AGENDA
SARATOGA TOWN COUNCIL
REGULAR MEETING
APRIL 2 , 2019

A. CALL TO ORDER:
Opening Ceremony
Roll Call:

B. APPROVAL OF AGENDA:

C. APPROVAL OF THE MINUTES: Approval of the March 19, 2019 minutes.

D. APPROVAL OF THE BILLS:

Accounts Payable:		**$ 61,107.95**
Payroll and FICA	3/26/2019	**$ 52,824.35**
Manual Checks		**$ 63,338.88**
		Total: $ 177,271.18

E. CORRESPONDENCE:

F. ITEMS FROM THE PUBLIC: a) American Legion, Deb Clark (firemen's fundraiser)

(All public comments throughout the meeting will be kept to a maximum of 2 minutes)

G. COUNCIL COMMENTS:

H. REPORTS FROM DEPARTMENTS

•**Town Hall:** a) Ordinance #850: An Ordinance of the governing body of the Town of Saratoga; Repealing in its Entirety Chapter 14.08 of the Saratoga Municipal Code, on second reading

b) Ordinance #851: An Ordinance of the governing body of the Town of the Town of Saratoga; Creating the Saratoga Airport Advisory Board for the Town of Saratoga, on second reading

c) Ordinance #852: An Ordinance of the governing body of the Town of the Town of Saratoga; Amending Section 14.04.010 of the Saratoga Municipal Code Pertaining to Minimum Airport Standards, on second reading

d) Audit review

•**Fire Department:**

•**Police Department:**

•**Recreation Dept / Commission:**

•**Department of Public Works**
- **Streets Department:**
- **Water& Sewer:**
- **Weed and Pest:**
- **Hot Pool:**

J. REPORTS FROM BOARDS AND COMMISSIONS:

- **Joint Powers Boards:**
  - **Community Center Joint Powers Board:** The next meeting is April 8th at 4:30 p.m.
  - **Water and Sewer Joint Powers Board**: The next meeting will be April 10th at 6:00 p.m.

- **Landfill Board:** The next meeting is April 3rd in Saratoga

- **Medical:** HealthCare update

- **Planning Commission:** The next meeting will be April 9th at 5:30 p.m.

•**South Central Wyoming Emergency Services Board**:

L. ADJOURNMENT:

THE NEXT TOWN COUNCIL MEETING WILL BE ON APRIL 16, 2019, AT 6:00 P.M.

MINUTES OF A REGULAR MEETING OF THE SARATOGA TOWN COUNCIL
HELD APRIL 2, 2019 AT 6:00 P.M. IN THE COUNCIL CHAMBERS OF THE
SARATOGA TOWN HALL

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

Members present were Mayor Zeiger, Councilman Jon Nelson, Councilman Steve Wilcoxson, and Councilman Bob Keel. Councilwoman Judy Welton was absent from the meeting.

APPROVAL OF AGENDA: Councilman Nelson made a motion to approve the Agenda as presented, Councilman Wilcoxson seconded and the motion carried.

APPROVAL OF THE MINUTES: Councilman Keel made a motion to approve the minutes of the March 19, 2019 meeting as presented, Councilman Nelson seconded and the motion carried.

APPROVAL OF THE BILLS: Treasurer Samuel Flohr read the following bills for approval: Accounts Payable: $61,107.95; Payroll and FICA for 3/26/2019 in the amount of $52,824.35; and manual checks including March liabilities and quarterly payments in the amount of $63,338.88, for a total of $177,271.18.

Councilman Wilcoxson made a motion to pay the bills in the amount of $106,239.30, Councilman Keel seconded and the motion carried.

CORRESPONDENCE: Nothing to report

ITEMS FROM THE PUBLIC: Deb Clark, Adjutant for the American Legion presented a check in the amount of $3,578 and a check from William and Sally Patton for $25 to the Pat Vining for the Saratoga Volunteer Fire Department. The donations were raised through a fundraiser sponsored by the American Legion on March 26, 2019.

COUNCIL COMMENTS: Councilman Nelson requested that the council accept the audit as presented at the March 5th Council meeting, noting that the water and sewer JPB had requested copies of the audit for their review of water and sewer rates.

Councilman Nelson made a motion to accept the audit as presented, Councilman Keel seconded and the motion carried.

Councilman Keel requested that the auditor be invited back to review and discuss any concerns that they might have noted.

REPORTS FROM DEPARTMENTS:

Town Hall: Mayor Zeiger read Ordinance #850; an Ordinance of the governing body of the Town of Saratoga Repealing in its Entirety Chapter 14.08 of the Saratoga Municipal Code, in the absence of an Airport Board, Chapter 14.08 should be repealed in its entirety.

Councilman Nelson made a motion to approve Ordinance #850 on second reading, Councilman Wilcoxson seconded and the motion carried.

Mayor Zeiger read Ordinance #851 by title only; an Ordinance of the governing body of the Town of the Town of Saratoga, creating the Saratoga Airport Advisory Board for the Town of Saratoga. The Saratoga airport advisory board is established for the purpose of providing recommendations to the Town Council on matters concerning long range planning, land use, and improvements of that airport known as Shively Field, located in the Town of Saratoga. The board shall be advisory only with powers and duties set forth in Section 14.08.050, on second reading.

Ellie Dana introduced herself, adding that she was a member of the airport board. She then stated a number of objections to the action that the council is taking in repealing Ordinance 14.08 and establishing a new airport advisory board. Ms Dana objected to moving forward with an ordinance that is poorly written, that allows the formation of an airport advisory board rather than an airport board with greater authority to guide the council through making recommendations, long range planning and improvements at the airport.

