

Town of Encampment
Regular Meeting
February 12, 2026
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday February 12, 2026 at 7:00 p.m. with Mayor Shannon Fagan presiding. Council members present were Stas Banach, Ashley McKinney 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. Also present was Carl Lembke of the Planning Commission, Lenny Layman, Carbon County Emergency Management, Theresa Lembke, Scott & Shelli Ward, Vicky Ward, Lee Ann Stephenson, Charles Kiesel, Gary Stull, Josh Wood of the Saratoga Sun, 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.

AGENDA

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

MINUTES

McKinney moved to approve the minutes of the January 08, 2026 regular meeting and the January 26, 2026 workshop as presented, Reichert seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey advised that at 58.31% of the budget year, revenues were at about 91.56% of budget and expenses were at 71.83%. Reichert moved to approve the January 2026 financial statement, the January 2026 payroll and contracted liabilities in the amount of \$26,921.83, late monthly bills in the amount of \$2,760.76 and the regular monthly bills in the amount of \$33,446.73, McKinney seconded and the motion was passed.

AT&T Mobility \$40.04
Blue-Cross/Blue-Shield of WY
\$8,136.35
Bridger Fabrication \$140.50
Carbon County Comet \$180.00
Carbon County Fair Board \$85.00
Carbon Power & Light \$5,744.93
Corkle Oil, LLC \$416.51
Encampment Petty Cash \$12.25
Herring, Jeff P. \$266.28
Holiday Inn- Riverton \$440.00
Int. Institute Municipal Clerks
\$135.00
Jackson County Star \$200.00
KTGA/KBDY \$572.00
Martin, Joy \$42.00
North Park Propane \$1,966.80
One-Call of Wyoming \$31.30

PEAC Solutions \$91.75
Perue Printing \$37.50
Riverside Garage & Cabins \$103.80
Rocky Mtn Air Solutions \$164.32
Saratoga Sun \$576.00
Shively Hardware Co. \$465.54
Sunrise Sanitation \$25.00
Union Wireless \$523.24
UPRSWDD \$9,547.00
Visa \$661.00
Wy Dept of Agriculture \$40.00
Wy Office of State Lands & Inv.
\$2,697.62
Wy State Firemans Assn \$75.00
Xesi Document Solutions \$30.00
TOTAL
PAYROLL & CONTRACTED
LIABILITIES

AFLAC \$75.28
WY Workers Compensation \$825.37
WY Unemployment Insurance \$21.87
WY Retirement System \$3,945.08
WY Retirement- VFD \$318.75
US Treasury \$2,314.68
US Treasury \$2,333.34
Net Payroll \$17,057.46
TOTAL \$26,921.83
LATE BILLS
Acord, William \$383.76
First American Title \$346.07
Hubbs, Jake \$427.65
McMaster Carr \$696.08
One Call of Wyoming \$2.10
RNB State Bank \$425.10
Saratoga Sun \$480.00
TOTAL \$2,760.76

PUBLIC GUESTS

The scheduled public guest will attend the March meeting.

UNFINISHED BUSINESS

Memorandum of Understanding with National Forest Foundation- SLIB Loan Obligations:

Clerk/Treasurer Harvey noted that the reply from the town attorney was included in their packet and that he had expressed no concerns. McKinney moved to approve the MOU between the Town of Encampment and the National Forest Foundation as presented, Banach seconded and the motion was passed. Harvey noted that the NFF would be placing \$315,000.00 with the Town of Encampment and that she would let the council know if the origination fee for the application was needed before the next council meeting.

Sewer Lagoon Project-Phase 2- North Fork Engineering Task Order Amendment \$-14,611.21 and Final NFE Payment \$6,444.75: Mr. Nelson presented an amendment the task order for the Sewer Lagoon Project Phase 2 in the amount of \$-14,611.2, which reflects the actual final costs compared to North Fork Engineering's estimated costs for the services for the project. Mr. Nelson noted that they were less than the original task order by about 5.6%, despite all of the changes. He noted that he will have one final invoice in the amount of \$6,444.75, but that he did not have it prepared yet. Banach moved to accept the task order amendment in the amount of \$-14,611.21, Reichert seconded and the motion was passed. The final invoice will be approved once it is received.

