

Town of Encampment
Regular Meeting
May 14, 2026
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday May 14, 2026 at 7:02 p.m. with Mayor Shannon Fagan presiding. Council members present were Stas Banach, Susan Munson and Steve Reichert. Town personnel present were Doreen Harvey, Clerk/Treasurer; Kevion Shue, Police Chief; Bill Acord, Public Works Supervisor and Trevor Vorn and Clinton Blake, Maintenance Operators. Also present were Ted Benedict and Carl Lembke of the Planning Commission. Public Guests were Tim Nicklas, Director, Grand Encampment Museum; Scott Ward, Sandy Martin, Vicki Ward and Adelaide Myers, Director, Carbon County Library System. Also present were Shelli Ward, Charles Kiesel, Theresa Lembke, Jay Ward 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 additions, Banach seconded and the motion was passed.

MINUTES

Munson moved to approve the minutes of the April 09, 2026 regular meeting and the April 21, 2026 special meeting as presented, Reichert seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey advised that at 83.3% of the budget year, revenues were at about 108.15% and expenses were at 84.58%. 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 April 2026 financial statement, the April 2026 payroll and contracted liabilities in the amount of \$27,067.96, late monthly bills in the amount of \$4,296.81 and the regular monthly bills in the amount of \$83,334.65, Banach seconded and the motion was passed.

Ace Industrial Supply \$159.60
Adapeo \$9,161.40
AT&T Mobility \$40.54
Blue-Cross/Blue-Shield of WY
\$8,136.35
Carbon County Sheriff's Office
\$5,000.00
Carbon Power & Light \$4,499.81
Comfort Inn at Buffalo Bill Village
\$536.00
Erickson and Roberts, LLC \$452.28
Ferguson Waterworks \$1,133.59
Hamann, Jake R. \$54.58
Hamilton, Cindy \$318.88
Harvey, Ronald A. \$527.57
Karl's Auto Repair \$130.00
LGLP \$3,215.00
Municipal Treatment Equipment
\$1,212.28
North Fork Engineering \$27,803.50

North Park Propane \$1,346.50
PEAC Solutions \$91.75
Quill Corp \$316.72
Ramkota Hotel and Conf. Center
\$404.00
Rocky Mountain Fire Systems \$576.00
Rocky Mtn Air Solutions \$164.32
Saratoga Sun \$130.00
Sunrise Sanitation \$25.00
Union Wireless \$525.36
UPRSWDD \$9,698.00
US Postal Service \$498.00
Valley Fire Extinguisher \$877.00
Visa \$98.00
WY Office of SLIB \$6,135.88
Xesi Document Solutions \$66.74
TOTAL \$83,334.65

**PAYROLL & CONTRACTED
LIABILITIES**

AFLAC \$75.28
WY Workers Compensation \$828.03
WY Unemployment Insurance \$22.01
WY Retirement System \$3,996.25
WY Retirement- VFD \$318.75
US Treasury \$2,427.62
US Treasury \$2,448.24
Net Payroll \$16,951.78
TOTAL \$27,067.96

LATE BILLS
Big Bale CO. \$5.31
Saratoga Sun \$360.00
USA BlueBook \$554.60
Ericksen & Roberts LLC \$120.00
One Call of WY \$23.10
Riverside Garage \$82.36
Rocky Mtn Fire Systems \$475.00
Rocky Mtn Air Solutions \$2,676.44
TOTAL \$4,296.81

PUBLIC GUESTS

Tim Nicklas, Director, Grand Encampment Museum: Mr. Nicklas advised that he was present in the capacity of his role with the Carbon County 250 Celebration Committee. Mayor Fagan read a Semiquincentennial Proclamation "Journey to 250" for those present provided by Mr. Nicklas. Mr. Nicklas advised Mayor Fagan that it was his privilege to present the Town of Encampment with a commemorative 13 Star *Betsy Ross* style flag. He noted that he hoped that the Town would be able to display it this year, especially on July 4th. The council thanked him for the presentation.

Scott Ward: Mr. Ward was present to advise the council that the Encampment Riverside Lions Club has been doing some improvements at the Lions Arena. He asked the council if he could have some of the wood chips from the hopper at the mill site to spread around the bucking chutes. They will provide the equipment. He asked if the Town personnel would be helping with the mowing if it is conducive and safe for personnel and equipment. Mayor Fagan noted that if they had the time and the area is not too boggy. Banach moved to allow the wood chips from the mill site and the extra help of the personnel with the mowing if it is safe, Munson seconded and the motion was passed. Mr. Ward also noted that he had a conversation with the mayor about personnel also using the grader in the recently cleaned area as well.

