

MINUTES OF A REGULAR MEETING OF THE SARATOGA TOWN COUNCIL
HELD APRIL 1, 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 Steve Wilcoxson, Councilwoman Susan Howe, and Councilwoman Judy Welton. Councilman Mike McWain was absent from the meeting.

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

APPROVAL OF THE MINUTES: Councilwoman Howe made a motion to approve the minutes of the March 18, 2014 meeting as presented. Councilman Wilcoxson seconded and the motion carried unanimously.

APPROVAL OF THE BILLS: Councilwoman Welton read the following bills for approval: Accounts Payable: \$34,106.55; Payroll and FICA for 3/24/14 in the amount of \$62,996.40; and manual checks in the amount of \$58,607.93, for a total of \$155,701.88.

Councilman Wilcoxson made a motion to pay the Platte River Pizza bill in the amount of \$170.00. Councilwoman Howe seconded and the motion carried unanimously.

Councilwoman Welton made a motion to pay the remaining bills in the amount of \$155,540.88. Councilwoman Howe 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 Police Chief Thomas Knickerbocker attended a portion of the executive session.

Councilwoman Welton made a motion to come out of executive session at 6:45 p.m. Councilwoman Howe seconded and the motion carried unanimously.

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

Mayor Zeiger reported there was no action taken.

CORRESPONDENCE: Mayor Zeiger noted that a letter had been received from Chamber Director Stacy Crimmins requesting permission to use Veteran's Island on August 16, 2014 for the Steinley Cup. Discussion followed concerning the availability of the island with installation of the Veteran's Island foot bridge to the Hot Pool area and possible flooding damage if we have high water this spring. If the island is not available the Steinley Cup will be held at Kathy Glode Park.

Councilman Wilcoxson made a motion to allow the Chamber to use Veteran's Island for the Steinley Cup on August 16, 2014 if the island is available. Councilwoman Welton seconded the motion and the motion carried unanimously.

REPORTS FROM DEPARTMENTS:

Town Hall: Scott Bokelman and a group of Saratoga High School students from the Tech Class attended the council meeting to ask for permission to hold a Cancer Walk on July 4, 2014 in conjunction with the Fourth of July Parade. Heather Oxford as spokesperson for the group indicated that the Cancer Walk last year was held at the Saratoga Resort and Spa golf course. The group would like more exposure and thought that the 4th of July Parade would be an excellent way to get additional participation. There were approximately 120 participants in the last cancer walk and it is hopeful that the date and the downtown route will encourage more participation this year.

The route was discussed and it was noted that because it will be held with the 4th of July parade WYDOT will need to be contacted to make sure that permission will be granted to extend the highway closure for the cancer walk.

Councilman Wilcoxson made a motion to approve the addition of the Cancer Walk with the 4th of July Parade contingent upon approval by the highway department. Councilwoman Welton seconded and the motion carried unanimously.

Ordinance: Mayor Zeiger read **ORDINANCE 823 -an ordinance to Amend 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 first reading.**

Clerk Cox explained that the amendment is to restore the Revenues and Expenditures for the Saratoga River Walk Project Fund. The fund line items had been removed from the 2012-2013 budget and she added that she had been unaware of the removal until it was noticed when expenditures needed to be entered to pay for the installation of the bridge and the river walk fund were not there. It has since been reactivated and the amendment is being made as per the auditors and the ordinance will also amend the revenues and expenditures of the 911 Funds which are also 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 First 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 first reading.**

Chief Knickerbocker explained that although the town has adopted the Uniform Act Regulating Traffic on Highways in its entirety this ordinance will adopt all future statute changes to the uniform traffic code.

Resolution: Clerk Cox reported that the Saratoga Municipal Court Bond Schedule had been revised and updated to follow the State Bond Schedule and as such had been submitted to both the Town Attorney and the Municipal Court Judge for their review and approval. Having had received approval from both she was requesting council approval of **RESOLUTION 2014-04 a Resolution of the Governing Body of the Town of Saratoga, Carbon County, Wyoming, adopting a Bond and Bail Schedule for the Saratoga Municipal Court.**

Councilwoman Welton made a motion to approve Resolution 2014-04 adopting a bond and bail schedule for the Saratoga Municipal Court. Councilman Wilcoxson second and the motion carried unanimously.