Emergency Sewer Main Replacement Project- Task Order Amendment \$-9,668.50 and NFE final Invoice \$2,395.15: Mr. Nelson noted that engineers were typically allowed 10% engineering cost for design and 10% for construction as a guideline for a total of 20% for a project. He advised that North Fork Engineering had come in at 14% and presented an amendment to the task order for the project in the amount of \$-9,668.50. He noted that it was important to note that both projects were under budget and on time. Mayor Fagan thanked Mr. Nelson and the Town crew for the good job on the project. Reichert moved to approve the final amendment to the task order for the project, McKinney seconded and the motion was passed. The final invoice will be acted on when it is received.

North Fork Engineering Task Order #7007-2600- Water & Sewer Master Plan \$129,500.00: Mr. Nelson noted that that the workshop he was provided with a summary and scope for the project and had arrived at the conclusions in the task order presented. He noted that if the council had no questions he would get with Public Works Supervisor Acord and begin going through information. Banach asked to clarify the reason irrigation was included. Mr. Nelson advised that it was in order to ensure that the system was designed for maximum flow, as eventually the system will run out of pressure. McKinney moved to approve the task order in the amount of \$129,500.00 for the update of the Water & Sewer Master Plan, Reichert seconded and the motion was passed. Clerk/Treasurer Harvey noted that it would not be split 50/50 between water and sewer as initially thought, because irrigation is a component of the Water Department.

Short-Term Rental Issue-Questions for Attorney: Mayor Fagan noted that she was not at the workshop where the issue was discussed. Clerk/Treasurer Harvey noted Councilwoman Munson was going to provide the questions for the council, but was unable to attend tonight due to illness. Reichert moved to have Clerk/Treasurer Harvey get the questions from Councilwoman Munson and submit them to the attorney, Banach seconded and the motion was passed. Mayor

Fagan asked the Planning Commission and members of the public if there were any additional questions. There were none.

Sierra Madre Rentals- Block 21 lots 1-6 Tap Questions: The item was postponed because a representative of Sierra Madre Rentals was not present per Mayor Fagan.

Sierra Madre Rentals- Public Works Extension of Sewer Line Questions: The item was postponed because a representative of Sierra Madre Rentals was not present per Mayor Fagan.

Wood Pile at Mill Site: Public Works Supervisor Acord noted that he had not had any response to inquiries about chipping it. He had made multiple contacts, with no response. The remaining choices would be the cost of hauling it off and disposing of it, or to burn it. He noted he has developed a burn plan and has also contacted the DEQ and EPA about that possibility and the permitting requirements. There were a lot of questions, but with a permit the wood can be burned in a small containment area. He noted that he had no issue burning what was there, with the tires going to the dump. Mayor Fagan asked about the type of containment. Acord advised that it would be dug into the earth with a berm on the east side away from the Badger Creek drainage. The permit will allow a 10'x10'x10' pile to be burned, with no overnight burning unless there is a Fire Watch setup. Reichert moved to approve proceeding with the application to burn the wood, Banach seconded and the motion was passed.

SCWEMS-Letter of Interest: Theresa Lembke presented a letter of interest to serve on the SCWEMS board as a representative for Encampment. Mrs. Lembke was present and introduced herself to the council. She noted that she teaches for CCSD#2 in Hanna and wants to serve her community. She advised that she did attend their January meeting. Reichert moved to appoint Mrs. Lembke to represent the Town of Encampment on the SCWEMS board, McKinney seconded and the motion was passed. The council thanked her for her willingness to volunteer. They noted that former representatives reported to the council on activities quarterly or submitted a written report. Banach noted that he would like her to keep her eyes open and inform the council on matters of need, and that prior representatives Penny Layman or Patti Shue might be able to offer suggestions. The council thanked her for her willingness to volunteer.

