

MINUTES OF A REGULAR MEETING OF THE SARATOGA TOWN COUNCIL
HELD MAY 5, 2015, 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 Councilwoman Susan Howe, Councilwoman Judy Welton, and Councilman Richard Raymer. Councilman Will Faust was absent from the meeting.

APPROVAL OF AGENDA: Councilwoman Welton made a motion to approve the agenda as Amended: Under Town Hall add – Report on COG request for transfer of funds; and the Addition of an Executive Session following New Business to discuss personnel. Councilwoman Howe seconded and the motion carried unanimously.

APPROVAL OF THE MINUTES: Councilman Raymer made a motion to approve the minutes of the April 21, 2015 meeting as presented. Councilwoman Howe seconded and the motion carried unanimously.

APPROVAL OF THE BILLS: Councilwoman Welton read the following bills for approval: Accounts Payable: \$53,113.82; Payroll and FICA for 4/20/15 in the amount of \$57,842.27 and manual checks in the amount of \$866.92 for a total of \$111,823.01.

Councilman Raymer made a motion to pay the Prairie Dog Electric bill in the amount of \$92.50. Councilwoman Welton seconded and the motion carried. Councilwoman Howe declared a conflict and abstained

Councilwoman Welton made a motion to pay the remaining bills in the amount of \$111,727.81. Councilwoman Howe seconded and the motion passed unanimously.

CORRESPONDENCE: Mayor Glode read a letter from Mark Pepper, Executive Director of Wyoming Rural Water congratulating the town on their water system for placing as a finalist in the Best Tasting Drinking Water contest held at the 24th Annual Technical Conference and Industry Trade Show. Mr. Pepper added that the town's water operations staff headed by Chuck Bartlett should be commended for placing in the finals for the 4th consecutive year.

Recreation Department: Recreation Director Lisa Burton reported that Chuck Bartlett's crews have been assisting with removing the pool covers and Mike Day has been power washing and cleaning the pools in preparation of opening the pool in a few weeks. Additionally one hot water heater had to be replaced and elements had to be replaced in the other hot water heater.

Director Burton requested permission to hire summer help and presented the following for approval:

Ransom Gates (5th year) Pool Manager @ \$11.50 per hour
Sarah Lincoln (4th year) Cashier (part-time) @ \$10.75 per hour
Rebecca Burton (6th year) Cashier (part-time) @10.75 per hour
Matison Love (2nd year) @ \$8.75 per hour
Veronica Lincoln (2nd year) @ \$8.75 per hour

The following new hires will be employed as cashiers and life guards – pending certification - and will allow Ms. Burton to use them for other recreational activities throughout the summer and school year.

Sarah Burton (new hire) @ \$8.50 per hour
Meredith Lincoln (new Hire) @ \$8.50 per hour
Katie Loose (new Hire) @ \$8.50 per hour
Kelsey Samson (new hire) at \$8.50 per hour

Councilwoman Welton made a motion to allow Director Burton to hire the staff as requested. Councilman Raymer seconded and the motion carried unanimously.

ITEMS FROM THE PUBLIC: Mayor Glode introduced Linda Smith, currently an EMT with our local ambulance responders, working at the Rawlins Hospital and is currently in a bachelor program from the University of Wyoming's nursing program. Her final project preparing for graduation was to address a community health topic and develop an implementation plan.

Linda Smith's power point presentation is Public Transportation – A community Need:

The presentation covered the critical need for public transportation for the elderly living in rural areas. Our nearest acute care hospital is forty-one miles away and although we have one local medical clinic and a 24/7 EMS service for emergency care many of our elderly do not have a means of transportation for non-critical situations.

Ms. Smith covered the emergency and non-emergency coverage for Medicare and Medicaid patients and the support that aging Americans have through federal programs such as ADA (American with Disabilities Act) and OOA (Older Americans Act). Included was a policy statement, the positive implications of a program, the expected outcomes, and the process through WYDOT to obtain and apply for grant funds including the projected cost of a public transit program.

Ms. Smith also reviewed a plan for implementation from a forum for community collaboration through a process to secure funding to implementing a transportation program and then evaluating the effectiveness of the plan.

The council thanked Linda Smith for her presentation as many feel that this type of program is a necessity for all rural areas.

REPORTS FROM DEPARTMENTS

Town Hall: Mayor Glode read a special event applications submitted by the Wiant Family for use of Veteran's Island on July 4th from noon until 7:00 p.m. The application included an open container permit. All applicable signatures had been included in the permit application.

