

AGENDA

SARATOGA TOWN COUNCIL REGULAR MEETING

APRIL 7, 2020

6:00 p.m.

Call in number is #1-425-436-6354 – Pin #365718

A. CALL TO ORDER:

Opening Ceremony
Roll Call:

B. APPROVAL OF AGENDA:

C. APPROVAL OF THE MINUTES: Approval of the March 17, 2020 Minutes

D. APPROVAL OF THE BILLS:

**I hereby attest and Affirm that there are funds to cover the payment of the bills:
(General Fund accounts pay for general fund invoices and enterprise fund accounts pay enterprise fund invoices)**

Accounts Payable	\$100,914.86
Net Payroll - 3/30/2020	\$32,714.02
Payroll Transmittals for 3/30/2020:	\$19,815.21
Total:	\$153,444.09

E. REPORTS FROM DEPARTMENTS

•Town Hall:

- 1) Ratify Resolution 2020-05 - PD grant application
- 2) Request for reimbursement for Police Dept Radio Grant, with permission for the Mayor to sign
- 3) Permission purchase Cash Receipting Software – Caselle - \$4,650 (recommended by James Childress)
- 4) Permission to purchase a vehicle for the police department
- 5) Proclamation – for National Crime Victim's Rights Week – Carbon County Sheriff's Office
- 6) Set Budget Workshop date

F. ADJOURNMENT:

THE NEXT TOWN COUNCIL MEETING WILL BE ON April 21, 2020, AT 6:00 P.M.

MINUTES OF A REGULAR MEETING OF THE SARATOGA TOWN COUNCIL
HELD MARCH 17, 2020 AT 6:00 P.M IN THE COUNCIL CHAMBERS OF
THE SARATOGA TOWN HALL

Unedited audio recording of the March 17, 2020 meeting
is on our website at www.saratoga.govoffice2.com

Mayor John Zeiger, called the meeting to order at 6:00 p.m.

Members present were Mayor John Zeiger, Councilman Jon Nelson, Councilman Steve Wilcoxson, Councilwoman Judy Welton, and Councilman Bob Keel.

APPROVAL OF THE AGENDA: Councilman Wilcoxson made a motion to approve the agenda as presented, seconded by Councilman Keel, the motion carried unanimously.

APPROVAL OF THE MINUTES: Councilwoman Welton made a motion to approve the minutes of the March 3, 2020 meeting as presented, Councilman Wilcoxson seconded, and the motion carried unanimously.

APPROVAL OF THE BILLS: Mayor Zeiger read the following bills for approval: Accounts Payable in the amount of \$56,303.13; net payroll for 3/17/2020 in the amount of \$33,017.58; and payroll transmittals for 3/017/2020 in the amount of \$52,895.72 for a total of \$142,216.43.

Councilman Keel made a motion to pay the accounts payable bills in the amount of \$56,303.13 Councilman Wilcoxson seconded the motion, the motion carried unanimously.

Councilwoman Welton made a motion to pay the 3/17/2020 net payroll in the amount of \$33,017.58, Councilman Wilcoxson seconded, and the motion carried unanimously.

Councilman Wilcoxson Councilwoman Welton made a motion to pay the payroll transmittals for 3/17/2020 in the amount of \$52,895.72, seconded, and the motion carried unanimously.

REPORTS FROM DEPARTMENTS:

•Town Hall: Mayor Zeiger asked the council to ratify the press release of 3/16/2020 as per WS 15-1-108(a)(ii); Effective as of 12:00 noon on March 16, 2020. The Town of Saratoga will be closing its doors to the general public until further notice. This includes all police, fire, public works and water and sewer treatment facilities. This is to limit our town employees to public contact in order to continue operating smoothly and efficiently, and to ensure that services continue to be offered.

Councilman Wilcoxson made a motion to ratify the press release of 3/16/2020 as per WS 15-1-108(a)(ii), Councilwoman Welton seconded, and the motion carried unanimously.

Mayor Zeiger read the WAMJPIC board election ballot which needs to be returned to WAMJPIC on or before March 20th.

Councilman Wilcoxson made a motion to nominate Judi Just for the three -year term to be filled by a participating city, town, or joint powers board, Councilwoman Welton seconded by, the motion carried unanimously.