Property Liens: Clerk Cox requested permission to file liens on three properties for outstanding utility bills. The properties are as follows: a) property located at 1005 W. Rochester which has a bill in the amount of \$1,698.12 with no payments being made since March 16, 2012 b) Property located at 105 W. Hickory which has a bill in the amount of \$1,668.17 with no payment having been received since September 9, 2011; and c) property located at 402 S. 1st which has a bill in the amount of \$4,678.59 with no payment received since August 3, 2011. It was explained that as per Ordinance 13-16-030 (*A minimum monthly fee, being the base rate, shall be assessed for all **commercial properties** whether or not water service is actually being provided to that same property, unless said property is vacant land, in which case no minimum monthly fee shall be assessed; and a minimum monthly fee, being the base rate, shall be assessed for all **residential properties** whether or not water service is actually being provided to that same property, unless said property is vacant land, in which case no minimum monthly fee shall be assessed*) each of these properties will continue to accrue the base rate charges until payment in full is received. The information will be given to the town attorney to record the liens if approved by the council.

Councilwoman Welton made a motion to allow Clerk Cox to submit three utility accounts to the town attorney to so that he can prepare liens on the property for filing . Councilwoman Howe second and the motion carried unanimously.

Election Nominations: Mayor Zeiger read the list of individuals listed on the official ballot for the WAM-JPIC Board of Directors Election. Discussion followed and the terms were reviewed as follows: Town Seat – two positions for three year terms – Brian Dixon from Lovell and Phil Hinds from Evansville. At-Large Seat – one three year term – Mark Pring LGLP Executive Director, Robin Etienne from Sweetwater County and John Eastman from Jackson Hole. Town Seat – one two year term – Penny Robbins from Mountain View and Craig Fredricks from Guernsey.

Councilwoman Howe made a motion to vote for Brian Dixon for one of the three year term Town Seats. Councilwoman Welton second and the motion carried unanimously.

Councilwoman Howe made a motion to vote for Phil Hinds for the remaining three year term Town Seat. Councilwoman Welton second and the motion carried unanimously.

Councilwoman Welton made a motion to vote for Mark Pring for the three year term At-Large position. Councilwoman Howe second and the motion carried unanimously.

Councilwoman Howe made a motion to vote for Penny Robbins for the two year term Town Seat. Councilwoman Welton second and the motion carried unanimously.

Fire Department: No report.

Police Department: Chief Tom Knickerbocker requested permission to terminate the maintenance contract with Ryan Electronic and enter into a maintenance agreement with Absolute Solutions. Chief Knickerbocker explained that he had requested quotes from both companies as directed by the council and had received the following pricing quotes.

Ryan Electronics listed the communication equipment that would be covered by the maintenance agreement in the quote. The quoted price would be \$1,200.00 per month.

Absolute Solutions listed the same communications equipment to be covered by the maintenance agreement including mileage from Cheyenne to Saratoga. The quoted price would be \$392.00 per month.

Chief Knickerbocker was requesting permission to send a thirty day letter to notify Ryan Electronics that the Town would be cancelling the current agreement.

Councilman Wilcoxson stated that he always prefers to do business with local contractors, however with the difference in the price it would be in the best interest of the town to approve a maintenance agreement with Absolute Solutions and he therefore made a motion to allow Chief Knickerbocker to notify Ryan Electronic that we are cancelling the current agreement. Councilwoman Welton second and the motion carried unanimously.

Discussion followed and it was decided that a certified letter should be sent to Ryan Electronics stating that the agreement would be cancelled April 30, 2014, and adding that a letter should also be sent to Absolute Solutions stating that the Town of Saratoga would enter into a maintenance agreement with Absolute Solutions beginning May 1, 2014.

Councilwoman Welton made a motion to send a certified letter to Ryan Electronics to cancel our current agreement April 30, 2014 and notify Absolute Solutions that a communications maintenance agreement will begin with them on May 1, 2014. Seconded by Councilman Wilcoxson the motion carried unanimously.

Chief Knickerbocker reported that he had presented his first TIPS class and had fifteen participants. The class lasted for six hours and all of the participants were local servers. The next class will be scheduled for eight hours to give the participants additional time for interaction.

Councilwoman Welton asked how the organization of volunteers for the dog kennel was coming along and Chief Knickerbocker explained that although the police department is in charge of the dog kennel Johnathon Moore will be organizing the volunteers. When a dog is checked into the kennel the police department will call Johnathon and the volunteers will be notified by Johnathon and a schedule will then be made for the care of the dogs.

Chief Knickerbocker reported that the town IT person had installed a new router and the Spillman equipment was now completely connected and Encampment was now connected into the Saratoga Police Department system. He wanted it to be clarified that it was not the responsibility of our IT person to get their system up and running but that it

had been done as a cooperative effort between the two communities. Chief Knickerbocker indicated that an MOU would be developed between Saratoga and Encampment that would clarify that Encampment would be responsible to facilitate any problems with their part of the system.

Recreation Department: Recreation Director Lisa Burton reported that the Town of Saratoga had been awarded a \$1,500.00 grant from Wyoming Community Gas. The grant was submitted for the improvements and landscaping on the west side of the Community Center gym and would help with the sodding, sprinkler system and fencing that is planned for this summer.

