

MINUTES OF A REGULAR MEETING OF THE SARATOGA TOWN COUNCIL  
HELD APRIL 15, 2014, AT 6:00 P.M. IN THE COUNCIL CHAMBERS OF THE  
SARATOGA TOWN HALL

Mayor John Zeiger called the meeting to order.

The Pledge of Allegiance was recited. Members present were Councilman Mike McWain, Councilman Steve Wilcoxson, Councilwoman Susan Howe, and Councilwoman Judy Welton.

**APPROVAL OF AGENDA:** Councilwoman Welton made a motion to approve the agenda as presented. Councilman McWain seconded and the motion carried unanimously.

**APPROVAL OF THE MINUTES:** Councilman Wilcoxson made a motion to approve the minutes of the April 1, 2014 meeting as presented. Councilwoman Howe seconded and the motion carried unanimously.

**APPROVAL OF THE BILLS:** Councilwoman Welton read the following bills for approval: Accounts Payable: \$83,424.18 Payroll and FICA for 4/7/14 in the amount of \$67,034.67; and manual checks in the amount of \$397.58, for a total of \$150,856.43.

Councilwoman Howe made a motion to pay the bills in the amount of \$150,856.43. Councilman Wilcoxson seconded and the motion carried unanimously.

**EXECUTIVE SESSION:** Councilwoman Welton made a motion to go into executive session at 6:02 p.m. to discuss personnel and matters of litigation in accordance with W.S. 16-4-405(a) (ii) and (iii). Councilwoman Howe seconded and the motion carried unanimously.

Town Attorney Tom Thompson attended the executive session and Clerk Suzie Cox attended a portion of the executive session.

Councilwoman Welton made a motion to come out of executive session at 6:57 p.m. Councilman McWain seconded and the motion carried unanimously.

Councilwoman Welton made a motion to seal the minutes from the executive session. Councilman McWain seconded and the motion carried unanimously.

Mayor Zeiger reported there was no action taken.

**CORRESPONDENCE/PRESENTATION:** Kim Hytrek, Saratoga's Representative to the Carbon County Visitor's Council addressed the council and reported on the status of the feasibility study for the frontier prison guard house and Rawlins Main Street Project. Ms. Hytrek noted that the Lodging Tax renewal will be on the ballot in November and encouraged everyone to promote the increase to 3% for the Lodging Tax.

Joe Shanks, Vyve Broadband Cable Representative, addressed the council concerning the Franchise Agreement. The franchise agreement formally held by CommuniCom Services expired April 1, 2014 and Vyve Broadband Cable is requesting that the council approve and enter into a franchise ordinance that shall be known as the Cable Communications Ordinance setting forth conditions for the purpose of providing television programming, video programming and internet services to its subscribers in the Town of Saratoga.

Mr. Shanks reviewed the services that will be provided and the improvements that they will be making to the current system and encouraged input from current customers and the public in determining they type of service that is needed and expected by a cable provider.

Town Attorney Tom Thompson will review the proposed franchise ordinance and provide the council with changes or additions that he might deem appropriate.

## **REPORTS FROM DEPARTMENTS:**

### **Town Hall:**

**Ordinance:** Mayor Zeiger read **ORDINANCE 823 -an ordinance amending Ordinance 817 of the Town of Saratoga, Carbon County, State of Wyoming authorizing the Town of Saratoga Budget Officer to amend the 2013/2014 fiscal year budget on second reading.**

Clerk Cox explained that project expenditures were needed for the Saratoga River Walk Project and found that the River Walk Fund accounts had been removed from the 2012-2013 budget. Clerk Cox stated that she had been unaware of that removal until it was noticed when expenditures were needed to be entered to pay for the footings and abutments of the bridge and the river walk fund were not there. It has since been reactivated and the amendment was being made after consulting with the auditors and Attorney Tom Thompson. This ordinance will also amend the revenues and expenditures of the 911 Funds which are being amended because of an over expenditure in the 911 Funds.

Councilwoman Welton made a motion to approve ORDINANCE 823 –a Budget Amendment ordinance amending the 2013/2014 budget on second reading. Councilman Wilcoxson seconded and the motion carried unanimously.

**Ordinance:** Mayor Zeiger read **ORDINANCE 824 - an Ordinance Amending Town of Saratoga Municipal Code, Section 10.40.010: (pertaining to the Uniform Act Regulating Traffic on Highways) Wyo. Stat. §31-5-101 through §31-5-1214 (2014), are adopted in their entirety by reference and incorporated in this chapter as a part of this code as if fully and completely set forth in this chapter on second reading.**

Chief Knickerbocker explained that this ordinance will adopt all future statute changes to the uniform traffic code.

Councilman Wilcoxson made a motion to approve ORDINANCE 824 – an Ordinance Amending Town of Saratoga Municipal Code, Section 10.40.010 pertaining to the Uniform Traffic Code on second reading. Councilwoman Welton seconded and the motion carried unanimously.

**Proclamation:** Mayor Zeiger read an email that he had received from the president of IIMC noting that May 4 through May 10, 2014 has been designated as Municipal Clerks Week recognizing the vital role of the Municipal Clerks in local government and asking that all communities recognize their Municipal Clerks during the 45<sup>th</sup> annual Municipal Clerks Week.

Mayor Zeiger read a Proclamation setting the week of May 4 through May 10, 2014 as Municipal Clerk Week. The proclamation recognized Clerk Suzie Cox and Assistant Clerk/Treasurer Johnathon Moore and all Municipal Clerks and Treasurers.

Councilman McWain made a motion to approve the Proclamation setting the week of May 4 through May 10, 2014 as Municipal Clerk Week. Councilman Wilcoxson second and the motion carried unanimously.

