

Town of Encampment
Regular Meeting
January 08, 2026
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday January 08, 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; Clinton Blake, Maintenance Operator and Martha Ralston, Deputy Clerk. Also present was Representative Bob Davis, House District 47; Carter Kinkead, Project Coordinator, National Forest Foundation; Clint Basset of Cheyenne BOPU; Matt Schweich, USFS; Sevi Shperun, USFS; Joe Parsons, SERCD; Justin Stern, SERCD; Brad Hebig, Schelby & Cade Merrill, Bob Merrill, Janice Peterson, Jake Johnston, Jeff Goldy, Ted Benedict, Charles Kiesel, Vicky Ward, Scott Ward, Bob and Ros Herring, David & Rachel Cogswell, 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

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

MINUTES

Banach moved to approve the minutes of the December 11, 2025 workshop and regular meeting and the December 30, 2025 workshop as presented, Reichert seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey reported that WYOSTAR interest had not posted. She advised that at 50% of the budget year, revenues were at about 83.98% of budget and expenses were at 67.81%. She noted that projects were affecting the cash flow. Munson moved to approve the December 2025 financial statement, the December 2025 payroll and contracted liabilities in the amount of \$32,142.33, late monthly bills in the amount of \$3,570.47 and the regular monthly bills in the amount of \$28,700.00, Banach seconded and the motion was passed.

AT&T Mobility \$40.04
Big Bale Company \$125.84
Carbon Power & Light \$5,246.49
Cash \$3,245.00
Corkle Oil, LLC \$1,320.75
Grainger, Inc \$481.36
McMaster-Carr \$259.82
Menards \$698.63
North Park Propane \$1,713.50
Northwest Colo. Auto & Truck Parts \$100.81
Office Depot \$114.46
Olde Trading Post \$8.89
PEAC Solutions \$91.75
Riverside Garage & Cabins \$223.81
Rocky Mtn Air Solutions \$159.60

SPV Chamber of Commerce \$300.00
SCWEMS \$3,842.00
Shively Hardware Co. \$91.95
Sunrise Sanitation \$25.00
Union Wireless \$523.60
UPRSWDD \$9,257.00
US Postal Service \$322.00
Visa \$477.70
Xesi Document Solutions \$30.00
TOTAL \$28,700.00

PAYROLL & CONTRACTED LIABILITIES
AFLAC \$75.28
WY Workers Compensation \$936.11
WY Unemployment Insurance \$6.04

WY Retirement System \$4,190.54
WY Retirement- VFD \$318.75
US Treasury \$2,840.22
US Treasury \$2,703.86
Net Payroll \$21,022.03
TOTAL \$23,142.33

LATE BILLS
Black Diamond Electric \$2,200.00
Benedict, Ted \$75.00
Corkle Oil, LLC \$982.25
Office Depot \$128.22
Rauterkus, Mark & Karen \$100.00
Swanson, Trenton & Rachel
WY Artisan Art \$35.00
TOTAL \$3,570.47

PUBLIC GUESTS

There were no public guests.

UNFINISHED BUSINESS

Sewer Lagoon Project-Phase 2- Jon Nelson- North Fork Engineering: Mr. Nelson noted that advertisements have been made and the retention of \$87,749.60 is scheduled to be released January 14, 2026. Clerk/Treasurer Harvey advised that she has had no claims. Reichert moved to release the retention to American West Construction in the amount of \$87,749.60 if no claims are made, Munson seconded and the motion was passed. Mr. Nelson also advised the council that the needs survey for the intended use plan will be due January 15th. Each year the survey is done to try and forecast future funding needs. It will need to be completed if we intend to apply for a SLIB loan prior to June 30, 2027. The project will be scored on factors, including need. The project as slated in the 2019 Specific Purpose Tax priorities will be for a sewer rehabilitation project to replace existing clay lines and manholes. He noted that scoring has changed and those that score lower in need will likely be placed on the secondary funding list. If we move forward with design we may be able to move forward. Mayor Fagan noted that the next project is still improving the sewer system and which is a high priority. McKinney moved to have Mr. Nelson move forward with the IUP Needs Survey, Banach seconded and the motion was passed.

