney advised that she would not be against it if a decision was made to do something else. Clerk/Treasurer Harvey noted that the fireworks have already been purchased. She had at least 20 people tell her they were glad it was canceled for safety reasons and only one complaint. Reichert asked if Riverside wanted their $1,000.00 refunded. The council noted that they were open to event suggestions, with caution. The council reiterated that they supported the Fire Chief on the recommendation to cancel the event. It was noted that perhaps a New Years Eve celebration could be held. Mayor Stephenson noted that he had heard the decision was political. It was noted that the council made the decision as elected officials for safety. Mayor Stephenson indicated that they did not want a refund.

Executive Session- Personnel: At 8:12 p.m. Munson moved to enter into executive session for the purpose of discussing personnel, McKinney seconded and the motion was passed. Thos in attendance were Senior Councilman Steve Reichert and council members Stas Banach, Ashley McKinney and Susan Munson. At 8:22p.m. Clerk/Treasurer

Harvey was asked to join the session. At 8:26p.m. Clerk/Treasurer Harvey exited the session. At 8:28 p.m. Banach moved to return to regular session, Munson seconded and the motion was passed. Munson moved to approve $1.00 per hour raise for regular employees effective July 01, 2026, McKinney seconded and the motion was passed.

Missing Item on the Agenda-Clerk/Treasurer Harvey: Clerk/Treasurer Harvey noted that when the council went into executive session, she realized that she had not put the pickup bid results on the agenda for award. She commented that when she had emailed the agenda, she had noted in the email that she felt like she was forgetting something. When they went into executive session, she realized that she had the bid folder on the desk. All of the documents had been emailed to the council for review. Public Works Supervisor Acord had prepared a tally sheet and was prepared to discuss the bids. She asked the council how they would like to proceed. She noted that the bids would expire before the next meeting. She advised that they could set a special meeting to consider the bids, deny them, or continue to discuss the item. Munson noted that there was a provision in the ad to deny all bids if they chose to. The council noted that they all new that the bids existed and that the error was a last-minute error on the agenda. The council agreed that the agreed that the error was unintentional. Going out to bid was a public decision, the bids were properly published. The bid opening was held. They agreed to proceed with the process and review the bid results.

Clerk/Treasurer Harvy advised that she, Public Works Supervisor Acord and Maintenance/Operators Clinton Blake and Trevor Vorn had held the Bid Opening July 6th at 2:00 p.m. She noted that there were five bids. They numbered them at opening so that Public Works Supervisor Acord could prepare a bid review document. #1 Freemont Fleet for a 2026 Chevy 2500 in the amount of $65,482.00; #2 Freemont Fleet for a 2027 Ford F250 in the amount of $69,655.00; #3 Freemont Fleet for a 2027 Ram 2500 in the amount of $68,529.00; #4 Greiner Ford for a 2027 Ford F250 in the amount of $70,791.00 and # 5 Greiner Ford for a 2027 Ford F250 in the amount of $70,432.00. Reichert asked if the Public Works Department had a preference in vehicles. Acord noted that they had all agreed on the 2026 Chevy. They noted that they also liked the body better on Bid #4 as it had a better service-body. They had also discussed the distance for warranty work between the bids. They also noted that their existing fleet was all Dodges and that they have not had many problems. The Chevy is the lowest bid and the most comfortable ride. Maintenance Operator Blake noted that the Chevy has vinyl seats so they will need seat covers and to update an auxiliary switch. With no further discussion Munson moved to accept bid #1 from Fremont Fleet in the amount of $65,482.00 for the 2026 Chevy 2500, McKinney seconded and the motion was passed. Clerk/Treasurer Harvey apologized again for her error.

CORRESPONDENCE:
CCSPTJPB; SCWEMS; CCEDC; CCEMA; CCVC/DCC; SPVCC; UPRSWDD; WAM; WARWS; WBC; WYDOT; WY at 250; info and newsletters via email
USDA Forest Service- LaVA updates- via email
Rawlins Police Department- National Night Out
Saratoga Encampment Rawlins Conservation District

With no further business, McKinney moved to adjourn at 8:40p.m., Munson seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: August 13, 2026

Shannon
Shannon Fagan, Mayor

Attest: Doreen Harvey
Doreen Harvey, CMC
Clerk/Treasurer