

## CARBON COUNTY SCHOOL DISTRICT No. 2 AND WYOMING SCHOOL FACILITIES DEPARTMENT

### NOTICE TO COMMISSIONING CONSULTANTS

#### REQUEST FOR PROPOSALS

Notice is hereby given that the Carbon County School District No.2, (P.O.Box 1530) 315 North 1st, Saratoga, Wyoming, and the Wyoming School Facilities Department has issued a Request for Proposals ("RFP") from firms/individuals for commissioning services in connection with Hanna Elementary School ("the Project").

The Project will be constructed utilizing the DESIGN-BID-BUILD, delivery model. The total potential construction costs for the Project is \$5,434,159. The scope of project will be available with the RFP materials discussed below.

The RFP materials, the contract documents, and other important information will be available for download by visiting the SFD website: [http://www.wyoming.gov/loc/03302010\\_1/Pages/default.aspx](http://www.wyoming.gov/loc/03302010_1/Pages/default.aspx)

#### Steps:

- Step One – Click on the "Projects" link and choose "Upcoming Projects" from the dropdown menu
- Step Two – Under Hanna Elementary School, select "Click Here to Learn More"
- Step Three – Click on the link under "Download Procurement Documents"
- Step Four – Click on Hanna Elementary School under the Professional / Technical Services tab on the left side of the page.
- Step Five – Click on "Download Project PDF" and enter information.

All submitted RFP'S shall be sealed and must be received at the Carbon County School District No.2 Administrative Offices located at 315 North 1st, Saratoga, Wyoming, at 10:00 o'clock a.m. on March 20 (Wed.), 2013. RFP'S may be delivered in person, via United States Mail or parcel service; letters of interest will not be received by facsimile transmission, e-mail, or any other electronic or telephonic means. Only RFP'S that have been received by the Carbon County School District No. 2 Administrative Offices, at the address, time and date listed above, will be considered.

Carbon County School District No. 2 reserves the right to reject any and all RFP'S received that are not deemed to be in the best interests of the school district. The School District further reserves the right to cancel or amend the RFP materials and Contract Documents at any time and will notify all persons requesting proposal documents accordingly.

**Legal #6092**  
**Published in the Saratoga Sun**  
**Feb. 20 and 27, Mar. 6 and 13, 2013**

## MINUTES OF A REGULAR MEETING OF THE SARATOGA TOWN COUNCIL HELD FEBRUARY 19TH, AT 6:00 P.M. IN THE COUNCIL CHAMBERS OF THE SARATOGA TOWN HALL

Mayor John Zeiger called the meeting to order.

The Pledge of Allegiance was recited. Members present were Councilman Mike McWain, Councilman Steve Wilcoxson, Councilwoman Susan Howe and Councilwoman Judy Welton.

**APPROVAL OF AGENDA:** Councilwoman Welton made a motion to approve the agenda as presented. Councilman McWain seconded and the motion passed unanimously.

**APPROVAL OF THE MINUTES:** Councilman Wilcoxson made a motion to approve the minutes of the February 5, 2013 meeting as presented. Councilwoman Welton seconded and the motion passed unanimously.

**APPROVAL OF THE BILLS:** Councilwoman Welton read the following bills for approval: Accounts Payable: \$80,510.44; Payroll and FICA for 1/14/2013 in the amount of \$55,560.80; and manual checks in the amount of \$231.23, for a total of \$136,302.47.

Councilwoman Howe made a motion to pay the bills in the amount of \$136,302.47. Councilman Wilcoxson seconded and the motion passed unanimously.

**COUNCIL COMMENTS:** Councilman Wilcoxson stated that there was confusion as to what the Town of Saratoga had agreed to with regards to Tyler Pickett Park. He noted that when the American Legion approached the Town of Saratoga, it was agreed that the improvements would be paid for through private funds and fundraising by the American Legion. The Town of Saratoga had only agreed to provide the land. Mr. Wilcoxson stated that letters were written to the Governor and other American Legion posts to garner financial support. The American Legion is submitting a grant application, which is due June 1<sup>st</sup>, to help obtain funding for the improvements. The improvements are estimated at over \$250,000.

