

MINUTES OF A REGULAR MEETING OF THE SARATOGA TOWN COUNCIL
HELD JULY 16, 2013, 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 with the addition of Warden Biff Burton under Council Comments. Councilwoman Howe seconded and the motion carried unanimously.

APPROVAL OF THE MINUTES: Councilwoman Welton made a motion to approve the minutes of the July 16, 2013 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: \$161,101.29; Payroll and FICA for 7/15/2013 in the amount of \$64,374.67; and manual checks in the amount of \$231.23, for a total of \$225,707.19.

Councilwoman Howe made a motion to pay the bills in the amount of \$225,707.19. Councilman Wilcoxson seconded and the motion carried unanimously.

COUNCIL COMMENTS: Warden Biff Burton addressed the council and members of the public concerning the black bear that had been seen in town from January 5th and which had eluded any attempt to be captured. The bear had been seen regularly at night on the east side by the golf course and on the north side of town. The bear did not appear to be aggressive but there was some concern that the bear would become too familiar with humans and easy access to food sources. The discussion continued and Warden Burton cautioned the public to make sure that they keep their windows and doors closed and garbage secured and then he continued to answer a number of questions from those present.

REPORTS FROM DEPARTMENTS:

Town Hall:

- Members of the Wyoming Conservation Corp gave a presentation on some of the projects that they have been doing throughout the state and in Carbon County. The Wyoming Conservation Corp is an organization that brings youth together and this year there are forty-eight students involved in the program. These students are divided into six man teams with two supervisors per team. They are involved in trail building, fence building and improving habitat or helping other groups when needed.

The Council thanked them for their presentation.

- The council held a discussion on the meter project and water bill issues. Clerk Suzie Cox addressed the meter reading issues and noted that in the council packets they would find an update of the adjustments that she and Assistant Clerk/Treasurer Johnathon Moore had made over the last two weeks totaling \$14,283.00. The adjustments were made on those accounts that appear to be misread or the individual was very sure that they had not used that much water either consumable or for irrigating purposes. It was also explained that the July readings will be taken directly from the meters through the Sensus program on July 1st as a beginning number and then on July 29th as an ending number. Those numbers will then be manually put into Caselle for billing. The hope is that there will be an accurate number to begin with for August. Then we will work with Sensus and Caselle to make sure that the program is integrating the correct information for future billings. There was no way to continue with basic rate billing unless we continue to manipulate the readings.

Clerk Cox addressed the issue of penalty billing and stated that the town began using Caselle in 1993. Having used this program since coming to work for Saratoga I did not question that we should not be charging penalties to delinquent accounts. The penalties were never added until the third month in which no payment had been made.

Caselle has told me that all other municipalities, including the other Wyoming municipalities, using their software use the penalty service integrated in the program. All other utility providers, CP&L, Source Gas and Union Telephone charge penalties on delinquent accounts and are not forgiving when it comes to disconnecting services.

Clerk Cox stated that Saratoga Municipal Code - Ordinance 13.60.010 (C) states - "A late charge of one dollar and twenty-five cents per service will be charged on the fifteenth day of each month that the bill remains delinquent." Clerk Cox then stated that at the direction of the council she would begin adding this late charge to bills delinquent after thirty days.

There was additional discussion on specific delinquent accounts which will not be noted in these minutes.

- Mayor Zeiger read Ordinance 818, an Ordinance Amending, Section 2.08.031 concerning term of appointment of the Town Clerk, Treasurer, Chief of Police, Attorney and Municipal Judge, on third and final reading.

Councilwoman Welton made a motion to approve Ordinance No. 818 on third and final reading, seconded by Councilman Wilcoxson. The motion passed unanimously.

Mayor Zeiger read Ordinance No. 819 an Ordinance consenting to and approving the Assignment of the Cable Franchise and System to BCI James Cable, LLC, on third and final reading.

Councilman Wilcoxson made a motion to approve Ordinance No. 817 on third and final reading, seconded by Councilwoman Howe. The motion passed unanimously.

Mayor Zeiger reviewed the Special Event Applications submitted by Sharon Robbins for a wedding at Veteran's Island on September 1st, including an open container permit.

Councilman Wilcoxson made a motion to approve the Special Event Application submitted by Sharon Robbins, seconded by Councilwoman Welton. The motion passed unanimously.

Mayor Zeiger read a Special Event Applications submitted Joe Elder on behalf of the Rec. Board for a 5-K run to benefit the Sgt. Tyler Pickett Park and will take place on August 17, 2013 beginning at 8:00 a.m. The run will begin at what will be the Tyler Pickett Park and will follow the road around the Saratoga Inn golf course back to Veteran's Island around the walk path and ending at Veteran's Island. Cost for participation will be \$20.00 per person.

