

Town of Encampment
Regular Meeting
October 09, 2025
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday October 09, 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, and Martha Ralston, Deputy Clerk. Planning Commission member present was Ted Benedict. Audience members Leroy Stephenson, Mayor of Riverside, LeAnn Stephenson, Jay and Vicki Ward, Scott and Shelli Ward, Gary Stull, Linda Devereux, Charles Kiesel, Dean Brossman, Bob and Ros Herring, Brad Hebig, Alyson Morganstein, Merle Van Orden, 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

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

MINUTES

Reichert moved to approve the minutes of the September 11, 2025 regular meeting with the typos corrected, Munson seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey reported that at 25% of the budget year, revenues were at about 40.3% of budget and expenses were at 32.9%, largely due to the projects. Munson moved to approve the September 2025 financial statement, the September 2025 payroll and contracted liabilities in the amount of \$29,409.11, late monthly bills in the amount of \$1,300.00 and the regular monthly bills in the amount of \$53,138.95, Reichert seconded and the motion was passed.

AT&T Mobility \$40.04
Blue-Cross/Blue-Shield of WY
\$8,136.35
Carbon County Treasurer \$191.52
Carbon Power & Light \$3,147.86
CCCOG \$50.00
Corkle Oil, LLC \$1,109.20
Evergreen Disposal \$22.50
Fagan, Shannon- \$485.86
North Fork Engineering \$16,828.00
North Park Propane \$339.00
Northwest Colo. Auto & Truck
\$238.13
Office Depot \$443.99
One-Call of Wyoming \$28.35
PEAC Solutions \$91.75

Quill Corp \$54.34
R.P. Lumber Company \$1,936.92
Ralston, Martha \$341.54
Riverside Garage & Cabins \$250.83
Rocky Mtn Air Solutions \$164.32
Saratoga Sun \$60.00
SCWEMS \$3,842.00
Shively Hardware Co. \$27.98
Summit Tees & Stickers \$30.00
Sunrise Sanitation \$25.00
Union Wireless \$521.91
UPRSWDD \$9,391.60
US Postal Service \$400.00
Visa \$1,594.09
WY Dept. of Transportation \$3,315.87
Xesi Document Solutions \$30.00

TOTAL
PAYROLL & CONTRACTED
LIABILITIES
AFLAC \$75.28
WY Workers Compensation \$854.82
WY Unemployment Insurance \$69.95
WY Retirement System \$4,028.53
WY Retirement- VFD \$318.75
US Treasury \$2,694.98
US Treasury \$2,447.74
Net Payroll \$18,919.06
TOTAL \$29,409.11
LATE BILLS
Green Mountain Customs \$1,300.00
TOTAL \$1,300.00

PUBLIC GUESTS

There were no scheduled public guests.

UNFINISHED BUSINESS

Sewer Lagoon Project-Phase 2- Project Update & Pay App #4- \$344,030.15: Mr. Nelson advised the council that there had been some delays with the electrical permit as discussed at the weekly meeting, but that the issue had been resolved. The inspection should happen tomorrow. He noted that there is power to the UV building and the blower building. The air header is in the ground, but not backfilled. Everything is back on track with everyone being aware of the three-week deadline. It will be close, but he is optimistic. Pay application #4 was presented in the amount of \$344,030.15. Banach made a comment about the expansion joint issue discussed at the prior meeting. Mr. Nelson offered to have a conversation on the issue with him after the meeting, as the council had already voted on the issue at the prior meeting. He asked the council if they were all good with the issue, and they advised that they were. Reichert moved to approve American West Construction Pay App #4 in the amount of \$344,030.15, McKinney seconded and the motion was passed.

Sixth Street Emergency Sewer Main Project- Change Order #4 / Pay Application #2: Mr. Nelson advised that the invoice from WYDOT had been received in the amount of \$3,315.87 resulting in a deductive change order #4 in that amount, bringing the total project contract to \$164,077.13. Reichert moved to approve change order #4 for a decrease in cost of \$3,315.87, Banach seconded and the motion was passed. Mr. Nelson presented American West Construction Pay App #2 including the deductions, in the amount of \$412.42. Reichert moved to approve Pay App #2 as presented, McKinney seconded and the motion was passed. Mr. Nelson advised that they were ready to advertise the Notice of Final Payment for three weeks in the Saratoga Sun. Reichert moved to advertise the Notice of Final Payment, Banach seconded and the motion was passed.

