

MINUTES OF A REGULAR MEETING OF THE SARATOGA TOWN COUNCIL
HELD SEPTEMBER 3, 2019 AT 6:00 P.M IN THE COUNCIL CHAMBERS OF
THE SARATOGA TOWN HALL

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

Members present were Councilman Jon Nelson, and Councilwoman Judy Welton and Councilman Bob Keel. Mayor John Zeiger was absent from the meeting

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

APPROVAL OF THE MINUTES: Approval of the August 20, 2019 minutes:

Councilman Nelson questioned the way the August 20, 2019 minutes were presented stating that he did not believe that it correctly reported on the MOU that was signed and submitted for participation in the Two Rivers and Lucky Star Impact Assistance Project. Discussion followed.

Councilwoman Welton made a motion to approve the minutes of the August 20, 2019 meeting as presented and Councilman Keel seconded the motion. Councilwoman Welton voting yes, Councilman Keel voted yes, Mayor Pro Tem Wilcoxson voted yes, Councilman Nelson voted nay, the motion carried.

APPROVAL OF THE BILLS: Treasurer Samuel Flohr read the following bills for approval: Accounts Payable: \$89,638.62; Payroll and FICA for 9/3/2019 in the amount of \$54,387.15; and manual checks in the amount of \$14,808.11, for a total of \$158,833.88.

Councilwoman Welton made a motion to pay the bills in the amount of \$158,833.88 seconded by Councilman Keel.

Discussion followed with Councilman Nelson questioning the way that the bills are shown indicating that they do not reflect the correct totals that should be presented for approval.

Following a lengthy discussion, the question was called with Councilwoman Welton voting yes, Councilman Keel voted yes, Mayor Pro Tem Wilcoxson voted yes, Councilman Nelson voted nay, the motion carried.

CORRESPONDENCE: Noting to report

COUNCIL COMMENTS:

Councilman Nelson questioned overtime payment to an employee that is considered a part-time employee. Councilman Nelson questioned paying a part-time employee 6.5 hours of overtime on her most recent payroll check, or the additional overtime hours paid to on her prior payroll check. It was the opinion of Councilman Nelson that all overtime should be cleared by the council prior to the hours being worked. A discussion ensued and it was noted that had this employee not worked those hours the pool would have been closed because there was no one to cover for her so that she would have only worked her approved hours. Discussion followed with no action taken.

Councilman Nelson discounted the Mayor's authority to sign the MOU on August 19, 2019 without the council's review and permission to sign. Although the submission of the Letter of Party Participation was approved for signature when presented with the MOU at the August 6th meeting.

The discussion continued until Councilman Nelson added that he had now had time to review the MOU and was comfortable with the document. Councilman Nelson then made a motion to ratify the MOU that was signed by the Mayor for the Two Rivers and Lucky Star Impact Assistance Project. Councilman Keel seconded, and the motion carried.

Councilman Keel brought up an issue of "housekeeping" in the Recreation Board's minutes that indicated the redirection of funds from the recreation budget to the planning commissions budget. Stating that the statement was incorrect.

Councilman Keel addressed the baseball field issues noted that he had contacted several businesses who would consider donating items for the work on the baseball fields above the library; Reg Forster will donate designing the irrigation system, Shively Hardware will provide materials at cost, Randy and Debbie Arnold will provide grass seed, planting and leveling.

The discussion then turned to funds that may be available in other departments that could be transferred to the planning commission that would enable the planning commission to hire a fulltime zoning official rather than a part time employee to take care of building permits and inspections.

Councilman Keel began a discussion about how to move funds from one department to another followed by creating an ordinance that would allow amending the ordinance to allow for moving funds from one

department to another. The discussion was concluded when a motion was made by Councilman Keel to adjust the Police Department Capital Equipment Fund by moving \$11,000 to the Planning Commission Payroll Fund to allow the planning commission to hire a fulltime zoning official for the planning commission. Councilwoman Welton seconded and the motion carried.

Councilman Keel made a motion to offer the zoning official position to the proper candidate at a rate of \$18.00 per hour beginning on October 1, 2019. Councilwoman Welton seconded and the motion carried.