Councilwoman Welton made a motion to approve the Special Event Application submitted by Joe Elder on behalf of the Rec. Board for a 5-K run to benefit the Sgt. Tyler Pickett Park, seconded by Councilman Wilcoxson. The motion passed unanimously.

- Clerk Cox reported that a board training had been set for August 29th at 5:00 p.m. presented by Bill Miller from LGLP. The board training will follow a mandatory ethics class scheduled for earlier in the day for all town employees. In addition to the board training Mr. Miller will be discussing the open meeting laws with all board and commission members.

Fire Department: Fire Chief Randy Sikes submitted a Special Event Application for the 90th anniversary open house to be held at the fire station on August 3rd from 11:00 a.m. until 2:00 p.m. The application included a street closure permit that would close East Spring Avenue from the town hall to River Street.

Councilwoman Welton made a motion to approve the Special Event Application submitted for an open house at the fire station, seconded by Councilman Wilcoxson. The motion passed unanimously.

Councilman Wilcoxson made a motion to approve the street closure permit submitted by Fire Chief Sikes, seconded by Councilwoman Howe. The motion passed unanimously.

Police Department: Mayor Zeiger reported that the police department put several hours in this past week investigating the recent burglaries and attempted burglaries. The investigation ended with the apprehension of two adults and two juveniles. The adults are currently incarcerated in the county jail and the juveniles have been released to their parents.

Recreation Department: Recreation Director Lisa Burton reported that the Spike Frog Volleyball camp has fifty-three middle/high school girls participating. The participants include girls from Saratoga, Encampment, Hanna, Rock River, Rawlins and Colorado.

Director Burton reported that the Challenger British Soccer Camp has seventeen girls participating. And she asked for council approval to schedule next year's camp with permission for the Mayor to sign the contract. Ms. Burton indicated that the camp needs to be booked now for next year and it will be scheduled in July of 2014.

Councilwoman Welton made a motion to allow Lisa Burton to schedule next year's Challenger British Soccer Camp for July 2014 with permission for the Mayor to sign the contract, seconded by Councilman Wilcoxson. The motion passed unanimously.

Director Burton reported that they have finished the third and final session of swim lessons.

Department of Public Works:

- Street Department: DPW Supervisor Chuck Bartlett reported that the crews have been working on equipment (the street sweeper blew a couple of hydraulic hoses), cutting weeds, assisting the water crew with water leaks and cleaning the sewer line at the hot pool.

Mr. Bartlett reported that the green steel bridge at the Saratoga Inn will be closed on July 23rd from 8:00 till 12:00 noon for WYDOT to complete inspection.

- Water & Sewer: DPW Supervisor Chuck Bartlett reported that the crew has been working on water meter pit leaks (three leaks will have been repaired this week) and cleaning sewer lines.

Dan Hodgkiss addressed the council and reviewed the issues with his sewer which connects into his service line before reaching the main on Veterans crossing the Deorio property. Mr. Hodgkiss directed the town to make plans to resolve the issue. Councilwoman Welton explained to Mr. Hodgkiss that they had found a similar problem at their home and had resolved the issue by installing a new sewer line, however they had done so at their own expense.

There was a discussion on alternative options that might be used to correct the property owner's service line issues which have been reviewed by the water and sewer department.

Chuck Bartlett explained to the council that he had been in contact with Mr. Deorio concerning an easement across his property. A meeting was being set up with Mr. Deorio the other four impacted property owners to resolve the easement issues across the Deorio property either with or without cost to those property owners.

- Weed and Pest: DPW Supervisor Chuck Bartlett reported that both of the older foggers are down and one new fogger has been purchased. They will be fogging with one fogger and two employees to complete fogging every night weather permitting.

Hot Pool: No report

REPORTS FROM BOARDS AND COMMISSIONS:

Airport Board: Mayor Zeiger read the requests for reimbursement for the airport Master Plan as follows:

- a) Request for federal funds in the amount of \$7,080.00 with permission for the Mayor to sign; and
- b) Request for state funds in the amount of \$472.00 with permission for the Mayor to sign.

Mayor Zeiger noted that the town's share of this portion of the project is \$315.00 and added that the Sage Engineering summary of work performed and billing in the amount of \$7,867.00 for work on the Master Plan was also included.

Councilwoman Welton made a motion to approve the Request for Reimbursement for federal funds in the amount of \$7,080, with permission for the Mayor to sign, seconded by Councilman Wilcoxson. The motion carried unanimously.

