

MINUTES OF A REGULAR MEETING OF THE SARATOGA TOWN COUNCIL
HELD DECEMBER 17, 2019 AT 6:00 P.M IN THE COUNCIL CHAMBERS OF
THE SARATOGA TOWN HALL

Unedited audio recording of the December 17, 2019 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: Councilwoman Welton made a motion to approve the agenda as submitted, seconded by Councilman Wilcoxson and the motion carried.

APPROVAL OF THE MINUTES:

Councilwoman Welton made a motion to approve the minutes of the December 3, 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: \$94,858.26; Net Payroll for 12/10/2019 in the amount of \$33,731.90; and Payroll Liabilities for 12/10/2019 in the amount of \$11,609.09 for a total of \$139,839.25.

Councilman Wilcoxson made a motion to pay the Accounts Payable bills in the amount of \$94,858.26 Councilwoman Welton seconded, and the motion carried.

Councilwoman Welton made a motion to pay the 12/10/2019 Net Payroll in the amount of \$33,371.90, Councilman Nelson seconded, and the motion carried.

Councilman Nelson made a motion to pay the 12/10/2019 Payroll Liabilities in the amount of \$11,609.09, Councilwoman Welton seconded, and the motion carried.

Councilman Nelson requested a detailed accounts payable report be sent to the council prior to the meetings. Clerk Cox noted that could be done, but many times additions or changes are made up until Tuesday morning, at which time they will be provided.

CORRESPONDENCE: None to report

COUNCIL COMMENTS:

Councilman Nelson reviewed an email he sent to the council concerning snow removal on Airport Avenue with an attached picture depicting a car parked on the north side travel lane, and portions of §31-5-101 to 31-5-1214 as adopted by Town Ordinance 10.04.010, and a self-prepared draft ordinance for council review.

Mayor Zeiger read Ordinance 10.04.010 in its entirety and Chief Lehr provided pictures taken of the vehicle in question that was parked on the north shoulder of the road at least 18 ft from the center of the road, allowing for vehicle travel on the roadway. Additionally, Chief Lehr had contacted the owner of the vehicle and they were asked to move the vehicle to allow plowing on the shoulder of the road.

Discussion continued with no action taken.

Councilman Wilcoxson discussed additional funding for Tyler Picket Park, citing funds projected to be received from wind energy projects, sale of town property, and alternate types of funding. Discussion followed, but no action taken.

Councilman Nelson read a lengthy prepared statement on his perspective of the future for the council. No comments or action was taken.

Councilman Wilcoxson thanked Officer Murphy for handling an individual that has made claims against the town as well as threatening the Adjunct of the American Legion. Councilman Wilcoxson noted that Officer Murphy handled the issues with courtesy and respect.

ITEMS FROM THE PUBLIC: Following comments made concerning the MOU for the baseball park, Councilman Keel clarified any misunderstanding concerning the MOU provided by Tom Thompson. The MOU would allow for the rehabilitation of the baseball fields, after which the town would assume responsibility for the field.

REPORTS FROM DEPARTMENTS:

Town Hall: An email was received from James Childress, Childress Consulting, stating that a member of their extended network is a CPA, Certified Fraud Examiner. Mr. Childress would like to propose that he prepare an engagement letter for a separate project, whereby they will consult with the Town of Saratoga on internal policies and procedures, and tweak as many variables as they can to close the opportunities for Fraud to occur at Saratoga.

Councilman Nelson made a motion to allow James Childress to prepare a letter of engagement as discussed, seconded by Councilman Keel, the motion carried.

Police Department: Chief Lehr reviewed the current 911 issues, noting that local calls are coming into Saratoga, but the state router problems are sending 911 calls to Cheyenne or Rawlins. Chief Lehr reported that four town officers were qualified at the police department sponsored certification class at the gun range.

Fire Department: No report

Recreation Department/Commission Report: Recreation Director Lisa Burton reported that they have finished up the first round of adult volleyball and the second round will begin in January.

Discussion covered the fees for volleyball teams:

- Fees collected will go for a Trophy Plaque that will be claimed by future successful teams
 - For the second round beginning in January, current teams will pay \$75 per team and new teams will pay \$150
 - Ladies-Nite-Out was successful but had fewer in attendance due to other scheduled events and activities
 - The board discussed using some of the fees collected to get gift certificates for 1st place teams
 - The remaining funds could be used to promote the new youth basketball program
- The next meeting will be January 13, 2020 at 5 p.m.

Department of Public Works:

DPW Director Jon Winter provided the council with a written report for the department of public works.

Streets:

- Mr. Winter reported that additional ice melt was ordered on December 16th
- Plowed and sanded as necessary
- Maintenance on snow removal equipment as necessary
- Discussion was held on snow removal issues on Bridge Street
- The crews were commended for keeping the streets and curbs free of snow

Water/Sewer

- Annual SEO report submitted

Hot Pool

- Will be contacting contractors to install rain gutters to prevent ice build-up

Lake

- Painting and repairing picnic tables from the lake

Community Center Joint Powers Board: Councilwoman Welton reported that the next meeting will be on December 9th at 4:30 p.m.