Ms. Dana outlined a number of suggestions that she wanted the council to consider in moving forward with the action of establishing an advisory board for the airport.

The Question was called; Councilman Nelson made a motion to approve Ordinance #851 on second reading, Councilman Keel seconded and the motion carried.

Mayor Zeiger read Ordinance #852 in its entirety: An Ordinance of the governing body of the Town of Saratoga amending Section 14.04.010 of the Saratoga Municipal Code Pertaining to Minimum Airport Standards for Shively Field for the Town of Saratoga, for second reading.

Councilman Wilcoxson made a motion to approve Ordinance #852 on second reading, Councilman Keel seconded and the motion carried.

Fire Department: Report from Fire Chief Pat Vining:
Fire Chief Vining reviewed a number of items the fire department would like to purchase with funds that have been budgeted for capital equipment and supplies:

- Two radios and two pagers $5362
- New and rebuilding of training props(20 2x4's and 10 ¾ OSB) $356
- Four thermal imaging camera batteries $220
- In preparation of high water -300 ft roll of 1" tubular webbing for water rescue, two swift water vests and two sets of swift water boots and gloves $470
- Removal of the old trailer at Spring Avenue and River Street $3000
- Possible replacement of the water heater at the fire house

Councilman Nelson made a motion to approve the purchase of two radios and two pagers in the amount of $5362, Councilman Wilcoxson seconded and the motion carried.

Councilman Nelson made a motion to approve the purchase of training props in the amount of $356, Councilman Wilcoxson seconded and the motion carried.

Councilman Nelson made a motion to approve the purchase of four thermal imaging camera batteries in the amount of $220. Councilman Keel seconded and the motion carried.

Councilman Nelson made a motion to approve the purchase of 300 ft roll of 1" tubular webbing for water rescue, two swift water vests and two sets of swift water boots and gloves in the amount of $470, Councilman Wilcoxson seconded and the motion carried.

Councilman Nelson made a motion to approve the removal of the old trailer house from the corner of Spring and River, Councilman Keel seconded and the motion carried.

Grant funding opportunities were discussed that would allow the fire department to find funding for extrication equipment in the amount of approximately $ 25,000 and radio equipment for around $9,000. Brad Cary noted that because the fire department is a 501c3 they cannot apply for some grants, therefore the applications will have to come through the town. Mayor Zeiger agreed to assist the fire department in applying for grants.

Councilman Keel made a motion to allow the Mayor to work with the fire department on grant applications, Councilman Wilcoxson seconded and the motion carried.

Police Department: No report

Recreation Department/Commission Report:

Report from Recreation Director Lisa Burton:

- The recreation commission met on March 11th
- Utah Jazz will begin on April 8th and will run through April 30th
- Discussed the robotic pool cleaner that was not working correctly at the end of the season last year

Ms. Burton noted that the cleaner has been sent in for repairs three times at a cost of $1246 each time it had been repaired. Ms. Burton asked the council to consider purchasing a new cleaner at a cost of approximately $3,442.95

Councilman Nelson made a motion to allow Ms. Burton to order a new pool cleaner at a cost of $3,442.95, Councilman Wilcoxson seconded and the motion carried.

- Additional needs for the pool include stabilizing the ladders, as noted on the OSHA inspection report
- Considering the purchase of a replacement pump in the event that one of the older pumps quit working there will be an extra one so the pool will not be shut down until one can be received
- Requested permission to purchase chlorine with remaining CCSD#2 grant funds in the amount of $3,000

Councilman Wilcoxson made a motion to allow Ms. Burton to purchase chlorine in the amount of $3,000, Councilman Keel seconded and the motion carried.

Councilman Wilcoxson noted the importance of volunteers in helping with recreational activities, particularly when a part-time director is responsible for planning those recreational activities.

Department of Public Works: DPW Director Jon Winter reported the following:
Streets:

- Requested permission to increase the amount approved for the bridge planking for the hot pool bridge to include material for end caps and hardware in an approximate cost of $530.

Councilman Wilcoxson made a motion to allow the purchase material for end caps and hardware at a cost of $530, Councilman Nelson seconded and the motion carried.

- There were approximately 300 hours clocked for snow removal and clean-up in March.
- Equipment maintenance and repairs

Water/Sewer:

- Water and sewer crew assisted with snow removal
- Replaced a 6" valve on Condit Court at the water main for OBC
- The Brush Creek/Hayden Ranger District will begin construction of their bunkhouse on June 1.

Weed/Pest

- Submitted the cost estimates for the 2019 emergency insect management grant application

Parks:

- The revised Park Contract was provided to the council for their review prior to advertising, the contract has been reviewed by the town's legal counsel.

Councilman Nelson made a motion to advertise the park contract for the period from May to September 2019, Councilman Wilcoxson seconded and the motion carried.

Lake:

- Councilman Nelson reminded Jon Winter that they need to begin work on the RFP for the Gate Way West Impact Projects to install water and sewer to the lake.

REPORTS FROM BOARDS AND COMMISSIONS:

Community Center Joint Powers Board: The next meeting will be held on Monday, April 8, 2019 at 4:30 p.m.

Water and Sewer Joint Powers Board: Councilman Nelson reported that a workshop is scheduled for April 10th at 5:00 to discuss water rates for out of town users. The council was reminded that the public is encouraged to bring in their water bills so that they can plug them in to see how the proposed structure will affect residential and commercial rates.
The next meeting will be on April 10, 2019 at 6:00 p.m.

Landfill Board: The next Landfill Board meeting will be held at 7:00 p.m. on April 3rd in Saratoga.

