

Town of Encampment
Regular Meeting
April 09, 2026
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday April 09, 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; 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 Crystal Gillen and Josh Saier of the Sierra Madre Muzzle Loaders Mountain Man Rendezvous. Audience members were Dan Jago, president, SMWSJPB; Lenny Layman, Carbon County Emergency Manager; Mary Priquet, Scott & Shelli Ward, Brad Hebig and Jon Nelson of North Fork Engineering.

The meeting was called to order by reciting the Pledge of Allegiance.

AGENDA

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

MINUTES

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

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey advised that at 75% of the budget year, revenues were at about 99.24% and expenses were at 82.22%. She noted that those figures would change with the budget amendment. Clerk/Treasurer Harvey noted 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 March 2026 financial statement, the March 2026 payroll and contracted liabilities in the amount of \$28,663.99 late monthly bills in the amount of \$14,300.63 and the regular monthly bills in the amount of \$55,194.24, Reichert seconded and the motion was passed.

AT&T Mobility \$40.54
Big Bale Company \$110.56
Bluc-Cross/Blue-Shield of WY
\$8,136.35
Carbon Power & Light \$4,654.97
Encampment Petty Cash \$28.41
Free Time of Wyoming \$159.00
Jackson County Sign Shop \$1,560.00
North Fork Engineering \$22,063.90
North Park Propane \$2,071.10
Northwest Colo. Auto & Truck Parts
\$83.28
Northwest Contractors Supply
\$538.93
Olde Trading Post, LLC \$60.76
PEAC Solutions \$91.75
Quill Corp \$118.96

Rocky Mtn Air Solutions \$150.16
SCWEMS \$3,842.00
Sunrise Sanitation \$25.00
Union Wireless \$523.20
UPRSWDD \$8,411.00
US Postal Service \$444.00
Visa \$1,515.77
Xesi Document Solutions \$40.78
ZEP Sales & Service \$478.82
TOTAL \$55,149.24
PAYROLL & CONTRACTED
LIABILITIES
AFLAC \$75.28
WY Workers Compensation \$831.17
WY Unemployment Insurance \$65.16
WY Retirement System \$4,015.13
WY Retirement- VFD \$318.75

US Treasury \$2,173.10
US Treasury \$2,833.74
Net Payroll \$18,351.66
TOTAL \$28,663.99
LATE BILLS
CNA Surety \$100.00
Corkle Oil \$532.40
Encampment Petty Cash \$15.10
Energy Laboratories, Inc \$441.00
Ericksen & Roberts LLC \$236.50
Office Depot \$113.46
Riverside Garage \$61.87
Saratoga Auto Glass \$344.50
UPRSWDD \$10,821.40
WARWS \$405.00
WY Office of SLIB \$1,229.40
TOTAL \$14,300.63

PUBLIC GUESTS

Crystal Gillen and Josh Saier- Sierra Madre Muzzle Loaders: Ms. Gillen and Mr. Saier were present to thank the council for their support of prior events, for all that the Town employees do to get ready for the event and to ask for the use of the grounds, continued support of \$500.00 and four porta-potties for the event. Mr. Saier noted that the Marion Baker Invitation will be held June 6th and that Mountain Man rendezvous will be held July 24th-26th. McKinney moved to approve the request, Munson seconded and the motion was passed. Mr. Saier advised that it is noted in the flier that vendors cannot move in to the area until Wednesday of that week. Mayor Fagan thanked them, noting that the Town appreciates all of the events and advising them to keep up the good work. The council added their thanks as well.

UNFINISHED BUSINESS

Water & Sewer Master Plan-Jon Nelson, North Fork Engineering: Mr. Nelson advised that he they were nearly done with the base mapping. Public Works Supervisor Acord will be doing some more data collection on the irrigation system. He expended his thanks to Public Works Supervisor Acord and Clerk/Treasurer Harvey for their help in collecting data. Mr. Nelson noted that he expected to have model validation by April 20th with sizes, materials and as much information as possible. They will the continue with survey in May. Hydro testing will be done on April 28th. Residents may notice the activity. Once the existing model and technical summary are complete there will need to be a workshop in early June to discuss the future build-out model. Residential density and use.