Councilman Wilcoxson made a motion to approve the Request for Reimbursement for state funds in the amount of \$472.00, with permission for the Mayor to sign, seconded by Councilwoman Howe. The motion carried unanimously.

The next Airport Board meeting will be on August 14, 2013 at 1:00 p.m.

Community Center Joint Powers Board: Councilwoman Welton reported that they had met on July 15th and that Rocky Feidor had requested not be reappointed and Lynn Accord will be filling his position.

The next meeting will be held Monday, August 19, 2013 at 4:30 p.m.

Water and Sewer Joint Powers Board: Mayor Zeiger read the reimbursement request for Requisition # 2012-40 in the amount of \$6,424.50 for the Water Meter Replacement Project.

Councilwoman Welton made a motion to approve the reimbursement request for Requisition # 2012-40 in the amount of \$6,424.50 for the Water Meter Replacement Project with permission for the Mayor to sign, seconded by Councilman Wilcoxson. The motion passed unanimously.

Ken Schwerdt reported that the engineers are in town completing the punch list.

Councilwoman Howe reported that at the last meeting the Water and Sewer Joint Powers Board passed a recommendation to the council to take no action at this time on the July water bills but to make adjustments as necessary on a case by case basis.

Councilman Wilcoxson made a motion to approve the recommendation of the Water and Sewer Joint Powers Board to take no action at this time on the July water bills but to make adjustments as necessary on a case by case basis, seconded by Councilwoman Welton. The motion carried unanimously.

The next meeting of the Water and Sewer Joint Powers Board will be August 14, 2013 at 6:00 p.m.

Landfill Board: Mayor Zeiger read the new proposed landfill rates which will raise most rates by \$2.00 per service.

Richard Hodges reported that the landfill had filled the second trailer making it a total of one hundred five tons of recycled waste to be shipped in the last eighteen months. Mayor Zeiger thanked Mr. Hodges for his continued efforts in encouraging community recycling.

The next meeting will be August 7, 2013 at 7:00 p.m.

Medical Board: Councilwoman Welton reported that there had been a fundraiser held at the Brush Creek Ranch that had been very well attended.

Planning Commission:

Chuck Bartlett reported that there was a Variance Permit in the council packets submitted by Steve Kuster for the council to review for the next meeting.

Councilman Wilcoxson noted that the planning commission had discussed home occupations at the last meeting which had been discussed earlier with the council and he was now asking for clarification and affirmation from the council to include firewood services and products to the list of allowed home occupations. Discussion followed and Councilman Wilcoxson put that request in a motion.

Further discussion took place and it was suggested that the planning commission continue to discuss the options of firewood services and products and commission member Bob Thrasher stated that he thought that firewood options is one issue already included and that it will continue to be discussed. Councilman Wilcoxson then withdrew his motion.

The next meeting of the planning commission will be Tuesday, July 9, 2013 at 5:30 p.m.

Recreation Commission:

The next meeting of the recreation commission will be Monday, August 12, 2013 at 5:00 p.m.

Community Garden Board: Ken Schwerdt reported that a work day is planned for July 27th beginning at 8:00 a.m.

The next meeting of the Saratoga Community Garden Board will be Monday, August 12, 2013 at 6:00 p.m. at the Town Hall.

South Central Emergency Services Board: Mayor Zeiger reported that the minutes of the last meeting had been provided to the council and would be available for review upon request.

Business: Mayor Zeiger encouraged the council and any board or commission members to attend the LGLP training on August 29th at 5:00 p.m.

Items from the Public: Art Leys addressed the council concerning the violations against the nuisance ordinance and asked that the council give direction to the enforcement officer to enforce the ordinance.

A discussion ensued on who is the enforcement officer and what direction had been given to them on enforcing the nuisance ordinance to make sure that it was fairly enforced. It was noted that many of the properties are being clean up but a number of violations exist. Councilman Wilcoxson stated that it is his understanding that it is the police department who is the enforcement agency to write citations for violations. The council discussed the municipal code that directed that complaints go to the police department and a warning is issued following that a citation would be given for the violation.

Adjournment: Being no further business, to come before the meeting, Councilwoman Welton made a motion to adjourn, seconded by Councilman Wilcoxson. The meeting was adjourned.

The next regular meeting of the Saratoga Town Council will be held on August 6, 2013 at 6:00 p.m. in the Council Chambers of the Saratoga Town Hall.

Mayor John Zeiger

ATTEST:

Suzie Cox, Clerk