



## **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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### **AGENDA**

#### **CALL TO ORDER**

- 1) Opening Ceremony
- 2) Roll Call: \_\_Mayor Creed James \_\_Councilman Nelson \_\_Councilwoman Beck  
\_\_Councilwoman Campbell \_\_Councilman Hutchins

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

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

- [3\)](#) Approval of the regular minutes of October 18, 2022

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

- 4) Deposits - \$453,575.84
- 5) Accounts Payable - \$0
- [6\)](#) Payroll - \$46,971.16
- [7\)](#) Transmittals - \$32,087.61

#### **CORRESPONDENCE**

- 8) Platte Valley Aquatic Feasibility Study
- [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
- [12\)](#) 2023 Wyoming Community Gas Grant

#### **ITEMS FROM THE PUBLIC**

#### **COUNCIL COMMENTS**

#### **REPORTS FROM DEPARTMENTS**

##### **Town Hall**

- 13) Department Report

- [14\)](#) Carbon County Senior Services Agreement - First Draft
- [15\)](#) Carbon County FEMA Risk Map Meeting
- [16\)](#) Black Hills Energy Gas Service Replacement
- [17\)](#) Valley Village Childcare
- 18) State of WY Worker's Comp Report
- [19\)](#) Ordinance 865 - Mobile Vending 2nd Reading
- 20) Deputy County Emergency Management Position
- 21) Bank Reconciliations

### **Police Department**

### **Fire Department**

### **Recreation Department / Commission**

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

- [22\)](#) Department Report
- 23) Recreation Public Workshop 11/7/22 6:30pm at the Town Hall Council Chambers
- [24\)](#) Special Events Application

### **Department of Public Works**

- [25\)](#) Work Order 22-04A

## **REPORTS FROM BOARDS AND COMMISSIONS**

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

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

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

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

### **Planning Commission**

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

### **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
- [27\)](#) EnterTextHere
- [28\)](#) Apron Expansion Final Construction Report
- [29\)](#) ASA004B & D Pay Request
- [30\)](#) SCE Invoice #3450
- [31\)](#) ASA003A Pay Request

### **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
- [33\)](#) Resolution 2022-12

## **NEW BUSINESS**

**EXECUTIVE SESSION**

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

**FURTHER BUSINESS****ADJOURNMENT**

**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.**



## **TOWN COUNCIL REGULAR MEETING OCTOBER 18, 2022 at 6:00 PM**

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

### **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 June 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**

*Item 3)*

## **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.**

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Mayor Creed James

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Marie Christen, Town Clerk

TOWN OF SARATOGA

Check Register - NAMELESS

Page: 1

Pay Period Dates: 10/10/2022 - 10/23/2022

Oct 31, 2022 9:50AM

## Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee ID	Description	GL Account	Amount
10/23/2022	PC	10/27/2022	51152	223		01-112000	64.64-
10/23/2022	PC	10/27/2022	51153	57		10-431-110	1,257.68-
10/23/2022	PC	10/27/2022	51154	199		10-411-110	369.40-
10/23/2022	PC	10/27/2022	51155	19		10-212500	1,690.45-
10/23/2022	PC	10/27/2022	51156	135		01-112000	690.47-
10/23/2022	PC	10/27/2022	51157	134		10-212300	1,781.35-
10/23/2022	PC	10/27/2022	51158	216		10-212100	287.70-
10/23/2022	PC	10/27/2022	51159	217		01-112000	287.70-
10/23/2022	PC	10/27/2022	51160	39		10-431-110	1,159.97-
10/23/2022	PC	10/27/2022	51161	244		10-212100	138.52-
10/23/2022	PC	10/27/2022	51162	117		01-112000	369.40-
10/23/2022	PC	10/27/2022	51163	208	Supplemental	10-411-110	369.40-
10/23/2022	PC	10/27/2022	51164	27		10-212100	369.40-
10/23/2022	PC	10/27/2022	51165	16	Supplemental	52-532-110	6,865.91-
10/23/2022	PC	10/27/2022	1027202	16		10-212200	2,164.71-
10/23/2022	PC	10/27/2022	1027202	46		51-531-110	1,324.28-
10/23/2022	PC	10/27/2022	1027202	48		10-212100	857.00-
10/23/2022	PC	10/27/2022	1027202	49		10-212100	2,486.32-
10/23/2022	PC	10/27/2022	1027202	61		10-421-110	4,073.18-
10/23/2022	PC	10/27/2022	1027202	78		10-212500	1,068.67-
10/23/2022	PC	10/27/2022	1027202	111		10-421-110	1,382.88-
10/23/2022	PC	10/27/2022	1027202	112		10-212200	1,412.43-
10/23/2022	PC	10/27/2022	1027203	40		10-212200	1,748.78-
10/23/2022	PC	10/27/2022	1027203	88		10-410-110	1,228.07-
10/23/2022	PC	10/27/2022	1027203	74		10-212100	1,394.77-
10/23/2022	PC	10/27/2022	1027203	201		10-212100	191.08-
10/23/2022	PC	10/27/2022	1027203	202		10-212100	1,400.42-
10/23/2022	PC	10/27/2022	1027203	219		10-411-110	1,730.98-
10/23/2022	PC	10/27/2022	1027203	220		10-421-110	1,997.70-
10/23/2022	PC	10/27/2022	1027203	221		01-112000	1,334.75-
10/23/2022	PC	10/27/2022	1027203	225		10-212300	724.11-
10/23/2022	PC	10/27/2022	1027203	226		10-431-110	1,025.27-
10/23/2022	PC	10/27/2022	1027204	227		01-112000	63.76-
10/23/2022	PC	10/27/2022	1027204	235		10-212300	1,336.12-
10/23/2022	PC	10/27/2022	1027204	239		10-212100	533.56-
10/23/2022	PC	10/27/2022	1027204	242		52-532-110	1,158.67-
10/23/2022	PC	10/27/2022	1027204	243		10-411-110	465.44-
10/23/2022	PC	10/27/2022	1027204	229		10-441-110	83.11-
10/23/2022	PC	10/27/2022	1027204	238		10-441-110	83.11-
Grand Totals:							46,971.16-
							39

## Report Criteria:

Paid transmittals included

Begin Date: ALL

End Date: ALL

Transmittal Transaction.Check number = 10312022,103120223,103120224,51166

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount	GL Updated	Check Date
<b>51166</b>									
3	GREAT-WEST TRUST CO	51166	10/23/2022	55-01	457 CONTRIBUTION Deferred Comp - Pre Tax Pay Period: 10/23/2022	10-212500	145.00	No	10/28/2022
3	GREAT-WEST TRUST CO	51166	10/23/2022	55-02	457 CONTRIBUTION Deferred Comp - Roth Pay Period: 10/23/2022	10-212500	80.00	No	10/28/2022
Total 51166:							225.00		
<b>10312022</b>									
6	WYO. DEPT OF EMPLOY	10312022	07/31/2022	98-00	Qtrly SUTA/WC State Unemployment Tax Pay Period: 7/31/2022	10-212400	3.95	No	10/31/2022
6	WYO. DEPT OF EMPLOY	10312022	07/31/2022	99-00	Qtrly SUTA/WC Worker's Compensation Pay Period: 7/31/2022	10-212600	2,341.30	No	10/31/2022
6	WYO. DEPT OF EMPLOY	10312022	08/14/2022	98-00	Qtrly SUTA/WC State Unemployment Tax Pay Period: 8/14/2022	10-212400	4.00	No	10/31/2022
6	WYO. DEPT OF EMPLOY	10312022	08/14/2022	99-00	Qtrly SUTA/WC Worker's Compensation Pay Period: 8/14/2022	10-212600	2,341.26	No	10/31/2022
6	WYO. DEPT OF EMPLOY	10312022	08/28/2022	98-00	Qtrly SUTA/WC State Unemployment Tax Pay Period: 8/28/2022	10-212400	3.63	No	10/31/2022
6	WYO. DEPT OF EMPLOY	10312022	08/28/2022	99-00	Qtrly SUTA/WC Worker's Compensation Pay Period: 8/28/2022	10-212600	2,162.09	No	10/31/2022
6	WYO. DEPT OF EMPLOY	10312022	09/11/2022	98-00	Qtrly SUTA/WC State Unemployment Tax Pay Period: 9/11/2022	10-212400	3.60	No	10/31/2022
6	WYO. DEPT OF EMPLOY	10312022	09/11/2022	99-00	Qtrly SUTA/WC Worker's Compensation Pay Period: 9/11/2022	10-212600	2,170.65	No	10/31/2022
6	WYO. DEPT OF EMPLOY	10312022	09/25/2022	98-00	Qtrly SUTA/WC State Unemployment Tax Pay Period: 9/25/2022	10-212400	3.29	No	10/31/2022
6	WYO. DEPT OF EMPLOY	10312022	09/25/2022	99-00	Qtrly SUTA/WC Worker's Compensation Pay Period: 9/25/2022	10-212600	1,976.55	No	10/31/2022
6	WYO. DEPT OF EMPLOY	10312022	10/09/2022	98-00	Qtrly SUTA/WC State Unemployment Tax Pay Period: 10/9/2022	10-212400	3.54	No	10/31/2022
6	WYO. DEPT OF EMPLOY	10312022	10/09/2022	99-00	Qtrly SUTA/WC Worker's Compensation Pay Period: 10/9/2022	10-212600	2,032.43	No	10/31/2022
6	WYO. DEPT OF EMPLOY	10312022	10/23/2022	98-00	Qtrly SUTA/WC State Unemployment Tax Pay Period: 10/23/2022	10-212400	3.81	No	10/31/2022
6	WYO. DEPT OF EMPLOY	10312022	10/23/2022	99-00	Qtrly SUTA/WC Worker's Compensation Pay Period: 10/23/2022	10-212600	2,179.17	No	10/31/2022
6	WYO. DEPT OF EMPLOY	10312022	10/23/2022	99-00	Adjustment for Firefighter WC	10-212600	632.82	No	10/31/2022
Total 10312022:							15,862.09		
<b>103120223</b>									
9	WYO DEPT OF EMPLOY	103120223	07/31/2022	98-00	Qtrly CC SUTA/WC State Unemployment Tax Pay Period: 7/31/2022	10-212400	.01	No	10/31/2022
9	WYO DEPT OF EMPLOY	103120223	08/14/2022	98-00	Qtrly CC SUTA/WC State Unemployment Tax Pay Period: 8/14/2022	10-212400	.01	No	10/31/2022
9	WYO DEPT OF EMPLOY	103120223	08/28/2022	98-00	Qtrly CC SUTA/WC State Unemployment Tax Pay Period: 8/28/2022	10-212400	.01	No	10/31/2022
9	WYO DEPT OF EMPLOY	103120223	09/11/2022	98-00	Qtrly CC SUTA/WC State Unemployment Tax Pay Period: 9/11/2022	10-212400	.01	No	10/31/2022
9	WYO DEPT OF EMPLOY	103120223	09/25/2022	98-00	Qtrly CC SUTA/WC State Unemployment Tax Pay Period: 9/25/2022	10-212400	.01	No	10/31/2022
9	WYO DEPT OF EMPLOY	103120223	10/09/2022	98-00	Qtrly CC SUTA/WC State Unemployment Tax Pay Period: 10/9/2022	10-212400	.01	No	10/31/2022
9	WYO DEPT OF EMPLOY	103120223	10/23/2022	98-00	Qtrly CC SUTA/WC State Unemployment Tax Pay Period: 10/23/2022	10-212400	.01	No	10/31/2022
9	WYO DEPT OF EMPLOY	103120223	10/23/2022	99-00	Adjustment for WC	10-212600	676.89	No	10/31/2022



Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount	GL Updated	Check Date
Total 103120223:							676.96		
<b>103120224</b>									
1	EFTPS -TAXES	103120224	10/23/2022	74-00	FICA/FWT/WITHHOLDING DEPOSIT Social Security Pay Period: 10/23/2	10-212100	3,746.92	No	10/31/2022
1	EFTPS -TAXES	103120224	10/23/2022	74-00	FICA/FWT/WITHHOLDING DEPOSIT Social Security Pay Period: 10/23/2	10-212100	3,746.92	No	10/31/2022
1	EFTPS -TAXES	103120224	10/23/2022	75-00	FICA/FWT/WITHHOLDING DEPOSIT Medicare Pay Period: 10/23/2022	10-212100	876.34	No	10/31/2022
1	EFTPS -TAXES	103120224	10/23/2022	75-00	FICA/FWT/WITHHOLDING DEPOSIT Medicare Pay Period: 10/23/2022	10-212100	876.34	No	10/31/2022
1	EFTPS -TAXES	103120224	10/23/2022	76-00	FICA/FWT/WITHHOLDING DEPOSIT Federal Withholding Tax Pay Period	10-212200	6,077.04	No	10/31/2022
Total 103120224:							15,323.56		
Grand Totals:							32,087.61		

## Report Criteria:

Paid transmittals included

Begin Date: ALL

End Date: ALL

Transmittal Transaction.Check number = 10312022,103120223,103120224,51166

**From:** Justin Schilling  
**To:** Terry Weickum (terry.weickum@gmail.com); Aaron Durst; Alan Thornton; Alex Foster; Alice Clark; Andrea Hammond; Angie Hobbs; Anita Vaughn; Anjelica Wood; Ann Calvert; AnnaMarie Waldron; Anselmo Valerio Jr.; Ashley Hopkin; Ashley Masselink; bspauldingwy@hotmail.com; Bill Accord; Blain Schumacher; Brady McCollum; Brandee Forster; Brian O'Connor; Britteny Foster; Brittney Collings; Bryson Kennedy; Caleb Owens; Carl Kragovich; Charlie George; Chris Meats; Christopher Weinsburg; Chuck Bartlett; Cody Dill; Craig Mustard; creedjames44@gmail.com; Cynthia Chace; Daniel Soto Jr.; Darril Garner; Dave Fraser; Dawndee Yocom; DeBari Martinez; Dominic Wolf; dicamp@union-tel.com; Dusty Davis; Earla Checchi; Ed Golden; Eric O'Blasser; Galen West; Gary Killpack; Gary Stull; George Jost; treasurer@saratogawyo.org; Gerald Proberts; Gwendolyn Wade; Heather Tupper; Henry Hucke; Hilary Brewster; Jacob Dana; Jacquelin Wells; Jason Black; Jason Sehon; Jayson Nordquist; Jeremy Ruby; Jim Zimmerman; Jody McClurkin; Joe Erickson; John Lenz; jnelson@northforkeng.com; Joseph Wolf; Justin Schilling; K. Neville; Kelli Moseley; Kevin Lennon; Larry Erdmann; Leif Johansson; LeRoy Winters; Lesley Birge; Linda Ann Smith; Linda Crane; Lois Buchanan; Lorell Herold; Lucy Schofield; clerk@saratogawyo.org; Mark Gillespie; Mark Westenskow; Melodie Seilaff; Michael Shutran; Michael Ward; Morgan Irene; Pat Eastman; Pete Rust; Raymond Hauget; Reed Clevenger; Rich Hager; Rick Niemiec; Robert Berg; Robert Maddox; Ron Hutchins; Ryan Rust; Ryanne Mikesell; Sally Garwood; Sam Sikes; townhall@saratogawyo.org; Shan D. Ferguson; Shannon Fagan Craig; Shannon McClayland; Sharon Biamon; Sharon Kahl; Shawn Metcalf; Sherry Bushman; Stanley Jorensen; Stetler Hopkin; Sue Ann Rigano; Tammy Page; Ted Kranenberg; Tom Jarvie; Tonya Ruby; Tracy Fowler; Trevor Strauch; William Dys; William Redmond  
**Subject:** Fall Region 6 Meeting Next Week  
**Date:** Monday, October 31, 2022 4:52:47 PM

Caution! This message was sent from outside your organization.

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Good Afternoon WAM Region 6!

Just a note to remind everyone about the WAM Region 6 Fall Meeting next Monday night from 5:00-6:30 p.m. at Town Hall in Sinclair (300 Lincoln Ave, Sinclair, WY 82334). We will of course have a virtual zoom in option available, and we'll provide the recording soon after for those who can't attend in person or via zoom. We look forward to seeing you all in Sinclair next week!

Warm regards,

**Justin Schilling**

Member Services Manager

Wyoming Association of Municipalities

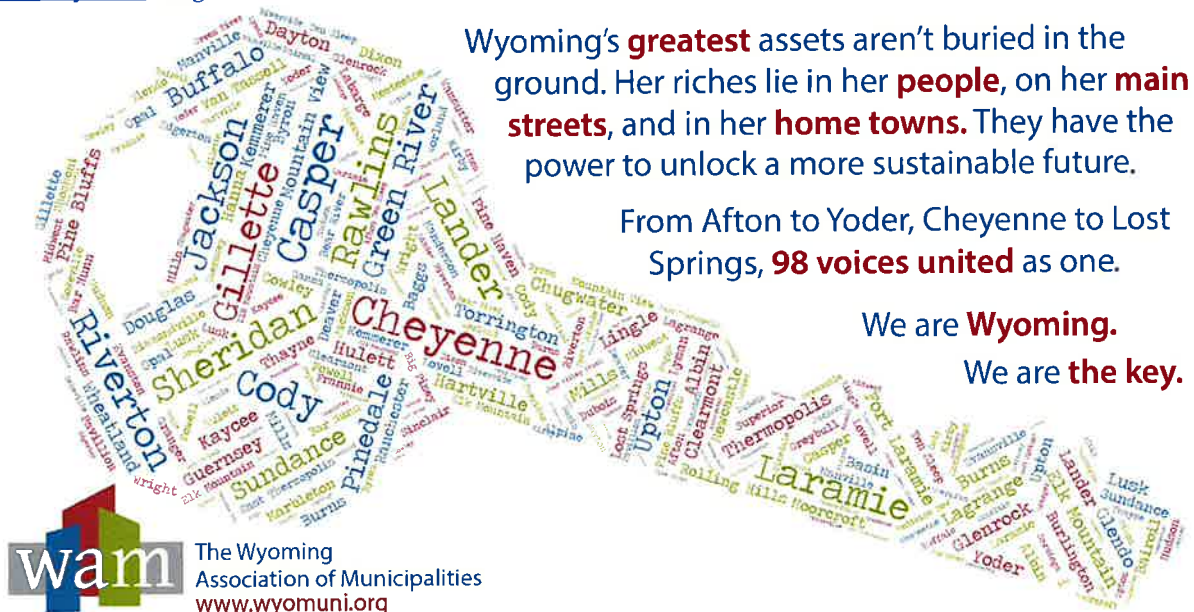
315 West 27th Street

Cheyenne, WY 82001

307-632-0398

[jschilling@wyomuni.org](mailto:jschilling@wyomuni.org)

[www.wyomuni.org](http://www.wyomuni.org)



# CELEBRATE *With Us*

**NOVEMBER 10TH  
5PM-7PM  
105 E CEDAR,  
RAWLINS, WY**

## CCVC Open House

Join the Carbon County Visitors' Council as we celebrate moving into our new location. Now ideally situated on Cedar Street, the Lincoln Highway, and the Continental Divide Trail!

## CDTC 44th Birthday

The Continental Divide Trail Coalition is turning 44 on November 10th! Join us as we celebrate this amazing organization that plays a very big role in our community!

## Leave No Trace

Continental Divide Trail Ambassadors for Carbon County, Emily Haver and Megan McComas, will conduct a presentation on Leave No Trace information. Join them and learn about the principles of leaving no trace outdoors!



Lead Dog Photography.com  
307-760-7081



**CONTACT US**

105 East Cedar  
Rawlins, Wyoming 82301

1.307.324.3020  
wyomingcarboncounty.com





ADMINISTRATION  
& INFORMATION

Item 11)

## ECONOMIC ANALYSIS DIVISION

Mark Gordon, **Governor** | Patricia L. Bach, **Director** | Wenlin Liu, **Administrator**

FOR IMMEDIATE RELEASE

Monday, October 31, 2022

Contact: Amy Bittner, Principal Economist

### Wyoming Cost of Living Index for the Second Quarter of 2022

CHEYENNE - The second quarter of 2022 Wyoming Cost of Living Index (WCLI) is now available from the State of Wyoming, Economic Analysis Division. The WCLI consists of two parts, **Inflation**, which measures year-over-year change (annual) and the **Comparative Cost of Living Index** which compares each county's cost of living in one period (not over time) to the statewide average.

Inflation is reported for the State, by consumer category, and for five regions in the State. Inflation measures year-over-year price changes in six consumer categories. The inflation figures for the second quarter of 2022 represent the percent change in the price level of a standard basket of selected consumer items priced in the second quarter of 2022, compared with the price level of the same goods and services recorded one year ago (second quarter of 2021).

- **All Items Statewide inflation 10.1%**  
(This is the highest inflation has been since the third quarter of 1981, 11.8%. The WCLI is currently only produced for the 2<sup>nd</sup> and 4<sup>th</sup> quarter).
- Statewide inflation by consumer category:
  - Transportation 16.4%
  - Food 15.6%
  - Housing 8.6%
  - Recreation & Personal Care 5.6%
  - Medical 3.9%
  - Apparel 3.2%
- Regional inflation rates:
  - Southwest 10.5%
  - Southeast 10.5%
  - Northeast 10.2%
  - Central 10.0%
  - Northwest 9.0%

Nationally, the inflation rate from June 2021 to June 2022 was 9.1% (CPI-U), as reported by the U.S. Bureau of Labor Statistics (BLS) in the Consumer Price Index for all Urban Consumers. This was the largest annual increase since November 1981.

The Comparative Cost of Living Index represents each county's price level compared to the statewide average (100) during a single period. For the second quarter of 2022, the Comparative Cost of Living Index ranked Teton (165) as the county with the highest **All Items** value, which indicates that the cost of living in Teton County was estimated 65 percent higher than the statewide average in the quarter.

Comparative Cost of Living Index values for all counties in Wyoming are listed in Table 1 on page 3. Movement in ranking from a previous survey does not indicate that the price level has increased or decreased in a particular county. Instead, these values reflect relative price levels in each county, *at the time of data collection*, compared with the statewide average of 100. Comparative Cost of Living Index data were also produced by consumer category for every county.

### ***Survey Methodology***

The WCLI is produced biannually, the second quarter and the fourth quarter. Price data are collected in twenty-eight cities and towns in Wyoming and the data are used to build a Comparative Cost of Living Index by county and to estimate overall inflation rates for Wyoming and the five designated regions of the State. A map of the twenty-eight cities where price data were collected is on page 4.

Communities across the State are included in the WCLI based on the following criteria: First, the largest city or town in each county is priced; additionally, prices are collected in any city or town with populations greater than 5,000 or in cases of a city or town having at least 80 percent of a county's largest community's population. In counties where only one community was priced, those prices were used to represent the entire county. In counties where two communities were surveyed, a population-weighted average of the prices for the two communities was used for the entire county. In addition, starting with the second quarter of 2003 WCLI report, Afton, in Lincoln County, was added as a sampling point through legislative action in 2003. Kemmerer is still priced. Afton and Kemmerer report separate Comparative Cost of Living Index numbers. Beginning with the second quarter of 2004, Afton, has been included in the inflation calculations.

The 140 consumer items surveyed were aggregated into six categories, which were then weighted using item weights from the U.S. Bureau of Labor Statistics (BLS), Consumer Price Index (CPI-U), reflective of their overall importance in the average consumer's budget. These categories, and their respective weight components, include Housing (48.3%), Transportation (18.2%), Food (13.4%), Recreation & Personal Care (8.5%), Medical (8.5%), and Apparel (3.1%).

The data are weighted by population to more accurately represent the price changes experienced by the majority of consumers in Wyoming.

**The Division wishes to extend its sincere appreciation to all of the businesses and individuals whose cooperation and assistance made this survey possible.**

**Table 1 - Wyoming Comparative Cost of Living Index - 2Q22**  
(Statewide Average = 100)

Item 11)

COUNTY	Index Number by Category:						Recreation & Personal Care
	All Items	Food	Housing	Apparel	Transportation	Medical	
Teton	165	111	226	123	104	105	107
Lincoln-Afton	107	96	113	108	102	103	101
Laramie	105	98	112	95	98	95	106
Sublette	101	107	98	115	103	100	96
Sheridan	100	105	98	102	101	100	100
Campbell	99	107	96	104	99	100	99
Albany	98	104	97	103	99	93	97
Converse	98	107	93	96	99	108	98
Lincoln-Kemmerer	97	107	88	102	102	117	103
Johnson	96	116	87	120	102	97	101
Park	96	101	91	117	102	97	95
Natrona	96	98	93	92	99	98	102
Fremont	95	92	90	100	100	113	95
Sweetwater	94	92	91	87	101	105	96
Carbon	94	94	91	94	99	110	91
Crook	93	102	83	100	102	108	106
Uinta	92	88	86	94	101	108	100
Weston	90	99	76	109	100	117	97
Hot Springs	88	105	74	109	101	99	99
Big Horn	88	109	73	105	102	95	93
Niobrara	87	102	73	95	99	98	99
Platte	87	91	77	102	101	85	101
Goshen	86	97	76	94	99	87	98
Washakie	85	98	71	113	101	83	96

Starting with the 2Q03 Comparative Index, Lincoln-Afton was included.

**Table 2 - Annual Inflation Rates by Category**

QUARTER:	Inflation Rate by Category (Statewide Average):						Recreation & Personal Care
	All Items	Food	Housing	Apparel	Transportation	Medical	
WEIGHTS:	100.0	13.4	48.3	3.1	18.2	8.5	8.5
2Q16	-0.6	0.1	-0.6	-2.0	-2.7	4.3	-1.6
4Q16	0.6	1.4	-1.2	3.2	4.5	3.7	-1.5
2Q17	1.1	3.8	-0.3	5.4	1.1	3.3	1.3
4Q17	2.3	3.5	1.7	1.9	2.8	3.2	2.1
2Q18	3.3	2.1	2.1	6.6	8.7	3.6	-0.3
4Q18	2.5	2.6	2.0	4.7	2.8	4.8	1.2
2Q19	2.0	2.3	2.7	3.6	-0.8	5.0	-0.3
4Q19	2.2	0.9	2.7	7.1	1.4	4.0	-0.4
2Q20	1.1	4.9	2.6	2.7	-7.3	3.0	-1.0
4Q20	2.0	2.7	3.2	4.0	-3.1	1.9	2.0
2Q21	7.7	1.9	5.5	4.6	23.3	3.6	8.0
4Q21	9.3	8.3	7.4	3.3	22.1	4.3	6.7
2Q22	10.1	15.6	8.6	3.2	16.4	3.9	5.6

Note: Item weights may not add to 100 due to rounding.

Note: The 2Q99 inflation calculations mark the first time the WCLI used all 23 counties to calculate the inflation rates.

Previously, only 15 counties were used. Starting with the 2Q04 report, the inflation numbers include Lincoln-Afton.

