MINUTES OF A REGULAR MEETING OF THE SARATOGA TOWN COUNCIL HELD SEPTEMBER 17, 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 Wilcoxson, Councilwoman Judy Welton, and Councilman Bob Keel.

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

APPROVAL OF THE MINUTES: Councilman Nelson made a motion to approve the minutes of the September 3, 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: $66,075.94; Payroll and FICA for 9/17/2019 in the amount of $45,884.18; for a total of $111,960.12.

Councilman Wilcoxson made a motion to pay the bills in the amount of $111,960.12. Councilwoman Welton seconded and the motion carried.

CORRESPONDENCE: Mayor Zeiger read an email from Daniel Sharon from Wyoming DEQ, Air Quality Division, regarding a lease for town property where an air monitoring station is located by the Saratoga Library parking lot. The lease expired on 8/31/2019 and an amendment, that would have extended the term, was started but not completed before the lease expired. Mr. Sharon was requesting permission to submit a new lease agreement with the same terms and conditions as the previous lease and with an expiration date of 12/31/2019.

Councilman Wilcoxson made a motion to allow Mr. Sharon and Wyoming DEQ to submit a new lease agreement for the town property where the air monitoring station is located by the Saratoga Library parking lot, with the same terms as the previous lease but with a expiration of 12/31/2019. Councilman Keel seconded and the motion carried.

COUNCIL COMMENTS: Councilman Wilcoxson issued an apology to Clerk Cox and Treasurer Flohr for the circumstances at the last council meeting. As Mayor Pro Tem, he indicated that he is learning what his role is and going forward will know better how to conduct a meeting.

Councilman Wilcoxson went on to address questions raised by Councilman Nelson at the last meeting concerning overtime hours paid to a part time employee and why is wasn't approved by the council prior to the hours worked. Councilman Wilcoxson stated that prior to the pool opening in the spring, Recreation Director Burton had expressed concerns about being part time and not having enough hours to cover the pool needs and he at that time advised Ms. Burton to record all the hours that she worked so that she could be paid for the time. This would also give the council a better idea of the hours required to perform the job.

Councilman Wilcoxson next addressed the baseball fields above the library and provided some history on the town's attempts to control the prairie dogs and gophers before abandoning the fields in favor of Wood Fields. Mr. Wilcoxson had asked former DPW Supervisor Chuck Bartlett to attend the meeting and speak to problem. Mr. Bartlett outlined the town's efforts including shooting the pests, flooding the holes, poisoning, and installing chicken wire on bottom and below the chain link fence. All efforts failed.

Councilman Wilcoxson stated that in his opinion the condition of the fields and the ongoing problem with the prairie dogs and gophers provides too much risk for the Town of Saratoga, and would instead favor the purchase of Wood Fields if possible.

Councilman Nelson asked to discuss the "discrepancies" in payroll from the last meeting, stating that Clerk Cox had provided an explanation within the draft minutes from the last meeting, but he felt the comments should part of the record for this meeting instead. The explanation is as follows:

(Following the discussion above, the correct numbers for approval should have been – Accounts Payable - $89,638.62 and the towns portion of retirement for fulltime employees $6,448.23 for a total of $96,086.85, all other amounts were for gross payroll $43,938.67 and all deductibles associated with that payroll) (misrepresented was the amount of $18,808.36 which was the net payroll and deductibles already noted)

Councilman Nelson asked that the clerk's explanation be made part of the record of this meeting, as it serves to answer the questions he had at the last meeting.

Councilwoman Welton explained that she had met with Clerk Cox after the last meeting to address Councilman Nelson's questions and in the council packets there was a Payroll Register Report which shows the totals. It shows Net Payroll and what comes out of the employees' checks, as well as the gross payroll. A second report which shows the net payroll and then adds back in everything that comes out of the checks to get back to the gross payroll.

Discussion followed as to what the manual checks include and if the manual checks were included in the total of the gross payroll figures ($45,884.18) previously approved. Clerk Cox explained that the employer portion of the payroll taxes (Medicare and Social Security) were not included in the gross payroll figure or listed as a "manual" check because they are actually electronic payments and would be approved at the first meeting in October.

