

Town of Encampment  
Regular Meeting  
January 13, 2022  
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday January 13, 2022 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Stas Banach, Bill Craig, Shannon Fagan-Craig and Gary Stull. Town personnel present were Doreen Harvey, Clerk/Treasurer and Bill Acord Maintenance/Operator. Public Guests were Irene Archibald, Bookkeeper and Stayton Mosbey, Director, South Central Wyoming EMS. Audience members were Troy Vorn, Penny Layman, Sandy Martin and Jon Nelson of North Fork Engineering.

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

**AGENDA**

Stull moved to approve the agenda, Fagan-Craig seconded and the motion was passed.

**MINUTES**

Fagan-Craig moved to approve the minutes of the December 9, 2021 regular meeting as distributed, Banach seconded and the motion was passed.

**FINANCIAL STATEMENT/MONTHLY BILLS**

Clerk/Treasurer Harvey advised that WYOSTAR interest had not posted yet. She noted that the warrant register included a check to Thatcher Company in the same amount as last month because the vendor had reported they had not received payment. A stop payment was placed on the other item. At 50% of the budget year, she reported revenues were at approximately 33.66% and expenses are at 17.40%, largely due to project delays. Fagan-Craig moved to approve the December 2021 financial statement, the December 2021 payroll and contracted liabilities in the amount of \$24,412.19; late monthly bills in the amount of \$3,563.06 and to approve the regular monthly bills in the amount of \$26,931.04, Stull seconded and the motion was passed.

|                                  |                                  |                                  |
|----------------------------------|----------------------------------|----------------------------------|
| Bridger Fabrication \$348.98     | Thatcher Company \$1,989.64      | US Treasury \$2,283.82           |
| Carbon Power & Light \$4,520.36  | Town of Saratoga \$7,500.00      | US Treasury \$1,921.08           |
| CCCOG \$50.00                    | Union Wireless \$596.09          | Net Payroll \$16,205.01          |
| Ferguson Waterworks \$6,065.22   | US Postal Service \$436.00       | <b>TOTAL \$24,412.19</b>         |
| Grainger, Inc \$356.65           | Wy Dept of Agriculture \$40.00   | <b>LATE MONTHLY BILLS</b>        |
| HACH \$1,545.26                  | Xerox Financial Services \$93.65 | Corkle Oil \$1,460.60            |
| North Park Propane \$1,890.50    | Xesi Document Solutions \$34.35  | Loftice, Vicki \$50.00           |
| Office Depot \$234.81            | <b>TOTAL \$26,931.04</b>         | North Park Propane \$1,621.85    |
| Olde Trading Post \$48.46        | <b>PAYROLL TAXES AND</b>         | Pantle, Mitch \$75.00            |
| One-Call of Wyoming \$1.50       | <b>LIABILITIES</b>               | Rauterkus, Mark & Karen \$100.00 |
| Riverside Garage \$305.37        | AFLAC \$76.72                    | Riverside Garage \$127.61        |
| RNB State Bank \$28.00           | Dearborn Int'l \$56.10           | Xerox Financial Sol. \$93.65     |
| Rocky Mountain Air Sol. \$125.00 | Workers Compensation \$476.76    | Xesi Document Sol. \$34.35       |
| Saratoga Auto Parts \$487.54     | WY Retirement System \$2,984.65  | <b>TOTAL \$3,563.06</b>          |
| Saratoga Sun \$63.00             | WY Retirement- VFD \$318.75      |                                  |
| Shively Hardware Co. \$170.66    | Unemployment Ins. \$89.30        |                                  |

## **PUBLIC GUESTS**

Irene Archibald & Stayton Mosbey- South Central Wyoming EMS: Mrs. Archibald introduced herself as the bookkeeper for SCWEMS. She advised that she was present since Encampment representative Tim Nicklas had resigned from the board. She introduced Stayton Mosbey as a Paramedic out of Craig, Colorado and the new Director of South Central Wyoming EMS. She noted that he had worked in both Craig and Denver. He had made the decision to move to Wyoming and would be based in Saratoga. He has already responded to calls in the Encampment, Hanna and Medicine Bow areas. They are currently getting an EMT class together with the deadline being Friday. They have not had any interest from the Encampment area yet. There is also a plan for First Aid/CPR class in the spring as summer approaches. Mosbey advised that he is always available and happy to answer any questions the council might have.

Mayor Salisbury asked about the progress on the addition in Saratoga. It was noted that it was in process. They were down to work on the infrastructure Heat, electricity and finishing the training room. Fagan-Craig asked about training in Encampment. She was advised that there were postings in Encampment, but no interest yet. Class length was discussed with two evenings a week, some on weekend plus the practical's which will be mid-May. Mayor Salisbury stated his opinion that the length of the training commitments was the issue.