**Table 3 - Annual Inflation Rates by Region**

QUARTER:	U.S. CPI*	Statewide All Items	Inflation Rate By Region (All Items):				
			Southeast	Southwest	Central	Northeast	Northwest
2Q16	1.0	-0.6	1.0	-0.1	-3.2	-2.2	2.2
4Q16	2.1	0.6	3.1	-0.5	-1.3	-1.2	1.9
2Q17	1.6	1.1	1.7	1.1	0.2	0.4	2.7
4Q17	2.1	2.3	2.2	2.9	1.9	1.2	3.9
2Q18	2.9	3.3	3.2	1.8	3.6	4.1	3.2
4Q18	1.9	2.5	1.9	1.0	2.7	4.8	2.3
2Q19	1.6	2.0	1.7	2.2	2.3	2.3	1.9
4Q19	2.3	2.2	2.5	1.6	2.3	1.9	2.5
2Q20	0.6	1.1	1.8	0.2	1.7	-0.2	0.8
4Q20	1.4	2.0	1.9	1.9	2.7	0.9	2.1
2Q21	5.4	7.7	7.2	8.9	7.4	8.1	7.6
4Q21	7.0	9.3	10.2	9.2	7.4	10.4	9.1
2Q22	9.1	10.1	10.5	10.5	10.0	10.2	9.0

Note: The 2Q99 inflation calculations mark the first time the WCLI used all 23 counties to calculate the inflation rates.

Previously, only 15 counties were used. Starting with the 2Q04 report, the inflation numbers include Lincoln-Afton.

\* 4th Quarter represents the December to December and 2nd Quarter represents the June to June percent change in the US CPI-U.

Regional Composition for Inflation Estimate:

Southeast: Albany, Carbon, Goshen, Laramie, Niobrara, and Platte counties.

Southwest: Lincoln-Kemmerer, Lincoln-Afton, Sublette, Sweetwater, and Uinta counties.

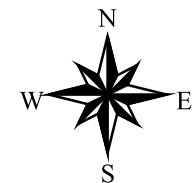
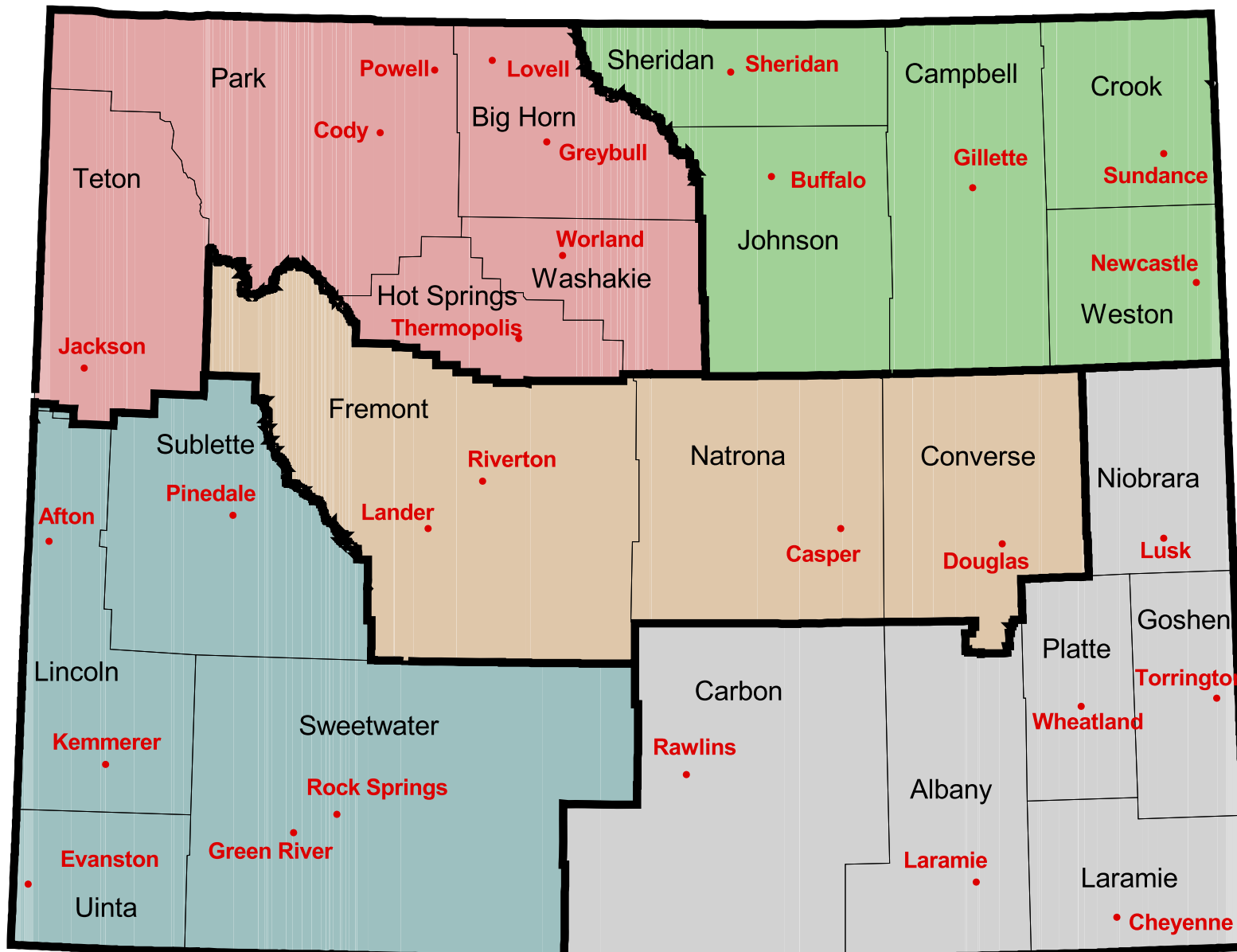
Central: Converse, Fremont, and Natrona counties.

Northeast: Campbell, Crook, Johnson, Sheridan, and Weston counties.

Northwest: Big Horn, Hot Springs, Park, Teton, and Washakie counties.

# Surveyed Communities and WCLI Regions

Item 11)



Note: Starting with the 2Q03 WCLI report, North Lincoln County (Afton) is included in the comparative index, and is tabulated separately from South Lincoln County (Kemmerer).

TABLE 4 - AVERAGE RENTAL RATES - 2Q22 &amp; 2Q21

County	APARTMENT (1)			MOBILE HOME LOT (2)			HOUSE (3)			MOBILE HOME (4)		
	2Q22	2Q21	Percent Change	2Q22	2Q21	Percent Change	2Q22	2Q21	Percent Change	2Q22	2Q21	Percent Change
Albany	\$811	\$722	12.3%	\$491	\$440	11.5%	\$1,315	\$1,198	9.8%	\$851	\$796	6.9%
Big Horn	\$566	\$508	11.4%	\$221	\$216	2.5%	\$774	\$742	4.3%	\$494	\$509	-2.8%
Campbell	\$753	\$717	5.1%	\$486	\$487	-0.3%	\$1,295	\$1,162	11.5%	\$983	\$738	33.3%
Carbon	\$738	\$657	12.4%	\$398	\$392	1.6%	\$1,071	\$1,039	3.0%	\$937	\$941	-0.4%
Converse	\$792	\$762	3.9%	\$270	\$228	18.4%	\$1,139	\$1,039	9.6%	\$801	\$785	2.1%
Crook	\$697	\$639	9.2%	NA	NA	NA	\$838	\$790	6.0%	NA	NA	NA
Fremont	\$772	\$745	3.6%	\$272	\$268	1.5%	\$1,084	\$986	9.9%	\$850	\$754	12.6%
Goshen	\$620	\$609	1.8%	NA	NA	NA	\$750	\$705	6.3%	NA	NA	NA
Hot Springs	\$611	\$596	2.4%	NA	NA	NA	\$727	\$712	2.2%	NA	NA	NA
Johnson	\$646	\$615	5.0%	\$285	\$249	14.6%	\$1,309	\$1,090	20.1%	\$618	\$648	-4.6%
Laramie	\$1,008	\$924	9.1%	\$522	\$490	6.6%	\$1,587	\$1,455	9.1%	\$1,152	\$979	17.7%
Lincoln (Kemmerer)	\$692	\$544	27.1%	NA	NA	NA	\$825	\$650	26.9%	NA	\$674	NA
Lincoln (Afton)	\$1,003	\$841	19.3%	NA	NA	NA	\$1,379	\$1,271	8.5%	NA	NA	NA
Natrona	\$805	\$774	3.9%	\$467	\$452	3.3%	\$1,252	\$1,101	13.7%	\$734	\$706	3.9%
Niobrara	\$550	\$550	0.0%	NA	NA	NA	\$753	\$848	-11.2%	NA	NA	NA
Park	\$733	\$712	3.0%	\$333	\$324	2.8%	\$1,112	\$998	11.4%	\$812	\$770	5.5%
Platte	\$599	\$616	-2.8%	NA	NA	NA	\$863	\$782	10.3%	NA	NA	NA
Sheridan	\$728	\$701	3.8%	\$437	\$423	3.3%	\$1,477	\$1,247	18.4%	\$912	\$771	18.2%
Sublette	\$900	\$865	4.0%	NA	NA	NA	\$1,274	\$1,202	6.0%	NA	NA	NA
Sweetwater	\$718	\$650	10.4%	\$464	\$450	3.2%	\$1,129	\$1,039	8.7%	\$887	\$835	6.3%
Teton	\$2,782	\$2,510	10.8%	\$835	\$740	12.8%	\$3,429	\$3,125	9.7%	\$1,536	\$1,443	6.5%
Uinta	\$770	\$716	7.6%	\$331	\$311	6.6%	\$902	\$919	-1.8%	\$737	\$683	7.8%
Washakie	\$547	\$554	-1.3%	NA	NA	NA	\$743	\$777	-4.4%	NA	NA	NA
Weston	\$644	\$579	11.3%	\$188	\$178	5.6%	\$669	\$663	0.9%	NA	\$529	NA
Southeast	\$890	\$816	9.0%	\$472	\$442	6.7%	\$1,380	\$1,271	8.6%	\$1,003	\$883	13.5%
Southwest	\$774	\$693	11.7%	\$448	\$410	9.3%	\$1,083	\$1,007	7.5%	\$855	\$771	10.9%
Central	\$794	\$764	3.8%	\$389	\$374	3.9%	\$1,190	\$1,061	12.2%	\$775	\$729	6.4%
Northeast	\$725	\$688	5.3%	\$411	\$403	1.9%	\$1,278	\$1,122	13.9%	\$878	\$719	22.1%
Northwest	\$1,305	\$1,205	8.3%	\$459	\$423	8.6%	\$1,706	\$1,567	8.9%	\$950	\$899	5.8%
Statewide Average	\$876	\$815	7.6%	\$437	\$412	6.0%	\$1,316	\$1,195	10.1%	\$899	\$804	11.8%
Regions:							(1) - Two-bedroom, unfurnished, excluding gas and electric.					
<b>Southeast:</b> Albany, Carbon, Goshen, Laramie, Niobrara, Platte							(2) - Single-wide, including water.					
<b>Southwest:</b> Lincoln (Afton), Lincoln (Kemmerer), Sublette, Sweetwater, Uinta							(3) - Two or three-bedroom, single family, excluding gas and electric.					
<b>Central:</b> Converse, Fremont, Natrona							(4) - Two or three-bedroom, including lot rent.					
<b>Northeast:</b> Campbell, Crook, Johnson, Sheridan, Weston							Note: The regional averages are weighted by population within the region.					
<b>Northwest:</b> Big Horn, Hot Springs, Park, Teton, Washakie							(NA) - There were too few observations to report the data.					



**From:** [Flood, Natalie J:\(Constellation\)](#)  
**To:** [Flood, Natalie J:\(Constellation\)](#)  
**Subject:** 2023 Wyoming Community Grant  
**Date:** Monday, October 17, 2022 2:41:23 PM  
**Attachments:** [Wyoming Community Grant Guidelines.pdf](#)  
[Wyoming Community Grant Request Form.pdf](#)

This sender is trusted.

Good afternoon,

Attached you will find information on the 2023 Wyoming Community Grants program sponsored by Wyoming Community Gas.

We encourage you to forward this information on for others to be able to apply for the grant.

We also ask that you help inform organizations in your community of this opportunity.

If you have any questions, please call me at 888-527-0003.

Sincerely,  
Natalie



Natalie Flood  
Senior Business Development Manager

Office: 888.527.0003  
Cell: 307.509.9740  
Fax: 877.382.8787  
[www.wyomingcommunitygas.org](http://www.wyomingcommunitygas.org)

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# Wyoming Community Grant Program

## Wyoming Community Gas

### Guidelines

#### **Mission:**

To wisely invest Wyoming Community Grants in programs that enhance quality of life with community projects in the Wyoming Choice Gas program service areas.

#### **Qualifying Projects**

- Arts and Culture
- Community Improvement

#### **Qualifying Criteria**

- **Grants cannot be used for operations, salaries or to supplement the general fund.**
- **Grant monies must be used within one (1) year. Progress reports are to be submitted to the Wyoming Community Gas office quarterly with completion documentation, including pictures, for a final project report.**
- Governmental entities and agencies (such as cities and towns) and organizations exempt from federal income tax under section 501(c)(3) or 501(c)(6) of the Internal Revenue Service Code may apply.
- If a charitable organization, the organization must be in full compliance with all federal, state, and local laws or regulations.
- Project must address community-related issues in communities in the Wyoming Choice Gas program area.
- Grants generally will not be given to private foundations.
- Grants will not be given to individual persons.
- Grants will not be given to tax-supported organizations or religious groups and churches, except for programs or projects that broadly benefit the community.
- Grants will not be given to individual pre-college schools or individual pre-college school foundations.

#### **Grant Requests Should Include The Following Information:**

- Completed Wyoming Community Grant Request Form
- Completed Wyoming Community Grant Project Questionnaire
- Total fund-raising goal for the project.
- Organization's mission statement.
- Organization's project budget and primary sources of funding.
- List of the organization's directors and/or list of project committee members.
- A copy of the organization's 501(c)(3) or 501(c)(6) tax-exempt status from the IRS.
- A copy of the organization's W-9 form, which verifies its taxpayer identification number.
- If a request is from a city or town, then a Resolution passed by the council must be attached.
- Written permission from property owner if property to be used is not private (i.e. city, county, state, or federal).
- If an entity is any form of a corporation, a certificate of corporate status must be provided.

Grant requests can be emailed to [natalie.flood@constellation.com](mailto:natalie.flood@constellation.com) **by January 31, 2023** or mailed to Wyoming Community Gas (3704 SE 31<sup>st</sup> St, Topeka, KS 66605) **postmarked no later than January 31, 2023**. Grant requests will be reviewed by the Wyoming Community Grants committee in March who will make recommendations to the WCG Board of Directors.

#### **For Information contact:**

**Natalie Flood, Wyoming Community Gas Senior Business Development Manager, 888-527-0003.**

**Mailing Address: 3704 SE 31<sup>st</sup> St, Topeka, KS 66605**

## Wyoming Community Grant Request Form

**Please return this form by email to: [Natalie.flood@constellation.com](mailto:Natalie.flood@constellation.com)**

**Or by mail to:**      **Wyoming Community Grant Program**  
                              **c/o Wyoming Community Gas**  
                              **3704 SE 31<sup>st</sup> St**  
                              **Topeka, KS 66605**

---

### **PART A** (to be completed by organization)

Date: \_\_\_\_\_ Amount of Request: \$ \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Fed.ID#: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

- 
- Have you, or will you, receive funding from other organizations within the last year?  
                  **Y or N**      If yes, total dollar amount received: \$ \_\_\_\_\_
  - Will you be able to complete your objective if only partially funded? **Y or N**

---

### **PART B** Please attach copies of the following:

- ( ) Completed Wyoming Community Grant Project Questionnaire
- ( ) IRS 501(c) (3) or 501(c) (6) status letter and W-9 form
- ( ) Supporting documents
- ( ) Project Budget
- ( ) Others who financially support the organization & their contribution levels
- ( ) List of organization's directors and/or project committee members
- ( ) Corporate Status Certificate

---

**I certify that this project meets all criteria as outlined in the guidelines and have provided all documents required in Part B.**

**X** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Please answer the following questions omitting any proper names of people, towns or other identifying landmarks to avoid any unfair bias in the grant selection process.**

- [illegible]

- 

-



# CARBON COUNTY

## SENIOR SERVICES

### The SENIOR PIONEER Monthly Newsletter • November 2022

#### Center Information

##### Rawlins Senior Center

###### Corporate Office

545 15th St. (P.O. Box 111)

Rawlins, WY 82301

307-328-2863

ccssi@bresnan.net

Lisa Engstrom, Executive Director

##### Baggs Senior Center

340 Whippoorwill Dr. (P.O. Box 245)

Baggs, WY

307-383-7595

Kim Allen, Site Manager

##### Dixon Senior Center

408 Boxelder (P.O. Box 132)

Dixon, WY

307-383-7892

Kathleen Chase, Site Manager

##### Elk Mountain Senior Center

Bridge and Spruce (P.O. Box 51)

Elk Mountain, WY

307-348-7387

Tami Martinez, Site Manager

##### Sagebrush Senior Center

302 W. 4th (P.O. Box 293)

Encampment, WY

307-327-5937

Kim Loftice, Site Manager

##### Hanna Senior Center

1007 Trona Court (P.O. Box 503)

Hanna, WY

307-325-9232

Debbie Schasteen, Site Manager

##### Medicine Bow Senior Center

520 Utah Street (P.O. Box 204)

Medicine Bow, WY

307-379-2270

Lisa Bata, Site Manager

##### Saratoga Senior Center

214 Constitution (P.O. Box 651)

Saratoga, WY 82331

307-326-5564

Brenda Zeiger, Site Manager

#### MISSION STATEMENT

*We endeavor to enhance the quality of life for eligible participants by providing services that will assist patrons in maintaining independent living.*

**November is National Family Caregivers Month!**  
National Family Caregiver month is dedicated to honoring and recognizing family caregivers across the country.

**Celebrating Family Caregivers enables all of us to:**

- Raise awareness of family caregiver issues
- Celebrate the efforts of family caregivers
- Educate family caregivers about self-identification
- Increase support for family caregivers

**There are lots of resources for caregivers to get support and information to help them. A great place to start is the Caregiver's support group which meets at the Rawlins Senior Center. This is a support group of current and former caregivers of people any age. Contact the Rawlins Senior Center for more information about this group.**

**Another great resource is [www.caregiveraction.org](http://www.caregiveraction.org).**

## Hanna:

Larry Benjamin  
P.O. Box 445  
Hanna, WY. 82327  
307-720-0003  
LDBenjamin@juno.com  
**Term Expires: 3/2025**

## Rawlins:

Gayle Shaw, **Vice President**  
825 11th St.  
Rawlins, WY. 82301  
307-321-5226  
gayles@bresnan.net  
**Term Expires: 3/2023**

## Dixon:

Barbara Moss, **Secretary**  
PO Box 63  
Savery, WY. 82332  
307-383-6388  
gbmoss63@dteworld.com  
**Term Expires: 4/2024**

## Encampment:

Helen Weiland  
P.O. Box 362  
Encampment, WY. 82325  
**Term Expires: 3/2024**

## Saratoga:

Leo Yocum  
PO Box 612  
Saratoga, WY. 82311  
307-329-8630  
yocum.leo@gmail.com  
**Term Expires: 4/2023**

## Rawlins:

Denise Ashline, **President**  
200 LaPaloma  
Rawlins, WY. 82301  
307-324-6355/307-321-4080  
badatata@msn.com  
**Term Expires: 3/2025**

## Medicine Bow:

Judith Wohl  
PO Box 4  
Medicine Bow, WY. 82329  
307-520-3004  
jtwohl@yahoo.com  
**Term Expires: 3/2025**

## Baggs:

Karen Buchanan  
PO Box 26  
Baggs, WY. 82321  
307-383-7738  
kbuchanan@dteworld.com  
**Term Expires: 3/2023**

## Elk Mountain:

Joyce Menke  
PO Box 72  
Elk Mountain, WY 82324  
307-348-7063  
joymenke@gmail.com  
**Term Expires: 3/2025**

## Director, Non Voting Ex Officio

Lisa Engstrom, **Executive Director**  
PO Box 111  
545 15th St.  
Rawlins, WY. 82301  
307-328-2863/Fax: 307-328-2864  
ccssi@bresnan.net

## COST OF MEALS

60 + Suggested Donation \$5.00  
(with a current assessment)  
Please call before 8:30AM to let the manager know you will be coming for lunch.  
Home delivered meals are available for eligible participants.  
Please contact your nearest center for more information.

## VOLUNTEERS

If you are interested in volunteering or would like more information;  
Please call the office at:  
307-328-2863

## DONATIONS

Carbon County Senior Services, Inc. is classified as a public charity under Internal Revenue Service Section 501 (C) (3).

## BUS SERVICE

### RAWLINS/SINCLAIR

307-328-0320/307-324-6919  
Transportation Hours:  
**Monday - Friday 7:30AM - 2:30PM**  
Except for holidays

### SARATOGA

307-326-5564  
Call the Saratoga Senior Center for information and schedules.

### BAGGS/DIXON

THE VILLAGE BUS  
307-380-8338  
Call to schedule your transportation needs

*Carbon County Senior Services is a non-profit organization that is funded by federal & state grants, along with grants from Carbon County & the City of Rawlins. Contributions are also received from several towns throughout Carbon County, local businesses, as well as many individuals and memorial funds.*

*Carbon County Senior Services could not thrive without these grants and donations. Thank you to all who donate!*



# November Menu

Item 14)

Monday	Tuesday	Wednesday	Thursday	Friday
<p><u>Recommended Serving Sizes</u>                      3 oz. meat                      ½ cup of vegetables                      ½ cup of fruit                      2 servings of bread or complex carbohydrate                      1 cup of 2% milk</p>	<p>1  <b>Chicken &amp; Dumplings</b>  <b>Spinach-Mushroom Salad</b>  <b>Beets</b>  <b>Wheat Bread</b>  <b>Cherries</b>  <b>Milk</b></p>	<p>2  <b>Roast Beef</b>  <b>Mashed Potatoes/Gravy</b>  <b>Marinated Carrots</b>  <b>Brussels Sprouts</b>  <b>Wheat Roll</b>  <b>Pineapple Tidbits</b>  <b>Milk</b></p>	<p>3  <b>Beef Stew</b>  <b>Tossed Salad w/ Garbanzo Beans</b>  <b>Cheese/Onion Roll</b>  <b>Strawberries</b>  <b>Milk</b></p>	<p>4  <b>Sloppy Jo</b>  <b>Tater tots</b>  <b>Mixed Green Salad</b>  <b>Broccoli</b>  <b>Purple Plums</b>  <b>Brownie</b>  <b>Milk</b></p>
<p>7  <b>Egg &amp; Sausage Bake w/ Hash Browns</b>  <b>Strawberry Yogurt Parfait</b>  <b>Bananas &amp; Mandarin Oranges</b>  <b>V8</b>  <b>Milk</b></p>	<p>8  <b>Oven Chicken</b>  <b>Garlic Mashed Potatoes/Gravy</b>  <b>Spring Salad</b>  <b>Zucchini</b>  <b>Wheat Roll</b>  <b>Apricots</b>  <b>Milk</b></p>	<p>9  <b>Spaghetti/Meat Sauce</b>  <b>Tossed Salad</b>  <b>Asparagus</b>  <b>Garlic Bread</b>  <b>Pineapple Whip</b>  <b>Milk</b></p>	<p>10  <b>Baked Ham w/Raisin Sauce</b>  <b>Sweet Potatoes</b>  <b>Green Beans</b>  <b>Tossed Salad</b>  <b>Wheat Roll</b>  <b>Apple Crisp</b>  <b>Ice Cream</b>  <b>Milk</b></p>	<p>11  <b>Tuna Salad Sandwich</b>  <b>Vegetable Soup</b>  <b>Pearl Onions, Peas, Carrots</b>  <b>Strawberries &amp; Bananas</b>  <b>Pickle Spear</b>  <b>Milk</b></p>
<p>14  <b>Chicken Alfredo Noodles</b>  <b>Mixed Green Salad</b>  <b>Squash Blend</b>  <b>French Bread</b>  <b>Cherries</b>  <b>Milk</b></p>	<p>15  <b>Chili</b>  <b>Cheese/Onions</b>  <b>Spinach Salad w/Strawberries</b>  <b>Broccoli</b>  <b>Cornbread</b>  <b>Mandarin Oranges</b>  <b>Milk</b></p>	<p>16  <b>Salisbury Steak</b>  <b>Baked Potato</b>  <b>Garden Veggie Salad</b>  <b>Spinach</b>  <b>Wheat Bread</b>  <b>Pears</b>  <b>Milk</b></p>	<p>17  <b>Sweet/Sour Pork</b>  <b>Steamed Rice</b>  <b>Stir Fry Vegetable</b>  <b>Egg Roll</b>  <b>Peaches</b>  <b>Milk</b></p>	<p>18  <b>Turkey Stuffing</b>  <b>Mash. Pot./gravy</b>  <b>Green bean Casserole</b>  <b>Wheat Roll</b>  <b>Cranberry Sauce</b>  <b>Pumpkin Pie</b>  <b>Whipped Topping</b>  <b>Milk</b></p>
<p>21  <b>Beef Fajita</b>  <b>Tortilla</b>  <b>Steamed Rice</b>  <b>Broccoli</b>  <b>Cherries</b>  <b>Milk</b></p>	<p>22  <b>Goulash</b>  <b>Tossed Salad</b>  <b>Steamed Peas</b>  <b>French Bread</b>  <b>Banana/Pineapple Cup</b>  <b>Milk</b></p>	<p>23  <b>Beef Taco</b>  <b>Tomato, lettuce, cheese</b>  <b>Refried Beans</b>  <b>Asparagus</b>  <b>Cinnamon Apples</b>  <b>Milk</b></p>	<p>24  </p>	<p>25  <b>BBQ Riblet</b>  <b>Sweet Potato Wedges</b>  <b>Zucchini</b>  <b>Wheat Bread</b>  <b>Citrus Fruit</b>  <b>Milk</b></p>
<p>28  <b>Swedish Meatballs</b>  <b>Noodles</b>  <b>Spring Salad</b>  <b>Steamed Carrots</b>  <b>Wheat Roll</b>  <b>Ambrosia Salad</b>  <b>Milk</b></p>	<p>29  <b>Lasagna</b>  <b>Tossed Salad</b>  <b>Steamed Peas</b>  <b>Mandarin Oranges</b>  <b>Garlic Bread</b>  <b>Milk</b></p>	<p>30  <b>Meatloaf</b>  <b>Baked Potato</b>  <b>Colleens Harvest Salad</b>  <b>Brussels Sprouts</b>  <b>Wheat Roll</b>  <b>Fruit Cocktail</b>  <b>Milk</b></p>	<p><b>*Some centers may be closed November 25th*</b></p>	

# 2,4,6,8 CLUB



Help the Rawlins Senior Center to thrive by offering a donation!

