

MINUTES OF A REGULAR MEETING OF THE SARATOGA TOWN COUNCIL
HELD MARCH 19, 2019 AT 6:00 P.M. IN THE COUNCIL CHAMBERS OF THE
SARATOGA TOWN HALL

Mayor Pro Tem Steve Wilcoxson called the meeting to order at 6:00 p.m.

Members present were Mayor Zeiger, Councilman Jon Nelson, Councilwoman Judy Welton and Councilman Bob Keel. It was noted that Mayor John Zeiger was absent from the meeting and attending a flood prep meeting in Riverton.

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

APPROVAL OF THE MINUTES: Councilman Nelson made a motion to approve the minutes of the March 5, 2019 meeting as presented. Councilman Keel seconded and the motion carried.

APPROVAL OF THE BILLS: Treasurer Samuel Flohr read the following bills for approval: Accounts Payable: \$53,158.73; Payroll and FICA for 3/19/2019 in the amount of \$52,678.65; and manual checks in the amount of \$401.82, for a total of \$106,239.30.

Councilwoman Welton 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: Will Faust addressed the council with a report from the Sustainability Group and an invitation for them to attend the March 21st meeting at the Community Center. George Haigh has put together a presentation from their tour of critical access hospitals in southern Montana. Mr. Faust stated that their new website at www.plattevalleyhealthcare.org is on line and the minutes of all meetings are there, as well as a Healthcare Assessment Survey. They are asking everyone to fill out the survey to provide much needed information and input from the community. The survey will be there for approximately thirty days and then the results will be made available at their May meeting.

COUNCIL COMMENTS: Nothing to report

REPORTS FROM DEPARTMENTS:

Town Hall: Mayor Pro Tem Wilcoxson read Ordinance #849; an Ordinance amending Section 8.08.080 of the Saratoga Municipal Code Defining Property Maintenance Owner and Occupant Responsibility, to define responsibility for property maintenance within the Town of Saratoga, on third and final reading.

Councilwoman Welton made a motion to approve Ordinance #849 on third and final reading. Councilman Keel seconded and the motion carried.

Mayor Pro Tem Wilcoxson read Resolution 2019-05; a Resolution of the governing body of the Town of Saratoga, Dissolving the Saratoga Airport Board, pursuant to our Municipal Ordinance 14.08.120 which stated "After two years have elapsed from the date of the establishment and creation of the airport board, the board may be dissolved and discontinued by resolution of the town council in a regular and public meeting" (*W.S. §10-5-203 also provides that an airport board may be dissolved by resolution of the municipal body after two years from the date of creation*)

Councilwoman Welton made a motion to approve Resolution 2019-05. Councilman Keel seconded and the motion carried.

During a discussion of Resolution 2019-5, Councilman Nelson noted the review of the current ordinance indicated that as written, the board has the power to sue and be sued without control of the council. Because the ownership of the airport is with the town all liability, both legally and financially, falls back on the town.

Mayor Pro Tem Wilcoxson 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.

Councilwoman Welton made a motion to approve Ordinance #849 on first reading. Councilman Nelson seconded and the motion carried.

Mayor Pro Tem Wilcoxson 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 town. The board shall be advisory only with powers and duties set forth in Section 14.08.050.

Councilman Nelson made a motion to approve Ordinance #851 on first reading. Councilman Keel seconded and the motion carried.

Mayor Pro Tem Wilcoxson 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.

Councilman Nelson made a motion to approve Ordinance #852 on second reading. Councilwoman Welton seconded and the motion carried.

Mayor Pro Tem Wilcoxson read Resolution 2016-06; a Resolution of the governing body of the Town of Saratoga in preparation of Spring Flooding and Vacations of Saratoga Employees. (*No vacations requests from town employees shall be approved for a time period from May 1st through July 15th, 2019, unless the threat of flooding has significantly lessened*).

Councilwoman Welton made a motion to approve Resolution 2016-06. Councilman Keel seconded and the motion carried.

