

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

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday March 12, 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, Trevor Vorn and Clinton Blake, Maintenance Operators and Martha Ralston, Deputy Clerk. Also present was Ted Benedict of the Planning Commission. Public Guests were Yvonne Johnson, Executive Director, Carbon County Economic Development Corporation; Missey Turney, CCEDC Board President; Bristin Sifford, Hayley Huber and Taylor Sifford; Theresa Lembke, SCWEMS Representative and Jim McKinney. Audience members were Lee Ann Stephenson, SMWSJPB; Josh Wood of the Saratoga Sun 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, McKinney seconded and the motion was passed.

**MINUTES**

Reichert moved to approve the minutes of the February 12, 2026 regular meeting as presented, Munson seconded and the motion was passed.

**FINANCIAL STATEMENT/MONTHLY BILLS**

Clerk/Treasurer Harvey advised that at 64.64% of the budget year, revenues were at about 95.92% and expenses were at 73.75%. Projects are still affecting the budget. Clerk/Treasurer Harvey noted that there was a typo on the agenda in the month of the statements being reviewed, 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 February 2026 financial statement, the February 2026 payroll and contracted liabilities in the amount of \$25,717.98 late monthly bills in the amount of \$8,311.02 and the regular monthly bills in the amount of \$19,424.44, Reichert seconded and the motion was passed.

AT&T Mobility \$42.04  
Blue-Cross/Blue-Shield of WY  
\$8,136.35  
Carbon Power & Light \$5,239.98  
Dearborn Life Ins. Co. \$49.50  
Encampment Petty Cash \$28.65  
Grainger, Inc \$1,067.50  
McMaster-Carr \$329.03  
Office Depot \$242.24  
PEAC Solutions \$91.75  
Perue Printing \$93.10  
Quill Corp \$85.68  
Rocky Mtn Air Solutions \$164.32

Sunrise Sanitation \$25.00  
Union Wireless \$523.20  
US Postal Service \$322.00  
Visa \$2,954.10  
Xesi Document Solutions \$30.00  
TOTAL \$19,424.44

**PAYROLL & CONTRACTED  
LIABILITIES**  
AFLAC \$75.28  
WY Workers Compensation \$793.20  
WY Unemployment Insurance \$20.91  
WY Retirement System \$3,751.47

WY Retirement- VFD \$318.75  
US Treasury \$2,164.08  
US Treasury \$2,205.54  
Net Payroll \$16,388.75  
TOTAL \$25,717.98

**LATE BILLS**  
Casper College \$300.00  
Corkle Oil \$560.72  
North Park Propane \$2,339.30  
Hach \$5,111.00  
TOTAL \$8,311.02

**PUBLIC GUESTS**

Yvonne Johnson, Executive Director- Carbon County Economic Development Corporation: Ms. Johnson introduced her guest Missey Turney, CCEDC Board President, whose background is with Workforce Services. She advised that the board was undergoing a severe change. The new

board will be focusing more on existing businesses. They will be there to address needs with help and support, and will be working closely with the Wyoming Business Council to focus on small business development, strategic plans and goals. Ms. Turney noted that she was happy to be here and looks forward to introducing the new and improved Economic Development Corporation. The council was asked to please reach out if they have any questions. Mayor Fagan thanked them for the update.

Bristen Sifford-821 Winchell Avenue: Mr. Sifford was present to ask about the demolition and replacement of the home at 821 Winchell Avenue. The home has no foundation, was partially burned at one point and is caving in. It is on two lots in a district where three lots are required to build. Munson noted that you can repair a certain percentage of the structure. Reichert advised that his interpretation is that it could be rebuilt as long as it was rebuilt in the same foot print and stayed under the height of 25'. He reiterated that the structure could not be rebuilt in a larger footprint. Banach advised that Mr. Sifford have the property reviewed by a Town official prior to beginning. Mayor Fagan and the rest of the council agreed. A building permit will be required.

Theresa Lembke- SCWEMS Update: Ms. Lembke advised that she has attended her first official meeting of the board. At the next meeting they will have the second reading of their budget. Clerk/Treasurer Harvey asked if there would be a cost increase. Ms. Lemke advised that there was discussion that there would be. She also noted that there was a possibility of a 30K grant to conduct another analysis for the feasibility of the Hanna Station. She noted that with no director grants are not being sought right now. The council thanked her for taking the time to come to the meeting.

Jim McKinney: Mr. McKinney noted that he was present with concerns and questions about redoing McClure Field. It is currently American Softball Association complaint and he does not want to see that change. If the Town shortens the field for little league play, others will not be able to utilize the field. He noted that he looked at the field and agrees that the fence and the backstop need redone. He advised that the Town can make changes to their CCSD#2 Rec Board grant until the April meeting if they need to. Options such as other possible grants, the use of volunteers and possible contacts were also discussed. Mayor Fagan noted that the initial dimensions given for the field were provided by little league organizers. Public Works Supervisor Acord noted that they have updated the specifications for the replacement of the fence in its current dimensions. He has had not had requests for use yet this year. Councilwoman McKinney noted that she had not noticed the reduction in the size of the field on the information provided previously. She stated that she agreed that the field should stay at its current dimensions. The council thanked Mr. McKinney for the information and for taking the time to attend the meeting.