Councilwoman Welton made a motion to nominate Tony Cross for the three -year term to be filled by a participating city, town, or joint powers board, seconded by Councilman Wilcoxson, the motion carried unanimously.

Mayor Zeiger addressed an issue outlined by Sheila Palmer concerning the MRG grant applications and asking for clarification in prioritizing grant #1 and grant #2 and submitting page one of each application as corrected.

Councilman Nelson made a motion to withdraw the police department's grant application, the motion failed for lack of a second.

Councilman Nelson made a motion to prioritize the fire department grant as #1, seconded by Councilwoman Welton, the motion carried unanimously.

Adjournment: There being no additional business to come before the meeting, Councilwoman Welton made a motion to adjourn at 6:34 p.m., Councilman Wilcoxson seconded, and the motion carried unanimously.

The next regular meeting of the Saratoga Town Council will be held on April 7, 2020 at 6:00 p.m. in the Council Chambers of the Saratoga Town Hall.

John Zeiger, Mayor

Suzie Cox, Clerk

TOWN OF SARATOGA

Tuesday, April 7, 2020

Account Payable for 4/7/2020	\$100,914.86
Net Payroll for 3/30/2020	\$32,714.02
FICA for payroll & paid Liabilities	\$19,815.21
TOTAL:	<u>\$52,529.23</u>
Total	\$153,444.09

Due Date	Vendor Number	Vendor Name	Invoice Number	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Pay	Partial Pmt Amt	Part Pmt Disc Amt
04/08/2020	1207	AMERICAN EXPRESS LOAD # 004105	20200329	4,362.85	.00	.00	4,362.85			
04/08/2020	1905	CNA SURETY	20200318	100.00	.00	.00	100.00			
04/08/2020	3400	BLACK HILLS ENERGY	20200327	1,434.82	.00	.00	1,434.82			
04/08/2020	3695	MACPHERSON & THOMPSON, LLC	66005	5,543.28	.00	.00	5,543.28			
04/08/2020	3945	MPM CORP	9138861	725.00	.00	.00	725.00			
04/08/2020	4795	APEX Communications	1343	13,297.38	.00	.00	13,297.38			
04/08/2020	4865	SARATOGA AUTO PARTS	20200331	848.53	.00	.00	848.53			
04/08/2020	4940	SARATOGA SUN, INC	20200326	1,751.00	.00	.00	1,751.00			
04/08/2020	5630	UNION TELEPHONE CO	20200317	2,673.82	.00	.00	2,673.82			
04/08/2020	5680	UPPER PLATTE RIVER SOLID WASTE	20200331	41,173.97	.00	.00	41,173.97			
04/08/2020	5695	VALLEY FIRE EXTINGUISHER SERV	6924	889.90	.00	.00	889.90			
04/08/2020	6205	WYOMING RETIREMENT SYSTEM	191010	555.00	.00	.00	555.00			
04/08/2020	6981	VALERIE L. LARSCHIED	20200331	76.05	.00	.00	76.05			
04/08/2020	6984	SUSAN R. MARICH	20200331	82.55	.00	.00	82.55			
04/08/2020	7002	NASTASHA N. SMITH	20200331	74.00	.00	.00	74.00			
04/08/2020	7221	CenturyLINK	20200316	153.78	.00	.00	153.78			
04/08/2020	7225	PITNEY BOWES - RESERVE	20200325	800.00	.00	.00	800.00			
04/08/2020	7285	Pine Cove Consulting LLC	9489C/9490C	1,420.20	.00	.00	1,420.20			
04/08/2020	7308	SUSAN LANE	20200403	100.00	.00	.00	100.00			
04/08/2020	7346	Capital Business Systems Inc.	26689649	748.72	.00	.00	748.72			
04/08/2020	7355	DBT Transportation Svcs. LLC	2543501	2,219.74	.00	.00	2,219.74			
04/08/2020	7379	De Lage Landen Public Finance	67470345	1,305.91	.00	.00	1,305.91			
04/08/2020	7400	Capital Business Systems Inc	968687/992	149.00	.00	.00	149.00			
04/08/2020	7400	Capital Business Systems Inc.	970336	64.17	.00	.00	64.17			
04/08/2020	7413	Megan James	20200331	40.00	.00	.00	40.00			
04/08/2020	7427	Rocky Mountain Air Solutions	30139185	96.04	.00	.00	96.04			
04/08/2020	7440	CHILDRESS ACCOUNTING AND CONS	5536	8,899.15	.00	.00	8,899.15			
04/08/2020	7442	CARVER FLOREK & JAMES	121540	11,750.00	.00	.00	11,750.00			
Grand Totals:				28	100,914.86	.00	.00	100,914.86		

