

Town of Encampment
Regular Meeting
November 10, 2022
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday November 10, 2022 at 7:00 p.m. with senior council member Gary Stull presiding. Council members present were Shannon Fagan, Stas Banach and Bill Craig. Town personnel present were Doreen Harvey, Clerk/Treasurer; Kevin Shue, Police Chief; Bill Acord Maintenance/Operator and Martha Ralston, Deputy Clerk. Also present was Planning Commission Chairman Steve Reichert. Public Guests were Penny Layman and Stayton Mosbey of SCWEMS; Duane Allen, Gwen Allen and Dustin Sconyers of Allen Logging; Thomas James of TNT Forest Products and Sandy Martin. Audience members were Irene Archibald, Matt Wagy, Jon Nelson of North Fork Engineering, Matt Copeland from KTGA/KBDY and Virginia Parker of the Saratoga Sun.

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

AGENDA

Fagan moved to approve the agenda, Banach seconded and the motion was passed.

MINUTES

Craig moved to approve the minutes of the October 13, 2022 regular meeting as distributed, Banach seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey advised the council that WYOSTAR interest had not posted. She advised that at 33.32% of the budget year revenues were at about 24.64% and expenses were at 11.58%. Harvey noted that the warrant register includes a .20 cent adjustment on an ACH purchase. Fagan moved to approve the October 2022 financial statement, the October 2022 payroll and contracted liabilities in the amount of \$22,674.63, late monthly bills in the amount of \$21,368.40 and the regular monthly bills in the amount of \$25,354.29, Banach seconded and the motion was passed.

BCBS of Wyoming \$5,888.61
Bridger Fabrication, LLC \$362.82
Carbon Power & Light \$3,478.57
CNA Surety \$375.00
Corkle Oil, LLC \$770.25
Deluxe Business Prod. \$.20
Evergreen Disposal \$22.50
Grainger, Inc \$151.36
Intl Institute Muni. Clerks \$185.00
Norco \$69.03
ODP Business Solutions \$276.38
One-Call of Wyoming \$12.75
Quill Corp \$124.89

Rocky Mtn Air Solutions \$132.00
Shively Hardware Co. \$559.60
Union Wireless \$589.51
UPRSWDD \$10,921.45
US Postal Service \$176.00
Visa \$1,136.62
Xerox Financial Svcs \$91.75
Xesi Document Solutions \$30.00
TOTAL \$25,354.29

AFLAC \$76.72
Dearborn Life Ins. Co \$0.00
Workers Compensation \$467.27

WY Retirement System \$3,199.48
WY Retirement- VFD \$300.00
US Treasury \$1,862.80
US Treasury \$2,109.50
Net Payroll \$14,658.86
TOTAL \$22,674.63

LATE MONTHLY BILLS
Green Mtn. Customs \$372.00
Jones-Simpkins \$3,295.00
Hub International \$17,698.00
Xerox Financial Svc \$3.40
TOTAL \$21,368.40

PUBLIC GUESTS

SCWEMS-Stayton Mosbey/Penny Layman- Resolution #2022-11: Ms. Layman and Mr. Stayton were present to update the council about South Central Wyoming EMS and to seek approval of a resolution to allow an application for a Department of Health ARPA grant. Ms. Layman advised the council about EMS staffing as a statewide issue and that all entities are facing recruitment and staffing problems. She noted that they were working on an application that is due by November 18th. They are looking at investigating efficiency and for different ways to serve the communities. She also

noted that recent offers of tuition reimbursement had not gotten any interest in Encampment. They are looking at the possibility of funding an eight-day EMR class in both Medicine Bow and Encampment, designed to train someone on the entry level to handle lesser EMS calls. They are also looking at the purchase of two SUV's that could be outfitted with first aid supplies, oxygen, an AED and a Lucas Thumper for times when an ambulance response is delayed. She advised that not all calls require an ambulance and that EMR's would be good for certain things. She noted that the SUV option was about \$4,500.00 less than stocking an ambulance. She referred to a 2017 study that cited that EMS would not be sustainable in Encampment or Medicine Bow. She also advised that there were times when a driver was available but not an EMT and the driver alone could do nothing. Discussion continued about challenges and recent call issues. Ms. Layman noted that they hoped to seek the funding, and that once it is approved, SCWEMS would meet with communities on the next steps. SCWEMS is trying to serve, to adapt and to change. Stull asked for clarification on the length of the EMR training, which was advised to be eight seven-hour days. Banach moved to approve Resolution #2022-11 allowing the submission of a Wyoming Department of Health EMS Regionalization Pilot Project Grant for Education of EMS Personnel and Two Quick Response Vehicles, Fagan seconded and the motion was passed.