Water and Sewer Joint Powers Board: Randy Stevens addressed the council and requested the following:

- permission to install a water tap on the north/west corner of Lot 10, Block 11, Riverside Addition, above the Hugus Ditch (which will require boring under the Hugus Ditch to reach water along Maple Street)

Discussion followed with the council's concurrence

- all meters should be in the town right-of-way
- boring under the Hugus Ditch was discouraged
- alternate locations were reviewed with the water tap from River Street the desired location
- Jon Winter and Councilman Nelson will review the survey information to make a recommendation to the council at the next meeting

Councilman Wilcoxson made a motion to table the request for a water tap installation until the council has more information, Councilwoman Welton seconded, the motion carried.

Randy Stevens requested council approval of the curb cut permit request for access to his property (Lot 1, Block 11 Riverside Addition)

Jon Winter reviewed the following permit requests made by Randy Stevens

- Permission to add a curb cut to access Lot 1, Block 11 Riverside Addition (for access from River Street to Lot 1, Block 11 Riverside Addition)
- Permission to build a retaining wall on Lot 1 east boundary, Block 11 Riverside Addition (the retaining wall is to prevent storm water from entering his property from the existing alleyway curb cut)
- Permit to remove concrete blocks from the north side of Block 11

Councilman Keel made a motion to get legal counsel for the remaining permit requests for Mr. Stevens, Councilwoman Welton seconded, called for the vote and Mayor Zeiger asked that the council be polled. Councilman Nelson – Yes; Councilman Wilcoxson – Yes; Councilwoman Welton – Yes; Councilman Keel – Yes; and Mayor Zeiger – Yes. The motion passed.

(The following paragraphs were corrected by Councilman Nelson at the council meeting on January 7, 2020 and the corrections were taken from the 12/17/2019 audio recording, further clarification will be made in the minutes of the 1/7/2020 Council meeting) SC

Councilman Nelson reported that the proponents of the ~~HMS~~ Critical Care Hospital addressed the joint powers board with their intent to extend water and sewer to the proposed hospital on the property south of the forest service building. Their schematics show water and sewer coming down along the highway to their proposed location.

Additionally, they (~~HMS~~) were pretty clear with their intent that they were asking for water and sewer, and so they would agree to annexation. They, as any private developer, would be responsible for extending the water and sewer to their property. They did ask the JPB that if they (~~HMS~~) go out for funding (through the Wyoming Business Council, *which was one*), *specifically for extending water and sewer, those funds have to come through a government entity, so they asked if would the JPB would be willing to sponsor some of those things. be the fiscal agent for those loans. The JPB was not agreeable to do so. But Russ was very adamant that no user fees or funds or fees paid by the residents would be used to extend water and sewer for private developers.*

Discussion followed with no action was taken.

The next meeting will be on January 8, 2020 at 6:00 p.m.

Landfill Board: The next Landfill Board meeting is in January in Saratoga.

Planning Commission: Councilman Keel reported that the planning commission requested that Kent Smith send letters to absentee property owners along Bridge Street that were not maintaining the sidewalks. Additionally, discussed was complaints about vehicles parked on property without any residents on the property, and it was noted that an advertisement for a zoning officers was submitted state-wide through the Wyoming Press Association.

The next Planning Commission meeting will be held at 5:30 p.m. on Tuesday, January 14, 2020.

Saratoga Airport: The airport advisory board made recommendation for the council to approve the lease agreement for Andy VanTol.

Councilman Nelson made a motion to approve the lease agreement signed by Andy VanTol with permission for the Mayor to sign. Councilman Wilcoxson seconded and the motion carried.

Councilman Nelson noted that there was a problem with the operation of the new snow removal equipment.

Councilman Nelson addressed the Grant Oversight Risk Assessment provided in the council packets. Councilwoman Welton made a motion to approve, with permission for the Mayor to sign; and that the material be sent to James Childress for his review, Councilman Nelson seconded and the motion carried.

The airport advisory board, under the direction of Councilman Nelson, reviewed the invoice that was split between the town hall and airport budget, and requested that the adjustment for \$1,000 be reversed back to the town hall, leaving no cost carried by the airport budget.

Councilwoman Welton made a motion to reverse the budget adjustment made between the town hall budget and the airport budget, seconded by Jon Nelson, the motion carried.

The next regular meeting of the Airport Board will February 12, 2020 at 3:30 p.m.

SCWEMS Board:

Healthcare update provided by Mark Pesognelli with no action taken.

Adjournment: There being no additional business to come before the meeting, Councilwoman Welton made a motion to adjourn at 7:26 p.m., Councilman Wilcoxson seconded, and the motion carried.

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

John Zeiger, Mayor

Suzie Cox