## 2,4,6,8 Club

### Rawlins Senior Center Fundraiser

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Donation Amount (per year): \_\_\_\_\_ (circle one)

\$24      \$48      \$72      \$96      Other: \_\_\_\_\_

# Activity Calendar

Item 14)

## Rawlins

### Monday

Bunco 12:30pm

### Tuesday

Tai Chi 9:45am (pre-registration required)

Hand & Foot 12:45pm

Canasta 12:45pm

Pinochle 1:00pm

### Wednesday

Prayer Shawl 9:00am

Cribbage 12:45pm

Mahjong 12:45pm

### Thursday

Tai Chi 9:45am (pre-registration required)

### Friday

Craft 9:00am (2nd & 4th Friday)

(please call the center to reserve a space)

Coffee Group 10:00am

Ice Cream Social 12:45 (1st Friday)

Bingo 12:30pm

### Saturday

Breakfast 9:00am (2nd Saturday)

Game Day– after breakfast

## Hanna

### Wednesday

Coffee & Donuts 8:00am-9:30am

Game Night– 5:00pm

Health Check– 12:00pm

### Thursday

Crafts 1:00pm

Advisory Council Meeting 1:00pm (3rd Thursday)

### Thursday

Breakfast

## Medicine Bow

### Monday

Pinochle Club (1st & 3rd Monday)

Hand & Foot (1st & 3rd Monday)

### Wednesday

Guy's Coffee 8:30am

Crafts 9:00am

Wii bowling

Blood pressure checks 11:00am (1st Wednesday)

Advisory Board– second Wednesday of each month.

### Friday

Dominoes 6:00pm

### Saturday

Breakfast 8:30am (1st & 3rd Saturday)

Watch for our bake-sale in November!

## Saratoga

### Monday

Bridge 1:00pm

### Tuesday

Mahjong 1:00pm

### Wednesday

Cookies & Coffee 9:00am

Crafts 11:00am (1st & 3rd Wednesday)

### Thursday

Bridge 1:00pm

Monthly birthday party is the 3rd Friday of the month at 12:00pm.

# Activity Calendar

Item 14)

## Elk Mountain

## Encampment

Crafts are available to be done at the center. Please contact the Elk Mountain Senior Center for more information.

Treadmill & Wii are always available!

Morning Coffee Groups

Dominoes, cards, and a jigsaw puzzle are available daily.

### Thursday

Ladies quilting group after lunch.

Advisory council meets every 2nd Monday of the month.

## Dixon

## Baggs

## Rawlins

Talli Schmidt  
Michael Reed  
Donna Cronk  
Art DePas  
Lisa Howell  
Angie Kinnaman  
Evelyne Ezell  
Mary Anne Keil  
Carol Alameda  
Frank Hellman  
Kathy Jordan  
Elaine Bleicher  
Shary Moore  
Sandy Rose  
Jerry Colson  
Shirley Davis  
Gary Keil  
Marilyn Bradford  
Ken Zeiger  
Sandy Chapman  
Christine Call  
Georgia Thomas  
Steve Howell  
Sarah Mondry  
Alice Garvin  
Roy Britt  
Mary Kay Cook  
Jet Li  
Mike Wyrick  
Ray Medina  
Kathi Gray  
Elizabeth Archuleta

## Saratoga

Dawna Erickson  
Gloria Rakness  
Tom Mansfield  
Georgia Schroer  
Barbara Hagan  
Jane Fluty  
Bev Hempel  
Eunice Parks

## Medicine Bow

Bonnie Culver  
Claude Seahorn  
Christene Shultz  
Tom French  
Larry Cook

## Baggs

No November birthdays

## Encampment

Terri Westover  
Steven Arthur  
Alice Stewart  
Patty Hobbs  
John Anderson  
Bob Thompson  
David Gray  
Shelia Remick  
Vernon Bauermeister  
Philip Myers  
Fred Lorenz  
Madeline Telfer

## Elk Mountain

Ellen Meyer  
Marvin Roggow

## Hanna

Chris Karns  
Tom Eves  
Dan Webster  
Dale Brawley  
Michael Freytag  
Butch Bateman

## Dixon

Bob Golden  
Patsy Jussila



*The Rawlins Senior Center  
celebrated Leora Shaw's 88th  
birthday in October!*





# SUDOKU

	1							
		4	2				5	1
				9	1			7
	9		4		3		2	
7				1	5		3	
	5		9		2	1	4	
4		2				6	8	
				8				5

Answer will be in next month's  
newsletter

6	3	4	9	5	8	2	1	7
1	7	9	2	6	3	5	8	4
5	8	2	7	1	4	9	3	6
4	9	8	3	7	1	6	5	2
7	6	1	5	8	2	3	4	9
2	5	3	4	9	6	1	7	8
8	2	7	1	3	9	4	6	5
9	1	5	6	4	7	8	2	3
3	4	6	8	2	5	7	9	1

October's Solution



**BANK OF  
COMMERCE**

*presents*

# SCAM SMART WORKSHOPS

Learn How to Protect Yourself and Your Family From Fraud

**MONDAYS AT 10:30 AM AT THE  
RAWLINS SENIOR CENTER**

located at 545 15th Street in Rawlins



**October 17  
November 14  
December 12**

## *Crafters in Elk Mountain!*



## *Crafters in Medicine Bow!*

JoAnne Bennett, Betty Faris, and Shirley Stoner

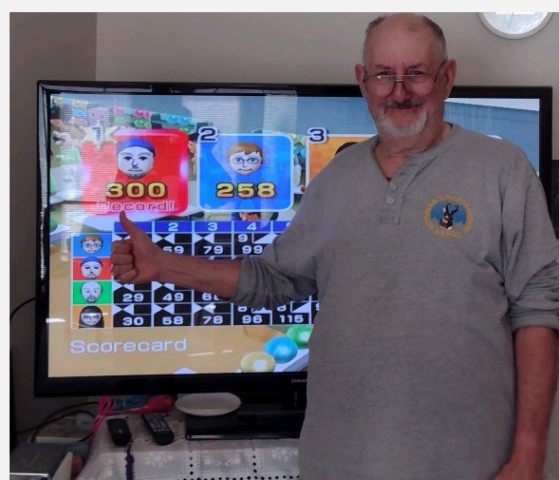




*Thank you to the Rawlins Senior Center  
Advisory Council for providing our  
summer BBQs!*



*Congratulations to Steve Barker  
(Rawlins) for bowling his first 300  
game in the Wii Bowling League!*







Name \_\_\_\_\_

# Thanksgiving Day

Fourth Thursday of November



AMERICA  
CANOE  
COLONY  
CORNUCOPIA  
ENGLAND  
FALL  
FAMILY  
FEAST  
FREEDOM

GRATITUDE  
HARVEST  
HOLIDAY  
INDIANS  
MAIZE  
MAYFLOWER  
MILES STANDISH  
NEWWORLD  
NOVEMBER

PILGRIMS  
PLYMOUTH  
PUMPKIN PIE  
PURITANS  
SQUASH  
STUFFING  
THANKSGIVING  
TURKEY  
YAMS



## SERVICES AGREEMENT

**THIS SERVICES AGREEMENT** (the “Agreement”) is made and entered into effective as of \_\_\_\_\_, 2022 by and between the Town of Saratoga, Wyoming, (the “Town”) and Carbon County Senior Services, Inc. (“CCSS”), a Wyoming non-profit corporation.

1. **Purpose.** The Town is authorized by W.S. § 15-1-103(a)(xlv) to contract with nonprofit corporations to provide human services for persons within its jurisdiction.
2. **Provisions of Services.** CCSS hereby agrees to provide the following services to the Town and Saratoga community.
  - To provide services that will assist local senior citizens in maintaining independent living and enhance their quality of life.
  - These services include, but are not limited to, the following: opportunities for mental and physical activities, transportation and meals.
3. **Term of Services.** CCSS hereby agrees to provide the services described in Paragraph 2 for the following period:
  - November 1, 2022 – October 31, 2023
4. **Payment.** In consideration of CCSS’s agreement to provide the services described herein, for the period described herein, Town agrees to pay a total amount of \$xx.xx, payable within thirty (30) days of execution of this Agreement by all parties.
5. **Effective Date Termination.** This Agreement shall be effective November 1, 2022 and shall continue until October 31, 2023, at which time the contract shall terminate.
6. **Reports and Accounting.** CCSS agrees that it will report to the Town with regard to its activities for the year, including activities, people or organizations served in accordance with this Agreement.

In addition, the financial and accounting records and accounts of the organization shall be open and available for inspection by officers or designated agents of the Town upon reasonable notice and during normal business hours for the purpose of examining the same to assure compliance with the terms of this Agreement and applicable statutes and regulations.

7. **Payment of Debts.** CCSS agrees to promptly pay, as they become due, all claims, debts and charges, which it may incur as a result of the program(s) herein contained, and shall hold and save the Town harmless from any such claims and debts.
8. **Indemnification.** CCSS shall indemnify and hold harmless the Town against any and all damages to property, or injuries to or death of any person(s), and shall defend, indemnify and hold the Town harmless in proceedings of any nature or kind,

including Workers' Compensation claims of or by anyone whomsoever, in any way resulting from, or arising out of, the operations and services described in this Agreement.

9. **Governing Law, Forum and Sovereign Immunity.** As contemplated by W.S. § 1-39-104(a), the Town specifically reserves unto itself, to the fullest extent permitted by law, all immunity from actions based in tort and contract, including actions based upon this Agreement. Any part of this Agreement that conflicts with the immunity provided by the Wyoming Governmental Claims Act (W.S. § 1-39-101 *et seq.*), the Town's reservation of immunity under this provision, or any other applicable laws shall be void and of no effect. The Town does not waive its governmental/sovereign immunity by entering into this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives, as of the date set forth in the preamble hereto.

**Town of Saratoga**

By: \_\_\_\_\_  
Creed James, Mayor

(SEAL)

Attest: \_\_\_\_\_  
Town Clerk

**Carbon County Senior Services, Inc.**

By: \_\_\_\_\_  
Lisa Engstrom, Executive Director

# ANYWHERE IT CAN RAIN, IT CAN FLOOD.

## Do you know your flood risk?

Flooding is the most costly and common natural disaster and occurs in all 50 states. Our community is working with FEMA to update our current flood maps to identify your flood risk and help protect you and your property.



FEMA

# Learn Your Risk

Find your maps: visit the FEMA Map Service Center: <https://msc.fema.gov/portal/home>

Look up your address and the corresponding flood zone:

- Zones AE, A, and AE with Floodway are high risk. Flood insurance is mandatory.
- Zone X is moderate risk. Flood insurance is recommended but not mandatory.
- Unshaded properties are low risk. However, low risk does not mean no risk! Flood insurance is recommended.

---

Questions? Visit [floodsmart.gov](https://floodsmart.gov) to learn more or talk to your insurance agent to see how you can prepare against flooding.



FEMA

Item 15)



# Welcome!

Carbon County–FEMA CCO Meeting  
October 20, 2022



# FEMA

# Introductions – Project Team

---

- FEMA Region 8
  - Madi Pluss – Region 8 Risk MAP Program Manager
  - Harry Katz – Floodplain Management & Insurance Specialist
  - Heidi Carlin - Floodplain Management & Insurance Specialist
  
- WY Office of Homeland Security
  - Kim Johnson – State NFIP Coordinator
  
- FEMA Contractors
  - Katie Gronsky – Outreach Support
  - Willem Lensink – Outreach Support
  - Mike Schultz – Study Manager



# FEMA

# Introductions

---

**HELLO**  
**my name is**

**Name**

**Position and Organization**



**FEMA**



# What is a CCO Meeting? Why are we here?

---

This Consultation Coordination Officer (CCO) Meeting objectives are an opportunity to:

- Recap the project and updated flood risk as shown on Flood Insurance Rate Maps (FIRMs)
- Describe the next steps in the mapping process
- Discuss community responsibilities, including flood insurance and mitigation actions
- Provide time for questions



# Risk MAP Timeline

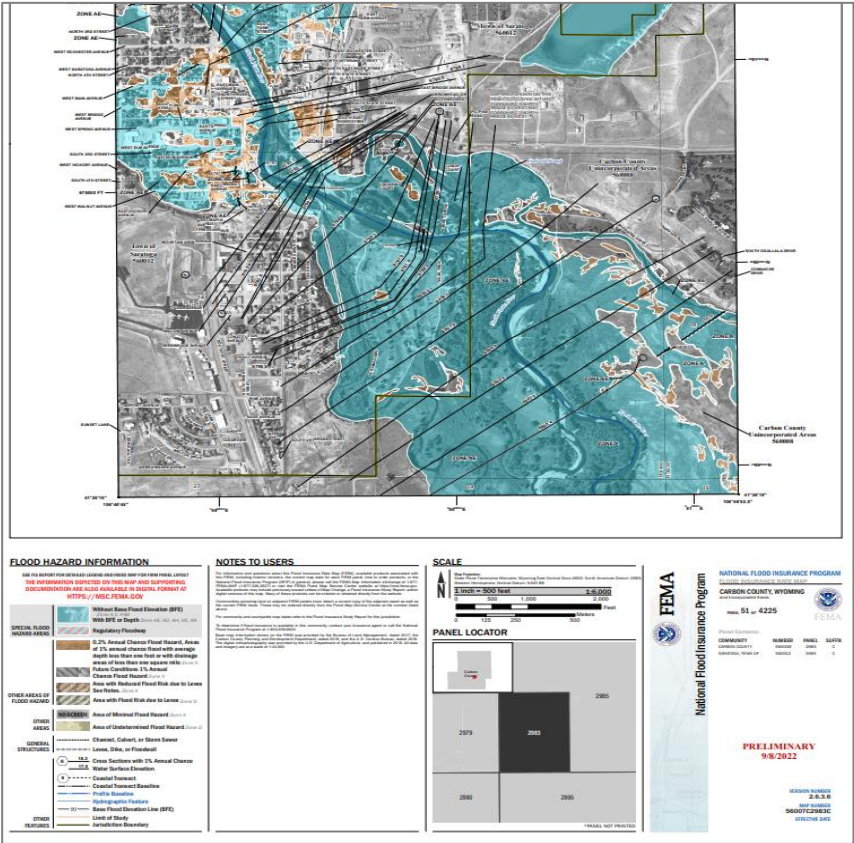
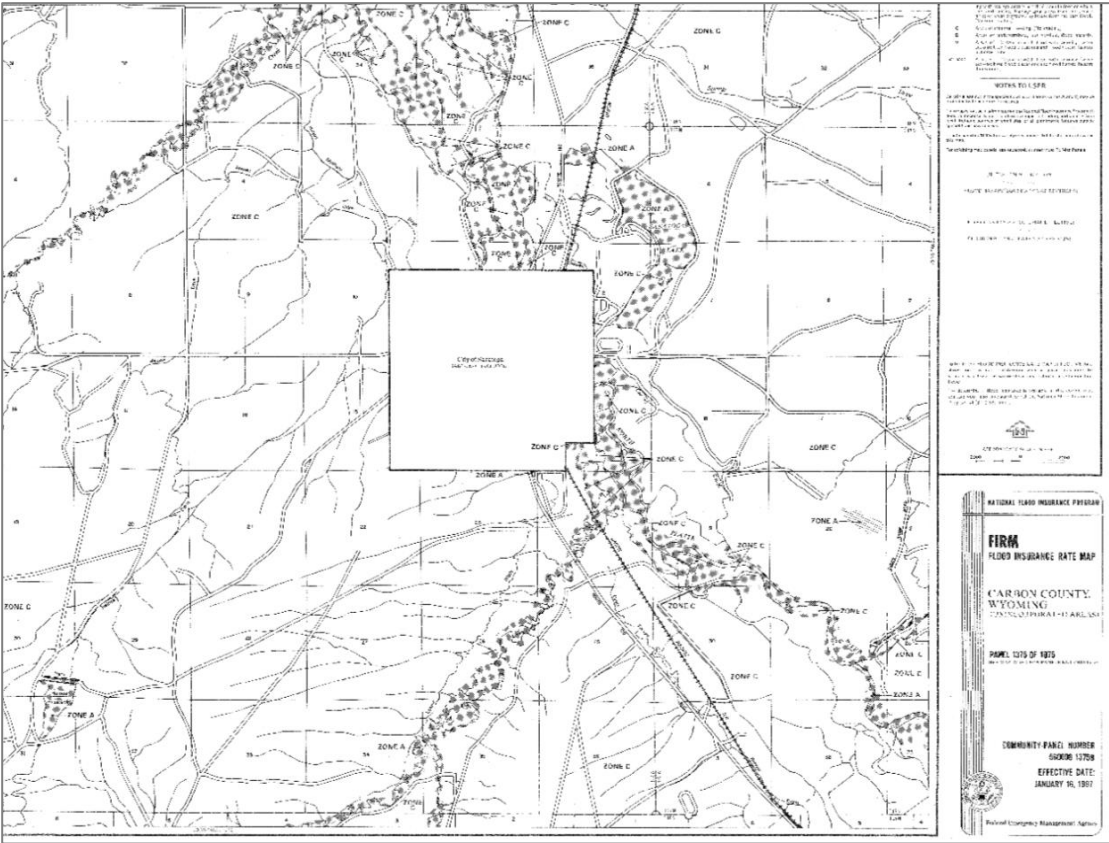


# FEMA

# What are we getting?

EXISTING FIRM (1986)

DIGITAL FIRM (2022)



FEMA

# What to Expect: Effective Maps

Preliminary Products released on 09/08/2022

- Current effective map issued 01/16/1987
- Flood Insurance Rate Maps (FIRM) in both paper and digital formats
- Flood Insurance Study (FIS) report of technical data supporting the maps
- Additional non-regulatory products, such as depth grids.



# FEMA

Item 15)

## FLOOD INSURANCE STUDY

FEDERAL EMERGENCY MANAGEMENT AGENCY

VOLUME 1 OF 1

### CARBON COUNTY, WYOMING

AND INCORPORATED AREAS

COMMUNITY NAME	COMMUNITY NUMBER
BAGGS, TOWN OF	560009
CARBON COUNTY, UNINCORPORATED AREAS	560008
DIXON, TOWN OF	560010
ELK MOUNTAIN, TOWN OF	560093
ENCAMPMENT, TOWN OF	560061
HANNA, TOWN OF	560063
MEDICINE BOW, TOWN OF	560066
RAWLINS, CITY OF	560011
RIVERSIDE, TOWN OF	560096
SARATOGA, TOWN OF	560012
SINCLAIR, TOWN OF	560067

## FEMA

**PRELIMINARY**  
9/8/2022

EFFECTIVE:  
TBD

FLOOD INSURANCE STUDY NUMBER  
56007CV000A  
Version Number 2.6.3.6

NATIONAL FLOOD INSURANCE PROGRAM  
Carbon County, Wyoming  
Map 51 of 4225

7

48

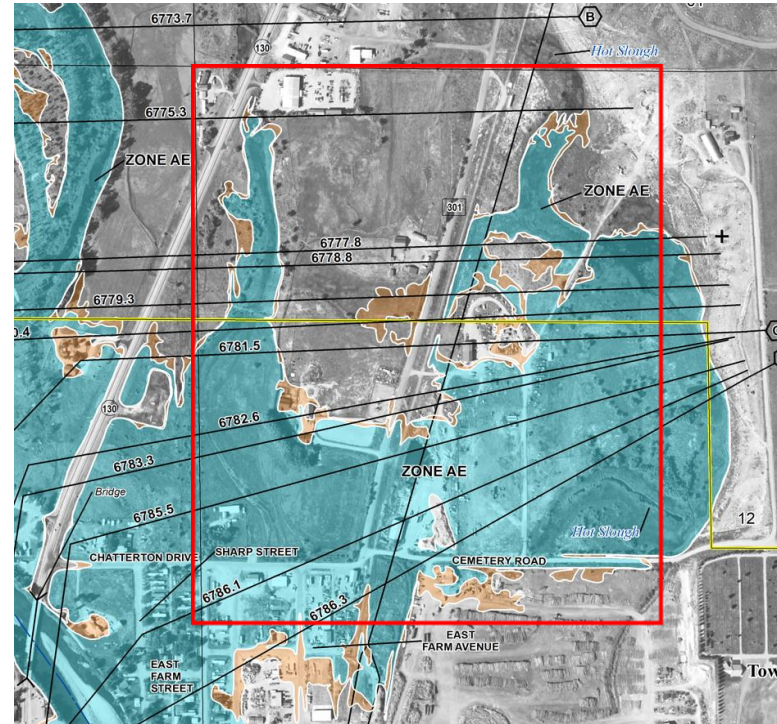


# Changes Since Previous Preliminary Release

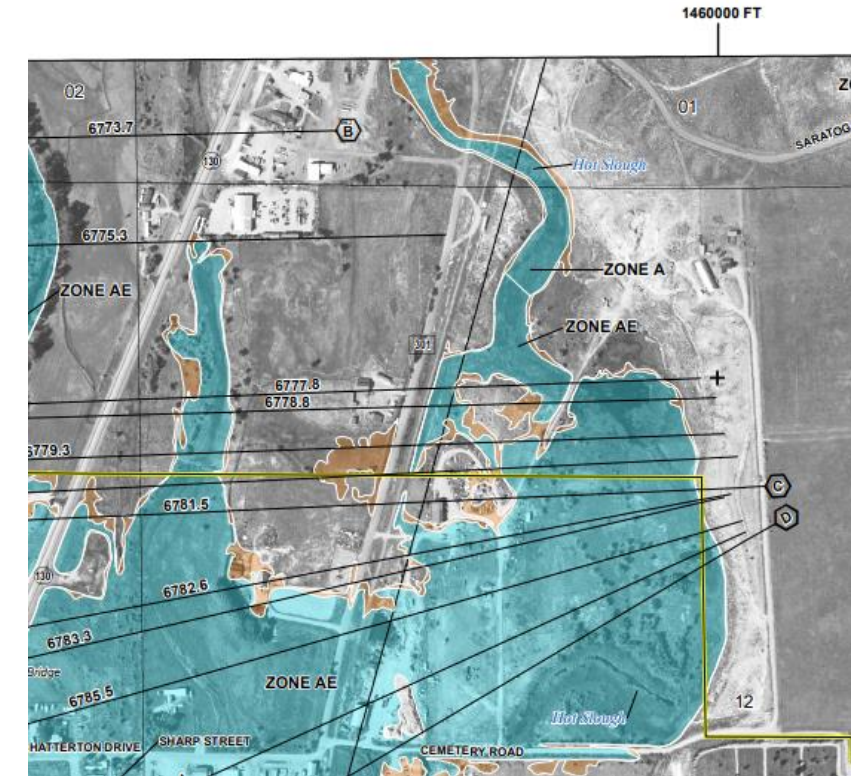
## Panel 2983



Draft mapping presented at FRR in August 2018



Panel 2983C showing the area of concern (red)



Revised Preliminary Panel 2983C issued 09/08/22

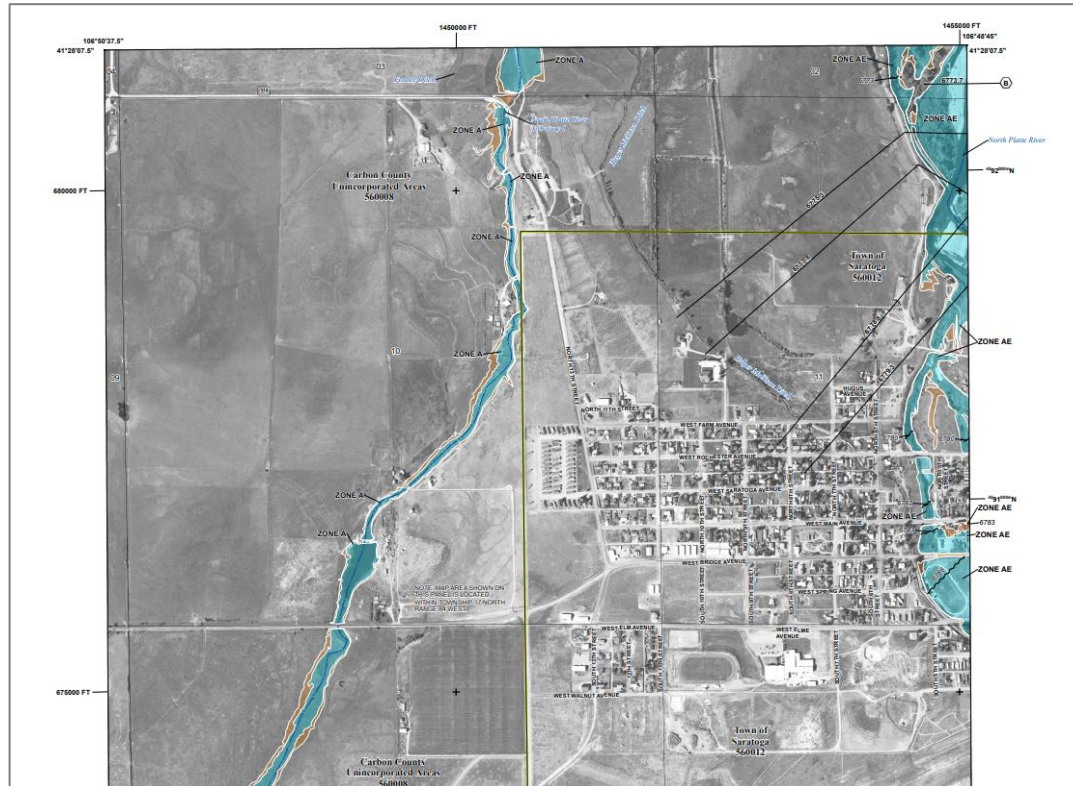


**FEMA**

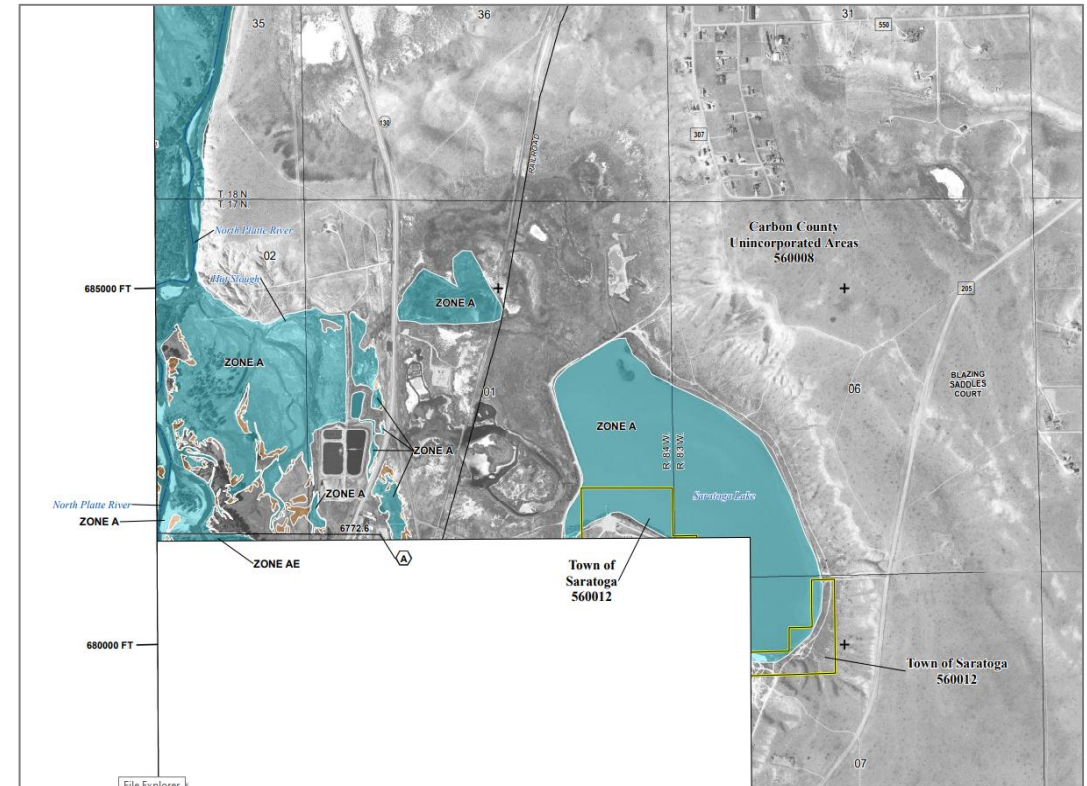


## Changes Since Previous Preliminary Release

### Panel 2979 and 2985



## Added BFE Labels in W. Saratoga



## Updated Saratoga Lake

# Tools to Help!

## Preliminary Download Portal

- <https://hazards.fema.gov/femaportal/prelimdownload/>

## FEMA Map Service Center


- <https://msc.fema.gov>

## FEMA Preliminary/Changes Since Last FIRM Viewer

- <https://fema.maps.arcgis.com/apps/webappviewer/index.html?id=e7a7dc3e-bd7f4ad39bb8e485bb64ce44>



# FEMA



## FEMA

Map Service Center

### Preliminary FEMA Map Products

Preliminary flood hazard data (preliminary data) provide the public an early look at their home or community's projected risk to flood hazards. Preliminary data may include: new or revised Flood Insurance Rate Maps (FIRM), Flood Insurance Study (FIS) reports, and FIRM Databases. This tool makes nation-wide preliminary data available in a centralized and easily accessible location, along with FEMA's other flood hazard mapping products. For more information about preliminary data, go to FEMA's [Preliminary Flood Hazard Data](#) webpage.