## **UNFINISHED BUSINESS**

Water & Sewer Master Plan-Jon Nelson, North Fork Engineering: Mr. Nelson advised that he was about 50% complete with task 100. He noted that he would like to recognize Public Works Supervisor Acord for gathering lot of information relevant to the project. He should complete looking at water by the end of March. At that time, he will start on the manhole survey and inverts. Hydrant testing and flow testing should begin by the end of April. By the end of May, he should have a model and at a June meeting or workshop there can be discussion on projecting

out into undeveloped areas and setting those standards. Assumptions will need to be made about population in order to build out. In other matters, Mr. Nelson advised about the OSLI Needs Survey timeline. It may seem like a long way out, but Encampment is ranked 18 out of 32. The application process will begin in October of this year for 2028 project.

State Engineers Office-Priority Water Right Administration-Discussion of Emergency Water Connection: Mayor Fagan advised that she had some information on a grant opportunity and that she had met with the Sierra Madre Water and Sewer Joint Powers Board and other officials to discuss the issue. Lee Ann Stephenson, Secretary/Treasurer of the Sierra Madre Water and Sewer Joint Powers Board noted that there is a meeting set with the engineer's office on Monday April 6<sup>th</sup> to work through any possible issues with the use of the emergency water connection. Various local officials will attend the meeting. Mrs. Stephenson advised that the SMWSJPB's indication is that they intend to be a good neighbor and never let us be without water. Mayor Fagan indicated the same in return. Mr. Nelson confirmed that he is in a holding pattern on the discussion and is happy to help us in any way. The Town will continue to follow up on the issue.

Short-Term Rental Issue-Questions for Attorney: Clerk/Treasurer Harvey advised that no information was received from the attorney by meeting time.

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

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

Wood Pile at Mill Site: The permit to burn has been received. Mayor Fagan commended the public works crew including Maintenance/Operator Blake for their work on getting the permit and for the internal burning guideline for future use.

McClure Field Fence Replacement Project-Update to Project: Mayor Fagan noted that revised project information had been distributed. Clerk/Treasurer Harvey noted that she would like use the revised information and still continue with going out to bid for the project while we work on sources of funding. The project has been needed for a number of years. Banach moved to continue out to bid with the plan as revised, Munson seconded and the motion was passed. Public Work Supervisor Acord noted that they have been working on the infield. There is a spot that left a stepping safety hazard and that the work should be completed on that area before summer.

## **COMMITTEE REPORTS**

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

Fire Department: Clerk/Treasurer Harvey advised that the Easter Egg Hunt will be Saturday April 4<sup>th</sup> at 10:00a.m. at Rick Martin Memorial Park in Riverside.

Planning Commission: Minutes of their recent meeting were distributed. Planning Commission member Lembke had made an email suggestion that a letter be sent to properties that he had identified as empty, asking permission to send a letter offering to help facilitate occupancy in the home. However, he was not present at the meeting. Mayor Fagan noted that she would like to take the opportunity to discuss the issue now. Banach noted that he did not see an issue with

putting together a letter to non-used property owners encouraging them to fix, rent or sell. Reichert expressed the opinion that the Town is not in the rental business. He stated that he does not agree with sending a letter to property owners, that it is an invasion of private property ownership rights. Munson expressed concerns about financial responsibility or liability in the situation. She noted that she did not think it was the Town's place to contact a property owner in that way. Certain circumstances on a property might be addressed as a nuisance. Banach noted that he sees the letter as opening a door to communication. Mayor Fagan noted that any individual was certainly free to contact a property owner about renting or buying their property. Munson agreed. No action was taken.

Department of Public Works: A written report was submitted.

Clerk/Treasurer- Doreen Harvey: Clerk/Treasurer Harvey advised the council that the 1<sup>st</sup> reading of the new budget and the budget amendment would be in April and to keep that in mind.

Recreation/Cemetery/Parks: No report.

Carbon County Council of Governments: Mayor Fagan noted that they would be meeting next Wednesday. She would attend remotely.

Watershed Protection Committee: No report.

UPRSWDD Operators Report: Munson noted that the board had a new member, Leland Bolleter.

#### **ADDITIONS TO AGENDA**

Disposal of Branches, etc. from Road/Fence Project: It was noted that the transfer station would not accept the brush from the street project due to the dirt. Public Works Supervisor asked the council if they would allow him to stage the debris at the mill site. The council agreed to the request.

