

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

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday October 13, 2022 at 7:00 p.m. with senior council member Gary Stull presiding. Council members present were Stas Banach and Bill Craig. Town personnel present were Doreen Harvey, Clerk/Treasurer; Deputy Clerk Martha Ralston and Bill Acord Maintenance/Operator. Also present were Planning Commission Chairman Steve Reichert and Fire Chief, Cory Nuhn. Public Guests were Leslie Jefferson, CEO and Megan McComas, Sales and Event Coordinator of the Carbon County Visitors Council; Maura Jacobsen and Gary Jacobsen of Doggett Greenhouse; Heidi Sifford and Rick Lorenz representing Duke Altschuler and Sandy Martin. Audience members were Sally Wells, Adrienne Wagnon, Jennifer Cunningham, Lenny and Penny Layman, Bob and Ros Herring, and Virginia Parker of the Saratoga Sun.

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

AGENDA

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

MINUTES

Craig moved to approve the minutes of the September 08, 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 25% of the budget year revenues were at about 17.08% and expenses were at 8.11%. Craig moved to approve the September 2022 financial statement, the September 2022 payroll and contracted liabilities in the amount of \$25,167.08, late monthly bills in the amount of \$1,419.85 and the regular monthly bills in the amount of \$42,071.38, Banach seconded and the motion was passed.

4 Rivers Equipment \$441.36
Big Bale Company \$555.78
BCBS of Wyoming \$5,888.61
Bridger Fabrication \$228.08
Carbon Power & Light \$3,017.55
Corkle Oil, LLC \$2,685.88
Deluxe Business Prod. \$126.28
Evergreen Disposal \$22.50
Grainger, Inc \$37.61
James, Thomas \$3,500.00
McMaster-Carr \$267.69
North Fork Engineering \$966.00
Office Depot \$108.29
Olde Trading Post \$19.99
One-Call of Wyoming \$13.50
Radwell International \$5,391.53
Riverside Garage & Cabins \$277.50

Rocky Mountain Air Sol. \$136.00
S.C.W.E.M.S. \$3,375.00
Saratoga Auto Parts \$193.13
Shively Hardware Co. \$385.47
Thatcher Company \$2,741.72
Union Wireless \$596.18
UPRSWDD \$9,955.25
US Postal Service \$264.00
USA Blue Book \$69.06
Visa \$623.77
WY Secretary of State \$60.00
Xerox Financial Svcs \$93.65
Xesi Document Sol. \$30.00
TOTAL \$42,071.38

AFLAC \$76.72
Dearborn Life Ins. Co \$42.90

Workers Compensation \$491.53
WY Retirement System \$3,314.92
WY Retirement- VFD \$300.00
US Treasury \$2,105.28
US Treasury \$74.06
US Treasury \$2,213.36
Net Payroll \$16,548.31
TOTAL \$25,167.08

LATE MONTHLY BILLS
Energy Laboratories \$422.00
Riverside Garage \$233.58
Xerox Financial Svc \$93.65
Xesi Document Sol. \$34.35
Visa \$40.00
Union Wireless \$596.27
TOTAL \$1,419.85

PUBLIC GUESTS

Carbon County Visitors Council- Leslie Jefferson, CEO / Megan McComas Sales & Event Marketing Coordinator: Ms. Jefferson introduced Ms. McComas and vegan a short presentation to the council. She advised that the CCVC as the lodging tax board was established in 1987 with a special election

putting the 2% tax into effect. She noted that the funding is used to promote local events, tourism and hospitality in Carbon County. She noted that the tax was collected on any overnight stay at hotel, guest ranch and anything that is online in the state system. Residents only pay the tax if they use lodging. She reported that the tax has helped Carbon County sustain 1580 jobs in 2021. Visitors to Carbon County spent and estimated \$227.6 million dollars generating \$14.1 million in overall tax. The tax provides 30% of overall tax revenue in Carbon County. She noted that they also support 44 events through 33 organizations in the county. 10% of the first part is returned to municipalities where it is collected. They distributed \$200,000 last year through grants and distributions. They are promoting the area as a destination. She noted some of the notable destinations, attractions and scenic drives. She also commended Tim Nicklas for his excellent job as museum director and with the Laura Webb Nichols display. She noted that local culture and events were also promoted noting specifically Woodchoppers Jamboree that has attracted international interest. She noted that they were working on different promotional styles such as trip tours with video. She noted a number of social media sites including Tik Tok that are being utilized. She noted some of the plans for the spring including Travel Stories GPS driven promotion. She advised that the 2% tax will be on the ballot for renewal in November. The council thanked her for the update and information.

