



TOWN COUNCIL REGULAR MEETING JANUARY 03, 2023 at 6:00 PM

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

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 December 20, 2022

APPROVAL OF THE BILLS

- 4) Deposits - \$156,623.53
- [5\)](#) Accounts Payable - \$542,832.04
- [6\)](#) Payroll - \$37,149.89
- [7\)](#) Transmittals - \$12,474.54

OATH OF OFFICE

- 8) Oath of Office for newly elected Mayor
- 9) Oath of Office for newly elected Councilmember Michael Cooley
- 10) Oath of Office for newly elected Councilmember Jerry Fluty
- 11) Oath of Office for newly elected Councilmember Jacob Fluty

CORRESPONDENCE

ITEMS FROM THE PUBLIC

COUNCIL COMMENTS

REPORTS FROM DEPARTMENTS

Town Hall

- 12) Designate Official Newspaper
- 13) Appointment of Legal Counsel
- 14) Designate Official Depository

- 15) Term of Appointment for Municipal Judge per Ordinance 2.08.031
- 16) Term of Appointment for Chief of Police per Ordinance 2.08.031
- [17\)](#) Resolution 2023-01 WYDOT Financial Assistance for Communities
- [18\)](#) F-66
- [19\)](#) \$30 NSF Fee
- 20) Website - www.townofsaratoga.org

Police Department

Fire Department

- 21) Wyostar for Fire Department
- 22) Transfer of \$42,664.79 to WyoStar

Recreation Department / Commission

Next meeting is Month DD, 20YY at 6:00 PM at the Town Hall Council Chambers

- [23\)](#) Salary Change - Jaida Jennings

Department of Public Works

- 24) Ice Slicer
- 25) Meters & Valves

REPORTS FROM BOARDS AND COMMISSIONS

Community Center Joint Powers Board

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

Water and Sewer Joint Power Board

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

- [26\)](#) Pay App #4

Planning Commission

Next meeting is January 10, 2023 at 5:30 PM at the Town Hall Council Chambers

Recreation Department / Commission

Next meeting is January 9, 2023 at 6:00 PM at the Town Hall Council Chambers

Saratoga Airport Advisory Board

Next meeting is February 13, 2023 at 3:30 PM at the Town Hall Council Chambers

South Central Wyoming Emergency Medical Services Board

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

- [27\)](#) 3rd Quarter Ambulance Services - \$12,675.00

NEW BUSINESS

EXECUTIVE SESSION

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

Exit executive session noting no action was taken and to seal the minutes

FURTHER BUSINESS

ADJOURNMENT

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



TOWN COUNCIL REGULAR MEETING DECEMBER 20, 2022 at 6:00 PM

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

MINUTES

CALL TO ORDER

Mayor James called the meeting to order at 6pm.

- 1) Opening Ceremony
- 2) Roll Call: ___Mayor Creed James ___Councilman Nelson ___Councilwoman Beck
___Councilwoman Campbell ___Councilman Hutchins

PRESENT

Mayor Creed James
Councilman Jon Nelson
Councilwoman Kathy Beck
Councilman Ron Hutchins
Councilwoman Campbell was absent.

APPROVAL OF THE AGENDA

Mayor James stated to list under 'Police Department', Pay Raise for dispatcher. Councilman Nelson added a letter from Lewis and Lewis in 'Water & Sewer Joint Powers Board' and strike executive session.

Motion made by Councilman Nelson, Seconded by Councilwoman Beck. Motion carried.

APPROVAL OF THE MINUTES

- 3) Approval of the regular minutes of December 6, 2022
Motion made by Councilman Hutchins, Seconded by Councilwoman Beck. Motion carried.

APPROVAL OF THE BILLS

- 4) Deposits - \$388,668.43
Motion made by Councilman Nelson, Seconded by Councilman Hutchins. Motion carried.

- 5) Accounts Payable - \$91,754.87
Motion made by Councilman Nelson, Seconded by Councilman Hutchins. Motion carried.
- 6) Payroll - \$34,470.99
Motion made by Councilman Hutchins, Seconded by Councilman Nelson. Motion carried.
- 7) Transmittals - \$26,214.82
Motion made by Councilman Hutchins, Seconded by Councilman Nelson. Motion carried.

CORRESPONDENCE

- 8) 2023 Winter WAM Conference - January 25, 2023-January 27, 2023 \$200-\$260
- 9) 2023 Newly Elected Bootcamp at WAM
Newly elected Mayor Chuck Davis asked the current Council if Clerk Marie Christen can make reservations for the new Council at the boot camp.
Motion made by Councilman Nelson, Seconded by Councilwoman Beck. Motion carried.

ITEMS FROM THE PUBLIC

No items from the public.

COUNCIL COMMENTS

REPORTS FROM DEPARTMENTS

Town Hall

- 10) Carbon County Senior Services Agreement
Motion made by Councilman Nelson, Seconded by Councilman Hutchins. Motion carried.
- 11) Valley Village Childcare
Ellie Dana asked if the Town would match Valley Village at \$2500 for the appraisal.
Motion made by Councilman Nelson, Seconded by Councilman Hutchins. Motion carried.
Currently Valley Village is reviewing a cooperative operating agreement with Excel Preschool.
Ellie Dana asked if we could change the clinic address to 1208 S River St. because it is the same address as the vacant lot. Mayor James stated that he would look at the address change and email the County of the change.
- 12) Grant & Loan Application Policy
Motion made by Councilman Hutchins, Seconded by Councilman Nelson. Motion carried.

- 13) Website - www.townofsaratoga.org
The Town of Saratoga now has a new website at www.townofsaratoga.org. Residents can now go online and pay their bill and view minutes and council videos.
- 14) Worker's Compensation - Failure to Abate
Councilman Hutchins asked for the original report so he can work on it with the Public Works department. We will open a new case after we have more items completed.

