

MINUTES OF A REGULAR MEETING OF THE SARATOGA TOWN COUNCIL
HELD NOVEMBER 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 John Zeiger, Councilman Jon Nelson, Councilman Steve Wilcoxson, Councilwoman Judy Welton, and Councilman Bob Keel.

APPROVAL OF THE MINUTES:

Councilman Nelson noted that the payroll reports that were included in the packets showed different subtotals for net payroll and employer liabilities than listed on the agenda for approval. The numbers were reviewed for 10/01/2019 payroll and as noted the amount was changed to \$55,802.12. The numbers were reviewed for 10/15/2019 payroll and as noted the amounts changed to \$49,229.24.

Councilwoman Welton made a motion to approve the minutes of the October 15, 2019 meeting as amended by Councilman Nelson, Councilman Keel seconded, and the motion carried.

APPROVAL OF THE BILLS: Treasurer Samuel Flohr read the following bills for approval: Accounts Payable: \$78,555.11; Net Payroll for 10/29/2019 in the amount of \$32,084.23; and Payroll Liabilities for 10/29/2019 in the amount of \$56,142.93.

Councilman Keel made a motion to pay the bills, as presented, in the amount of \$78,555.11 and Net Payroll and Liabilities in the amount of \$88,227.16, Councilwoman Welton seconded, the motion carried.

NEW BUSINESS: James Childress of Childress Accounting and Consulting address the council with an update on his review of the FY 18 Audit Report and the town accounting practices as requested by the Council, and to made recommendations for improvements to the current accounting system.

Mr. Childress reviewed the findings noted in the FY18 audit report and reviewed the following:

- Financial Statement Preparation – lack of internal control over preparation of financial statements, not uncommon for small governments- suggests considering obtaining outside assistance in preparing annual financial statements
- Deficit Fund Balance – governmental accounting is very different and complex where cash is pooled, and one fund can very clearly incur the expenses against cash “belonging” to another fund- suggests a monthly financial statement report that clearly shows the fund balances across the town’s books. What is missing is a transfer, which requires a certain journal entry
- Check Signing Authority Control – follow standard practices, checks to be reviewed, noting that all have dual signatures
- Personnel Policies and Contracts – all payrolls are accompanied with full supporting documents - suggests review and consider amendments to the policies
- Reporting – shared calendars, reminders to check with compliance deadlines
- Misstatements of Cash- recommends a cash receipting policy

Additional procedural recommendation made by Mr. Childress was that the town get some assistance with the financial statement preparation, to prepare for upcoming audits which may cut the cost for the yearly audits if the financial statements are prepared by certified accountants.

Mayor Zeiger asked that the BigFoot reporter and the Saratoga Sun reporter to wait until Friday to pick up a copy of the report, which will be made available after the council has had time to review the written report submitted by Mr. Childress.

The council asked Mr. Childress if he would consider giving assistance to the town in financial statement preparation. Discussion followed concerning cost, time involved, number of assistants needed to help with preparation, and a timeline. It was noted that the financial statement preparation often reduces the cost of an audit due to the preliminary work that is done as you move into the next audit.

Councilman Nelson made a motion to continue with the engagement of Childress Accounting in consulting for the purpose of assisting with the financial preparation for the FY19 audit and follow through with the recommendation as set forth in the report, seconded by Councilwoman Welton, the motion carried.

CORRESPONDENCE: Mayor Zeiger read a letter from Michelle Christopher from Wyoming Rural Water concerning a Source Water Protection Plan Development workshop scheduled for 6:00 pm, November 20, 2019 at the Saratoga Town Hall. The purpose of the workshop is to gather stakeholders within the watershed to review the WYDEQ Wellhead Protection Program Guidance Document that was completed for this Source Water Protection and the SWPP itself.

COUNCIL COMMENTS: Councilman Wilcoxson thanked Mayor Zeiger for filling in for him at the Rec Board meeting and Councilman Keel for offering to fill in for him as well, adding that he may be missing a few more meetings if they would be so kind as to cover for him then too.