Councilman Nelson said his general understanding of approving the bills would be to include all items to be paid, including paychecks, manual checks or items paid electronically. He perceived that the $111, 960.12 paid before would include everything to be paid, including paychecks, FICA, manual checks, health care or electronic transfers.

Discussion ensued as to whether the balance of the bills approved earlier was correct. After a lengthy discussion, Councilman Keel made a motion to amend the payment of the bills as follows:

Accounts Payable $66,075.94, Gross Payroll $45,884.18, employer portion of Social Security $2,803.63, employer portion of Medicare $655.70 and health care premiums to Blue Cross/Blue Shield in the amount of $36,445.68, for a total of $151,865.13. Councilwoman Welton seconded and the motion carried.

Councilman Nelson asked if there were still issues with Caselle. Clerk Cox responded that she and Treasurer Flohr were both working with a representative from Caselle and the majority of the issues had been resolved, apart from issues with the Landfill and Airport funds.

Councilman Nelson questioned the accuracy of the latest reports given to the council and specifically if the General Fund in fact had a negative balance as shown on the report, or whether the issues with Caselle extend past the Airport fund and Landfill fund to include the General Fund.

Clerk Cox explained that in the middle of the month, the accounts have not been reconciled. Attorney Tom Thompson suggested that going forward Treasurer Flohr could provide the council with a Treasurer's Report that would include the current balance of the General Fund as well as the Investment Funds.

Attorney Thompson stated in the upcoming meeting with Caselle, he or Clerk Cox could question the formatting of the reports in order to know what the balances on the reports represent.

ITEMS FROM THE PUBLIC:

Ben Spaulding addressed the council regarding the status of the baseball fields. He expressed concern that there was not a viable plan in place for developing a baseball field and it was already September. If in fact the town intends to abandon the baseball fields above the library, then he would like an alternative location to build a field to be ready for the baseball season next spring. The option to use Wood Fields was only available for one year and then the owners intend to put the property up for sale. With an estimated price of $500,000, it is unlikely that the town or the Little League Association will be able to afford to purchase the fields. Mr. Spaulding stated that Richard Raymer has offered to do the dirt work to prepare the fields; Randy and Debbie Arnold will donate the seed to plant; and Reg Forster quoted $8,000 - $10,000 to put in the sprinkler system. Mr. Spaulding identified two areas in town where he feels there is enough space to build a new field, those areas being Kathy Glode Park and the vacant lot behind the nursing home.

Councilman Wilcoxson reiterated that the main concern is the liability associated with kids/adults twisting an ankle or knee after stepping in a gopher hole. He suggested that maybe the town could donate the field above the library to the Little League Association instead. Mr. Spaulding said he could not make the decision to accept the donation on his own and would need to consult with the Little League Association.

With further discussion, Mr. Spaulding was asked to have an answer from Little League Association by the next town council meeting on October 1st. Councilman Keel also asked him to have a price on the sprinkler system from Reg Forster using the offer from Shively Hardware to provide the materials at cost by October 1st.

The council asked Attorney Tom Thompson to research the town's ability to donate property and what, if any, liability would still be attached to the Town of Saratoga. A lease was also discussed as an option.

Health Care Update:

Mark Pesognelli addressed the council and reported that they have signed a contract with Premier Bone & Joint and they will now have access to orthopedic specialists. They've also been in contact with Ivinson Memorial Hospital about access to other specialists, but an agreement has not been finalized.

Mr. Pesognelli also reported that his employees are concerned over the lease not being signed as of yet and the outlook for their future. He asked if that could be discussed on September 27th at the special meeting. Mayor Zeiger indicated that he had a prior commitment on the 27th but the rest of the council could meet as scheduled.

Bob Quist, CEO of Carbon County Memorial Hospital, reported that they are moving forward in the next 30 – 45 days with a land purchase in Saratoga for a clinic, and they have met with a physician who is ready to move to Saratoga to begin providing services to valley residents. Carbon County Memorial Hospital is interested in purchasing the clinic, but is also ready to move forward with purchasing land and building a clinic, in order to provide those services.