Ms. Burton presented the council with an April Calendar of events.

Director Burton requested permission to order a new treadmill for the fitness room explaining that she had priced commercial grade treadmills because of the high volume of users at the center. She had received three price quotes and was requesting permission to order one from Cowboy State Fitness Equipment at a cost of \$5,425.00 including delivery and installation.

Councilman Wilcoxson made a motion to allow Ms. Burton to purchase the treadmill from Cowboy State Fitness Equipment at a cost of \$5,425.00. Councilwoman Howe seconded the motion and the motion carried with the condition that funding for the purchase was available, the motion carried unanimously.

Department of Public Works:

Chuck Bartlett being absent from the meeting left a written report for the council

- **Street Department:** The crews have replaced the pump on the street sweeper, installed a number of street signs, trimmed trees on Veteran's Island and are clearing the areas for the bridge abutments.
- **Water & Sewer:** The water and sewer crew is cleaning and identifying leaky manholes and installed water and sewer services at 212 W. Hickory.

The 2014 Sewer Manhole Rehabilitation Project is to start on March 31, 2014. Mr. Bartlett was asking for permission to hire William Schroer as a water/waste water operator at \$14.92 per hour with a start date of April 7, 2014. Mr. Schroer will be hired to replace Delmar Mulherin who will be retiring at the end of April.

Councilwoman Welton made a motion to allow Chuck Bartlett to hire William Schroer as a water/waste water operator at \$14.92 per hour with a start date of April 7, 2014. Councilman Wilcoxson seconded and the motion carried unanimously.

- **Weed and Pest:** Chuck Bartlett was requesting permission to hire Ryan Schutte as a weed technician at \$10.00 per hour and Heather Oxford at the rate of \$9.00 per hour. Ryan and Heather are both returning for the summer.

Councilman Wilcoxson made a motion to hire Ryan Schutte as a weed technician at the rate of \$10.00 per hour. Seconded by Councilwoman Howe the motion carried unanimously.

Councilwoman Welton made a motion to hire Heather Oxford as a weed technician at the rate of \$9.00 per hour. Seconded by Councilman Wilcoxson the motion carried unanimously.

- **Hot Pool:** No report

- **REPORTS FROM BOARDS AND COMMISSIONS:**

Airport Board: Councilman Wilcoxson noted that the new members on the airport board bring experience and knowledge to the board that is very valuable.

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

Community Center Joint Powers Board: Community Center Director, Joe Elder, addressed the board with an update on the pool tournament adding that they had approximately One Hundred Ninety participants with many big named players participating.

Mr. Elder and E.J. Glode are already making plans for next year's tournament which will be held March 27 thru March 29, 2015 and are discussing pre-tournament activities. The center also made arrangements with Richard Hodges to keep recyclables out of the regular trash and it made a huge difference in clean-up and efficiency.

Mr. Elder then reviewed the upcoming meetings, events and activities planned for the community center.

The next meeting will be held April 21, 2014 at 4:00 p.m.

Water and Sewer Joint Powers Board:

The next meeting will be held April 9, 2014 at 6:00 p.m.

Landfill Board: The next meeting will be held April 2, 2014 at 7:00 p.m. in Saratoga.

Richard Hodges reported that he had placed containers at the Community Center during the pool tournament and it was extremely successful in keeping glass and cans out of the regular trash. All glass will need to be taken to Rawlins for recycling and he will be taking a trailer over in the near future. He added that they have nearly filled the first trailer for this year.

Medical Board: no report

Planning Commission: Mayor Zeiger reported that he and a councilmember will be meeting with two planning commission members to review planning commission issues. No date has been set for that meeting.

The next Planning Commission meeting will be April 8, 2014 at 5:30 p.m.

Recreation Commission: The next meeting will be in April 7, 2014 at 5:00 p.m.

Community Garden Board:

The next meeting will be in April but the date was unknown.

South Central Emergency Services Board: No report

Items from the Public: Richard Hodges asked when the public restrooms at the downtown parking lot, Kathy Glode Park and the Saratoga Lake would be open to the public. The Mayor stated that it was unknown until Mr. Bartlett could be contacted.

Richard Hodges then asked if the police department had any additional information concerning the vehicles that were previously stolen in Saratoga.

Chief Knickerbocker explained all the vehicles had been recovered and that two individuals were in custody, the third was unknown.

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 7:28 p.m.

The next regular meeting of the Saratoga Town Council will be held April 15, 2014 at 6:00 p.m. in the Council Chambers of the Saratoga Town Hall.

Mayor John Zeiger

ATTEST:

Suzie Cox, Clerk