Councilwoman Howe stated that she had received questions about the FEMA grant and if the work proposed at Veterans Island would detrimentally affect the property owners downstream. Town Engineer, Chuck Bartlett, explained that the two FEMA projects would be divided into three stages, 1) Survey phase to look at the hydrology up and down the river 2) Design phase to consider the construction methods and materials and 3) Construction phase.

There is also a RFQ (request for qualifications) out for a river study which will cover the areas ½ mile North of Saratoga to ½ mile South of Saratoga to look at rechanneling, etc. There will also be a committee consisting of town residents, NRCS and SER Conservation District representatives, etc. to review the proposals and select the best option for this stretch of the river.

**ITEMS FROM THE PUBLIC:** Mayor Zeiger explained that start-

ing with the meeting on March 5<sup>th</sup>, "Items from the Public" would be moved to the end of the agenda to enable the public to listen to the entire meeting before making comments and those comments would be limited to 3 - 5 minutes per individual.

Tasha Michelson stated she felt that it was a good change and would allow the audience to present all their comments at one time.

Glee Johnson asked if the FEMA grant previously discussed was received. Mayor Zeiger stated that it would be 3 - 4 weeks before the town would be notified of the decision.

**EXECUTIVE SESSION:** Councilwoman Welton made a motion to move into executive session to consider information considered confidential by law, in accordance with W. S. 16-4-405(a) (ii) and (iii). Councilman Wilcoxson seconded and the motion carried unanimously.

Councilwoman Welton made a motion to move out of executive session. Councilwoman Howe seconded and the motion carried unanimously.

Councilwoman Welton made a motion to approve the minutes from the executive session and to put the minutes of the executive session in a sealed envelope in accordance with State Statute 16-4-405(b). Councilman Wilcoxson seconded and the motion carried unanimously.

Mayor Zeiger reported that no action was taken.

**CORRESPONDENCE:** Mayor Zeiger read the following correspondence:

- A letter from Rosemary Erickson expressing concern over the direction of the Saratoga Town Council and the lack of public input.
- A letter from the Department of Revenue stating that the Town of Saratoga is compliant for the tax year 2013 under Wyoming law.
- A thank you from Stacy Crimmins and the Saratoga Chamber of Commerce for the Town of Saratoga's help with the fishing derby held in January.

#### REPORTS FROM DEPARTMENTS:

**Town Hall:** No report

**Fire Department:** Fire Chief Randy Sikes reported that the fire department had responded to two fire calls and one search and rescue since the last meeting.

**Police Department:** Chief Wachsmuth reported that chariot race weekend was quiet and there were no incidents.

**Recreation Department:** Recreation Director Lisa Burton asked the council to ratify the submission of grants to the Department of Forestry and CCSD#2 Recreation Board that were due on February 15<sup>th</sup>. Mayor Zeiger explained that due to the time restraints for the meeting on February 5<sup>th</sup> the grants were not presented then.

1) A grant to the Department of Forestry in the amount of \$3,500 to purchase and install approxi-

mately 18 deciduous trees at Kathy Glode Park.

Councilman McWain made a motion to ratify the submission of a grant in the amount of \$3,500 to the Department of Forestry to purchase and install approximately 18 deciduous trees at Kathy Glode Park. Councilman Wilcoxson seconded and the motion carried unanimously.

2) A grant to the CCSD#2 Recreation Board in the amount of \$4,420 to pay the open gym supervisors.

Councilman McWain made a motion to ratify the submission of a grant in the amount of \$4,420 to the CCSD#2 Recreation Board to pay the open gym supervisors. Councilwoman Welton seconded and the motion carried unanimously.

3) A grant to the CCSD#2 Recreation Board in the amount of \$5,400 to purchase chemicals and supplies and two solar blankets for the Saratoga Swimming Pool.

Councilman McWain made a motion to ratify the submission of a grant in the amount of \$5,400 to the CCSD#2 Recreation Board to purchase chemicals and supplies and two solar blankets for the Saratoga Swimming Pool. Councilwoman Welton seconded and the motion carried unanimously.

4) A grant to the CCSD#2 Recreation Board in the amount of \$3,930 to help fund a Missoula Children's Theatre residency.

Councilwoman Welton made a motion to ratify the submission of a grant in the amount of \$3,930 to the CCSD#2 Recreation Board to help fund a Missoula Children's Theatre residency. Councilman McWain seconded and the motion carried unanimously.