Town of Riverside, Leroy Stephenson, Mayor- E-2 Vehicle Use: Mayor Fagan noted that property insurance carrier had been contacted that that the vehicle would be covered for the use. Banach noted that he had citizens express concerns to him about Riverside backing out of taking part in the Police Department Budget in prior years and asking why the Town would consider allowing the use. Riverside Mayor Stephenson advised that he knew someone from the council would come back with that comment and thanked the council for their consideration. Mayor Fagan interjected that Councilman Banach was one voice and Munson noted that the issue was two councils prior. Mayor Fagan asked the others their thoughts. Councilman Reichert noted that he was concerned about vandalism of the equipment in the unit. Munson moved to enter into an agreement for the Town of Riverside to use the E-2 Police vehicle, McKinney seconded and the motion was passed with Banach and Reichert voting no. Mayor Fagan advised that she will meet with Mayor Stephenson to discuss the terms.

Ordinance #2025-02- Amending Title 17.12.020 Planning Commission Members & Appointment- 2nd Reading: Clerk/Treasurer Harvey noted that there were no changes to the 2nd Reading and that the Public Hearing would be held at the November 13th meeting. She would need to council to give her an idea on compensation before the resolution for payment could be drafted. Mayor Fagan noted that the compensation would be discussed in executive session. Munson moved to pass the 2nd Reading of Ordinance #2025-02 Amending Title 17.12.020 *Planning Commission Members & Appointment* as presented, Banach seconded and the motion was passed with Reichert abstaining.

COMMITTEE REPORTS

Police Department- Kevin Shue, Chief: No Report

Fire Department: No Report

Planning Commission: Minutes of October 1st meeting were distributed.

Department of Public Works: A written report was submitted.

Clerk/Treasurer- Doreen Harvey: A written report was submitted. Clerk/Treasurer Harvey noted that her items were on the agenda.

Recreation/Cemetery/Parks: No report.

Carbon County Council of Governments: No report.

Watershed Protection Committee: No update. Mayor Fagan noted that final samples had been taken for the year. Discovery, if any, will be presented at the next meeting

UPRSWDD Operators Report: No report.

ADDITIONS TO THE AGENDA

Jones Simkins-Draft Audit Report: Clerk/Treasurer Harvey asked the council if they had any comments or concerns on the report that she had emailed to them. She noted that it was a fair representation of the financial statements. She advised that she had a few questions for the auditor and that they would be discussing the matter next week. Reichert moved to accept the draft of the audited financial report as presented, Munson seconded and the motion was passed.

White Dog Liquors- Catering Permits for December 5th and December 19th Events: Permit applications were presented for the Festival of the Trees event at the Platte Valley Community Center December 5th and for a private event at the Jeffrey Center in Rawlins on December 19th. Munson moved to approve issuing the catering permits as presented, McKinney seconded and the motion was passed.

NEW BUSINESS

PUBLIC HEARING-Conditional Use Permit-705 Heizer Avenue-Lodging House: At 7:22 p.m. Mayor Fagan opened a Public Hearing for the purpose of taking comment on the application for a Conditional Use Permit for the use of 705 Heizer Avenue as a lodging house. Mr. Kiesel asked if the council was considering new rules, noting that he would like to postpone the vote because there were six in his area. Mayor Fagan noted that the next item on the agenda was a moratorium to allow for time to study the issue. She noted that there would be a joint meeting between the Town Council and the Planning Commission to begin discussions on the issue. Mr. Herring noted that he thought definitions needed to be considered as part of the discussion. Specifically, 'lodging house,' 'short-term rental,' AirBnB and VRBO. Clerk/Treasurer Harvey noted that all of that would be reviewed as part of the process. Munson noted that she appreciated him bringing the need up. The current application noted it would be used sometimes by family and sometimes as a lodging house rental. Discussion ensued about the current application already being in progress. At 7:27 p.m. the Public Hearing was closed. Reichert moved to approve the application for the Conditional Use Permit as presented, Munson seconded and the motion was passed with McKinney and Banach voting no. Mayor Fagan noted that she cast her vote in favor of the application due to the current ordinances. Mr. Kiesel noted that he did not feel that the people were listened to on the issue. Banach noted that two council members were agreeing with him. Mayor Fagan noted that she did not feel they could stop the current applicant mid-process to change the law. Reichert noted that he is concerned that someone may sue the town over

private property rights. Other audience members also expressed concern about not making a difference.