Please note, if you do not see your community's preliminary data, contact the [FEMA Map Information eXchange \(FMIX\)](#) for further support.

**Disclaimer:** Preliminary data are for review and guidance purposes only. By viewing preliminary data and maps, the user acknowledges that the information provided is preliminary and subject to change. Preliminary data, including new or revised FIRMs, FIS reports, and FIRM Databases, are not final and are presented on the MSC as the best information available at this time. Additionally, preliminary data cannot be used to rate flood insurance policies or enforce the Federal mandatory purchase requirement. FEMA will remove preliminary data once effective data are available.

### Search

Use the following selection boxes to find your area of interest.


Select a State, District, or Territory

1 Wyoming

Select a County, Parish, etc.

2 Carbon County

3 Get Preliminary FEMA Map Products



## FEMA

Map Service Center

### Preliminary FEMA Map Products






**Disclaimer:** Preliminary data are for review and guidance purposes only. By viewing preliminary data and maps, the user acknowledges that the information provided is preliminary and subject to change. Preliminary data, including new or revised FIRMs, FIS reports, and FIRM Databases, are not final and are presented on the MSC as the best information available at this time. Additionally, preliminary data cannot be used to rate flood insurance policies or enforce the Federal mandatory purchase requirement. FEMA will remove preliminary data once effective data are available.

For more information on what these three types of data entail, visit FEMA's [Preliminary Flood Hazard Data](#) webpage.


State: Wyoming County: Carbon County

▼ Preliminary Products issued on 09/08/2022 for Carbon County, Wyoming


FIRM ⓘ

56007C2979C	FLOOD INSURANCE RATE MAP (FIRM)	09/08/2022	9.4M	
56007C2983C	FLOOD INSURANCE RATE MAP (FIRM)	09/08/2022	10.3M	
56007C2985C	FLOOD INSURANCE RATE MAP (FIRM)	09/08/2022	14.8M	
56007CIND1A	FLOOD INSURANCE RATE MAP INDEX	09/08/2022	3.2M	
56007CIND2A	FLOOD INSURANCE RATE MAP INDEX	09/08/2022	4.4M	

FIS Reports ⓘ

56007CV000A	FLOOD INSURANCE STUDY (FIS)	09/08/2022	4.2M	
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FIRM Database ⓘ

56007C	FIRM Database	09/08/2022	29.3K	
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► Preliminary Products issued on 07/16/2020 for Carbon County, Wyoming

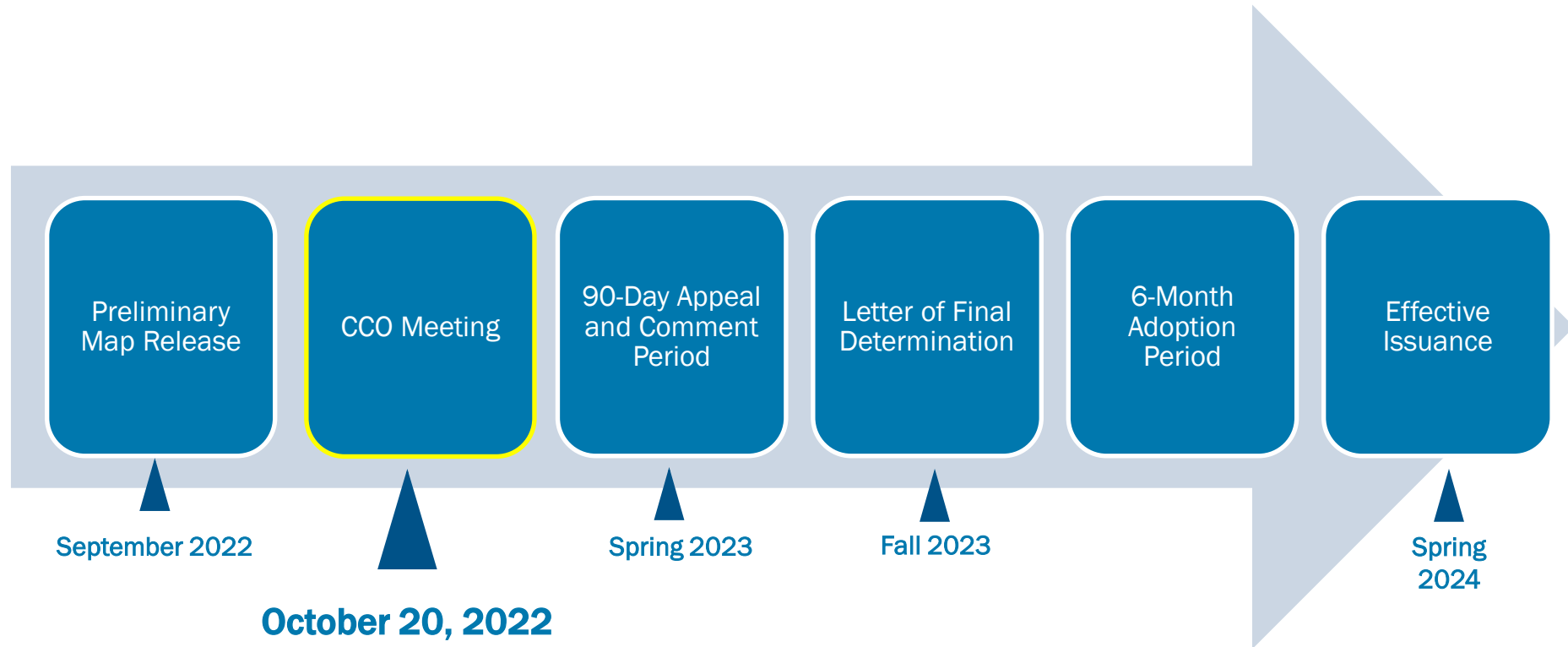
Search More Preliminary Products

FEMA.gov | Accessibility |

FEMA Map Service Center, P.O. Box 3167 Oakton, VA

Item 15)

# What comes next?



**FEMA**



## Comments and Appeals

Comments include:

- ☐ Changes in corporate limits
- ☐ Modification of road/stream names
- ☐ Omissions or potential improvements to the mapping not related to flood hazard data
- ☐ Requests to incorporate Letters of Map Change (LOMAs, LOMR-Fs, and LOMRs)
- ☐ Vertical Datum conversion (e.g., from NGVD 29 to NAVD 88)

**Publication of Preliminary Distribution begins the 90-day comments and appeals period**



Guidance for Flood Risk  
Analysis and Mapping

**Appeal and Comment Processing**

February 2019



## Comments and Appeals

Appeals must be submitted within the 90-day period and include technical data that documents proposed flood hazard information and must be certified by registered professional engineer or licensed land surveyor:

- ☐ New or modified Special Flood Hazard Area zones, Base Flood Elevations (BFEs), base flood depths, floodway boundaries
- ☐ Scientifically or technically incorrect
- ☐ Contains an indisputable mathematical or measurement error
- ☐ Reflects that a changed physical condition has occurred.



Guidance for Flood Risk  
Analysis and Mapping

**Appeal and Comment Processing**

February 2019

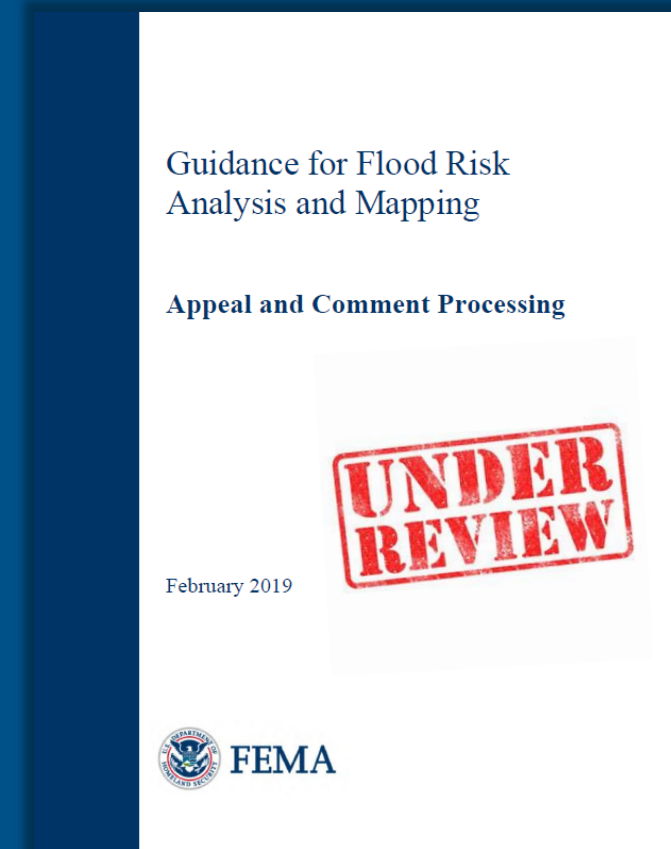


## Post-Comments and Appeals

FEMA, in coordination with the Regional Service Center (RSC), will review the submitted information and prepare an acknowledgement that will state one of the following:

- If an appeal is valid and a change to the preliminary FIRM and/or FIS is warranted based on the information submitted
- If more information is needed
- If the information is considered a comment

FEMA provides a 30-day period from the date of an appeal or comment resolution letter is issued for community review.





## Where can I send comments and appeals?

Email:

[R8commentsandappeals@fema.dhs.gov](mailto:R8commentsandappeals@fema.dhs.gov)

Mail:

David Sutley

Dewberry, 990 South Broadway, Suite 400  
Denver, CO 80209

Please include Madi Pluss to all appeals submittals. Contact information provided on last slide.

# National Flood Insurance Program (NFIP) Basics



FEMA



# NFIP Roles



## Community

Issuing or denying floodplain development/building permits

Inspecting all development to assure compliance with the local ordinance

Maintaining records of floodplain development

Assisting in the preparation and revision of floodplain maps

Helping residents obtain information  
Local Floodplain Administrator



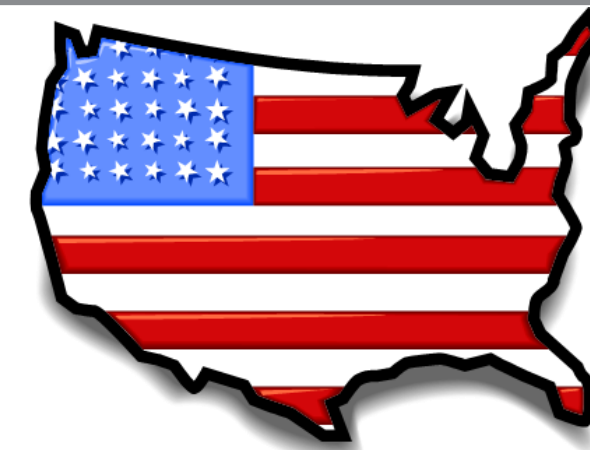
## State

Ensure that tribes and communities have the legal authority necessary to adopt and enforce regulations

Establish minimum state regulatory requirements consistent with the NFIP

Provide technical and specialized assistance to local governments

Coordinate the activities of various state agencies that affect the NFIP



## Federal

Assist the state and communities

Answering questions from community officials, design professionals, and the public

Helping review and adopt new maps and data

Providing information, technical assistance, and training

FEMA Region VIII –  
Floodplain Management and Insurance Branch



**FEMA**

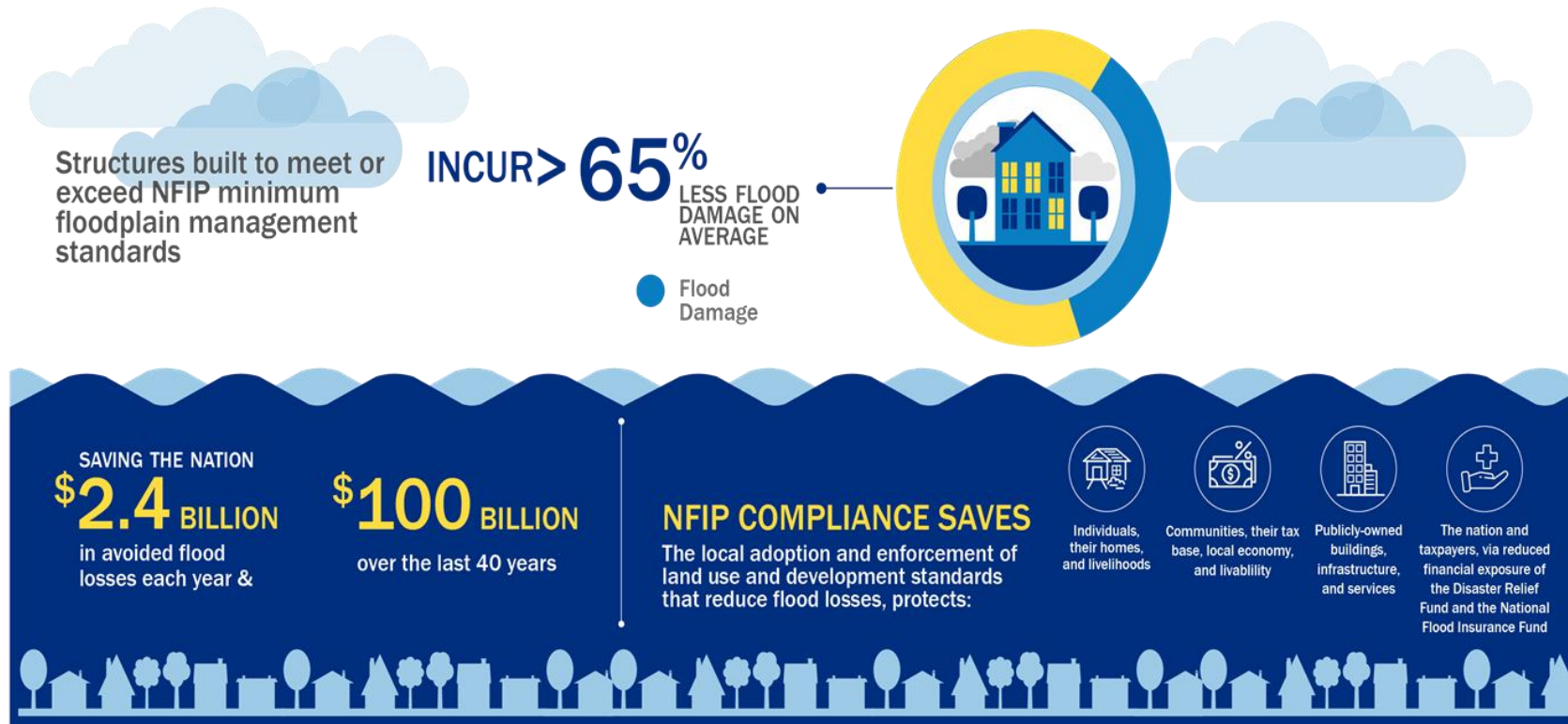
# The Community's Role

Regulate Development in the Special Flood Hazard Area!



FEMA

# Why should we regulate development in flood prone areas?

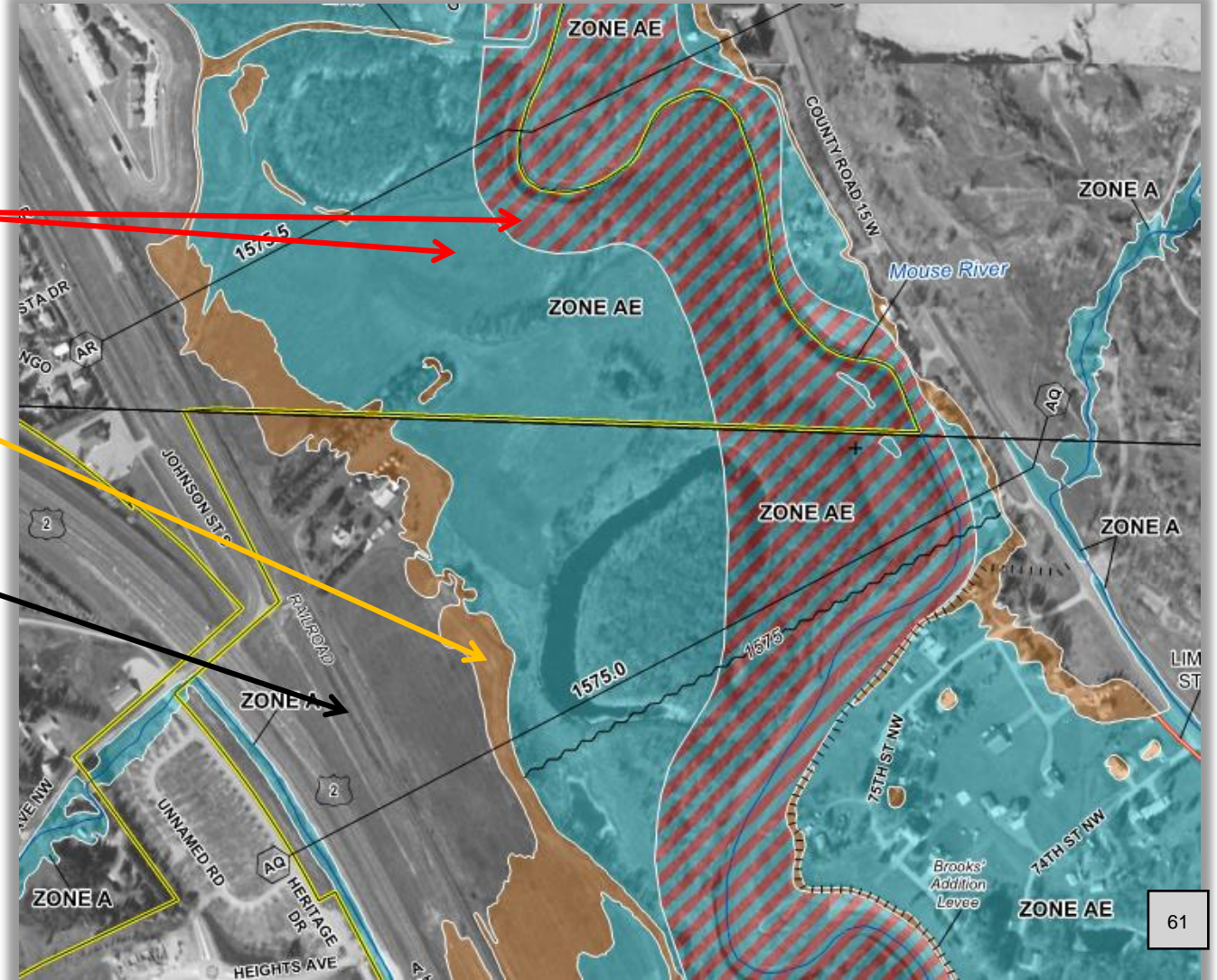


**FEMA**



# Determining Your Flood Risk

- High Risk– Zone AE/A on FIRM
- Moderate Risk– Shaded Zone X
- Low Risk– Unshaded Zone X



FEMA

# NFIP Participation in Carbon County

Community	Participation	Effective Zone	Updated Zone
Town of Saratoga	Participating (Regular)	B (Zone A)	C (Zone AE)
Town of Dixon	Participating (Regular)	B (Zone D)	B (Zone A)
Town of Sinclair	Not Participating	A (Not Mapped)	B (Zone A)
Town of Elk Mountain	Participating (Regular)	B (Zone A)	C (Zone AE)
Town of Encampment	Not Participating	A (Not Mapped)	D (Zone AE w Floodway)
Town of Hanna	Not Participating	B (Zone A)	B (Zone A)
Town of Riverside	Participating (Regular)	B (Zone A)	D (Zone AE w Floodway)
Town of Baggs	Participating (Regular)	C (Zone AE)	C (Zone AE)
Town of Medicine Bow	Participating (Regular)	B (Zone A)	C (Zone AE)
City of Rawlins	Participating (Regular)	A (Not Mapped)	B (Zone A)
Carbon County	Participating (Regular)	B (Zone A)	D (Zone AE w Floodway)



**FEMA**

# Flood Insurance

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- Available to all property owners in NFIP participating communities regardless of flood zone
- Residential Coverage
  - \$250,000 maximum for the structure
  - \$100,000 maximum for contents
  - Additional coverage for multi-unit structures
- Commercial Coverage
  - \$500,000 maximum for the structure
  - \$500,000 maximum for contents
- 30 day waiting period before policy is effective (3 exceptions)



**FEMA**

# Flood Insurance – Risk Rating 2.0

- Risk Rating 2.0 is the new FEMA flood insurance rating engine

## WHERE It Is Built (Property Address)

FEMA uses the building's property address to determine flood risk for the property. The property address is used to determine:

- **A building's distance to flooding sources**, including the distance to the coast, ocean, rivers, and Great Lakes.
- **The ground elevation** where the building is located relative to the elevation of the surrounding area and the elevation of nearby flooding sources.
- **Other characteristics** such as the community where the building is located and how that relates to the Community Rating System discount or whether the building is on a barrier island.



## HOW It Is Built (Building Characteristics)

Knowing the physical characteristics of a building provides a deeper understanding of the building's individual flood risk and how it may impact premium. Relevant variables include:

### Building Occupancy

The type (and use) of the building being insured sets available coverage limits and determines what is covered as indicated in the policy form.

### Foundation Type

The foundation type provides important insight as to where the flood risk is likely to begin. For instance, risk varies based on whether a building's foundation is underground, at ground, or above ground.

### First Floor Height

Buildings whose first floor is higher off the ground have lower flood risk.

### Number of Floors

Buildings with more floors spread their risk over a higher area.



### Unit Location

Individual units on higher floors have lower flood risk than units on lower floors.

### Construction Type

Masonry walls perform better in different flooding events than wood frame walls.

### Flood Openings

Flood openings can lower a building's flood risk as they allow floodwaters to flow through a building's enclosure or crawlspace.

### Machinery & Equipment

Elevating above the first floor lowers the risk of damage to machinery & equipment covered in the policy.

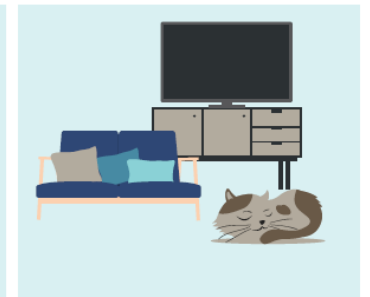
## WHAT Is Built and Covered (Replacement Cost and Coverage)

The building's replacement cost value, the amount of coverage requested, and the deductible choices influence the insurance premium.



### Building Replacement Cost Value\*

Buildings with higher costs to repair generally result in higher losses, resulting in higher premiums.



### Building and Contents Coverage

Policies with higher coverage limits have higher potential loss costs, which lead to higher premiums. Building coverage and contents coverage amounts are selected separately.



### Building and Contents Deductible

Policyholders who choose higher deductibles are assuming more of the risk during a flood event, which can result in a lower overall premium. Choosing a higher deductible means policyholders will need to cover more of the cost to rebuild out of pocket.



# FEMA

## Next Steps

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Provide  
technical  
review of  
preliminary  
data



Submit  
questions and  
comments  
to FEMA



Share new  
flood risk info  
with property  
owners and  
stakeholders



Identify  
mitigation  
needs and  
priorities



Update  
local plans,  
codes, and  
ordinances



**FEMA**



## Summary

Thank you for joining us to discuss your County's updated risk information!

### Remember:

- Preliminary Products are HERE!
- FEMA is here to help you.
- We need your help, too!



# FEMA

## Let's look at your maps!

[FEMA Map Changes Viewer \(arcgis.com\)](#)

[FEMA's National Flood Hazard Layer \(NFHL\)  
Viewer \(arcgis.com\)](#)





# Project Team Contact Information

Name	Organization	Phone	Email
Madi Pluss	FEMA Region 8	202-322-5158	<a href="mailto:madeleine.pluss@fema.dhs.gov">madeleine.pluss@fema.dhs.gov</a>
Harry Katz	FEMA Region 8	720-369-5808	<a href="mailto:harry.katz@fema.dhs.gov">harry.katz@fema.dhs.gov</a>
Heidi Carlin	FEMA Region 8	202-355-5483	<a href="mailto:heidi.carlin@fema.dhs.gov">heidi.carlin@fema.dhs.gov</a>
Kim Johnson	WY OHS	307-777-4910	<a href="mailto:kim.johnson@wyo.gov">kim.johnson@wyo.gov</a>
Mike Schultz	Contractor	303-383-2442	<a href="mailto:SchultzMD@cdmsmith.com">SchultzMD@cdmsmith.com</a>
Willem Lensink	Contractor	703-849-0426	<a href="mailto:wlensink@dewberry.com">wlensink@dewberry.com</a>
Katie Gronsky	Contractor	703-208-1769	<a href="mailto:kgronsky@dewberry.com">kgronsky@dewberry.com</a>
Terri Baumann	Contractor	240-498-7477	<a href="mailto:terri.baumann@ogilvy.com">terri.baumann@ogilvy.com</a>



# Thank you!



# FEMA



# LOCAL OFFICIALS TOOLKIT

WHAT TO DO BEFORE AND AFTER  
YOUR FLOOD MAPS ARE FINALIZED



FEMA





# TABLE OF CONTENTS

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# OVERVIEW

Your role as an elected official includes communicating to a variety of audiences, including residents, business owners or other community officials. As a recent participant in FEMA's Risk Mapping, Assessment, and Planning (Risk MAP) program, you know communicating risks from natural hazards such as flooding can be challenging. It can be hard for residents to visualize how a disaster that has not yet happened will affect their neighborhood or business. And even if they are aware of the disaster risk, it does not always mean they will take necessary preparatory actions.