Fire Department: Report from Fire Chief Pat Vining:

- The Saratoga Inn Fundraiser was very well attended and successful with approximately \$5000 being raised
- On March 23rd a fundraiser will be hosted by the American Legion Post #54. It will include a silent auction and Salmon on a plank or Prime Rib dinner.
- There was also a County Search and Rescue fundraiser for the Sheriff's office that raised approximately \$5000
- Some of the equipment has been ordered and the firemen will begin getting fitted for that equipment
- Working on a 1-3-5 year plan as they begin working on budget numbers
- Five fire calls, including one semi truck fire
- Reviewing grant opportunities
- March 27th all the guys will become clean shaven

Police Department: Chief Lehr's report included the following:

- Officer Kyle Murphy is at the academy completing his Wyoming Certification training
- Permission to hire Alyx Munson as a part time dispatcher

Councilwoman Welton made a motion to hire Alyx Munson as a part time dispatcher. Councilman Keel seconded and the motion carried.

- Permission to hire Ronette McDowell as a part time dispatcher

Councilwoman Welton made a motion to hire Ronette McDowell as a part time dispatcher. Councilman Keel seconded and the motion carried.

Recreation Department/Commission Report: Mayor Pro Tem Wilcoxson read a letter requesting reappointment to the Recreation Commission from Abby Raymer.

Councilman Nelson made a motion to reappoint Abby Raymer to an additional term on the Recreation Commission. Councilwoman Welton seconded and the motion carried.

It was reported that an additional vacancy may have been created by the failure to attend any meeting following an individual's appointment to the board a number of months ago. The board will address the possible vacancy at their next meeting in April.

Report from Recreation Director Lisa Burton:

- Utah Jazz has a total of 72 kids and 6 teams – games will begin on April 8th and will run through April 30th
- Baseball locations were discussed with no additional information available
- Cost of rebuilding the old baseball fields was not available
- Full Time and Part-time Recreation Director position was discussed and the current job descriptions will be forwarded to the council and on to the recreation board for review

Department of Public Works: In DPW Director Jon Winter's absence Councilman Nelson reported the following

Streets:

- Requested permission to purchase a replacement radiator for one of the dump/plow trucks at a cost of approximately \$1200

Councilman Keel made a motion to allow the purchase of a replacement radiator for one of the dump/plow trucks at a cost of approximately \$1200. Councilwoman Welton seconded and the motion carried.

- Requested permission to purchase bridge planking for the hot pool bridge at a cost of approximately \$2,436.

Councilman Keel made a motion to allow the purchase of bridge planking for the hot pool bridge at a

cost of approximately \$2,436. Councilwoman Welton seconded and the motion carried.

- Councilman Nelson noted that the crews did a great job of cleaning up the snow following one of the largest snow storms in a decade.

Water/Sewer:

- Councilman Nelson requested council approval for switching chlorine venders. Although it will cost approximately \$3500 more to have the cylinders delivered site specific, it is a much safer and controlled manner in which to order, maintain and use chlorine.
Councilwoman Welton made a motion to approve switching chlorine venders. Councilman Keel seconded and the motion carried.
- Chuck McVey asked for permission serve as the operator for the Old Baldy Club water system while the OBC's employee completes his level I certification in the near future.
Councilman Nelson made a motion to allow Chuck McVey to fill in as the OBC certified operator until the OBC's employee completes his certification courses. Councilman Keel seconded and the motion carried.
Councilwoman Welton declared a conflict and abstained.

Lake:

- Councilman Nelson reported that he will be discussing, with Jon Winter, the RFP that will need to be sent out for the Gate Way West Impact Fund Projects. A portion of the impact fund monies is projected to be used to install water and sewer to the lake.

REPORTS FROM BOARDS AND COMMISSIONS:

Airport Board: Councilman Nelson noted that through the transition and changes of Chapter 14.08 he would like to extend the council appreciation to the airport board members.

The former mayor and council had approved a grant to help purchase snow removal equipment for the airport and he is asking for council approval and permission for the Mayor to sign the grant application in the amount of \$333,333.00. This includes a 90% federal share of \$300,000; a 6% state share of \$20,000 and the town's 4% share of \$13,333

Councilman Nelson made a motion to allow Mayor Zeiger to sign the grant application in the amount of \$333,333.00. Councilwoman Welton seconded and the motion carried.

