

MINUTES OF A REGULAR MEETING OF THE SARATOGA TOWN COUNCIL
HELD FEBRUARY 21, 2017 AT 6:00 P.M. IN THE COUNCIL CHAMBERS OF THE
SARATOGA TOWN HALL

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

Members present were Councilman Will Faust, Councilman Steven Wilcoxson, Councilwoman Jennie Lou Ivory and Councilman Richard Raymer.

APPROVAL OF AGENDA:

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

APPROVAL OF THE MINUTES: Councilman Raymer made a motion to approve the minutes of the February 7, 2017 meeting as presented. Councilwoman Ivory seconded and the motion carried unanimously.

APPROVAL OF THE BILLS: Treasurer Sammy Flohr read the following bills for approval: Accounts Payable: \$238,860.68; Payroll and FICA for pay period 2/21/2017 in the amount of \$54,805.60; and manual checks in the amount of \$658.44, which include the January liabilities, for a total of \$294,324.72.

Councilman Faust made a motion to pay the bills in the amount of \$294,324.72. Councilman Wilcoxson seconded and the motion carried unanimously.

CORRESPONDENCE: Nothing to report

COUNCIL COMMENTS: Councilman Raymer reported that the Lions Club and the Platte Valley Jaycees have joined together to sponsor the Skijoring event next weekend at Buck Springs. If successful, the event will replace the Cutter Races that had previously been held each year in February. The event will be held March 3rd - 5th, with Skijoring races on Saturday and Sunday and a concert by Chancey Williams & the Younger Brothers Band at the Community Center on Saturday night.

ITEMS FROM THE PUBLIC: Nothing to report

REPORTS FROM DEPARTMENTS:

Town Hall:

Fire Department:

Police Department: Police Chief Bifano reported that he continues working on the changes to the 911 system and has contacted Venture Technologies who will be handling the 911 system and they will be moving forward with the changeover.

Chief Bifano reported that he has continued working on the Spillman Technologies 2014 bill in the amount of approximately \$7,000 for the Insight Program. The program would have linked multiple agencies in the state together to enable them to share information; however it has never been installed properly to make sharing information possible. Chief Bifano was able to find out that in 2014 the town applied for a 2015 statewide grant through the Chief's and Sheriff's Association that covered the total cost of the grant for participating agencies. After some discussion, Spillman has determined that the grant should have covered the installation of the program. Since the program has never worked properly and it is not something that Chief Bifano believes will be beneficial for the town, we will no longer be billed for the Insight program.

Chief Bifano reported that one of the patrol vehicles had been taken in for service and one of the portable radios has been refurbished through Ryan Electronics.

Recreation Department: Recreation Director Burton requested council ratification of the CCSD#2 Recreation Board grant application that had been submitted. The grant application was as follows: \$7,500 for Open Gym Supervisor; \$5,500 for chemicals, life guard certification and 10 life jackets for the swimming pool; \$4,200 for Missoula Children's Theater; and \$600 for awards for the 2018 Nubbins Wyoming State Junior's Championships.

Councilman Faust made a motion to ratify the submission of the CCSD#2 recreation grant application. Councilman Raymer seconded and the motion carried unanimously.

Director Burton reported that they finished up registration for Utah Jazz with seventy-five children kindergarten through 5th grade registered.

Director Burton requested permission to advertise for summer pool staff.
Councilman Faust made a motion to allow Director Burton to advertise for summer pool staff.
Councilman Raymer seconded and the motion carried unanimously.

Department of Public Works: Director Winter reported the following:

Street Department:

- The town crew assisted with gravel removal from the river
- Filled pot holes throughout town
- Cleaned and cleared storm water drainage
- Repaired the pharmacy parking lot by filling holes with rotomill
- Cleared and grounded porta potties and picnic benches on Vet's Island in preparation of high water this spring
- Covered sandbags with soil on the south side of Veteran's Island
- Repaired street signs as necessary
- Opening and closing of two graves at the cemetery

Water & Sewer:

- Replaced the spare pump at the Myrtle Street lift station with a new pump to fit the proper flow
- Placed hesco baskets around the manhole on the east side of the river near the Saratoga Inn to protect the manhole during high water
- Continue to work on Lagoon Upgrade evaluations
- Level Sensor project was completed and system has been tested
- Routine maintenance on meters and sewer calls

Weed and Pest:

- Submitted the annual pesticide report intent to be covered under the 2017 permit
- 2016 emergency insect management grant final report was accepted and closed

Hot Pool / Parks / Lake:

Hot Pool/Good Times Park

- Hot Pool will be closed on February 23rd from 6 a.m. to 12:00 noon for cleaning

Parks

- Nothing to report

Lake

- Nothing to report

River Project: Mr. Winter reported that Ready Oil Field Services completed the gravel removal project on February 13th and had removed all equipment from the river and had cleaned up and reclaimed the ramp area.