With updated maps coming to your community, FEMA has compiled this Local Officials Toolkit to summarize each Risk MAP phase and provide tangible actions to take to support your community. The toolkit offers tips and resources to talk about flood risk with other community officials and the public during the flood mapping process.



## Find your maps:

To view the Carbon County preliminary flood maps, click [here](#) or visit <https://arcg.is/1yC4n10>.

To view the Goshen County preliminary flood maps, click [here](#) or visit <https://arcg.is/1mPS4K0>.

## You can use this toolkit to:



### Understand what comes next in the Risk MAP process.

This toolkit will provide information on what is expected of the community during each phase, along with resources to support you.



### Identify outreach tactics.

Throughout the toolkit, there are templates and examples to help inform other community officials and local property owners about how the flood map updates will affect them.



### Encourage developers and property owners to take mitigation actions.

Descriptions of mitigation projects in this toolkit, such as relocating flood prone structures or elevating utilities, to reduce flood risk and loss of life and property.



**Collaborate with community leaders** to communicate flood risk and the importance of being prepared for a flood event.

## The Risk MAP Process

FEMA's Risk Mapping, Assessment, and Planning (Risk MAP) program provides communities with flood information and tools to help them protect lives and property. Flood maps are one of the tools, which identify areas in your community that are at risk for flooding and determine flood insurance rates. Flood maps also provide information to your local community for decisions on developments, renovations, and investments. For example, local builders in your community should use the maps to understand where additional building requirements may apply (i.e., for structures within the floodplain). Communities participating in the National Flood Insurance Program have adopted flood damage prevention regulations to ensure development, including new structures are constructed in ways that reduce risk. Maps may also be used by emergency managers to identify areas of high-flood risk and prioritize projects to reduce that risk.

### The Risk MAP process usually includes the following phases to create flood maps:

#### **Pre-Discovery:**

During the Pre-Discovery phase, FEMA learns about the local communities' flood mapping needs and discusses flood risks with state, local, and tribal officials. With the help of stakeholders, FEMA compiles existing technical data, as well as information about the community's unique needs. In Region 8, which includes Wyoming, North Dakota, South Dakota, Utah, Montana, and Colorado, there is typically a kickoff meeting to officially start the assessment of the project area.

#### **Discovery:**

Discovery is when FEMA and project stakeholders meet to review the data collected in the Pre-Discovery stage. In this exploratory phase, FEMA will also discuss historical flooding events, critical infrastructure, development, and areas of concern with the community.

#### **Data Development and Flood Risk Review:**

FEMA will incorporate the compiled data in an engineering model that will analyze and develop the flood hazard information. Once the results have been processed and areas that are most at risk have been identified, FEMA will hold a **Flood Risk Review meeting** with community officials to review draft maps and discuss potential changes.

#### **Preliminary Map Release:**

Using the data developed in the previous phase, FEMA creates preliminary flood maps, in addition to a Flood Insurance Study (FIS). The preliminary flood maps are created following FEMA's mapping guidance and standards and are accompanied by non-regulatory map products. The FIS compiles flood information into a comprehensive study that includes the maps and detailed flood elevation data. After the preliminary maps are released, communities can review the maps and the FIS.

FEMA first engages community officials in a **Consultation Coordination Officer (CCO)** meeting to discuss the new maps and potential changes. Those community leaders then have the option to work with FEMA to introduce the draft maps to the community during a **Public Open House**.

After the preliminary maps are issued, FEMA initiates a **90-day public comment and appeal period** before the maps become final.



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**Letter of Final Determination and Effective Maps:**

Once any comments or appeals are resolved, the maps are finalized, and the Letter of Final Determination is issued, which begins a six-month “adoption and compliance period.” This provides time for each community to amend its floodplain regulations and adopt the new map and FIS.

During this time, property owners can also purchase flood insurance before maps take effect. When the final flood maps go effective, they become the official regulatory products used for floodplain management and flood insurance requirements.

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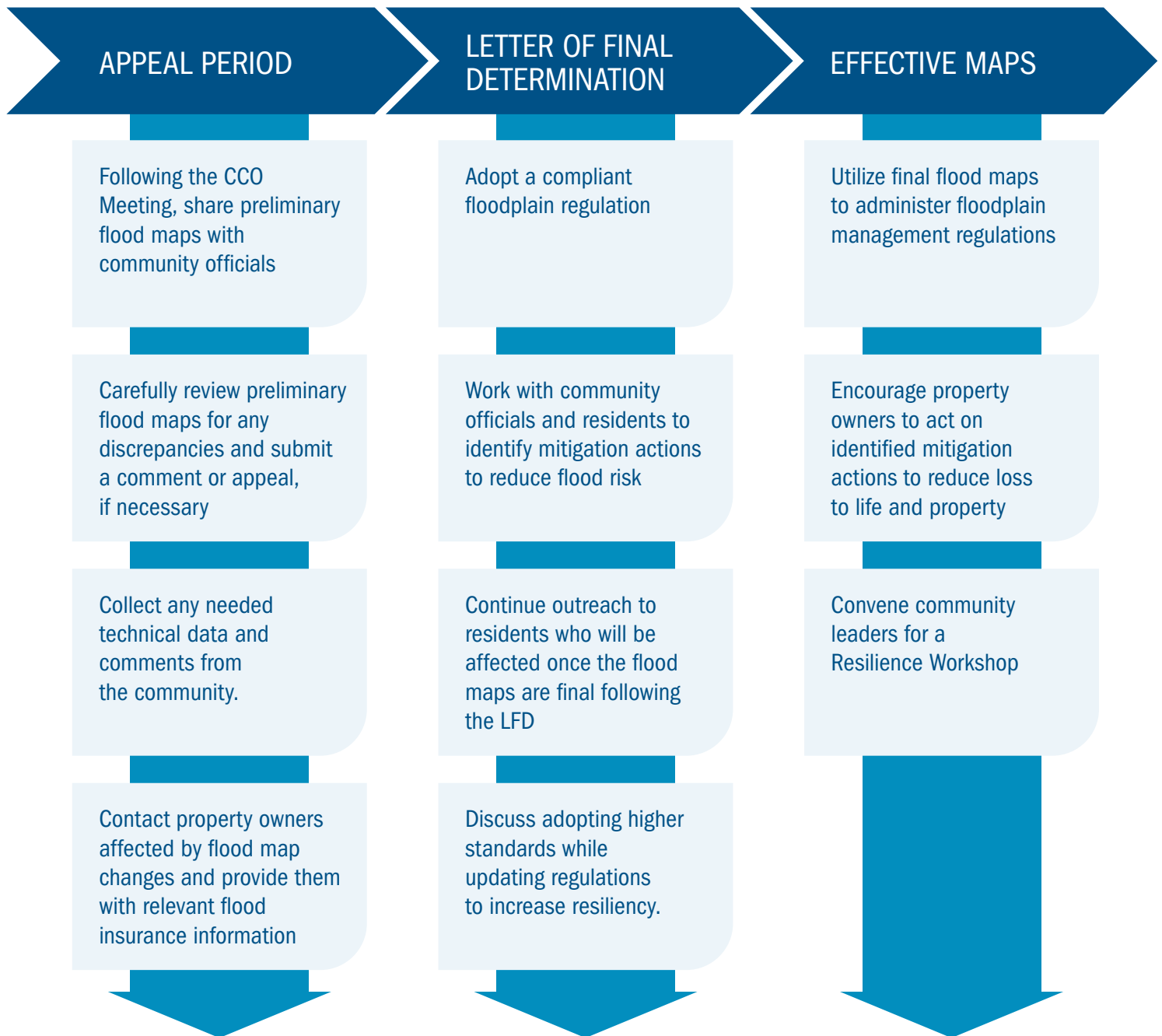
**Resilience:**

After the maps become effective, FEMA and the community may hold Resilience meeting(s) to discuss how the new data can inform mitigation actions to further reduce risk in the community.

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## Communicating to the Public in the Risk MAP Process



This toolkit and its resources, although provided by FEMA, are designed to support your efforts as a local official to reduce flood risk throughout your community. It is important that residents receive this information from you, a trusted community leader, as they make decisions about flood risk, preparedness, and flood insurance that will impact their livelihood. With support from FEMA, the following toolkit will equip you with the information and resources you need to help your community make informed decisions and take ownership of your flood risk.

## Appeal Period

At this point, you have attended the CCO Meeting where you examined the newly released preliminary maps, (also referred to as Flood Insurance Rate Maps (FIRMs)) and discussed the importance of outreach to the business and property owners affected by the upcoming map changes. During this meeting, FEMA also discussed the upcoming 90-day appeal period for your community's preliminary maps and Flood Insurance Study (FIS) report.

During the appeal period, it is the community official's or floodplain administrator's responsibility to collect all appeals and send as one package to the region before the appeal period ends.

### Consider the following actions just prior to and during the Appeal Period:

<b>1</b>	Coordinate with FEMA to share preliminary maps with all local officials and key stakeholders, such as local floodplain administrators, building officials, and zoning administrators.
<b>2</b>	Carefully review preliminary maps for discrepancies. Take the following actions to address discrepancies: <ol style="list-style-type: none"> <li>Submit an appeal: Work with an engineer to submit an appeal supported by technical and/or scientific data to FEMA.</li> <li>Submit a comment: Send comments to your FEMA Region 8 Project Officer.</li> </ol>
<b>3</b>	Conduct outreach to notify business and property owners affected by the flood map changes: <ol style="list-style-type: none"> <li>Plan an Open House where the public can ask questions and learn how the new maps affect their property.</li> <li>Set up information booths at local community events.</li> <li>Send mailings to properties affected by upcoming map changes.</li> </ol>
<b>4</b>	Prepare to adopt a compliant floodplain regulation to maintain your community's standing in the National Flood Insurance Program (NFIP).

Appeals	Comments
<ul style="list-style-type: none"> <li>Must be supported by engineering data</li> <li>Proposes changes to flood hazard data, such as Base Flood Elevations (BFEs) or Special Flood Hazard Areas (SFHA)</li> </ul>	<ul style="list-style-type: none"> <li>Not required to be supported by engineering data</li> <li>Proposes changes to non-flood hazard data, such as road name changes or corporate limit boundaries</li> </ul>

#### FEMA is providing the following resources:

- Sample letters to property and business owners affected by upcoming flood map changes
- Sample letter to government officials
- Sample outreach materials — Postcard

Questions about local responsibilities? Your State National Flood Insurance Program (NFIP) coordinating office is an excellent resource during this process. Please visit your State's floodplain management website or contact Kim Johnson at [kim.johnson@wyo.gov](mailto:kim.johnson@wyo.gov) or 307-777-4910.



## SAMPLE LETTER: PROPERTIES MAPPED OUT OF THE FLOODPLAIN

Dear [Property Owner/Renter]:

Flooding is the most costly and common natural disaster and can occur in all 50 states. As our community changes over time, so does our flood risk for reasons such as urban development, population growth, erosion, shifting weather patterns, and other factors. Knowing your flood risk is the first step to flood protection.

A multi-year project to re-examine [community name]'s flood zones and develop detailed digital flood hazard maps has been completed. The new maps reflect current flood risk based on the latest data and a more accurate understanding of our area's topography. As a result, you and other property owners throughout the [county/community] will have up-to-date, internet accessible information about flood risk to your property.

### How will the flood map changes affect you?

Based on the new maps, your property **is no longer located within the high-risk flood zone**, also known as the Special Flood Hazard Area (SFHA). Structures outside of the SFHA no longer require flood insurance; however, we **strongly recommend** maintaining flood insurance coverage. Your flood risk has only been reduced, not removed. In fact, nearly 25% of all National Flood Insurance claims come from outside the SFHA.

Most property owners can maintain coverage by moving to a lower-cost Preferred Risk Policy (PRP). A PRP is available to property owners in the low- or moderate-risk zone, as shown on the effective flood map, and have a limited loss history. The premium rating for a PRP offers a significant cost savings, while providing the broadest coverage and the benefits of protection.

### [Include if appeal period has not yet occurred] How do I view the flood maps?

The new maps are still in the preliminary phase, which means they are an early look at a property's projected flood risk, so we now can review them together and provide feedback. You can view the preliminary maps online through a map viewer provided by FEMA. [insert map viewer link]

In the coming months, a notice will appear in our local newspaper, the [insert name of newspaper], indicating the start of a 90-day formal appeal period. If you have engineering or mathematical data that could result in a large-scale change on the map, please contact [community official name] at [email address].

### [Include if appeal period has ended] What is the map update timeline?

The preliminary maps, which show an early look at a property's projected flood risk, were released to the [County/community name] on [date]. Following the release, FEMA and its partners held a meeting with [County/community name] to discuss how the preliminary maps will affect property owners. After that meeting, a 90-day appeal period started on [date] and ended on [date].

During this period, [County/community] had the opportunity to submit appeals, supported by engineering data, related to discrepancies in the flood hazard data that they noticed in the preliminary flood maps. Now that the appeal period has passed, FEMA and its partners will finalize the maps. FEMA will notify the community that the maps should be considered final through a Letter of Final Determination (LFD). The community then has six (6) months from the LFD date until the final flood maps are used to determine flood insurance rates and building and development regulations.

We encourage you to view the preliminary maps online through [insert map viewer link]. If you have questions about the flood map updates or insurance, you can contact your local officials or the FEMA Map Information eXchange (FMIX), toll free, at 1-877-FEMA-MAP. Additional information on flood insurance can also be found at [www.floodsmart.gov](http://www.floodsmart.gov).

## SAMPLE LETTER: PROPERTIES MAPPED INTO THE FLOODPLAIN

Dear Property Owner:

Flooding is the most costly and common natural disaster and can occur in all 50 states. As our community changes over time, so does our flood risk for reasons such as urban development, population growth, erosion, shifting weather patterns, and other factors. Knowing your flood risk is the first step to flood protection.

A multi-year project to re-examine [community name]'s flood zones and develop detailed digital flood hazard maps has been completed. The new maps reflect current flood risk based on the latest data and a more accurate understanding of our area's topography. As a result, you and other property owners throughout the [county/community] will have up-to-date, internet accessible information about flood risk to your property.

### How will these changes affect you?

Based on the new maps, **your property will be mapped into a higher risk flood zone**, known as the Special Flood Hazard Area (SFHA). If you have a mortgage from a federally regulated lender and your property is in the SFHA, you are **required by Federal law** to carry flood insurance when these flood maps are put into effect.

We recommend that you use this time to contact your insurance agent to get the most favorable rate. You can also learn about options offered by the National Flood Insurance Program (NFIP) for properties being mapped into higher risk areas for the first time.

If you do not have a mortgage, you are still **strongly recommended** to purchase flood insurance. Most homeowners insurance policies do not provide coverage for damage due to flooding. To learn more about flood insurance rates and what options are available to you, we recommend that you contact your insurance agent.

An additional resource for property owners, both with and without a mortgage, is [www.floodsmart.gov](http://www.floodsmart.gov), which provides information about the National Flood Insurance Policy (NFIP) and the costs of flood insurance.

### [Include if appeal period has not yet occurred] How do I view the flood maps?

The new maps are still in the preliminary phase, which means they are an early look at a property's projected flood risk, so we now can review them together and provide feedback. You can view the preliminary maps online through a map viewer provided by FEMA. [insert map viewer link]

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We encourage you to view the preliminary maps online through [insert map viewer link]. If you have questions about the flood map updates or insurance, you can contact your local officials or the FEMA Map Information eXchange (FMIX), toll free, at 1-877-FEMA-MAP. Additional information on flood insurance can also be found at [www.floodsmart.gov](http://www.floodsmart.gov).

If you have questions about the flood map updates or insurance, you can contact your local officials or the FEMA Map Information eXchange (FMIX), toll free, at 1-877-FEMA-MAP. Additional information on flood insurance can also be found at [www.floodsmart.gov](http://www.floodsmart.gov).



## SAMPLE LETTER TO GOVERNMENT OFFICIALS

Not all community officials may be able to participate in the CCO Meeting, or you might find it necessary to brief others throughout the government on key takeaways or next steps related to the map update. The following is a sample of an email you can edit and send to additional staff and those in leadership on the status of the flood mapping effort.

Dear [Name]

Our community recently attended a meeting with representatives from the Federal Emergency Management Agency (FEMA), our State Coordinator for the National Flood Insurance Program (NFIP), and other stakeholders to discuss the status of the update to flood maps affecting [County name].

### How will these changes affect our community?

Some properties will be mapped into the floodplain; some properties are already in the floodplain and will remain there; and some properties will be mapped out of the floodplain. Once finalized, the new maps will also require us to adopt a compliant floodplain regulation. It is important for us to be aware of these changes for a few reasons:

- Properties mapped out of the floodplain will no longer carry a federal requirement to purchase insurance, but these properties are still strongly encouraged to maintain insurance.
  - ◆ Property owners outside of the high-risk flood zone may purchase flood insurance at a more favorable rate.
- Flood insurance is required for properties with federally backed mortgages, if they will remain in the floodplain or will be mapped into the floodplain.
  - ◆ The NFIP provides coverage, and local insurance agents can work with these property owners to confirm rates.

### When do the maps become effective?

The released maps are still preliminary. Beginning on [date] and continuing through [date], there will be a 90-day appeal period. During this period, members of the community will have the opportunity to submit engineering data with an appeal regarding their individual property or overall accuracy of the preliminary flood maps. To discuss or submit an appeal, please contact [name] at [email address].

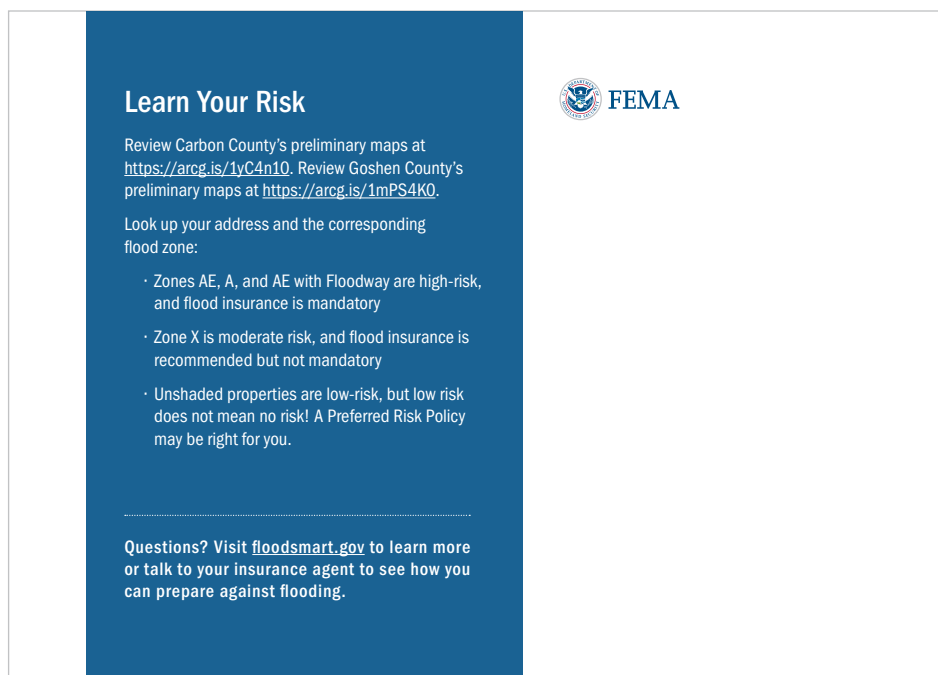
For more information about the flood map updates, you can visit FEMA.gov, FEMA's [Map Service Center](#), or FEMA's [Flood Map Changes Viewer](#).

Please let me know if you have any questions about the new flood maps and the steps that we will be taking before these maps become effective.

[Sign-off]

## Find your Flood Map Postcard

The below postcard (included at end of this Toolkit) can be shared with your community to help them understand their flood risk and encourage them to review the preliminary maps. As an inexpensive and effective outreach tactic, this postcard can and should be distributed at every possible opportunity, such as through mailings or at community outreach events.



## Letter of Final Determination (LFD)

Your community's FEMA-issued preliminary flood map is now considered a final flood map and will go into effect six (6) months from the date FEMA issues a Letter of Final Determination (LFD).

As a local official whose community participates in the National Flood Insurance Program (NFIP), you are required to adopt a compliant floodplain regulation within those six months before the maps become effective. Failure to adopt a compliant floodplain regulation will result in your community's suspension from the program. Over the next six months, local insurance lenders will also refer to these maps to determine whether flood insurance is required for structures.

### Consider the following actions when your community receives an LFD:

<b>1</b>	Adopt a compliant floodplain regulation. Regulations must meet or exceed the minimum NFIP requirements to be compliant.
<b>2</b>	Encourage local officials to work with local permitting offices to determine how to permit within the floodplain.
<b>3</b>	Advise communities to adopt higher standards to limit development in the floodplain.
<b>4</b>	Identify mitigation projects, which work to reduce the loss of life and property, within your community to reduce flood risk. Examples include: <ol style="list-style-type: none"> <li>Adopting and enforcing more stringent building codes for new development.</li> <li>Acquiring, elevating or relocating structures that are in flood-prone areas.</li> </ol>
<b>5</b>	Encourage residents to identify mitigation projects they can do to their own properties. Examples of some low-cost projects include: <ol style="list-style-type: none"> <li>Elevate utilities and service equipment</li> <li>Seal your foundation and basement walls</li> <li>Prevent sewer backups</li> <li>Maintain proper water runoff and drainage</li> <li>Install a rain barrel</li> </ol>
<b>6</b>	Identify a community champion(s) to lead mitigation projects and encourage flood risk preparedness.
<b>7</b>	Continue conducting outreach to business and property owners who are affected by the flood map changes to notify them that the changes will go into effect in 6 months.

#### FEMA is providing the following resources:

- [Brochure: Why Do I Need Flood Insurance?](#)
- [Brochure: Preferred Risk Policy for Homeowners and Renters](#)
- [Brochure: Protect Your Home from Flooding – Low Cost Options You Can Do Yourself](#)

## Effective Maps

Six months have passed since your community received FEMA's Letter of Final Determination (LFD), and your community's new Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report are now effective.

As a local official, you will use these newly effective maps to continue to administer floodplain management regulations. Flood insurance rates are now based on the new flood data, and federally insured or regulated lenders will use the newly effective maps to determine if flood insurance is required as a condition of a loan.

Although FEMA and its partners have completed the mapping process, you should continue to communicate with other community officials, residents, and business owners to increase awareness of flood risk and flood insurance options, and to identify local strategies to reduce risk.



### Insurance rating options can offer savings

Buildings newly mapped into the Special Flood Hazard Area (SFHA) may be eligible for a lower premium during the first 12 months after a map change. Rates will then go up no more than 18 percent each year. Buying a policy before the new flood map goes into effect, therefore, may save property owners money. Property owners can also consult their insurance agents for more information on how to save on their policies. If an owner sells their property, the policy can be transferred to the buyers, allowing them to keep the existing rate.

## Take the following actions when your community's maps become effective:

<b>1</b>	Use effective FIRMs to administer floodplain management regulations and manage new development.
<b>2</b>	<p>Encourage community leaders to take part in the local hazard mitigation planning process.</p> <ol style="list-style-type: none"> <li>A mitigation plan is a community driven document that identifies areas most vulnerable to or at risk for natural hazards and outlines a strategy to reduce those risks.               <ol style="list-style-type: none"> <li>FEMA's <a href="#">Hazard Mitigation Grant Program</a> supports cost-effective post-disaster projects.</li> </ol> </li> <li>Encourage community leaders and individual property owners to undertake mitigation projects as part of this mitigation planning process. Examples include:               <ol style="list-style-type: none"> <li>Acquiring and relocating and/or demolishing properties subject to severe flooding</li> <li>Creating a buffer area by protecting natural resources, such as floodplains, wetlands, or sensitive habitats</li> <li>Implementing stormwater management and drainage improvements</li> <li>Elevating utilities</li> <li>Encouraging installation of rain barrels</li> </ol> </li> </ol>
<b>3</b>	If you have not done so already, notify property owners and renters who are newly mapped into or out of the floodplain that the new flood maps are effective and provide information on insurance options.
<b>4</b>	<p>If property owners believe that their property is incorrectly mapped into the floodplain, they can submit a Letter of Map Change (LOMC) application.</p> <ol style="list-style-type: none"> <li>Applications can be submitted online or mailed in paper form. In most cases, FEMA requires a certified professional to evaluate the elevation of a structure. For more information, visit: <a href="https://www.fema.gov/letter-map-changes">https://www.fema.gov/letter-map-changes</a>.</li> </ol>

### FEMA is providing the following resources:

- [Brochure: Protect Your Home from Flooding – Low Cost Options You Can Do Yourself](#)
- [Local Hazard Mitigation Planning Fact Sheet](#)



# FREQUENTLY ASKED QUESTIONS

## **Q: What is a flood map? Why does our community need one?**

**A:** Flood maps identify areas in our community that are at risk for flooding and determine flood insurance rates. Flood maps also provide information to our local community for decisions on developments, renovations, and investments. For example, local builders in our community should use the maps to understand where additional building requirements may apply (i.e., for structures within the floodplain).

## **Q: Why are the flood maps changing?**

**A:** Flood risks change over time due to urban developments, population growth, better technology, and natural weather changes. Maps are updated to better represent our community's current flood risk with these factors in mind.

## **Q: What changes will we see on the new flood maps?**

**A:** It depends – some buildings will be included in the high-risk area, known as the Special Flood Hazard Area. Others maybe be removed from the SFHA. You can view the preliminary maps online at [include community link] and see what changes we are expecting.

## **Q: How are new flood maps created?**

**A:** Flood maps are a collaborative effort between us, state officials, and FEMA. The maps are created with current and historic flood-related data such as infrastructure, land use, hydrology, hydraulics, and existing flood maps.

## **Q: I've lived in my house for 30 years, and it has never flooded. Why am I in a floodplain now?**

**A:** Anywhere it can rain, it can flood. As flood risks change over time, your property may be newly identified in a high-risk flood zone now due to nearby developments or natural weather changes. 98 percent of U.S. counties have experienced a flood, so even if your property has not flooded before, you are still at risk for a potential flood event.

## **Q: Why don't the new maps reflect recent mitigation projects?**

**A:** The process for updating maps can take anywhere from 3 to 7 years, or longer in some cases. The most recent mitigation projects may not be reflected in the latest map changes, but our community will work with FEMA to include this in future updates or through the Letter of Map Change process.

## **Q: Will I have to buy flood insurance?**

**A:** This depends. Flood insurance is required for properties in the high-risk area known as Special Flood Hazard Areas (SFHAs). If a property is in the high-risk zone and currently under a federally-backed mortgage, banks will likely require owners to carry flood insurance.