Duane Allen: Mr. Allen provided an application and some confidential information to the council for consideration. He advised that since his initial meeting with council two months ago he had visited a portion of the mill site, noting that he had not been able to turn anything on or flip switches. He noted that the equipment was old, but workable. He advised that they anticipate that they would be able to run the scragg mill producing about 25,000 to 30,000 Board Feet in an undefined amount of time, and that they would look toward working on the circular mill on the other section of the mill site. He advised he has not looked at the planer. Banach noted that the council has heard from current tenant TNT Forest Products on the challenges. Mr. Allen noted that he would be working with partner Dustin Sconyers and they would be 100% invested on its success if the council considers them. He noted that he hoped to be operational by summer. Craig asked to clarify if they were asking for a one-year lease. Mr. Allen noted that this area was home. He has ties in Hanna, Laramie and Walden. He noted that they have their own timber sale and have bid on others, they have resources and capabilities. He noted that if the council gave them the opportunity for a year, they would either succeed or go broke. He noted that he has a market for chips, bundled slab wood for firewood and fencing and down the road may work with High Plains Bio-Char for dealing with by-product. Craig noted that he would like to have time to review the information. Clerk/Treasurer Harvey stated that at prior meetings the council gave the potential decision date as December 8th. Stull also asked to confirm that they have an existing timber sale. Mr. Allen noted they had a Colorado State Forest contract and were bidding on another sale on the other side of Battle Mountain. Craig reiterated that he would like time to consider the matter and may be in contact if he has questions. The remaining council agreed. Craig advised that he would like to see the mills site make money, but that he would also like to see it employ locals. The council thanked Mr. Allen and his partners for the information and for taking the time to attend.

Thomas James: Mr. James' partner Tyrone Konecny was brought into the meeting on speaker phone. Mr. James advised that he has been working on things and that he hopes to be running by April. He noted that he has a log supply from Gary Ervin at Saratoga Forest Management. He has sold a semi-load of pallets already in function. Between Walden and Saratoga, he will be selling 24,000 pallets a

year. He noted that they are still pushing on and that hiring starts this next week. 2-3 guys to build pallets. They are still cleaning up the lower area. Mr. Konecny noted that it was interesting that the opportunity to make pallets had just come into play as another piece of their plans, as another activity to produce and create jobs. He noted that Utah Lumber services a pallet manufacturing company and has a large established base including Saratoga and Walden. This will be done as an interim activity to generate revenue. It was not their goal, but they have had issues along the way. He advised that he is confident in Tom getting things up and running. Parts have been an issue as have some other equipment issues. He asked if the council had any additional questions. Hearing none, Clerk/Treasurer Harvey advised the guests that the council had previously advised of a decision to be made on December 8th. The council thanked them for the information.

Sandy Martin: Mrs. Martin was present provide the council with the estimated cost of the addition of a metal "Where Nature Waits to Greet You" added to the existing signs in Encampment. Fagan clarified that it would be added to the existing entrance signs already in place. Mrs. Martin noted an estimated cost from the Encampment VoAg department for the signs at \$300.00, stating that the Town would need to attach the signs. Craig asked if Maintenance/Operator Acord would be able to meet with the Ag instructor and look at the signs for proper measurement and look at attachment. Acord agreed. Craig moved to purchase the metal signs from the Encampment VoAg department as estimated, Fagan seconded and the motion was passed. Clerk/Treasurer Harvey advised Mrs. Martin that she would need an invoice for the purchase. In other matters, Mrs. Martin gave the council a run down of events in the Encampment Riverside area over the next month, a list of which was provided to the clerk.

UNFINISHED BUSINESS

Sewer Improvement Project: Mr. Nelson reported that the ARPA grant had been successful and that out of 113 applications, 18 were initially recommended for full funding and 1 for partial funding. He advised that he had attended the meeting at that only 13 applications were fully funded and the others were partially funded so that 27 applications were able to have funding, in total. He noted that Encampment scored 21 points and were funded the full \$1,398,906.00. He noted that the fact that we have been out to bid was extremely helpful. He noted that the bid package is ready to go and a schedule is lined up if we want to go out to bid. If we make changes we will have to resubmit for the permit. He noted a possible time line leading toward a Notice to Proceed in April. Within the time frame, working days allowed and procurement challenges we need to move forward. Mr. Nelson presented a summary of project funding to the council. He asked the council to consider a workshop possibly including the new council to discuss the project. Councilman Craig noted that we need to move forward with the project. It was noted a workshop in December would have any plan revisions and any scope changes ready for action by January. Council agreed by consensus to set a workshop to discuss the project on December 15th at 7:00 p.m.

Drainage at Town Hall/ Gutters: Maintenance/Operator Acord noted that was waiting on Brad Hebig for a quote.

COMMITTEE REPORTS

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

Planning Commission: Minutes of the previous meeting were submitted. Clerk/Treasurer Harvey noted that the December 7th meeting may be cancelled due to the Community Choir Concert.

Department of Public Works: A written report was submitted.

Clerk/Treasurer- Doreen Harvey: Clerk/Treasurer Harvey noted that Winter Carnival Chair Alyx Munson had decided to hold the Human Saucer Bowling on Friday afternoon in effort to try and make the Saturday morning events less busy.

