Town of Encampment
Regular Meeting
June 11, 2026
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday June 11, 2026 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; Bill Acord, Public Works Supervisor and Trevor Vorn and Clinton Blake, Maintenance Operators and Martha Ralston Deputy Clerk. Also present were Ted Benedict and Carl Lembke of the Planning Commission. Audience members were Terry Campbell, Jim McKinney, Bob and Ros Herring, Nick Taylor, Karen Kutak and Jon Nelson of North Fork Engineering.

MOMENT OF SILENCE: Prior to opening the meeting, Mayor Fagan asked to observe a moment of silence in honor of former Police Chief Lloyd Buford, Jr. She noted that Chief Buford had served the town from 1986-1992 and 1997-2013 in the police department and 1992-1994 as mayor of the community. She noted that he was a very special man and that he would be missed by tons of people.

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
Reichert moved to approve the minutes of the May 14, 2026 workshop and the May 14, 2026 regular meeting as presented, Munson seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS
Clerk/Treasurer Harvey advised that at 91.63% of the budget year, revenues were at about 121.11% and expenses were at 87.79%. She noted that those figures would change with the budget amendment. Clerk/Treasurer Harvey noted that WYOSTAR interest had not posted and 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 May 2026 financial statement, the May 2026 payroll and contracted liabilities in the amount of $26,960.71, late monthly bills in the amount of $6,649.50 and the regular monthly bills in the amount of $58,553.05, McKinney seconded and the motion was passed.

Blue-Cross/Blue-Shield of WY $9,383.96
Bridger Fabrication, LLC $317.54
Carbon County Clerk $12.00
Carbon Power & Light $4,151.68
Core & Main $4,948.83
Corkle Oil, LLC $2,093.75
Evergreen Disposal $22.50
Grainger, Inc $1,099.74
McMaster-Carr $178.53
Norco $4,851.38
North Fork Engineering, $16,830.00
North Park Propane $1,206.90
Northwest Colo. Auto & Truck Parts $81.62
Northwest Contractors Supply $25.35
Office Depot $443.99
Olde Trading Post, LLC $380.85
One-Call of Wyoming $3.15
PEAC Solutions $91.75
Posey Wagon Portable Toilet Svc. $60.00
Quill Corp $59.98
Riverside Garage & Cabins $85.59
Rocky Mtn Air Solutions $159.60
Shively Hardware Co. $33.98
Sunrise Sanitation $25.00
Union Wireless $525.36
UPRSWDD $7,632.00
US Postal Service $1.078.00
Visa $2,731.27
Xesi Document Solutions $38.75
TOTAL $58.553.05

PAYROLL & CONTRACTED LIABILITIES
AFLAC $75.28
WY Workers Compensation $838.59
WY Unemployment Insurance $21.93
WY Retirement System $3,891.15
WY Retirement- VFD $318.75
US Treasury $2,444.68
US Treasury $2,375.98
Net Payroll $16,994.35
TOTAL $26,960.71

LATE BILLS
Bandit Fireworks $6,000.00
Carbon County Comet $72.00
Encampment Petty Case $21.40
Katrina Nuhn $462.95
Riverside Garage & Cabins $43.15
Wyoming State Engineers Office $50.00
TOTAL $6,649.50

PUBLIC GUESTS
There were no public guests.

UNFINISHED BUSINESS

Water & Sewer Master Plan-Jon Nelson, North Fork Engineering: Mr. Nelson noted that the model calibration is complete. A workshop has been set for June 25th at 6:00p.m. to discuss the issue. He noted that the major takeaways were some recommendations for existing infrastructure, and that the building out of it would be discussed at the workshop. He noted that there are some of the existing watermains that do not have enough PSI for fire suppression and that upsizing and looping of areas of concern will need to be taken into consideration. For example, there is a main on Fourth Street out to the cemetery that is undersized. Recommendations will be made for upsizing, looping lines and addressing a hydrant on Emerson and Wilbur that has less pressure than it should. Also, Third & Dickinson dead-ends and should be upsized and a loop created. There is also still some cast iron in older mains. For the sewer system he recommends focusing on areas in need of upgrading from clay pipe and addressing the undersized mains under the highway between the post office and 307 Pub & Grub and in the alley east of McCaffrey from Third Street to Eighth or Ninth Street. There will be a list of recommended focus areas. Future modeling and density will be discussed at the workshop on the 25th. Councilman Banach noted that the workshop would be open to the public. Audience member Jim McKinney asked if there was any funding in place. It was noted that the current Specific Purpose Tax was for rehabilitation of existing infrastructure. Mr. McKinney also asked if the Town was done potholing and when they would begin grading the roads. Public Works Supervisor Acord noted that they were done and that the grading should begin next week.

