



**TOWN COUNCIL REGULAR MEETING  
OCTOBER 18, 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 6:00pm.

- 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 added National Apprentice Week Proclamation to 'Correspondence', 'Council Comments' after 'Items from the Public', Carbon County Senior Services to 'Town Hall', Ordinance 865 to 'Town Hall, Vests to 'Police Department' and Raise for Dispatcher to 'Police Department'.

Motion made by Councilman Nelson as amended; Seconded by Councilwoman Campbell. Motion carried.

**APPROVAL OF THE MINUTES**

- 3) Approval of the regular minutes of October 4, 2022  
Motion made by Councilwoman Campbell; Seconded by Councilman Hutchins. Motion carried.

## APPROVAL OF THE BILLS

- 4) Deposits - \$748,587.39  
Motion made by Councilman Nelson; Seconded by Councilwoman Campbell. Motion carried.
- 5) Accounts Payable - \$881,011.24  
Motion made by Councilman Hutchins; Seconded by Councilman Nelson. Motion carried.
- 6) Payroll - \$37,443.18  
Motion made by Councilwoman Campbell; Seconded by Councilman Hutchins. Motion carried.
- 7) Transmittals - \$54,439.47  
Motion made by Councilman Hutchins; Seconded by Councilman Nelson. Motion carried.

## CORRESPONDENCE

- 8) Childhood Cancer Awareness  
Mayor James read Resolution 2022-11 on Childhood Cancer Awareness Week. Motion made by Councilwoman Campbell for the Mayor to sign Resolution 2022-11; Seconded by Councilman Hutchins. Motion carried.
- 9) Deputy County Emergency Management Position  
Lenny Layman presented information on the Deputy County Emergency Management Position. Lenny stated that he needs help. Half of Lenny's salary comes from a grant and the other half comes from Carbon County. He would like a Deputy Manager to complement his position and he would like a joint funding opportunity to fund this position. He has already received half of the new position's salary: the county would pitch in a quarter of the salary and the city of Rawlins is looking to contribute a quarter of the salary. The other half of the salary is open and he is looking towards the other 9 municipalities. Lenny would like to bring in a document writer with a skill set of emergency management. He would like the plans to come out in the next 2 years for the communities to fill in the gaps of hazard assessment. The contribution would start once all the municipalities agree and would be budgeted during the next fiscal year. Councilman Nelson thinks that this position should be codified in an MOU to all 10 municipalities. Lenny says an MOU really puts everything in place and this provides a benefit to the towns. Councilman Nelson asked to put this item on the next agenda for discussion.
- 10) CCVC Presentation 10/18  
Leslie Jefferson and Megan McComas were present to speak about the lodging tax that will be on the ballot. This tax has been since enacted since 1987 and every 4 years it is reauthorized. The lodging tax is a 2% tax on stays at ranches, hotels, motels, B&B's, Airbnb, and Vrbo. The 2% lodging tax will be on the ballot this year.

- 11) **Treasury's Funding Shortfall**  
Clerk Marie Christen received a letter from the U.S. Department of Treasury stating there is a funding shortfall and the department will be short staffed. It will have longer response times through email and by phone.
- 12) **WAM-WCCA Energy Lease Program RFPs**  
Clerk Marie Christen stated that this lease program would be beneficial for the town because we need a new furnace and new air conditioning unit because they are as old as the building and have not been replaced yet. The units have broken down several times this year and the maintenance person has stated they will need to be replaced soon. Mayor James stated that this is something the Council can review and revisit at a later time.
- 13) **Black Hills Energy - Hickory St. Loop**  
Black Hills Energy will be replacing current service lines around Hickory Street and they will start November 1st and will be estimated to finish at the end of December.
- 14) **Proclamation for National Apprentice Week**  
Mayor James read the proclamation for National Apprentice Week. Motion made by Councilwoman Campbell for the Mayor to sign the proclamation; Seconded by Councilman Hutchins. Motion carried.

## **ITEMS FROM THE PUBLIC**

Michael Williams - State Senate Candidate

Michael Williams spoke to the Town Council seeking election to Senate for District 11. He spoke about what he stands for. His email to contact him is michaelraywilliamsforsenate@gmail.com.

## **COUNCIL COMMENTS**

Councilman Nelson stated that he had 2 comments: 1) there was a question from the public regarding the area by Kathy Glode Park that will be fenced in by the daycare, 2) truck loading at Main Street between River and the highway. Councilman Nelson stated that the trucks are back and he wanted to bring it to the Council and the Police Department's attention. Sergeant Tyler Christen stated that they will keep an eye on it. Mayor James stated that the daycare is on the agenda so we can discuss those items when we get to that subject.

## **REPORTS FROM DEPARTMENTS**

### **Town Hall**

- 15) **Department Report**
- 16) **Investment Policy** – The F-66 stated that the Town Council needs to be aware of an investment policy per state statute. The current policy was placed in the packets for the Council's review.
- 17) **Never Forget Park**  
Director Jon Winter stated that no bids were received for the curb and gutter. Councilman Nelson asked that when that was first advertised, was a package received with an engineer's estimate. Director Winter stated none was asked of him and Councilman Nelson asked

Director Winter to email the bid schedule to him so that he can have it ready by the next meeting.