Community Center Joint Powers Board: Councilwoman Welton reviewed the upcoming concerts, pool tournament and health fair scheduled for the community center in April.
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 the board has been reviewing out of town users accounts, reviewing the water rate structure and looking to identifying where rates are not capturing the obvious uses.

There will be a workshop scheduled for April 10th at 5:00 prior to the regular JPB meeting at 6 o'clock pm. The council and the public are invited to attend and they are encouraged to bring in their water bills so that they can be plugged into the proposed rate structure.

The board discussed the commercial sewer rates and they will be billed out at 80% of the water bills.

The JPB formally requested a copy of the audit as soon as it has been accepted by the town council.

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 stating that Nurse Practitioner, Ruby Ayers, has started and effectively has doubles their capacity. Additionally, the clinic has been receiving inquiries that patients are being turned over to collections, others that are being billed but don't know where to send payments; the following is contact information for:

Brian Kaiser @ 209-403-0952 Nicki Shultz @ 402-659-9777—for mailing use: PO Box 1197 Estes Park, CO 80517.

Any bills received from Platte Valley Clinic are for the new clinic here in Saratoga and any questions can be addressed there; any bills received from Platte Valley *Medical* Clinic are from Dr. Kaiser and those can be addressed by using the above contact information.

Planning Commission: Report from Councilman Keel:

- The Planning Commission reviewed a Special Use Permit from Kathi Wallace requesting permission to temporarily move her business, The Flower Pot, into her home garage at 104 S. Third Street. Her plans are to move into a street front location as soon as possible.

Discussion followed and it was stated that Ms. Wallace had contacted the appropriate number of property owners noted in the Special Use Permit. The permit would only be temporary and can only be used for that expressed use.

Councilman Keel made a motion to allow Kathi Wallace to conduct her business, The Flower Pot, out of her home at 104 S. 3rd Street from March 19th to the April 16th town council meeting. Councilwoman Welton seconded and the motion carried.

- The Planning Commission discussed the Planning and Zoning officer vacancy. Their recommendation would be to move the zoning officer position to a fulltime position including a part-time zoning officer and part-time water and sewer position. The Commission would like to recommend that the Clerk be able to advertise for the position.

- Councilman Keel read a letter submitted by Triple D Construction voicing their concern about not having a zoning officer available to issues building permits or to do inspections.
- A discussion followed with the council voicing concerns about qualified individuals, full vs. part-time positions, budget issues and having someone available that can temporarily provide building permits and inspections.

Councilman Nelson made a motion advertise for statement of qualifications from certified contractors to fill that need on a temporary, case by case basis.

Discussion continued and Clerk Cox suggested that she could contact individuals that might fill in for a temporary time that would be able to do inspections, review and approve building permits on a case by case basis.

With approval of that suggestion, Councilman Nelson withdrew his motion and to table until the next meeting.

- Councilman Keel made a motion to advertise for three Planning Commission board vacancies. Councilman Nelson seconded and the motion carried.

The next Planning Commission meeting will be on Tuesday, April 9th at 5:30 p.m.

SCWEMS Board: Nothing to report

New Business: Mayor Pro Tem Wilcoxson thanked Councilman Nelson, Clerk Suzie Cox and Treasurer Flohr for their work on last week's budget workshop. Councilman Nelson presentation was greatly appreciated.

EXECUTIVE SESSION: Councilwoman Welton made a motion to move into executive session at 7:15 p.m. to consider information considered confidential by law, in accordance with W. S. 16-4-405(a) (ii) and (iii). Councilman Nelson seconded and the motion carried unanimously. Attorney Tom Thompson was asked to join the council in the executive session.

Councilman Nelson made a motion to move out of executive session at 8:08 p.m., and 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) Councilwoman Welton seconded and the motion carried.

Mayor Pro Tem Wilcoxson reported that no action was taken.

Adjournment: Being no further business to come before the meeting, Councilwoman Welton made a motion to adjourn. Councilman Nelson seconded and the meeting was adjourned at 8:10 p.m.

The next regular meeting of the Saratoga Town Council will be held on April 2, 2019 at 6:00 p.m. in the Council Chambers of the Saratoga Town Hall.

Steve Wilcoxson, Mayor Pro Tem

Suzie Cox, Clerk