Medical: Mark Pesognelli addressed the council noting that the next Sustainability Group meeting is scheduled for April 17th at 5:30 at the community center. To date 366 responses to the survey have been received and he encouraged everyone to respond if they have not done so.

The tele-med machine has been installed at the clinic, and the nursing home continues to work with the VA hospital to provide services here for veterans.

Planning Commission: Councilman Keel noted that the town attorney and the county attorney's office is reviewing the County MOU, the Planning Commission will be discussing the results of that review at a later date.
The next Planning Commission meeting will be on Tuesday, April 9th at 5:30 p.m.

SCWEMS Board: Nothing to report

New Business: None to discuss

Adjournment: Being no further business to come before the meeting, Councilman Keel made a motion to adjourn, Councilman Wilcoxson seconded and the meeting was adjourned at 6:55 p.m.

The next regular meeting of the Saratoga Town Council will be held on April 16, 2019 at 6:00 p.m. in the Council Chambers of the Saratoga Town Hall.

JOHN ZEIGER

John Zeiger, Mayor

Suzie Cox

Suzie Cox, Clerk

Tuesday, April 02, 2019

Accounts Payable, Manual Checks and Liabilities -

1st QUARTER LIABILITIES		
Unemployment and Workers Comp		**$16,981.09**
Unemployement / Workers Comp-Community Center		**$714.98**
MARCH Liabilities		
Blue Cross / Blue Shield		**$30,133.78**
Dearborn/life insurance		**$72.66**
Wyoming Retirement		**$12,734.25**
NCPERS Group Life		**$16.00**
Deferred Compensation		**$1,440.00**
AFLAC Insurance		**$844.30**
Child Support Services 4/2/19		**$134.77**
Garnishment 4/2/19		**$267.05**
Manual Checks	**TOTAL:**	**$63,338.88**
Payroll for 4/2/19		**$42,772.05**
FICA for above payroll		**$10,052.30**
		$52,824.35
Accounts Payable:		**$61,107.95**
Manual Checks		**$63,338.88**
		$124,446.83
	TOTAL	**$177,271.18**
		$177,271.18