SMLI-The Divide: Ms. Sifford and Mr. Lorenz were present on behalf of Duke Altschuler who had something come up last minute. Ms. Sifford noted that she was present to ask the council what could be done on the south side of the building to help with the mud. She noted that they would prefer to use chipped asphalt, if not, they would use gravel. Banach questioned the property boundary to which Craig advised was the building itself. Discussion ensued about drainage and Ms. Sifford was advised to work with Maintenance/Operator Acord on location and drainage. Stull asked the council if they thought a decision should wait until all council was present. Craig advised that he had no issue with recycled pavement as long as it is not in the street travel way and does not interfere with drainage. Craig moved to allow recycled pavement to the edge of the travel way drainage as long as it does not interfere with the maintenance of the street, Banach seconded and the motion was passed. Craig reminded them that if the town needs to access a water line, they will tear it up. By allowing it to be placed, the Town does not assume any responsibility for it in the right-of-way.

Sandy Martin: Ms. Martin introduced herself as the president of the Encampment Riverside Merchants Association. She asked that the council consider adding "Where Nature Waits to Greet You" to the bottom of the signs at the entrance of town. She asked us if the Vo-Ag department had brought the town a bid for the work. Clerk/Treasurer Harvey advised that she had not been given anything. She suggested that the town seek a bid from the Vo-Ag Department. Council advised her that if the Vo-Ag department wants to place a bid to do the work that they can come to the town.

UNFINISHED BUSINESS

Sewer Lagoon Improvement Project: Clerk/Treasurer Harvey advised that there was an update. She noted that the SLIB would be reviewing grant applications at the October 27th meeting and that the engineer intends to attend the meeting.

Doggett Greenhouse- Zane & Maura Jacobsen- Transfer of Leases: Maura Jacobsen introduced herself to the council as well as the outgoing lessee and father-in-law Gary Jacobsen. She noted that their business plan relies heavily on the parcel at 200 Grand Avenue and asked the council to consider making the term on both leases match. Banach noted that it was his understanding that there at one-point there was a possibility that those leasing the sawmill would need the parcel as the dry kiln

and added that they could use stickers for drying if they needed too. He noted that he saw no reason that her request should not be granted. Craig noted that he was just not convinced that the mill would be turning out a board and that he would just as soon lease it to the greenhouse. Craig moved to renew the leases and extend the term on 200 Grand Avenue to match the term on 100 Grand Avenue, Banach seconded and the motion was passed. Ms. Jacobsen noted that they would be willing to set up the payment terms however the town would like. Clerk/Treasurer Harvey noted that she would correct the term in the leases and contact them for signature when they are ready.

COMMITTEE REPORTS

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

Planning Commission: Minutes of most recent meeting were provided.

Department of Public Works: A written report was submitted. Banach asked about recent sewer problems. Maintenance /Operator Acord noted that they had located an additional manhole in the area that was not on their maps. The line is currently cleared out. Banach asked if the camera had been used. Maintenance/Operator Acord advised that they will run the camera. Banach noted that he had told the adjacent property owner that he expected the need to excavate the line, noting that the alley blocked with stuff. The clerk was advised to send a letter asking him to remove his stuff from the alley and place it onto his own property.

Clerk/Treasurer- Doreen Harvey: Harvey advised she had met the new auditor that morning and that the meeting went well. She noted that she spoke about the items that the Department of Audit had questioned and would be working to resolve them. She noted that one of the was the wages and electricity that the CCSD#2 Rec Board Grant covered. She advised that she would like to create a CCSD#2 grant wage line, and a CCSD#2 grant electricity line and move the transactions from this fiscal year into those lines in order to clean up the issue for the next audit. She noted that the question of the handling of the Carbon County Treasurers Commission was still under discussion. She did not want to make a change that might cause a violation in another way. She also advised that she needed to transfer \$966.00 from the 2009 SPT reserve as grant match and \$20,473.05 from the Impact Fund for the 1st quarter of the Police Department wages. Craig moved to allow the clerk to create the new grant lines, move the transactions and complete the transfers as requested, Banach seconded and the motion was passed.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

NEW BUSINESS

PUBLIC HEARING-Transfer of Liquor License-D's Bar & Grill to 307 Pub & Grub, LLC: At 7:30 p.m. Stull opened a public hearing for the purpose of taking comment on the transfer of a liquor license. Audience member Sally Wells introduced herself Jennifer Cunningham and Adrienne Wagnon as partners in 307 Pub & Grub. She noted that the liquor license was key to their business. They hope to be fully open by December 31st and that they hope to open the bar by October 28th. Asking for and receiving no further comment, Stull closed the public hearing at 7:33 p.m. Craig moved to approve the transfer of the liquor license to 307 Pub & Grub, LLC, Banach seconded and the motion was passed.