Sandy Martin: Mrs. Martin handed each council member a shop local flyer. She advised the council that there was a picture of her husband outside the Police Department as he was a dispatcher. She asked if it would be okay to add another of Debbie Salisbury who was also a dispatcher 1980-1992. She also asked the council if they realized that it was Jessie James who designed the patch used by the department. The council approved the placement of another picture by consensus.

Vicki Ward: Mrs. Ward was present to ask the council questions about irrigation and street grading. The council advised her that the irrigation was usually turned on at the end of May. Public Works Supervisor Acord noted that the water was not technically ours and that the ranchers are using it. Mayor Fagan noted that when it is this dry, the use goes to the ranchers first. The irrigation system will be turned on before Memorial Day Weekend. Mrs. Ward also noted that the streets were terrible and full of potholes. Public Works Supervisor Acord noted that he had started a couple of weeks ago. They have been working on valves and digging things up as they work on the master plan and that to him it did not make sense to blade in areas he needed to dig. The blading will follow.

Adelaide Myers- Carbon County Library Board, Chair: Ms. Myers advised that she was making her rounds to all communities to talk about library funding. Initially they expected a 10-15% budget cut from the county, but it turned out to be 53%. The board made it all work with by using some savings, fundraising and reducing hours. They are currently getting about 6% of what they got ten years ago. They have \$140,000.00 going to a skeleton crew in Rawlins and they have no money for branches. They are in a budget crisis. The local Friends of the Library has been helping. The Carbon County Library Foundation will not give money for operations and maintenance. Locals will continue to work on fundraising and with places like the A Bar A Ranch to help provide funding. Every branch is different. She noted that she does not have a specific ask. The local branch has reduced its hours and the local Friends of the Library has provided some funding. The situation is likely to hold out for another two years. She noted that the Town and community can make a contribution and note how they want to support the library. Donors that want their donations to stay with the branch have the guarantee that they will. There will be public awareness campaigns, she distributed a sample flyer titled "*How to Save Your Library*". She noted that the council could help advocate, speak with the legislature and help others to recognize the value of the whole system. Encourage a "no" vote on further lowering of the property tax. Banach stated that it is an election year. Ms. Myers noted that the Town can advocate how they want, but it is a complicated, hard job. She noted that she believes the county commissioners when they say the money is not there. She also noted that philanthropy is not a sustainable model for any public service. Mayor Fagan asked Ms. Myer to let the council know of any fundraising events adding that this community is in strong support of the library.

UNFINISHED BUSINESS

Water & Sewer Master Plan-Jon Nelson, North Fork Engineering: Mr. Nelson noted that a lot of progress has been made. Measuring and surveying of manholes, hydrants, elevation of sanitary sewer and other data collection is basically complete. Mr. Nelson noted that data and breakdown on usage and type of usage had also been collected. High volume, low volume, seasonal information, known leak information was reviewed to finely detail data to establish peak use information. All of the information collected will be used to project expansion of the system based on data. Various data points were noted. Mr. Nelson advised that billed use was at 88% which is not outside of the realm of normal. System leakage, inaccuracy in meters if older meters were failing,

flushing hydrants, filling trucks can contribute to it. The 12% will be built into future modeling. He also noted that there was a hydrant flow anomaly at Fourth and Dillon involving the flow and the projection for what it should be. The issue will be looked into. He noted that the accuracy of the numbers is critical to accurately plan for expansion and fire flow. There is only a 4" line running all the way to the cemetery. He noted that moving forward he would like to meet with the council and possibly the planning commission as the discussion is held about expansion. The discussion will be around the use and density for the development of undeveloped areas. Will there be the need for lesser density, multi-family, business or anything that should be factored into the final plan. A workshop was set for Thursday June 25th at 6:00 p.m. The Planning Commission will be advised. Mayor Fagan noted that she was excited for the completion of the Water and Sewer Master Plan and appreciated the information being gathered.

Discussion of Emergency Water Connection-Task Order-Mapping Options/Possible SWPF Grant Application/Resolution to Submit: Mr. Nelson noted that as part of the interconnect improvements he needed to submit an amendment to his Task Order #7007.26002, and presented exhibit K in the amount of \$1,950.00. He noted that it included mapping for the expansion and help with the application, but did not include the application fee. Banach noted that the application was a requirement by the state. Resolution #2026-06 was presented to submit a Source Water Protection Fund grant to help cover the cost. Munson moved to approve the resolution and task order #7007.26002 in the amount of \$1,950.00 excluding the application fee, Banach seconded and the motion was passed.