Discussion of Emergency Water Connection-Update: Mr. Nelson presented a draft map indicating the areas for the service area expansion. The service area will overlap with the Sierra Madre Water and Sewer Joint Powers Board in the event of the need of water transfer between the two communities. The Joint Powers Board will also be completing the same application for expansion. The application does not modify any operations, supplies, existing agreements or permits. Mr. Campbell from the SMWSJPB suggested to the council that the entities should come up with a Memorandum of Understanding that will accompany the use of the expansion. He noted that their board has moved forward with submitting the application prior to waiting for an MOU. Banach moved to consent to submit the application for the expansion of the water right and to allow Mayor Fagan to sign the application, Reichert seconded and the motion was passed.

Audience member Jim McKinney asked about an alternate water source, such as drilling a well. Town Engineer Nelson noted that there had been WWDC Phase 1 and Phase 2 studies and the conclusion was that there was not sufficient water. Phase 3 was not completed.

Returning back to the Emergency Water Connection discussion Mr. Nelson noted that there is a Source Water Protection grant that Michelle Christopher from WARWS is helping to prepare and that it should cover the cost of the mapping. Mr. Campbell also reiterated the need to work on an MOU to delineate use, have it reviewed by attorneys for conflicting issues and clarify for future use.

Short-Term Rental Issue-Next Steps: Council members discussed setting another workshop with the Planning Commission to discuss the matter further. It was agreed that August would be better as July was extremely busy. Mayor Fagan noted that it would be a workshop for discussion and no decisions would be made. Banach suggested the possibility of waiting until after the election in case the new administration had other ideas. It was noted that an invitation could be sent to those who filed for office inviting them to attend. The council agreed to hold the workshop August 20th at 6:00 p.m. Audience member Bob Herring asked if there was a committee for the issue. Mayor Fagan noted that the Council and the Planning Commission would be discussion the issue in the joint workshop.

PUBLIC HEARING-3rd Reading FY25-26 Budget Amendment Revenue/Expenses totaling $4,245,419.32: At 7:27 p.m. Mayor Fagan opened a public hearing for the purpose of taking comment on the FY25-26 Budget Amendment. Hearing no comment the hearing was closed. Clerk/Treasurer Harvey advised that the majority of changes made the projects closer to actual costs. Reichert moved to approve the 3rd and final reading of the budget amendment as presented in the amount of $4,245,419.32, Munson seconded and the motion was passed.

PUBLIC HEARING-FY 26-27 Budget- Revenue & Expenses totaling $2,967,139.17: At 7:29 p.m. Mayor Fagan opened a Public Hearing for the purpose of taking comment on the 3rd Reading of the FY26-27 Budget. Hearing no comment the hearing was closed. Munson moved to approve the 3rd reading of the FY26-27 Budget as presented, Banach seconded and the motion was passed.

Planning Commission Vacancies- Letters of Interest- Three Seats Available: Clerk/Treasurer Harvey noted that four letters of interest had been received. Steve Reichert, Dawna Martin, Bill Acord and Shelli Ward. Mayor Fagan noted that she would like to see the three seated members be able to continue their work. McKinney noted that she would like to see Shelli Ward on the Planning Commission. McKinney moved to appoint Steve Reichert, Bill Acord and Shelli Ward to the Planning Commission for the three-year terms, Banach seconded and the motion was passed with Reichert abstaining.

COMMITTEE REPORTS
Police Department- Kevin Shue, Chief: A written report was submitted. The council noted that they would sure miss Chief Shue when he retired. They thanked him for his service.
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: Harvey noted her items were on the agenda.
Recreation/Cemetery/Parks: No report.
Carbon County Council of Governments: Banach noted that he attended, but that there was not a quorum. There was a nice presentation by Power Company of Wyoming. The mayor thanked him for attending.
Watershed Protection Committee: It was noted that there may be information next month.
UPRSWDD Operators Report: The council thanked Munson for emailing the reports.

ADDITION TO AGENDA
There were no additions.

NEW BUSINESS
Music in the Park-Band Selection- Lodging Needs: Mayor Fagan noted that she is having trouble finding a band. Reichert noted that it may just be a BBQ if a band cannot be found. The lodging will be held until as late as possible.

