



## **TOWN COUNCIL REGULAR MEETING OCTOBER 04, 2022 at 6:00 PM**

---

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

---

### **MINUTES**

#### **CALL TO ORDER**

Mayor James called the meeting to order at 6:00pm.

- 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**

Mayor James stated to change the payroll amount by \$100 from \$36,217.50 to \$36,317.50.

Motion made by Councilman Nelson to approve the agenda as amended; Seconded by Councilwoman Campbell. Motion carried.

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

- 3) Approval of the regular minutes on September 20, 2022  
Councilman Hutchins made a motion to change the wording in the minutes to "lack of a second".

Motion made by Councilwoman Campbell to approve the minutes as amended; Seconded by Councilman Nelson. Motion carried.

- 4) Approval of the special minutes on September 28, 2022  
Motion made by Councilwoman Campbell, Seconded by Councilman Hutchins. Motion carried.

## **APPROVAL OF THE BILLS**

- 5) For October 4, 2022

Deposits:	from 9/19/22-10/2/22	\$ 46,784.00
Accounts Payable:	for 10/4/22	\$ 0.00
Payroll:	for 9/29/22	\$ 36,317.50
Transmittals:	for 9/29/22	\$ 11,527.15

Motion made by Councilman Nelson to approve the deposits, Seconded by Councilman Hutchins. Motion carried.

Motion made by Councilman Hutchins to approve payroll, Seconded by Councilman Nelson. Motion carried.

Motion made by Councilwoman Campbell to approve transmittals, Seconded by Councilman Hutchins. Motion carried.

## **CORRESPONDENCE**

- 6) Community Revitalization Workshop  
Tuesday, October 25, 2022 1-3:45pm Sinclair Parco Theatre  
The workshop is on October 25, 2022 from 1-3:45pm in Sinclair Parco Theater.
- 7) Gateway South  
Mayor James read a letter from the Department of Environmental Quality to state that the impact assistance payments were delayed for Gateway South Transmission Project.

## **ITEMS FROM THE PUBLIC**

There were no items from the public.

## **REPORTS FROM DEPARTMENTS**

### **Town Hall**

- 8) InvoiceCloud

Thomas Burchard and Jeremy Leopold with InvoiceCloud were present on Zoom to talk about the program. Councilwoman Campbell asked Thomas and Jeremy how we can prevent double entries from human error. Jeremy stated that it would take that step out completely.

InvoiceCloud would remove the manual entry element into Caselle because there is a real time integration into a customer's account. Councilwoman Campbell stated that this program would help reduce any errors in bank reconciliations and she had spent 3 days in Town Hall to help work on all of the errors. Councilwoman Beck asked how this would affect our residents in billing. Clerk Marie Christen stated that the residents would not have any issues with billing because the movement to a new program would not affect business. The residents will not know any difference in transactions. Councilman Hutchins asked what the setup costs would be and Jeremy from InvoiceCloud stated that there are no setup fees, just the monthly fee of \$250. Mayor James stated that a lot of time was spent discussing this item and asked if anyone would like to make a motion to approve InvoiceCloud.

Motion made by Councilwoman Campbell to approve the purchase of InvoiceCloud. The motion died for a lack of a second.

9) Never Forget Park

Director Jon Winter stated that we have received design drawings, and a bid package for the curb and gutter work. The advertisement for the curb and gutter will go out on Thursday with a closing on the 18th with a site visit on the 14th.

The website for the park is <https://neverforgetpark.com> and it went live last week and has the park plan on there.

10) WY Community Gas

Motion made by Councilwoman Campbell to split the donation between Never Forget Park and Woods Field, Seconded Councilman Hutchins. Motion carried.

11) Valley Village Day Care

Mayor James had not heard from Ellie Dana yet but the attorney is reviewing the red lined lease. Councilman Nelson wants to hear from the public and see what the public has to say regarding what playground equipment is fenced up.

12) State of WY Worker's Comp Report

No new updates.

13) Food Trucks

Councilman Nelson put a draft ordinance together for a food truck permit. The draft will go on the website for public comments before the first reading. Clerk Marie Christen will put the ordinance on the website and check the ordinance number. Councilwoman Campbell would like to add a vendor fee of \$50 a year to the ordinance draft. Councilman Nelson will add that to the draft.

14) Purchase approval for utility postcards \$1,060.00

Motion made by Councilman Nelson to approve the purchase of the utility postcards, Seconded by Councilman Hutchins. Motion carried.

15) Odd Fellows Park

Councilman Nelson drafted a MOU with the Town of Saratoga and Danny & McCall Bureau. Councilman Nelson didn't speak with them as the caretakers yet and he will send Director Winter a draft. Councilman Nelson will put on the next agenda.

## **Police Department**

The Police Department went live with Spillman yesterday. The dispatchers are gone for trainings at various times and Officer Casner is gone for a training soon. Chief Ken Lehr advertised for a police officer on Police One. Councilman Hutchins asked if the Police Department keeps track of warnings. Chief Lehr stated that they do. The police officer vests will be here in 4-6 weeks.

## **Fire Department**

No new updates.