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Resolution 2025-07-Moratorium on Short-Term/Vacation Rentals to Study Impacts:

Clerk/Treasurer Harvey noted that the Town Attorney advised that the resolution would be in place until the council removes it with another resolution. Mayor Fagan stated for the audience that residents are being heard, that is why the moratorium is being considered to discuss nightly, short-term rentals and update ordinances. Banach moved to approve resolution 2025-07 enacting a moratorium on short-term and vacation rentals to study the impacts, McKinney seconded and the motion was passed with Reichert voting no.

Winter Carnival- January 23 & 24, 2026: Clerk/Treasurer Harvey that she and councilwoman Munson were getting things started since Munson had been a prior chair. Councilwoman Munson offered to help get a new chairperson get started and to help find chairpersons for the individual events. Mayor Fagan and Councilwoman McKinney also offered to help where needed.

Carbon County Visitors Council Grant Contract-Winter Carnival \$1,447.75: Clerk/Treasurer Harvey noted that the grant was for a portion of advertising and prize money. Munson moved to approve the contract as presented, McKinney seconded and the motion was passed.

Transfer of 1st Quarter Police Department Wages from Impact Fund-\$23,500.29: Clerk/Treasurer Harvey noted that the use of funding was in the budget. Reichert moved to allow the transfer of \$23,500.29 from the Impact Fund for Police Department wages, Munson seconded and the motion was passed.

OTHER BUSINESS

Before the council moved to enter into executive session, audience member Brad Hebig advised the council that he had spoken with Public Works Supervisor Bill Acord about building some houses in Block 119. There would be engineering and extension of the water main also adding two hydrants. He also noted that he also has a planned use for the two lots Mr. Altschuler owns across from the motel. He asked the council to consider trading Block 6 lots 13,14,15 & 16 which are located behind the fire hall for the four lots owned by the Town adjacent to the property across from the motel. If the trade could take place, more could be built and a larger office space could be considered on the bottom level, along with the residential use. Mayor Fagan noted that she was uncomfortable discussing the possible trade without first looking into the legalities. The council will look into the matter.

Audience member Charles Kiesel also noted that he had quite a bit of contact with Department of Public Works Supervisor Bill Acord and that he wanted to advise the council how lucky they were to have his expertise. The council and audience members agreed with the statement and commended Mr. Acord on a job well done with a round of applause.

Executive Session- Personnel: At 7:40 p.m. Banach 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 Council Members Stas Banach, Ashley McKinney, Susan Munson and Steve Reichert. At 7:55 p.m. Reichert moved to return to regular session, McKinney seconded and the motion was passed. Reichert moved to award departing judge Deryl

Novak \$200.00 in additional compensation as budgeted, and to purchase a plaque for his retirement, McKinney seconded and the motion was passed.

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CORRESPONDENCE:

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

Sierra Madre Muzzleloaders-Thank you

Friends of the Encampment Riverside Branch Library-Thank you

Encampment Preschool-Thank you

Platte Valley Arts Council-Festival of the Trees

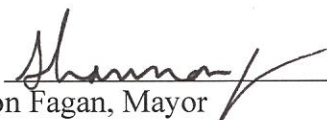
WAM-Energy Lease Program

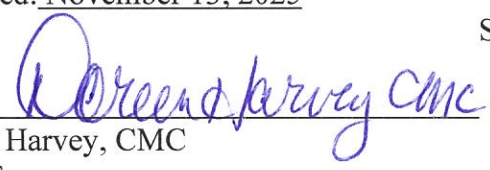
Grand Encampment Museum- Thank you

With no further business, Reichert moved to adjourn at 8:57 p.m., McKinney seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: November 13, 2025


Shannon Fagan, Mayor

Attest: 
Doreen Harvey, CMC
Clerk/Treasurer