



## **TOWN COUNCIL REGULAR MEETING JANUARY 03, 2023 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 to order at 6pm.

- 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**

Councilman Nelson added Excess Revenue Transfers under 'Approval of the Bills'.

Motion made by Councilman Nelson to approve the agenda as amended, Seconded by Councilman Hutchins. Motion carried.

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

- 3) Approval of the regular minutes of December 20, 2022  
Motion made by Councilman Hutchins, Seconded by Councilman Nelson. Motion carried.

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

- 4) Deposits - \$156,623.53  
Motion made by Councilman Nelson, Seconded by Councilwoman Beck. Motion carried.

- 5) Accounts Payable - \$542,832.04  
Motion made by Councilman Hutchins, Seconded by Councilman Nelson. Motion carried.
- 6) Payroll - \$37,149.89  
Motion made by Councilman Nelson, Seconded by Councilman Hutchins. Motion carried.
- 7) Transmittals - \$12,474.54  
Motion made by Councilman Nelson, Seconded by Councilman Hutchins. Motion carried.

### **Excess Revenues over Expenditures**

Mayor James stated that the council had been looking to transfer excess revenues over expenditures in all enterprise funds. Councilman Nelson stated they will transfer excess revenues to the respective enterprise funds to keep them from sitting in the general checking account. Councilman Nelson stated he will work off the financial reports from June 30, 2022.

Airport Fund - \$134,065.36

Motion made by Councilman Nelson to transfer \$134,065.36 from general checking into the airport enterprise fund. Seconded by Councilman Hutchins. Motion carried.

Sewer \$140,077.80

Motion made by Councilman Nelson to transfer \$140,077.80 from general checking into the sewer enterprise fund. Seconded by Councilman Hutchins. Motion carried.

Weed & Pest \$40,779.74

Motion made by Councilman Nelson to transfer \$40,779.74 from general checking into the weed & pest enterprise fund. Seconded by Councilwoman Beck. Motion carried.

Water - No excess of revenues.

Councilman Nelson stated that there is a deficit because of the purchase of water meters and PRV's. The new council will need to make a budget amendment to that fund because the capital equipment of \$563,985.22 was not budgeted in April 2021. Motion made by Councilman Nelson, Seconded by Councilwoman Beck. Motion carried.

Specific Purpose Tax - \$758,821.12

Councilman Nelson stated that we may have done transfers throughout the year and made a motion to transfer the remaining balance of excess revenues. Councilman Nelson rescinded his motion so that Treasurer Georgia Gayle can get an exact number to transfer at the next meeting.

Councilman Nelson stated there is a balance in the ARRA meter fund of \$15,413.49. This can be transferred to the water enterprise fund to offset expenditures for water meters this year. Motion made by Councilman Nelson, Seconded by Councilman Hutchins. Motion carried.

## **OATH OF OFFICE**

Mayor James thanked the current council for their time and effort they have put in. He stated that he appreciated his help and the time they have put into everything. He thanked the new council for running for office and wished them the best.

- 8) Oath of Office for newly elected Mayor  
Mayor James gave the Oath of Office to newly elected Mayor Chuck Davis.
- 9) Oath of Office for newly elected Councilmember Michael Cooley  
Mayor Davis gave the Oath of Office to newly elected Councilman Michael Cooley.
- 10) Oath of Office for newly elected Councilmember Jerry Fluty  
Mayor Davis gave the Oath of Office to newly elected Councilman Jerry Fluty.
- 11) Oath of Office for newly elected Councilmember Jacob Fluty  
Mayor Davis gave the Oath of Office to newly elected Councilman Jacob Fluty.

## **CORRESPONDENCE**

No correspondence.

## **ITEMS FROM THE PUBLIC**

Ellie Dana came to speak regarding Valley Village Daycare. The town attorney and the Valley Village Daycare attorney have reached an agreement. The survey has been completed. The final appraisal and survey should be done by Friday. The final design came in today for the building and the insurance quote has been received. The operating agreement between Valley Village and Excel has been discussed and will go through a public notice in the next week.

