

SARATOGA TOWN COUNCIL REGULAR MEETING MINUTES
SEPTEMBER 6, 2022 AT 6:00 P.M.
SARATOGA TOWN HALL COUNCIL CHAMBERS

Mayor Creed James called the meeting to order at 6:00 p.m.

Members present were: Councilman Jon Nelson, Councilwoman D’Ron Campbell, and Councilman Hutchins.

APPROVAL OF THE AGENDA

Councilman Nelson made a motion to approve the agenda. Councilman Hutchins seconded the motion. Motion carried.

APPROVAL OF THE MINUTES

Councilwoman Campbell made a motion to approve the regular meeting minutes on August 16, 2022. Councilman Hutchins seconded the motion. Motion carried.

APPROVAL OF THE BILLS

Mayor James read the Deposits, Accounts Payable, Payroll and Transmittal bills as follows:

For September 6, 2022

Deposits:	from 8/15/22-8/31/22	\$ 416,146.80
Accounts Payable:	for 9/06/2022	\$ 37,579.36
Net Payroll:	for 8/18/2022	\$ 42,980.39
Net Payroll:	for 9/01/2022	\$ 39,614.93
Transmittals:	for 8/18/2022	\$ 14,614.30
Transmittals:	for 9/01/2022	\$ 12,570.62

Councilman Nelson made the motion to approve the deposits from 8/15/22-8/31/22 for \$416,146.80. Councilwoman Campbell seconded; the motion carried.

Councilman Nelson made the motion to approve accounts payable for 9/06/22 in the amount of \$37,579.36. Councilwoman Campbell seconded; the motion carried.

Councilman Hutchins made a motion to pay the net payroll for 8/18/2022 in the amount of \$42,980.39. Councilwoman Campbell seconded; the motion carried.

Councilman Nelson made a motion to pay the net payroll for 9/01/2022 in the amount of \$39,614.93. Councilwoman Campbell seconded; the motion carried.

Councilwoman Campbell made a motion to pay the 8/18/2022 transmittals in the amount of \$14,614.30. Councilman Nelson seconded; the motion carried.

Councilman Hutchins made a motion to pay the 9/01/2022 transmittals in the amount of \$12,570.62. Councilman Nelson seconded; the motion carried.

CORRESPONDENCE

- 1) WAM – Certificate in good standing
- 2) Renee Snyder – County Assessor – Renee Snyder came to speak about going for re-election.
- 3) Carbon County Visitors’ Council – 2022 Annual Report
- 4) Letter from Carol Beach – Mayor James read a letter from Carol Beach. Councilman Nelson asked that we address what is lacking at the park since the park is in Town right of way and we are responsible for the right of ways. Director Jon Winter says that the park was not officially designated as a town park. Councilman Hutchins made a motion to take care of the maintenance for the rest of the year and include Odd Fellows Park in the budget for next year. Councilman Nelson seconded the motion. Motion carried. Mayor James asked that the strip of land next to the Town parking lot be included. Councilman Hutchins amended his motion. Councilman Nelson seconded the motion. Motion carried.
- 5) Riviera Motorlodge – Open House with music, food and drinks on September 8, 2022 4-7pm

COUNCIL COMMENTS

No Council comments.

ITEMS FROM THE PUBLIC

- 1) Richard Hodges asked if we were going to address Councilman Spaulding’s vacant seat. Mayor James stated that the item is under ‘New Business’.

REPORTS FROM DEPARTMENTS

Town Hall:

- 1) Never Forget Park
Director Winter stated that the contract does not include the RFP and the design will be done by Friday. Councilman Nelson reached out to 3 irrigation contractors and received two quotes from 1) Quality Landscapers 2) Stillwater Landscapers. The quote from Quality Landscape was for \$32,710. Stillwater Landscape's quote was for \$29,466.40. Councilman Nelson stated that Stillwater Landscape is not prepared to do it this year. Councilwoman Campbell will take the quotes to the next committee meeting to see what everyone says.
- 2) State of WY Worker's Comp Report – No new progress.
- 3) Valley Village Day Care – Mayor James stated that he met with Ellie Dana and there are a number of items on the lease they had questions about. They will bring a complete proposal and the town will consider.
- 4) Ordinance 864 – 2nd Reading – Councilman Nelson made a motion to approve the ordinance in title only. Councilwoman Campbell seconded the motion. Motion carried.
- 5) Special Events Permit – Fall Festival – Proceeds will benefit the Chamber of Commerce and Recreation Department. Councilman Hutchins made a motion to approve the special event permit. Councilman Nelson seconded the motion. Motion carried.
- 6) Special Events Permit – Pickleball Tournament - Proceeds will benefit the Chamber of Commerce and Recreation Department. Councilman Hutchins made a motion to approve the special event permit. Councilman Nelson seconded the motion. Motion carried.
- 7) WARM Invoice - \$37,352.88 Councilman Nelson made a motion to pay the WARM invoice. Councilwoman Campbell seconded the motion. Motion carried.
- 8) Food Trucks – Sean Michael Carney spoke and asked if the Town can waive a fee or permit because small vendors cannot afford it. DeeDee Martz (DeeDee's Delicious Delight) stated that she would like the Council to consider to not charge a fee as well. Mayor James asked what the council wants to do for food trucks. Councilman Nelson stated that he will look at what other municipalities are doing and will research.
- 9) Treasurer's Report: a) Financial Summary 2020 b) Allocation Detail Ledger
Treasurer Georgia Gayle stated the year 2020 is finally closed. The June 30, 2020 financial report to the Council shows a \$1249.49 allocation balance and this was an adjustment left from 2 different CPA's. The current auditor stated to complete 2020 as is and will come to a zero balance as of July 1, 2020. The 2021 audit is almost to the auditor and Mayor James stated that we should have a request for proposal for the auditors. Mayor James asked the council if we should make a motion for an RFP to different auditing firms or ask the current one to submit a proposal. Councilman Nelson made a motion to ask for a proposal for fiscal year 2022 audit cycle from Summit West CPA Group. Councilwoman Campbell seconded. Motion carried. Councilman Nelson stated that CCCOG said that auditing firms are becoming slammed and difficult to find others to find capacity to take on new clients. Councilman Nelson stated that the new Council should pick a new auditor after 3-5 years.
- 9) ASIST Training – The last suicide training was cancelled due to lack of participation. This ASIST training is rescheduled to October 5-6, 2022 from 8:30am-4:30pm. Please contact Marie Christen for more information and this training is free to anyone that wants to participate.
- 10) Phone Lines – The new VoIP system will start September 9.
- 11) Invoice Cloud – Councilman Nelson doesn't want to take any action on this tonight. Councilman Hutchins asked if we still need this with the hiring of an accounting clerk. Councilman Nelson made a motion to table. Councilman Hutchins seconded the motion. Motion carried.
- 12) Motion to hire Accounting Clerk- Councilwoman Campbell made a motion to hire the part time accounting clerk. Councilman Hutchins seconded the motion. Motion carried.

Police Department:

- 1) Part Time Officer Retirement – Mayor James stated that the part time police officer employees asked if they could contribute to Wyoming Retirement System. Currently we are not set up that way but we can change it if we wanted. Last fiscal year, 840 hours of overtime from regular officers. The part time officers have helped to pick up shifts to relieve the full time officers. Mayor James stated that the part timers are getting paid the same as the new hire individual that is uncertified. They have both trained the last 2 new officers and have been in law enforcement for over 7 years. The part time officers use their own supplies and equipment. Councilman Nelson stated that their pay should commensurate to their experience. Councilman Nelson stated that we need to focus on what is broken in the police department and shouldn't have to ask part timers to work 1000 hours a year. The contribution to retirement is not a problem for Councilman Nelson. Officer Patrick Patterson spoke that he was on maternity leave and Officer John Moore was on vacation when Sergeant Christen worked 27 days straight. Councilman Hutchins made a motion to have the part time officers contribute to Wyoming Retirement. Councilman Nelson seconded the motion. Motion carried.
- 2) Kinsco Vest Package Invoice - \$3,993.30 - Dr. Janssen would like to donate from his father's foundation. The Saratoga Resort will be sending the town the payment.

Chief Lehr stated that the new police officer is doing a 2 week online training and will be going to the academy on Sunday night.

3) Bonding – Chief Lehr will look into bonding the officers. He didn't know about municipal code stating officers must be bonded and it is not budgeted.

Fire Department:

- 1) Fire Catt Precision Service Testing - \$3,472 – One piece of hose failed. Pump test in the next week and will submit to iso rating. Councilwoman Campbell made a motion to pay the invoice and Councilman Nelson seconded the motion. Motion carried.

Still training every Wednesday. There have been 3 wildland fire calls.

Recreation Department:

- 1) Carbon County School District #2 Rec Board Grant – Councilman Nelson made a motion for the Mayor to sign the CCSD#2 Rec Board grant. Councilwoman Campbell seconded the motion. Motion carried. Will begin winterizing September 12. Still looking for volunteers for flag football. Fall festival will be October 1 and 2.