# FREQUENTLY ASKED QUESTIONS

## **Q: If I'm not in the SFHA, do I need to buy flood insurance?**

**A:** Lenders may require flood insurance if you are near the Special Flood Hazard Area. However, FEMA encourages everyone to purchase flood insurance, regardless of whether they are in the SFHA or not. Floods are the most common and costly natural disaster. Flood insurance can help those impacted land on their feet more quickly after a disaster.

## **Q: Why do I even need flood insurance?**

**A:** Most homeowners policies do not cover flood damage, and just one inch of water can cause \$25,000 worth of damage for a 2,500 sq ft one-story home (assumes an average cost of possessions at \$50,000). Flood insurance protects you and your property and helps ensure you are able to recover more quickly after an event.

## **Q: Why is flood insurance so expensive?**

**A:** Flood insurance is based on a variety of factors, including your level of risk. In moderate- and low-risk areas where flood insurance is not required, the National Flood Insurance Program offers a lower-cost Preferred Risk Policy (PRP) with annual premiums starting at just \$325 a year, which offers a less costly option for property owners.

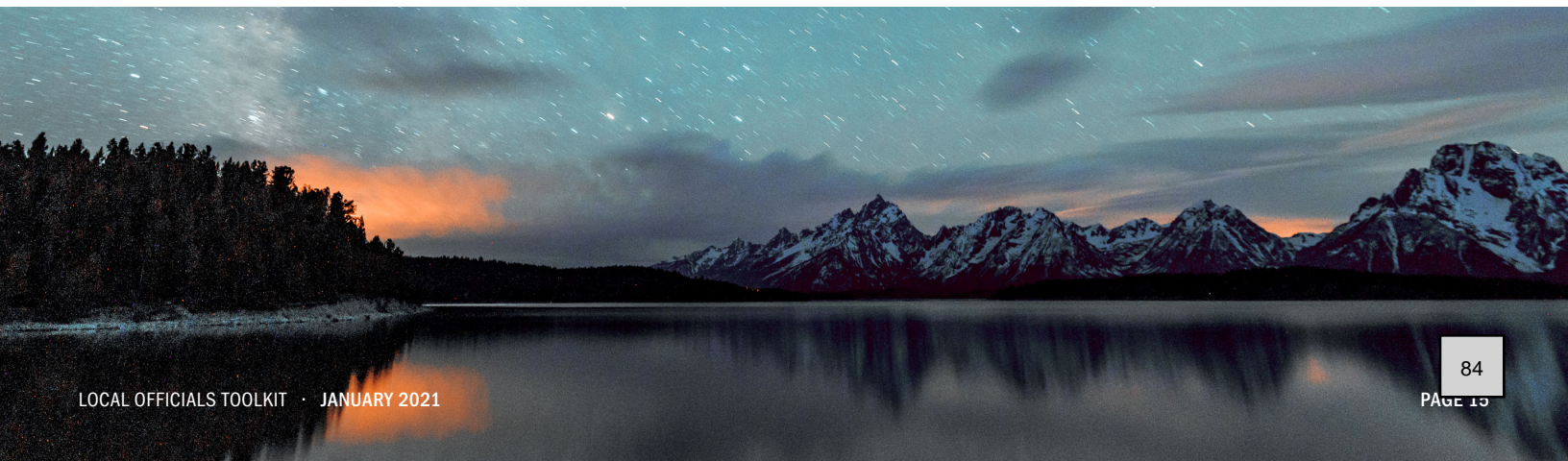
## **Q: What if I'm in a high-risk area?**

**A:** If you are in a Special Flood Hazard Area and have a federally backed mortgage, you will be required to purchase flood insurance. The National Flood Insurance Program works with private insurance companies to provide flood insurance policies for those in high-risk areas. Contact your insurance agent to talk about flood insurance costs for your home or business.

Additionally, if you are in a high-risk area, you have an increased change of your home flooding. There is a 1% chance of flooding every year and a 26% chance of being flooded at least once over the course of a 30-year mortgage.

## **Q: What is the Preferred Risk Policy?**

**A:** The Preferred Risk Policy offers lower-cost flood insurance to properties in moderate- and low-risk areas. It offers the same quality of coverage as a Standard Flood Insurance Policy at a discounted price.



# RESOURCES

Below are additional resources for you and resources to share with your community:

## COMMUNITY OFFICIALS

- [Goshen County Preliminary Map Viewer](#): View the preliminary map changes for Goshen County.
- [Carbon County Preliminary Map Viewer](#): View the preliminary map changes for Carbon County.
- [Risk MAP Program](#): More information on the Risk MAP Program, what it means for you, and how to take action.
- [National Flood Hazard Layer \(NFHL\)](#): A database with the current effective flood data.
- [Floodplain Management Resources](#): Additional floodplain management resources for local community officials.
- [Letter of Map Amendment \(LOMA\) Resources](#): Information on submitting a LOMA.
- [Letter of Map Change \(LOMC\) Resources](#): Information on submitting a LOMC.
- [Community Rating System \(CRS\) Resources](#): Find out more about the Community Rating System and view current eligible communities.
- [FEMA Flood Map Service Center](#): An alternative for viewing maps for Carbon or Goshen County.
- [Flood Safety Social Media Toolkit](#): A guide for using social media to promote flood safety awareness.
- [Contact Us: FEMA Region 8](#): Reach out to Region 8 for more information or questions.

## PROPERTY OWNERS

- [Goshen County Preliminary Map Viewer](#): View the preliminary map changes for Goshen County.
- [Carbon County Preliminary Map Viewer](#): View the preliminary map changes for Carbon County.
- [FloodSmart.gov](#): Learn more about the National Flood Insurance Program and how to enroll.
- [Brochure: Why Do I Need Flood Insurance?](#): A brochure on the National Flood Insurance Program and its benefits to property owners.
- [Preferred Risk Policy for Homeowners and Renters](#): Learn more about the Preferred Risk Policy for property owners and renters.
- [Brochure: Preferred Risk Policy for Businesses](#): A brochure on the Preferred Risk Policy specifically for business owners.
- [National Flood Insurance Program \(NFIP\) Resources](#): More information on the National Flood Insurance Program from FEMA.gov
- [FEMA Flood Map Service Center](#): An alternative for viewing maps for Carbon or Goshen County.



## MEDIA ADVISORY

### **Black Hills Energy Advises of Natural Gas Service Replacement in Saratoga**

*Maintenance work is necessary to continue providing safe and reliable natural gas service to the citizens of Saratoga*

**SARATOGA, Wy. – October 24, 2022**– Black Hills Energy is announcing the replacement of approximately 30 residential natural gas services and lines on Hickory Street in Saratoga. The project will begin in early November, with completion estimated by the end of December. The Hickory Street Loop is the continuation of natural gas system work that began in 2021. During this phase, Black Hills Energy will be working in the alleyway to install new polyethylene natural gas service lines and meters.

Black Hills Energy anticipates brief outages as the switch is made from the old service to the new service, we will be providing scheduling information to affected customers and coordinating with them to minimize inconveniences related to this phase of the project.

The purpose of this project is to replace aging steel pipelines with new polyethylene pipe and install new natural gas meters. The work is necessary to maintain safety and reliability standards.

The company has contracted with NPL, construction crews will be restoring the travel surfaces in the alleyway as the project progresses. Drivers should exercise caution and reduce vehicle speed in the construction areas to maximize the safety of workers and pedestrians, as well as themselves.

**Media Contact:** Laurie Farkas (307) 256-2301  
[Laurie.Farkas@blackhillscorp.com](mailto:Laurie.Farkas@blackhillscorp.com)

24-Hour Media Assistance 888-242-3969

### **About Black Hills Energy**

Black Hills Corp. (NYSE: BKH) is a customer focused, growth-oriented utility company with a tradition of improving life with energy and a vision to be the energy partner of choice. Based in Rapid City, South Dakota, the company serves 1.3 million natural gas and electric utility customers in eight states: Arkansas, Colorado, Iowa, Kansas, Montana, Nebraska, South Dakota and Wyoming. More information is available at [www.blackhillscorp.com](http://www.blackhillscorp.com) and [www.blackhillsenergy.com](http://www.blackhillsenergy.com).

**clerk@saratogawyo.org**

**From:** Ellie Dana <ellie.dana@att.net>  
**Sent:** Thursday, October 20, 2022 3:07 PM  
**To:** creedjames44@gmail.com  
**Cc:** clerk@saratogawyo.org; Brek Peterson; Schelby Merrill; Ryta Sondergard; Daney Tanner; Keeley Wonsowski; Jaime Stine; Karen Youngberg; twillford@wyokids.org; Kylie Waldrip  
**Subject:** Request permission to Fence yard of the Clinic Building at 1208 S River

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

We, Valley Village Childcare / Excel Preschool, are:

1. **Withdrawing our request for permission** to fence a child play space for ages 2-5, with provided equipment, in Kathy Glode Park.

2. Instead, **we are requesting permission** to fence the yard of the Clinic from the southeast of the building to midway on the north side.

#### THE PLAN

In order to meet the requirements of DFS, the fence will need to be at least 4 feet tall and no more than 3 inches off the ground. To meet the requirements of the Town, because it will be at the corner, it must be an open visibility fence, so that no blockage of the view occurs. There is no known setback requirement.

There will be two "people gates" into the play yard from the exterior; one on the north side midway down the building, which is also the end of the fence. And another on the south side where the fence will end, approximately 8 feet to the right of the main entrance.

There will be a "drive gate" with access to the garage door, which is will normally be secured and behave as part of the fence.

#### OTHER CONSIDERATIONS

1. The Clinic play yard will not be open to the public
2. We will not use Kathy Glode Park for any part of our operation because it is unfenced.

#### REGRET

We are disappointed that our willingness to provide new play equipment, as well as fencing to protect the younger children, did not find a more receptive audience.

#### PS: THE PARKING LOT

We did investigate using the parking lot; because of the numerous access points, parking barriers and spaces this did not appear to be viable. HOWEVER, we did learn that the state of the parking area is currently such that that "crack seal" could prolong its life (this is an uncorroborated opinion). Jon Winter and I discussed this today, he is more knowledgeable than I and will investigate.

If "crack seal" is not appropriate, repaving could be done at the same time as the water project road repair (spring) to reduce mobilization costs.

Regards,

## **ORDINANCE NO. 865**

### **AN ORDINANCE OF THE TOWN OF SARATOGA, CARBON COUNTY, WYOMING AMENDING TITLE 5 OF THE TOWN OF SARATOGA MUNICIPAL CODE REGULATING MOBILE VENDING WITHIN THE TOWN OF SARATOGA AND TO PROVIDE AN EFFECTIVE DATE**

WHEREAS, the Governing Body of the Town of Saratoga wishes to preserve the public peace, health, safety, and welfare of all residents of the Town of Saratoga; and,

WHEREAS, Title 5 of the Town of Saratoga Municipal Code concerns business licenses and regulations; and,

WHEREAS, the Town of Saratoga Municipal Code prior to this Ordinance is silent regarding the regulation and licensing of mobile vendors; and,

WHEREAS, the Governing Body of the Town of Saratoga has determined it is in best interest of the citizens of the Town to amend Title 5 of the Town of Saratoga Municipal Code to include regulations and licensing of mobile vendors to preserve the public peace, health, safety, and welfare of all residents of the Town of Saratoga; and,

WHEREAS, the governing body of the Town of Saratoga has given public notice of said amendment and the ordinance has been made available for the public to review at the office of the Town Clerk; and,

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF SARATOGA, CARBON COUNTY, WYOMING that Title 5 of the Saratoga Municipal Code shall be amended to read as follows:

**Section 1.** Chapter 5.40 of the Saratoga Municipal Code is hereby created to read as follows:

#### **Chapter 5.40 MOBILE VENDING**

##### **5.40.010 Definitions.**

"Mobile" means able to move or be moved freely and easily; not affixed to the ground. Mobile vending operations are truly of a mobile nature who have the ability to "routinely" or "regularly" change locations.

"Mobile food vendor" means an outdoor vendor operating from a mobile vehicle, trailer, or pushcart licensed for use in the retail sale or service of ready-to-eat or packaged food including a vendor operating from a mobile food truck, trailer, or pushcart on which food is cooked or prepared.

"Mobile vending unit" means any portion of a mobile vending operation in which service or activity associated with the operation is provided. This shall not include generators or other machinery exclusively used to provide power to the operation.

##### **5.40.020 Mobile Vending License – Required**

No person shall engage in mobile vending within the town without first having obtained a license from the town clerk's office, as provided in this section, unless exempt under Section 5.40.030.



#### **5.40.030 Mobile Vending License – Exemptions**

A. A Mobile vending license shall not be required for operation at and during a permit-approved special event.

B. A Mobile vending license shall not be required for any farmer or producer who sells or disposes of his or her own agricultural products, including fruits or vegetables, or of beef, mutton or pork; provided, that such meats are produced in accordance with all health regulations and laws if such merchandise is produced by him or her in the State of Wyoming, or for the delivery of any product as authorized under the Wyoming Food Freedom Act, W.S. 11-49-101 through 11-49-104.

C. A Mobile vending license shall not be required for any civic or nonprofit organization, including members of school classes, sanctioned school groups, FFA, 4-H, FHA, S Club, TAA, Theta Rho, Job's Daughters, Lions Club, Rotary Club, American Legion, and other civic nonprofit organizations.

D. A Mobile vending license shall not be required for individuals under the age of eighteen selling lemonade, iced tea, or other flavored drink mixes.

E. Sections 5.40.100 shall be waived for mobile vending units operating on CCSD#2 grounds with written approval from CCSD#2 administration.

F. Subsections 5.40.090.A and 5.40.090.C shall be waived while mobile vending operation is under private contract for a private event and not serving the public.

G. No mobile vending license shall be required for a unit which only vends from private premises in association with an approved site plan and on a site where the same or similar services or goods are also offered on a regular basis from an indoor location.

H. Section 5.40.110 may be waived if vending in right-of-way adjacent to a town park with approval from the parks and recreation department of the town.

1. Parks and recreation department approval shall be given for specific day(s), date(s), and times.

2. While vending with parks and recreation approval, mobile vending operations shall still comply with all applicable regulations within Sections 5.40.080 and 5.40.090.

3. Parks and recreation department approval shall not allow mobile vendors to vend in this manner past eight p.m. Is this necessary? Does this conflict with the 10pm curfew in the parking lot at the pools? Would there be a scenario where a truck would be set up in the parking lot until 10, but one in the ROW would close at 8? Consider changing to 10pm.

#### **5.40.040 Mobile Vending License – Application**

A. Every person desiring a mobile vending license shall submit a completed mobile vending application to the town clerk's office.

B. The town clerk or his/her designee shall review completed applications for compliance with all applicable laws and regulations and act in the interest of the public. Application review shall be completed within fourteen calendar days from the date the town accepts the application and fee.

#### **5.40.050 Mobile Vending License – Fee – Expiration – Annual Renewal**

A. If a mobile vending license is granted, the town clerk shall collect an annual fee of fifty dollars (\$50.00) per mobile vending unit.

B. The license shall expire on December 31 at four fifty-nine p.m. of each year, and may be renewed annually with the submission and approval of a completed mobile vending application to the town clerk's office.

#### **5.40.060 Mobile Vending License – Suspension and Revocation**

A. A mobile vending license shall be a privilege, good for the period for which it is issued, subject to the condition, however, that it may, for good cause, be suspended at any time by the town clerk or his/her designee, requiring the vending to cease until violation is resolved. Revocation may occur by action of the town council after a public hearing of which the licensee shall have not less than ten days advance written notice in which the charges or complaints against the licensee are specified. Good cause shall be interpreted to include, but not to be restricted to:

1. Violations of any of the provisions of this Chapter;
2. Failure to comply with agreed upon and signed regulations and license requirements;
3. Violation of any of the provisions of this code or other ordinances of the town or the laws of the United States or this state, the violation of which reflects unfavorably on the fitness of the holder to provide services which promote the health, safety, and welfare of the public.

B. Any mobile vending operator or property owner that is part of an ongoing or pending violation with the town will not be allowed to operate, nor will be issued any further mobile vending license, or any other entitlements from the town until the violation is resolved. This shall include any permits associated with a special events permit. Any person found to be in violation of this chapter shall also be fined as provided in the general penalty section of the Saratoga Municipal Code.

1. This shall not include any criminal or parking violations with the police department.

#### **5.40.070 Insurance Required**

All mobile vendors shall maintain commercial general liability insurance with a combined single limit of one million dollars per occurrence and products liability with a combined single limit of one million dollars per occurrence.

#### **5.40.080 General Regulations and Requirements**

A. All mobile vending operations shall be required to have all valid and applicable licenses and approvals to provide desired service.

B. All mobile vending units shall be inspected in an appropriate manner that is approved by the Wyoming Department of Agriculture to receive license.

C. All work or inspections performed shall be done by licensed and approved contactors. This shall include propane systems and piping, fire suppression systems, fire extinguishers, and installation of new kitchen equipment.

D. All mobile vending operations are required to have at least one person on-site at all times while in operation, that is qualified to move said operation and all units and accessories associated with the mobile vending operation.

E. Propane Requirements:

1. All propane tanks used in association with a mobile vending operation shall have a proper and up-to-date certification.
2. All propane tanks shall be properly secured to a mobile vending unit.
3. All propane tanks shall conform to Wyoming Department of Transportation standards and regulations.

F. All access and service requirements associated with the Americans with Disability Act (ADA) shall be followed; including but not limited to the mobile truck/vendor, property owner and any other use associated with the operation.

G. Any audio amplification used in association with a mobile vending operation shall not be audible from any neighboring properties.

H. All mobile vendors shall maintain a minimum fifteen-foot separation from all fire hydrants and a ten-foot separation from all structures.

I. No smoking shall be permitted within a mobile vending unit during operation.

J. Delivery operations based out of a mobile vending unit shall be permitted while vending on private property.

K. All mobile vending operations shall hold a valid food service permit from the Wyoming Department of Agriculture Consumer Health Services and be registered with the Wyoming Secretary of State Office if applicable.

L. No mobile vendor shall discharge liquid waste, trash, or debris into sanitary sewers, storm drains, right-of-ways, or public property. The discharge of grease onto the ground or into sanitary sewers or storm drains shall be strictly prohibited.

#### **5.40.090 Mobile Vending on Private Property**

Operating on private property, all mobile vendors shall comply with the following standards:

A. No operation of a mobile vending unit shall be permitted outside of Retail Business and Highway Business zone districts.

B. Allowed hours of operation.

1. When located within one hundred fifty feet of a residential zoning district, the hours of operation shall be between eight a.m. and eight p.m. This measurement is taken from the edge of the residential zoning district in a straight line to the closest point of the approved mobile vending location.

2. When located in excess of one hundred fifty feet of a residential zoning district, the hours of operation shall be between seven a.m. and ten p.m. This measurement is taken from the edge of the residential zoning district in a straight line to the closest point of the approved mobile vending location.

C. Mobile vending shall not be allowed within two hundred feet of the property boundary of any school containing any grades Kindergarten – 12<sup>th</sup> grade. Mobile vending may be allowed on school district property with written permission of the district. Why? Safety? What about on a weekend otherwise allowable?

D. The vending operation shall not be detrimental to property or improvements in the surrounding area or to the public health, safety, or general welfare.

E. Any temporary signage shall conform to the standards of Saratoga Municipal Code Chapter 18.63 and be removed outside hours of operation and shall not be located within the town right-of-way.

F. The vending operation shall not violate any prior approvals or conditions on the site in which they are operating.

G. Vending on private property shall not exempt the operator from any permits or approval, such as food service or fire prevention.

H. All units used or associated with the vending operation shall be located so as not to interfere with the normal operations of any permanent use located on the property.

I. Off-street parking shall be adequate to accommodate both the permanent use and the vending operation.

J. The location of the vending operation and all units associated with such shall not impede required fire access lanes, accessible routes, setbacks on the property, or clear vision triangles.

K. Mobile vending operation shall have proper authorization to use property.

L. Suitable receptacle(s) for litter/ recycling shall be located on-site or on-vehicle, and not located within the city right-of-way.

M. No unit used or item associated with the vending operation shall impede city right-of-way, including sidewalks.

N. There shall be a maximum of one mobile vendor per lot without an approved special events permit.

O. Flashing or strobe lights associated with the mobile unit shall not be permitted.

#### **5.40.100 Mobile Vending on Public Property**

Mobile vending may be permitted within public property at specific locations and during times when the Town of Saratoga streets department designates public parking spaces for the specific purpose of mobile vending use on a temporary basis. The use of such areas shall be on a first-come basis. No vending shall be permitted within public property other than within a posted area.

A. Areas within the following locations may be designated for mobile vending use on a temporary basis:

1. Never Forget Park parking lot.
2. Hobo Pools parking lot.

B. The hours of operation shall be between seven a.m. and ten p.m.

C. Any temporary signage shall conform to the standards of Saratoga Municipal Code Chapter 18.63 and be removed outside hours of operation and shall not be located within the town right-of-way.

D. Vending on public property shall not exempt the operator from any permits or approval, such as food service or fire prevention.

E. All units used or associated with the vending operation shall be located so as not to interfere with the normal operations of any permanent use located on the property.

F. The location of the vending operation and all units associated with such shall not impede required fire access lanes, accessible routes, setbacks on the property, or clear vision triangles.

L. Suitable receptacle(s) for litter/ recycling shall be located on-site or on-vehicle, and not located within the city right-of-way.

M. No unit used or item associated with the vending operation shall impede city right-of-way, including sidewalks.

O. Flashing or strobe lights associated with the mobile unit shall not be permitted.





**5.40.110 Mobile Vending Within Town Right-of-Way**

No vending shall be permitted within town right-of-way.

**Section 2.** This ordinance shall be in full force and effect from and after its approval, passage and adoption.

PASSED ON FIRST READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

PASSED ON SECOND READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

PASSED, APPROVED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

Town of Saratoga, Wyoming

\_\_\_\_\_  
Creed James, Mayor

ATTEST:

**ATTESTATION**

I, Marie Christian, the Town Clerk for the Town of Saratoga, Wyoming, do hereby certify that the above ordinance was duly and properly published or posted in the manner required by law.

\_\_\_\_\_  
Marie Christian, Town Clerk

**Council Report- Recreation Department  
November 1st, 2022**

**Gym**

- Hours of operation: Monday-Thursday 5am-8pm, Friday 5am-3pm.  
CLOSED on Fridays with no school, rented out to County 6 Dance,
- CLOSED Veteran's Day Friday, Nov 11<sup>th</sup>.
- Fitness Classes
  - Morning Mash-up, Low Impact Fitness, Kids Group, QiGong, Cycling
    - Schedule posted on the main gym door, Town website, Facebook
  - Latin and Middle Eastern Dance classes begin Nov 1<sup>st</sup>, offered Tuesday and Thursday afternoons at 2pm in the main gym
  - Renewal of my Group Fitness & Bootcamp Instruction certification
- Middle School Girls Basketball in session
- Evening open gym 6:30pm-8:30pm
  - Monday & Wednesday volleyball
  - Tuesday & Thursday basketball
- High school was in all last week setting up Haunted House for Saturday, October 29<sup>th</sup>
- Pickleball clinic will be Saturday, November 12<sup>th</sup>. Limited spaces available, \$20 per participant, equipment provided.

**Youth Activities**

- Working with Sports Connect to better utilize features (online registration, rosters, schedules, reports)
- Discussing Friday movie days with Community Center through December
- Christmas Vacation ideas

**Pool**

- Looking for potential entertainment options (slide, basketball hoop, etc)
- Lifeguard Instructor class, working with Rawlins Aquatic Center for schedule

**Rec Commission**

- Public Workshop will be held Monday, November 7<sup>th</sup> at 6:30pm
- Public survey has been released with the help of the Saratoga Chamber of Commerce and will close tomorrow, November 2<sup>nd</sup>.
- We will discuss the results of the survey and get public input to help set goals for Saratoga Rec and ways to increase public engagement through volunteer opportunities.

I will be gone November 15<sup>th</sup> and 16<sup>th</sup> and will miss the next council meeting.

**Recreation Commission Board meeting is Monday, November 7th at 6:00pm at the Town Hall**

# TOWN OF SARATOGA

P.O. BOX 486  
110 E. Spring Avenue  
SARATOGA, WYOMING 82331



## Special Events Application

Thank you for your interest in holding a special event in the Town of Saratoga. To assist with the orderly conduct of your special event, help make your experience rewarding and the event successful we ask that you take the time to carefully review and fill out the enclosed application.

### DISCLAIMER

**NOTICE: You are financially responsible for your acts of negligence and may be financially responsible for the negligent acts of others involved in this event. You are encouraged to obtain insurance for this activity. You and participants in the activity are not insured by the Town of Saratoga\*.**

\*The Town of Saratoga is a governmental entity subject to the Wyoming Governmental Claims Act, the Wyoming Constitution, Wyoming Statutes and a member of the Local Government Liability Pool. As such the Town may not indemnify another or add as an additional insured any other person or entity. The Town of Saratoga is insured for only the negligence of **its employees** up to the maximum claim allowable by law against the Town. The Town does not waive their sovereign immunity by entering into this agreement, and the Town fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this event.

A complete application, which includes all insurance documentation, where applicable, must be submitted to the Town of Saratoga **at least thirty (30) days prior to the scheduled event.**

The governing body may waive the thirty (30) day requirement under extraordinary circumstances however no applicant shall be entitled to more than one (1) request for a waiver in a calendar year.

All untimely submittals may be denied. The submittal of the Special Event Application in no way obligates the Town of Saratoga to issue a Application for event. The issuance of a Special Event Application by the Town of Saratoga, in no way implies that the Town of Saratoga is sponsoring, sanctioning, or is any way responsible for the special event, or the conduct of its participants.

**The approval of the special event is not final until approval by the Saratoga Town Council.** Due to the increased interest of conducting events throughout our community and the associated costs that burden the Town of Saratoga, we ask that you review the enclosed fee schedule when planning your event. Again, thank you for planning your special event in the Town of Saratoga and we look forward to working with you in promoting a safe, secure and successful event.

Sincerely,

Marie Christen  
Town Clerk

Phone: 307-326-8335  
Fax: 307-326-8941  
E-mail: [townhall@saratogawyo.org](mailto:townhall@saratogawyo.org)

**TOWN OF SARATOGA  
SPECIAL EVENTS APPLICATION**

Applicant Name: <u>Sarah Laughlin</u>	Organization: <u>TOS Rec Dept</u>
Address: <u>PO Box 486</u>	Address: <u>214 W Elm</u>
City/State/Zip <u>Saratoga, NY 82331</u>	City/State/Zip <u>Saratoga NY 82331</u>
Phone: <u>307-326-8338</u>	Phone: _____
Cell: <u>307-321-1170</u>	Cell: _____
e-mail: <u>rec@saratoga-ny.org</u>	e-mail: _____
Date of the Event: <u>December 3<sup>rd</sup>, 2022</u>	Start Time for Event: <u>900am</u>
Location of Event: <u>Veterans Island</u>	End Time for Event: <u>1200pm 200pm</u>

Please check one:

- ☐ SMALL EVENT – less than 49 participants  
☒ LARGE EVENT – more than 50 participants

Describe briefly the proposed event.