Councilman Wilcoxson stated that he disagrees with putting in the sewer and a bath house at the Saratoga Lake Campground stating that it is a campground, if a bathhouse is added it would require hiring a fulltime campground host to take care of it. In addition, we would be competing with businesses near town. We have RV Parks and one additional one that is being added across from Deer Haven. It would be unfair competition to those businesses. He does however support running a water line to the lake.

Mayor Zeiger stated that following Mr. Childress's report he is going to be contacting the Attorney General's Office and ask for a review of the seizure of the town hall computer.

Councilman Nelson requested the Minutes from the Special Meeting of September 18th. Clerk Cox noted that they were not prepared at this time but would be available for the next meeting.

Councilman Nelson then asked for an updated financial report and Treasurer Flohr noted that the bank statements had not been received and the reconciliation would be done as soon as it is received.

Councilman Wilcoxson would like to rethink how lake fees are paid due to recent issues with the drop box at the lake. He asked the council to consider requesting payments be made at the town hall. No action taken.

ITEMS FROM THE PUBLIC:

Health Care Update:

Mark Pesognelli addressed the council with updates for the medical clinic. He indicated that he had asked the current providers what specialists they would like to see come to Saratoga to provide enhanced health care; their responses were as follows:

- On a monthly basis - behavioral health, gastroenterology, cardiopulmonology
- Every other month - rheumatology, oncology, urology and ENT
- Every three-month - dermatologist and podiatry

Mr. Pesognelli noted that they and Ivinson Memorial Hospital are well on their way to making an agreement that Ivinson Memorial Hospital could possibly send specialized doctors to Saratoga to provide enhanced health care. He provided each councilmember with an article in the Wyoming Business Journal outlining Ivinson's practice of providing specialist to rural communities in the state.

Will Faust addressed the council stating that a selection committee was formed to look at bids submitted by general contractors for the construction of the hospital

- They selected Sletton Construction, a Wyoming company that specializes in health care in Wyoming. The Sletton architect met with the Wyoming Department of Health
- They received their financial report which they have shared with fifteen different critical care hospitals in the mountain west region - conducted interviews with those CEO's and received favorable responses
- Contracts were signed
- USDA paperwork has not yet been submitted - there are a few steps to be completed
- Fundraising - collecting letters of support from donors
- Waiting for the determination from the IRS on the 5013c
- Changed from large public meeting to small group going out to different community meetings and talking with smaller groups

Further discussion followed addressing the types of specialists, treatment, and credentials that can be expected.

Questions were voiced concerning Memorial Hospital of Carbon County and it was noted that the MHCC's board of directors has stated that they are going forward with the purchase of land in Saratoga and a building that can be placed on the property to begin staffing a clinic. A new CEO has been hired; Ken Harmon from Meeker Colorado will be coming in to work with Bob Quist for the next few months.

REPORTS FROM DEPARTMENTS:

Town Hall: Stacy Crimmins reported on the Special Event Permit Application and a Street Closure Permit submitted on behalf of the Chamber of Commerce for the Christmas Parade scheduled for December 7th beginning at 5:30 p.m.

Councilman Wilcoxson made a motion to approve the Special Event Application and Street Closure Permit for the Christmas Parade on December 7th, contingent upon all department signatures, Councilman Keel seconded, the motion carried.

Mayor Zeiger presented Ordinance No. 856 on second reading, discussion followed with no action taken.

Treasurer Samuel Flohr provided the council with a written report and thank you to the council for the opportunity to go to the Caselle training in Casper on October 29th and 30th. His report covered his training in utilities, payroll, general ledger, accounts payable and journal entries. All were very informative, and the training also gave him an opportunity to visit with a couple of state auditors, that was very valuable.

Councilman Nelson questioned the town's current policy on cash receipting and questioned the current cash sources. Discussion followed noting all the cash sources throughout the town.