- 18) WAM-JPIC Premium Holiday in January  
Clerk Marie Christen stated that the healthcare premium will be waived for the month of January.
- 19) Outstanding Court Orders  
Current outstanding citations that are addressed in court will be going to collections if not paid by the defendant.
- 20) Court Caselle/DigiTicket Interface \$1,280  
Motion made by Councilman Nelson; Seconded by Councilman Hutchins. This will be paid out of the Court budget. Motion carried.
- 21) Liquor License Renewal - Hearing date set for November 15, 2022  
Councilman Nelson stated if the Police Department can tell the Council of any issues before the public hearing.
- 22) MOU for Oddfellows Park  
Councilman Nelson went over the MOU for Oddfellows Park.  
Motion made by Councilman Nelson to approve the MOU and the Mayor to sign the MOU; Seconded by Councilwoman Beck. Motion carried.  
Chuck Davis stated that a business brought up that he could take care of a park if they could extend their business. Chuck stated he had to explain to them that the public takes priority on the space. There is nothing that extends their liquor service area to the park.
- 23) Stuart Webster  
Mayor James stated that the treasurer, Georgia Gayle has been trying to catch up on bank reconciliations. Mayor James called Stuart Webster to see if he could assist Town Hall and Stuart would be paid \$75/hour. Councilman Nelson made the motion to engage Stuart Webster to get us caught up on bank recs up to \$5,000. Councilman Hutchins wanted to add to the motion that we get an update at the next meeting. Councilman Nelson withdrew his motion. Councilman Hutchins made a motion to allow Georgia Gayle to bring in Stuart Webster at \$75/hr not to exceed \$6,000. Councilman Nelson seconded. Motion carried. Councilman Hutchins would like this on the agenda at the next meeting.
- 24) Valley Village Day Care  
Councilwoman Campbell asked if the play areas would be completely fenced at the park. Ellie Dana stated they will be adding play equipment in the fenced areas. Karen Youngberg asked where the fenced area would be. Ellie stated that the fenced area would be on the left, in front of the picnic area. Director Winter asked who maintains the play equipment in the fenced area. Ellie stated she does not know. Mayor James stated that Ellie will be looking at quotes for the building repairs. Town Attorney Jane France will reach out to Attorney Kylie Waldrip regarding the red lined lease contract.  
Chuck Davis asked if there is a maintenance schedule for the town owned properties. Director Winter stated that there isn't a schedule but if there are identified needs, they will discuss in budget sessions and put the money aside for it.
- 25) Carbon County Senior Services

Director Lisa Engstrom called to ask if they can take residents to Laramie since the Town pays for the gas card. Currently there is no agreement between the CCSC and Town. Councilman Nelson stated the Town of Saratoga would like to continue supporting the Senior Center and would like to replace the gas card with another form of support and to place this in an agreement.

26) Ordinance 865 - Mobile Vending

Mayor James stated we should pass it by Jane before the final reading. Councilman Nelson made the motion to approve Ordinance 865 in title only. Councilwoman Campbell seconded. Motion carried.

### **Police Department**

Sergeant Christen stated the Police Department is working on bugs out of Spillman and they will migrate the current server over to new operating system that will be a legacy server. The police department is seeking permission to utilize funds that Dr. Janssen donated for the police vests. Councilman Nelson made a motion to approve the purchase of the police vests. Councilwoman Campbell seconded the motion. Motion carried.

Dispatcher Alyx Munson finished the field officer training and certified by POST. Chief Lehr's letter would like to raise her pay by \$1/hour to increase her hourly pay to \$18.28/hr. Councilwoman Campbell made a motion to increase pay raise for Alyx Munson. Councilman Hutchins seconded the motion. Motion carried.

### **Fire Department**

No new updates.

### **Recreation Department / Commission**

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

27) Department Report

28) Rec Commission Workshop November 7, 2022 6:30pm Town Hall Council Chambers  
Director Sarah Laughlin stated they would like public input from the survey going out to the community and this will close on November 2.

29) CCVC Grant Reimbursement Award of \$2,300  
The Carbon County Visitor's Council has awarded the Recreation Department \$2,300 to pay for t-shirts and prizes. Kiwanis donated the grill rental. Councilman Nelson made a motion for the mayor to sign. Councilman Hutchins seconded the motion. Motion carried.

### **Department of Public Works**

30) Department Report

31) Resignation Letter  
Motion made by Councilman Hutchins to accept Director Jon Winter's resignation; Seconded by Councilwoman Beck. Councilman Hutchins thanked Jon for his leadership, told him that he will be missed and wished him best fortune and endeavors. Motion carried.

- 32) Man Basket - \$2,300  
Motion made by Councilman Nelson for the purchase of the man basket up to \$2,500;  
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  
October meeting was cancelled for lack of quorum. Southern Salvage asked about our old water meters. This will be on the next agenda at the JPB. There will be a workshop between the Council and JPB on Spring Avenue on October 26, 2022 at 5:30pm.

### **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

- 33) CARES Funds to Cover Calibrating the Lights  
Airfield Western Invoice - \$2,478.92  
Councilman Nelson made the motion to allow Armstrong Consultants to apply for CARES act and to pay Airfield Western. Councilwoman Campbell seconded the motion. Motion carried.

Currently there is no funding for the cannon base or flagpole. The family would like the cannon to stay at the airport to commemorate Jack Shively.

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

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

- 34) Second Quarter Ambulance Services Invoice - \$12,675  
Motion made by Councilman Hutchins; Seconded by Councilwoman Beck. Motion carried.

## **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 8:41pm; Seconded by Councilman Hutchins. Motion carried.

Motion made by Councilman Nelson to exit executive session noting no action was taken and to seal the minutes at 11:29pm; Seconded by Councilman Hutchins. Motion carried.

**FURTHER BUSINESS**

**ADJOURNMENT**

Motion made by Councilman Hutchins to adjourn at 11:29pm; Seconded by Councilman Nelson. Motion carried.

**THE NEXT TOWN COUNCIL MEETING WILL BE ON  
TUESDAY, NOVEMBER 1, 2022 AT 6:00 PM.**

A handwritten signature in cursive script that reads "Creed James".

Mayor Creed James

A handwritten signature in cursive script that reads "Marie Christen".

Marie Christen, Town Clerk