ADDITIONS TO THE AGENDA

Wyoming Association of Rural Water Systems- Mini Conference: Maintenance/Operator Acord noted that the WARWS mini conference would be held in December and that he would like permission for all of the department to attend. The cost is be \$219.00 per individual. Banach asked how many hours the conference was and if someone would be present to take care of business if need be. Acord noted that the conference was 16 hours and is virtual. Fagan moved to allow the personnel to attend the conference at the cost of \$219.00 each, Craig seconded and the motion was passed.

Wyoming Association of Municipalities- Winter Conference January 25th - 27th, 2022:

Clerk/Treasurer Harvey advised that Mayor-Elect Fagan had expressed interest in attending. She also noted that she would ask Council-Elect Ashley McKinney if she would like to attend. Councilman Stull asked Council-Elect Steve Reichert if he would like to attend since he was in the audience. Reichert noted that he had been to a conference when he served before. Craig moved to allow Fagan and McKinney to attend to conference covering tuition, lodging and expenses, Banach seconded and the motion was passed.

NEW BUSINESS

Catering Permit- White Dog Liquors- November 19th at Opera House: Fagan moved to approve a catering permit for White Dog Liquors for an event held November 19th at the Opera House, Banach seconded and the motion was passed.

Title 5.08 Tobacco Sales- 1st Reading of Amendment: Clerk/Treasurer Harvey advised that statutes regarding tobacco sales had changed. She and Chief Shue had reviewed the current ordinance and that it had some shortcomings. A draft of the 1st Reading of an amendment to the ordinance was presented for review. Craig moved to approve the 1st reading of Title 5.08 Tobacco Sales amendment as presented, Fagan seconded and the motion was passed.

Fire Department Annual Meeting & Dinner- up to \$1,200.00: Clerk/Treasurer Harvey advised that the annual dinner is for fire personnel and spouses and is where service awards are presented. She noted that the expense is usually taken from the ERVFD Fund. She noted that the estimate might be high and that she hoped it would cost less. Craig moved to approve up to \$1,200.00 for the event, Fagan seconded and the motion was passed.

Retail Space- Red Wagon Lease Renewal: Banach noted that he had some concerns but was not opposed to the renewal. Clerk/Treasurer Harvey stated that she had given the council the lease for review last month and advised that she can give leases to them even earlier in the next year if there are things they need to discuss. Fagan moved to approve the renewal of the lease at its current terms, Craig seconded and the motion was passed.

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Purchase of Tires for 2012 Dodge- Estimate \$860.97: Maintenance/Operator Acord advised that they should not be driving on the current tires. Craig moved to approve the replacement of the tires at an estimated cost of \$860.97, Banach seconded and the motion was passed.

Purchase of Additional Pallet of Ice Melt- Estimate: \$559.60: Maintenance Operator Acord advised that the purchase was enough to last two years. Stull confirmed that the purchase would be through Shively's Hardware. Fagan moved to approve the purchase of an additional pallet of ice melt, Craig seconded and the motion was passed.

SECA Rodder Repair Parts-Estimate \$2,529.59: Maintenance/Operator Acord noted that the old sewer rodder only as 130' of cable and that it will only go about a half of a block. There is 1200' on a new reel. There will be new saws as well. Councilman Craig advised that the existing rod was at least 20 years old. Craig moved to approve the purchase of parts at an estimated cost of \$2,529.59 plus freight, Fagan seconded and the motion was passed.

Wyoming Department of Audit: Clerk/Treasurer Harvey noted that the Department of Audit had provided her with a follow up report to their field audit. She noted that she wanted to be sure that it was noted in the minutes that she had submitted it to the council for review. She advised that since the initial audit some progress had been made, but that is a work in progress. The council asked if she was comfortable with the findings. She noted that she was, even though some of the progress was only noted as partial. The council noted that she was doing a good job and thanked her for the continued effort.

Town Hall Closure- November 25th: Clerk/Treasurer Harvey noted that in the past that the council had allowed the Town Hall to be closed on the Friday of Thanksgiving week. She asked for permission to do it again if the council approved. Banach moved to allow the closure of Town Hall on Friday November 25th, Fagan seconded and the motion was passed.

Executive Session for the Purpose of Negotiation: At 8:00 p.m. Fagan moved to enter into executive session for the purpose of negotiation, Banach seconded and the motion was passed. Those in attendance were Senior Councilmember Stull, Council members Banach, Craig and Fagan and Clerk/Treasurer Harvey. At 8:30 p.m. Craig moved to return to regular session and seal the minutes, Banach seconded and the motion was passed.

CORRESPONDENCE:

CCVC, CCEDC, CCCOG, CCSPTJPB, CCEMA, SCWEMS, UPRSWDD, WAM info & newsletters via email

Wyoming Government Investment Fund- Notification of Annual meeting-via email

USDA Forest Service-LaVa project notes

Local Government Liability Pool Request for Nominations

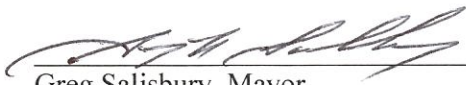
With no further business, Banach moved to adjourn at 8:32 p.m., Fagan seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: December 8, 2022

Attest:


Doreen Harvey, CMC, Clerk/Treasurer


Greg Salisbury, Mayor