

MINUTES OF A REGULAR MEETING OF THE SARATOGA TOWN COUNCIL  
HELD AUGUST 2, 2016, AT 6:00 P.M. IN THE COUNCIL CHAMBERS OF THE  
SARATOGA TOWN HALL

Mayor Ed Glode called the meeting to order at 6:00 p.m.

Members present were Councilman Will Faust, Councilwoman Judy Welton, and Councilman Richard Raymer. Councilwoman Susan Howe was absent from the meeting.

APPROVAL OF AGENDA:

Councilwoman Welton made a motion to approve the agenda as presented. Councilman Faust seconded and the motion carried unanimously.

APPROVAL OF THE MINUTES:

Councilman Raymer made a motion to approve the minutes of the July 19, 2016 meeting as presented. Councilwoman Welton seconded and the motion carried unanimously.

APPROVAL OF THE BILLS:

Treasurer Sammy Flohr read the following bills for approval: Accounts Payable: \$86,207.59; Payroll and FICA in the amount of \$66,004.14; July liabilities and manual checks, including the Airport project payout, in the amount of \$727,222.42 for a total of \$879,434.15

Mayor Glode explained that the large increase in the bills was due to the final payment for the newly completed Airport Taxiway/Taxilane Project.

Councilman Faust made a motion to pay the Aspen Portable Toilets bill in the amount of \$1,024.00 Councilwoman Welton seconded and the motion carried. Councilman Raymer declared a conflict and abstained

Councilman Faust made a motion to pay the Shively Hardware in the amount of \$6,648. Councilwoman Welton seconded and the motion carried. Mayor Glode declared a conflict and abstained

Councilman Faust made a motion to pay the remaining bills in the amount of \$872,785.95. Councilman Raymer seconded and the motion carried unanimously.

CORRESPONDENCE: Mayor Glode read a letter from Ralph Hicks explaining the "Bikes for Kids" program that he started in September of 2015 to provide for kids 15 years and younger with:

Free bike repair  
Free trade in of small bikes for larger reconditioned "near new" bikes; and  
Free reconditioned "near new" bikes for needy families

The program is sponsored by St. Barnabas Episcopal Church funds, cash donations and donations of unused bikes for reconditioning or useful parts.

The council applauded the program and thanked Mr. Hicks for his thoughtful efforts.

ITEMS FROM THE PUBLIC: Nothing to report

COUNCIL COMMENTS: Nothing to report

REPORTS FROM DEPARTMENTS:

Town Hall:

Clerk Suzie Cox reported that the auditors were here last week and the audit was completed in two and one-half days. The auditors indicated that they were very pleased with the audit and the fact that the concerns from last year had all been addressed and corrected.

Mayor Glode requested the council consider his recommendation to hire Brenda Mistelske to fill the position vacated by Johnathon Moore as assistant clerk/ treasurer. It was noted that Ms. Mistelske has been employed as a Saratoga dispatcher for the past seven years.

Councilwoman Welton made a motion to hire Brenda Mistelske as Assistant Clerk/Treasurer. Councilman Raymer seconded and the motion carried.

Fire Department: No report

Police Department:

Chief Robert Bifano requested permission to advance Virginia Parker from a part-time position to a full-time position to replace Brenda Mistelske who will be taking the position at the town hall. Ms. Parker is certified and has been working as a part-time dispatcher and has accepted the position.

Councilman Faust made a motion to advance Virginia Parker to full-time dispatcher status. Councilwoman Welton seconded and the motion carried.

Chief Bifano reported that there had been six windows shattered with a baseball bat and over the weekend and the officers were able to pick up a suspect and confession. That confession enabled the police department to tie in an additional shattered window and the second impound break in to that same suspect.

As a follow up to Chief Bifano's contact with the fire department , the fire department was not willing to work with the police department to allow them to use a portion of the lot behind the fire department shop as an impound yard. The fire department indicated that they are planning on putting in a parking lot in that area and would be utilizing all of the property to do so.

