Town of Encampment
Regular Meeting
August 13, 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 Mayor Shannon Fagan presiding. Council members present were Stas Banach and Steve Reichert. Ashley McKinney arrived late due to a school function. Town personnel present were Doreen Harvey, Clerk/Treasurer; Zach Fall, Police Officer; Bill Acord, Public Works Supervisor and Martha Ralston, Deputy Clerk. Also present was Shelli Ward of the Planning Commission. Public Guest was David Cogswell. Audience members were Mike Farnsworth, Charles Kiesel, Jay and Vicky Ward, Bob and Ros Herring, Jim McKinney, Sandy Martin, Steve and Sue Weinless 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 with the additions, Reichert seconded and the motion was passed.

MINUTES
Reichert moved to approve the minutes of the July 9, 2026 regular meeting as distributed, Banach seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS
Clerk/Treasurer Harvey advised that WYOSTAR interest has not posted yet. She noted that is a new budget year. At 8.33% of the budget year, revenues were at 6.49% and expenses were at 4.70%. Reichert moved to approve the July 2026 financial statement, the July 2026 payroll and contracted liabilities in the amount of $31,156.51, late monthly bills in the amount of $1,794.84 and the regular monthly bills in the amount of $60,524.97, Banach seconded and the motion was passed.

AT&T Mobility $40.54
Blue-Cross/Blue-Shield of WY $5,526.22
Carbon County Eco. Dev. Corp. $250.00
Carbon County Sheriff's Office $5,000.00
Carbon Power & Light $3,947.37
Core & Main $1,645.88
Evergreen Disposal $22.50
Galls, LLC $271.40
HACH $19,060.26
Harvey, Doreen $165.62
Jackson County Star $300.00
Karl's Auto Repair $525.00
KTGA/KBDY $572.00
North Fork Engineering $7,517.00
Northwest Colo. Auto & Truck Parts $18.41
Office Depot $88.97
Olde Trading Post, $1,451.02
PEAC Solutions $91.75
Posey Wagon Portable Toilet Svc $240.00
Quill Corp $201.22
Rocky Mtn Air Solutions $159.60
Saratoga Sun $526.00
SparkFun Electronics $674.90
Sunrise Sanitation $25.00
Union Wireless $528.13
UPRSWDD $9,231.50
Valley Foods $209.65
Visa $1,056.99
WAM $652.00
Xesi Document Solutions $30.00
ZEP Sales & Service $496.04
TOTAL $60,524.97

PAYROLL & CONTRACTED LIABILITIES
AFLAC $75.28
WY Workers Compensation $809.02
WY Unemployment Insurance $26.18
WY Retirement System $3,596.92
WY Retirement- VFD $318.75
US Treasury $2,655.72
US Treasury $3,014.64
Net Payroll $20,660.00
TOTAL $31,156.51

LATE BILLS
Grainger $159.84
One Call of WY $89.25
Perue Printing $37.50
Quill Corp $208.06
Riverside Garage $519.15
Shivley Hardware $197.32
Uline $133.69
Visa $409.88
Xesi Document Solutions $10.15
Total $1,764.84

PUBLIC GUESTS
David Cogswell: Mr. Cogswell gave the council a brief summary of a letter submitted by himself, Mr. Farnsworth and others in his neighborhood. He noted that if the council did not have to, they would appreciate them not opening the section of Wilbur Avenue that would impact their quiet neighborhood. He noted that with the construction of the new homes is creating some upheaval in their quiet corner of town. Council advised that the streets were platted and established. Banach noted that the Town does not arbitrarily open up streets, but if they need to, they will not restrict its opening. Mr. Cogswell noted that they wanted to express their concern and if they can avoid it for now, that would be wonderful. Mr. Farnsworth noted that as neighbors, they could talk to one another. Public Works Supervisor Acord noted that he was not aware of any plans to open the road any further than Fifth Street. Banach noted that he appreciates their concern, but that Encampment has been discovered. The council thanked them for attending.