Sixth Street Project-DEQ Certification of Completion: Mr. Nelson noted that the item was the final document on the Sixth Street Emergency Sewer Repair Project. It certifies the project completion date for the State of Wyoming. Banach moved to have the mayor sign the document, Reichert seconded and the motion was passed.

McClure Field Fence Replacement Project-Review of Bids: Clerk/Treasurer Harvey advised the deadline for bids was May 6th. She and the Public Works Department opened the bids. Base bids were received from Advanced Fence of Wyoming at \$38,450.00; MD Handyman Services and Construction at 46,900.65; Griffis Quality Fencing at \$51,430.00; Heart of the West at \$54,950.00; Wind River Fence at \$56,942.00, SWI Fencing at 73,458.10 and Borderline Fencing at \$78,900.00. Some had alternates for black fencing or backstop. Mayor Fagan noted that public works had done extensive work qualifying the bids. Advanced fence had done a portion of the ballfield in Saratoga which may have included volunteers. Public Works Supervisor Acord noted that he had placed a call in reference to that job, but had not received a call back. He noted that Advanced Fence had quoted the lowest price to do what was specified. Banach noted that short of finding a reason not too, he saw no reason not to go with the low bid. Planning Commission member Benedict noted that the school fence cost about \$75,000.00 in comparison. Acord noted that it was done by Wild West Fencing which did the lagoon fence. They did not bid on the project. Banach moved to accept the bid from Advance Fence of Wyoming in the amount of \$38,450.00, Munson seconded and the motion was passed with Reichert opposing.

Short-Term Rental Issue-Attorney Still Reviewing the Issue: A response was received from the attorney on the issue. Clerk/Treasurer Harvey asked of the council would like to have the information forwarded to the Planning Commission. Mayor Fagan advised the clerk to share the information with the Planning Commission and noted that it would be discussed at the next meeting.

COMMITTEE REPORTS

Police Department- Kevin Shue, Chief: No report.

Fire Department: Clerk/Treasurer Harvey advised that she is seeking some grant reimbursement for 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 asked the council to allow her to transfer \$300,000.00 from the General Fund into the WyoStar General Fund Reserve in order to earn better interest. Banach moved to approve the transfer, Reichert seconded and the motion was passed.

Recreation/Cemetery/Parks: No report.

Carbon County Council of Governments: No report.

Watershed Protection Committee: No report.

UPRSWDD Operators Report: Munson noted that Cleanup Days was a success. For the first time Saratoga had more tires than Encampment at 143. Encampment had 122. Everything went well and Liberty has picked up the tires and cleaned up the site.

ADDITION TO AGENDA

Local Government Liability Pool-Renewal \$3,215.00: Clerk/Treasurer Harvey noted that the liability insurance had only increased by \$4.00 over the prior year. Munson moved to approve the renewal of the insurance, Reichert seconded and the motion was passed.

NEW BUSINESS

PUBLIC HEARING- Liquor License Renewals- 307 Pub & Grub, LLC, White Dog Liquors, LLC and SMLI DiVide, LLC: At 8:02 p.m. Mayor Fagan opened a Public Hearing for the purpose of taking comment on the renewal of liquor licenses. Hearing no comment, the hearing was closed. She asked Chief Shue if he had any issues with the license holders. He advised that he had not. Banach moved to renew the liquor licenses as presented, Munson seconded and the motion was passed.

CWC#227 SLIB Wildfire Risk Reduction Loan Contract- \$1,227,176.00 / Origination Fee \$6,135.88:

Clerk/Treasurer Harvey advised that the National Forest Foundation has arranged the transfer of \$315,000.00 via ACH for the matching funds for the project. Banach moved to approve the contract in the amount of \$1,227,176.00 and the origination fee in the amount of \$6,135.88, Munson seconded and the motion was passed.

Establish Investment Account for National Forest Foundation Match Proceeds- less origination fee:

Mayor Fagan noted that the amount would be \$308,864.12. Clerk/Treasurer Harvey advised that WyoStar was currently paying the best interest on investments. She noted that the National Forest Foundation wanted the funds to earn interest. Munson moved to open a WyoStar account with the same signers as current accounts, Reichert seconded and the motion was passed.