Chief Bifano reported that he is working with the dispatch company that schedules loads out of the saw mill to try to get the message to the drives concerning the truck route. The individual will be making a trip to Saratoga to get a map to better understand the truck route so that he can pass that information to the truckers when they schedule loads for pick-up.

Recreation Department:

In the absence of Recreation Director Lisa Burton, Clerk Suzie Cox reported that the CCSD#2 Grant Agreement Contract for FY 2016-2017 had been received and requested that the council approve the agreement with permission for the Mayor to sign.

The grant application in the amount of \$15,480.00 was awarded as follows:

- \$7,000 for Open Gym Supervisor
- \$3,000 for Swimming Pool Chemical and Supplies
- \$1,000 for Life Guard training, Water Safety and Certified Pool Operator's certification
- \$3,880 for Missoula Children's Theater performance fee and housing for two directors for a week
- \$600.00 Nubbins Wyoming State Junior's Championship trophies and awards

Councilman Faust made a motion to approve the CCSD#2 Grant Agreement Contract for FY 2016-2017 in the amount of \$15,480.00. Councilwoman Welton seconded and the motion carried.

Department of Public Works:

Street Department: Director of Public Works Jon Winter reported that the street crews worked on the following:

- Completing work on the storm drain on Spring Street
- Assisted the water crew with the installation of the water tap at Wood's Field
- WYDOT inspected the bridge at Saratoga Inn, the report is not yet in
- Took one of the dump trucks to Cheyenne for repair

Water & Sewer: Director Winter reported the following for the water and sewer department:

- Installed the water tap at Wood's Field
- Second quarter DMR report was submitted
- Received the Outfall Project permit on July 29th
- Reviewed the brewery expansion project with the Saratoga Inn manager
- Inspected the area where the town will install a water service tap for the transfer station as soon as all BLM right-of-way/easements are obtained
- Reviewing the water service tap to the gymnasium for a fire suppressant line

Weed and Pest: Director Jon Winter reported the following:

- The town will continue fogging Monday through Thursday each week, weather permitting
- Continuing to place light traps round town for logging mosquito information

Hot Pool / Parks / Lake: Jon Winter reported on the following:

Hot Pool

- Nothing to report

#### Parks

- Painting and repairing the picnic shelters, picnic benches and working on the sprinkler system at Kathy Glode Park
- Volunteers from the Thrift Shop will be working on improvements to the Odd Fellows Park located next to the river at the north end of River Street

#### Lake

- Painting the kiosk and picnic tables at the lake

#### REPORTS FROM BOARDS AND COMMISSIONS:

##### Airport Board:

Clerk Cox reported that the council packets included the Agency Agreement between WYDOT Aeronautics Division and the Town of Saratoga for the disbursement of funds for the upcoming Airport Runway Rehab project which requires permission for the Mayor to sign.

Councilman Faust made a motion to approve the Agency Agreement with permission for the Mayor to sign. Councilman Raymer seconded and the motion carried.

Included was the Certificate of Grant-in-Aid, setting the amount of reimbursement for the Airport Rehab project from the State at 6%, or \$9,666.00 and the town's share at 4%, or \$6,446.00, which will require council permission for Mayor to sign.

Councilman Faust made a motion to approve the Grant-In-Aid agreement with permission for the Mayor to sign. Councilwoman Welton seconded and the motion carried.

The Grant Offer for Airport Improvement Program Project 3-56-0026-025-2016 is a grant for federal funds to fund 90% of the Airport Runway Rehab project and will require permission for the Mayor to sign. The Grant Agreement will also require review, approval, and signature from the town attorney. Following approval and being signed by Mayor Glode, the agreement will be sent to David Erickson for review.

Councilman Faust made a motion to approve the Grant Offer for Airport Improvement Program Project 3-56-0026-025-2016 for the Airport Runway Rehab project with permission for the Mayor to sign. Councilwoman Welton seconded and the motion carried.

