

MINUTES OF A REGULAR MEETING OF THE SARATOGA TOWN COUNCIL
HELD February 2, 2016, 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, Councilwoman Judy Welton, Councilwoman Susan Howe, and Councilman Richard Raymer.

APPROVAL OF AGENDA: Mayor Glode asked that the Council amend the agenda to include a letter of resignation under the Police Department, review and approval of construction project final acceptance of sponsor certification under the Airport Board report, the addition of an Executive Session following the SCWEMS report, and a correction to the landfill meeting date.

Councilwoman Welton made a motion to approve the amended agenda. Councilman Faust seconded and the motion carried unanimously.

APPROVAL OF THE MINUTES: Councilwoman Howe made a motion to approve the minutes of the January 19th meeting as presented. Seconded by Councilman Raymer the motion carried unanimously.

APPROVAL OF THE BILLS: Treasurer Sammy Flohr read the following bills for approval: Accounts Payable: \$72,399.28; Payroll and FICA for 1/25/16 in the amount of \$61,239.16; and manual checks in the amount of \$16,369.85 for a total of \$150,008.29.

Councilman Faust made a motion to pay the bills in the amount of \$150,008.29. Seconded by Councilwoman Welton the motion carried unanimously.

REPORTS FROM DEPARTMENTS:

Town Hall: Clerk Suzie Cox explained that the council had, in their packets, a memo from WAM-JPIC with the attached Notice of Vacancies and Nomination Form for the WAM-JPIC Joint Powers Board elections. The notice of vacancies contains the names of the individuals whose terms are expiring. Each term is a three year term expiring April 30, 2016. Those individuals are: Administrative Services Officer Cindy Baker from Cody; Clerk/Treasurer Penny Robbins from Mountain View and Clerk/Treasurer Suzie Cox from Saratoga.

Councilman Faust made a motion to nominate for reappointment Administrative Services Officer Cindy Baker from Cody; Clerk/Treasurer Penny Robbins from Mountain View and Clerk/Treasurer Suzie Cox from Saratoga to their respective three year terms. Seconded by Councilwoman Welton the motion carried unanimously.

Mayor Glode read an email from the Executive Director Shelley Simonton of the Wyoming Association of Municipalities requesting the attached Resolution be added to the agenda for council consideration.

Mayor Glode read Resolution 2016-01, a resolution supporting the legislative agenda and the association's efforts in seeking appropriation of state funding for all 99 Wyoming cities and towns during the 2016 budget session.

Councilman Faust made a motion to approve Resolution 2016-01 a resolution supporting the legislative agenda and seeking appropriation of state funding for cities and towns during the 2016 budget session. Seconded by Councilwoman Welton the motion carried unanimously.

Mayor Glode presented ORDINANCE #833, an ordinance amending sections of the Saratoga Municipal Code to be consistent with Section 18.06.190, as amended regulating home occupations within the Town of Saratoga on second reading.

Mayor Glode explained that the resolution would be read in its entirety on March 1st and considered for approval on third reading. The resolution will not be considered at the council meeting on February 16th as that meeting will be kept to a minimum so that those leaving for the WAM Conference could leave as soon as the meeting is adjourned.

Councilman Faust made a motion to approve ORDINANCE #833, an ordinance amending sections of the Saratoga Municipal Code to be consistent with Section 18.06.190, on second reading. Seconded by Councilwoman Welton the motion carried unanimously.

Fire Department: No report.

Police Department: Mayor Glode read a letter of resignation submitted by Tiffany Moore who was leaving her position as a dispatcher for the Saratoga Police Department to pursue other employment.

Councilman Raymer made a motion to accept Tiffany Moore's letter of resignation with regret. Seconded by Councilwoman Howe the motion carried unanimously.

Chief Knickerbocker requested permission to move KayCee Alameda from a part-time dispatcher to a fulltime dispatcher

Councilman Faust made a motion to hire KayCee Alameda as a fulltime dispatcher. Seconded by Councilman Raymer the motion carried unanimously.

Chief Knickerbocker requested permission to advertise for a part-time dispatcher to replace KayCee Alameda.

Councilwoman Welton made a motion to allow Chief Knickerbocker to advertise for a part-time dispatcher to replace KayCee Alameda. Seconded by Councilman Faust the motion carried unanimously.

Chief Knickerbocker reviewed a number of vehicles that have been impounded and have not been claimed or have been turned over to the town rather than paying the impound fees. Chief Knickerbocker requested the council consider advertising those vehicles for sale by sealed bid.

Chief Knickerbocker explained the process that will need to be followed prior to advertising those vehicles for sale and requested that the council consider placing any vehicles that the town may have that are not being used on the list for sale. Discussion followed addressing the need to send certified letters to the owners of the vehicles in impound, two weeks advertising, setting a date for sealed bids to be received, applying for a sheriff's title where necessary. The council discussed selling the Durango and Tahoe owned by the town but no longer being used.