UNFINISHED BUSINESS

Water & Sewer Master Plan-Jon Nelson, North Fork Engineering: Mr. Nelson noted that the buildout model was near complete and the final report is in the works. It will include information such as history, rights, the analysis of the existing, buildout and recommendations. He suggested another workshop to go back through the information in detail with future planning. Mayor Fagan noted that the workshops have been great for a deep dive and a great look into the information. Dates were discussed with the Council settling on Wednesday September 23rd at 6:00 p.m.

Emergency Water Connection- MRG Grant#25062 $237,750.00 & Certification Statement: Clerk/Treasurer Harvey noted that an Emergency MRG grant was submitted in the amount of $317,000.00 asking for 100% funding. SLIB did not see the matter as an emergency and awarded it with a 75/25 split. She noted that she is still looking at options for the $79,250.00, but that under the grant there would be a 75% reimbursement rate. Nelson asked the council if they wanted to proceed with going out to bid for the pump due to the lead time. Audience member Jim McKinney asked about the expense. Engineer Nelson noted that he had scoped a quote from a company for a system that included a pump and a backup pump along with a chlorine dosing pump. Public Works Supervisor Acord noted that the Chlorine dosing between Encampment and Riverside was different, and it would need to fit the needs of our system. Nelson noted that it would become a two-pipe network when in use. Going out to bid would ensure a competitive result. An RFP would be prepared similar to the lagoon improvements. There would be a pre-proposal meeting outlining specifications, fittings, manifold and control systems. It is more than just a pump. McKinney noted that he had brought up the possibility of a well a few meetings ago. It was questioned if surface rights would go away. Nelson noted that the prospect of ground water had been studied, the water tested and analyzed and the he does not know if it is feasible option for Encampment. Mayor Fagan directed the discussion back to the grant contract. Banach moved to enter into the grant contract and sign the certification statement, Reichert seconded and the motion was passed. Mr. Nelson noted that he would need to prepare a task order to advertise for the RFP and prepare a draft procurement schedule. He noted that the two ads would run in September and that he should have the documents by the 9th of September. The pre-bid meeting could be at the Town Hall on September 22nd and the bid opening on October 5th. Reichert moved to go forward with the advertisement and request for bids, McKinney seconded and the motion was passed. Banach noted that he does not like to spend, but that there is a responsibility to cover the town systems in the event of a horrific fire that could plug the filtration system. Nelson noted that the biggest challenge is the lead time for the equipment. It has to be built and they have to handle the submittals, etc. Perhaps the chlorination system could be included as an alternate. He also noted that the service area expansion is still pending because of the North Platte decree.

Sewer Lagoon Operational Improvements: The contractor will be on site August 25th to complete the items included in the quote approved last month. It covered ventilation and tweaks to items in the UV Building that is still under warranty.

2027 Sanitary Sewer Rehabilitation Project-Task Order/CWSRF Application Process: Nelson noted that the Sanitary Rehabilitation Project needs survey was completed in January for the next fiscal funding cycle, in order to continue the efforts, the Town has been working on since 2009. The application is due October 2nd if the council wants to apply for the 75% principal forgiveness at the end of the project. The Town is looking at a 1.5-million-dollar loan at 75/25 split with $875,000.00 principal forgiveness at completion. The target for the project is 2028 which would align with the WYDOT resurfacing for the road crossing, which is not guaranteed. A conversation needs to be had about the scope of the project. It is up to the council if they want to move forward on the loan without the scope. If the scope changes drastically it could result in an amendment to the application, with the change of scope. The project would be 1.875 million with a 1.5 million loan. 375,000 match with an 80/20 split. Principal would be 1.25 million with a $750,000.00 total cost to town to be covered by specific purpose tax. He noted that engineering is typically 20% of the project but that he is estimating it at about 15.5%. He noted that the application could be completed without a task order. The deadline is October 2nd for the April SLIB meeting review. A 2027 project would be doable, but a tight timeline. Clerk/Treasurer Harvey noted that a 2028 project would be better for the collection of more Specific Purpose Tax. Banach noted he would like to see the application submitted to get it in the cue, and Reichert noted that it would be good to time it with WYDOT. It was noted that even if WYDOT did not resurface at that time it may still save on cost for fill if it is prior to project.

