



## **TOWN COUNCIL REGULAR MEETING NOVEMBER 01, 2022 at 6:00 PM**

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Saratoga Town Hall, 110 E Spring Ave, Saratoga, WY 82331

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### **MINUTES**

#### **CALL TO ORDER**

Mayor James called the meeting at 6:00 PM.

- 1) Opening Ceremony
- 2) Roll Call: \_\_Mayor Creed James \_\_Councilman Nelson \_\_Councilwoman Beck  
\_\_Councilwoman Campbell \_\_Councilman Hutchins  
PRESENT  
Mayor Creed James  
Councilman Jon Nelson  
Councilwoman Kathy Beck  
Councilwoman D'Ron Campbell  
Councilman Ron Hutchins

#### **APPROVAL OF THE AGENDA**

Motion made by Councilman Hutchins; Seconded by Councilman Nelson. Motion carried.

#### **APPROVAL OF THE MINUTES**

- 3) Approval of the regular minutes of October 18, 2022

#### **APPROVAL OF THE BILLS**

- 4) Deposits - \$453,575.84  
Motion made by Councilman Nelson; Seconded by Councilman Hutchins. Motion carried.
- 5) Accounts Payable - \$0
- 6) Payroll - \$46,971.16  
Motion made by Councilman Hutchins; Seconded by Councilman Nelson. Motion carried.

- 7) Transmittals - \$32,087.61  
Motion made by Councilwoman Campbell; Seconded by Councilman Hutchins. Motion carried.

## **CORRESPONDENCE**

- 8) Platte Valley Aquatic Feasibility Study  
Nick Haderlie came to present on the aquatic center. He has raised over \$35,000 for the feasibility study from 7 different donors to come up with the current designs. There are 7 sections to it and the idea would be to form a new non-profit that would take over the Recreation Department from the Town of Saratoga entirely. The survey came back that people would like the aquatic center located by the high school.

There are 2 options with the plan: one where the pools are connected and the other where they are separate with a separate exit and spectator viewing. Nick Haderlie asked if the Town would donate the land for the aquatic and recreation center for the community's benefit. They will fund raise the costs of capital construction. The non-profit would like the Town to commit the current Recreation Department budget to privatize the recreation department so that they may take over and fund raise the rest of the operation costs.

Motion made by Councilwoman Campbell to take the proposed lease to the town attorney for review; Seconded by Councilman Nelson. Motion carried. Councilman Nelson stated he would like to hear more from constituents. Nick stated he is asking the Town for 5 acres behind the library, and he will get an easement over the land owned by the county.

- 9) WAM Region 6 Meeting 11/7/22 5-6:30pm Sinclair Town Hall
- 10) CCVC Open House 11/10/22 5-7pm 105 E Cedar, Rawlins, WY
- 11) WY Cost of Living Index for the Second Quarter of 2022  
All items statewide inflation is 10.1% and this is the highest inflation has been since the third quarter of 1981.
- 12) 2023 Wyoming Community Gas Grant  
The grant information will be posed online on the Town website.

## **ITEMS FROM THE PUBLIC**

## **COUNCIL COMMENTS**

Councilman Nelson stated that Resolution 2021-04 where the governing body would prohibit any person to present evidence of Covid-19 immunization as a condition for access, service or employment is a good thing because he is seeing areas of the country where the cities or towns have to rehire people with backpay that wouldn't receive their immunizations.

Councilwoman Campbell stated that the Department of Audit sent a list of those in noncompliance and Saratoga is in complete compliance. She thanked Georgia Gayle and Marie Christen for working on the ARPA grant and the state audit because we received 100% of the funds requested. Councilman Nelson stated that Saratoga received top score out of 113 applicants. He thanked McCall Burau because the Town was awarded funds for the walking path to connect downtown to the grocery store.

## **REPORTS FROM DEPARTMENTS**

### **Town Hall**

#### **13) Department Report**

#### **14) Carbon County Senior Services Agreement - First Draft**

Councilman Nelson stated that the gas card was budgeted and was based on historical uses. The gas purchases were not itemized.

Councilman Nelson stated that we could change the lease to end June 30, 2023 and allot the rest of the money from the budget to the Carbon County Senior Services. Then the Council can recommend to the future Council on what they should do.

Motion made by Councilman Nelson to amend the service agreement from November 1, 2022 - June 30, 2023 and allocate \$500 for the rest of the year with the recommendation to the future council that a donation be made for the whole fiscal year. Seconded by Councilman Hutchins. Motion carried.