Police Department

Chief Ken Lehr stated he received a salary increase for \$1 and from \$16.20 to \$17.20/hr for Advanced Dispatcher for Dani Vorn. Motion made by Councilman Nelson, Seconded by Councilwoman Beck. Motion carried.

Chief Lehr stated that he or Officer Casner will take a few children up to Walmart for 'Shop with a Cop' tomorrow. They have also found several stolen items and will be getting it back to the owners.

Fire Department

- 15) Ledgeco Quote - \$4,590.00

Mayor James had difficulty finding multiple quotes and found someone local to quote and can fix it in the future if anything should happen. Motion made by Councilman Nelson, Seconded by Councilman Hutchins. Motion carried.

There was a good response for the food drive from the school. The fire department will be sorting the food for families in the valley.

Recreation Department / Commission

Next meeting is January 9, 2023 at 6:00 PM at the Town Hall Council Chambers

Director Sarah Laughlin asked permission to continue the service agreement for Sports Connect at \$300 annual fee and \$1.25/registration. Motion made by Councilman Nelson, Seconded by Councilman Hutchins. Motion carried.

Hours of operation have changed for Winter break. There will be no evening open gym hours until January. There will be a movie showing of 'Elf' at 12:30pm-3pm tomorrow.

- 16) Letter of Interest from Amber Waldron

Motion made by Councilman Nelson, Seconded by Councilwoman Beck. Motion carried.

Department of Public Works

Mayor James stated that the new lights have been put into the shop. John Lasco stated that the changing rooms for the hot pool will be closed from tomorrow to Friday with the cold front coming in and will be reopened on Friday. Councilman Nelson stated there is money in the budget to finish the insulation in the hot pool building too.

REPORTS FROM BOARDS AND COMMISSIONS

Community Center Joint Powers Board

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

Councilwoman Beck stated they will revisit the Community Center/Town employment agreement after the new year.

Water and Sewer Joint Power Board

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

The board requested that the Council draft a letter to Lewis and Lewis advising them that regardless of their presence on site that they are required to meet plans, specs, etc. T.O. Engineers drafted a letter for us and they are in support of the Mayor signing it. Mayor James read the letter draft.

Motion made by Councilman Nelson, Seconded by Councilwoman Beck. Motion carried.

17) Project Pay Estimate #3

Motion made by Councilman Nelson, Seconded by Councilman Hutchins. Motion carried.

Planning Commission

Next meeting is January 10, 2023 at 5:30 PM at the Town Hall Council Chambers

There is a commission opening. Letters of interest can be turned into Town Hall.

18) Variance Application - 313 East Bridge Ave.

Motion made by Councilman Hutchins, Seconded by Councilman Nelson. Motion carried.

19) Variance Application - 602 N 3rd St.

Motion made by Councilman Hutchins, Seconded by Councilwoman Beck. Motion carried.

Saratoga Airport Advisory Board

Next meeting is January 9, 2023 at 3:30 PM at the Town Hall Council Chambers

20) Grant No. 028 - CARES Grant

Motion made by Councilman Nelson, Seconded by Councilman Hutchins. Motion carried.

21) Grant No. 029 - SF-425 Apron Design Grant

Motion made by Councilman Nelson, Seconded by Councilman Hutchins. Motion carried.

22) Grant No. 030 - Apron Construction Grant

Motion made by Councilman Nelson, Seconded by Councilman Hutchins. Motion carried.

23) Grant No. 031 - Entrance Rd/Parking Project Grant

Motion made by Councilman Nelson, Seconded by Councilman Hutchins. Motion carried.

24) Grant No. 032 - CRRSA Grant

Motion made by Councilman Nelson, Seconded by Councilman Hutchins. Motion carried.

25) Grant No. 033 - ARPA Grant

Motion made by Councilman Nelson, Seconded by Councilman Hutchins. Motion carried.

26) Grant No. 034 - Entrance Rd/Parking Project Grant

Motion made by Councilman Nelson, Seconded by Councilman Hutchins. Motion carried.

- 27) Grant No. 035 - Entrance Rd/Parking Project Grant
Motion made by Councilman Nelson, Seconded by Councilman Hutchins. Motion carried.
- 28) RFR #1 AER1012961/ASA004
Motion made by Councilman Nelson, Seconded by Councilwoman Beck. Motion carried.
- 29) RFR #2 AER 1012962/ASA004
Motion made by Councilman Nelson, Seconded by Councilwoman Beck. Motion carried.
- 30) RFR #3 AER1012963/ASA004
Motion made by Councilman Nelson, Seconded by Councilwoman Beck. Motion carried.
- 31) RFR #4 AER1012964/ASA004
Motion made by Councilman Nelson, Seconded by Councilwoman Beck. Motion carried.
- 32) RFR #5 AER1012975/ASA003A
Motion made by Councilman Nelson, Seconded by Councilwoman Beck. Motion carried.

South Central Wyoming Emergency Medical Services Board

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

Clerk Marie Christen stated that SCWEMS has been awarded \$280,000 for the ambulance barn in Hanna.

NEW BUSINESS

No new business.

ADJOURNMENT

Motion made by Councilman Nelson to adjourn at 7:02pm, Seconded by Councilman Hutchins. Motion carried.