Cash Requirements Summary

Date	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount
04/08/2020	100,914.86	.00	.00	100,914.86
Grand Totals:				
	100,914.86	.00	.00	100,914.86

Report Criteria:

Computed checks included
 Manual checks included
 Void checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee ID	Description	GL Account	Amount
03/30/2020	PC	03/31/2020	47745	55		01-112000	1,562.15-
03/30/2020	PC	03/31/2020	47746	88		01-112000	603.65-
03/30/2020	PC	03/31/2020	47747	97		01-112000	827.53-
03/30/2020	PC	03/31/2020	47748	61		01-112000	2,982.89-
03/30/2020	PC	03/31/2020	47749	57		01-112000	1,053.23-
03/30/2020	PC	03/31/2020	47750	75		01-112000	1,349.83-
03/30/2020	PC	03/31/2020	47751	40		01-112000	1,654.44-
03/30/2020	PC	03/31/2020	47752	73		01-112000	1,129.36-
03/30/2020	PC	03/31/2020	47753	111		01-112000	1,460.96-
03/30/2020	PC	03/31/2020	47754	106		01-112000	1,047.19-
03/30/2020	PC	03/31/2020	47755	119		01-112000	865.05-
03/30/2020	PC	03/31/2020	47756	58		01-112000	188.55-
03/30/2020	PC	03/31/2020	47757	26		01-112000	302.84-
03/30/2020	PC	03/31/2020	47758	19		01-112000	1,518.10-
03/30/2020	PC	03/31/2020	47759	49		01-112000	1,808.19-
03/30/2020	PC	03/31/2020	47760	110		01-112000	152.96-
03/30/2020	PC	03/31/2020	47761	134		01-112000	1,208.52-
03/30/2020	PC	03/31/2020	47762	46		01-112000	1,323.50-
03/30/2020	PC	03/31/2020	47763	78		01-112000	946.00-
03/30/2020	PC	03/31/2020	47764	112		01-112000	1,027.59-
03/30/2020	PC	03/31/2020	47765	98		01-112000	2,114.40-
03/30/2020	PC	03/31/2020	47766	27		01-112000	369.40-
03/30/2020	PC	03/31/2020	47767	76		01-112000	699.72-
03/30/2020	PC	03/31/2020	47768	71		01-112000	1,050.91-
03/30/2020	PC	03/31/2020	47769	37		01-112000	392.49-
03/30/2020	PC	03/31/2020	47770	105		01-112000	1,175.69-
03/30/2020	PC	03/31/2020	47771	182		01-112000	415.57-
03/30/2020	PC	03/31/2020	47772	195		01-112000	369.40-
03/30/2020	PC	03/31/2020	47773	16		01-112000	2,079.81-
03/30/2020	PC	03/31/2020	47774	39		01-112000	1,034.10-
Grand Totals:			30				32,714.02-