Catering Permit-Whit Dog Liquors- October 30th event at Doggett Greenhouse: Clerk/Treasurer Harvey noted that she had received an application for a catering permit to serve spirits at the event. Craig moved to approve the application, Banach seconded and the motion was passed.

Tap Application-Pine Lodge Motel- Changing to a 1½” Tap: Audience member Heidi Sifford noted that all of the water lines had been replaced and to best serve their guests they believe they need a 1½” tap for pressure. Banach questioned its impact on the system. Maintenance/Operator Acord noted that it was fine and that they would like tap next to the existing tap replacing it. Craig asked if he thought there was room to get it in there with all of the stuff in the alley. Acord indicated there should be. Clerk/Treasurer Harvey noted that the tap fee was \$3,000.00 and that the equipment estimate was \$6,300.00. Craig moved to approve the application for the 1 1/2” water tap, Banach seconded and the motion was passed. Clerk/Treasurer Harvey noted that the equipment would be ordered when the fees were paid.

Property Insurance Renewal-Estimated with Added Values & Terrorism \$19,147.00: Clerk/Treasurer Harvey noted that she had emailed the renewal information to the council for review a few weeks back. She noted that the added values of \$4,198.00 and optional terrorism coverage were included in the renewal figure. She noted that there was a significant increase in the premium as there has been industry wide and it would require a budget amendment. Council members discussed the options with Craig advising that he had not had time to review the information. Discussion ensued about the optional terrorism insurance. Harvey noted the cost was estimated at \$354.00 and that the council had accepted in prior years. Carbon County Emergency Manager Lenny Layman was in the audience by coincidence and asked to address the council on the issue. He encouraged them to seek input on terrorism, critical infrastructure, hazmat and cyber threats and not to just disregard it. It might be something the town needs. Craig moved to approve the renewal in the amount of \$19,147.00, Banach seconded and the motion was passed.

Sewer Main Repair Parts: Maintenance/Operator Acord advised that they were going to add another manhole, but now it is not necessary. No action was taken.

Discussion of Continuing Excavation on Fourth & MacFarlane: It was noted that what was being excavated was beginning to look like a pond. Craig noted they were definitely digging a hole. It was noted that any surface water was subject to water right and that a pond would require a permit or water rights. He also noted he thought it might tie into Badger Creek drainage, making flow a concern. Maintenance/Operator Acord noted that he was also concerned about mosquito management. The clerk was instructed to draft letters of inquiry to the property owner, the State Engineers office and to contact the engineer to see if there were any other agencies that should be notified.

CCVC Grant Contract- Winter Carnival \$1,265.00: Clerk/Treasurer Harvey advised that the award would cover a portion of the advertising and prize money for Winter carnival. Craig moved to approve the contract for the event, Banach seconded and the motion was passed.

Drainage at Town Hall- Gutters: Maintenance/Operator Rakness noted that he tried to contact Anthony Rakness but he had not heard back yet. He noted that the best answer would likely be to cut out concrete and place grating over it and reinstall the gutter. Possible contractors were discussed.

Maintenance/Operator will gather information and the clerk will share the information with council since weather is going to become a factor.

CORRESPONDENCE:

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

Carbon County Clerk-HB60 Fiscal Training

Governors Mental Health Summit-via email

USDA Forest Service-LaVa Draft Plan-via email

Dept. of Workforce Services- Rate information

The Runaway Lunchbox- Michelle & Gerry Wolfard

With no further business, Craig moved to adjourn at 7:50 p.m., Banach seconded and the motion was passed.

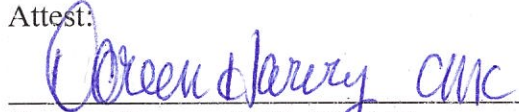
Doreen Harvey, CMC
Clerk/Treasurer

Approved: November 10, 2022



Greg Salisbury, Mayor

Attest:



Doreen Harvey, CMC, Clerk/Treasurer