#### **15) Carbon County FEMA Risk Map Meeting**

Councilman Nelson stated that he and Councilwoman Beck went to the meeting with FEMA to get an update on our map revisions that have been in progress for 3 years. There have been minor changes to the maps and FEMA is still in process of reviewing. The maps are getting closer to final approval and should be approved by quarter 3 of 2023. There is concern that the maps are hard to justify why certain people are in the flood plain and others are not. The Town Council needs to invite FEMA to look at things on the ground. Councilwoman Beck stated that there are links to all the communications and maps are all available to review now.

#### **16) Black Hills Energy Gas Service Replacement**

Mayor James read the media advisory from Black Hills Energy. There will be some service interruptions to replace aging lines.

#### **17) Valley Village Childcare**

Ellie Dana stated they are withdrawing the request to fence the park and instead, requesting permission to fence the yard off the clinic. Mayor James stated that we sit down with our attorneys and speak about the lease. Valley Village raised money for renovations and a fire suppression system but they did not raise enough money to do maintenance on the building. Councilman Hutchins stated that it would be unfair of the Council to agree to do something when the new council is going to start soon. The lease stated that it lets them accept the issues as is. Councilman Hutchins asked if this is wise that the current council spend money when the next council will inherit this. Mayor James stated that they don't want to commit the future Council for items that are not budgeted.

- 18) State of WY Worker's Comp Report
- 19) Ordinance 865 - Mobile Vending 2nd Reading  
Councilman Nelson made modifications to Ordinance 865 per Attorney Jane France's changes. Motion made by Councilman Nelson to introduce Ordinance 865 as amended in full; Seconded by Councilman Hutchins. Councilman Nelson and Councilwoman Campbell read Ordinance 865 in full. Motion carried.
- 20) Deputy County Emergency Management Position  
Councilman Nelson stated that the next CCCOG meeting is November 16, 2022 and he asked if there was any other feedback. Councilwoman Campbell stated that it should be a fair percentage so that we don't pay as much as Rawlins. Mayor James stated he is curious what the other municipalities are expressing on this. Councilman Nelson will state that Saratoga is in support and will report back what the other municipalities say.
- 21) Bank Reconciliations  
Councilman Hutchins asked Treasurer Georgia Gayle what the update was on bank reconciliations. Georgia stated that she has sent Stuart Webster information for May and June. Councilman Nelson stated that a member from the public asked why bank reconciliations were taking so long and he stated that maybe the Council can ask Stuart information on the process when they speak to him.

### **Police Department**

A dispatcher is in training for the basics and they are still ironing out wrinkles in Spillman/DigiTicket.

### **Fire Department**

Went through ladder, pump, and hose testing. They will find out soon if they are maintaining their iso rating and Mayor James will report back.

### **Recreation Department / Commission**

Next meeting is November 7, 2022 at 6:00 PM at the Town Hall Council Chambers

- 22) Department Report  
The gym will be closed on November 11, 2022 for Veteran's Day. The first pickleball clinic will be on November 12, 2022 from 10-1pm. Michael Day from Laramie will come over to teach pickleball to the participants for \$20/participant. There are 6 spaces left.
- 23) Recreation Public Workshop 11/7/22 6:30pm at the Town Hall Council Chambers  
The Recreation Commission will be discussing the results of the survey and talk about increasing community engagement in activities and volunteerism at the workshop on November 7, 2022 at 6:30pm.
- 24) Special Events Application  
Hot Chocolate Run for December 3, 2022 10am-2pm. Motion made by Councilman Nelson contingent on signatures on the special event application and approval by the recreation board; Seconded by Councilman Hutchins. Motion carried.

## **Department of Public Works**

Councilman Hutchins stated that the water & sewer department needs to purchase 4 drums of bisulfite and 4 tanks of chlorine. The total would be \$4,221 including shipping. Motion made by Councilwoman Campbell; Seconded by Councilman Nelson. Motion carried.

Mayor James asked the Council if they should start advertising for public works position. Councilman Hutchins stated that they should invite the future council to weigh in on that.

### **25) Work Order 22-04A**

Mayor James stated this is for the additional construction work on the Spring Avenue project for the additional 15 days. Motion made by Councilman Nelson; Seconded by Councilman Hutchins. Motion carried.

## **REPORTS FROM BOARDS AND COMMISSIONS**

### **Community Center Joint Powers Board**

Next meeting is November 14, 2022 at 4:30 PM at the PVCC

No new updates.