Report Criteria
Paid transmittals included
Unpaid transmittals included

Transmittal Number	Name	Invoice Number	Pay Per Date	Pay Code	Description	GL Account	Amount
1							
	EFTPS - TAXES		03/30/2020	74-00	FICA/PWT/WITHHOLDING DEPOSIT	10-212100	2,627.33
	EFTPS - TAXES		03/30/2020	74-00	FICA/PWT/WITHHOLDING DEPOSIT	10-212100	2,627.33
	EFTPS - TAXES		03/30/2020	75-00	FICA/PWT/WITHHOLDING DEPOSIT	10-212100	614.49
	EFTPS - TAXES		03/30/2020	75-00	FICA/PWT/WITHHOLDING DEPOSIT	10-212100	614.49
	EFTPS - TAXES		03/30/2020	76-00	FICA/PWT/WITHHOLDING DEPOSIT	10-212200	3,892.16
	Total 1:						10,375.80
2							
	WYOMING RETIREMENT		03/30/2020	51-00	WYOMING RETIREMENT PAYMENT	10-212300	509.58
	WYOMING RETIREMENT		03/30/2020	51-00	WYOMING RETIREMENT PAYMENT	10-212300	2,411.89
	WYOMING RETIREMENT		03/30/2020	60-00	WYOMING RETIREMENT PAYMENT	10-212300	862.56
	WYOMING RETIREMENT		03/30/2020	60-00	WYOMING RETIREMENT PAYMENT	10-212300	2,877.52
	Total 2:						6,661.55
3							
	GREAT-WEST TRUST CO		03/30/2020	55-00	457 CONTRIBUTION - Deferred Comp	10-212500	750.00
	Total 3:						750.00
6							
	WYO DEPT OF EMPLOY		03/30/2020	98-00	QUARTERLY UNEMPLOYMENT AND	10-212400	11.97
	WYO DEPT OF EMPLOY		03/30/2020	99-00	QUARTERLY UNEMPLOYMENT AND	10-212600	1,122.27
	Total 6:						1,134.24
8							
	Wyoming Child Support		03/30/2020	70-02	CHARLES MCVEY - CASE identifier 1	10-212500	134.77
	Total 8:						134.77
9							
	WYO DEPT OF EMPLOY		03/30/2020	98-00	QUARTERLY UNEMPLOYMENT AND	10-212400	12.26
	WYO DEPT OF EMPLOY		03/30/2020	99-00	QUARTERLY UNEMPLOYMENT AND	10-212600	331.24
	Total 9:						343.50
11							
	AFLAC BENEFIT SERVIC		03/30/2020	71-01	AFLAC monthly insurance premium p	10-212800	142.16
	AFLAC BENEFIT SERVIC		03/30/2020	71-06	AFLAC monthly insurance premium p	10-212500	473.96
	Total 11:						615.25
	Grand Totals:						19,815.21

Resolution Number **2020-05**

Entitled A RESOLUTION AUTHORIZING SUBMISSION OF A FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD ON BEHALF OF THE GOVERNING BODY FOR THE

Town of Saratoga

FOR THE PURPOSE OF

Purchasing new police vehicles for the Saratoga Police Department to replace older police vehicles.

(State Purpose of Project)

WITNESSETH

WHEREAS the Governing Body for the Town of Saratoga

desires to participate in the FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT program to assist in financing this project; and

WHEREAS the Governing Body of the Town of Saratoga

recognizes the need for the project; and

WHEREAS the Federal Mineral Royalty Capital Construction Account Grant program requires that certain criteria be met as described in the State Loan and Investment Board's Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and

WHEREAS, the Governing Body of the Town of Saratoga

plans to match the requested Federal Mineral Royalty Capital Construction Account Grant from the following sources:

Town of Saratoga Police Department vehicle budget for FY2019/2020.

(Describe the Source and Status of All Matching Funds)

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE

Town of Saratoga

that a grant application in the amount of

\$62,000

(Amount being requested)

be submitted to the State Loan and Investment Board for consideration at the

6/4/2020

(Date of SUB Meeting)

to assist in funding the

Town of Saratoga Police Vehicle replacement

(Name of Project)

BE IT FURTHER RESOLVED that

John Zeiger Town of Saratoga Mayor

(Name and Title of Person(s))

are hereby designated as the authorized representatives of the

Town of Saratoga

to act on behalf of the Governing Body on all matters relating to this grant application

PASSED, APPROVED AND ADOPTED THIS

2/18/2020

(Date)

day of

February

(Month)

2020

(Year)

John Zeiger

(Signature)

John Zeiger Town of Saratoga Mayor

(Name and Title)

Attest

Suzie Cox

(Signature)

Suzie Cox (Town Clerk)

(Name and Title)

U



WYOMING OFFICE OF HOMELAND SECURITY
2019 SHSP Grant Reimbursement Request

Jurisdiction: Town of Saratoga	Total Award Amount: \$ 11,253.22
Payee (If different from above):	Grant Project ID #: 19-SHSP-SAR-LP-HEM19
Prepared By: Suzie Cox	
Phone: 307-326-8335 Email: suzie@saratoga.wyo.gov	Drawdown Request #: #1

Please complete all sections of Reimbursement Request and Expense Claim Forms. Incomplete requests will be returned for completion.