Mrs. Archibald had presented the council with financial information from November 2021. She advised the council that they had to go to using more paid staff. There are not four full-time staff, three in Saratoga and one in Hanna due to the interstate. They could have as many as six by year-end. She advised that they are hoping not to increase the rates. They currently have a 70% collection rate on runs, subject to Medicaid/Medicare and different health system requirements. This is much better than the 23% rate of collection. Banach questioned the asked about staff qualifications, which were noted as one full-time EMT/Paramedic; 1 ALS and two Basics. Fagan-Craig asked if the new hospital would make a difference in the service. She was advised that the hospital is the lowest level of trauma hospital and that there has been no official discussion of partnerships.

The council thanked them both for taking the time to attend the meeting.

## **UNFINISHED BUSINESS**

Sewer Lagoon Improvement Project: Mr. Nelson advised that they were close to wrapping up the plans. He noted that he would like to hold a design review meeting. He noted that he would like to have councilman Craig in attendance due to his knowledge of the systems. Fagan-Craig noted that she was comfortable with that decision. It was decided that the meeting would be held on the 21st at 4:00 p.m. with Mayor Salisbury and Councilman Craig in attendance.

Mr. Nelson noted that he would also like to get the permission of council to have the mayor sign the application to DEQ for the permit for the project. Craig moved to approve the application for permit to DEQ, Stull seconded and the motion was passed.

SCWEMS-Representative- Letter of Interest: Clerk/Treasurer Harvey noted that a letter of interest from Penny Layman had been given to the council. Fagan-Craig moved to accept her letter of interest in representing Encampment on the SCWEMS Board, Stull seconded and the motion was passed. The council thanked her for her interest in serving.

## **COMMITTEE REPORTS**

Planning Commission: Minutes of the previous meeting were presented.

Department of Public Works: A written report was submitted. Banach questioned the second call out on a sewer issue. Maintenance/Operator Acord noted that it is the Town's issue and that they plan to run the sewer camera down the line to update on the issue.

Clerk/Treasurer- Doreen Harvey: Clerk/Treasurer Harvey advised that the Town had received 2019 Specific Purpose Tax in the amount of \$21,172.50 in the prior month. She noted that when she transferred the amount to the reserve, she made a mistake and transferred \$21,175.20 creating a \$2.70 discrepancy. She asked the council for permission to do a transfer to correct the issue. Stull moved to approve the correction of \$2.70, Fagan-Craig seconded and the motion was passed.

Fagan-Craig noted that she would be attending the next UPRSWDD meeting to follow-up for the council on discussions being held by that board.

## **ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

## **NEW BUSINESS**

Designate Depositories, Official Newspaper and Posting Places: Clerk/Treasurer Harvey advised that the current designations were depositories-RNB State Bank, Wyoming Government Investment Fund and WYOSTAR investment through the Wyoming State Treasurers Office; Newspaper was currently the Saratoga Sun and the Official Posting Places were the Town Hall, the Post Office and the Encampment Riverside Branch Library. Craig moved to approve the current designations with no changes, Fagan-Craig seconded and the motion was passed.

35<sup>th</sup> Annual Sierra Madre Winter Carnival- Advertising: Clerk/Treasurer Harvey noted that advertising estimates for 3 ads in Jackson County Star was \$270.00/ Big-Foot Radio package was \$480.00 which were both mostly covered with Carbon County Visitors Council grant funding. She noted that ads were also usually done in the Saratoga Sun and Rawlins Daily Times. Banach noted that in his opinion the event was a mostly local event and that he did not think the advertising was necessary. Stull moved to approve up to \$1,000.00 in advertising for the event, Craig seconded and the motion was passed with Banach voting no.

35<sup>th</sup> Annual Sierra Madre Winter Carnival – Prize Money \$2,995.00: Clerk/Treasurer Harvey noted that there were donations and grant funding for a portion of the prizes. Fagan-Craig moved to approve prize money for the Sierra Madre Winter Carnival in the amount of \$2,995.00, Stull seconded and the motion was passed.

Resolution #2022-01 Authorizing Street Closure on January 29, 2022 for Sixth Street Sprint: Craig moved to approve Resolution #2022-01 authorizing the closure of Sixth Street between Barnett Avenue and Jackson Avenue and the closure of the intersection at Sixth Street and Barnett Avenue on the North and South side, on January 29, 2021 from 12:00 p.m. to 3:00 p.m. for the annual Sixth Street Sprint, Fagan-Craig seconded and the motion was passed.

Resolution #2022-02-Authorizing Street Closure on January 29, 2022 for Sled Races: Craig moved to approve Resolution #2022-02 authorizing the closure of Rankin Avenue above Seventh Street through Ninth Street to include the intersections of Eighth and Ninth Streets, on January 29, 2022 between the hours of 9:00 a.m. and 2:00 p.m. for the annual Sled Races, Banach seconded and the motion was passed.