Currently is all done manually, however there is a module for cash receipting and journal entries through Caselle that would be beneficial and free up time to be used in other ways.

Police Department: Mayor Zeiger read a thank you from Gene Smith to Sgt. Christen for visiting with a youth group during which they had lots of questions that he did a great job answering and representing the police department.

Chief Ken Lehr reported on:

- Officer and dispatch training
- The improvements made to the phone system to separate the regular lines from the Viper System, which has corrected the roll over issues on the regular phone lines

Fire Department: Councilman Nelson stated that the fire department was reviewing the protocol for responding when there is a gas leak.

- Training is essential
- Identify who is financially responsible
- Identify who is responsible for providing staff and/or equipment
- Black Hills has indicated that they will not send employees into a hot zone
- Develop a policy between Black Hills, the town, and the fire department

Recreation Department/Commission Report: Director Lisa Burton reported that the Recreation Commission met on November 4th and the discussion covered the following:

- Co-ed volleyball league and tournament- bracket play will start in November
- Donkey basketball to be scheduled May 1st
With proceeds going to help with the cost of lawn care and improving the dugouts, etc. (as noted at the last meeting by Mayor Zeiger)
- Two art class were held in October
- Ladies-Night Out is scheduled for December 12th
- Held a workshop on the Utah Jazz program with some of the coaches and they discussed other options with youth basketball rather than Utah Jazz

The next meeting will be December 9th at 5 p.m. followed by another meeting to discuss Utah Jazz

Saratoga Airport: Council Nelson made a motion to approve the minutes of the special meeting of the airport on October 18th, Councilman Keel seconded, the motion carried.

Councilman Nelson reported that there had been a meeting with the County Commissioners and the Rawlins City Council as they discussed a county wide Joint Powers Board to oversee and manage all three county airports. Members of the Saratoga Advisory Board Lance Grubb, Arlen Hughes, and Ladd Sanger (by phone) declined to join to form a JPB as they did not think it would be a structure to benefit Saratoga.

Councilman Nelson reviewed his conversation with Jim Sweeney of the FAA as he (Councilman Nelson) shared his concerns of the FY18 audit indicating a deficit in airport funds. FAA's Jim Sweeney was asking if the town could find additional funding to come up with enough to do both the design and the construction phase of the apron expansion project. Councilman Keel asked if that decision would impact the town's ability to receive the construction phase of the grant in the future and was assured that it would not. Following their discussion, the decision on that project has been pushed to later in November.

For Sage Engineering to move forward with the grant process for the apron expansion, we will need to engage with a third party who is familiar with the process for these projects. They will be asked to submit an independent fee estimate, which would include a bid on the project the same as Sage Engineering who is under contract with Saratoga. If their bid comes in higher or within 5% of what Sage Engineering has projected for the cost, Sage can move forward with the project. Councilman Nelson suggested two consultants that could be contacted for the project.

Councilman Nelson made a motion to engage either Rude & Associates, or Lew Lott, both aeronautics consultants, for an independent fee estimate, seconded by Councilman Wilcoxson, the motion carried.

Councilman Nelson reported that he had received an email from Dave Shultz (Sage Engineering) referencing the procurement of the snow removal equipment. Currently he is waiting for action from WYDOT Aeronautics on the amendment to approve the additional cost, but they will not be meeting until December. The council has the option to approve the additional cost and move forward with the procurement knowing that the town would be responsible for the additional cost (\$7,700).

Councilman Nelson made a motion to move forward with the procurement ahead of the WYDOT December meeting and approve the notice of award for the project for the snow removal equipment, seconded by Councilman Wilcoxson, the motion carried.

The next regular meeting of the Airport Board will December 11th at 3:30 p.m.

Department of Public Works:

DPW Director Jon Winter provided the council with a written report for the department of public works.