Report Criteria:
Detail report.
Invoices with totals above $0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
3 P's Platte Valley Porta Pot & Septic								
7387	3 P's Platte Valley Porta Pot & Se	1207	Parks Toilets	03/04/2019	220.00	.00		
7387	3 P's Platte Valley Porta Pot & Se	1207	Airport Toilets	03/04/2019	110.00	.00		
	Total 3 P's Platte Valley Porta Pot & Septic:				330.00	.00		
APEX Communications								
4795	APEX Communications	1166	POLICE-CONTRACT SERVICES	03/28/2019	475.00	.00		
	Total APEX Communications:				475.00	.00		
BLACK HILLS ENERGY								
3400	BLACK HILLS ENERGY	20190320	FIRE DEPT- UTILITIES	03/20/2019	154.84	.00		
3400	BLACK HILLS ENERGY	20190320	FIRE DEPT- UTILITIES	03/20/2019	524.02	.00		
3400	BLACK HILLS ENERGY	20190320	TOWN HALL UTILITIES	03/20/2019	132.55	.00		
3400	BLACK HILLS ENERGY	20190320	POLICE-UTILITIES	03/20/2019	132.54	.00		
3400	BLACK HILLS ENERGY	20190320	STREETS-UTILITIES	03/20/2019	498.75	.00		
3400	BLACK HILLS ENERGY	20190320	WATER - UTILITIES	03/20/2019	189.39	.00		
3400	BLACK HILLS ENERGY	20190320	SEWER-UTILITIES	03/20/2019	189.38	.00		
	Total BLACK HILLS ENERGY:				1,821.47	.00		
Capital Business Systems Inc.								
7346	Capital Business Systems Inc.	24456862	Town Hall Copier	03/18/2019	143.15	.00		
7346	Capital Business Systems Inc.	24456862	Court Copier	03/18/2019	143.15	.00		
7346	Capital Business Systems Inc.	24456862	Planning Copier	03/18/2019	143.14	.00		
7346	Capital Business Systems Inc.	24456862	STREETS	03/18/2019	143.14	.00		
7346	Capital Business Systems Inc.	24456862	Water Copier	03/18/2019	71.57	.00		
7346	Capital Business Systems Inc.	24456862	Sewer Copier	03/18/2019	71.57	.00		
7400	Capital Business Systems Inc.	869984	Town Hall	03/20/2019	23.40	.00		
7400	Capital Business Systems Inc.	869984	Planning	03/20/2019	23.40	.00		
7400	Capital Business Systems Inc.	869984	Streets	03/20/2019	23.40	.00		
7400	Capital Business Systems Inc.	869984	Water	03/20/2019	23.40	.00		
7400	Capital Business Systems Inc.	869984	Sewer	03/20/2019	23.40	.00		
7400	Capital Business Systems Inc.	869984	Police	03/20/2019	12.00	.00		
	Total Capital Business Systems Inc.:				844.72	.00		
CARBON CO ECONOMIC DEVELOPMENT								
1675	CARBON CO ECONOMIC DEVE	20190329	Pmt #1 2018	03/29/2019	2,600.00	.00		
1675	CARBON CO ECONOMIC DEVE	20190329	Pmt #2 2018	03/29/2019	2,600.00	.00		
	Total CARBON CO ECONOMIC DEVELOPMENT:				5,200.00	.00		
CenturyLINK								
7221	CenturyLINK	20190316	POLICE PHONE	03/16/2019	153.46	.00		
	Total CenturyLINK:				153.46	.00		
CNA SURETY								
1905	CNA SURETY	20190328	TOWN HALL BOND #62391959N	03/28/2019	50.00	.00		
1905	CNA SURETY	20190517	Bond #68429823 WY PEF PBP #	03/29/2019	100.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total CNA SURETY:				150.00	.00		
HACH COMPANY								
2920	HACH COMPANY	11392534	SEWER-SUPPLIES TREATMEN	03/21/2019	395.56	.00		
	Total HACH COMPANY:				395.56	.00		
HEROLD IRON WORKS								
2985	HEROLD IRON WORKS	0032624	WATER R&M Equipment	03/28/2019	5.94	.00		
2985	HEROLD IRON WORKS	10846	STREETS-SUPPLES	03/21/2019	48.37	.00		
	Total HEROLD IRON WORKS:				54.31	.00		
MACPHERSON & THOMPSON, LLC.								
3695	MACPHERSON & THOMPSON,	64427	TOWN HALL- PRO FEES	03/20/2019	2,948.75	.00		
3695	MACPHERSON & THOMPSON,	64427	AIRPORT-PROFESSIONAL FEE	03/20/2019	527.00	.00		
3695	MACPHERSON & THOMPSON,	64427	POLICE-PROFESSIONAL FEES	03/20/2019	52.50	.00		
3695	MACPHERSON & THOMPSON,	64427	PLAN COMM-PRO FEES	03/20/2019	131.25	.00		
3695	MACPHERSON & THOMPSON,	64427	COURT-PROFESSIONAL FEES	03/20/2019	267.95	.00		
	Total MACPHERSON & THOMPSON, LLC.:				3,927.45	.00		
Pine Cove Consulting LLC								
7285	Pine Cove Consulting LLC	7527C	Police Contract Svcs	03/29/2019	417.92	.00		
7285	Pine Cove Consulting LLC	7527C	Town Hall Contract Svcs	03/29/2019	334.33	.00		
7285	Pine Cove Consulting LLC	7527C	Water Contract Svcs	03/29/2019	103.66	.00		
7285	Pine Cove Consulting LLC	7527C	Sewer Contract Svcs	03/29/2019	103.66	.00		
7285	Pine Cove Consulting LLC	7527C	Court Contract Svcs	03/29/2019	70.21	.00		
7285	Pine Cove Consulting LLC	7527C	Planning Contract Svcs	03/29/2019	70.21	.00		
7285	Pine Cove Consulting LLC	7527C	Hot Pool Contract Svcs	03/29/2019	70.21	.00		
	Total Pine Cove Consulting LLC:				1,170.20	.00		
Platte Valley Clinic Inc.								
7423	Platte Valley Clinic Inc.	105C18841	Police Dept Physical - B Willis	03/01/2019	207.00	.00		
	Total Platte Valley Clinic Inc.:				207.00	.00		
RICHARD RIDEOUT, P.C. ATTORNEY								
7177	RICHARD RIDEOUT, P.C. ATTO	20190329	TOWN OF SARATOGA VS. STE	03/29/2019	992.60	.00		
	Total RICHARD RIDEOUT, P.C. ATTORNEY:				992.60	.00		
SARATOGA FEED AND GRAIN								
4895	SARATOGA FEED AND GRAIN	72710	STREETS R&M Streets	03/11/2019	70.00	.00		
	Total SARATOGA FEED AND GRAIN:				70.00	.00		
SUSAN LANE								
7308	SUSAN LANE	20190312	PLANNING COMM ADMIN FEES	03/12/2019	150.00	.00		
	Total SUSAN LANE:				150.00	.00		
THE RADAR SHOP								
5430	THE RADAR SHOP	11925	POLICE-REP & MAINT EQUIP	03/20/2019	315.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total THE RADAR SHOP:				315.00	.00		
UNION TELEPHONE CO								
5630	UNION TELEPHONE CO	20190324	Town Hall	03/24/2019	67.93	.00		
5630	UNION TELEPHONE CO	20190324	Town Hall	03/24/2019	265.89	.00		
5630	UNION TELEPHONE CO	20190324	Court	03/24/2019	88.63	.00		
5630	UNION TELEPHONE CO	20190324	Town Hall	03/24/2019	111.04	.00		
5630	UNION TELEPHONE CO	20190324	POLICE	03/24/2019	255.49	.00		
5630	UNION TELEPHONE CO	20190324	POLICE	03/24/2019	384.66	.00		
5630	UNION TELEPHONE CO	20190324	POLICE	03/24/2019	236.51	.00		
5630	UNION TELEPHONE CO	20190324	POLICE	03/24/2019	566.08	.00		
5630	UNION TELEPHONE CO	20190324	REC PHONE	03/24/2019	51.97	.00		
5630	UNION TELEPHONE CO	20190324	REC PHONE	03/24/2019	325.33	.00		
5630	UNION TELEPHONE CO	20190324	REC PHONE	03/24/2019	67.93	.00		
5630	UNION TELEPHONE CO	20190324	STREETS PHONE	03/24/2019	54.71	.00		
5630	UNION TELEPHONE CO	20190324	STREETS PHONE	03/24/2019	77.98	.00		
5630	UNION TELEPHONE CO	20190324	Airport Phone	03/24/2019	100.64	.00		
5630	UNION TELEPHONE CO	20190324	Fire Dept Phone	03/24/2019	100.64	.00		
5630	UNION TELEPHONE CO	20190324	Sewer	03/24/2019	26.26	.00		
5630	UNION TELEPHONE CO	20190324	WATER	03/24/2019	26.26	.00		
5630	UNION TELEPHONE CO	20190324	WATER	03/24/2019	49.31	.00		
5630	UNION TELEPHONE CO	20190324	Sewer	03/24/2019	49.30	.00		
5630	UNION TELEPHONE CO	20190324	WATER	03/24/2019	75.91	.00		
5630	UNION TELEPHONE CO	20190324	Sewer	03/24/2019	75.91	.00		
5630	UNION TELEPHONE CO	20190324	PLANNING	03/24/2019	56.93	.00		
	Total UNION TELEPHONE CO:				3,115.31	.00		
UPPER PLATTE RIVER SOLID WASTE								
5680	UPPER PLATTE RIVER SOLID	20190329	LANDFILL	03/29/2019	34,908.00	.00		
5680	UPPER PLATTE RIVER SOLID	20190329	EXCESS COLLECTION	03/29/2019	4,268.00	.00		
	Total UPPER PLATTE RIVER SOLID WASTE:				39,176.00	.00		
WYO ASSOC OF RURAL WATER SYST								
6085	WYO ASSOC OF RURAL WATE	15124	BRAndan Mistelske - Lv 1 Wat/Se	03/20/2019	197.50	.00		
6085	WYO ASSOC OF RURAL WATE	15124	BRAndan Mistelske Lv 1 Wat/Sew	03/20/2019	197.50	.00		
	Total WYO ASSOC OF RURAL WATER SYST:				395.00	.00		
WYOMING MACHINERY COMPANY								
6705	WYOMING MACHINERY COMPA	PO5741553	STREET- REPAIR & MAINT EQU	03/21/2019	2,164.87	.00		
	Total WYOMING MACHINERY COMPANY:				2,164.87	.00		
	Grand Totals:				61,107.95	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided

Dated: 4.02.2019

Mayor: JOHN ZELVEG

City Council:

City Recorder:

Report Criteria:
Detail report.
Invoices with totals above $0.00 included.
Paid and unpaid invoices included.

ORDINANCE NO. 850

AN ORDINANCE OF THE GOVERNING BODY OF THE TOWN OF SARATOGA, WYOMING REPEALING IN ITS ENTIRETY CHAPTER 14.08 OF THE SARATOGA MUNICIPAL CODE.

WHEREAS, Chapter 14.08 provides for the establishment, composition and operation of an Airport Board; and

WHEREAS, the Governing Body of the Town of Saratoga, Wyoming, has by Resolution dissolved the Town of Saratoga Airport Board; and

WHEREAS, in the absence of an Airport Board, Chapter 14.08 should be repealed in its entirety;

NOW, THEREFORE, BY THE AUTHORITY VESTED IN THE GOVERNING BODY OF THE TOWN OF SARATOGA, CARBON COUNTY, WYOMING the following shall be adopted in its entirety as follows after passage and publication as follows:

1. Chapter 14.08 of the Saratoga Municipal Code is hereby repealed in its entirety, 14.08.010 to 14.08.150,

This Ordinance shall take effect after passage and publication.

PASSED, ADOPTED AND APPROVED this_____day of_____, 2019.

TOWN OF SARATOGA

By:_____
Mayor

ATTEST: _____
Town Clerk

First Reading: 3/19/2019 - Passed
Second Reading: 4-02-2019 Passed
Third and Final Reading: _____

ORDINANCE NO. 851

AN ORDINANCE OF THE TOWN OF SARATOGA CREATING THE SARATOGA AIRPORT ADVISORY BOARD FOR THE TOWN OF SARATOGA, CARBON COUNTY, WYOMING

WHEREAS, the Governing Body for the Town of Saratoga believes it is in the Town's best interest to create an advisory board to advise the Saratoga Town Council on matters concerning long term planning, land use and improvements at that airport know as Shively Field; and

WHEREAS, the Governing Body for the Town of Saratoga has by the following ordinance set forth the purpose, composition and other matters concerning the Town of Saratoga Airport Advisory Board.

NOW THEREFORE BY THE AUTHORITY VESTED IN THE GOVERNING BODY OF THE TOWN OF SARATOGA, CARBON COUNTY, WYOMING the following shall be adopted in its entirety as follows:

1. Established—Purpose.

The Saratoga airport advisory board, referred to in this title as the board, is established for the purpose of providing recommendations to the Town Council on matters concerning long range planning, land use, and improvements of that airport known as Shively Field, located in the town. The board shall be advisory only with powers and duties set forth in section 14.08.050.

2. Composition-Appointment-Vacancies and Compensation.

A. The airport board shall be comprised of five members, at least one of whom shall be a member of the town council upon appointment by the mayor, at least two of whom shall be residents of the town, a maximum of two of whom may live outside the Town of Saratoga municipal limits, and a maximum of one of whom may be a hangar lessee. The board shall each year choose one of its members as chairperson, one as secretary and one as treasurer. All members shall serve a term of four years.

B. Vacancies shall be filled for the unexpired portion of the term by appointment of the town council. A term shall be considered vacated by any member who, having resided within the corporate limits of the town at the time of his or her appointment, thereafter no longer resides within the limits of the town or submits a letter of resignation to the Saratoga airport board and the town council which has been accepted or who, having been a member of the town council at the time of his or her appointment, thereafter is no longer a member of the town council. If any member misses two consecutive meetings without a good cause shown or without prior approval of the chairperson of the board, such member may be removed at the option of the town council and a vacancy declared.

C. Members shall serve without compensation but may be provided reimbursement for travel and other necessary expenses incurred while attending to business or meetings of the board when authorized by town council.

3. Meetings.

The airport board shall meet at least quarterly at a time and place designated by it. All meetings of the airport board shall be public. The airport board shall keep minutes of its proceedings showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other actions, all of which shall immediately be filed in the office of the town clerk and shall be a public record.