5) A grant to the CCSD#2 Recreation Board in the amount of \$4,600 to purchase two sets of portable bleachers and two pop-up canopies for outdoor recreation events.

Councilwoman Welton made a motion to ratify the submission of a grant in the amount of \$4,600 to CCSD#2 Recreation Board to purchase two sets of portable bleachers and two pop-up canopies for outdoor recreation events. Councilwoman Howe seconded and the motion carried unanimously.

Recreation Director Burton reported that a new block of gymnastics classes had started and there were over 50 youth, ages 2 - 10, participating.

Recreation Director Burton stated that six of the fitness instructors would be attending training in Colorado Springs, CO. on March 1<sup>st</sup> and 2<sup>nd</sup>. The training will enable them to recertify in their current disciplines and also obtain new certifications. Mayor Zeiger asked the council to support their training and reimburse each of the instructors \$100 towards their training.

Councilman McWain made a motion to reimburse each fitness instructor \$100 towards their registration fees and training. Councilman Wilcoxson seconded and the motion carried unanimously.

#### Department of Public Works

**Street Department:** Public Works Supervisor Chuck Bartlett reported that his crew had been plowing snow and doing vehicle maintenance. Mr. Bartlett also stated that they had hauled wood chips to the playgrounds at Veterans Island, Kathy Glode Park and Saratoga Lake.

**Water & Sewer:** Public Works Supervisor Chuck Bartlett reported that his crew had repaired a force main at the sewer lagoon that was leaking.

**Weed and Pest:** Public Works Supervisor Chuck Bartlett stated that the grant for Emergency Insect Management is due March 25<sup>th</sup> and it will be brought to the council for approval during the March 19<sup>th</sup> meeting.

**Hot Pool:** No report

Mr. Bartlett asked permission to start advertising for summer employees.

Councilwoman Welton made a motion to allow Mr. Bartlett to advertise for summer employees. Councilwoman Howe seconded and the motion carried unanimously.

#### REPORTS FROM BOARDS AND COMMISSIONS:

**Airport Board:** Councilman Wilcoxson stated there appears to be more support of the business park from the airport board. The workshop with the Saratoga Town Council and the airport board will be rescheduled for a later date.

The next meeting of the airport board is scheduled for March 13, 2013 at 1 p.m. at the Saratoga Town Hall.

**Community Center Joint Powers Board:** Platte Valley Community Center Director Stephanie Vines reported that the Wyoming Filmmakers Showcase Film Festival is scheduled for March 9<sup>th</sup> at 7 p.m. There is a list of films on the website and they cover a wide variety of topics from extreme skiing to fly fishing. The event is free to the public and made possible in part by a grant from the Cultural Trust Fund.

Ms. Vines also reported that she had submitted a grant to the CCSD#2 Recreation Board in the amount of \$4,800 to replace the curtains on the stage at the gymnasium.

The next meeting will be held Monday, March 18, 2013 at 4:30 p.m.

**Water and Sewer Joint Powers Board:** Ken Schwerdt from PMPC addressed the council and explained that SPT Reimbursement Request 2012-37 in the amount of \$125.00 represents the follow up necessary to close the project.

Councilman Wilcoxson made a motion to approve the SPT Request for Reimbursement for the water meter project in the amount of \$125.00 and allow the Mayor to sign the request. Councilman McWain seconded and the motion carried unanimously.

Town Engineer, Chuck Bartlett reported that at the last water and sewer joint powers board meeting, board members requested that

letters be sent to residents with delinquent water bills and given until March 1<sup>st</sup> to pay their bills or make payment arrangements. Mr. Bartlett provided council members with a copy of the ordinance covering delinquent bills and asked them to review the ordinance prior to the March 5<sup>th</sup> council meeting.

Resident Cynthia Bloomquist inquired if all persons with a delinquent bill received this letter. Mr. Bartlett responded that only those with a bill over 6 months in arrears had received the letter as that was the direction from the joint powers board.

Mayor Zeiger stated that the water and sewer joint powers board is an enterprise fund and the Town of Saratoga is used to collect the funds.

The next meeting of the water and sewer joint powers board will be Wednesday, March 13, 2013 at 6:00 p.m.