Councilwoman Welton made a motion to approve the applications as presented with all appropriate signatures obtained. Councilwoman Howe seconded and the motion carried unanimously.

Councilwoman Howe reported that the Council of Governments is requesting that each municipality consider allowing the City of Rawlins to reallocate their consensus funds from purchasing a dozer to assist with the funding for closing their landfill. They apparently have an older piece of equipment that will work during the closing of the pits, but the funds would be better used in the closing process than in purchasing the equipment.

Councilwoman Howe made a motion to allow the City of Rawlins to reallocate their consensus funds to cover some of the cost of closing the landfill. Councilman Raymer seconded and the motion carried unanimously.

Fire Department: Brad Cary introduced Creed James and Nick Cary and provided the council with an annual report which included the total number of calls for the year, in town calls, county calls, search and rescue calls, training hours and types of training that the volunteers have logged for the year.

Mr. Cary reviewed the following information with the council:

- The ISO rating for the fire department was reduced from a Class 6 to a Class 4 which could possibly reduce some insurance premiums if insurance carriers are notified of the change.
- 2015 Goals including equipment and improvements to the department
- Capital expenditures for 2015-2016
- Reimbursement for lodging for the firemen that attended the Cody Fire School
- Purchases that they are requesting the council approve at this time

The council considered the following for approval:

Purchase equipment from L.N. Curtis in the amount of \$6,563.42

Purchase of a Pitot Gauge & Flow test Kit in the amount of \$621.95

Councilwoman Welton made a motion to approve the L.N. Curtis purchase in the amount of \$6563.42. Councilwoman Howe seconded and the motion carried unanimously.

Councilwoman Howe made a motion to approve the reimbursement of lodging for the ten firemen that attended the Cody Fire School in the amount of \$1485.00. Councilman Raymer seconded and the motion carried unanimously.

The council discussed the Pitot Gauge and Flow test kit for \$621.95 for testing hydrants and asked that Chuck Bartlett be asked to review the information on the gauge prior to purchase to make sure it is what is needed.

Councilwoman Welton made a motion to approve the purchase of the Pitot Gauge and Flow test kit for \$621.95 contingent upon the review and approval of Chuck Bartlett. Councilman Raymer seconded and the motion carried unanimously.

Police Department: Mayor Glode indicated that there was a Proclamation appointing Pastor Scott Stinson as the Police Chaplain. However, Chief Knickerbocker stated that he had not been able to contact Pastor Stinson to ask him to be at the council meeting. The Proclamation will be read at a future meeting. Chief Knickerbocker also asked council permission to send Pastor Stinson to a four day course at the academy for police chaplain training. The cost would be \$315.00 and would include a membership in the Police Chaplain Association. Discussion followed but no decision was made.

Chief Knickerbocker requested permission to change Bobby Chitwood's position to a full time position rather than a part time position. Chief Knickerbocker stated that Mr. Chitwood had completed his FBO training and would be going to the academy for training later this fall.

Councilwoman Howe made a motion to make Bobby Chitwood's position full time. Councilman Raymer seconded and the motion carried unanimously.

Chief Knickerbocker requested permission to advertise for two part time police officers. Chief Knickerbocker stated that the two part time officers would insure that there would not be any double shifts or overtime for the full time officers if there were two part time officers to fill that need.

Councilwoman Welton made a motion to advertise for two part time police officers. Councilwoman Howe seconded and the motion carried unanimously.

Department of Public Works:

DPW Supervisor Chuck Bartlett was in Casper attending a Wyoming Rural Water Conference and provided the council with a written report.

Street Department: Department of Public Works Supervisor Chuck Bartlett reported that the street crew has been getting the mowing equipment ready, highway sweeping for painting, working on sprinkler systems and equipment, and cleaning willows and debris from Hugus Ditch. Striping will be done as soon as possible as well.

- Water & Sewer: Department of Public Works Supervisor Chuck Bartlett reported that the crew has been installing sewer taps and manhole risers – one area found to be high in inflow was the area around 7th and Farm and those manholes were raised about two feet above the surface. Which should cut down on the I & I.
- Weed and Pest: Chuck Bartlett reported that he has advertised for bids on aerial mosquito spraying and the bids will be opened on May 14th.
- Parks: Chuck Bartlett reported that the park contract has been advertised and bids will be opened on May 14th.
- Lake: No report
- Hot Pool: No report

River Project: Mayor Glode explained that Jim States had prepared minutes following the last meeting held by the committee. Those minutes are on the web site for review. The Committee is reviewing the possibility of getting help with identifying the bedrock and utilities from the University of Wyoming. Mayor Glode indicated that he may not continue chairing the committee as it moves forward.