4. Quorum.

A quorum shall consist of three members. In the absence of a quorum, no action shall be taken other than to adjourn.

5. Powers and Duties.

The powers of the Saratoga airport advisory board shall be advisory only and the board shall have the following duties:

A. To review and recommend, on a regular basis, a long-range master plan and financing plan for the airport known as Shively Field, Saratoga, Wyoming;
B. To review and recommend to town council actions concerning lease rates, fees, and annual budget for the airport;
C. To annually review and recommend to town council actions concerning the master lease documents;
D. To review and recommend to town council actions concerning any proposed lease that is significantly different than the master lease documents;
E. To review and recommend to town council annual goals and objectives for operation and development of the airport;
F. To review and recommend to town council actions concerning the airport rules and revisions thereto;
G. To review and recommend to town council actions concerning the airport minimum standards and revisions thereto;
H. To present to city council an annual report concerning the status of the airport;
I. To promote the awareness, utilization, and development of the airport pursuant to and consistent with the council-adopted goals and objectives, and airport master plan.

6. Annual Budget.

The board shall each year prepare a budget for airport finances for the ensuing fiscal year. The board shall submit such budget to the town not later than May 15th of each year for action by the town council. All revenues generated by the airport shall be applied to the operation of the airport to the extent of the budget prepared by the board, and the town shall pay, in its discretion, part or the total additional contribution requested by the board to fulfill its proposed budget. Decisions of the town council as to the requested contributions shall be reported back to the board, which shall adjust the budget if necessary.

7. Fiscal agent designated – Airport fund

A. The town shall be the fiscal agent of the airport and shall receive all revenues and disburse payments. The town shall create a special fund to be called the airport fund. All airport revenues shall be placed in the airport fund, and all claims for various airport expenditures shall be paid by this fund.

B. All receipts belonging to the board shall be deposited in a bank account to the credit of the airport fund, and no disbursement shall be made from this account except by check or unless a verified claim for services and commodities actually rendered or delivered has been first submitted to and approved for payment by the board as authenticated by signatures of the president and secretary. The town clerk shall account for the funds and the custody of the cash, and the bank checking account shall be in the hands of the town treasurer. These officers shall make reports to the board at reasonable intervals as determined by the board. For purposes of budgeting, accounting and reporting, the fiscal year of the board and the fund shall be from July 1st to June 30th. An audit of the funds shall be made annually. Such audit may be made independently of or in conjunction with any audit that may be made of the funds of the town. Any employee of the board who handles cash in the process of collection shall furnish a surety bond in an amount to be determined by the board.

8. Dissolution.

The board may be dissolved and discontinued by resolution of the town council in a regular and public meeting.

This Ordinance shall take effect after passage and publication.

PASSED, ADOPTED AND APPROVED this _____ day of _____, 2019.

TOWN OF SARATOGA

By: _____
Mayor

ATTEST: _____
Town Clerk

First Reading: 3/19/2019 Passed
Second Reading: 4-2-2019 Passed
Third and Final Reading: _____

ORDINANCE NO: 852

AN ORDINANCE OF THE TOWN OF SARATOGA AMENDING SECTION 14.04.010 OF THE SARATOGA MUNICIPAL CODE PERTAINING TO MINIMUM AIRPORT STANDARDS FOR SHIVELY FIELD FOR THE TOWN OF SARATOGA, CARBON COUNTY, WYOMING

WHEREAS, the Governing Body for the Town of Saratoga believes it is in the Town's best interest to amend Section 14.04.010 of the Saratoga Municipal Code; and

WHEREAS, the Ordinance subject to amendment pertains to Minimum Airport Standards for Shively Field.

NOW THEREFORE BY THE AUTHORITY VESTED IN THE GOVERNING BODY OF THE TOWN OF SARATOGA, CARBON COUNTY, WYOMING Section 14.04.010 of the Saratoga Municipal Code shall be amended in its entirety and read as follows:

14.04.010 Minimum Airport Standards for Shively Field.

The document known as "Minimum Airport Standards of Shively Field," shall be made available for public review, copying and inspection at Saratoga Town Hall during normal business hours and shall be published on the Town of Saratoga website. Adoption of the "Minimum Airport Standards of Shively Field" shall be by resolution of the Town Council. "Minimum Airport Standards of Shively Field" adopted after January 9, 1978 shall supersede those passed and approved by the airport board on January 9, 1978 and shall be declared to be the law of the Town of Saratoga. Violation by any person of any section of the Minimum Airport Standards of Shively Field" or any amendment thereto shall be a violation of this code and punishable as a misdemeanor.

This Ordinance shall take effect after passage and publication.

PASSED, ADOPTED AND APPROVED this _____ day of _____, 2019.

TOWN OF SARATOGA

By: _____
Mayor

ATTEST: _____
Town Clerk

First Reading: 3/19/2019 Passed

Second Reading: 4-2-2019 Passed

Third and Final Reading: _____

Saratoga Town Council Meeting

April 2, 2019

Public Works Department

Mr. Mayor and Council members;

Streets

- Request permission to purchase materials to replace bridge decking on the Spring Creek walk bridge. Estimated cost is $3,000.00 including $2,350 for 3x12x16 bridge planks, approximately 200 feet of 2x3 or 3x3 board for edge caps (~$450.00) and hard ware $80.00.
- A lot of snow removal, sanding, sidewalks and parking lots, general clean up. march had about 300 total hours of snow related activities.
- Performed maintenance on snow plows including replacing tow turn cylinders and a lift cylinder on the 2000 Dump truck including installation of a new radiator.
- Did repair patching on streets that showed damage as a result of snow storm of 3/14-15.
- Cleared storm drains of Ice & snow in Town streets and HWY 130, worked on Town drainage.
- Met (3/25 &4/1) with Black Hill Energy (BHE) for weekly planning meeting on gas main project.
- Routine trash pickup, cleaning bathrooms.
- Posted new load limits sign on Green Bridge at the Saratoga Inn, sent photo compliance conformation to WDOT on 4/2.
- Budget meetings / development of 2019/2020 budget costs.