PUBLIC HEARING -SLIB Loan- NFF/Forest Service Work in Watershed- \$1,227,175.90 / Resolution #2026-01 Approving Application Submittal: At 7:09 p.m. Mayor Fagan opened a Public Hearing for the purpose of discussion the a SLIB Principal Forgiveness Loan in the amount of \$1,227,175.90 for forestry work in the watershed. Carter Kinkead, Project Coordinator from the National Forest Foundation advised the audience about the project noting that the principal forgiveness for the project will be 75% and that the NFF will place the other 25% with the Town for the match. Approximately \$315,000.00. The interest rate on the loan is .5% over five years. It may qualify for zero interest as it is a Green Project. Audience members asked questions about the project. He noted that work will be treatment in areas of our watershed as determined to be at risk in the Source Water Protection Plan. The area is at high risk for fire. A fire in the watershed would affect the municipal intake and water plant for as long as five years. The project should be complete by 2031. The Town will have no financial risk. The project has a 30-year life span. A question was fielded about runoff during the project. It was noted that mastication, reduction of ladder fuels, retention of aspen and some timber sales, some hand-cut piled and slash burns are a part of project, leaving some ground cover to guard against landslide. Wyoming DEQ, Office of State Lands and Investments, State Lands and Investment Board and other agencies have reviewed the project. Mr. Schweich of the Forest Service advised the audience that they have staff skilled in soils, botany and vegetation management. They are using the science to balance out the best approach. He noted that they do not want another Mullen Fire in the watershed. The audience asked about mulching existing in the areas that have been logged where people cannot move around. Mr. Schweich noted that they will be looking at what makes sense in the area. Mr. Stern of the Saratoga Encampment Riverside Soil Conservation District noted that a lot of the area is a roadless area. Mr. Schweich noted that 25% of the area was not roadless and that strategic pods and fuel breaks would make for wider corridors. Another question was raised about the principal forgiveness on the loan. Mr. Kinkead noted that they have documentation from SLIB that it is guaranteed. It will be applied for at the end of the project. Mr. Kinkead also noted that part of the process was to calculate the potential

cost of doing nothing. Experts estimated that the cost of a fire could be as high as \$22,106,408.00. Even with upgraded suppression chemical the intake alone could cost over one-million dollars to mitigate. The value of the work taking everything into consideration is \$20,906,904.00. The 25% match will be placed in the Town of Encampment Water Reserve which will be noted on the application. The Town of Encampment can back out of the application process any time before April and the project will result in no increase in water rates for its completion. 1,000 acres has been identified and 450-500 acres will be treated. They are currently looking for other funders. The process is a novel approach and the partners are looking for success and something to be proud of.

Mayor Fagan recognized Bob Davis, Representative from House District 47 and asked him if he had any questions. He noted that he was in support of the effort, citing that he did not want to see a community go through what happened in northwestern Wyoming last year. He noted that he does not ever offer his support lightly. Jon Nelson asked if the loan would have any impact on the loan already on the Clean Water State Revolving Fund list. Mr. Kinkead noted that at the very beginning of the process that question was asked and it was advised by SLIB that the type of funding would not impact any infrastructure projects moving through the process. Mr. Kinkead noted again that lots of partners are involved adding capacity to the project. Everyone is very aggressive about getting the project completed. With no further comment, Mayor Fagan closed the Public Hearing at 7:32 p.m. Munson moved to approve Resolution #2026-01 authorizing the application for the SLIB Loan in the amount of \$1,227,175.90, Reichert seconded and the motion was passed.

Memorandum of Understanding with National Forest Foundation- SLIB Loan Obligations: McKinney moved to allow the Clerk/Treasurer to submit the MOU to the Town attorney for review, Munson seconded and the motion was passed.

PUBLIC HEARING-Trade of Block 21 lots 3,4,5 & 6 for Block 6 lots 13,14,15 & 16 -Like Valuation of \$31,073.00 / Resolution #2026-02: At 7:35 p.m. Mayor Fagan opened a public hearing for the purpose of taking comment on the trade of Block 21, lots 3,4,5 & 6 for Block 6, lots 13,14,15 & 16 with a like valuation of \$31,073.00. Hearing no comment, the hearing was closed. McKinney moved to approve Resolution #2026-02 allowing the trade of the property and designating Mayor Fagan as the signatory for the transaction, Banach seconded and the motion was passed with Reichert voting no.

Sierra Madre Rentals- Brad Hebig- Tap Applications/Options Block 119: Mayor Fagan advised the public that there was a workshop to review the master plan. A couple of options were considered for the longevity of the Town with land constantly being purchased and discussion on whether people sell or stay. She noted that there is not a question about the two of the applications, but that for the 175' service line a 1" service would be better for flow and use. The second option would be a main line from Fourth Street to Emerson. Discussion ensued about the area and whether or not the main extension would have any other immediate benefit. McKinney moved to allow the approval of the two tap applications and the third 175' service line with a 1" tap, Banach seconded and the motion was passed with Reichert opposing. Mr. Hebig noted that he will not be building immediately on the third parcel. Mayor Fagan noted that he had been given permission for the tap and that the permission would stand.

Wood Pile at Mill- Update if Any: Public Works Supervisor noted that he had no update. He had not located any chippers. He has a burn plan started in case it goes in that direction. Banach noted that he would like to see it put in smaller piles and burned.