### **Water and Sewer Joint Power Board**

Next meeting is November 9, 2022 at 6:00 PM at the PVCC

No new updates.

### **Planning Commission**

Next meeting is November 8, 2022 at 5:30 PM at the Town Hall Council Chambers

No new updates.

### **Saratoga Airport Advisory Board**

Next meeting is November 14, 2022 at 3:30 PM at the Town Hall Council Chambers

#### **26) DBT Transportation Services Agreement**

Motion made by Councilman Hutchins; Seconded by Councilwoman Campbell. Motion carried.

#### **27) Sponsor Certificate**

Motion made by Councilwoman Campbell; Seconded by Councilman Hutchins. Motion carried.

#### **28) Apron Expansion Final Construction Report**

Motion made by Councilman Hutchins to have the Mayor sign the Construction Project Final Acceptance Airport Improvement Program Sponsor Certification; Seconded by Councilman Hutchins. Motion carried.

Motion made by Councilman Nelson to approve the Drug-Free Workplace Airport Improvement Program Sponsor Certification; Seconded by Councilwoman Beck. Motion carried.

Motion made by Councilman Nelson to have the Mayor to sign the Equipment and Construction Contracts Airport Improvement Sponsor Certification; Seconded by Councilwoman Beck. Motion carried.

Motion made by Councilman Nelson to have the Mayor sign the Project Plans and Specifications Airport Improvement Program Sponsor Certification; Seconded by Councilman Hutchins. Motion carried.

Motion made by Councilman Nelson to have the Mayor sign the Real Property Acquisition Airport Improvement Program Sponsor Certification; Seconded by Councilwoman Campbell. Motion carried.

Motion made by Councilman Nelson to have the Mayor sign the Selection of Consultants Airport Improvement Program Sponsor Certification; Seconded by Councilwoman Campbell. Motion carried.

Motion made by Councilman Nelson to approve the Mayor to sign the Certification and Disclosure Regarding Potential Conflicts of Interest Airport Improvement Program Sponsor Certification; Seconded by Councilman Hutchins. Motion carried.

Motion made by Councilman Hutchins to approve the Mayor to sign the Certification Regarding Lobbying; Councilman Nelson seconded. Motion carried.

Motion made by Councilman Nelson to approve the Contractor Contractual Requirements; Seconded by Councilwoman Campbell. Motion carried.

Motion made by Councilman Hutchins to approve the Mayor to sign the Certification For Contracts, Grants, Loans and Cooperative Agreements; Seconded by Councilman Nelson. Motion carried.

29) ASA004B & D Pay Request

Motion made by Councilman Nelson to pay Kilgore Companies, LLC \$242,785.69; Seconded by Councilman Hutchins. Motion carried.

30) SCE Invoice #3450

The final walk through will be on November 7, 2022. Motion made by Councilman Nelson; Seconded by Councilman Hutchins. Motion carried.

31) ASA003A Pay Request

Motion made by Councilman Nelson; Seconded by Councilman Hutchins. Motion carried.

**South Central Wyoming Emergency Medical Services Board**

Next meeting is November 21, 2022 at 6:00 PM at Hanna Fire Station

32) SCWEMS Education Funding Opportunity

Director Stayton Mosbey stated that SCWEMS will sponsor 2 people to complete an EMT class for free. The class is entirely online. They will have a 1 year to complete the class. In return, they will volunteer 30 hours a month for a year or go out for 1 call a month for a year.

33) Resolution 2022-12

Motion made by Councilman Nelson; Seconded by Councilwoman Campbell. Motion approved.

**NEW BUSINESS**

**EXECUTIVE SESSION**

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

Motion made by Councilwoman Campbell to enter executive session at 8:11 PM; Seconded by Councilman Hutchins. Motion carried.

Motion made by Councilwoman Beck to exit executive session at 9:26 PM, Seconded by Councilman Nelson. Motion carried.

**FURTHER BUSINESS**

**ADJOURNMENT**

Motion made by Councilman Nelson to adjourn at 9:26 PM; Seconded by Councilman Hutchins. Motion carried.

**THE NEXT TOWN COUNCIL MEETING WILL BE ON  
TUESDAY, NOVEMBER 15, 2022 AT 6:00 PM  
WITH A PUBLIC HEARING FOR LIQUOR LICENSES AT 5:30 PM.**

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Mayor Creed James

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Marie Christen, Town Clerk