Councilman Raymer made a motion directing Chief Knickerbocker to begin the process to advertise the vehicles for sale by sealed bid. Seconded by Councilwoman Howe the motion carried unanimously.

Recreation Department: No report

Department of Public Works: Mayor Glode presented a written report submitted by Director of Public Works, Jon Winter as follows:

Street Department:

- The crew continues to plow snow to keep the roads clear;
- They continue to clean up shop area inside and out, and continue routine maintenance of hot pool and sidewalks on Bridge Street
- Perform routine maintenance and repair of town equipment, and cleaning storm drains
- Seventy-five percent of the sand bags that were stored in the shop shed have been removed. The sand bags were moved by the County Emergency Management

Coordinator so that the shed could be used for storage of equipment and a tractor. Approximately twenty thousand sand bags remain in the shed.

Water & Sewer:

- Bill Walters came over on January 13th and evaluated the waste water sump and lift station at the lagoon following the January sanitary wastewater overflow. Mr. Walters made a number of recommendations for the system including the floats and communications on the alarm system.
- The crew continues to do sewer lines inspections with the camera and jet rodding when necessary;
- Responded to a number of minor water leaks and repaired or replaced PRV's as needed
- Developing standard procedures for equipment and procedures
- Submitted the 2015 Q4 DMR report
- Met with DEQ last week on the outfall project and discussed various options that might be applicable. DEQ is evaluating that information at this time

Weed and Pest: Director Winter and Chuck McVey attended the pesticide applicators training on January 19th and 20th in Casper

Hot Pool: Nothing new to report

River Project: Presented a draft proposal to the council from Western Water Consulting Engineering on a draft PCN for getting into the river this spring primarily to abate health and safety and resource protection issues around the 130 Bridge. The permit will be limited to what can be done but the town will only get approval for as much as they will allow done.

Councilman Faust made a motion to approve the proposal from Western Water Consulting Engineering on a draft PCN for getting into the river this spring with permission for the Mayor to sign. The motion was seconded by Councilman Raymer. Discussion followed. Mayor Glode explained that it is a draft proposal with a cost of approximately \$4,000.00 for the permitting process to allow dredging in the river for safety around the bridges. The question was called and the motion carried unanimously.

Master Plan: No report

REPORTS FROM BOARDS AND COMMISSIONS:

Airport Board: Councilman Raymer reported that in the packet was the Construction Project Final Acceptance Airport Improvement Program Sponsor Certification for the Rehabilitation of Runway 05/23 project projected for 2017. Approval of this Acceptance will require permission for the Mayor to sign

Councilwoman Welton made a motion to approve the Construction Project Final Acceptance Airport Improvement Program Sponsor Certification with permission for the Mayor to sign. Seconded by Councilwoman Howe the motion carried unanimously.

The next Airport Board meeting will be held on February 11, 2016 at 5:00 p.m.

Community Center Joint Powers Board: The next meeting of the Community Center Joint Powers Board will be held Monday, February 8, 2016 at 4:30 p.m.

Water and Sewer Joint Powers Board: The next meeting of the Water and Sewer Joint Powers Board will be held Wednesday, February 10, 2016 at 6:00 p.m.

Landfill Board: Councilwoman Howe reported that the next meeting will be Wednesday, February 3, 2016 at 7:00 p.m. in Saratoga.

Medical Board: No report

Planning Commission: The Planning Commission's next meeting will be on February 9, 2016 at 5:30 p.m.

Recreation Commission: The next meeting of the Recreation Commission will be Wednesday, February 17, 2016 at 5:00 p.m.

Community Garden Board: Glee Johnson reported that the Department of Agriculture grant agreement has been signed by Mayor Glode and returned to the Department of Agriculture to be finalized.

The next meeting of the Community Garden Board will be Monday, February 8, 2016 at 5:30 p.m. at the Saratoga Town Hall.

South Central Emergency Medical Services: Mayor Glode reported that Medicine Bow had signed the amended agreement at the last meeting in Medicine Bow.

EXECUTIVE SESSION: Councilman Faust made a motion to go into executive session at 6:34 p.m. to discuss personnel and/or matters of litigation in accordance with W.S. 16-4-405(a) (ii) and (iii). Seconded by Councilwoman Welton the motion carried unanimously.

Councilman Raymer made a motion to come out of executive session at 7:03 p.m. Seconded by Councilman Faust the motion carried unanimously.

Councilwoman Welton made a motion to seal the minutes from the executive session. Seconded by Councilman Faust the motion carried unanimously.

Mayor Glode reported there was no action taken.

Adjournment: Being no further business to come before the meeting, Councilwoman Howe made a motion to adjourn at 7:07 p.m. Seconded by Councilwoman Welton the meeting was adjourned.

The next regular meeting of the Saratoga Town Council will be held on February 16, 2016 at 6:00 p.m. in the Council Chambers of the Saratoga Town Hall.

Ed J. Glode, Mayor

ATTEST:

Suzie Cox