

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

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday December 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; Bill Acord, Public Works Supervisor, Trevor Vorn and Clinton Blake, Maintenance/Operators and Martha Ralston, Deputy Clerk. Planning Commission member present was Ted Benedict. Public Guests were Brad Hebig, High Plains Building and Sierra Madre Rentals and Taylor Sifford, representing Elizabeth Tucker. Audience members were Leroy Stephenson, Mayor of Riverside, LeAnn Stephenson, Bob & Judy Merrill, Chad Fillweber, Tanner Pedersen, Terry Campbell, Gary Stull, Shelli Ward, Anthony Rakness, Cathy Campbell, Bob & Ros Herring, Josh Woods of the Saratoga Sun, Jon Nelson of North Fork Engineering and Dana Davis of the Carbon County Comet.

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

## **AGENDA**

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

## **MINUTES**

Munson moved to approve the minutes of the November 13, 2025 regular meeting, Banach seconded and the motion was passed.

## **FINANCIAL STATEMENT/MONTHLY BILLS**

Clerk/Treasurer Harvey reported that WYOSTAR interest had not posted and that at 41.65% of the budget year, revenues were at about 77.33% of budget and expenses were at 65.62%, largely due to the projects. Munson moved to approve the November 2025 financial statement, the November 2025 payroll and contracted liabilities in the amount of \$25,051.64, late monthly bills in the amount of \$1,493.20 and the regular monthly bills in the amount of \$35,408.55, Reichert seconded and the motion was passed.

Ace Industrial Supply \$299.90	Riverside Garage & Cabins \$6.41	AFLAC \$75.28
AT&T Mobility \$40.04	Rocky Mtn Air Solutions \$164.32	WY Workers Compensation \$787.81
Blue-Cross/Blue-Shield of WY \$8,136.35	Shively Hardware Co. \$19.54	WY Unemployment Insurance \$1.01
Carbon County Clerk \$12.00	Shue, Kevin \$186.96	WY Retirement System \$3,748.68
Carbon Power & Light \$4,798.63	Sunrise Sanitation \$25.00	WY Retirement- VFD \$318.75
CCCOG \$50.00	Town & Country Realty, Inc. \$350.00	US Treasury \$2,190.70
CNA Surety \$200.00	Union Wireless \$523.94	US Treasury \$2,160.62
Dearborn Life Ins. Co. \$49.50	UPRSWDD \$9,549.00	Net Payroll \$15,758.79
Int'l Institute Muni. Clerks \$195.00	US Postal Service \$264.00	TOTAL \$25,041.64
Motorola Solutions, Inc \$1,934.47	Visa \$153.22	LATE BILLS
North Fork Engineering \$4,789.95	WARWS \$505.00	307 Pub & Grub \$750.00
North Park Propane \$1,898.00	WY DEQ-WQD \$1,000.00	Corkle Oil \$493.00
Olde Trading Post, LLC \$126.12	Xesi Document Solutions \$30.00	One Call of WY \$25.20
One-Call of Wyoming \$9.45	TOTAL \$35,408.55	Saratoga Sun \$225.00
PEAC Solutions \$91.75	PAYROLL & CONTRACTED LIABILITIES	TOTAL \$1,493.20

## PUBLIC GUESTS

High Plains Building-Brad Hebig-Development Options: Mr. Hebig was present in support of the two proposals he submitted to the Town Council for the trade of property and the possible development of property. Mayor Fagan advised that they would deal with the matters one at a time. The first matter was the request to trade Block 6 lots 13,14,15 & 16 for Block 21, lots 3,4,5 & 6 both valued at \$31,073.00. Mayor Fagan advised that she saw the land trade as beneficial to the town and good for the people. Munson stated that she had questions, noted that she thought it should be done by public bid and that the Town should not be in the real estate business. She advised it might have use for others. Mr. Hebig noted that Block 21 would be a better spot to build mathematically and better than the lots used by the Fire Department. The uses of that lot were discussed with Reichert stating that it would be an expensive parking lot. Mayor Fagan advised that there were large apparatus going through an area that did not have a lot of room. McKinney advised that she sees the situation both ways and the potential to bring people in. Mr. Hebig advised that if the land was all in one spot, he could build one large building. McKinney moved to go forward with the trade of Block 21 lots 3,4,5 & 6 for Block 6 lots 13,14,15 & 16, Banach seconded and the motion was passed with Munson and Reichert voting no. Mayor Fagan advised that the process would need to go through a title company with title insurance. Mr. Hebig advised that he has used First American Title in Rawlins. She asked the council if they thought the split of 50/50 would be fair to cover the cost. Banach moved to split the closing costs 50/50, McKinney seconded and the motion was passed with Reichert opposing.