## **COUNCIL COMMENTS**

No council comments.

## **REPORTS FROM DEPARTMENTS**

### **Town Hall**

- 12) Designate Official Newspaper  
Mayor Davis designated the Saratoga Sun as the official newspaper. Motion made by Councilman Cooley, Seconded by Councilman Jerry Fluty. Motion carried.
- 13) Appointment of Legal Counsel  
Mayor Davis spoke with Kylie Waldrip and will appoint her as the new legal counsel. We will settle matters with the past law firm. Motion made by Councilman Jerry Fluty, Seconded by Councilman Cooley. Motion carried.
- 14) Designate Official Depository  
Mayor Davis designated RNB State Bank as the official depository. Motion made by Councilwoman Beck, Seconded by Councilman Jerry Fluty. Motion carried.

- 15) Term of Appointment for Municipal Judge per Ordinance 2.08.031  
Mayor Davis reappointed Judge Dan Massey as the Municipal Judge. Motion made by Councilman Cooley, Seconded by Councilman Jacob Fluty. Motion carried.
- 16) Term of Appointment for Chief of Police per Ordinance 2.08.031  
Mayor Davis appointed Mike Morris as the Chief of Police. Motion made by Councilwoman Beck, Seconded by Councilman Jerry Fluty. Motion carried.
- 17) Resolution 2023-01 WYDOT Financial Assistance for Communities  
Motion made by Councilman Jerry Fluty to approve the resolution, Seconded by Councilman Cooley. Motion carried. Councilwoman Beck read Resolution 2023-01 WYDOT Financial Assistance for Communities. Motion made by Councilwoman Beck to approve the resolution as read, Seconded by Councilman Jerry Fluty. Motion carried.
- 18) F-66  
The F-66 is a required annual audit report given to the WY Department of Audit. The financial period reported is from 7/1/21-6/30/22. Part of the F-66 is a self-audit and the state expects that the council will understand the financial activity of the town and accept the finances. Motion made by Councilman Jerry Fluty to accept the F-66, Seconded by Councilman Cooley. Motion carried.
- 19) \$30 NSF Fee  
Clerk Marie Christen read WY State Statute 1-1-115 and reports that Town Hall will now have a \$30 NSF fee. Motion made by Councilman Cooley, Seconded by Councilman Jerry Fluty. Motion carried.
- 20) Website - [www.townofsaratoga.org](http://www.townofsaratoga.org)  
Clerk Marie Christen reported that the YouTube videos of the council meetings are now on the website and are time stamped with the agenda and the council packet.

### **Police Department**

Chief Ken Lehr stated there was a car fire next to the police department. Newly appointed Chief Mike Morris stated that the department will have a meeting at 3pm on Wednesday.

### **Fire Department**

The food drive fed 40 families. There have been 3 calls this past month and they have an election for officers coming up.

- 21) WyoStar for Fire Department  
Motion made by Councilwoman Beck to open a WyoStar account for the Fire Department, Seconded by Councilman Jacob Fluty. Motion carried.
- 22) Transfer of \$42,664.79 to WyoStar  
Motion made by Councilwoman Beck to transfer \$42,664.79, Seconded by Councilman Jacob Fluty. Motion carried.

## **Recreation Department**

There are discounted gym memberships until January 6. Youth basketball will be open this month. Adult volleyball league will be open and anyone interested should contact Director Sarah Laughlin.

### **23) Salary Change - Jaida Jennings**

Councilwoman Beck stated that Jaida Jennings is moving from the pool department to the recreation department and work as an open gym supervisor. She stated that Jaida will have a salary decrease from \$11/hr to \$10/hr. Motion made by Councilwoman Beck, Seconded by Councilman Cooley. Richard Raymer stated that we should not decrease an employee's wage and asked why the town would do that when it is hard to find employees? Councilwoman Beck tabled the salary change.