**THE NEXT TOWN COUNCIL MEETING WILL BE ON
TUESDAY, JANUARY 3, 2023 AT 6:00 PM.**

Mayor Creed James

Marie Christen, Town Clerk

Payment Approval Report Compared to Cash Requirements Report

Report Date	Payment Approval		Cash Requirements		Difference	Payee	Check Amount	Check Issue Date	Description
	Report Total		Report Total						
12/29/2022	\$ 542,832.04	\$	540,332.04	\$	2,500.00	Whitlock Appraisal	\$ 2,500.00	28-Dec	Medical Center building appraisal, Valley Village
							\$ -		
							\$ -		
							\$ -		
							\$ 2,500.00		

TOWN OF SARATOGA

Cash Requirements Report - Treasurer

Page: 1

Due date(s): All-All

Dec 29, 2022 02:16PM

Check Issue Date: 12/29/2022

Due Date	Discount Lost Due Date	Vendor Number	Vendor Name	Invoice Number	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Pay	Partial Pmt Amt	Part Pmt Disc Amt
01/07/2023		7579	A T & T MOBILITY	2873094755	243.65	.00	.00	243.65			
01/12/2023		1207	AMERICAN EXPRESS LO	LOAD#40105	215.89	.00	.00	215.89			
01/12/2023		1207	AMERICAN EXPRESS LO	LOAD#40105	907.54	.00	.00	907.54			
01/12/2023		1207	AMERICAN EXPRESS LO	LOAD#40105	617.48	.00	.00	617.48			
12/01/2022		5860	BCN	23435603	83.35	.00	.00	83.35			
01/01/2023		7554	Bison State Electric LLC	1306	761.00	.00	.00	761.00			
01/09/2023		7591	Black Hills Energy 0330-32	6106033032	1,097.59	.00	.00	1,097.59			
01/09/2023		7590	Black Hills Energy 7231-14	7953723114	350.93	.00	.00	350.93			
01/09/2023		7589	Black Hills Energy 7275-62	6113727562	838.80	.00	.00	838.80			
01/09/2023		3400	Black Hills Energy 8916-95	4893891695	269.02	.00	.00	269.02			
01/09/2023		7592	Black Hills Energy 9457-17	6102945717	549.36	.00	.00	549.36			
12/27/2022		7446	Brent Brugger	0039	220.00	.00	.00	220.00			
01/18/2023		7400	Capital Business Systems I	1232952	21.63	.00	.00	21.63			
01/19/2023		7400	Capital Business Systems I	1233258	211.15	.00	.00	211.15			
12/15/2022		1660	CARBON COUNTY CLER	2022 ELECTI	2,968.61	.00	.00	2,968.61			
01/19/2023		1765	CASPER COLLEGE	419	69.00	.00	.00	69.00			
01/07/2023		7221	CenturyLINK	307-432-133	156.86	.00	.00	156.86			
01/06/2023		2180	DANA KEPNER Co.	2235674-00	383.00	.00	.00	383.00			
01/06/2023		2180	DANA KEPNER Co.	2235679-00	159.30	.00	.00	159.30			
01/06/2023		2180	DANA KEPNER Co.	2235686-00	1,935.40	.00	.00	1,935.40			
01/09/2023		2180	DANA KEPNER Co.	2235713-00	3,087.85	.00	.00	3,087.85			
01/09/2023		2180	DANA KEPNER Co.	2235714-00	52.95	.00	.00	52.95			
01/01/2023		2490	ECONO SIGNS LLC	10-979310	103.44	.00	.00	103.44			
01/05/2023		2570	ENERGY LABORATORIES	521065	52.00	.00	.00	52.00			
01/11/2023		2570	ENERGY LABORATORIES	522347	430.00	.00	.00	430.00			
01/30/2023		2570	ENERGY LABORATORIES	524378	302.00	.00	.00	302.00			
11/21/2022		7643	Lewis & Lewis, Inc.	3	516,132.17	.00	.00	516,132.17			
12/09/2022		7651	Nicole Reed	120922-01	363.88	.00	.00	363.88			
12/28/2022		7225	Pitney Bowes Bank Inc Re	122822-1	1,000.00	.00	.00	1,000.00			
01/16/2023		7432	Pitney Bowes Global Finan	3316739643	431.37	.00	.00	431.37			
01/05/2023		7523	Plattoga Holdings Inc	SI-1102	127.44	.00	.00	127.44			
01/06/2023		7523	Plattoga Holdings Inc	SI-1104	4,647.71	.00	.00	4,647.71			
07/26/2022		7541	Smith Psychological Servic	3482	400.00	.00	.00	400.00			
01/26/2023		5630	UNION TELEPHONE CO	70102786 12	67.69	.00	.00	67.69			
01/26/2023		5630	UNION TELEPHONE CO	70122064 01	584.20	.00	.00	584.20			
02/05/2023		5630	UNION TELEPHONE CO	70001447 12	421.68	.00	.00	421.68			
01/13/2023		7650	Winter Equipment Compan	IV54030	68.10	.00	.00	68.10			
Grand Totals:				37	540,332.04	.00	.00	540,332.04			

Cash Requirements Summary

Date	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Net Cumulative Amount
07/26/2022	400.00	.00	.00	400.00	400.00
11/21/2022	516,132.17	.00	.00	516,132.17	516,532.17
12/01/2022	83.35	.00	.00	83.35	516,615.52
12/09/2022	363.88	.00	.00	363.88	516,979.40
12/15/2022	2,968.61	.00	.00	2,968.61	519,948.01
12/27/2022	220.00	.00	.00	220.00	520,168.01
12/28/2022	1,000.00	.00	.00	1,000.00	521,168.01
01/01/2023	864.44	.00	.00	864.44	522,032.45
01/05/2023	179.44	.00	.00	179.44	522,211.89

Payment Approval Report - Treasurer 2021
Report dates: 12/20/2022-12/29/2022

Page: 1
Dec 29, 2022 02:08PM

TOWN OF SARATOGA

Report Criteria:

Detail report:
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Account Number
A T & T MOBILITY								
7579 A T & T MOBILITY		287309475560	POLICE CELL PHONES - 11/13-12/12	12/12/2022	243.65	.00		10-421-280
Total A T & T MOBILITY:								
					243.65	.00		
AMERICAN EXPRESS LOAD # 004105								
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Amazon - Smart door knob/keypad code	12/28/2022	99.90	.00		10-445-262
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Amazon Long yoga mats w/ strap pkg 10	12/28/2022	115.99	.00		10-445-241
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Walmart - paper towel, toilet paper- stree	12/28/2022	111.29	.00		10-431-240
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Walmart - Paper towel - hotpool	12/28/2022	42.15	.00		10-442-240
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Amazon - W2 forms, 1099 forms	12/28/2022	83.88	.00		10-411-240
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Amazon - Flag pole light	12/28/2022	67.99	.00		10-411-262
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Amazon - APC Back up batteries	12/28/2022	299.96	.00		10-411-320
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Walmart Bows	12/28/2022	13.86	.00		10-411-240
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Keurig - coffee supplies	12/28/2022	51.72	.00		10-411-240
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Amazon - post it flags	12/28/2022	9.30	.00		10-411-240
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Amazon - Wireless keyboard and mouse	12/28/2022	24.99	.00		10-411-240
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Amazon - Membership fee	12/28/2022	14.99	.00		10-411-245
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Zoom - membership fee	12/28/2022	63.99	.00		10-411-245
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Walmart Monthly desk pads	12/28/2022	71.28	.00		10-411-240
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Walmart	12/28/2022	52.14	.00		10-411-240
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Amazon Betckey DYMO labelwriter lable	12/28/2022	21.77	.00		10-421-240
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Amazon Lysol disif. wipes	12/28/2022	12.59	.00		10-421-240
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Amazon scotch thermal laminating pouch	12/28/2022	15.01	.00		10-421-240
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Amazon USB Flash drives	12/28/2022	29.99	.00		10-421-240
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Amazon Scotch Thermal Laminating Pou	12/28/2022	66.70	.00		10-421-240
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	AAA Police Supply AE Traverse ID panel	12/28/2022	108.00	.00		10-421-200
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Holiday Inn Express - Munson Training R	12/28/2022	122.08	.00		10-421-230
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Blue 360 Media - Manual	12/28/2022	85.75	.00		10-421-240
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Amazon APC backup battery & Surge pr	12/28/2022	94.34	.00		10-421-225
1207 AMERICAN EXPRESS LOAD # 004105		LOAD#40105-0	Amazon - toilet paper, glade candle, lysol	12/28/2022	61.25	.00		10-421-240
Total AMERICAN EXPRESS LOAD # 004105:					1,740.91	.00		

Item 5)

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Account Number
BCN								
5860 BCN		23435603	Landline long distance	12/01/2022	27.78	.00		10-411-280
5860 BCN		23435603	Landline long distance	12/01/2022	27.78	.00		10-421-280
5860 BCN		23435603	Landline long distance	12/01/2022	5.56	.00		10-412-280
5860 BCN		23435603	Landline long distance	12/01/2022	5.56	.00		10-431-280
5860 BCN		23435603	Landline long distance	12/01/2022	2.78	.00		52-532-280
5860 BCN		23435603	Landline long distance	12/01/2022	2.78	.00		51-531-280
5860 BCN		23435603	Landline long distance	12/01/2022	5.56	.00		10-422-280
5860 BCN		23435603	Landline long distance	12/01/2022	5.55	.00		42-533-280
Total BCN:					83.35	.00		
Bison State Electric LLC								
7554 Bison State Electric LLC		1306	Order, replace 3 heating elements in hea	12/17/2022	761.00	.00		52-532-262
Total Bison State Electric LLC:					761.00	.00		
Black Hills Energy 0330-32								
7591 Black Hills Energy 0330-32		6106033032 11/	Utilities 11/17-12/16	12/19/2022	1,097.59	.00		10-431-270
Total Black Hills Energy 0330-32:					1,097.59	.00		
Black Hills Energy 7231-14								
7590 Black Hills Energy 7231-14		7953723114 11/	Utilities 11/17-12/16	12/19/2022	175.47	.00		10-411-270
7590 Black Hills Energy 7231-14		7953723114 11/	Utilities 11/17-12/16	12/19/2022	175.46	.00		10-421-270
Total Black Hills Energy 7231-14:					350.93	.00		
Black Hills Energy 7275-62								
7589 Black Hills Energy 7275-62		6113727562 11/	Utilities 11/17-12/16	12/19/2022	838.80	.00		10-422-270
Total Black Hills Energy 7275-62:					838.80	.00		
Black Hills Energy 8916-95								
3400 Black Hills Energy 8916-95		4893891695 11/	Utilities 11/17-12/16	12/19/2022	269.02	.00		10-422-270
Total Black Hills Energy 8916-95:					269.02	.00		
Black Hills Energy 9457-17								
7592 Black Hills Energy 9457-17		6102945717 11/	Utilities 11/17-12/16	12/19/2022	274.68	.00		52-532-270

Item 5)