Mr. Hebig had presented the council with options for his building of two or four homes in Block 119. He advised that the engineers estimate to loop the water main per the Encampment master plan was \$457,000.00. That makes the development for the four homes unaffordable. He noted that he had potential buyers ready to build and put his crews to work if the council would consider allowing him to serve four parcels with water taps in Emerson. He noted that if not, it was likely that two out-of-state developers would build large homes and garages that would likely be in use seasonally. He noted that two potential buyers went to school here and have returned to be teachers but cannot find affordable housing. Mayor Fagan noted that, according to the master plan, extension of services needed to be looped. Banach and Munson asked about creating dead-end lines. Mayor Fagan also asked about fire protection to the area. Public Works Supervisor Acord noted that the closest hydrant was more than 300' away. Banach noted that he would rather see the line looped, but does not want to see \$457,000.00 to loop it. Discussion ensued about the characteristics of the land in the area and elevations. It was noted that the Town had a master plan for a reason. Mr. Hebig noted other properties with long service lines and was advised that those were historical decisions made long before the master plan was in place. Banach noted that he thought the Town should be reasonable and Reichert advised that he does not see the Town favoring certain teachers. McKinney noted that allowing the build would bring people in. Banach noted that the Town should look into what more we can do. Mayor Fagan, Munson and Reichert agreed that it would be a bad idea to go against the master plan. Mr. Hebig advised that mathematically, looping those lines does not work. He noted that if only two homes could be built, they would likely be 6,000SF with possibly 12,000SF garages. Audience member Bob Merrill advised the council that he had been on the school board twenty plus years. He has seen enough students going to college to get educated that have a desire to come back, with the problem being finding some place they can afford. They have lots of kids at the school and great teachers. Support for the school is there. He advised that there should be a way to get around the master plan. Mr. Hebig noted one more option of Town Houses. He was advised the area was a

single-family residential area. Audience member Ted Benedict advised that he would not like it as a neighbor and that it would not fit in with the community. Audience member Leroy Stephenson, who is also the Mayor of Riverside advised that the Master Plan was a living document and should be revisited. It is generally adhered to, but should leave the room to ebb and flow. Audience member Bob Herring commented that anything the Town could do to use viable living space should be considered. Discussion returned and continued about four smaller houses with individual taps paying into the utility systems over time. Clerk/Treasurer Harvey suggested that perhaps the council would like time to review the Master Plan and consider the options. Mayor Fagan noted that if a vote were taken now the council appeared to be deadlocked. She asked the council if they wanted to move forward with an option. McKinney advised that she would like more information before a decision was made. The council agreed to continue to review the matter and place it back on the agenda for January 8<sup>th</sup>, 2026.

Elizabeth Tucker: Taylor Sifford was present on behalf of her mother who wanted to apply for a short-term rental on a property she has been working on. Munson advised that there was currently a moratorium in place on applications while the ordinances are reviewed and the council decides how to go forward. Ms. Sifford noted that they did not know about there being an issue on the matter. The council ensured her that any changes would be a public process and that there would be public notifications and public hearings on the matter before decisions are made.

## UNFINISHED BUSINESS

Sewer Lagoon Project-Phase 2-Change Order #5- \$0.00 / DEQ Certificate of Completion/ Ratify Date Change in Final Publication / Intended Use Plan-Needs Survey-Future Projects: Jon Nelson of North Fork Engineering noted that the final change order #5 was just to reconcile quantities and was no cost and no time. Reichert moved to approve Change Order #5 as presented, Banach seconded and the motion was passed. Mr. Nelson noted that the DEQ Certificate of Completion will need to be submitted when we wrap up the as-builts and would need to be signed by the mayor. Reichert moved to approve the signature and submission of the DEQ Certificate of Completion, McKinney seconded and the motion was passed. It was noted that there was an error in the publication dates that was caught prior to the publication. Notification was sent to the mayor and council and the change was approved at that time. Reichert moved to ratify the change in dates for the final publication, Banach seconded and the motion was passed. Mr. Nelson noted that the period for final payment ends on January 14<sup>th</sup>. Action to release the final retention can be taken by then, if there are no claims.