Hot Chocolate Sk & kids run

Use additional sheet if necessary.

Location of the event( please be specific)

Schedule of event or events (attach by date the tentative activity planned for each location chosen).

Approximate number of participants expected: 50

Approximate number of support staff/volunteers: 10

Number of vehicles anticipated and parking requirements: 90 - parking at Veteran's Island overflow at Hot pool parking

Will town property be used for this event: Veteran's Island & Sk route  
☒ yes ☐ no (if yes, please explain fully)

❖ There is **NO CAMPING ALLOWED** within the Saratoga Town Limits and violators will be cited.



# Coordination with the Town of Saratoga Department of Public Works (DPW)

- What traffic control or parking issues are you anticipating: Plowing route if snow.
- What parking plan have you in place: Veterans Island, overflow @ hot pool
- What services do you require from the Police Department or DPW? : Plowing & street closures maybe
- What are your security plans: : ~~XXXXXXXXXX~~ N/A
- What services are required from the Fire Department? : N/A
- What services are required from the Planning Commission? : N/A
- What plans have you made for garbage containment and removal? DPW - Evergreen Disposal
- What plans have you made for sanitary control/portable toilets?: 3Ps
- Will you be serving food? If yes, have you contacted the State of Wyoming Certified Food Safety Professional at 307-326-8001 for food service requirements: vendors only
- Alcoholic Beverages: Describe the location of any alcohol sales or serving stations, liquor license to be used, measures to insure proper ID for purchases and list persons supervising the operations. N/A
- Liquor Liability insurance to be required as described in Special Events Conditions #5. N/A
- Any other request by applicant: : \_\_\_\_\_
- Name of persons who will be "in charge" at the site/activity: : Sarah Laughlin @ 307-321-1170

## On-site

Manager: Sarah Laughlin  
 Home Phone: 307-326-8338 Cell Phone: 307-321-1170  
 Alternate On-site Manager Abby Raymer  
 Home Phone: 307-329-8010 Cell Phone: \_\_\_\_\_

**Insurance Information: (if applicable)**

Name of Insurance

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Please provide Certificate of Insurance naming the Town of Saratoga as an additional insured,

Billing Address (if different than previously identified)

Firm/Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Phone: \_\_\_\_\_

**Special Terms and Conditions to the Special Event Application**

*By submitting and signing this Application, the applicant/organization hereby agrees to comply with the Town of Saratoga Special Event conditions (attached hereto and made a part thereof) and further agrees not to violate any Federal, State, County or municipal laws, rules or regulations. Applicant further agrees to be bound by all Saratoga municipal codes in the conduct of the requested special event.*

*In consideration for permission to conduct its special event, applicant agrees to indemnify, defend and hold harmless the Town of Saratoga, its officers, agents, employees and volunteers, (including the payment of the Town's attorney's fees incurred in defense of the same) from any and all damage to property, injury to, or death of any person and from any and all liability, claims, actions or judgments which may arise from the proposed activity.*

The Town of Saratoga, its employees, appointed and elected officials hereby preserve any and all immunity available to them pursuant to Wyoming law and the Wyoming Governmental Claims Act, and nothing contained herein shall be deemed to be a waiver of its immunity.

Dated this 1, day of November, 2022

Sarah Laughlin  
 Applicant Signature



**What other agencies or groups have you contacted?**

**Have you received Applications from these agencies for your event (IF APPLICABLE)?**

**Please circle applicable agencies and attach a copy of the Application.**

- ☐ Saratoga Planning Commissioners –(zoning issue if event is not an applicable use)
- ☐ Zoning and Planning Officer – ( events requiring zoning clarification)
- ☐ Saratoga Department of Public Works (street closures – use of public parks)
- ☐ Saratoga Police Department: (events with alcohol sales or use – crowd control)
- ☐ Wyoming Highway Department –(parades or use of Highway 130/230)

**TOWN OF SARATOGA  
SPECIAL EVENTS SIGN OFF SHEET**

Proposed Special Event: Hot Chocolate & 5k & kids run

Date of Special Event: December 3<sup>rd</sup>, 2022

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Planning and Zoning Officer

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
DPW Supervisor

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Police Chief

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Fire Chief

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Planning Commission

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Town Council



## TOWN OF SARATOGA SPECIAL EVENTS APPLICATION CONDITIONS

Please initial each condition as read

1. SC Application holder shall obey all Federal, State, and local rules, regulations and laws. Application holder shall obey all Town of Saratoga municipal ordinances, rules and guidelines pertaining to the use of Town property, including the location and storage of vehicles and equipment, crowd control, and the restoration of premises to their original condition after the use for the special event.

2. SC Application holder shall confine its activities to the location and time schedules approved for the Application. Traffic control shall be maintained as approved by the Saratoga Police Department and configured by the Saratoga Public Works Department when events are conducted on Town streets or on Town property.

3. \_\_\_\_ Reference to or the use thereof of the Town of Saratoga Logo is strictly prohibited in advertising of the event, unless prior written approval is granted by the Town of Saratoga.

4. \_\_\_\_ Application holder does hereby covenant and agree to indemnify and hold harmless the Town of Saratoga harmless from any and all loss, cost, damages, injuries, judgment and claims of any kind, including and an all costs, including any attorney's fees, on account of personal injury or property damage resulting from any activity of Application holder.

5. \_\_\_\_ In no way limiting the indemnity agreement above, Application holder will furnish to the Town of Saratoga a certificate of insurance providing liability, casualty and property coverage acceptable to its legal department showing combined single limit coverage for death or bodily injury, property damage or loss, marine and fire protection, or the equivalent of such coverage, not less than \$1,000,000.00. Applicant shall, if given permission to sell liquor, provide insurance enforcement for liquor liability naming the Town of Saratoga as additional insured for the amount of at least \$1,000,000.00. The Town of Saratoga, including its officials, employees and agents, shall be named an additional insured in the liability policy. Contractual liability coverage insuring the obligations of this agreement is also required. The insurance cannot be cancelled or substantially modified without ten (10) days notice to the Clerk of the Town of Saratoga.

6. \_\_\_\_ Application holder shall reimburse the Town of Saratoga for costs incurred in the use of Town equipment and assignment of municipal employees to duty in connection with the special event activities. A schedule of expected costs shall be prepared by the Saratoga Department of Public Works Supervisor after identification of the municipal sites to be used for the special event. Application holder shall post a cash bond as a refundable deposit against the estimated cost when requested.

7. \_\_\_\_ Neither the Application holder, nor its agent, employees, servants or helpers shall be or deemed to be, the employee, agent or servant of the Town of Saratoga. None of the benefits provided by the Town of Saratoga to its employees, including, but not limited to medical insurance, compensation insurance, and unemployment insurance are available to Application holder or its employees, agents, servants or helpers.

8. \_\_\_\_ Fees shall be charged for the use of Town Property: Application holder shall not conduct any event on Town property intended to attract or entertain the public or charge fees to spectators without specific approval of the Town of Saratoga in writing. No alterations or changes to Town owned property would be allowed without prior written permission from the Town Council or their designee.

9. \_\_\_\_ Additional Applications and fees may be required for use of facilities of the Town of Saratoga and entry upon areas subject to special security requirements, such as the Saratoga Lake area, Veterans Island, Kathy Glode Park or the Hot Pool and Municipal Pool areas. Use of such facilities and areas may be further conditional upon assurances of compliance with security and other requirements of these facilities.

10. JS Application holder shall designate a local agent to sign this Application application who shall have the authority to represent them in all matters relating to exercise of the privileges herein granted and who shall be responsible for compliance with these conditions.

11. JS Arrangements for use of Town property, (i.e. building, streets/alleys, sidewalks, parks or other public places or property) owned by the Town must be approved by the Town Clerk in writing in advance of the actual event.

12. JS If Application holder finds it necessary or desirable to use Town equipment, only Town employees will be allowed to operate said equipment, unless prior arrangements in writing are made and then only with the prior approval of the DPW Supervisor.

13. \_\_\_\_ The Application holder will be required to reimburse the Town as provided for contracting/ use of town services, equipment, building, or if not addressed, for the wages due the employees, calculated at their regular hourly overtime rate and including all withholdings required by the federal and state governments. In addition, the Application holder will be responsible for reimbursing the Town for additional bookkeeping or clerical costs.

15. JS Application holder shall be responsible for all additional costs incurred by the Town of Saratoga for garbage and sanitary clean-up due to the special event.

Application approved:

\_\_\_\_\_  
Mayor /Clerk

Date: \_\_\_\_\_



## **WORK ORDER 22-04A TOWN OF SARATOGA SARATOGA, WY**

### **Additional Construction Services for Spring Avenue Utility and Street Improvement Project**

This Work Order shall be attached to, made a part of, and incorporated by reference into a Master Professional Services Agreement between Town of Saratoga and T-O Engineers, Inc., dated February 22, 2022.

## **SCOPE OF WORK**

The contractor has overrun the original estimate for working days assumed in the Consultant's original Scope of Work (Work Order 22-04), which assumed 49 inspection days. As of 10/30/22, the Consultant has provided 51 inspection days. The Consultant proposes the following amendment to the original Scope of Work to continue providing inspection and construction administration.

### **PHASE 8A – CONSTRUCTION ADMINISTRATION**

The Consultant shall continue to provide services as outlined in Work Order 22-04.

- 8.3A Provide one Resident Project Representative (RPR) to monitor and document construction activities, conformance with schedules, plans and specifications; review and document construction quantities; document significant conversations, situations, events or changed conditions; document input or visits from local authorities and officials; prepare and submit routine inspection reports; and maintain a project diary. It is estimated that 15 additional inspection days will be sufficient to provide this service.

During water line installation and paving it is assumed the RPR will work 9-hour days Monday through Friday and return to their home office every weekend. Travel time is included in the 9-hour workday (i.e., inspector will not arrive until mid-morning on Monday and depart mid-afternoon on Friday).

- 8.4A Organize and conduct project site visits and construction meetings with Town, Contractor, and others as appropriate. Contractor's schedule review and work progress will be discussed at all meetings. A total of 6 additional weekly project meetings are anticipated. The Project Manager will attend 2 of these weekly project meetings in Saratoga and conduct a site visit after. The Project Manager will attend the remaining 3 meetings remotely.

## FEES

The estimated total fee for services to be provided are summarized below. Any fees described herein for services to be provided are only estimates, the final amount billed for this work shall include all time, at stated bill rates, plus all direct expenses.

8.0A	Construction Administration	\$29,435.00
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IN WITNESS WHEREOF, Client and Consultant have made and executed this WORK ORDER 22-04A to the AGREEMENT the day and year first above written.

FOR: Town of Saratoga

By: \_\_\_\_\_  
Creed James

Title: Mayor

Date: \_\_\_\_\_

FOR: T-O ENGINEERS, INC.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## AVIATION SUPPORT AND MAINTENANCE SERVICES Order Summary

<b>Contracted Party:</b>  Town of Saratoga PO Box 486 Saratoga, WY 82331	<b>Serviced Customer:</b> <small>(physical address)</small>  Shively Field Airport (SAA) PO Box 486 Saratoga, WY 82331
--	---

The Effective Date of this Agreement is October 1, 2022.

The Term of this Agreement shall be for a period of 3 year(s) from the Effective Date.

<b>Services</b> (check as applicable)
<input checked="" type="checkbox"/> Periodic/Pre-Season Maintenance    3 Trips
<input checked="" type="checkbox"/> Equipment Restoration    Unlimited
<input checked="" type="checkbox"/> NADIN DataLink Service
<input type="checkbox"/> Other Data Services

Equipment	Manufacturer/Model	Equipment	Manufacturer/Model
<input type="checkbox"/> VOR		<input type="checkbox"/> RWIS Runway	
<input type="checkbox"/> DME		<input type="checkbox"/> ATIS	
<input type="checkbox"/> LOC		<input type="checkbox"/> NDB	
<input type="checkbox"/> GS		<input type="checkbox"/> Control Tower	
<input checked="" type="checkbox"/> AWOS	AWOS 3PT	<input type="checkbox"/> Markers	
<input type="checkbox"/> RVR		<input type="checkbox"/> Other	

Fees		Contract Total: \$ 14,208.00
Annual Fee	\$ 4,736.00	Invoiced Annually
Unplanned Outage Fee	\$ 1500.00	per day (ex. lightning strike, bird strike)
Facility Visit Fee	\$ 1500.00	per day (ex. flight check)
Holiday Fee	\$ 500.00	Additional to Unplanned Outage Fee
Cancellation/Delay Fee	\$ 500.00	per day

\*Definitions of Terms and Conditions

Airport Manager: Bob Maddox  
Email Address: bob@saratogaairportcenter.com  
Phone Number: 307-326-8344, C 970-846-7881

Item 26)

### Statement of Work and Additional Terms

Attachment 1: Aviation Support and Maintenance Services General Terms and Conditions, Rev.1  
Attachment 2: Statement of Work

**Pricing Breakdown:**

AWOS Maintenance \$3,736.00 per year  
NADIN Data Service \$1,000.00 per year

**Pricing Year 1: \$4,736.00**

**Pricing Year 2: \$4,736.00**

**Pricing Year 3: \$4,736.00**

This Order Summary is part of the DBT Support and Maintenance Services Agreement ("Service Agreement") between DBT and Customer. The Service Agreement consists of this Summary and each listed attachment. By signing this Order Summary, the parties signify that they have read, understand, and agree to be bound by all the terms and conditions of the Service Agreement.

DBT Transportation Services

Shively Field Airport (SAA)

By: 

By: \_\_\_\_\_

Title: Chief Operating Officer

Title: \_\_\_\_\_

Date: August 26, 2022

Date: \_\_\_\_\_



OMB CONTROL NUMBER: 2120-0569  
EXPIRATION DATE: 6/30/2023

## Construction Project Final Acceptance Airport Improvement Program Sponsor Certification

Sponsor: Town of Saratoga, Wyoming

Airport: Saratoga Municipal

Project Number: 3-56-0026-030-2021

Description of Work: Construction of a project to expand the aircraft parking apron generally including grading, drainage, surfacing, lighting and sign modifications, pavement marking, treated water line relocation, and reclamation.

### Application

49 USC § 47105(d), authorizes the Secretary to require me certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program. General standards for final acceptance and close out of federally funded construction projects are in 2 CFR § 200.343 – Closeout and supplemented by FAA Order 5100.38. The sponsor must determine that project costs are accurate and proper in accordance with specific requirements of the grant agreement and contract documents.

### Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgment and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The personnel engaged in project administration, engineering supervision, project inspection, and acceptance testing were or will be determined to be qualified and competent to perform the work (Grant Assurance).  
☒ Yes   ☐ No   ☐ N/A
2. Construction records, including daily logs, were or will be kept by the resident engineer/construction inspector that fully document contractor's performance in complying with:
  - a. Technical standards (Advisory Circular (AC) 150/5370-12);
  - b. Contract requirements (2 CFR part 200 and FAA Order 5100.38); and
  - c. Construction safety and phasing plan measures (AC 150/5370-2).☒ Yes   ☐ No   ☐ N/A
3. All acceptance tests specified in the project specifications were or will be performed and documented. (AC 150/5370-12).  
☒ Yes   ☐ No   ☐ N/A



4. Sponsor has taken or will take appropriate corrective action for any test result outside of allowable tolerances (AC 150/5370-12).  
☒ Yes ☐ No ☐ N/A
5. Pay reduction factors required by the specifications were applied or will be applied in computing final payments with a summary made available to the FAA (AC 150/5370-10).  
☒ Yes ☐ No ☐ N/A
6. Sponsor has notified, or will promptly notify the Federal Aviation Administration (FAA) of the following occurrences:
- a. Violations of any federal requirements set forth or included by reference in the contract documents (2 CFR part 200);
  - b. Disputes or complaints concerning federal labor standards (29 CFR part 5); and
  - c. Violations of or complaints addressing conformance with Equal Employment Opportunity or Disadvantaged Business Enterprise requirements (41 CFR Chapter 60 and 49 CFR part 26).
- ☒ Yes ☐ No ☐ N/A
7. Weekly payroll records and statements of compliance were or will be submitted by the prime contractor and reviewed by the sponsor for conformance with federal labor and civil rights requirements as required by FAA and U.S. Department of Labor (29 CFR Part 5).  
☒ Yes ☐ No ☐ N/A
8. Payments to the contractor were or will be made in conformance with federal requirements and contract provisions using sponsor internal controls that include:
- a. Retaining source documentation of payments and verifying contractor billing statements against actual performance (2 CFR § 200.302 and FAA Order 5100.38);
  - b. Prompt payment of subcontractors for satisfactory performance of work (49 CFR § 26.29);
  - c. Release of applicable retainage upon satisfactory performance of work (49 CFR § 26.29); and
  - d. Verification that payments to DBEs represent work the DBE performed by carrying out a commercially useful function (49 CFR §26.55).
- ☒ Yes ☐ No ☐ N/A
9. A final project inspection was or will be conducted with representatives of the sponsor and the contractor present that ensure:
- a. Physical completion of project work in conformance with approved plans and specifications (Order 5100.38);
  - b. Necessary actions to correct punch list items identified during final inspection are complete (Order 5100.38); and
  - c. Preparation of a record of final inspection and distribution to parties to the contract (Order 5100.38);
- ☒ Yes ☐ No ☐ N/A
10. The project was or will be accomplished without material deviations, changes, or modifications from approved plans and specifications, except as approved by the FAA (Order 5100.38).  
☒ Yes ☐ No ☐ N/A

11. The construction of all buildings have complied or will comply with the seismic construction requirements of 49 CFR § 41.120.

☐ Yes ☐ No ☒ N/A

12. For development projects, sponsor has taken or will take the following close-out actions:

- a. Submit to the FAA a final test and quality assurance report summarizing acceptance test results, as applicable (Grant Condition);
- b. Complete all environmental requirements as established within the project environmental determination (Order 5100.38); and
- c. Prepare and retain as-built plans (Order 5100.38).

☒ Yes ☐ No ☐ N/A

13. Sponsor has revised or will revise their airport layout plan (ALP) that reflects improvements made and has submitted or will submit an updated ALP to the FAA no later than 90 days from the period of performance end date. (49 USC § 47107 and Order 5100.38).

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "No" response.

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Name of Sponsor: Town of Saratoga, Wyoming

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official: Mayor

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



OMB CONTROL NUMBER: 2120-0569  
EXPIRATION DATE: 6/30/2023

## Drug-Free Workplace Airport Improvement Program Sponsor Certification

Sponsor: Town of Saratoga, Wyoming

Airport: Saratoga Municipal

Project Number: 3-56-0026-030-2021

Description of Work: Construction of a project to expand the aircraft parking apron generally including grading, drainage, surfacing, lighting and sign modifications, pavement marking, treated water line relocation, and reclamation.

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

☒ Yes   ☐ No   ☐ N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The sponsor's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

☒ Yes   ☐ No   ☐ N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

☒ Yes ☐ No ☐ N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

- a. Abide by the terms of the statement; and
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

☒ Yes ☐ No ☐ N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

☒ Yes ☐ No ☐ N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

- a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and
- b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

☒ Yes ☐ No ☐ N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

☒ Yes ☐ No ☐ N/A

**Site(s) of performance of work (2 CFR § 182.230):**

**Location 1**

Name of Location: Saratoga Municipal Airport

Address: Wyo Hwy 130, Saratoga, WY

**Location 2 (if applicable)**

Name of Location:

Address:

**Location 3 (if applicable)**

Name of Location:

Address:

Attach documentation clarifying any above item marked with a "No" response.

**Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this            day of            ,            .

Name of Sponsor: Town of Saratoga, Wyoming

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official: Mayor

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.





## Equipment and Construction Contracts Airport Improvement Sponsor Certification

Sponsor: Town of Saratoga, Wyoming

Airport: Saratoga Municipal

Project Number: 3-56-0026-030-2021

Description of Work: Construction of a project to expand the aircraft parking apron generally including grading, drainage, surfacing, lighting and sign modifications, pavement marking, treated water line relocation, and reclamation.

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor ([www.dol.gov](http://www.dol.gov)) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided the procurement conforms to these federal standards.

This certification applies to all equipment and construction projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a “covered contract” under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project regardless of whether the contract is for a construction project or an equipment project.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A written code or standard of conduct is or will be in effect prior to commencement of the project that governs the performance of the sponsor’s officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318).

☒ Yes   ☐ No   ☐ N/A

2. For all contracts, qualified and competent personnel are or will be engaged to perform contract administration, engineering supervision, construction inspection, and testing (Grant Assurance C.17).  
☒ Yes   ☐ No   ☐ N/A
3. Sponsors that are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA have included or will include clauses required by Title VI of the Civil Rights Act and 49 CFR Part 26 for Disadvantaged Business Enterprises in all contracts and subcontracts.  
☒ Yes   ☐ No   ☐ N/A
4. Sponsors required to have a DBE program on file with the FAA have implemented or will implement monitoring and enforcement measures that:
- a. Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(b));
  - b. Include written certification that the sponsor has reviewed contract records and has monitored work sites for performance by DBE firms (49 CFR § 26.37(b)); and
  - c. Provides for a running tally of payments made to DBE firms and a means for comparing actual attainments (i.e. payments) to original commitments (49 CFR § 26.37(c)).
- ☒ Yes   ☐ No   ☐ N/A
5. Sponsor procurement actions using the competitive sealed bid method (2 CFR § 200.320(c)). was or will be:
- a. Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;
  - b. Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;
  - c. Publicly opened at a time and place prescribed in the invitation for bids; and
  - d. Prepared in a manner that result in a firm fixed price contract award to the lowest responsive and responsible bidder.
- ☒ Yes   ☐ No   ☐ N/A
6. For projects the Sponsor proposes to use the competitive proposal procurement method (2 CFR § 200.320(d)), Sponsor has requested or will request FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:
- a. Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;
  - b. Plan for publicizing and soliciting an adequate number of qualified sources; and
  - c. Listing of evaluation factors along with relative importance of the factors.
- ☐ Yes   ☐ No   ☒ N/A
7. For construction and equipment installation projects, the bid solicitation includes or will include the current federal wage rate schedule(s) for the appropriate type of work classifications (2 CFR Part 200, Appendix II).  
☒ Yes   ☐ No   ☐ N/A

8. Concurrence was or will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances (Order 5100.38D):
- a. Only one qualified person/firm submits a responsive bid;
  - b. Award is to be made to other than the lowest responsible bidder; and
  - c. Life cycle costing is a factor in selecting the lowest responsive bidder.
- ☒ Yes   ☐ No   ☐ N/A
9. All construction and equipment installation contracts contain or will contain provisions for:
- a. Access to Records (§ 200.336)
  - b. Buy American Preferences (Title 49 U.S.C. § 50101)
  - c. Civil Rights - General Provisions and Title VI Assurances( 41 CFR part 60)
  - d. Federal Fair Labor Standards (29 U.S.C. § 201, et seq)
  - e. Occupational Safety and Health Act requirements (20 CFR part 1920)
  - f. Seismic Safety – building construction (49 CFR part 41)
  - g. State Energy Conservation Requirements - as applicable(2 CFR part 200, Appendix II)
  - h. U.S. Trade Restriction (49 CFR part 30)
  - i. Veterans Preference (49 USC § 47112(c))
- ☒ Yes   ☐ No   ☐ N/A
10. All construction and equipment installation contracts exceeding \$2,000 contain or will contain the provisions established by:
- a. Davis-Bacon and Related Acts (29 CFR part 5)
  - b. Copeland “Anti-Kickback” Act (29 CFR parts 3 and 5)
- ☒ Yes   ☐ No   ☐ N/A
11. All construction and equipment installation contracts exceeding \$3,000 contain or will contain a contract provision that discourages distracted driving (E.O. 13513).
- ☒ Yes   ☐ No   ☐ N/A
12. All contracts exceeding \$10,000 contain or will contain the following provisions as applicable:
- a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity;
  - b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8;
  - c. Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247; and
  - d. Provisions that address termination for cause and termination for convenience (2 CFR Part 200, Appendix II).
- ☒ Yes   ☐ No   ☐ N/A

13. All contracts and subcontracts exceeding \$25,000: Measures are in place or will be in place (e.g. checking the System for Award Management) that ensure contracts and subcontracts are not awarded to individuals or firms suspended, debarred, or excluded from participating in federally assisted projects (2 CFR parts 180 and 1200).

☒ Yes ☐ No ☐ N/A

14. Contracts exceeding the simplified acquisition threshold (currently \$250,000) include or will include provisions, as applicable, that address the following:

- a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100% (2 CFR § 200.325);
- b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act (40 USC 3701-3708, Sections 103 and 107);
- c. Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II);
- d. Conditions specifying administrative, contractual and legal remedies for instances where contractor or vendor violate or breach the terms and conditions of the contract (2 CFR §200, Appendix II); and
- e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671q), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738.

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "No" response.

#### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this                      day of                      ,                      .

Name of Sponsor: Town of Saratoga, Wyoming

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official: Mayor

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



OMB CONTROL NUMBER: 2120-0569  
EXPIRATION DATE: 6/30/2023

## Project Plans and Specifications

### Airport Improvement Program Sponsor Certification

Sponsor: Town of Saratoga, Wyoming

Airport: Saratoga Municipal

Project Number: 3-56-0026-030-2021

Description of Work: Construction of a project to expand the aircraft parking apron generally including grading, drainage, surfacing, lighting and sign modifications, pavement marking, treated water line relocation, and reclamation.

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor ([www.dol.gov/](http://www.dol.gov/)). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications were or will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).  
☒ Yes   ☐ No   ☐ N/A
  
2. Specifications incorporate or will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).  
☒ Yes   ☐ No   ☐ N/A



3. The development that is included or will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).  
☒ Yes ☐ No ☐ N/A
4. Development and features that are ineligible or unallowable for AIP funding have been or will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).  
☒ Yes ☐ No ☐ N/A
5. The specification does not use or will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).  
☒ Yes ☐ No ☐ N/A
6. The specification does not impose or will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).  
☒ Yes ☐ No ☐ N/A
7. The use of prequalified lists of individuals, firms or products include or will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).  
☒ Yes ☐ No ☐ N/A
8. Solicitations with bid alternates include or will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).  
☒ Yes ☐ No ☐ N/A
9. Concurrence was or will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).  
☐ Yes ☐ No ☒ N/A
10. The plans and specifications incorporate or will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).  
☒ Yes ☐ No ☐ N/A
11. The design of all buildings comply or will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)  
☐ Yes ☐ No ☒ N/A
12. The project specification include or will include process control and acceptance tests required for the project by as per the applicable standard:
- a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.  
☒ Yes ☐ No ☐ N/A

b. Snow Removal Equipment as contained in AC 150/5220-20.

☐ Yes ☐ No ☒ N/A

c. Aircraft Rescue and Fire Fighting (ARFF) vehicles as contained in AC 150/5220-10.

☐ Yes ☐ No ☒ N/A

13. For construction activities within or near aircraft operational areas(AOA):

a. The Sponsor has or will prepare a construction safety and phasing plan (CSPP) conforming to Advisory Circular 150/5370-2.

b. Compliance with CSPP safety provisions has been or will be incorporated into the plans and specifications as a contractor requirement.

c. Sponsor will not initiate work until receiving FAA's concurrence with the CSPP (FAA Order 5100.38, Par. 5-29).