Jon Winter reported that turbidity samples were taken daily and a weekly report was submitted to DEQ on February 10th with the final report sent in on February 13th and the compliance certification report was submitted the army corp. on February 16th.

Over the five day project approximately 9,500 cubic yards of material was removed and additional clean-up will be done on Chatterton and Sharp and if additional damages exist they will be addressed later this spring.

Mayor Glode reviewed the gravel removal project by stating that the original bid price for the project was approximately \$133,000.00 and the invoice at the end of the project was for \$172,311.43. The original estimate was that they would remove approximately 6,225 cubic yards of material which included the material below the highway bridge. The main sediment bar that was removed tallied up to be 9,537 cubic yards, 53% more than the original estimate or 3,300 cubic yards, and did not include the material below the bridge.

There were a number of line items in the bid package that the contractor did not charge the town for, and although the cost was about \$39,000 more than we had hoped, there were about 55 loads, or about \$15,000 that we did not get charged for.

Mayor Glode took a minute to thank Jezria Collins for accepting the appointment to the Carbon County Economic Development Board. Ms. Collins thanked the board for their support.

REPORTS FROM BOARDS AND COMMISSIONS:

Airport Board: Richard Raymer reported that Town Attorney, David Erickson, attended the last airport board meeting and reviewed the hanger lease agreement with the board. He suggested that because the board voiced concerns about the language in the lease, he would take it and review the entire lease and rewrite those areas that concerned the board. Mr. Erickson will review the Minimum Standards and then make sure that the lease and the minimum standards are in agreement with one another.

Mayor Glode reviewed the Request for Reimbursement (RFR) for ASAA13A Payment #4 for State funds in the amount of \$3794.80, and Payment Request #4 for Federal Funds in the amount of \$56,922.07 for the Runway Rehab Project, both require permission for the Mayor to sign.

Councilman Raymer made a motion to approve the Request for Reimbursement (RFR) for ASAA13A Payment #4 for State funds in the amount of \$3794.80, and Payment Request #4 for Federal Funds in the amount of \$56,922.07 for the Runway Rehab Project, with permission for the Mayor to sign. Councilman Wilcoxson seconded and the motion carried unanimously.

Councilman Raymer reported that the next Airport Board meeting will be on Wednesday, March 8, 2017 at 1:00 p.m.

Community Center Joint Powers Board: The next meeting of the Community Center Joint Powers Board will be held Monday, March 13, 2017 at 4:30 p.m.

Water and Sewer Joint Powers Board: Mayor Glode introduced ORDINANCE #838, an ordinance amending Chapter 13.40 of the Saratoga Municipal Code concerning sewer fees and rates, on First Reading.

Mayor Glode explained that the ordinance will take three readings and the ordinance will be read in its entirety on the third and final reading.

Councilman Raymer reported that the JPB had been reviewing the ordinance to make clarification on the connection fees which will now be a flat fee of \$2500.00 per any connection or tap into the public sewer or sanitary sewer of the town. Additionally, the ordinance includes an additional 10% per room fee for each sleeping room for motels or hotels; and provides for the 3% increase per calendar year.

Clerk Cox indicated that the ordinance will be put on the web site for those that would like to review it.

Councilman Raymer reported that the next Water and Sewer Joint Powers Board meeting will be on March 8, 2017.

Landfill Board: Councilman Raymer reported that the new building is complete. The next meeting will be Wednesday, March 1, 2017 at 7:00 p.m. in Encampment.

Medical Foundation: No report

Planning Commission: Councilman Faust reported that the planning commission discussed the ordinance for the planned unit development which has been sent to the town attorney for review; a variance application which has been advertised and a public hearing will be held prior to the next planning commission meeting at 5:30 on March 14th; and the possible annexation for the forest service.

The planning commission has requested the town attorney review the MOU [Memorandum of Understanding] between the Town of Saratoga and Carbon County Regarding Extraterritorial Jurisdiction. The MOU will be reviewed by both parties legal counsel and then taken to each respective planning commission for approval and passed to the council and county commissioners for final approval.

The next Planning Commission meeting will be held on March 14, 2017 at 5:30 p.m.