Master Plan Steering Committee: Mayor Glode reported that five RFQ's have been received and asked the council to review the copies provided to them.

REPORTS FROM BOARDS AND COMMISSIONS:

Airport Board: Mayor Glode reported that there had been a meeting with the airport board on the 27th to go over the lease agreement. Following that meeting, changes were made and again reviewed by the board. The agreement is included in the council packets for the council to review. The agreement will go to the airport board on May 13th for the board's approval and will come back to the council for approval on May 19th.

The next Airport Board meeting will be on May 13, 2015 at 1:00 p.m.

Community Center Joint Powers Board: Councilwoman Welton reviewed upcoming events and activities and reported that the work to replace the gym and multipurpose room floors has begun and will hopefully be completed in the next couple of weeks.

The next meeting of the Community Center Joint Powers Board will be held Monday, May 11, 2015 at 4:30 p.m.

Water and Sewer Joint Powers Board: Councilman Raymer reported that ten people from the staff, council and members of the JPB attended the Rural Water conference in Casper.

The next meeting of the Water and Sewer Joint Powers Board will be Wednesday, May 13, 2015 at 6:00 p.m.

Landfill Board: No report

The next meeting will be Wednesday, May 6, 2015 at 7:00 p.m. in Encampment.

Medical Board: Councilwoman Welton updated the council on the possible closing of the nursing home.

Planning Commission:

Chuck Bartlett reported that the planning commission is addressing the fence ordinance and the Dave Johnson Variance application.

The next Planning Commission meeting will be May 12, 2015 at 5:30 p.m.

Recreation Commission: The next meeting of the Recreation Commission will be Wednesday, May 20, 2015 at 5:00 p.m.

Community Garden Board: Cindy Bloomquist reviewed the conceptual proposal that she will be submitting to the Department of Agricultural for a grant in the amount of \$24,176.00. The proposal indicates it is for sustainable production practices specialty crops and their pollinators and Ms. Bloomquist continued to explain the proposal to the council. Ms. Bloomquist assured the council that this is only a proposal and not the final grant application.

The next meeting of the Garden Board will be Monday, May 11, 2015 at 6:00p.m. Ms. Bloomquist reminded the council and public of the pot-luck dinner and other activities following the meeting.

South Central Emergency Medical Services: Police Chief Knickerbocker praised the SCWEMS service and thanked the board for the new defibrillators that were given to the police department so that each officer would have one in their vehicle.

Business: Mayor Glode read a Proclamation setting the Month of May as Building Safety Month which is co-sponsored by the Wyoming Conference of Building Officials and the Internal Code Council which promulgates the most widely adopted building safety and fire prevention codes in the nation. The Mayor hereby set his signature and proclaimed the Month of May as Building Safety Month for the Town of Saratoga.

Executive Session: To discuss personnel and matters of litigation in accordance with W.S. 16-4-405(a) (ii) and (iii)

Councilwoman Welton made a motion to go into executive session at 7:22 p.m. to discuss personnel and matters of litigation in accordance with W.S. 16-4-405(a) (ii) and (iii). Councilwoman Howe seconded and the motion carried unanimously.

Chuck Bartlett attended the executive session.

Councilwoman Howe made a motion to come out of executive session at 7:41 p.m. Councilman Raymer seconded and the motion carried unanimously.

Councilwoman Welton made a motion to seal the minutes from the executive session. Councilwoman Howe seconded and the motion carried unanimously.

Mayor Glode reported there was no action taken.

Richard Raymer made motion to approve sending Pastor Scott Stinson to the four day academy training for Police Chaplains at a cost of \$ 315.00 which will include a membership in the Police Chaplain Association, Councilwoman Howe seconded and the motion carried unanimously. It was noted that the Proclamation will be read when Pastor Stinson is available to attend a council meeting.

Adjournment: Being no further business to come before the meeting, Councilman Raymer made a motion to adjourn at 7:53 pm.

The next regular meeting of the Saratoga Town Council will be held on May 19, 2015 at 6:00 p.m. in the Council Chambers of the Saratoga Town Hall.

Ed J. Glode, Mayor

ATTEST:

Suzie Cox, Clerk