Discussion of Emergency Water Connection-Possible MRG Grant Application: Mr. Nelson noted that the application is similar to the SLIB grants that have been done. The application is a collaborative effort between him and Clerk/Treasurer Harvey. A lot of documentation is required. A project estimate totaling \$317,000.00 was presented as well as Resolution #2026-05 in that amount and Task Order #7007726-002 in the amount of \$47,500.00. Mr. Nelson noted that that the estimate includes 10% contingency and other allowances for other materials, hardware and an electrician, lighting and heat with the assumption that the Town personnel will do most of the work. The funding is usually 75/25 split, but the Town intends to ask for 100% funding. Mayor Fagan noted that she plans to attend the June 4th meeting with SLIB to advocate for the 100% funding.

In another matter, Mayor Fagan noted that several parties had attended a meeting at the State Engineers Office to discuss the issue. Enlargement of both service areas for each system to cover the other was discussed. The application has a \$50.00 fee and requires engineer's survey and mapping and would not affect any water right. It would just show and extended service area. Cost saving could be realized if both entities used the same engineer to obtain the data. Options for funding were discussed. Dan Jago, president of the Sierra Madre Water & Sewer Joint Powers Board, reiterated that the enlargement affected no water rights. Those present at the meeting were adamant about that issue. Mayor Fagan noted that the extension will be more beneficial on months where there is a call on the river. Carbon County Emergency Manager Lenny Layman advised that if there were a need to utilize the interconnect, he could declare a disaster and that it might help with expediting the process. Mayor Fagan noted that at this point they are just providing information. A workshop will need to be held to discuss any applications and mapping. Banach noted that the system does have a current process to activate in place. Munson noted that an emergency might be handled differently than a planned use. Layman noted that he saw four things. The application for the agreement to extend, the potential need to use a common engineer, the decision about chlorination and establishing service rates or monetary

exchange on use of the system. Mr. Jago noted that The SMWSJPB had voted to proceed with the application to extend. It was noted that the chlorination may be necessary as the water tanks are at the end of the system and the water would have to push all the way through the system to get there. Mayor Fagan noted that a workshop will need to be held soon.

Mayor Fagan returned to the MRG Application discussion. Mr. Nelson noted that the size of the pump included in the estimates would be sufficient to fill the tanks perhaps at night and would not require running the pump 24/7. There would be no long cycle time. Mayor Fagan noted that she would like to see the MRG grant application move forward as to not backtrack on the issue. McKinney moved to approve Task Order #700726-002 in the amount of \$47,500.00, Munson seconded and the motion was passed. Munson moved to approve Resolution #2026-05 to apply for an MRG Grant in the amount of \$317,000.00 and to allow Mayor Fagan to sign all documents related to the application, Reichert seconded and the motion was passed.

Short-Term Rental Issue-Attorney Still Reviewing the Issue: Clerk/Treasurer Harvey noted that the attorney had advised her that it is a complicated issue and that he is still looking into it.

Sierra Madre Rentals- Block 21 lots 1-6 Tap Questions: Mr. Hebig was present to ask the council what would be required for taps at the site. He asked about running the building on one large tap as it is under one ownership. Mayor Fagan noted that the ordinance reads that a tap is required for each unit. Each unit would pay a full bill same as other apartments and structures in town. When asked the clerk confirmed that the Block 11 Apartments and E&H Building run on one tap. Each unit pays a full bill. There are not fees currently being charged for the upstairs part of the E&H Building because it is uninhabitable. When it is completed additional service multipliers will be added to the bill. Munson noted that the structures in question were in place before the Town installed water meters. Mr. Hebig complained about the cost for so many taps for one building, siting one tap made more sense. It was reiterated that each unit would get their own bill. Public Works Supervisor Acord noted that a 2" water service could be run up the alley and that the services could be tapped there.

Sierra Madre Rentals- Public Works Extension of Sewer Line Questions: Mr. Hebing was asking about how the sewer should be run for Block 152. The existing mater plan has a sewer main serving the block at an angle. Mayor Fagan noted that she did not have any issue with it. The alley has enough fall if angled across Sixth Street to the bottom of the alley between Blocks 151 & 152. There is not enough slope to run it straight. Public Works Supervisor Acord indicated that he was also comfortable with it. Mr. Hebig was reminded that it needed to be engineered and extended. Mr. Hebig advised he was seeking permission to run it that way so he could get a price. Mr. Nelson noted that he could not engineer it as he perceived it to be a conflict with his work for the Town.