Mayor Zeiger read two special event applications submitted by Chris Shannon for events planned at the “Yard”. 1) an event (High Water Hoedown) will be on June 7, 2014 beginning at noon and ending at 10:00 p.m.; 2) an event (Freedom Fest) will be held on July 5, 2014 beginning at noon and ending at 11:00 p.m.

Clerk Suzie Cox noted that neither application had the appropriate signatures from department heads or the council or mayor. Mr. Shannon was encouraged to get the appropriate signatures and return the applications.

Councilman Wilcoxson made a motion to have Mr. Shannon get the appropriate signatures and submit the applications for the next meeting. Councilman McWain second and the motion carried unanimously.

Discussion followed and Mr. Shannon expressed the need to advertise the events prior to the next meeting.

Councilwoman Welton made a motion to approve the applications contingent upon Mr. Shannon procuring the appropriate signatures. Discussion followed. Councilman Wilcoxson second and the motion carried unanimously.

**Fire Department:** No report.

**Police Department:** Chief Tom Knickerbocker requested permission to hire Dan Starr as a police officer for the Saratoga Police Department. Chief Knickerbocker added that it is necessary to have the sixth officer to continue to qualify for the COPS grant which requires a sixth officer be retained by the town through the duration of the grant plus two years following.

Councilman Wilcoxson made a motion to allow Chief Knickerbocker to hire Dan Starr as a police officer. Councilman McWain second and the motion carried unanimously.

Chief Knickerbocker explained that the town has been working with CCSD#2 board members to encourage the school to participate in the resource officer program to keep an officer in the schools.

**Recreation Department:** no report

**Department of Public Works:**

Chuck Bartlett being absent from the meeting there was no report for the following.

**Street Department:** No report

**Water & Sewer:** No report

**Weed and Pest:** No report

**Hot Pool:** No report

• **REPORTS FROM BOARDS AND COMMISSIONS:**

**Airport Board:** Clerk Suzie Cox reported that the council packets included the following: 1) Request for reimbursement for federal funds in the amount of \$7,220.00 which will require permission for the Mayor to sign; and 2) A request for reimbursement for state funds in the amount of \$482.00 which will require permission for the Mayor to sign. Clerk Cox noted that the town's portion of the project will be \$321.00. Also included was a Sage Engineering summary of work performed and billing in the amount of \$8,023.00 for work on the Master Plan which was approved with accounts payable.

Councilman Wilcoxson made a motion to approve the request for reimbursement of federal funds in the amount of \$7,220.00 with permission for the Mayor to sign. Councilwoman Howe seconded and the motion carried unanimously.

Councilwoman Welton made a motion to approve the request for reimbursement of state funds in the amount of \$482.00 with permission for the Mayor to sign. Councilman Wilcoxson seconded and the motion carried unanimously.

Clerk Cox noted that included in the packet was Amendment No. Two between The Town of Saratoga and Sage Engineering for the Hanger Access Taxiway/Taxilane Project which will begin later this summer and she was asking for council approval with permission for the Mayor to sign. Clerk Cox added that the amendment had been provided to Attorney Thompson for his review prior to requesting council permission for the Mayor to sign. Tom Thompson explained that he had reviewed the amendment and work with Dave Schultz and Sage Engineering to work on an acceptable amendment agreement.

The next airport board meeting will be April 9, 2014 at 1:00 p.m. at the town hall.

**Community Center Joint Powers Board:**

The next meeting will be held May 19, 2014 at 4:00 p.m.

**Water and Sewer Joint Powers Board:** Clerk Suzie Cox requested permission to submit Specific Purpose Tax Requisition # 2014-44 for the Water Meter Replacement Project reimbursement in the amount of \$ 11,617.61. The request is for reimbursement of the water meter well pump repairs and for the cost of replacement supplies to make repairs to the water meters and meter pit repairs.

Councilman Wilcoxson made a motion to approve Requisition # 2014-44 for the Water Meter Replacement Project reimbursement in the amount of \$ 11,617.61. Councilman McWain seconded and the motion carried unanimously.

The next meeting of the JPB is May 14, 2014 at 6:00 p.m.

**Landfill Board:**

The next meeting will be held May 7, 2014 at 7:00 p.m. in Saratoga.

**Medical Board:** no report

**Planning Commission:**

The next Planning Commission meeting will be May13, 2014 at 5:30 p.m.

**Recreation Commission:**

The next meeting will be in May 13, 2014 at 5:00 p.m.

**Community Garden Board:**

The next meeting will be in May 13, 2014 at 6:00 p.m.

**South Central Emergency Services Board:** No report

**Items from the Public:** David Worthington addressed the council and requested a copy of the Brush Creek Hanger Lease agreement adding that he had been into the town hall and requested the agreement from the Clerk who indicated that she was going to discuss the request with the town attorney. Upon the Attorney Thompson's approval, the lease agreement will be provided to Mr. Worthington following the meeting.

Mike Dunn from the Saratoga Sun requested information on the River Restoration project and Veteran's Island closure.

Discussion followed on the island closing and it was noted that closures will depend upon the impact of high water runoff and placement of the river walk bridge. Additional information will be available as it is known.

**BUSINESS:** Nothing was brought to the council.

**Adjournment:** Being no further business to come before the meeting, Councilwoman Welton made a motion to adjourn, seconded by Councilwoman Howe and the meeting was adjourned at 7:35 p.m.

The next regular meeting of the Saratoga Town Council will be held May 6, 2014 at 6:00 p.m. in the Council Chambers of the Saratoga Town Hall.

---

Mayor John Zeiger

ATTEST:

---

Suzie Cox, Clerk