☒ Yes ☐ No ☐ N/A

14. The project was or will be physically completed without federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design (49 USC §47110(b)(1) and FAA Order 5100.38d, par. 3-100).

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "No" response.

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this            day of            ,            .

Name of Sponsor: Town of Saratoga, Wyoming

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official: Mayor

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



OMB CONTROL NUMBER: 2120-0569  
EXPIRATION DATE: 6/30/2023

## Real Property Acquisition Airport Improvement Program Sponsor Certification

Sponsor: Town of Saratoga, Wyoming

Airport: Saratoga Municipal

Project Number: 3-56-0026-030-2021

Description of Work: Construction of a project to expand the aircraft parking apron generally including grading, drainage, surfacing, lighting and sign modifications, pavement marking, treated water line relocation, and reclamation.

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on real property acquisition and relocation assistance are in 49 CFR Part 24. The AIP project grant agreement contains specific requirements and assurances on the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended.

### Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the real property acquisition project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards.

1. The sponsor's attorney or other official has or will have good and sufficient title as well as title evidence on property in the project.  
☒ Yes   ☐ No   ☐ N/A
2. If defects and/or encumbrances exist in the title that adversely impact the sponsor's intended use of property in the project, they have been or will be extinguished, modified, or subordinated.  
☐ Yes   ☐ No   ☒ N/A
3. If property for airport development is or will be leased, the following conditions have been met:
  - a. The term is for 20 years or the useful life of the project;
  - b. The lessor is a public agency; and
  - c. The lease contains no provisions that prevent full compliance with the grant agreement.☒ Yes   ☐ No   ☐ N/A

4. Property in the project is or will be in conformance with the current Exhibit A property map, which is based on deeds, title opinions, land surveys, the approved airport layout plan, and project documentation.
- ☒ Yes   ☐ No   ☐ N/A
5. For any acquisition of property interest in noise sensitive approach zones and related areas, property interest was or will be obtained to ensure land is used for purposes compatible with noise levels associated with operation of the airport.
- ☐ Yes   ☐ No   ☒ N/A
6. For any acquisition of property interest in runway protection zones and areas related to 14 CFR 77 surfaces or to clear other airport surfaces, property interest was or will be obtained for the following:
- a. The right of flight;
  - b. The right of ingress and egress to remove obstructions; and
  - c. The right to restrict the establishment of future obstructions.
- ☐ Yes   ☐ No   ☒ N/A
7. Appraisals prepared by qualified real estate appraisers hired by the sponsor include or will include the following:
- a. Valuation data to estimate the current market value for the property interest acquired on each parcel; and
  - b. Verification that an opportunity has been provided to the property owner or representative to accompany appraisers during inspections.
- ☐ Yes   ☐ No   ☒ N/A
8. Each appraisal has been or will be reviewed by a qualified review appraiser to recommend an amount for the offer of just compensation, and the written appraisals as well as review appraisal are available to Federal Aviation Administration (FAA) for review.
- ☐ Yes   ☐ No   ☒ N/A
9. A written offer to acquire each parcel was or will be presented to the property owner for not less than the approved amount of just compensation.
- ☐ Yes   ☐ No   ☒ N/A
10. Effort was or will be made to acquire each property through the following negotiation procedures:
- a. No coercive action to induce agreement; and
  - b. Supporting documents for settlements included in the project files.
- ☐ Yes   ☐ No   ☒ N/A

11. If a negotiated settlement is not reached, the following procedures were or will be used:
- a. Condemnation initiated and a court deposit not less than the just compensation made prior to possession of the property; and
  - b. Supporting documents for awards included in the project files.

☐ Yes ☐ No ☒ N/A

12. If displacement of persons, businesses, farm operations, or non-profit organizations is involved, a relocation assistance program was or will be established, with displaced parties receiving general information on the program in writing, including relocation eligibility, and a 90-day notice to vacate.

☐ Yes ☐ No ☒ N/A

13. Relocation assistance services, comparable replacement housing, and payment of necessary relocation expenses were or will be provided within a reasonable time period for each displaced occupant in accordance with the Uniform Act.

☐ Yes ☐ No ☒ N/A

Attach documentation clarifying any above item marked with "No" response.

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this                      day of                      ,                      .

Name of Sponsor: Town of Saratoga, Wyoming

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official: Mayor

**Signature** of Sponsor's Designated Official Representative: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.





## Selection of Consultants

### Airport Improvement Program Sponsor Certification

Sponsor: Town of Saratoga, Wyoming

Airport: Saratoga Municipal

Project Number: 3-56-0026-030-2021

Description of Work: Construction of a project to expand the aircraft parking apron generally including grading, drainage, surfacing, lighting and sign modifications, pavement marking, treated water line relocation, and reclamation.

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).  
☒ Yes   ☐ No   ☐ N/A
2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).  
☒ Yes   ☐ No   ☐ N/A
3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).  
☒ Yes   ☐ No   ☐ N/A

4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).
- ☒ Yes   ☐ No   ☐ N/A
5. Sponsor has publicized or will publicize a RFQ that:
- a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and
- b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).
- ☒ Yes   ☐ No   ☐ N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).
- ☒ Yes   ☐ No   ☐ N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR § 180.300).
- ☒ Yes   ☐ No   ☐ N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:
- a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and
- b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).
- ☒ Yes   ☐ No   ☐ N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).
- ☒ Yes   ☐ No   ☐ N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).
- ☒ Yes   ☐ No   ☐ N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR § 200.318(i)).
- ☒ Yes   ☐ No   ☐ N/A
12. Sponsor has incorporated or will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)
- ☒ Yes   ☐ No   ☐ N/A

13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor has established or will establish:

- a. Justification that there is no other suitable contract method for the services (2 CFR §200.318(j));
- b. A ceiling price that the consultant exceeds at their risk (2 CFR §200.318(j)); and
- c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place 2 CFR §200.318(j)).

☒ Yes   ☐ No   ☐ N/A

14. Sponsor is not using or will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

☒ Yes   ☐ No   ☐ N/A

Attach documentation clarifying any above item marked with "no" response.

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this                      day of                      ,                      .

Name of Sponsor: Town of Saratoga, Wyoming

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official: Mayor

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



## Certification and Disclosure Regarding Potential Conflicts of Interest Airport Improvement Program Sponsor Certification

Sponsor: Town of Saratoga, Wyoming

Airport: Saratoga Municipal

Project Number: 3-56-0026-030-2021

Description of Work: Construction of a project to expand the aircraft parking apron generally including grading, drainage, surfacing, lighting and sign modifications, pavement marking, treated water line relocation, and reclamation.

### Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "Yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

### Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

☒ Yes ☐ No

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

☒ Yes ☐ No

3. The sponsor or sub-recipient certifies that is has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

☒ Yes ☐ No

Attach documentation clarifying any above item marked with "no" response.

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

Executed on this            day of            ,            .

Name of Sponsor: Town of Saratoga, Wyoming

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official: Mayor

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### \* APPLICANT'S ORGANIZATION

Town of Saratoga, Wyoming

#### \* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: Mr. \* First Name: Creed Middle Name:   
 \* Last Name: James Suffix:   
 \* Title: Mayor

\* SIGNATURE:

\* DATE:

**ATTACHMENT 1**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations. The contractor shall comply with the regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination. The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. the contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or lease of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

4. Information and Reports. The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contract is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the sponsor or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance. In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the sponsor shall impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the contractor under the contract until the contractor complies, and/or
- b. Cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions. The contractor shall include the provisions of paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the sponsor or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Sponsor to enter into such litigation to protect the interests of the sponsor and, in addition, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

**CLAUSES FOR DEEDS, LICENSES, LEASES, PERMITS OR SIMILAR INSTRUMENTS****ATTACHMENT 2**

The following clauses shall be included in deeds, licenses, leases, permits, or similar instruments entered into by the Sponsor pursuant to the provisions of Assurances 5(a) and 5(b).

1. The (grantee, licensee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a DOT program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said Regulations may be amended.
2. The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add "as a covenant running with the land") that: (1) no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said Regulations may be amended.

## REQUIRED STATEMENTS AIRPORT IMPROVEMENT PROGRAM PROJECTS

**AIRPORT:** Saratoga Municipal/Shively Field

**LOCATION:** Saratoga, Wyoming

**AIP PROJECT NO.:** 3-56-0026-030-2021

### STATEMENTS APPLICABLE TO THIS PROJECT

- ☒ a. **INTEREST OF NEIGHBORING COMMUNITIES:** In formulating this project, consideration has been given to the interest of communities that are near (Exact name of airport) Saratoga Municipal Airport.
- ☒ b. **THE DEVELOPMENT PROPOSED IN THIS PROJECT** will not require the use of publicly owned land from a public park, recreation area, wildlife and fowl refuge, or a historical site under Federal, State, or Local jurisdiction.
- ☒ c. **FBO COORDINATION:** The airport development proposed in this project has been coordinated with the Fixed Base Operator(s) utilizing (Exact name of airport) Saratoga Municipal Airport, and they have been informed regarding the scope and nature of this project.
- ☒ d. **THE PROPOSED PROJECT IS CONSISTENT** with existing approved plans for the area surrounding the airport.

The above statements have been duly considered and are applicable to this project. (Provide comment for any statement not checked).

**BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TITLE:** Mayor

**SPONSORING AGENCY:** Town of Saratoga, Wyoming

**NOTE:** Where opposition is stated to an airport development project, whether expressly or by proposed revision, the following specific information concerning the opposition to the project must be furnished.

**N/A**

- a. Identification of the Federal, state, or local governmental agency, or the person or persons opposing the project;
- b. The nature and basis of opposition;
- c. Sponsor's plan to accommodate or otherwise satisfy the opposition;
- d. Whether an opportunity for a hearing was afforded, and if a hearing was held, an analysis of the facts developed at the hearing as they relate to the social, economic, and environmental aspects of the proposed project and its consistency with the goals and objectives of such urban planning as has been carried out by the community.
- e. If the opponents proposed any alternatives, what these alternatives were and the reason for nonacceptance;
- f. Sponsor's plans, if any, to minimize any adverse effects of the project;
- g. Benefits to be gained by the proposed development; and
- h. Any other pertinent information which would be of assistance in determining whether to proceed with the project.

## CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL "Disclosure of Lobby Activities", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Sponsor's Authorized Representative

Title \_\_\_\_\_ Mayor



# Final Construction Report

## APRON EXPANSION PROJECT

A.I.P. Project No. 3-56-0026-030-2021

### Section I. Project History

#### 1) Project Location

The Saratoga Municipal Airport/Shively Field is in the southwest corner of the Saratoga Town Limits, adjacent to and west of Wyoming Highway 130, a.k.a. South First Street. Saratoga is approximately 20 miles south of Interstate 80, milepost 235±.

#### 2) Work Constructed

The project was originally bid in March, 2021. Due to the bid being greater than available funding, the project was re-bid in May 2021. A single bid was received with the second bid opening and negotiated to complete the work within available funding. Except for addressing the first bid advertising costs in the Administrative section, this report is limited to the second bid and the associated work completed. The project was funded entirely by Federal funds.

Four separate schedules of work were bid and three were awarded (Schedules II, III and IV). Schedule II consisted of the removal of the existing taxiway A1, and the intersection of taxiway A1 and the abandoned taxiway C, an expansion of the apron and re-alignment of A1. Schedule II also included the replacement of taxiway edge lighting and unlit guidance signs.

Schedule III consisted of the installation of a new treated water line along the south and east edges of the airport property tying into the existing main located north of the apron.

Schedule IV consisted of the installation of luminaires for the expanded apron.

#### 3) Work Bid but Not Constructed

Schedule I consisted of the southern portion of the total apron expansion area. A bid was received for this schedule, however due to insufficient funding, the schedule was not awarded. Schedule II is as described above in the Work Constructed section. This section was awarded following negotiations with the sole bidder with the portland cement concrete portion of the Schedule eliminated and replaced with plant mix pavement, again due to funding constraints.

See schedules bid and schedules awarded on next pages.

#### 4) Environmental Mitigation



A categorical exclusion (CatEx) for the apron expansion portion of the project was approved May 20, 2020. During the design process, Schedule III was added to this project after the original approval, therefore CatEx was re-evaluated to include this work and was approved February 16, 2021.

#### 5) Grant Special Conditions

The Town of Saratoga certifies all grant special conditions have been met.

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Creed James - Mayor

TOWN OF SARATOGA, WYOMING - SARATOGA MUNICIPAL AIRPORT/SHIVELY FIELD Entrance Road & Parking Area Improvement Project A.I.P. Project Nos. 3-56-0026-031, 034, & 035 WYDOT Project Nos. ASA004B & D								
Owner: Town of Saratoga, Wyoming P.O. Box 486 Saratoga, WY 82331			Contractor: Kilgore Companies, LLC dba Lewis & Lewis, Inc. 370 A Blairtown Road Rock Springs, WY 82901					
Estimate Number Two (2) Construction Period: September 17 thru October 15, 2022			Date: 10/19/2022					
Item	Unit	Plan Quantity	Quantity Complete This Estimate	Quantity Complete Previous	Total Quantity Complete	Percent Completed to Date -	Bid Price	Total Payable
<b>Schedule I</b>								
MOBILIZATION	LS	1	0%	90%	90%	90%	\$49,000.00	\$44,100.00
REMOVAL OF CATTLE GUARDS	EA	1	0	1	1	100%	\$7,000.00	\$7,000.00
REMOVAL OF FENCE	FT	800	0	805	805	101%	\$15.55	\$12,517.75
REMOVAL OF PIPE (INCL FE'S)	FT	30	0	30	30	100%	\$106.00	\$3,180.00
REMOVAL OF SURFACING	SY	1880	0	1970	1970	105%	\$9.55	\$18,813.50
REMOVAL OF SIDEWALK	SF	325	0	325	325	100%	\$11.35	\$3,688.75
REMOVAL OF CONCRETE	SF	1180	0	1180	1180	100%	\$5.15	\$6,077.00
UNCLASSIFIED EXCAVATION	CY	520	0	520	520	100%	\$56.00	\$29,120.00
TOPSOIL BORROW	CY	185	0	0	0	0%	\$83.45	\$0.00
SEEDING/LANDSCAPING	SY	1600	0	0	0	0%	\$1.90	\$0.00
COCONUT FIBER DITCH LINING	SY	350	0	0	0	0%	\$4.15	\$0.00
GEOTEXTILE, MATERIAL SEPARATION (NON-WOVEN)	SY	2000	1982	0	1982	99%	\$2.65	\$5,252.30
CRUSHED BASE	CY	425	411	0	411	97%	\$93.60	\$38,469.60
HOT PLANT MIX	TON	460	414	0	414	90%	\$200.00	\$82,800.00
ASPHALT BINDER (PG 64-28)	TON	29	23	0	23	80%	\$0.01	\$0.23
TACK COAT	GAL	205	0	0	0	0%	\$10.80	\$0.00
CMP 24 IN	FT	42	0	42	42	100%	\$195.35	\$8,204.70
CMP FE 24 IN	EA	2	0	2	2	100%	\$460.00	\$920.00
FENCE POST AND RAIL	FT	515	155	360	515	100%	\$20.45	\$10,531.75
FENCE, CHAIN LINK	FT	435	25	410	435	100%	\$107.80	\$46,893.00
GATES SINGLE SWING 48 IN	EA	1	0.25	0.75	1	100%	\$7,500.00	\$7,500.00
GATES DOUBLE SWING 20 FT	EA	1	0.10	0.90	1	100%	\$5,520.00	\$5,520.00
REMOVE AND RESET TILT GATE	EA	1	0.60	0.30	0.90	90%	\$57,500.00	\$51,750.00
SIDEWALK (CONC)	SY	166	168	0	168	101%	\$129.00	\$21,672.00
CURB AND GUTTER TYPE A	FT	830	834	0	834	100%	\$67.00	\$55,878.00
DOUBLE GUTTER	SY	50	50	0	50	100%	\$150.00	\$7,500.00
CONDUIT - IRRIGATION	FT	190	0	190	190	100%	\$49.45	\$9,395.50
CONDUIT - RIGID PVC 4 in	FT	670	0	670	670	100%	\$39.10	\$26,197.00
SIGN POST, SQ TUBULAR STEEL	EA	2	0	0	0	0%	\$623.00	\$0.00
SIGN PANELS, ALUMINUM	SF	5	0	0	0	0%	\$250.00	\$0.00
RELOCATE PLAQUE AND CANNON MONUMENT	LS	1	50%	0%	50%	50%	\$1,150.00	\$575.00
RELOCATE SIGNS	LS	1	50%	0%	50%	50%	\$1,250.00	\$625.00
PAVEMENT MARKING	SF	200	0	0	0	0%	\$23.00	\$0.00
<b>Schedule III - State/Local (ASA004D) Only</b>								
MOBILIZATION	LS	1	0%	90%	90%	90%	\$8,000.00	\$7,200.00
SANITARY SEWER MAIN 8-IN PVC	LF	360	0	360	360	100%	\$160.75	\$57,870.00
MANHOLE	EA	2	0	2	2	100%	\$10,458.00	\$20,916.00
Total Payable To Date							\$590,167.08	
Project Completed To Date - Based on Cost							92%	
Less 5% Retainage							\$29,508.35	
Less Previous Payments							\$317,873.04	
Amount Due Contractor This Estimate							\$242,785.69	
Request for Payment Submitted By:			Engineer's Review:			Owner's Review:		
 David R. Shultz Sage Civil Engineering			 David R. Shultz Sage Civil Engineering			Creed James Mayor		
Lewis & Lewis, Inc.								



SAGE CIVIL ENGINEERING  
ENGINEERS | SURVEYORS

2824 Big Horn Ave.

Cody, WY 82414

P: 307-527-0915

www.sagecivilengineering.com


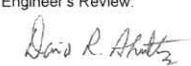
Item 30)

Date	Invoice #
10/28/2022	3450

Bill To

Town of Saratoga  
P.O. Box 486  
Saratoga, WY 82331

Account #	Project			Due Date
2020-066	Entrance Rd/Parking Area - Construction			11/28/2022
Description		Qty	Rate	Amount
Entrance Road & Parking Area Improvement Project Construction Phase Services 9/24/22 - 10/21/22 FAA Project No. AIP 3-56-0026-031-2021				
Construction Observation Services (Off-Site)				
Project Manager		35.25	110.00	3,877.50
Resident Project Representative		34.5	90.00	3,105.00
Resident Project Representative Overtime		5	115.00	575.00
Construction Observation Services (On-Site)				
Direct Labor				
Project Manager		11.5	35.00	402.50
Resident Project Representative		107.5	25.00	2,687.50
Resident Project Representative Overtime		14.75	37.50	553.13
Indirect Labor (Overhead: Direct Labor x 1.5)			5,464.69	5,464.69
Fixed Fee (Total Labor x 0.25)			2,276.95	2,276.95
Paving Subconsultant		24	150.00	3,600.00
Construction Support				
Project Manager		32.5	110.00	3,575.00
Resident Project Representative		14.25	90.00	1,282.50
Administrative Assistant		0.25	60.00	15.00
Reimbursables				
Vehicle Mileage		4,150	0.75	3,112.50
Per Diem		19	150.00	2,850.00
Thank you for your business!		<b>Total</b>		
		\$33,377.27		

SARATOGA MUNICIPAL AIRPORT/SHIVELY FIELD																									
2022 Statewide Seal Coat and Marking Project WYDOT Project No. ASA003A/AGMP34X																									
Owner: Town of Saratoga, Wyoming P.O. Box 486 Saratoga, WY 82331					Contractor: Straight Stripe Painting, Inc. 1812 W. Sunset Blvd #1-525 St. George, UT 84770																				
Estimate Number Two (2) Construction Period: September 26 - 27, 2022					Date: 10/5/2022																				
SCHEDULE I																									
Item No.	Item	Plan Quantity	Unit	Quantity Complete This Estimate	Quantity Complete Previous	Total Quantity Complete	Percent Completed to Date - Based on Cost	Bid Price	Total Payable																
C-105	MOBILIZATION	1	LS	0%	100%	100%	100%	\$3,500.00	\$3,500.00																
P-608-8.1a	ASPHALT SURFACE TREATMENT (1:1 DILUTION)	85450	SY	0	85951	85951	101%	\$0.97	\$83,372.47																
P-608-8.1b	ASPHALT SURFACE TREATMENT (2:1 DILUTION)	97800	SY	0	97778	97778	100%	\$1.05	\$102,666.90																
P-608-8.1c	SAND	97800	SY	0	97778	97778	100%	\$0.07	\$6,844.46																
P-608-8.2	RUNWAY AND HIGH SPEED EXIT TAXIWAY FRICTION TESTING	1	LS	0%	100%	100%	100%	\$3,500.00	\$3,500.00																
P-620-5.1b	PERMANENT MARKING	51200	SF	51185	0	51185	100%	\$0.45	\$23,033.25																
P-620-5.1c	REFLECTIVE MEDIA	3125	LB	1	3115	3116	100%	\$0.65	\$2,025.40																
P-620-5.1d	TEMPORARY MARKINGS	51200	SF	0	51175	51175	100%	\$0.50	\$25,587.50																
P-620-5.1e	REFLECTIVITY MEASUREMENTS	1	LS	100%	0%	100%	100%	\$250.00	\$250.00																
P-620-5.1f	MARKING OBLITERATION	2650	SF	1574	2623	4197	158%	\$2.00	\$8,394.00																
SCHEDULE II																									
P-608-8.1a	ASPHALT SURFACE TREATMENT (1:1 DILUTION)	26550	SY	26501	0	26501	100%	\$0.97	\$25,705.97																
SCHEDULE III (TOWN FUNDING ONLY)																									
P-608-8.1a	ASPHALT SURFACE TREATMENT (1:1 DILUTION)	450	SY	576	0	576	128%	\$0.97	\$558.72																
CHANGE ORDER NO. 1																									
C-105	MOBILIZATION	1	LS	100%	0%	100%	100%	\$1,500.00	\$1,500.00																
P-608-8.1	ASPHALT SURFACE TREATMENT (HAND APPLIED)	175	SY	175	0	175	100%	\$4.75	\$831.25																
								<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Total Payable To Date (Eligible for State Funding)</td> <td style="text-align: right;">\$287,211.20</td> </tr> <tr> <td>Total Payable To Date (Ineligible for State Funding)</td> <td style="text-align: right;">\$558.72</td> </tr> <tr> <td>Project Completed To Date - Based on Cost</td> <td style="text-align: right;">101%</td> </tr> <tr> <td>Less Retainage 5%</td> <td style="text-align: right;">\$ 14,388.50</td> </tr> <tr> <td>Less Previous Payments</td> <td style="text-align: right;">\$ 246,056.43</td> </tr> <tr> <td>Amount Due Eligible for State Funding</td> <td style="text-align: right;">\$27,324.99</td> </tr> <tr> <td>Amount Due Ineligible for State Funding</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Amount Due This Estimate</b></td> <td style="text-align: right;"><b>\$27,324.99</b></td> </tr> </table>		Total Payable To Date (Eligible for State Funding)	\$287,211.20	Total Payable To Date (Ineligible for State Funding)	\$558.72	Project Completed To Date - Based on Cost	101%	Less Retainage 5%	\$ 14,388.50	Less Previous Payments	\$ 246,056.43	Amount Due Eligible for State Funding	\$27,324.99	Amount Due Ineligible for State Funding	\$0.00	<b>Amount Due This Estimate</b>	<b>\$27,324.99</b>
Total Payable To Date (Eligible for State Funding)	\$287,211.20																								
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Request for Payment Submitted By: <div style="text-align: center;">               Straight Stripe Painting, Inc.           </div>					Engineer's Review: <div style="text-align: center;">               David R. Shultz              Sage Civil Engineering           </div>																				





SOUTH CENTRAL WYOMING EMS

# EDUCATION FUNDING OPPORTUNITY

South Central Wyoming EMS JPB voted to sponsor two spots in an online Emergency Medical Technician class. The agency will cover the cost of \$1,950 for each student



## REQUIREMENTS:

- Complete the course and pass the NREMT practical and cognitive exam.
- Obtain State of Wyoming EMT Certification
- Serve one year as an EMT (360 hours of on-call annually or 1 transport per month).

\*Should the student not complete the course, the full cost would be owed to SCWEMS. Should the student not remain compliant with volunteer requirements, the course cost will be prorated and that will be due to the agency.

## QUALIFIED APPLICANTS

- Live in the SCWEMS service area
- Be 18 years or older by completion of the course
- Be able to pass a background check and drug test (if required)
- Have a valid drivers license and an acceptable driving record.

**If you are interested, please email a letter of interest to SCWEMS at [info@scwems.org](mailto:info@scwems.org) by November 8th 2022 at 5:00 pm.**

## MORE INFORMATION

(307) 710-7559



## RESOLUTION NO. 2022 - 12

**A RESOLUTION AUTHORIZING SUBMISSION OF A WYOMING DEPARTMENT OF HEALTH EMS REGIONALIZATION PILOT PROJECT GRANT ON BEHALF OF SOUTH CENTRAL WYOMING EMERGENCY MEDICAL SERVICES FOR THE PURPOSE OF EDUCATION OF EMS PERSONNEL AND TWO QUICK RESPONSE VEHICLES**

**WHEREAS**, South Central Wyoming Emergency Medical Services Joint Powers Board (SCWEMS) desires to participate in the WYOMING DEPARTMENT OF HEALTH PUBLIC HEALTH DIVISION OFFICE OF EMERGENCY MEDICAL SERVICES EMS REGIONALIZATION PILOT PROJECT GRANT program to assist in financing this request; and

**WHEREAS**, South Central Wyoming Emergency Medical Services Joint Powers Board (SCWEMS) recognizes the need for the request; and

**WHEREAS**, the Wyoming Department of Health (WDH) Public Health Division Office of Emergency Medical Services program requires that certain criteria be met, as described in the WDH Rules and Regulations, Coronavirus State and Local Fiscal Recovery Funds (SLFRF – Rule 31C.F.R Part 35) and The United States Department of Treasury governing the program, and to the best of our knowledge this application meets those criteria; and

**WHEREAS**, participating in this program would add value to South Central Wyoming Emergency Medical Services, provide education to additional staff members, decrease response times to outlying areas and increase access to emergency medical services.

**BE IT RESOLVED**, we the Participating Agencies of South Central Wyoming Emergency Medical Services grant the authorities to participate in the State of Wyoming Department of Health Public Health Division Office of Emergency Medical Services EMS Regionalization Pilot Project Grant Program, accepting grant monies offered, and all other necessary requirements to fulfill this grant process.

**NOW THEREFORE SARATOGA, WYOMING RESOLVES**, to participate in the State of Wyoming Department of Health Public Health Division Office of Emergency Medical Services EMS Regionalization Pilot Project Grant Program

**PASSED, APPROVED AND ADOPTED THIS 1st DAY OF NOVEMBER 1, 2022.**

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Creed James, Mayor

Attest:

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Marie Christen, Clerk