McClure Field Fence Replacement Project-Update to Project: Clerk/Treasurer Harvey noted that the project was out to bid with a deadline of May 6th. She noted that she had also written a couple of additional grants for the project hoping to increase funding for the project.

COMMITTEE REPORTS

Police Department- Kevin Shue, Chief: No report.

Fire Department: Clerk/Treasurer Harvey advised that there would be two firemen attending Cody Fire School.

Planning Commission: Minutes of their recent meeting were distributed.

Department of Public Works: A written report was submitted.

Clerk/Treasurer- Doreen Harvey: Clerk/Treasurer Harvey advised that her items were on the agenda.

Recreation/Cemetery/Parks: No report.

Carbon County Council of Governments: No report.

Watershed Protection Committee: No report. Clerk/Treasurer Harvey reported that the SLIB Loan application submitted with the National Forest Foundation was approved.

UPRSWDD Operators Report: Munson noted Cleanup Days would be May 2nd & 3rd in Encampment and May 1st & 2nd in Saratoga. Fees will be waived for 2 appliances, 4 tires. The disposal fee will be waived for two refrigerators but the \$50.00 freon removal fee will need to be paid by the customer.

ADDITIONS TO AGENDA

Mary Priquet- Appeal of Building Permit Denial: Mrs. Priquet was present and advised the council that she did not understand why she could not place a storage container on property she owns in the business district. She noted that her daughter was planning to move back and needed a place to store her stuff while she looked for property. She stated that she could not say for how long and that there is already an existing storage shed on the lot. Munson noted that the shed was grandfathered in when the ordinance was written. Mayor Fagan advised that the property was zoned for business. Storage requires a primary use, which she does not have. Mrs. Priquet noted that she does not want it there forever, but she cannot say for how long. She noted that being told no was not helping people in town. Reichert expressed the concern that once one was permitted there would be storage only all over town. There would be no water or sewer revenue and RVs would be parked for winter storage. He noted that she could submit an application for the placement of storage on the property her house is located. Banach also noted that if storage containers as a primary use were allowed, there would be too many of them and they would take away from the character of the town, it would become too industrial looking. Businesses and residential structures also pay more property taxes. Mrs. Priquet stated that she still does not see the problem. Planning Commission member Benedict noted that storage also does not do anything for neighboring property values. The council expressed their condolences that they were unable to reconsider the use and they thanked her for taking the time to attend the meeting.

NEW BUSINESS

Office of State Lands & Investments- CW#210 Ratify Payment of Additional Interest \$1,229.40:

Reichert moved to ratify the decision to pay the additional interest due the CWC#210 loan due to an error on the payoff notice, Munson seconded and the motion was passed.

Purchase of Mosquito Chemical-Estimate \$9,161.58: Reichert moved to approve the purchase of Mosquito Chemical at the estimated cost of \$9,161.58, Banach seconded and the motion was passed.

Public Works- Purchase of Safety Equipment \$5,803.65- Split Cost with Fire Department: Public Works Supervisor Acord advised that there would be gas meters for both entities in order to comply with OSHA rules. Six in total. It does include maintenance items for down the road. Banach moved to approve the estimate of \$5,803.65 for the purchase of the equipment, Reichert seconded and the motion was passed.

Equipment Filters-Estimated Cost of \$1,600.00 plus Freight: Public Works Supervisor Acord noted the estimate included oil and air filters for equipment. Reichert moved to approve up to \$1,600.00 plus freight for the purchase of the filters, McKinney seconded and the motion was passed.

Streets & Alleys-Gravel/Road Base- Up to \$8,500.00: Munson moved to approve up to \$8,500.00 for the purchase of gravel/road base, Reichert seconded and the motion was passed.

Sewer Maintenance Supplies- Estimate \$635.00: Public Works Supervisor Acord noted that he sought estimate from three suppliers. Reichert asked if he should purchase more. Acord indicated that they have a shelf life, so the quantity was sufficient. Reicher moved to approve the purchase in the amount of \$635.00, McKinney second and the motion was passed.

Chlorine Gas- \$2,676.44 Plus Freight: Munson moved to approve the purchase of the chlorine gas at \$2,676.44 plus freight, Reichert seconded and the motion was passed.