Retail Space- Beacon in the Wind- Renewal of Lease: Ms. Fagan reported that winter was good at the shop. She noted that there would be a farmers' market and vendors on the 1st and 3rd Saturdays June through August. She noted that she has had great support from local bakers and with the coffee and outdoor gear. Munson moved to renew the lease for the retail space at the current term of \$500.00 per month and allow senior councilman Reichert to execute the contract, Banach seconded and the motion was passed with Mayor Fagan abstaining.

307 Pub & Grub, LLC- Liquor Catering Permit-May 24, 2026-Location Ten Mile Inn: Mayor Fagan noted that site only had a malt beverage permit. Clerk/Treasurer Harvey noted that the event was the *Blessing of the Bikes*. Banach moved to approve the application, Reichert seconded and the motion was passed.

Set Mill Levy- 8-Mills: Clerk/Treasurer Harvey noted that 8 mills were the maximum and that setting the rate was part of the budget process. Reichert moved to set the mill levy at 8 mills, Munson seconded and the motion was passed.

2nd Reading FY25/26 Budget Amendment- Revenue/Expenses \$3,958,416.32/Set Public Hearing:

Clerk/Treasurer Harvey noted that the amendment was mainly to reflect additional project changes. Reichert moved to approve the 2nd reading of the FY25/26 budget amendment with revenue and expenses totaling

\$3,958,416.32 and set the public hearing for the June council meeting, Banach seconded and the motion was passed.

2nd Reading of FY26/27 Budget-Revenue/Expenses \$3,081,857.91/Set Public Hearing: Clerk/Treasurer Harvey noted the budget estimates received from the outside agencies basically tell the town what has already been. She noted that she has always budgeted revenue conservatively from the information given. She noted that the Fire Department would like to use the \$31,000 in Embrace the Valley Donations and some of the Impact funding to purchase a compressor at an estimated cost of \$50,000.00, which she placed in the reading. She also noted that there was some flexibility in there if the council had an idea of the amount of funding they would like to provide for the library. Munson moved to approve the 2nd Reading of the FY26/27 budget with revenue and expenses totaling \$3,081,857.91, Banach seconded and the motion was passed. The Public Hearing will also be held at the June meeting.

Planning Commission Vacancies- Three 3-year terms expire June 30, 2026-Advertise for Letters of Interest: Banach moved to advertise for the vacancies on the Planning Commission, Munson seconded and the motion was passed. Those whose seats are expiring are also welcome to submit a letter of interest.

507 McCaffrey Avenue- Abandonment of Taps: A signed and notarized application was received to abandon the taps on the parcel. There are no improvements on the property. Clerk/Treasurer Harvey noted that she pointed out to the owner that full tap and equipment fees will be required if a tap is needed in the future. Banach noted that it was the property owner's prerogative to abandon them if they choose. Banach moved to allow the taps at 507 McCaffrey Avenue to be abandoned, Reichert seconded and the motion was passed.

Carbon County Visitors Council-Letters of Interest: A letter of interest was received from Karen Kurtak. Mayor Fagan noted that she had been at County Planning and Zoning Meetings with her present and that she seems to have the integrity and interest of the Town of Encampment in her forethought. Banach noted that he believed that she has the best of intentions. Banach moved to appoint Karen Kutak as the Town of Encampment representative to the Carbon County Visitors Council, Munson seconded and the motion was passed with Reichert voting no. He noted that he would like to have met the person before casting a vote. Mayor Fagan noted that she will invite her to a meeting.

WAM-JPIC- Health Insurance Renewal-Same Terms- Ratify: Banach moved to ratify the renewal of the WAM-JPIC Health insurance for full time employees at the current terms, Munson seconded and the motion was passed.

Organizational Service Contract- SMML Mountain Man Rendezvous \$500.00: Reichert moved to approve the Organizational Service Contract for the Sierra Madre Muzzleloaders Mountain Man Rendezvous in the amount of \$500.00 as budgeted, Munson seconded and the motion was passed.

Irrigation- Discussion and Review: Mayor Fagan noted that the irrigation system is generally turned on at the end of May. Audience member Jay Ward noted that he spoke with Elvis Herring and that he wants it on. Public Works Supervisor Acord noted that they are currently finishing repairs and that he cannot turn it on. It will be on by Memorial Day Weekend which is the usual time. Mayor Fagan advised that May is for the ranchers for irrigation and that bringing it up before the system is ready will only cause problems. The council will be advising morning and evening irrigation with no flood irrigating or 24/7 irrigating. If the ranchers are in need of it, it will be turned off.