Mark Pesognelli stated that the clinic was donated by the Corbett Medical Foundation and the value of the facility is a result of the work the foundation has done.

Further discussion followed with comments and questions from the public, comments from Susan Foley and comments from Councilman Nelson related to the town's ability to sell the clinic. Attorney Tom Thompson was asked to familiarize himself with the lease agreement for the clinic before the next meeting. No action was taken.

REPORTS FROM DEPARTMENTS:

Town Hall:

With regards to an email received from Barbara Bonds concerning the May 2019 Tax Election and amendments, Councilman Nelson explained that there are two items needing approval. 1). Approval of the 2019 Specific Purpose Tax Agreement with permission for the mayor to sign, which allows for the release of the bonds and collection of the tax. 2.) Approval of Resolution 2019-08 to authorize the amendment of the 2009 Specific Purpose Tax Joint Powers Board with permission for the mayor to sign, which will amend the name of the board and remove "2009" from the title and will add Hanna and Dixon as members to the board.

Councilman Nelson made a motion to approve the 2019 Specific Purpose Tax agreement with permission for the mayor to sign. Councilman Wilcoxson seconded and the motion carried.

Councilman Nelson made a motion to approve Resolution 2019-08 authorizing amendment of the 2009 Specific Purpose Tax Joint Powers Board with permission for the mayor to sign. Councilman Wilcoxson seconded and the motion carried.

Mayor Zeiger read a memorandum from Mark Pring, Executive Director of the Local Government Liability Pool regarding nominations for board vacancies, indicating that there will be two board positions open as of January 1, 2020. The positions are for one county commissioner position and one at-large position and nominations are due by October 31, 2019. Further action was tabled until the October 1st council meeting to allow council members to consider nominees.

Mayor Zeiger read Ordinance 856, an ordinance amending Ordinance 854 of the Town of Saratoga, to reduce revenues of the Police Department Vehicle Replacement Fund and transfer said funds to the Planning Commission Payroll Fund.

Councilwoman Welton made a motion to approve Ordinance 856, an ordinance amending Ordinance 854 of the Town of Saratoga, to reduce revenues of the Police Department Vehicle Replacement Fund by $11,000 and transfer said funds to the Planning Commission Payroll Fund on first reading. Councilman Nelson seconded. Discussion ensued.

Councilman Keel stated that he thought the amount established at the last council meeting was actually $11,748.95 not $11,000. Clerk Cox will make that correction prior to the second reading.

Councilman Wilcoxson expressed concerns about amending a budget that the council worked so hard to establish as well as taking money from the Police Department budget.

Mayor Zeiger said he was not comfortable taking money from the Police Department budget knowing the current condition of the police vehicles and that they need repairs.

Councilman Nelson stated that there will be impact funds available to replace the amount being removed from the Police Department budget.

Councilman Keel reminded the council that they had spent months trying to hire a part time person, but were unable to do so and that it was the recommendation of the Planning Commission to hire a full time Building Inspector and Zoning Officer.

Mayor Zeiger called for the vote and asked that the council be polled. Councilman Nelson – Yes; Councilman Wilcoxson – No; Councilwoman Welton – Yes; Councilman Keel – Yes; and Mayor Zeiger – No. The motion passed 3-2 on first reading.

Further discussion ensued regarding the cost of building permits and if the revenue collected would offset the cost of a full time inspector, as well as the option of the contractor provide the building inspector.

Police Department: Chief Lehr and Clerk Cox reported that the final payment for the lease agreement with Venture Tec was made and sent certified mail.

Fire Department: Mayor Zeiger read Resolution 2019-09, a resolution authorizing submission of a Federal Mineral Royalty Capital Construction Account Grant Application to the State Loan and Investment Board for the purpose of purchasing new extrication equipment for the Saratoga Volunteer Fire Department.

Councilman Nelson made a motion to approve Resolution 2019-09, a resolution authorizing submission of a Federal Mineral Royalty Capital Construction Account Grant Application to the State Loan and Investment Board for the purpose of purchasing new extrication equipment for the Saratoga Volunteer Fire Department. Councilman Keel seconded and the motion carried.