## **Recreation Department / Commission**

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

Director Sarah Laughlin is working with Laramie to provide a pickleball clinic in November and February. The Fall Festival Family Carnival had 150-175 participants and the Carbon County Visitor's Council Grant has been approved for it. The office hours for the Director are: Monday-Wednesday from 12pm-3pm, Thursday 11am-2pm and Friday by appointment only. With the permission of the Council, the Recreation Director's schedule will follow the school schedule with exception for holidays and weekend events. The next Recreation Commission meeting is November 7, 2022 at 6pm in the Town Hall Council Chambers.

### **16) Ice Rink**

Kiwanis asked if they could put their ice-skating rink in the skate park during the Winter. There will be a 20x30 ice-skating rink.

## **Department of Public Works**

### **17) Purchase approval for 10 lifting chains for approximately \$4000**

Councilman Nelson stated to look at the workers comp grant to see if we can get this covered. Councilman Nelson made a motion to apply for the workers comp grant for the lifting chains. Councilwoman Campbell seconded the motion. Motion carried. Councilman Nelson made a motion to approve up to \$4,000 to purchase lifting chains once we hear back from the grant application regardless of the result of the grant application. Councilman Hutchins seconded. Motion carried.

### **18) Purchase approval for hot water heater at streets shop \$600**

Motion made by Councilman Hutchins to purchase a hot water heater, Seconded by Councilman Nelson. Motion carried.

### **19) Purchase approval for 2 loads of asphalt \$1,050**

Motion made by Councilman Nelson to purchase 2 loads of asphalt for \$1,050, Seconded by Councilman Hutchins. Motion carried.

## REPORTS FROM BOARDS AND COMMISSIONS

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

Next meeting is October 10, 2022 at 4:30 PM at the PVCC

No new updates.

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

Next meeting is October 12, 2022 at 5:30 PM at the PVCC

No new updates.

### **Planning Commission**

Next meeting is October 11, 2022 at 5:30 PM at the Town Hall Council Chambers

No new updates.

### **Saratoga Airport Advisory Board**

Next meeting is October 10, 2022 at 3:30 PM at the Town Hall Council Chambers

#### 20) Monument

The Airport Board would like to put the cannon back up at the entrance and display the cannon in front of the airport entrance road. The plaque states where the cannon is from and it is from the Civil War era. The other side of the monument has a plaque dedicated to Jack Shively. The relatives did not want it moved and want it at the airport. The cannon was not included in the scope of work and when it was moved, the base fell apart. The engineer did not factor in the fact that the base was not usable. This will be tabled to the next meeting. Motion made by Councilman Nelson to table the monument, Seconded by Councilman Hutchins. Motion carried.

#### 21) Straight Stripe Painting Change Order #1 - \$5,484.40

Motion made by Councilman Nelson to approve the Straight Stripe Painting Change Order #1, Seconded by Councilman Hutchins. Motion carried.

#### 22) Water Meter Vault Change Order #1 - \$5,600.00

Motion made by Councilman Nelson to approve the water meter vault change order #1, Seconded by Councilman Hutchins. Motion carried.

#### 23) Letter from Paulette regarding 'Water Meter Vault Modification'

#### 24) Change to Airport Entrance Layout

#### 25) RFR on ASA004A/AIP 031 \$44,826.25

Motion made by Councilman Nelson to approve the RFR for \$44,826.25, Seconded by Councilman Hutchins. Motion carried.

- 26) RFR for ASA004B/AIP 034 \$119,179.62

Motion made by Councilman Nelson to approve the RFR for \$119,179.62, Seconded by Councilwoman Campbell. Motion carried.

- 27) RFR on ASA004C/AIP035 on \$75,272.59

Motion made by Councilman Nelson to approve RFR for \$75,272.59, Seconded by Councilwoman Campbell. Motion carried.

- 28) RFR on ASA004D \$81,686.70

Motion made by Councilman Nelson to approve RFR for \$81,686.70, Seconded by Councilwoman Campbell. Motion carried.

- 29) Lewis & Lewis Invoice \$317,873.04

Motion made by Councilman Nelson to approve the Lewis & Lewis invoice for \$317,873.04, Seconded by Councilwoman Beck. Motion carried.

- 30) SCE Invoice \$44,826.25

Motion made by Councilman Nelson to approve SCE invoice of \$44,826.25, Seconded by Councilwoman Beck. Motion carried.

### **South Central Wyoming Emergency Medical Services Board**

Next meeting is October 17, 2022 at 6:00 PM at Saratoga Ambulance Barn

No new updates.

### **NEW BUSINESS**

Karen Youngberg asked if anything else is happening at Octagon Subdivision. Mayor James said that Attorney Jane France recommended that Octagon Construction should put up signage stating it is a construction zone.

### **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 8:02pm, Seconded by Councilman Hutchins. Motion carried.

Councilwoman Campbell made a motion to exit executive session at 8:57pm, Seconded by Councilwoman Beck. Motion carried.

### **FURTHER BUSINESS**

Councilman Nelson stated that FEMA still wants to meet on the flood maps. The Council decided that October 10th would be best to meet with FEMA.

## **ADJOURNMENT**

Motion made by Councilman Hutchins to adjourn at 8:58pm, Seconded by Councilwoman Beck. Motion carried.

**THE NEXT TOWN COUNCIL MEETING WILL BE ON  
TUESDAY, October 18, 2022 AT 6:00 PM.**