**Landfill Board:** No report. The next meeting will be March 6, 2013 at 6:00 p.m.

**Medical Board:** No report

**Planning Commission:** Mayor Zeiger read a letter of resignation from Randy Raymer indicating that he was resigning due to a family medical emergency and his resignation was effective immediately.

Councilman Wilcoxson thanked Mr. Raymer for his service on the planning commission and his hard work on behalf of the town. Mayor Zeiger stated he sent a letter to Mr. Raymer to personally thank him for his many years of service.

Councilman McWain made a motion to accept the letter of resignation from Randy Raymer from the planning commission with regret. Councilman Wilcoxson seconded and the motion carried unanimously.

Mayor Zeiger read a letter from Rod Weinman asking to be re-appointed to the planning commission as his term expired in December.

Councilman McWain asked if the position had been advertised. Public Works Supervisor, Chuck Bartlett explained that if the board member wants to be re-appointed, the positions are not usually advertised. Town attorney, Tom Thompson, confirmed that it is not mandatory to advertise and it is a council decision. Councilman McWain stated that he felt that every position should be advertised, whether it is to fill an unexpired term or whether it is a re-appointment. Councilman Wilcoxson added that he would like to review all the applications and consider recommendations from the planning commission.

Councilman McWain made a motion to advertise all vacancies and Councilman Wilcoxson seconded the motion. Mayor Zeiger asked for a poll of the council members.

Councilman McWain – voted yes  
Councilman Wilcoxson – voted yes  
Councilwoman Howe – voted yes  
Councilwoman Welton – voted yes  
Mayor Zeiger – voted yes

The motion carried unanimously.

Councilman Wilcoxson made a motion to advertise an unexpired term on the planning commission

left vacant by the resignation of Randy Raymer. Councilwoman Howe seconded and the motion carried unanimously.

Councilman Wilcoxson made a motion to advertise a 4-year term on the planning commission. Councilwoman Howe seconded and the motion carried unanimously.

The letter from Rod Weinman will be kept for consideration of appointment to the 4-year term after the advertising is completed.

Councilman Wilcoxson stated that the planning commission is working hard on the home occupancy issue to make the process easier. He also stated that they are working on changing some locations from retail business to a transitional retail business/residential zoning district to help alleviate the non-conforming use on the property.

The next meeting of the planning commission will be Tuesday, March 12, 2013 at 5:30 p.m.

**Recreation Commission:** Recreation Director Burton reported she had received a letter of interest from Joe Elder to be appointed to the recreation commission. Mayor Zeiger read the letter from Mr. Elder requesting appointment.

Director Burton stated that the vacancies were advertised last fall and that Mr. Elder was responding to that advertising.

Mayor Zeiger asked for clarification from town attorney, Tom Thompson, in as much as Mr. Elder is the newly appointed town treasurer. Mr. Thompson stated that he did not see a problem with the appointment of Mr. Elder as long as the conflict statutes are followed.

Councilwoman Welton made a motion to appoint Joe Elder to the Saratoga Recreation Commission. Councilman Wilcoxson seconded and the motion carried unanimously.

The next meeting of the recreation commission will be Monday, March 11th at 5:30 p.m.

**Community Garden Board:** The next meeting of the Saratoga Community Garden Board will be Wednesday, February 20, 2013 at 6:00 p.m. at the First Baptist Church.

**South Central Emergency Services Board:** No report

Mayor Zeiger stated that this would be the new time for "Items from the Public" and asked for comments.

Glee Johnson stated that with regards to advertising for planning commission vacancies, the ordinance states that the positions should be advertised prior to the terms expiring on December 31<sup>st</sup>. She also stated that the ordinance does not indicate that the planning commission should make recommendations to the town council about appointments.

**Adjournment:** Being no further business to come before the meeting, Councilwoman Welton made a motion to adjourn. Councilman Wilcoxson seconded the motion.

The next regular meeting of the Saratoga Town Council will be held on March 5, 2013 at 6:00 p.m. in the Council Chambers of

the Saratoga Town Hall.