Ratify Hiring of Seasonal Employees- Starting Rate of $15.00 per hour: Clerk/Treasurer Harvey noted that the council had been notified via email when the seasonal help was selected. McKinney moved to ratify the hiring of Jorden Cushing, Chase Brown and Galloway O'Leary at a rate of $15.00 per hour, Munson seconded and the motion was passed.

Possible Lien Release- Block 36 Lots 21-24- Under Contract: Clerk/Treasurer Harvey reported that the property is under contract and that the realtor would like the lien released as soon as the delinquent utilities are paid in full. McKinney moved to remove the lien when the account is paid in full, Reichert seconded and the motion was passed.

Purchase of Postage in Anticipation of Rate Increase-$1,078.00: Clerk/Treasurer Harvey advised that postage would be increasing another .04 cents and asked permission to make a purchase in anticipation of that increase. Reichert moved to allow the clerk to purchase $1,078.00 in postage, Munson seconded and the motion was passed.

Winter Carnival Chair- Advertise for Interest: It was noted that Mother Mountain Anglers would continue with Casino Night, but they did not want to chair the event. Clerk/Treasurer Harvey advised that even though it seems early, the event planning needs to get underway. Munson moved to advertise for a Winter Carnival Chair, McKinney seconded and the motion was passed. Banach joked that they needed to have snow-making experience.

Gazebo at the Opera House: Clerk/Treasurer Harvey noted that a number of people have asked about the replacement of the gazebo at the opera house for weddings. Munson noted that it had always had a lot of use. Audience member Karen Kutak noted that she was on the Garden Club and that she would be willing to ask them if that was a project they might consider helping with. Mayor Fagan noted that they would get with the public works department for dimensions. The matter will be placed on the next agenda for further discussion.

UPRSWDD-Contract Renewal: Munson noted that the contract is renewed annually. Clerk/Treasurer Harvey noted that there was no increase for services and that the administration fee had been increased .04 cents due to postage. Munson moved to approve the contract and have Mayor Fagan sign it, Banach seconded and the motion was passed.

GPS Replacement/Upgrade $715.40 plus Freight: Public Works Supervisor Acord noted that there was an incident when charging the old one. The USB cable failed and burned up the unit. He noted that it is used a lot. Mr. Nelson noted that it pays for itself with the data and locates. Banach asked about protection and a better charger. Acord noted that they also may no longer charge the unit in the truck. Banach moved to replace the GPS unit at a cost of $715.40 plus freight, McKinney seconded and the motion was passed.

Resolution #2026-07 Adopting Uniform Bail and Bond Schedule: Chief Shue noted that the Uniform Bail and Bond Schedule sets the fines for violations. Clerk/Treasurer and Clerk of Court Harvey noted that the version is from April of 2025, but it has not been adopted. Munson moved to pass Resolution #2026-07 adopting the Uniform Bail and Bond Schedule, Reichert seconded and the motion was passed. Chief Shue noted that it might change again in August.

Jones Simkins, LLC-Letter of Engagement- Audit Services: Clerk/Treasurer Harvey noted that the auditor was very easy to work with and that there was no increase in the cost for this year, at the $13,500.00 estimate. McKinney moved to approve Mayor Fagan signing the letter of engagement, Munson seconded and the motion was passed.

CCVC/Discover Carbon County- Grant Contract $945.80- Music in the Park Advertising: Clerk/Treasurer Harvey noted that the contract was based on having a band. If a band for the event is not located, the Town will need to forfeit the grant. Munson moved to approve the Carbon County Visitors Council grant contract in the amount of $945.80, Banach seconded and the motion was passed.

Contract for Fireworks Oversight: Clerk/Treasurer Harvey noted that Town of Encampment usually pays Doug Russell $150.00 for oversight of the event. She has not heard from anyone, but will verify that he still has a role in it. Munson moved to pay Doug Russell $150.00 for the oversite of the 4th of July fireworks display, Banach seconded and the motion was passed.

Catering Permit- 307 Pub & Grub- Rubber Check Race June 26th-Lions Arena: Reichert moved to approve the 24-hour Catering Permit for the Rubber Check Race on June 26th, Banach seconded and the motion was passed.

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

Seminoe Power Company
Wyoming 211-via email
CCSD#2 Rec Board Grant- preliminary notice

With no further business, Reichert moved to adjourn at 7:47p.m., McKinney seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: July 9, 2026

Shannon
Shannon Fagan, Mayor

Attest: Doreen Harvey CMC
Doreen Harvey, CMC
Clerk/Treasurer