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Account Number
7592	Black Hills Energy 9457-17	6102945717 11/	Utilities 11/17-12/16	12/19/2022	274.68	.00		51-531-270
	Total Black Hills Energy 9457-17:				549.36	.00		
Brent Brugger								
7446	Brent Brugger	0039	New council signs	12/27/2022	220.00	.00		10-411-240
	Total Brent Brugger:				220.00	.00		
Capital Business Systems Inc. (WY)								
7400	Capital Business Systems Inc. (WY)	1232952	HP Copier 12/29/22-01/28/23	12/19/2022	21.63	.00		10-421-240
7400	Capital Business Systems Inc. (WY)	1233258	HP Copier 12/30/22-01/29/23	12/20/2022	42.23	.00		10-411-240
7400	Capital Business Systems Inc. (WY)	1233258	HP Copier 12/30/22-01/29/23	12/20/2022	42.23	.00		10-412-240
7400	Capital Business Systems Inc. (WY)	1233258	HP Copier 12/30/22-01/29/23	12/20/2022	42.23	.00		10-431-240
7400	Capital Business Systems Inc. (WY)	1233258	HP Copier 12/30/22-01/29/23	12/20/2022	21.12	.00		51-531-240
7400	Capital Business Systems Inc. (WY)	1233258	HP Copier 12/30/22-01/29/23	12/20/2022	21.12	.00		52-532-240
7400	Capital Business Systems Inc. (WY)	1233258	HP Copier 12/30/22-01/29/23	12/20/2022	42.22	.00		10-413-240
	Total Capital Business Systems Inc. (WY):				232.78	.00		
CARBON COUNTY CLERK								
1660	CARBON COUNTY CLERK	2022 ELECTIO	Primary Election Expense	12/15/2022	1,856.64	.00		10-411-240
1660	CARBON COUNTY CLERK	2022 ELECTIO	General Election Expense	12/15/2022	1,111.97	.00		10-411-240
	Total CARBON COUNTY CLERK:				2,968.61	.00		
CASPER COLLEGE								
1765	CASPER COLLEGE	419	Registration, virtual Fall trng for Marie 11/	12/19/2022	69.00	.00		10-411-235
	Total CASPER COLLEGE:				69.00	.00		
CenturyLINK								
7221	CenturyLINK	307-432-1330 0	data lines 12/16-1/15/23	12/14/2022	156.86	.00		10-421-280
	Total CenturyLINK:				156.86	.00		
DANA KEPNER Co.								
2180	DANA KEPNER Co.	2235674-00	water leak on main	12/06/2022	383.00	.00		51-531-251
2180	DANA KEPNER Co.	2235679-00	water leak on 803 w Main St	12/06/2022	159.30	.00		51-531-251
2180	DANA KEPNER Co.	2235686-00	Leak on Maple and River St	12/06/2022	1,935.40	.00		51-531-251

Item 5)

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Account Number
2180	DANA KEPNER Co.	2235713-00	water tap supplies	12/09/2022	3,087.85	.00		51-531-492
2180	DANA KEPNER Co.	2235714-00	water tap supplies	12/09/2022	52.95	.00		51-531-492
	Total DANA KEPNER Co.:				5,618.50	.00		
	ECONO SIGNS LLC							
2490	ECONO SIGNS LLC	10-979310	18"x24" Weight limit sign	12/01/2022	103.44	.00		10-431-240
	Total ECONO SIGNS LLC:				103.44	.00		
	ENERGY LABORATORIES, INC. (MA)							
2570	ENERGY LABORATORIES, INC. (MA)	521065	Analysis Parameter Nitrogen, Nitrate + Ni	12/05/2022	52.00	.00		51-531-498
2570	ENERGY LABORATORIES, INC. (MA)	522347	Lead and copper testing of drinking wate	12/11/2022	430.00	.00		51-531-498
2570	ENERGY LABORATORIES, INC. (MA)	524378	Analysis Parameter Haloacetic Acids, Pu	12/20/2022	302.00	.00		51-531-498
	Total ENERGY LABORATORIES, INC. (MA):				784.00	.00		
	Lewis & Lewis, Inc.							
7643	Lewis & Lewis, Inc.	3	SpringAv Utility & Street Impr Liq Damag	11/21/2022	43,500.00-	.00		51-531-724
7643	Lewis & Lewis, Inc.	3	SpringAv Utility & Street Impr Retention	11/21/2022	29,454.33-	.00		51-531-720
7643	Lewis & Lewis, Inc.	3	Spring Av Utility & Street Impr Progress	11/21/2022	589,086.50	.00		51-531-720
	Total Lewis & Lewis, Inc.:				516,132.17	.00		
	Nicole Reed							
7651	Nicole Reed	120922-01	overpayment utility account #2117011	12/09/2022	363.88	.00		01-117500
	Total Nicole Reed:				363.88	.00		
	Pitney Bowes Bank Inc Reserve Account							
7225	Pitney Bowes Bank Inc Reserve Account	122822-1	POstage reserve account	12/28/2022	142.86	.00		10-411-240
7225	Pitney Bowes Bank Inc Reserve Account	122822-1	POstage reserve account	12/28/2022	142.86	.00		10-412-240
7225	Pitney Bowes Bank Inc Reserve Account	122822-1	POstage reserve account	12/28/2022	142.86	.00		10-431-240
7225	Pitney Bowes Bank Inc Reserve Account	122822-1	POstage reserve account	12/28/2022	142.86	.00		52-532-240
7225	Pitney Bowes Bank Inc Reserve Account	122822-1	POstage reserve account	12/28/2022	142.86	.00		51-531-240
7225	Pitney Bowes Bank Inc Reserve Account	122822-1	POstage reserve account	12/28/2022	142.86	.00		10-421-240
7225	Pitney Bowes Bank Inc Reserve Account	122822-1	POstage reserve account	12/28/2022	142.84	.00		10-413-240
	Total Pitney Bowes Bank Inc Reserve Account:				1,000.00	.00		

Item 5)