ITEMS FROM THE PUBLIC: Pat Forbes, Director of HeadStart, addressed the council with concerns about the traffic at the corner of 13th Street and Saratoga Avenue where the HeadStart school is located. Vehicles are speeding past the school and it has been noticed that children's safety is threatened by drivers that do not pay attention to the children crossing the streets. Discussion followed with several solutions addressed:

- Crosswalks painted across both 13th Street to the trailer park and Saratoga Avenue for children and parents' crossings
- "Slow Speed Signs"
- "SLOW" "School Crosswalk" Signs
- "School Drive Safely" Signs
- "SLOW" "School Zone" Sign

Councilman Nelson made a motion that, pending attorney review, they make the area a special hazard area and reduce the speed limit to 20 mph and make the signage appropriate. Councilman Keel seconded and the motion carried.

Nancy Jansa asked the council to review the issues created by the gas leak near the old Mom's Kitchen building. Residents were evacuated from a three-block area and were not given any direction where they could go to be comfortable and inside while the problem was fixed. Ms. Jansa applauded the fire department and the officer on duty; however, she would like assurances that this type of issue would not happen again without some direction.

The individual that was working on the property did call in a locate and was told by the gas company that it was an untracked line and therefore Black Hills didn't do a locate on the line.

It was noted by Chief Lehr that typically all evacuated people are sent to the community center. The process, after an evacuation is called, authority and direction go back to the Incident Commander who assumes control of the scene. In a situation such as the gas leak, the Fire Chief becomes the IC as soon as he arrives on scene and he is the one who takes over at that time. With that information noted, Councilman Nelson will visit with the fire department.

HEALTHCARE UPDATE: Mark Pesognelli addressed the council and reported that BKD was about two weeks away from having the numbers for the critical care hospital, which will then be submitted to the USDA for funding.

On the clinic side they will be speaking with an Orthopedic doctor on Wednesday to try to add those services on a visiting basis.

Mr. Pesognelli asked about the scheduled meeting for the Mayors from Saratoga, Riverside and Encampment and it was noted that it was being scheduled for September 20th around 5 o'clock pm. The purpose of the meeting was discussed, and it ranged from discussing the lease to discussing valley health care. The council was cautioned because only the issues stated in the publication could be addressed, it was noted that the critical care hospital is expected to be outside of town so the lease would be the topic of discussion. Clerk Cox was asked to advertise for the meeting.

REPORTS FROM DEPARTMENTS:

Town Hall: Nothing to report

Police Department: Nothing to report

Fire Department: Nothing report

Recreation Department/Commission Report: The next meeting will be held on October 14th at 5:00 p.m.

Saratoga Airport: The next meeting will be on September 11th at 3:30 p.m.

Department of Public Works:

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

Streets:

- Patching potholes and road cuts
- The 2001 dump truck had water in the oil and was transported to Wyoming Diesel Service in Rawlins. Repairs include a new head gasket, cylinder sleeves and a rebuild to the motor at a cost of approximately \$8,500, unless additional work is needed.

Councilman Keel made a motion to repair the 2001 dump truck at a cost of approximately \$8,500, Councilman Nelson seconded, the motion carried

- Discussed the street cuts, patching and potholes created by the Black Hills and Union Telephones projects. Representatives from both companies will be invited to attend the next council meeting to discuss their possible completion dates
- There are approximately 17 pallets of sandbags remaining

Water/Sewer:

- Began the manhole project between Bridge and Main and 8th Street and 9th Street
- Cleaned the lift station vault at the lagoon
- USFS water line project is moving along with the expected tie in to be done in another week
- Sani-Star RV dump has collected \$1,750 from July 1st through September 1st

Weed and Pest:

- Fogging was completed on August 21st, live traps that were put out prior and shortly after suspending fogging indicated low numbers present

Community Center Joint Powers Board: Councilwoman Welton reported the annual fund raiser is scheduled for Friday, September 6th with cocktails at 5 o'clock, dinner at 6 o'clock and the Auction beginning at 7:00 p.m.

The next meeting will be on September 16th at 4:30 p.m.

Water and Sewer Joint Powers Board: The next meeting will be on September 11th at 6:00 p.m.

Landfill Board: The next Landfill Board meeting will be held at 7:00 p.m. on September 4th in Encampment

Planning Commission: The next Planning Commission meeting will be held at 5:30 p.m. on Tuesday, September 10th at 5:30 p.m.

SCWEMS Board: No report

Adjournment: There being no additional business to come before the council, Councilwoman Welton made a motion to adjourn at 7:55 p.m., Councilman Keel seconded, and the motion carried.

The next regular meeting of the Saratoga Town Council will be held on September 17, 2019 at 6:00 p.m. in the Council Chambers of the Saratoga Town Hall.

Steve Wilcoxson, Mayor Pro Tem

Suzie Cox, Clerk