Purchase of Fireworks for 4th of July Event: Clerk/Treasurer Harvey advised that Mother Mountain Anglers had reported raising about \$2,800.00 at last count. The Town of Riverside has generously donated \$1,000.00. the

town generally budgets about \$2,000.00 for the event. Mayor Fagan noted that even though it will be the nations 250 celebration that she thought the town should be somewhat reserved and hold the event to the same amount as last year due to fire hazard. Munson moved to approve \$6,000.00 for the purchase of Fireworks, Banach seconded and the motion was passed.

Carbon County Specific Purpose Tax Joint Powers Board-Doreen Harvey-Appointment: Clerk/Treasurer Harvey advised that her time on the board will end June 30th. She noted that it was an important board and that she would be willing to serve another term if the council would like her to. Banach moved to reappoint Clerk/Treasurer Harvey to the Carbon County Specific Purpose Tax Joint Powers Board, Reichert seconded and the motion was passed.

Planning Commission- Request to Change Meeting Time to 6:00 p.m.: Reichert noted that as Planning Commission Chairman he was asked to bring it before the council to see if it would be permissible to change the time of the Planning Commission meetings to 6:00 p.m. if the council did not think it was a conflict for those that work. Clerk/Treasurer Harvey noted that the time was not specified in the ordinance. The council members agreed by consensus that the Planning Commission could change their meeting time to 6:00 p.m. It was agreed that posting signs and education over the counter would be sufficient to notify the public.

Purchase of Community BBQ- Not Perishable Items- Up to \$1,200.00: Reichert moved to allow the clerk to purchase non-perishable BBQ supplies up to \$1,200.00, Banach seconded and the motion was passed.

Vehicle Purchase Discussion- Review and Possible Request for Bids: Public Works Supervisor Acord prepared vehicle specifications for the council as well as a detailed condition report for 2008 Silverado and the 2002 Dodge with the recommendation to get rid of them at some point. Reichert noted that there should be either vinyl or floor mats on the inside. Acord noted that it was specified. The council appreciated the detailed specifications and noted that it looked like a basic work truck. He questioned that the school might be able to use one of the vehicles. Mayor Fagan noted that it had to be gotten rid of in a public bid process, but that the school would be welcome to place a bid. Banach moved to got out to bid for a new pickup, Reichert seconded and the motion was passed. The deadline will be set for July.

Public Works-Irrigation Supplies- Up to \$1,500.00: Public Works Supervisor Acord advised that the purchase is to build up stock for repairs. Banach moved to approve the purchase of irrigation supplies up to \$1,500.00, Munson seconded and the motion was passed.

Public Works-Purchase of Impact Wrench and Grinder- Up to \$1,000.00: Public Works Supervisor Acord advised that they would be replacing an impact wrench and a grinder that cannot be located. Reichert asked if the wrench was battery operated. Acord indicated that it was. Reichert moved to approve the purchase of the items, Munson seconded and the motion was passed.

Parks Department Applications: Mayor Fagan noted that they application period needed to be kept open a while longer. The council will be advised about any decisions made on personnel.

Executive Session-Personnel- Police Position Applicant: Mayor Fagan advised that the executive session was not needed. She noted that she and the council had interviewed a qualified applicant but that he wanted time to notify his current employer before his name was released. Reichert moved to offer the applicant a position at \$25.00 per hour to start with a review at sixty-days, Banach seconded and the motion was passed. Mayor Fagan will contact the applicant.

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

CCSD#2 Stakeholders Meeting

Wyoming Community Foundation

Alliance for Historic Wyoming- Nancy Anderson-Life Time Achievement in Historic Preservation: Mayor

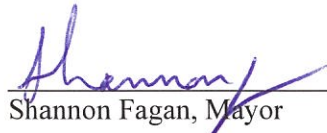
Fagan highly encouraged everyone one to go to the award celebration next week.

With no further business, Reichert moved to adjourn at 8:36 p.m., McKinney seconded and the motion was passed.

Doreen Harvey, CMC

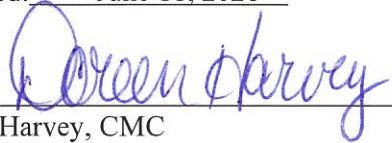
Clerk/Treasurer

Approved: June 11, 2026



Shannon Fagan, Mayor

Attest:



Doreen Harvey, CMC

Doreen Harvey, CMC

Clerk/Treasurer