Creed James updated the council on a situation which occurred two weeks prior when they responded to a gas leak at the lot behind Mom's Kitchen. Members of the fire department responded and evacuated residents in the immediate vicinity. A call was made to Black Hills Energy and an employee brought the tools required to stop the gas leak from Rawlins. The Black Hills technician was not allowed to approach the active leak and instead the volunteer firemen had to take care of the leak.

The fire department intends to set up a meeting with Black Hills Energy in an attempt to establish a protocol should a similar situation occur. Members of the volunteer fire department are not trained on gas leaks. The fire department is also looking to establish a list of places to evacuate residents to in different areas of town. In addition to the community center, places suggested were the town hall, LDS church and the American Legion.

Councilman Nelson requested a copy of the franchise agreement with Black Hills Energy to have for the meeting with Black Hills Energy.

Mr. James also reported that their gun raffle raised approximately $3,500 and the fire department responded to 10 calls last month.

Recreation Department/Commission Report: Director Lisa Burton reported that at the last meeting, the board continued discussion on the following:

- Software program for the Recreation Department
- Plan for the baseball fields above the library
- Hub closure and availability of afterschool programs

Ideas for fall and winter activities discussed include:

- Co-ed volleyball league and tournament
- Donkey basketball in the spring
- Mom and me paint class (as well as other paint and pottery classes)
- Dance classes
- Cross country ski lessons

The next meeting will be October 14th at 5 p.m.

Saratoga Airport: Councilman Nelson explained that they identified a last minute grant opportunity grant from WYDOT, which had to be submitted last week. It was a 90/10 split grant for the procurement of the plow and broom for the loader they just purchased. The amount of the grant submitted was $58,000 and the town's share could be up to $5,800 and WYDOT would match the remainder. Bid opening could be as early as October 17th so the plow and broom could be delivered about the same time as the loader. It was noted that there is $13,486 in the budget to cover the match.

Councilman Nelson made a motion to ratify the mayor's signature and submission of a 90/10 split grant to WYDOT in the amount of $58,000 for the procurement of the snow removal equipment (plow and broom), with the town's share being up to $5,800. Councilman Wilcoxson seconded and the motion carried.

Councilman Nelson reported there is an Airport workshop scheduled for 1 p.m. on September 24th, for the purpose of answering questions about the funds available in the Airport Enterprise Fund and discussing the apron expansion project.

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.

Community Center Joint Powers Board: Councilwoman Welton reported that the PVCC fundraiser was very successful, with over 300 people in attendance and raising $89,000 to be used for plumbing repairs in the kitchen and landscaping.

The next meeting will be on October 14th at 4:30 p.m.

Water and Sewer Joint Powers Board: Councilman Nelson reported that the board discussed the following:

- USFS project and service agreement
- Received the Notice of Preliminary Award for the State Homeland Security Grant for the generator at the well field

Councilman Nelson made a motion to allow the mayor to sign the paperwork for the State Homeland Security Grant, for the generator at the well field, when it is received. Councilman Wilcoxson seconded and the motion carried.

The next meeting will be on October 9th at 6:00 p.m.

Landfill Board: The next Landfill Board meeting will be held at 7:00 p.m. on October 2nd in Saratoga.

Medical: nothing additional to report

Planning Commission: Councilman Keel read a letter of interest from Mike Lamprecht to fill a vacancy on the Planning Commission.

Councilman Wilcoxson made a motion to appoint Mike Lamprecht to the Planning Commission. Councilman Nelson seconded and the motion carried.

The next Planning Commission meeting will be held at 5:30 p.m. on Tuesday, October 8th.

SCWEMS Board: No report

NEW BUSINESS: Nothing

Adjournment: There being no additional business to come before the meeting Councilman Keel made a motion to adjourn at 8:57 p.m. Councilwoman Welton seconded, and the motion carried.

The next regular meeting of the Saratoga Town Council will be held on October 01, 2019 at 6:00 p.m. in the Council Chambers of the Saratoga Town Hall.

_____
John Zeiger, Mayor

_____
Lisa G. Burton