Water / Sewer

- Sewer and Water crew assisted Streets crew with snow removal week of 3/4.
- Camera lines ahead of Black Hill Energy main gas line boring crew.
- Crew replacing 6' valve at water line location entering the Old Baldy Club off Condict Court.
- Locates as needed.
- Meet with USFS and County on 3/22 on their Sewer and Water project, will not likely be doing anything until mid April. They did say they had a pre did meeting and were going out to bid for the bunk house project, hoped to start by the first of June.
- Weston Engineering videoed Well #3 the week of March 17th, put well back together and tested for TC, then upon acceptable TC result, well was back in service on 3/22. currently awaiting their report on well work.
- Jetting sewers and camera lines throughout Town as needed.
- Routine monthly samples, due to lab shut down and snow storm, monthly samples were collected the last week in March.
- Daily rounds
- Budget meetings / development of 2019/2020 budget costs.

Weed and Pest

- Submitted 2019 pesticide cost estimates for County W&P and our 2019 EIMG Application.
- Contacted Air Time Aerial about conducting spraying of adulticide this summer, they were interested and I requested costs.

Hot Pool/Good Times park

- Fixed outside lights at hot pool.

Parks

- Attached is a Contract, bid form and copy of advertisement for our summer parks contract. I have sent the contract to the Town Attorney for review. Will plan to have bid received by April 19, with a request to approve contract at the May 7, 2019 council meeting. Contract should start May 8th.

Lake

PARKS MAINTENANCE CONTRACT

THIS CONTRACT is made and entered into as of the _day of __, by and between the Town of Saratoga, a Wyoming Municipal Corporation, hereinafter referred to as "Town" and __-------- ----------hereinafter referred to as "independent contractor".

WHEREAS, the Town finds it necessary and expedient to contract with a private party for the maintenance and upkeep of its Parks and related facilities; and,

WHEREAS, the Town has advertised and received bids for such upkeep; and

WHEREAS, the independent contractor has submitted and the Town has accepted a bid for such park maintenance,

NOW, THEREFORE IN CONSIDERATION, of the above and of the mutual obligations contained herein, the Town and independent contractor agree as follows:

1. TERM:

The term of this contract for all facilities/parks, shall be from the 1stth day of May , 2019 to October 1, 2019, . The term of this contract may be extended for successive one year periods if mutually agreed upon by the independent contractor and the Town. However, nothing contained herein shall be construed to create any binding obligation on the Town or any property interest in the independent contractor as to subsequent renewals. The renewal of this contract under these same terms and conditions shall be in the sole discretion of the Town.

In accordance with current Wyoming law, each of the parties hereto specifically finds the extended term of this contract is of particular benefit to both parties and that it provides a service to the public, provides for the preservation of a public resource and is in the best interest of the Town.

2. FACILITIES COVERED

Facility	Approximate Size (Acres)
• Kathy Glode Memorial Park	2.53
• Veterans Island	4.15
• Good Times Park	0.66
• Saratoga Town Hall	0.01
• Medical Clinic	0.15
• Triangle Park	0.09
• Saratoga Senior Center	0.12
• Saratoga Branch of the Carbon County Library	0.19
• Platte Valley Community Center	0.42

• Saratoga Museum	0.35
• Woods Baseball Field	1.58
	10.25

3. SCOPE OF WORK:

The independent contractor shall provide the following services:

A. Fertilizing:

All fertilizer shall be provided by the town. All areas are to be fertilized by contractor as soon as weather permits. Fertilizing (Weed and Feed) shall be done in accordance with the proper application rates and instructions. Application frequency shall be completed at least annually and more frequent as directed by the Town. Costs for fertilization applications of should be facility specific, per application. For bidding purposes assume application of all facilities two times a year.

B. Watering:

The Town will be responsible for all water and maintenance and operation of the parks sprinkler systems. The independent contractor will be responsible for the repair of any sprinkler system damaged by the independent contractor. Any damaged or non functioning sprinkler system identified by the independent contractor during normal execution of the contract will be reported to the Town.

C. Weed Control:

All noxious weeds and plants within the Parks shall be controlled and cut regularly as a part of the normal mowing operation. If the Town determines weed control is necessary by herbicide application and requests the independent contractor to perform this work, herbicide type, location and product shall be determined by the Town, and shall be separate from this contract.

D. Mowing:

Lawns shall be maintained at a height of 2 inch to 3 ½ inches throughout the growing season. Frequency of mowing shall be determined by the growth rate and weather. Mowing of Town facilities will be normally done on a weekly basis during week days (Monday- Friday) between 7:00AM & 5:00 PM, unless otherwise directed by the Town. At any time during the season the under certain circumstances (special events, faster or slower growing periods) the Town my require the independent contractor to mow a facility or all facilities more or less frequent than weekly. In the areas possessing coarser, heavier native grasses (e.g. Veterans Island) , the height of the grass may be slightly higher than that for lawn grass. All

areas shall be kept neatly mowed and trimmed. All clippings will be collected and disposed of at the Saratoga landfill/transfer station at the contractors expense.