Included in the council packet was the Runway Rehab Design Project ASAA13A /3-56-0026-025 request for reimbursement of State Funds in the amount of \$1,276.56 and Request #1 for Federal funds in the amount of \$19,148.40. The RFR requires permission for the Mayor to sign. The Town's share will be \$851.04 and the Sage Engineering invoice was for \$21,276.00.

Councilman Faust made a motion to approve the Runway Rehab Design Project reimbursement request for state funds and federal funds with permission for the Mayor to sign. Councilwoman Welton seconded and the motion carried.

Mayor Glode noted the request for permission to release the check to Mountain Construction is for the newly completed Airport Taxiway/Taxilane Project in the amount of \$660,515.82 and the Sage Engineering check in the amount of \$13,204.25.

Councilman Faust made a motion to release the check to Mountain in the amount of \$660,515.82 and the Sage Engineering check in the amount of \$13,204.25. Councilwoman Welton seconded and the motion carried.

Councilman Raymer reported that the airport board had discussed the possibility of receiving grant funds for the installation of cameras and security lighting at the airport.

The next Airport Board meeting will be on August 11, 2016 at 5:00 p.m.

##### Community Center Joint Powers Board:

The next meeting of the Community Center Joint Powers Board will be held Monday, August 8<sup>th</sup> 2016 at 4:30 p.m.

##### Water and Sewer Joint Powers Board:

The next meeting of the Water and Sewer Joint Powers Board will be Wednesday, August 10, 2016 at 6:00 p.m.

Landfill Board:

Mayor Glode reported that work has begun on the transfer station at the landfill.

The next meeting will be Wednesday, August 3, 2016 at 7:00 p.m. in Encampment.

Medical Board: No report

Planning Commission:

Councilman Faust noted that the planning commission is reviewing the processes of variance applications/zone change applications/ new subdivision applications, and special use permits and try to clarify the inconsistencies of the different processes.

The next meeting of will be held on August 9, 2016 at 5:30 p.m.

Recreation Commission:

The next meeting of the Recreation Commission is scheduled to Wednesday, August 17, 2016 at 5:00 p.m.

Community Garden Board: Glee Johnson reported on the volunteer hours that have been put in at the garden, adding that the gravel has been put into the greenhouse, and in trying to explain the change of money from one pocket to another Ms. Johnson reported that they had received \$3,233.80 in donations and \$777.39 in granted materials.

Ms. Johnson reported that the next meeting of the Community Garden Board will be Monday, August 8, 2016 at 5:30 p.m. at the Community Garden.

South Central Emergency Medical Services: Mayor Glode reported that he had received letter of interest for the position of Saratoga's representative to the SCWEMS board from Cindy Faulkner.

Councilman Raymer made a motion to appoint Cindy Faulkner as the Saratoga Representative to the SCWEMS Board. Councilwoman Welton seconded and the motion carried.

EXECUTIVE SESSION: Councilwoman Welton made a motion to go into executive session to consider information considered confidential by law, seconded by Councilman Faust. The motion passed.

Councilman Faust made a motion to come out of executive session, Councilman Raymer seconded and the motion passed.

Councilwoman Welton made a motion to approve the minutes of the executive session and to put the minutes of the executive session in a sealed envelope in accordance with State Statute § 16-4-405(b). Councilman Raymer seconded and the motion passed.

Mayor Glode reported that no action was taken.

Adjournment: Being no further business to come before the meeting, Councilman Raymer made a motion to adjourn at 7:20 p.m. Councilwoman Welton seconded and the meeting was adjourned.

The next regular meeting of the Saratoga Town Council will be held on August 16, 2016 at 6:00 p.m. in the Council Chambers of the Saratoga Town Hall.

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Ed J Glode, Mayor

ATTEST:

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Suzie Cox