Sixth Street Emergency Sewer Main Project- Release of Retention \$8,203.86: The Final Payment advertising period has passed and there were no claims on the project. Reichert moved to release the retention in the amount of \$8,203.86, Munson seconded and the motion was passed.

Mr. Nelson advised that the DEQ/SRF SLIB process has changed into an Intended Use Plan for ranking based on the needs survey. The survey will need to be submitted in the year prior to the application for funding. The survey due in January of 2026 would be for a 2027 or 2028 project. The Town will need to identify a project. The Specific Purpose Tax next priority is a sewer main project. The original estimates were in 2018 for twelve blocks of sewer. A similar project could cost as much as \$500,000.00 more. Timing of replacement mains under the highway with the

proposed highway overlay was discussed. They may not be able to be timed together, but if the Town's project were completed prior to the overlay, some of the restoration costs may be saved. The Town will need to consider what they would like to submit with the needs survey.

## **COMMITTEE REPORTS**

Police Department- Kevin Shue, Chief: A written report was submitted along with Chief Shue's resignation dated July 01, 2026.

Fire Department: Clerk/Treasurer and Fire Department Secretary Harvey advised that the Fire Department had raised \$30,100.00 though the Embrace the Valley promotion. She noted that the Fire Department was possibly considering a project to replace the Compressor System. She asked the council to allow her to transfer that amount to the ERVFD fund so that it could earn interest in the meantime. McKinney advised that it was a good idea and moved to allow the clerk to transfer \$30,100.00 into the ERVFD Fund, Munson seconded and the motion was passed.

Planning Commission: Minutes of the recent meeting were distributed.

Department of Public Works: A written report was submitted.

Clerk/Treasurer- Doreen Harvey: Harvey noted that Deputy Clerk Ralston was working on the dog clinic and that it has been set for January 31<sup>st</sup> in the town hall foyer.

Recreation/Cemetery/Parks: Clerk/Treasurer Harvey noted that she had spoken briefly with Mayor Fagan and Public Works Supervisor Acord about the possibility of getting a quote for the replacement of the fence at the ballfield. The outer fence would need to be brought in a bit to meet regulations. She noted that the fence has been talked about for several years and with the Rec Board grant process coming up and time needed to look for other funding she would like permission to seek an official quote for use in applications. There are also the Park Safety Fund and the General Fund Reserve that could be utilized. The project would likely have to go out to bid. Seeking a quote would be the first step. The council agreed by consensus to seek a quote for the replacement of the fence at McClure Field.

Carbon County Council of Governments: No discussion.

Watershed Protection Committee: No discussion

UPRSWDD Operators Report: Written Operator Reports were submitted.

## **ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

## **NEW BUSINESS**

Sierra Madre Rentals- Tap Applications-Block 119 lots 1-12 & Block 119- Lots 13-24: This matter was postponed to give the council time to review the Water and Sewer Master Plan.

39<sup>th</sup> Annual Sierra Madre Winter Carnival- Button Contest Prize Money-\$150.00: Clerk/Treasurer Harvey distributed a letter from the Platte Valley Arts Council increasing their sponsorship for the events. She noted that they want the first-place winner to receive \$100.00. She noted that she had received the button artwork from the school and has given it to Wyatt Craig. McKinney moved to award \$100.00 for 1<sup>st</sup>; \$50.00 for 2<sup>nd</sup> and \$25.00 for 3<sup>rd</sup>, Munson seconded and the motion was passed.

39th Annual Sierra Madre Winter Carnival Jan. 23 & 24, 2026-KTGA/KBDY Ads-\$572.00: Harvey noted that the advertisements were covered by the Carbon County Visitors Council grant and would need to be arranged in early January. Munson moved to approve \$572.00 for the radio advertising, Reichert seconded and the motion was passed.

Platte Valley Arts Council Membership Renewal Options-Current Level \$200.00: Munson moved to continue support at the current level, Banach seconded and the motion was passed.

Freeman Fence Project and Street Improvements-Public Works: Public Works Supervisor Acord noted that the fence was overgrown. They would like to move it back 5' to get it off the water main. The property owner is okay with it. It will also allow the clean up of the area to reduce fire danger. The fence is a town fence in the right of way. It will allow for better snow removal and access to the water main. Reichert moved to allow the public works department to complete the project, Banach seconded and the motion was passed.