COMMITTEE REPORTS

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

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: Clerk/Treasurer Harvey noted that she had prepared an application for the CCSD#2 rec Board grant totaling \$34,000.00 A summary was given to council. She noted that she had place a portion of the McClure Field fence replacement in the application and advised that it needed to be mailed the next day. Banach moved to approve submitting the application requesting \$34,000.00, McKinney seconded and the motion was passed.

Recreation/Cemetery/Parks: Clerk/Treasurer Harvey reported that Councilwoman Munson advised that Mother Mountain Anglers would be doing the Fireworks Ball again this year and that she would be doing toe food for it. The date is not known yet.

Carbon County Council of Governments: No report.

Watershed Protection Committee: No report.

UPRSWDD Operators Report: No report.

ADDITIONS TO AGENDA

There were no additions to the agenda.

NEW BUSINESS

Spring Conference WARWS- Tuition, Lodging & Expenses- April 21-24 in Casper: Public Works Supervisor Acord noted that one person would like to attend. The hours count toward CEU's for licenses. Banach moved to approve tuition, lodging and expenses for one person to attend Spring Conference, Reichert seconded and the motion was passed.

Carbon County Library Board- Library Correspondence on Funding: Councilman Banach noted that he had attended a recent Friends of the Library meeting in order to learn about the issue. He does not see the need to urgently discuss the funding issue and noted that he does not want to jump the gun on offering funding until there is a need. No action was taken.

Purchase of Tap Equipment for Approved Taps-Up to \$9,000.00: Public Works Supervisor Acord noted that the amount includes the taps approved the prior month and some extra for the next tap. McKinney moved to approve the purchase of tap equipment up to \$9,000.00, Banach seconded and the motion was passed.

Office of State Lands & Investments- Interest Due \$2,697.62: Clerk/Treasurer Harvey advised that once the interest payment was approved the Town can apply for the 75% Principal Forgiveness. \$125,000.00 plus interest would be due. She noted that it would deplete the majority of the balance in the 2019 Specific Purpose Tax reserve. Banach questioned whether it would be better to pay off the loan or continue to earn interest while holding the funds in reserve. Reichert moved to approve the interest payment of \$2,697.62 and apply for the principal forgiveness, McKinney seconded and the motion was passed.

McClure Field Fence replacement Project- Consider Going out to Bid: Clerk/Treasurer Harvey noted that the lowest estimate received on the project was \$49,699.16. She advised that she used that information to justify a portion of the Rec Board grant application. The project has been discussed for years. She noted that she was working on a couple of other funding options and that there were also the Park Safety Fund and the General Fund Reserve that could be considered for a portion of the project. She asked the council to consider going out to bid for the project so that it could be completed as a late summer early fall project. She noted that Public Works Supervisor Acord had obtained the estimates used for the project and that he would help put bid package together. Mayor Fagan noted that she thought it was a good idea to move forward. Reichert moved to go out to bid for the McClure Field Fence Replacement Project, McKinney seconded and the motion was passed. Lee Ann Stephenson noted for the clerk to be sure to apply for Wyoming Community Foundation who has funding for Carbon County.

ERVFD Fund- Purchase of Candy and Prizes for Easter Egg Hunt-Up to \$1,200.00: Reichert moved to approve up to \$1,200.00 from the ERVFD fund for the Easter Egg Hunt event, McKinney seconded and the motion was passed.

Stop Payment and Reissue Check not Received by Vendor \$100.81, Reissue at \$102.51, Plus Stop Payment Fee: Clerk/Treasurer Harvey noted that the check had cleared the bank that morning, so the action is not needed.

Public Works Department- Up to \$1,500.00 for Replacement Signs: Public Works Supervisor Acord noted it was for replacement signs, posts and the multi-use sign. He noted that he had quotes for Econo Signs, the company in Walden and one in Casper. Econo Signs were the cheapest. Mayor Fagan noted that she would like to support a more local option if we can because they sponsor things in the area. Banach agreed that it was good to support local. Banach moved to approve up to \$2,500.00 for signs out of Walden, McKinney seconded and the motion was passed.