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Account Number
Pitney Bowes Global Financial Serv LLC								
7432	Pitney Bowes Global Financial Serv LLC	3316739643	Postage machine lease	12/13/2022	64.71	.00		10-411-240
7432	Pitney Bowes Global Financial Serv LLC	3316739643	Postage machine lease	12/13/2022	64.71	.00		10-412-240
7432	Pitney Bowes Global Financial Serv LLC	3316739643	Postage machine lease	12/13/2022	60.39	.00		10-431-240
7432	Pitney Bowes Global Financial Serv LLC	3316739643	Postage machine lease	12/13/2022	60.39	.00		52-532-240
7432	Pitney Bowes Global Financial Serv LLC	3316739643	Postage machine lease	12/13/2022	60.39	.00		51-531-240
7432	Pitney Bowes Global Financial Serv LLC	3316739643	Postage machine lease	12/13/2022	60.39	.00		10-421-240
7432	Pitney Bowes Global Financial Serv LLC	3316739643	Postage machine lease	12/13/2022	60.39	.00		10-413-240
Total Pitney Bowes Global Financial Serv LLC:					431.37	.00		
Plattoga Holdings Inc								
7523	Plattoga Holdings Inc	SI-1102	Gravel River St. Water line repairs	12/06/2022	127.44	.00		51-531-251
7523	Plattoga Holdings Inc	SI-1104	Gravel Water line repairs stockpile	12/07/2022	4,647.71	.00		51-531-251
Total Plattoga Holdings Inc:					4,775.15	.00		
Smith Psychological Services LLC								
7541	Smith Psychological Services LLC	3482	Evaluation for Schrock	07/26/2022	400.00	.00		10-421-310
Total Smith Psychological Services LLC:					400.00	.00		
UNION TELEPHONE CO								
5630	UNION TELEPHONE CO	70001447 12/17	Phone 12/17-01/16/23	12/17/2022	71.69	.00		10-411-280
5630	UNION TELEPHONE CO	70001447 12/17	Phone 12/17-01/16/23	12/17/2022	54.81	.00		10-412-280
5630	UNION TELEPHONE CO	70001447 12/17	Phone 12/17-01/16/23	12/17/2022	113.85	.00		10-431-280
5630	UNION TELEPHONE CO	70001447 12/17	Phone 12/17-01/16/23	12/17/2022	71.69	.00		10-445-280
5630	UNION TELEPHONE CO	70001447 12/17	Phone 12/17-01/16/23	12/17/2022	54.82	.00		51-531-280
5630	UNION TELEPHONE CO	70001447 12/17	Phone 12/17-01/16/23	12/17/2022	54.82	.00		52-532-280
5630	UNION TELEPHONE CO	70102786 12/17	Phone 12/17-01/16/23	12/17/2022	67.69	.00		10-421-280
5630	UNION TELEPHONE CO	70122064 012/1	Phone 12/17-01/16/23	12/17/2022	584.20	.00		25-421-320
Total UNION TELEPHONE CO:					1,073.57	.00		
Whitlock Appraisal								
7630	Whitlock Appraisal	22M1BA21C	Appraisal Report Medical Center for Valle	12/28/2022	2,500.00	2,500.00	12/28/2022	10-411-538
Total Whitlock Appraisal:					2,500.00	2,500.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Account Number
	Winter Equipment Company							
7650	Winter Equipment Company	IV54030	Plow Marker 24" for plow trucks	12/14/2022	68.10	.00		10-431-248
Total Winter Equipment Company:					68.10	.00		
Grand Totals:					542,832.04	2,500.00		

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

TOWN OF SARATOGA

Check Register - NAMELESS

Page: 1

Pay Period Dates: 12/05/2022 - 12/18/2022

Jan 01, 2023 6:44PM

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
12/18/2022	PC	12/22/2022	51329	223		01-112000	27.70-
12/18/2022	PC	12/22/2022	51330	57		10-431-110	1,311.61-
12/18/2022	PC	12/22/2022	51332	199		01-112000	369.40-
12/18/2022	PC	12/22/2022	51333	19		01-112000	2,630.18-
12/18/2022	PC	12/22/2022	51335	135		10-212100	690.47-
12/18/2022	PC	12/22/2022	51336	134		52-532-110	2,018.40-
12/18/2022	PC	12/22/2022	51337	39		10-431-110	1,220.77-
12/18/2022	PC	12/22/2022	1222202	46		10-212500	1,518.32-
12/18/2022	PC	12/22/2022	1222202	49		10-421-110	1,942.48-
12/18/2022	PC	12/22/2022	1222202	61		10-212100	3,206.20-
12/18/2022	PC	12/22/2022	1222202	78		10-212300	1,227.10-
12/18/2022	PC	12/22/2022	1222202	86		01-112000	418.04-
12/18/2022	PC	12/22/2022	1222202	111		10-212100	1,302.29-
12/18/2022	PC	12/22/2022	1222202	112		10-212100	1,161.57-
12/18/2022	PC	12/22/2022	1222202	88		10-212200	1,228.07-
12/18/2022	PC	12/22/2022	1222202	74		10-212500	2,040.36-
12/18/2022	PC	12/22/2022	1222202	201		01-112000	273.43-
12/18/2022	PC	12/22/2022	1222202	202		10-410-110	1,400.42-
12/18/2022	PC	12/22/2022	1222202	216		10-442-110	287.70-
12/18/2022	PC	12/22/2022	1222202	217		10-212100	287.70-
12/18/2022	PC	12/22/2022	1222202	219		10-212200	1,730.98-
12/18/2022	PC	12/22/2022	1222202	220		10-212100	2,218.51-
12/18/2022	PC	12/22/2022	1222202	225		01-112000	475.88-
12/18/2022	PC	12/22/2022	1222202	226		10-212100	1,025.27-
12/18/2022	PC	12/22/2022	1222202	227		10-212100	102.74-
12/18/2022	PC	12/22/2022	1222202	235		10-212100	1,752.65-
12/18/2022	PC	12/22/2022	1222202	239		01-112000	643.32-
12/18/2022	PC	12/22/2022	1222202	242		51-531-110	938.91-
12/18/2022	PC	12/22/2022	1222202	243		10-212100	445.05-
12/18/2022	PC	12/22/2022	1222202	229		01-112000	87.73-
12/18/2022	PC	12/22/2022	1222202	238		01-112000	83.11-
12/18/2022	PC	12/22/2022	1222202	40		10-212200	1,748.78-
12/18/2022	PC	12/22/2022	1222202	221		10-212200	1,334.75-
Grand Totals:							37,149.89-
				33			