Ratify Black Diamond Electric-Estimate for Electrical Repairs at Park-\$2,200.00: An estimate from Black Diamond Electric was sent to the council after the last meeting and preliminary permission was given to have the project done this fall before the contractor got busy in the spring. Reichert noted that he was tired of the breakers tripping during events. Reichert moved to ratify the decision to repair the electric service in Grand View Park at a cost of \$2,200.00, Munson seconded and the motion was passed.

Wyoming DEQ-5 Year Renewal of Discharge Permit- Cost \$1,000.00: Clerk/Treasurer Harvey advised that the pesticide discharge permit was renewed every 5 years. She advised the council that she would like to pay for it from the Mosquito Abatement Fund. Reichert moved to approve \$1,000.00 for the cost of the permit from the Mosquito Abatement Fund, Munson seconded and the motion was passed.

Dirt Diggers Garden Club- Donation of Japanese Bell for Japanese Garden: It was noted that the Dirt Diggers Garden Club spends a lot of time taking care of the Japanese Garden. Munson moved to accept the donation of the bell, McKinney seconded and the motion was passed.

Block 36 Lots 21-24-Placement of Lien for Delinquent Utilities: Clerk/Treasurer Harvey advised that the property owner met the requirements for the property lien due to delinquent utilities. Munson moved to place a property lien on Block 36 lots 21-24, McKinney seconded and the motion was passed.

Set Public Hearing for SLIB Grant/Loan App- NFF Partnership work in Watershed-January 8<sup>th</sup>: Clerk/Treasurer Harvey noted that if the application for the SLIB grant were going to go forward and be in on time, the public hearing would need to be held January 8<sup>th</sup>. She noted that the decision whether or not to continue with the process was the Town Councils. She advised that the partners had changed, but she could see the value of having the projects being done in the watershed. More of a role would be on Encampment. McKinney moved move forward with the project by setting the Public Hearing during the January 8<sup>th</sup> Council Meeting, Reichert seconded and the motion was passed.

## **OTHER BUSINESS**

Prior to entering into executive session Riverside Mayor Stephenson advised the council that he was present to ask about the terms for the use of the Police vehicle. Mayor Fagan noted that Chief Shue had ultimately leaned against the use because he has given his notice and will not be here to monitor it. Mayor Stephensen noted that he thought the council had already given permission and was working on terms. Mayor Fagan noted that the situation has changed.

LeeAnn Stephenson noted that she was representing the Wyoming Community Foundation in the position that Irene Archbald had. She advised that they have a lot of funding and that the ballfield fence was a project that might qualify for funding they have available for Carbon and Albany County. She noted that the council would have a couple of months to consider it. The council thanked her for her advice.

Executive Session- Personnel: At 8:20 p.m. Reichert moved to enter into executive session for the purpose of discussing personnel, Munson seconded and the motion was passed. Those in

attendance were Mayor Shannon Fagan and Council Members Stas Banach, Ashley McKinney, Susan Munson and Steve Reichert. Banach exited at 8:32 p.m. and went home due to illness. At 8:40 p.m. Reichert moved to return to regular session, McKinney seconded and the motion was passed. Munson moved to award additional compensation to full time employees at a rate of \$500.00, Reichert seconded and the motion was passed. Reichert moved to award additional compensation at a rate of \$400.00 to the part time employee, McKinney seconded and the motion was passed. Munson moved to regretfully accept the resignation of Police Chief Kevin Shue effective July 01, 2026, Reichert seconded and the motion was passed. The clerk was instructed to get material together to prepare to advertise for a new Chief of Police.

Before adjourning, the council made the decision to set a workshop at 5:00 p.m. Tuesday December 30<sup>th</sup> to discuss the water and sewer master plan.

**CORRESPONDENCE:**

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

**USDA Forest Service LaVA Update-via email**

**Bank of Commerce Application for Public Funds**

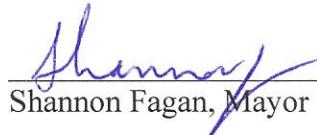
**RNB State Bank Application for Public Funds**

With no further business, Reichert moved to adjourn at 8:47 p.m., McKinney seconded and the motion was passed.

Doreen Harvey, CMC

Clerk/Treasurer

Approved: January 08, 2025



Shannon Fagan, Mayor

Attest: Doreen Harvey CMC

Doreen Harvey, CMC

Clerk/Treasurer