Public Works-Lead & Copper Rule Update and Discussion: Public Works Supervisor Acord noted that there are a lot of changes coming. Work had been done to create a listing of service line materials in 2024. The November 2026 plan submitted will need to include the placement of known galvanized or lead service lines for Encampment and plans for their replacement. If we do not know, we will need to identify them. By 2028 a sample schedule of this replacement will need to be submitted. All results will then be charted. By 2034 we will need to take a portion of all non-lead, plastic and copper and dig them up to verify what they area. He noted that he thinks about 70 lines are affected. Banach asked if potholing would work. Acord stated yes and continued by advising that by November 01, 2037 all known galvanized or lead lines would need to be replaced. He noted that the matter is currently under litigation, but that he believes if we have to do it there may be 117 total. The plan can be spread out over 10 years. Acord noted that nine things would need to be addressed by the November 01, 2027 deadline. He noted he was working on a plan, but that it is a lot. Mayor Fagan thanked him for the update and asked him to keep the council informed.

Replacement of Seats and Windshield in 2007 Dodge Utility truck- Up to \$750.00: Public Works Supervisor Acord noted that the request is for seat covers, foam and the windshield. Mayor Fagan noted that she knows that the coils are poking out of the seats. Banach moved to approve the expense as requested, McKinney seconded and the motion was passed.

State Engineers Office-Priority water Right Administration-Discussion of Emergency Water Connection: Mayor Fagan noted that there had been a call on the North Platte River. The Town is not currently affected now, but that a meeting had been held to discuss the possible use of the emergency water connection if needed. Carbon County Emergency Manager Lenny Layman updated the council from the audience. He noted that Encampment, Riverside, the Sierra Madre Joint Powers Board and he had met to discuss the issue. From that meeting he noted that a workshop should be held in the next 2-3 weeks to further discuss the issue. He noted that he thought trigger points should be identified that would identify at what point the Emergency Water Connection would need to be activated, along with maintenance issues and reasons. He also advised that there was the possibility of grant funding for equipment that might be needed while the connection was active. Public Works Supervisor Acord noted that he had initially thought the interconnect would serve the entire town, but that is not necessarily the case. There are seven services and one hydrant where pressure might not be sufficient to supply. A booster pump and chlorine injection might be required. Mr. Lenny noted that one entity would need to be responsible for the equipment if a grant were written. He noted that the uniqueness of the

situation and the number of entities involved would help to score the project well. Any items that touch the ground would not be included, such as a building. Further details such as an injector system vs. gas. Mr. Layman noted that he is looking for a ball park figure. Lee Ann Stephenson representing the Town of Riverside and the Sierra Madre Joint Powers Board noted that the current well pumps do not have the capacity to push the water through Encampment. It is coming chlorinated but not sufficiently enough for our system requirements. Mr. Nelson noted that he could look into chlorination specifications. Mr. Layman noted that there are a number of partners involved and that what we have in place already is the gold standard of options. Everyone was thanked for their efforts.

WAMCAT Virtual Spring Conference- \$300.00 per Attendee: Clerk/Treasurer Harvey noted that Deputy Clerk Ralston was interested in taking the courses, but that she herself was unsure if she would have time. McKinney moved to approve tuition for both clerks to attend if it worked out, Reichert seconded and the motion was passed.

CORRESPONDENCE:

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

USDA Forest Service LaVA Update-via email

Platte Valley Arts Council- Thank you

WY Office of Tourism-via email

Governors Arts Awards

WY Cultural trust Fund Annual Report

WY Department of Revenue- Letter of Compliance

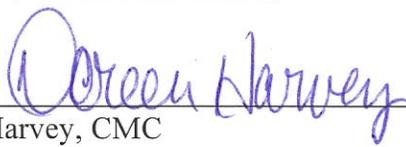
With no further business, Reichert moved to adjourn at 8:03 p.m., McKinney seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: March 12, 2025



Shannon Fagan, Mayor

Attest: 

Doreen Harvey, CMC
Clerk/Treasurer