Report Criteria:

Paid transmittals included

Begin Date: ALL

End Date: ALL

Transmittal Transaction.Check number = 51339,122320221,122720221,051338

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount	GL Updated	Check Date
51338									
3	GREAT-WEST TRUST CO	51338	12/18/2022	55-01	457 CONTRIBUTION Deferred Comp - Pre Tax Pay Period: 12/18/2022	10-212500	145.00	No	12/23/2022
3	GREAT-WEST TRUST CO	51338	12/18/2022	55-02	457 CONTRIBUTION Deferred Comp - Roth Pay Period: 12/18/2022	10-212500	80.00	No	12/23/2022
Total 51338:							225.00		
51339									
11	AFLAC BENEFIT SERVIC	51339	11/06/2022	71-01	AFLAC monthly ins premium AFLAC Services/after tax Pay Period: 11/6/2	10-212500	48.47	No	12/23/2022
11	AFLAC BENEFIT SERVIC	51339	11/06/2022	71-06	AFLAC monthly ins premium AFLAC Benefit Services Pay Period: 11/6/20	10-212500	266.34	No	12/23/2022
11	AFLAC BENEFIT SERVIC	51339	11/20/2022	71-01	AFLAC monthly ins premium AFLAC Services/after tax Pay Period: 11/20/	10-212500	48.47	No	12/23/2022
11	AFLAC BENEFIT SERVIC	51339	11/20/2022	71-06	AFLAC monthly ins premium AFLAC Benefit Services Pay Period: 11/20/2	10-212500	266.34	No	12/23/2022
Total 51339:							629.62		
122320221									
16	DEARBORN L LIFE INSU	122320221	11/20/2022	91-00	GROUP/ACCOUNT # 0000310079 - 1 Life Insurance Pay Period: 11/20/2	10-212700	66.77	No	12/23/2022
16	DEARBORN L LIFE INSU	122320221	12/18/2022	91-00	Adjustment for employee	10-212700	3.67-	No	12/23/2022
Total 122320221:							63.10		
122720221									
1	EFTPS -TAXES	122720221	12/18/2022	74-00	FICA/FWT/WITHHOLDING DEPOSIT Social Security Pay Period: 12/18/2	10-212100	2,922.23	No	12/23/2022
1	EFTPS -TAXES	122720221	12/18/2022	74-00	FICA/FWT/WITHHOLDING DEPOSIT Social Security Pay Period: 12/18/2	10-212100	2,922.23	No	12/23/2022
1	EFTPS -TAXES	122720221	12/18/2022	75-00	FICA/FWT/WITHHOLDING DEPOSIT Medicare Pay Period: 12/18/2022	10-212100	683.43	No	12/23/2022
1	EFTPS -TAXES	122720221	12/18/2022	75-00	FICA/FWT/WITHHOLDING DEPOSIT Medicare Pay Period: 12/18/2022	10-212100	683.43	No	12/23/2022
1	EFTPS -TAXES	122720221	12/18/2022	76-00	FICA/FWT/WITHHOLDING DEPOSIT Federal Withholding Tax Pay Period	10-212200	4,345.50	No	12/23/2022
Total 122720221:							11,556.82		
Grand Totals:							12,474.54		

RESOLUTION NO. 2023-01

**FINANCIAL ASSISTANCE FOR COMMUNITIES WITH POPULATIONS
BETWEEN 1,500 AND 5,000**

WHEREAS, cities and towns in Wyoming with populations over 1,500 are responsible for the cleaning and maintenance of storm sewers; the cleaning, sweeping and washing of all streets and highways; and snow removal from all streets and highways within their corporate limits; and

WHEREAS, the Department of Transportation is responsible for the above-mentioned maintenance activities on State Highways in towns with populations of less than 1,500; and

WHEREAS, those towns with populations over 5,000 participate in the Transportation Commission's urban program, thereby receiving federal-aid funds for improvement of their roads inside urban limits; and

WHEREAS, the 56th Wyoming State Legislature passed House Bill 14 (Enrolled Act No. 6, Chapter 21, Session Laws 2000) that adds the following to W.S. 24-2-111(a)(ii); "Notwithstanding any other provision of law, the Transportation Commission may contribute financial assistance to any city or town with a population between fifteen hundred (1,500) and five thousand (5,000) that is performing its duties under this paragraph in a total amount not to exceed twenty dollars (\$20.00) per capita annually to the city or town"; and

WHEREAS, the Commission recognized the inequity of state support and/or federal funding for those communities between 1,500 and 5,000, prior to the passage of House Bill 14 and acknowledges the legislation was passed to correct those inequities; and

NOW, THEREFORE, BE IT RESOLVED the Wyoming Department of Transportation provide funding of \$20.00 per capita each fiscal year to towns in Wyoming with populations between 1,500 and 5,000, using the latest decennial census adjusted for incorporated boundary changes, providing;

- (a) the community complies with its statutory responsibilities outlined in W.S. 24-2-111; and
- (b) the community has not purposefully kept sections of state highways outside the corporate limits in order to avoid its responsibilities as outlined in Wyoming Statute 24-2-111; and

BE IT RESOLVED that payments be made in two equal installments each state fiscal year, one on July 1st, and one on January 1st, starting on July 1, 2023; and

BE IT FURTHER RESOLVED that prior to each fiscal year the governing body of the Town of Saratoga must certify to the Department that they understand and will comply with W.S. 24-2-111 in order to receive funding.

