

MINUTES OF A REGULAR MEETING OF THE SARATOGA TOWN COUNCIL
HELD MARCH 5, 2019 AT 6:00 P.M. IN THE COUNCIL CHAMBERS OF THE
SARATOGA TOWN HALL

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

Members present were Mayor Zeiger, Councilman Jon Nelson, Councilman Steve Wilcoxson, Councilwoman Judy Welton and Councilman Bob Keel.

APPROVAL OF AGENDA: Councilwoman Welton made a motion to approve the Agenda with the removal of Classic Air Medical update. Councilman Nelson seconded and the motion carried.

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

APPROVAL OF THE BILLS: Treasurer Samuel Flohr read the following bills for approval: Accounts Payable: \$47,084.34; Payroll and FICA for 2/19/2019 in the amount of \$50,705.06; and manual checks in the amount of \$401.82, for a total of \$98,191.22.

Councilwoman Welton made a motion to pay the bills in the amount of \$98,191.22. Councilman Wilcoxson seconded and the motion carried.

CORRESPONDENCE: Mayor Zeiger read a letter from LGLP, the town's governmental liability provider indicating that there would not be an increase in premiums again this year; and A letter from Black Hills Energy indicating that they will be replacing the natural gas mains and service lines beginning March 4th 2019. Northern Pipeline Construction will be the contractor doing the work for Black Hills Energy, please call BHE at 1-888-890-5554 if you have any questions or concerns.

Mayor Zeiger read a letter of resignation submitted by Dan Ferrin, resigning his position of planning and zoning officer for the Town of Saratoga.

Councilman Wilcoxson made a motion to accept the resignation with regret and thanking Mr. Ferrin for his hard work. Councilman Keel seconded and the motion carried unanimously.

ITEMS FROM THE PUBLIC: Mayor Zeiger noted that the statement placed under items from the public which read *(All public comments throughout the meeting will be kept to a maximum of 2 minutes)* will remain on the agendas and will be followed in the future.

COUNCIL COMMENTS: Councilman Nelson reported the next COG meeting will be held on March 13th in Sinclair which he will be attending.

Mayor Zeiger added that he has accepted the position of Vice-Chair for COG.

REPORTS FROM DEPARTMENTS:

Town Hall: The Fiscal Year 2017/2018 audit review was provided by Dennis Tschacher, CPA, CGMA, who provided copies of the audit to the council and went on to review the process and finding of the 2017/2018 audit.

- The purpose of a financial statement audit is; 1) to make sure you are preparing your financial statements in accordance with the cash basis accounting, and the town is in compliance with that; and 2) to insure you have adequate internal control over financial reporting and the town has adequate segregation of duties with good checks and balances in place to make sure your assets are being safeguarded.
- Encouraged the council to be involved with staff, to ask questions, and understand where the money is going.
- It is a clean report
- Encouraged the mayor and council to come in and visit with the auditors while they are here doing the audit and ask questions about the process, and what they are testing
- Always feel free to contact the auditors any time they have questions
- Expressed appreciation of the staff, for their help in providing information and working with the auditors to make their time here as productive and easy as possible

The Council thanked Mr. Tschacher for his presentation and will review the audit for acceptance.

Clerk Suzie Cox reviewed the quote from Pine Cove on Installation and configuration of upgrades to the Network servers and equipment, to have 3 new computers installed and configured at the water plant at a cost of approximately \$44,490, to be paid in two installments; one in May and one after July 1st.

Councilman Nelson made a motion to approve the update and renewal of the maintenance agreement with Pine Cove in the amount of approximately \$44,490 to be paid in two installations with permission for the mayor to sign. Councilman Wilcoxson seconded and the motion carried unanimously.

Mayor Zeiger read an over view of Ordinance 849 Amending Section 8.08.080 Defining Property Maintenance, second reading. The Ordinance had been read in its entirety on first reading including changes to be made for second reading.

Councilwoman Welton made a motion to approve Ordinance #849 on second reading. Councilman Wilcoxson seconded and the motion carried unanimously.

Mayor Zeiger noted that the WAMJPIC health insurance board election nomination form was included in the packets and reviewed the current individuals whose terms are expiring and suggested the council consider reappointing those members as listed.

Councilman Wilcoxson made a motion to nominate Suzie Cox, Saratoga Clerk/Treasurer, for an additional three year seat from a participating town; Councilwoman Welton seconded and the motion carried.

Councilwoman Welton made a motion to nominate Mountain View Clerk/Treasurer Penny Robbins for an additional three year seat from a participating town; Councilman Wilcoxson seconded and the motion carried

Councilwoman Welton made a motion to nominate Cindy Baker, Administrative Officer from Cody, for an additional three year term from a participating city. Councilman Wilcoxson seconded and the motion carried.

Fire Department: Councilman Nelson noted that the firemen will have a business meeting on March 6th and will be discussing grant options.

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

- Officer Murphy will be gone March 19th - 22nd for training to complete his Wyoming Peace Officer Qualifications
- There are a few other training dates that are being reviewed for future training.
- Interviews will be held on March 6th for three applicants applying for the fulltime dispatch position

Recreation Department/Commission Report: Recreation Director Lisa Burton reported that forty two children auditioned for the Missoula Children's Theater performance that will be held on Friday evening at 6:00 p.m. and Saturday at 1:00 p.m.