Mayor John Zeiger  
ATTEST: Lisa G. Burton

**Legal #6098**  
**Published in the Saratoga Sun**  
**Mar. 13, 2013**

**Cash Requirement Report**  
**Town of Saratoga**  
**March 4, 2013**

American Express Load	4,262.26
Avenet LLC	450.00
Chemsearch	214.30
In the Swim-Cortz, Inc.	79.36
Dana Kepner Co.	75.08
Econo Signs LLC	633.36
State of Wyoming	45.00
Galls Inc.	119.94
Galls Inc.	61.47
Herold Iron Works	100.95
Hilltop Lube & Automotive	389.00
JH Kaspar Oil Co.	3,504.14
Source Gas	2,429.68
Saratoga Aviation	3,515.00
L.N. Curtis & Sons	391.92
MPM Corp.	540.00
Mullen's Heating	446.11
Pitney Bowes	600.00
Platte Valley Community Center	3,093.42
Platte Valley Community Center	5,819.51
River Street Motors Inc.	7.74
Saratoga Auto Parts	1,298.62
Saratoga Auto Parts	10.91
Saratoga Feed and Grain	4.50
Susan Collamer	50.00
Union Telephone Co.	1,509.92
Union Telephone Co.	303.26
Van's Wholesale LLC	19.64
Waterworks Industries	350.00
Waterworks Industries	580.48
Skyline Motors Inc.	110.88
Modern Marketing Inc.	90.00
Burns Insurance Agency Inc.	250.00
D'Ron Campbell	214.95
D'Ron Campbell	1,125.00
Valerie L. Larscheid	131.60
Susan R. Marich	82.80
Caterpillar Financial Services	1,446.16
Nastasha N. Smith	193.85
Outside Loop	149.00
Kaelin Watson	32.00
Ally Financial	822.87
Shandiin E. Talker	60.80
Super Circuits	500.00

**Grand totals: 36,115.48**

**Legal #6099**  
**Published in the Saratoga Sun**  
**Mar. 13, 2013**

<b>Town of Saratoga</b>		above payroll	
<b>Manual Checks and liabilities</b>		<b>Total</b>	<b>\$139,658.45</b>
<b>March 5, 2013</b>			
Child Support Services	96.46	Platte River Pizza	0
Child Support Services	134.77		
Blue Cross/Blue Shield	28,961.44	Bill totals less	\$139,658.45
Wyoming Retirement	13,165.07	Platte River Pizza	
NCPERS Group Life	32.00		
Deferred Compensation	600.00		
AFLAC Insurance	700.82		
<b>Total:</b>	<b>43,690.56</b>		
Payroll for 2/25/2013	\$47,998.49		
Fica for	\$11,853.92		

**Legal #6070**  
**Published in the Saratoga Sun**  
**Mar. 13, 2013**

**Saratoga Sun**

**Town of Saratoga Employee Positions**

Pursuant to Wyoming Statute 15-1-110 (b) (i) during March of each year, the name and position of each chief administrative official, assistant administrative official and department head including elected officials shall be published in a newspaper of general circulation. This publication shall also include a list of all other full-time positions employed by the town with the name and position of the current employee.

John Zeiger	Mayor
Judy Welton	Councilwoman
Susan Howe	Councilwoman
Steve Wilcoxson	Councilman
Mike McWain	Councilman
Dan Massey	Municipal Judge
Suzie Cox	Clerk
Joseph Elder	Treasurer
Johnathon Moore	Assn't Clerk/Treasurer
Chuck Bartlett	DPW Supervisor
Lisa Burton	Recreation Director
Grayling Wachsmuth	Chief of Police
Thomas Knickerbocker	Police Officer
Robert Bifano	Police Officer
Clay Doolittle	Police Officer
George Phillips	Police Officer
Kenneth Lehr	Police Officer
Kathy Wachsmuth	Police Dispatcher
Jennifer German	Police Dispatcher
Kandice Starr	Police Dispatcher
Brenda Mistelske	Police Dispatcher
Brenda Terrill	Police Dispatcher
John Lasco	Street Dept. Foreman
Randy Sikes	Street Dept. Equipment Operator
Mitch Zeiger	Street Dept. Equipment Operator
Mike Day	Street Dept. Equipment Operator
Brian Manley	Street Dept. Equipment Operator
Charles McVey	Water/Sewer Foreman
Delmar Mulherin	Water/Sewer Operator
Glen Elliott	Water/Sewer Operator
Brandan Mistelske	Water/Sewer Operator

**Legal #6071 Published in the Saratoga Sun Mar. 13, 2013**