COMMITTEE REPORTS

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

Fire Department: Clerk/Treasurer Harvey advised that three members would be attending fire school.

Planning Commission: No meeting was held.

Department of Public Works: A written report was submitted.

Clerk/Treasurer- Doreen Harvey: 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. Testing has been halted for winter.

UPRSWDD Operators Report: A written report was submitted via email.

ADDITIONS TO AGENDA

A resignation was received from Patti Shue from her position as the Encampment representative to SCWEMS. McKinney moved to regretfully accept the resignation, Reichert seconded and the motion was passed. Munson moved to advertise for interest in serving on the SCWEMS board, McKinney seconded and the motion was passed.

NEW BUSINESS

Annual Designations-Depositories, Newspaper and Posting Places: Munson moved to designate RNB State Bank, Wyoming Government Investment Fund and WyoStar with the Wyoming State Treasurer as depositories; the Saratoga Sun as the official newspaper and the Town Hall, Post Office and Senior Center as official posting places because they were accessible more days than the library, Reichert seconded and the motion was passed.

Water & Sewer Master Plan- Discussion and Options for Update: Mayor Fagan noted for the audience that the council had held a workshop on the matter. The current plan was passed in 1998 and that the council would like to update it. Jon Nelson of North Fork engineering handed out a list of options on how to approach to the update. The options discussed ranged from a base mapping plan at an estimated cost of \$24,500.00 through to a full built out master plan at an estimated cost of \$129,500.00. The plan will include water, sewer and irrigation. Flow testing, computer modeling, survey, identifying hitch points and bottlenecks were discussed. This will help to update where the systems are at and be prepared for expansion. The sewer portion of the project will lean into the next phase of the sewer improvements and save money in engineering at that time. Clerk/Treasurer Harvey noted that having the master plan updated is valuable when seeking funding, as it is generally asked when the plan was last updated. Discussion leaned toward the fully built out plan and identifying areas that were suitable or not suitable for looping of mains, growth and identify required sizes and elevations for responsible growth. Also discussed was the timeline for the update. Mayor Fagan noted that the Water & Sewer Master Plan is a living document and that the Town needs to be able to depend on it. Mr. Nelson noted that what has happened in the past is not a plan or strategy. There are currently too many problematic 4" water lines. This limits the number of taps. A water model calibrating a good idea of flow can support other ordinances. Banach asked that the issue be approached with cost savings in mind. Mr. Nelson noted that he will only bill for actual costs.

Also discussed was the possibility of doing a funding application for a Level 1 Study through the Wyoming Water Development Commission. Discussed was the delay to the Master Plan and the next phase of the sewer project that this option could represent. The Town would need to pay the \$2,000.00 application fee and costs would be reimbursable at 87.5%. If accepted, it would put the project into a proposal and any consulting firm in the state could be at the table. It could lead to a Level 2 or Level 3 study which would be funded and at 33% / 66% split. The timeline for that application has a due date of March 1st. The study would likely begin in September of 2027. There is also an 'unmet housing grant' that might apply for an unmet housing need, but timing for that funding would be a lot further down the road. Clerk/Treasurer Harvey noted that the other funding options would be the use of the water and sewer reserve funds.

The Council continued to discuss the options presented. Reichert noted that he was for a new Master Plan and noted the opinion that the Town should stop running lines up the sides of the streets. Mr. Nelson noted that the new plan would dovetail with an evaluation of the town code changing language and clarifying development. Banach advised he would consider the \$94,000 model if it dovetailed. It was noted that by economy of scale, that option would not save the town the full amount as the other options would eventually be needed. A full new plan would tell the town how to get to where they want to be. Gravity flow, lift stations or other things that may not have been identified yet. Mayor Fagan noted that there were options on the table and asked the council if they would like to consider one. Reichert moved to approve option #4 in the amount of \$129,500.00, Munson seconded and the motion was passed with Banach abstaining.

Mayor Fagan noted that she would like to see the mapping include zoning, irrigation and all other things to overlap and give direction. Mr. Nelson noted that a scoping workshop could be set to give more direction. Banach noted that he agrees with the revised mapping if Public Works Supervisor Acord is on board. Mr. Nelson will present a task order at the February meeting. The update will start with task #100 and then a workshop can be held.

39th Annual Sierra Madre Winter Carnival- Prize Money, \$3,245.00: Reichert asked if there was a plan in place if there was no snow. Munson noted that Mother Mountain Anglers would be meeting to discuss the events. Clerk/Treasurer Harvey advised that if any of the events had to be cancelled, she would contact the Carbon County Visitors Council to seek permission to move funding to other events. Munson moved to approve \$3,245.00 in prize money for the Sierra Madre Winter Carnival, McKinney seconded and the motion was passed.