- Cumulative Previous Request: N/A (Total of all previous requests)
- Total Amount of this Request: \$ 11,219.22 (Amount requested on this drawdown)
- Is this your final reimbursement request? Yes or No (Circle One)

Reimbursement Checklist:

- Request Form
- Expense Claim Form
- Invoice
- Proof of Payment

PLEASE ATTACH EXPENSE CLAIM FORM LISTING ALL EXPENDITURES.

I certify to the best of my ability that all purchases are for the purpose of the grant and are allowable as defined in the Program Guidance. All expenses listed on the Expense Claim form have been paid for and/or entered and the appropriate supporting documentation is included with this request. In addition, all supporting documentation is on file and will be retained for a minimum of three (3) years after the close of the grant or resolution of any audit issues.

Signature: _____ Date: 7-Apr-20

WOHS Use Only:

Reimbursement request is:

Approved: _____ Modified to: _____ Denied: _____

Date Received: _____ Drawdown Number: _____

Remaining Balance: _____

Verified by: _____

Total drawdown requested: _____

Approved by: _____ Program Manager Date



Caselle® Software & Services Proposal

Town of Saratoga, WY

March 6, 2020
(Valid for 90 days)

From:

Farrah Brown, Customer Relationship Manager
fkb@caselle.com



CASELLE Private Network Solutions & Cloud Environments
www.caselle.com | 407.962.2800 | 10000 N. Foothills Blvd., Suite 1000, Denver, CO 80231

Caselle® Software & Services Proposal
Town of Saratoga, WY
March 6, 2020

Proposal Detail

Caselle® Application Software	License Fees	Training	Setup	Total
Cash Receipting	\$4,500	\$550	\$500	\$5,550
Sub Total	\$4,500	\$550	\$500	\$5,550
Special Consideration Discount	(900)	-	-	(900)
Grand Total	\$3,600	\$550	\$500	\$4,650

Notes:

1. The training will take place at Caselle or online.

- Cash Receipting Setup
- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
 - Set up category and distribution codes
 - Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
 - Create default reports to assist in daily operation.
 - Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.



Caselle® Software & Services Proposal
Town of Saratoga, WY
March 6, 2020

Proposal Summary

Total Software License	\$4,500
Special Consideration Discount	<900>
Net Software License	\$3,600
Total Training	550
Total Setup	500
Total Investment	\$4,650

A deposit of 50% of the total proposal price is required with order. The remaining balance will be due upon completion of training.

Software Assurance will increase by \$113 per month.

I have read and agree to all terms & conditions proposed herein.

Signature

Printed Name & Title

Date

BEST PRICE \$29,990



1 of 6

Specifications

STOCK NUMBER
MILES
EXTERIOR

3186A
57,886
BLACK



PROCLAMATION

National Crime Victim's Rights Week
April 19 – 25, 2020

Whereas, we acknowledge that in the United States of America individuals and communities suffer from crime victimization;

Whereas, we acknowledge that supporting victims of crime is crucial to the United States justice system and is essential to supporting thriving communities;

Whereas, we must help victims access the justice, assistance and support they need to rebuild their lives;

Whereas, the Carbon County Sheriff's Office Victim/Witness Program is dedicated to "*Seek Justice, Ensure Victims' Rights, Inspire Hope.*" and is working to help victims with support, recovery and justice, but also a sense of hope for their future;

And THEREFORE, BE IT RESOLVED, the Town of Saratoga, Wyoming does recognize the week of April 19 through April 25, 2020 as

National Crime Victims' Rights Week;

And reaffirms our commitment to creating a victim service and criminal justice response that assists victims of crime during National Crime Victims' Rights Week and throughout the year;

And we express our sincere gratitude and appreciation for our community members, victim service providers and criminal justice professionals who are committed to improving our response to victims of crime so they may find relevant assistance, support, justice and peace.

Dated this 7th day of April, 2020.

TOWN OF SARATOGA, WYOMING

John Zeiger, Mayor of Saratoga, Wyoming

ATTEST: _____
Suzi Cox, Town Clerk

National Crime Victims' Rights Week | April 19–25, 2020