#### **NEW BUSINESS**

Ratify HACH Service Contract-\$5,111.00: Banach moved to ratify the renewal of the HACH Service Contract for the water plant instrumentation at a cost of \$5,111.00, Reichert seconded and the motion was passed.

Carbon County Library System-Library Correspondence on Funding Request: Clerk/Treasurer Harvey advised that the correspondence is asking for any commitment to the library. Munson advised that we could not make a commitment until we begin our budget process. Council agreed. No action was taken.

Office of State Lands & Investments- CW#210 Payoff \$123,303.13: Clerk/Treasurer Harvey advised that the payoff would be from the 2019 Specific Purpose Tax as presented in the application. She noted that carrying the debt might impact audit rules. Munson moved to pay off loan CW#210 in the amount of \$123,303.13, Reichert seconded and the motion was passed.

Cody Fire School- up to 8 Members-5 Rooms \$139.00 per Night, Tuition and Expenses: Clerk/Treasurer Harvey noted that the lodging would be for two nights and that she believed the tuition was \$180.00 per student. Reichert moved to approve the up to 8 members to attend Cody Fire School, McKinney seconded and the motion was passed.

Replacement of 3-D Archery Targets-Up to \$1,200.00: Clerk/Treasurer Harvey noted that it would be a nice follow up to the improvements done at the archery range. The current targets are more than 10 years old. A variety of targets were presented in an estimate from

Maintenance/Operator Blake. Public Works personnel noted that they had combined a deer and a coyote together into one target. Reichert moved to approve up to \$1,200.00 to replace the targets, Munson seconded and the motion was passed.

Wyoming Association of Risk Management-Renewal Process: Clerk/Treasurer Harvey provided the council with a Statement of Valuation from the property insurance carrier. She advised that WARM has a new renewal process. They will increase property valuations by 2.5% and the content valuations by 5% annually going forward as a standard. The Town will be responsible for adding or removing items on their own. She noted that the recent sewer improvements have been added to the schedule. She asked the council if they had any additional changes. Reichert moved to approve the Statement of Valuations as presented, Munson seconded and the motion was passed.

Michael Branch-Shepherd Hills Bible Church- Use of Grounds: An email had been received from Mr. Branch asked for use of McClure Field and offering maintenance on the area by the event attendees. Clerk/Treasurer Harvey noted that the field was available for the requested time frame. Reichert moved to approve the use with Mr. Branch coordinating any maintenance with the Public Works Department, Munson seconded and the motion was passed.

Organizational Service Contract- FCCLA-Pro-Start \$500.00: Clerk Harvey noted that the amount of the contract was at the discretion of the Town Council and that it is in the budget. They will be helping the Fire Department with the Easter Eggs for the Easter Egg Hunt. McKinney moved to approve a \$500.00 Organizational Service Contract for FCCLA/Pro-Start as presented, Reichert seconded and the motion was passed.

Water Plant-Purchase of Chlorine Regulator-Up to \$2,500.00: Public Works Supervisor Acord noted that it has a redundant system that they can separate and go through and rebuild. It has been in place since 2008 and it is not new, but when it works, it works fine. Reichert moved to approve up to \$2,500.00 for the purchase of the chlorine regulator, McKinney seconded and the motion was passed.

Carbon County Visitors Council Vacancy- Term Expires June 30, 2026: The Council instructed the clerk to contact current representative Josh Craig, who has done a good job for the town, to see if he is interested in continuing to serve. Mayor Fagan noted that if he was not, the Town would go from there.

Executive Session- Personnel: At 7:52 p.m. Reichert moved to go into Executive Session for the Purpose of discussing personnel, McKinney seconded and the motion was passed. Those in attendance were Shannon Fagan, Mayor; Stas Banach, Ahsley McKinney, Susan Munson and Steve Reichert, Council and Kevin Shue, Police Chief.

McKinney moved to return to regular session at 8:22 p.m., Reichert seconded and the motion was passed. Munson made a motion to extend the application period for the Police Officer Position for another month, Reichert seconded and the motion was passed.

Carbon County request for Letter of Support: Mayor Fagan noted that the Council had missed this item that was on the agenda as an addition. Carbon County has requested a letter of support for a grant for an emergency power generator. Munson moved to provide the letter of support, Reichert 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 Update-via email**

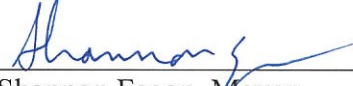
**Southeast Wyoming Recreation Collaborative-Meeting Invite-via email**

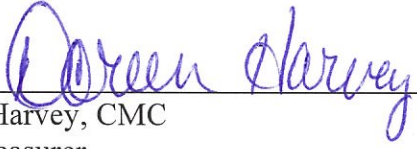
**American West Construction-Thank You**

With no further business, Reichert moved to adjourn at 8:23 p.m., Munson seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: April 9, 2026

  
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Shannon Fagan, Mayor

Attest:   
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Doreen Harvey, CMC  
Clerk/Treasurer