## **Department of Public Works**

Mayor Davis stated that the Public Works position will be a dual position with Planning & Zoning to oversee the town and work together with the boards. Once the Council has approved the job description and salary, town hall will advertise the position and the council will set up an interview board.

Richard Raymer spoke on the Spring Ave project shutdown. There have been issues with the contractor not coming back to town to clear access to sidewalks, streets, parking, etc. The contractor needed to leave it usable as much as possible. The town can't touch the project for the integrity of the work. Richard Raymer will try to speak with them to recommend a contractor to remove snow for the town. Councilman Jerry Fluty stated that the road is closed because we didn't make a deal with them, so how can we make them plow? Richard stated that the contractors have to make all churches, schools, and businesses accessible to the public and they cannot close the roads to local traffic.

### **24) Ice Slicer**

Motion made by Councilman Cooley for the purchase of an ice slicer for \$4300, Seconded by Councilman Jacob Fluty. Motion carried.

### **25) Meters & Valves**

Motion by Councilman Jerry Fluty to purchase 2 valves at \$990 each and 2 meters at \$4575, Seconded by Councilwoman Beck. Motion carried.

## **REPORTS FROM BOARDS AND COMMISSIONS**

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

Next meeting is January 9, 2023 at 4:30 PM at the PVCC

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

Next meeting is January 11, 2023 at 6:00 PM at the PVCC

Richard Raymer stated the Joint Powers Board will be putting out a bid for professional engineering services to get moving on Special Purpose tax projects. The priority projects are a new water tank, disassembling the old tank and extending line up South River Street.

26) Pay App #4

Motion made by Councilwoman Beck for Pay App #4, Seconded by Councilman Jerry fluty.  
Motion carried.

**Planning Commission**

Next meeting is January 10, 2023 at 5:30 PM at the Town Hall Council Chambers  
No new updates.

**Recreation Commission**

Next meeting is January 9, 2023 at 6:00 PM at the Town Hall Council Chambers  
No new updates.

**Saratoga Airport Advisory Board**

Next meeting is February 13, 2023 at 3:30 PM at the Town Hall Council Chambers  
No new updates.

**South Central Wyoming Emergency Medical Services Board**

Next meeting is January 16, 2023 at 6:00 PM at Hanna Fire Station

27) 3rd Quarter Ambulance Services - \$12,675.00

Motion made by Councilman Jerry fluty, Seconded by Councilman Cooley. Motion carried.

**NEW BUSINESS**

Mayor Davis stated his mayoral appointments.

Mayor Pro Tem - Councilman Mike Cooley will serve for at least 1 year.

Town Hall - Mayor Davis

Police Department - Mayor Davis

Recreation Department - Councilwoman Kathy Beck

Department of Public Works - Councilman Jerry Fluty

Airport Advisory Board - Councilman Jacob Fluty & Mayor Davis

Fire Department - Mayor Davis

Community Center - Councilwoman Beck

W&S JPB - Councilman Jacob Fluty & Mayor Davis

Planning - Mayor Davis

Recreation Commission - Councilwoman Beck

Emergency Management Coordinator - Sergeant Christen

CCCOG - Councilman Cooley & Mayor Davis

SCWEMS - Marie Christen

Specific Purpose Tax - Jon Nelson until June 2023 & Councilman Cooley

Motion made by Councilman Jerry Fluty to accept the appointments, Seconded by Councilman Cooley.  
Motion carried.

**EXECUTIVE SESSION**

No executive session.

**FURTHER BUSINESS**

No further business.

**ADJOURNMENT**

Motion made by Councilman Jerry Fluty to adjourn at 7:36pm, Seconded by Councilman Cooley. Motion carried.

**THE NEXT TOWN COUNCIL MEETING WILL BE ON  
TUESDAY, JANUARY 17, 2023 AT 6:00 PM**

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Mayor Chuck Davis

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Marie Christen, Town Clerk