Recreation Commission: The next meeting date will be Wednesday, February 22, 2017 at 5:00 with the board discussing the Utah Jazz program.

Community Garden Board: A written report along with the proposed budget had been dropped of by Glee Johnson so the Clerk could distribute it to the council for review.

- o Ms. Johnson began with correcting the date of the meeting of the Friends of the Library From March 7th to March 9th, and the meeting will held at the Saratoga Library

Mayor Glode reported that a workshop had been held with the garden board and three members of the council were present, the discussion included the following

- o Allowing the board to have their own check book so the transition from being a town board to being its own entity, which will happen, will go much easier
- o Will also solve the problem of "who can purchase what" to keep the garden moving
- o Moving forward to filing the 501 [c] 3; having everything in place with a rollover date of June 2018; and the grant expiring at the same time that three seats on the council will expire in 2018

Following that, the board was asking for financial assistance in applying for and filing the necessary documents for the 501 [c] 3 including attorney fees. The report provided by Ms. Johnson indicated that the town will also be paying liability and property insurance and providing water for the garden.

Ms. Johnson reviewed the report that had been provided and stated that the board has:

- o Reviewed the work that is to be done as the weather permits
- o Passed a motion to have Nancy Jansa be the alternate member that can only vote in case a quorum is not present
- o Discussed which members of the board are allowed to make purchases - the board decided to have David Worthington and Glee Johnson be members that could purchase
- o If and when the board has a checking account - they would be the members to sign the checks

Councilwoman Ivory brought up the following questions and concerns:

- o Has the board talked about getting donations?
- o Does the board have estimates on the cost for the items that you assume the town will be responsible for?
- o Has the board contacted an attorney to review the costs for filing a 501 [c] 3?
- o During the workshop the council and the board discussed signing purchase invoices. It was agreed that they would have one (1) individual signing the invoices, however the board voted to have two (2) members signing. Why?

Ms. Johnson's response:

- o The estimate that the board is working with for the transition is approximately \$2,000.00. Estimating that the cost of \$800 to \$1000 for all of the filing fees
- o The board had not contacted an attorney to help with the formation of a 501 [c]3 but had talked to an attorney to get an estimate of the cost
- o The board discussed the formation of a 501 [c] 3 and the costs associated with that formation; the budget that is in place for the garden board; and the of liability and property insurance and the development of a lease for the property
- o The board decided to vote on two signers for the invoices because they didn't think it was fair to only have one. They preferred to have two so one would be available to sign when needed

The discussion continued covering the board setting up a checking account, board members allowed to purchase for the garden without being employed by the town and/or purchasing by vouchers, additional projects that need completed at the garden, installing additional pollinator plots, and who is responsible for the maintenance of additional plots if they are installed, and the board's approval of an alternate board member.

Councilman Faust made a motion to appoint Nancy Jansa as the alternate member of the community garden board with voting status only to reach a quorum. Councilman Wilcoxson seconded and the motion carried unanimously.

As Council Representative for the board Councilman Wilcoxson reported that he believes the board is working to bring the decisions discussed at the workshop to the council for the council's review and approval. He would like to see the garden be successful.

Councilman Faust made a motion that the board will set up their own checking account with one of our designated depositories (banks) with Glee Johnson and David Worthington as signers on that account. Seconded by Councilman Wilcoxson the motion carried unanimously.

The next meeting of the Community Garden Board will be Monday, March 13, 2017 at 5:30 p.m.

South Central Emergency Medical Services: Nothing to report

New Business: None to report

EXECUTIVE SESSION: Councilman Faust made a motion to move into executive session at 7:11 p.m. to consider information considered confidential by law, in accordance with W. S. 16-4-405(a) (ii) and (iii). Councilman Wilcoxson seconded and the motion carried unanimously. Chief Bifano was present during the executive session.

Councilman Faust made a motion to move out of executive session at 7:56 p.m.. Councilman Raymer seconded and the motion carried unanimously.

Councilman Raymer made a motion to approve the minutes from the executive session and to put the minutes of the executive session in a sealed envelope in accordance with State Statute 16-4-405(b). Councilman Faust seconded and the motion carried unanimously.

Mayor Glode reported that no action was taken.

Adjournment: Being no further business to come before the meeting, Councilman Faust made a motion to adjourn at 7:58 p.m. Councilman Raymer seconded and the meeting was adjourned.

The next regular meeting of the Saratoga Town Council will be held on March 7, 2017 at 6:00 p.m. in the Council Chambers of the Saratoga Town Hall.

Ed J Glode, Mayor

ATTEST:

Suzie Cox