E. Facility Maintenance:

All maintained areas, including around restrooms, skate park, horse shoe pits, playground equipment, picnic tables, shelters, benches and any other facilities located in the parks shall be kept in a clean and a debris-free condition. All trash on the grounds shall be picked up and placed in trash receptacles. Major maintenance of all facilities within the parks shall be the responsibility of the Town. The independent contractor shall notify the Town of any parts, materials or major maintenance needs for each facility.

F. Edging and Trimming:

All areas within the parks, around playground equipment and the outside area of the hot pool shall be neatly trimmed. Other areas that shall be trimmed are buildings, trees, benches, fences, tables and similar areas as each respective area is mowed. Any park items removed to gain access to areas for edging and trimming will be replaced at completion of work. Sand/wood chip covered playground areas shall be trimmed and raked as needed.

Mowing, edging and trimming shall be done so as to cause the least possible inconvenience to park patrons. Maintenance work as designated under this contract shall not be performed on holidays or when a special event is to take place in one of the parks. Materials edged or trimmed must be collected and removed from site, no material (clipping, branches, leaves) will be allowed to be left in streets or gutters. The independent contractor shall be advised by the Town of any special events prior to the event.

4. SERVICES AND MATERIALS:

The Independent Contractor shall provide all necessary equipment necessary to complete the services described herein, except for materials needed to accomplish the following work: Repair and replacement items for fences, benches, tables, fireplace/grills, playground equipment, shelters, sprinklers and controllers, and any other fixtures located in the parks, whose maintenance shall be the responsibility of the independent contractor, but whose cost shall be charged to the Town of Saratoga. Any single item purchased must be approved by the DPW Supervisor for the Town of Saratoga.

The independent contractor shall provide all necessary labor for the maintenance and upkeep of all grounds and areas before mentioned.

Any and all plumbing or electrical systems problems in need of maintenance

and/or repair will be reported to the DPW for the Town of Saratoga.

5. SCHEDULE OF SERVICES:

Contract will start on or about May 1, 2019 and finish on October 1, 2019 (approximately 22 weeks). Based on seasonal conditions (for example - extremely wet early spring warm weather or very dry summer) The Town reserves the right to modify the start and end date of the contract. The Town will notify and work with the independent contractor if the need to start the contract before May 1st or end or extend past October 1st is identified. Attached is a bid schedule for submittal of contractor costs.

6. COMPENSATION:

The Town shall pay the independent contractor the sum of $ per calendar week for all services performed hereunder. Final payment shall be withheld each year pending the independent contractor's submission of adequate proof that all laborers and supplies have been paid.

Should gas prices at Kaspar Oil bulk station exceed $4.00/gallon, contract price shall be increased by $100/mo, should said gas prices exceed $4.50/gallon, contract price shall increase an additional $150/month

7. INDEMNIFICATION:

The independent contractor shall purchase liability insurance ($500,000.00 each occurrence, one million dollars overall), insuring the independent contractor against liability for any claims, attorney's fees, causes of action or damages arising out of the services performed by the independent contractor. The independent contractor shall also comply with all state and federal labor laws including but not limited to Wyoming Workers Compensation, if applicable. Independent contractor shall provide the Town with proof of both liability insurance and Wyoming Workers Compensation coverage, if applicable.

The Town and independent contractor hereby agree that the independent contractor shall indemnify and defend the Town, and shall further hold the Town harmless from and against any such claims, demands, causes of action, damages and judgments, including but not limited to Town's attorney's fees, no matter how caused.

The independent contractor shall be responsible for daily maintenance of all equipment, for compliance with all safety rules and regulations, all applicable municipal, county, state and federal regulations, and for the proper training and supervision of its personnel.

8. MODIFICATION:

No modification or amendment of this contract shall be effective unless it is in writing and signed by both parties.

9. PERIODIC EVALUATION:

The Town shall inspect all areas a minimum of twice per month and shall point out to the independent contractor the areas in need of correction. The independent contractor shall have ten (10) working days to correct or make arrangements to correct problem areas. The Town and the independent contractor, together, shall evaluate the work at the end of this contract and prior to its renewal, for the purpose of making any necessary modifications to this contract.

In addition to above referenced inspections by the Town, the independent contractor shall complete and deliver to the Town a monthly report, on a form approved and provided by the Town.

10. TERMINATION:

Either party may terminate this Contract immediately upon breach or with other cause, or upon thirty (30) days written notice to the other party without cause or breach.

11. ATTORNEY'S FEES:

In any legal action brought by either party to enforce the terms hereof, the prevailing party shall be entitled to all costs incurred in connection with such action, including the prevailing party's attorney fees.

12. WAIVER:

No failure of the Town to enforce any term hereof shall be deemed a waiver.

13. PRESERVATION OF TOWN'S GOVERNMENTAL IMMUNITY:

The Town retains its respective governmental immunity pursuant to Wyoming state law. Nothing contained herein shall be construed as a waiver of the Town's governmental immunity.

14. ASSIGNMENT AND SUBLETTING:

Independent contractor shall not be permitted to assign or sublet this contract without the written permission of the Town.

IN WITNESS WHEREOF, the parties have executed this Contract as of the date first written above.

TOWN OF SARATOGA

BY:_____
Mayor

CONTRACTOR

By:_____

By:_____

ATTEST:

BY:_____
Town Clerk

The Town of Saratoga is seeking bids to perform the 2019 summer parks maintenance contract. The Town has ten (11) parks and/or facilities they maintain (lawn care etc..) during the summer season. A detailed contract identifying the expectations required for the work is available for review at Town Hall. Sealed bids should be submitted on the bid schedule form (available at Town Hall) and must be received at Town Hall, P.O. Box 486, Saratoga, WY 82331 by April 19, 2019 at 3:00PM. Any questions should be directed to Jon Winter at Town Hall 307-326-8335.