American Rescue Plan Act (ARPA) Funding \$36,942.26 / Reporting & Roles: Clerk/Treasurer Harvey advised that this funding had been deposited in the operating account on June 30<sup>th</sup>. Information had been provided to the council on the rules and its possible uses tying its use to the COVID-19 pandemic. She noted that there were three roles that needed to be designated for reporting and that it is okay for one person to hold all three roles if they want it done that way. Administrator, Point of Contact for Reporting and Authorized Representative for Reporting. She noted that she would be willing to fulfilled the roles if the council would like. Harvey also noted that one idea that would be a great fit for use of the funding would be the sewer lagoon project as non-flushable items were the reason for the project. She noted that the decision on its use could be made at a later date. The 1<sup>st</sup> report is due in April. Craig moved to appoint Clerk/Treasurer Harvey to cover the three roles for reporting, Stull seconded and the motion was passed.

BDO FY20/21 Draft Audit Review: Clerk/Treasurer Harvey reported that she thought she had completed another interview with the auditor on Tuesday and that she thought she would have the report by the end of that day, but that she did not have it yet. She noted that had been told that the firm had lost another senior staff member causing them the timing issue. She advised that she had contacted the Wyoming Department of Audit and the SLIB board and that they were aware that the issue was not with the Town.

2022 CCSD#2 Rec Board Grant Ideas: Clerk/Treasurer Harvey present a list of what the grant has covered in the prior year. Electricity for the Opera House and parks, Park Department wages and a portion of music in the park. Fagan-Craig noted that she would like to see the bathrooms updated at Grandview Park or added at the ballfield. The grant application may be due to quickly to properly revie and discuss those items. There will be one more meeting before the grant application is due.

16<sup>th</sup> Annual Music in the Park- August 6, 2022- Ideas for Bands: Clerk/Treasurer Harvey noted that it was likely this discussion should have been held before now due to what is involved in booking a band. Fagan-Craig noted that she had a few ideas for family friendly bands and knew that the budget had been about \$3,000.00 in recent years. Those ideas and perhaps samples of music will be provided to council.

15<sup>th</sup> Annual Vaccination Clinic- February 19<sup>th</sup>-Advertising: Clerk/Treasurer Harvey noted that it was date was a bit later than usual, but that Dr. McFarland's office could be here on February 19<sup>th</sup>. It was noted that the clinic was generally well attended. Stull moved to approve up to \$100.00 in advertising for the dog clinic, Craig seconded and the motion was passed.

Audience Member- Sandy Martin-Presentation of Clock for Opera House: Prior to the last item on the agenda audience member Sandy Martin presented the council with a large wooden clock donation for to the Opera House by her son Rick martin and his wife Corinne. The council agreed that the clock was nice and would be a good addition to the Opera House. A thank you will be sent to the

donors. Mrs. Martin also noted for the council that she was trying to get the Encampment Riverside Marchant's association back together as a non-profit organization.

Executive Session- Personnel: At 7:35 p.m. Stull moved to go into Executive Session or the purpose of discussing personnel, Fagan-Craig seconded and the motion was passed. Those in attendance were Greg Salisbury, Mayor; Stas Banach, Bill Craig, Shannon Fagan-Craig and Gary Stull, Council. At 7:52 p.m. Stull moved to return to regular session and seal the minutes and place them in the safe.

Craig moved to give employee Jacob Jump a \$1.00 per hour raise, Fagan-Craig seconded and the motion was passed. Council commended the Public Works Department on doing a great job especially with the snow removal. Audience member Irene Archibald also complimented the job they were doing, noting that she hoped they did not get burned out.

### **OTHER BUSINESS**

Audience member and new SCWEMS representative Penny Layman introduced herself to the council and noted that she was excited to be able to help with the board. She noted that she would make efforts to come to the council meetings and to be available for questions. The council thanked her again for her willingness to serve.

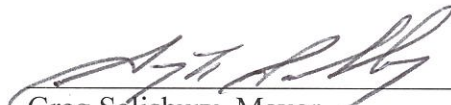
### **CORRESPONDENCE:**

WAM, CCVC, CCEMA, CCSPTJPB, UPRSWDD info & newsletters  
WAM Winter Workshop February 23-25 via email  
Carbon County/DEQ Industrial Siting- Rock Creek Industrial Siting Info. - via email  
Engineering Associates- Public Notice-City of Rawlins Landfill  
Wyoming Cultural Trust Fund Annual Report  
2020 Census- Opportunity for Review  
Carbon County Weed & Pest-Partnerships  
HACH-12% surcharge increase on all shipments

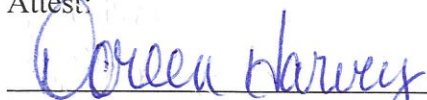
With no further business, Stull moved to adjourn at 7:55 p.m., Fagan-Craig seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: February 10, 2022

  
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Greg Salisbury, Mayor

Attest:

  
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Doreen Harvey, CMC, Clerk/Treasurer