Mr. McKinney questioned the specifics of the project. Nelson noted that the scope of the rehabilitation project is specific, just not all of the details. The highway crossings will be included. He noted that it can all be gone over at the September 23rd workshop with the Water and Seer Master Plan. Reichert moved to allow Engineer Nelson to prepare the application before the task order, Banach seconded and the motion was passed. The task order will be presented in September or October.

Short-Term Rental Issue-Next Steps: Mayor Fagan reminded the audience that a joint workshop will be held with the Town Council and the Planning Commission August 20th at 6:00 p.m. Planning Commission member Shelli Ward noted that a questionnaire had been distributed referencing feedback from the lawyer, and asked if they would be made privy to the information. Clerk/Treasurer Harvey reminded the council that they had advised her that she was not allowed to share that information. Banach noted that the letter is a lawyer's opinion. The workshop date is still valid and there is nothing to stop the process. He advised her to come to the workshop. Audience member Bob Herring commented on the distribution of the questionnaire, and was advised that it was not an official questionnaire distributed by the council. Banach noted that the attorney opinion is not going to change the workshop, we can keep going forward with ideas. There will be discussion at the workshop about this issue. Mr. Kiesel asked why it was secret and Banach advised he was just protecting required confidentiality. He had no problem having the information at the workshop for reference.

Planting Memorial Trees in Park: No update.

Replacement of Gazebo at Opera House: No update.

COMMITTEE REPORTS

Police Department: A written report was submitted.
Fire Department: Clerk/Treasurer Harvey noted that she had been able to get $903.00 of the Cody Fire School reimbursed through the Wyoming Firemen's Association and that the department had raised $4,352.00 at their pancake breakfast.
Planning Commission: Minutes of their recent meeting were distributed. The September meeting will be on the 9th.
Department of Public Works: A written report was submitted. Public Works Supervisor advised the council that he had been approached by the school and asked to do a work study program for a student for approximately an hour a day. The student is a summer employee of the Town. He was asked about liability and advised that he would check with the school on the issue. Councilwoman McKinney noted that they implemented the work study program a year ago. Mayor Fagan noted that it was a successful program. The student would work for about an hour Monday through Thursday. The council agreed that they would like to do it, and advised that there would be no operating of equipment. Officer Fall noted that he could do police ride-a-long as well. The council will be emailed with details. In other matters, Banach extended his appreciation to Public Works for turning off of spigots that were overwatering and running water down the road way. The council agreed stating that they did not want any issues with wasting water.
Clerk/Treasurer- Doreen Harvey: A written report was submitted.
Recreation/Cemetery/Parks: Audience member Jim McKinney asked if there were any bids on fencing. The council advised they had accepted a bid for $38,000.00 and that the project should be done this fall.
Carbon County Council of Governments: No update.
Watershed Protection Committee: No update.
UPRSWDD Operators Report: No update.

ADDITION TO AGENDA

White Dog Liquors- Catering Permit for August 22nd Event at Elk Hollow: Banach moved to approve the application for the catering permit for the Stock Growers Association meeting, Reichert seconded and the motion was passed.

Stop Payment and Reissue Check #17133 for $129.29: Reichert moved to stop payment and reissue check #17133 in the amount of $129.29, McKinney seconded and the motion was passed with Banach abstaining.

Police Radio Upgrade-Estimate $887.00: Officer Fall advised that the current radio allows connection with Wi-Fi when there is no reception, if he needs someone. The estimate presented is for a five-year package and will help improve communications. Clerk/Treasurer Harvey advised that it is an eligible expense for the Impact Funding. Banach moved to approve the expense the estimated $887.00, McKinney seconded and the motion was passed.

NEW BUSINESS

Wyoming Association of Municipalities- Annual Dues $652.00: Banach asked if there were any leverage on the dues for the WAMJPIC error. Clerk/Treasurer Harvey advised that she did not believe so, as it was a separate entity. Reichert moved to approve payment of the dues, Banach seconded and the motion was passed.

307 Pub & Grub-Catering Permit-Beef & Whiskey-Riverside Garage-September 12th: Reichert moved to approve the catering permit for 307 Pub & Grub, for the Beef and Whiskey event at the Riverside Garage on September 12th, McKinney seconded and the motion was passed.