Next meeting is September 12, 2022 at 6:00 p.m. at the Town Hall Council Chambers

Department of Public Works:

- 1) Weed & Pest Fee - Citizen reimbursement – An individual requested to be reimbursed on weed & pest fees because we did not use a fix wing. They are out of town limits and did not get the aerial spraying. They are asking for a calendar year reimbursement. Councilman Nelson asks that we correct the billing issue moving forward because there should not be people outside of town getting town bills. The Council would like to correct billing issue but no reimbursement.
- 2) RFR 6 Meter Pits - \$9,000.00 – Councilman Hutchins asked the lead time. Director Jon Winter stated 3 weeks. Councilman Nelson made a motion to purchase the meter pits. Councilwoman Campbell seconded. Motion carried.

Director Winter received 2 application for water & sewer position. He is working on a list of priorities of streets for repair. Councilman Hutchins stated that there will be a list of priorities for the next council meeting with criteria on it.

REPORTS FROM BOARDS AND COMMISSIONS:

Community Center Joint Powers Board:

Next meeting is September 12, 2022 at 4:30 p.m. at the PVCC

Water and Sewer Joint Powers Board:

No new updates. Next meeting is September 14, 2022 at 6:00 p.m. at the PVCC

Planning Commission:

- 1) Lot on Hickory & 1st – Notice was sent out and the owner has spoken to Councilman Hutchins. The individual wanted to use the trees for the park and was waiting for them to go dormant. Councilman Hutchins stated that the trees are not needed but maybe we can make other arrangements. Councilman Nelson stated he doesn't have to clear the trees, just the weeds and concrete.
- 2) Councilman Nelson asked when can members of the public to be present that are against the sign variance. Mayor James stated that the planning commission will be making a decision of in favor or against and review at the next council meeting.

Next meeting is September 13, 2022 at 5:30 p.m. at the Town Hall Council Chambers

Saratoga Airport Advisory Board:

- 1) RFR ASA018X #2 – Councilman Hutchins made a motion to approve the RFR ASA018X #2. Councilwoman Campbell seconded the motion. Motion carried.
- 2) RFR ASA018X #3 – Councilman Hutchins made a motion to approve the RFR ASA018X #3. Councilwoman Campbell seconded the motion. Motion carried.

Airport will be closed September 26th and 27th for permanent markings. Next meeting is September 12, 2022 at 3:30 p.m. at the Town Hall Council Chambers

South Central Wyoming Emergency Services Board:

- 1) Resolution 2022-08 – Mayor James read the resolution. Councilman Nelson made a motion to approve Resolution 2022-08. Councilwoman Campbell seconded the motion. Motion carried.
- 2) Resolution 2022-10 – Mayor James read the resolution. Councilman Hutchins made a motion to approve Resolution 2022-10. Councilwoman Campbell seconded the motion and requested a misspelling corrected on the resolution. Motion carried.
- 3) (TIM) Responder Training Program Next meeting is September 19, 2022 at 6 p.m.

Next meeting is September 19, 2022 at 6 p.m in Elk Mountain.

NEW BUSINESS

- 1) Council Vacancy - Letter of Interest from Kathy Beck – There was confusion on how state statute is written. Attorney Jane France spoke to the State and County Clerk Gwynn Bartlett and is comfortable

appointing until the rest of the remaining term until 2024. Councilman Nelson asked Kathy if she has anything to share or reiterate. Kathy has lived here for 24 years and is getting more involved in the community because of her current job. Councilwoman Campbell made a motion to appoint Kathy to Town Council. Councilman Nelson seconded. Motion carried. Mayor James read the Oath of Office to Kathy Beck.

EXECUTIVE SESSION

To discuss personnel and matters of litigation in accordance with W.S. 16-4-405(a)(ii) and (iii) Councilwoman Campbell made a motion to enter executive session at 8:44pm. Councilman Nelson seconded the motion; motion carried.

Councilman Nelson made a motion to exit executive session at 10:45pm and seal the minutes and note that no action was taken. Councilwoman Campbell seconded the motion; motion carried.

FURTHER BUSINESS

Councilman Nelson made a motion to allow Mayor James to sign an amended T.O. work order 22-02 not to exceed \$2500. Councilman Hutchins seconded. Motion carried.

ADJOURNMENT

There being no additional business to come before the council, Councilwoman Campbell made a motion to adjourn at 10:47pm, Councilman Hutchins seconded the motion, and the motion carried.

The next regular meeting of the Saratoga Town Council will be held on Tuesday, September 20, 2022, at 6:00 p.m. in the Council Chambers of the Saratoga Town Hall.

Mayor Creed James

Marie Christen, Town Clerk