Director Burton provided an update on the council, recreation board, and public workshop held on March 5th to discuss what types of events the public would like to see incorporated into the recreation programs for Saratoga and Encampment. Items discussed were:

- Baseball and availability of baseball fields
- Locations that might be available were discussed
- The availability of Woods Field was discussed and Councilman Wilcoxson made a motion to have Clerk Cox draft a letter to the Wood family to see if the town would be able to use Wood Field until the property is sold. Councilman Nelson seconded and the motion carried.
- Cost of rebuilding the baseball fields near the dog park was discussed and Councilman Keel made a motion to evaluate the cost and the possibility of completing the project. Councilman Wilcoxson seconded and the motion carried.

Councilman Keel reported that he believes that the meeting indicated the attendees believe that communication is one of the issues they would like to see addressed. He would like to see mailers sent out so the interested public will know what events are planned way ahead of the time the events are scheduled. That way interest people can plan for and schedule ahead of time to avoid hardships.

Councilman Keel AND Councilwoman Welton would like to see the board address bulk mailings, flyers and better communication.

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

Streets:

- Snow removal, sanding, clearing curbs and sidewalks, and parking lots
- Requested permission to purchase one pallet of hole patch at a cost of approximately \$700
Councilman Wilcoxson made a motion to allow Mr. Winter to purchase one pallet of hole patch at a cost of approximately \$700. Councilman Nelson seconded and the motion carried unanimously.
- Black Hills Energy will begin installing new gas mains in the downtown areas beginning this month

Water/Sewer:

- Step tests are being done on all five water wells by Western Engineering. They are planning to camera one or two of the wells to evaluate screen conditions
- Permission to purchase repair parts for the rotating beacon on top of the water tower at the airport

Councilwoman Welton made a motion to purchase repair parts for the rotating beacon on the water tower spending no more than \$1,000. Councilman Wilcoxson seconded and the motion carried unanimously

Weed/Pest

- Nothing to report

Hot Pool/Park

• Reevaluating the scope of work for the parks contract for the upcoming season. When finalized, Councilman Nelson added that he would like to see the contract will be put out for bid by the end of March or first part of April

REPORTS FROM BOARDS AND COMMISSIONS:

Airport Board: Councilman Nelson reported that the board was working on revising Ordinance 14.04.010 which will restructure the Minimum Standards as discussed earlier.

The next meeting will be held on March 13th at 1:00 p.m.

Community Center Joint Powers Board: Councilwoman Welton noted that next meeting will be held on Monday, March 11, 2019 at 4:30 p.m.

Water and Sewer Joint Powers Board: Councilman Nelson reported that a User Agreement for the USFS was discussed and that will be resolved before the project is completed.

Jon Winter was asked to get some information together for the board to review on out of town users, reviewing the water rate structure and looking to identifying where rates are not capturing the obvious use and referencing those rates when setting out of town user rates.

The next meeting will be held on Wednesday, March 13, 2019 at 6:00 p.m.

Landfill Board: Councilman Wilcoxson noted that the next Landfill Board meeting will be held at 7:00 p.m. on March 6, 2019 in Riverside.

Planning Commission: Councilman Keel reported that the Planning Commission is gathering information from the town attorney that they will be addressing the next meeting.

The resignation of Dan Ferrin was discussed but no action was taken.

The next Planning Commission meeting will be on Tuesday, March 12, 2019 at 5:30 p.m.

SCWEMS Board: Mayor Zeiger noted the next meeting will be in Elk Mountain on March 12th at 6 p.m.

HealthCare: Mark Pesognelli addressed the council concerning the HealthCare Sustainability group adding that they had traveled to Montana to look at critical access hospitals. The Ruby Valley Critical Access Hospital is very similar to what is being anticipated as a model that would be workable in our area.

The Clinic hosted the Veteran Administration and 15 individuals took advantage of the VA staff that made the trip to Saratoga. The Clinic is looking at adding telemed care through the VA in the near future.

The Clinic has added Emma Burea to the staff at the clinic and she has seen a number of patients, Ruby Aires is the second Nurse Practitioner and she started on March 5th.

Councilman Keel brought up the issue of the monthly lease through the Lease Agreement signed on November 1st between the Town of Saratoga and HMS referencing the following:

- Mr. Pesognelli asked the council to consider what the town has been doing in the past and perhaps continuing the same practice in the future.
- Until the Corbett Medical Foundation is underwriting operating costs for HMS, Councilwoman Welton does not have a problem allowing the town to waive those monthly payments
- Credentialed payers and providers were discussed
- Councilman Keel noted that the intention of the lease payments was to offset the maintenance cost paid by the town and he would like to see a time limit put on the waiver of that payment

Councilman Nelson made a motion to waive the monthly payments from October 1, 2018 to May 1, 2019. Councilman Keel seconded and the motion carried unanimously.

New Business: Mayor Zeiger reminded the council of the Budget Workshop on March 6th at 4:00 p.m.

EXECUTIVE SESSION: Councilwoman Welton made a motion to move into executive session at 7:05 p.m. to consider information considered confidential by law, in accordance with W. S. 16-4-405(a) (ii) and (iii). Councilman Keel seconded and the motion carried unanimously.

Councilwoman Welton made a motion to move out of executive session at 7:31 p.m. Councilman Wilcoxson seconded and the motion carried unanimously.

Councilwoman Welton 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 Keel seconded and the motion carried unanimously.

Mayor Zeiger 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 7:32 p.m.

The next regular meeting of the Saratoga Town Council will be held on March 19, 2019 at 6:00 p.m. in the Council Chambers of the Saratoga Town Hall.

John Zeiger, Mayor

Suzie Cox, Clerk