Ratify Trauma Conference Attendance- Tuition & Lodging-Shannon Fagan-SCWEMS: Clerk/Treasurer Harvey advised that the tuition was $300.00 and lodging was $139.00 per night for 2 nights. McKinney moved to ratify the payment of the tuition and two nights of lodging for the event, Banach seconded and the motion was passed with Fagan abstaining. Impact funding will be used for the expense.

Revision of Investment Policy- Separation of Reserves from Capital Improvement Funds: Clerk/Treasurer Harvey advised that it was time to review the investment policy. There are some changes needed with new investments as well as some requirements coming that may require new practices. She asked the council for permission to begin working on a revision. Reichert moved to allow the clerk to being working on the investment policy revision, McKinney seconded and the motion was passed.

Carbon County Challenge Signs- Discussion of Placement: Public Works Supervisor Acord noted that he was surprised when a member of the board showed up with the four signs, one for each park. The project was discussed nearly two years ago. He noted that each sign has a QR code on it. There are 27 parks in the county and the goal is to have people visit all 27 parks and scan the QR code. They are asking the towns to place the posts and concrete and they will hang the signs. The council agreed by consensus to allow the Public Works Department to decide the best placement for the signs.

ERVFD Fund- Annual Fire Prevention and Safety Education Purchase- up to $1,800.00: Clerk/Treasurer Harvey noted that this is the department's annual purchase of fire prevention and safety education supplies. She noted that she had bumped the amount up a bit for inflation. Banach moved to allow the Fire Department up to $1,800.00 for the purchase of fire prevention and safety supplies, Reichert seconded and the motion was passed.

CCSD#2 Rec Board Grant Contract- $19,500.00: Clerk/Treasurer Harvey noted that the contract included $12,500.00 for the McClure Field Fence Project. McKinney moved to sign the CCSD#2 Rec Board Contract as presented, Banach seconded and the motion was passed.

Fire Department- Purchase of Compressor-Impact Funding-LN-Curtis Quote $51,601.25: Clerk/Treasurer Harvey noted that there was an estimate of $50,000.00 in the budget from the Impact Fund for the expense. An estimate was obtained, but the item would need to go out for bid. The compressor is for the fill system and a cabinet for the SCBA. Audience member Jim McKinney asked how the department currently fills the air packs and was advised that they go to Saratoga. Banach moved to seek quotes for the purchase of the compressor system, McKinney seconded and the motion was passed. Harvey noted that she had an idea where she might find $10,000.00 in funding toward the purchase.

Executive Session-Personnel: At 807 p.m. McKinney moved to enter into executive session for the purpose of discussing personnel, Reichert seconded and the motion was passed. Those in attendance were mayor Shannon Fagan and councilmembers Stas Banach, Ashley McKinney and Steve Reichert. At 8:15 p.m. Officer Zachery Fall entered the session. At 8:18 p.m. Officer Fall exited the session. At 8:32 p.m. McKinney moved to return to regular session, Reichert seconded and the motion was passed. Banach moved to appoint Zachary Fall as Chief of Police as of August 01, 2026, McKinney seconded and the motion was passed.

Prior to adjourning the meeting, remaining audience member Jim McKinney asked to address the council about the condition of the roads. He noted that he was up to the school on Monday. He stated that there had been three nights of rain and asked when the personnel were going to blade the roads. He advised that the streets from the school to the highway were horrible. Mayor Fagan noted that she had seen the blade out at night. She noted that she will ask the personnel to get out and do some grading.

With no further business, McKinney moved to adjourn, Reichert seconded and the motion was passed.

CORRESPONDENCE:
CCSPTJPB; SCWEMS; CCEDC; CCEMA; CCVC/DCC; SPVCC; UPRSWDD; WAM; WARWS; WBC; WYDOT; info and newsletters via email
USDA Forest Service- LaVA updates- via email
Wyoming Community Foundation Annual Report
Wyoming Association of Municipalities-Annual Report
WARM Policy Documents-Via email
WY Community Foundation-Reception September 2nd-Rochelle Ranch
Adelaide Myers-Resignation from Library Board
Governors Arts Awards- Nominations Open until Oct. 1st
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: September 10, 2026

Shannon
Shannon Fagan, Mayor

Attest: Doreen Harvey
Doreen Harvey, CMC
Clerk/Treasurer