Resolution #2026-03- Street Closure for Sixth Street Sprint- January 24th: McKinney moved to approve Resolution #2026-03 allowing the closure of Sixth Street for the Sixth Street Sprint event, Banach seconded and the motion was passed.

Resolution #2026-04- Street Closure for Sled Races-Afternoon Jan. 23rd & Morning Jan. 24th: McKinney moved to approve Resolution #2026-04 for the closure of Rankin Avenue about Seventh Street and through Ninth Street for the annual sled racing events, Banach seconded and the motion was passed.

McClure Field Fence Replacement Project-Update if Any: Public Works Supervisor Acord noted that no estimates had been received yet. Clerk/Treasurer Harvey noted that she was looking into

a couple of grant funding options including the CCSD#2 Rec Board Grant and that she would keep the council updated.

2026 Music in the Park- August 1st- Ideas for Band: Mayor Fagan noted that she had heard a band called *Kaspen Haley and the Boxelder Stomp* that she thought was good. Mr. Nelson noted that another band called *Flannel* that plays 80's - 90's music was also good. Mayor Fagan noted that she would work on obtaining a quote.

Service Contract- Sagebrush Senior Center-\$1,250.00: Clerk/Treasurer Harvey noted that she had a conversation with the center director and that they were having trouble with an electrical panel that had not been repaired yet. Reichert moved to approve the Organizational Service Contract for the Sagebrush Senior Center as budgeted, Munson seconded and the motion was passed.

Clinton Blake- Passed Level 2 Water Test- Increase .50 per Hour-Level 2 License: The council congratulated Mr. Blake for passing his level 2 test. Reichert moved to approve the .50 cent per hour raise as of the date of the test, McKinney seconded and the motion was passed.

Catering Permit- 307 Pub & Grub- Casino Night at Opera House: An application was submitted for the January 24th event. Munson moved to approve the permit application, McKinney seconded and the motion was passed.

Public Works- Flat Map Cabinet for as-Built up to \$1,500.00 / Clarifier Turbine Motor for Water Plant- Up to \$800.00: McKinney moved to approve the items as requested, Reichert seconded and the motion was passed.

Set Workshop with Planning Commission for Discussion of Short-Term Rental Issue: Mayor Fagan noted that it was time to set a workshop for the Council and Planning Commission to begin discussions on the short-term rental issue. She noted that the workshop would be for discussion only and that no action would be taken. It is open to the public. Munson moved to set the workshop for Monday January 26th at 5:00 p.m. Banach seconded and the motion was passed.

Advertise for Police Officer- Application Deadline February 9, 2026: Chief Shue noted that he is working on a couple of online sites that will ensure the information gets out. The Council thanked him for being such a good advocate for the Town. McKinney moved to advertise for a Police Officer, Banach seconded and the motion was passed.

OTHER BUSINESS

Representative Bob Davis advised the council that legislators are getting ready to go to Cheyenne and asked them if they had any questions or concerns. The council expressed concern about the Property Tax cut impacts. Audience member Bob Herring also noted that Lodging Tax and other revenues were a concern. Representative Davis noted that the recalibration of schools and voter registration already have a number of bills to introduce. The legislature was trying to fill a model, but we are not a model state. We need more vocational jobs, etc. There has been lots of discussions on multiple committee bills and on health care. All joint appropriations committees are on You Tube. Mayor Fagan expressed concern for the library and senior center

locally. Representative Davis noted that they will be looking at taxing options and the lodging tax structure. Most communities are small. He distributed his cards asking that the council contact him if they would like to discuss anything.

Executive Session- Personnel: At 8:45 p.m. McKinney moved to go into Executive Session for purpose of discussing personnel, Munson seconded and the motion was passed. Those in attendance were Mayor Shannon Fagan; Council Members Stas Banach, Ashley McKinney, Susan Munson and Steve Reichert and Police Chief Kevin Shue. At 9:10 p.m. McKinney moved to return to regular session, Banach seconded and the motion was passed. Reichert moved to push back the Police Officer application deadline to March 9, 2026, Banach seconded and the motion was passed.

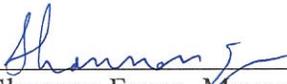
CORRESPONDENCE:

**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
Encampment Preschool Thank you
Board of County Commissioners- Library Branch**

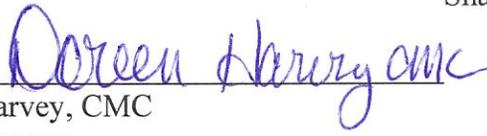
With no further business, McKinney moved to adjourn at 9:14 p.m., Reichert seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: February 12, 2025



Shannon Fagan, Mayor

Attest: 
Doreen Harvey, CMC
Clerk/Treasurer