Beacon in the Wind- Use of Harmony Park for Vendors: Ms. Fagan noted that an email had been sent to the council regarding the request. The use would be on the 1st and 3rd Saturday of the month in June, July and August. Reichert moved to allow the use of the Harmony Park for vendors as requested, Munson seconded and the motion was passed with Mayor Faga abstaining.

Advertise for Seasonal Employees: Munson moved to advertise for seasonal employees, McKinney seconded and the motion was passed.

307 Pub & Grub, LLC-Liquor Catering Permits-Fireworks Ball May 02, at Opera House & Mule Deer Foundation Dinner May 9th at Platte Valley Community Center: McKinney moved to approve the permits for the events as requested, Reichert seconded and the motion was passed.

Purchase of Senior Banners for the Class of 2026: Mayor Fagan noted that she did not have an estimate yet and was waiting to hear from the school. There are six seniors. McKinney noted that the senior sponsors were Mandy Westerman, Gail Lee and Anne Pantle. The banners would be purchased from Jackson County sign located in Walden. Munson noted that she thought it was a nice thing to do for the seniors. Munson moved to approve the purchase of the banners, McKinney seconded and the motion was passed.

Encampment Riverside Lions Club- Malt Beverage Permits- June 20 & 21st: An Application was submitted for the Malt Beverage Permits for Woodchoppers Jamboree & Rodeo June 20th & 21st. Munson moved to approve the application, McKinney seconded and the motion was passed.

1st Reading FY25/26 Budget Amendment- Revenue/Expenses \$3,881,416.32: Clerk/Treasurer Harvey advised that it was a rough draft. Munson moved to approve the 1st Reading of the FY25/26 budget amendment as presented, Reichert seconded and the motion was passed.

1st Reading of FY26/27 Budget: Clerk/Treasurer Harvey reported that revenue/expenses were currently at \$2,948,873.70. She noted that she did not have the revenue estimates from the state yet. She advised the council that the public works pickups were fully depreciated and asked the council to consider purchasing a new pickup from the Truck Fund. Reicher advised that if the Town purchases a new one, he would like to get rid of some. Possibly the second police vehicle. Public Works Supervisor Acord advised that it could be used by the summer crew and another could be sold. He was asked to prepare a list of pros and cons for the vehicles that should be kept or sold. Munson advised that she was in favor of purchasing a new pickup as that is what the Truck fund had been established for. Reichert moved to

approve the 1st Reading of the FY 26/27 Budget with Revenues/Expenses in the amount of \$2,948,873.70, Munson seconded and the motion was passed.

ERVFD Fund- Purchase of Pancake Breakfast Supplies-Up to \$1,200.00: Clerk/Treasurer Harvey noted that the event would be held on the Saturday of Jamboree Weekend. Reichert moved to approve up to \$1,200.00 for the purchase of pancake breakfast supplies, McKinney seconded and the motion was passed.

WAM-JPIC Ballot: Clerk/Treasurer Harvey noted that there were three open seats and three candidates. She noted that she was not a fan of the late notification from WAM for nominees and that potential the potential nominees were included with the request. Munson agreed with the clerk. The council noted by consensus to allow the clerk to handle the ballot as she saw fit expressing their trust in her judgement.

Executive Session- Personnel: At 8:31p.m. McKinney moved to enter into Executive Session for the purpose of discussing personnel, Munson seconded and the motion was passed. Those in attendance were Shannon Fagan, Mayor and Stas Banach, Ashley McKinney, Susan Munson and Steve Reichert, Council. At 9:00 p.m. Munson moved to return to regular session, McKinney seconded and the motion was passed. Munson moved to conduct and interview with one of the applications on May 14th, Reichert seconded and the motion was passed. The council advised that the interview would be conducted at a 6:00 p.m. workshop. The name of the applicant is currently protected as they do not want to alert their current employer.


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**
- WARWS- Annual Meeting held at Spring Conference**
- CCVC/Discover Carbon County- Master Plan**
- American West Construction-Thank You**

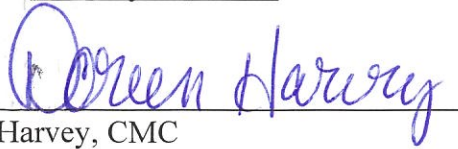
With no further business, Munson moved to adjourn at 9:02 p.m., McKinney seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: May 14, 2026



Shannon Fagan, Mayor

Attest: 

Doreen Harvey, CMC
Clerk/Treasurer