Streets:

- The crew plowed and sanded the street recording approximately 151 hours between 10/27 and 10/31
- Reported that the ice melt was purchased from Delta at a cost of approximately \$1,200 more than was reported at the last meeting because the original provider was not able to deliver the purchase in a timely manner

Councilman Wilcoxson made a motion to accept the alternate purchase of the ice melt, seconded by Councilwoman Welton, the motion carried

- Union finished Zone 2 (North of Rochester-West to 1st to 5th) and will be moving on to Zone 10. They are scheduled to bore between 7th and 13th on Elm and between Elm and Main on 9th. The construction crew will then be done for the year
- Black Hills' work is focused on installing the 25 remaining service lines and the four bores under Hwy 130 between Walnut and Bridge
- Discussion about patching for the street and alley cuts ended by reporting that Black Hills will be at the November 19th meeting
- Maintenance on snow removal equipment

Water/Sewer

- Requested Permission to purchase two 1" meter pits (\$1,562/ea.) and four ¾" meter pits (\$1,202/ea.) for a total of \$7,932 for inventory

Councilman Nelson made a motion purchase two 1" meter pits (\$1,562/ea.) and four ¾" meter pits (\$1,202/ea.) for a total of \$7,932 for inventory, Councilman Wilcoxson seconded, the motion carried

- Working with Wyoming Rural Water to develop Source Water Protection Plan, public workshop scheduled for November 20th at 6:00 p.m. at the town hall
- Reviewed and forwarded the water user's agreement and waste-water agreement with USFS comments to attorney Tom Thompson
- The Level One Study was discussed and will be forwarded to the council and Joint Powers Board

Hot Pool/Parks

- Requested permission to purchase textured floor paint and primer for the hot pool dressing rooms at a cost of approximately \$904.79
- Councilman Wilcoxson made a motion to allow the purchase of textured floor paint and primer for the hot pool dressing rooms at a cost of approximately \$904.79, Councilman Nelson seconded, the motion carried.
- The Hot Pool was cleaned on October 31st

Lake

- Working on modifying the donation box at the lake

Community Center Joint Powers Board: Councilwoman Welton reported that the next meeting will be on November 11th at 4:30 p.m.

Water and Sewer Joint Powers Board:

Councilman Wilcoxson made a motion to have a workshop on December 4th to discuss the RFP's for the lake water and sewer project with the Joint Powers Board, Councilman Keel seconded, the motion carried.

The next meeting will be on November 13th at 6:00 p.m.

Landfill Board: Councilman Wilcoxson reported that he would report to the Landfill Board that the Childress Accounting and Consulting report indicate there were posting errors found but no funds were missing. The next Landfill Board meeting will be held at 7:00 p.m. on November 6th in Encampment.

Planning Commission: Councilman Keel reported that several variances will be discussed, and if passed will be brought back to the council, a subdivision will be discussed. The zoning position will also be addressed at the next meeting.

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

SCWEMS Board: No report

EXECUTIVE SESSION: Councilman Keel made a motion to move into executive session at 8:08 p.m. to consider information considered confidential by law, in accordance with W. S. 16-4-405(a) (ii) and (iii). Councilwoman Welton seconded and the motion carried unanimously.

Councilwoman Welton made a motion to move out of executive session at 9:01p.m. Councilman Keel 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 Wilcoxson seconded; the motion carried unanimously.

Councilman Wilcoxson made a motion to address a cash receipting policy, Councilman Keel seconded, and the motion carried.

Councilman Nelson made a motion to refund \$85.00 to Christopher Heath for campground fees, Councilman Keel seconded. called for the vote and Mayor Zeiger asked that the council be polled. Councilman Nelson – Yes; Councilman Wilcoxson – Nay; Councilwoman Welton – Yes; Councilman Keel – Yes; and Mayor Zeiger – Nay. The motion passed 3-2.

Adjournment: There being no additional business to come before the meeting Councilwoman Welton made a motion to adjourn at 9:03 p.m. Councilman Keel seconded, and the motion carried.

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

John Zeiger, Mayor

Suzie Cox