PASSED APPROVED and ADOPTED this 3rd day of January 2023.

Chuck Davis, Mayor

ATTEST:

Marie Christen,
Clerk

treasurer@saratogawyo.org

From: treasurer@saratogawyo.org
Sent: Thursday, December 15, 2022 8:17 PM
To: creedjames44@gmail.com; jnelson@northforkeng.com; ron.hutchins@kiewit.com; djcamp@union-tel.com; Kathy Beck
Cc: clerk@saratogawyo.org; Stuart K. Webster
Subject: F-66 Wyoming Department of Audit report
Attachments: 2022 F-66.pdf; Saratoga Proof of Cash RNB Checking.pdf; Saratoga Proof of Cash WyoStar Accounts.pdf; Saratoga Summary and Self-Audit.pdf

Hello All

This week, our 2022 annual F-66 audit report was edited, resubmitted to, and accepted by WY Department of Audit. The financial period reported is from 7/1/21 through 6/30/22. Please review the attached reports, and I will research and answer any questions.

<u>Form</u>	<u>date submitted</u>	<u>Status</u>
• 2022 F-66	12/13/22	Accepted 12/15/22
• Proof of Cash RNB	10/5/2022	To be reviewed in December
• Proof of Cash WyoStar	10/5/2022	To be reviewed in December
• Summary and Self-Audit	10/5/22	To be reviewed in December

The State requires that Council accept the F-66 and that it be recorded in the minutes with the date, a statement that the report has been reviewed and accepted by all Members and any discussion, and that Members of the Council have access to log on to the Town's F-66 account. I've requested the F-66 topic be included in the next meeting agenda.

Please be advised that the WY Department of Audit recommends that Council regularly review the items and perform the tasks on self-audit checklist. The purpose is to demonstrate and document regular, active oversight of the Town's methods of handling financial matters to prevent errors and mishandling of funds, and this will be important in the event of audit by Wyoming.

Items to note on the F-66 form

1. Part VII Reconciliation Line g. shows "Unknown" \$13,810, which represents the amount that could not be reconciled. Per WY D/Audit, this amount is within Wyoming's acceptable reconcilable range due to the overall funds that flow through Saratoga. Therefore, our 2022 F-66 form was accepted.
2. Part VII Reconciliation Line F. shows "Landfill Receivables" \$72,8734.27. While updating the F-66, it came to my attention that the 6/30/22 Landfill Fund Balance Sheet shows a Credit balance of \$72,834.27 in Accounts Receivable and Debit balance of \$153,760.63 in Cash – Combined Fund.

Accounting information to note

The Landfill Fund Accounts Receivable transaction activity shows that payments have been coded into the Landfill GL every month; no billings were recorded but some months had billing adjustments. I am currently investigating the nature of these transactions, how to resolve them, and determine if they need to be applied to a different fund since the Town has not operated the Landfill since ~2020.

My initial thought is that Caselle was not correctly reconfigured to distribute the received utility payments after the time Landfill billing was shut off. I will investigate the issue with Caselle and recommend the next steps for consideration. Please let me know your thoughts, I will appreciate your insight.

Thanks,
Georgia



Georgia Gayle
Town of Saratoga
Town Treasurer
P: (307) 326-8335
treasurer@saratogawyo.org

TOWN OF SARATOGA

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

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Phone: 307-326-8335

Fax: 307-326-8941

Email: townhall@saratogawyo.org

Mayor Chuck Davis

Councilman Michael Cooley

Councilwoman Kathy Beck

Councilwoman Jerry Fluty

Councilman Jacob Fluty

January 3, 2022

NSF Checks Policy

Rules and fee of \$30.00 regarding NSF checks written to the Town of Saratoga will start as of January 1, 2023, per state statute included here:

WY Stat § 1-1-115

(a) Any person who issues a check which is not paid because the check has been dishonored for any reason has thirty (30) days following the date of a written demand mailed to the drawer of the check by United States postal service certificate of mailing at the address shown on the check or his last known address or personally served pursuant to the Wyoming Rules of Civil Procedure, to pay to the holder of the check the amount of the check and a collection fee not to exceed thirty dollars (\$30.00). The demand shall state that the drawer is required to pay the value of the check and the collection fee demanded and shall state the collection fee provided for in this section.

(b) Any person who fails to pay the amount of the check and the collection fee as set forth in subsection (a) of this section within thirty (30) days following the date of a written demand, mailed to or served on the drawer in accordance with subsection (a) of this section, is liable to the holder of the check for three (3) times the amount of the check, but in no case less than one hundred dollars (\$100.00), a collection fee of thirty dollars (\$30.00), and court costs.



PERSONNEL ACTION FORM

NAME OF EMPLOYEE	JOB TITLE	DEPARTMENT
Jaida Jennings	Open Gym Supervisor	Rec

Type of Personnel Action:

Offer of Employment: ☐Salary Increase: ☐Promotion: ☐Service Commendation: ☐Termination of Employment: ☐Disciplinary Order: ☐Other: ☒

NARRATIVE DESCRIPTION OF ACTION:

Jaida will change positions with the town from Lifeguard to Open Gym Supervisor through the school year.

Also a salary change will occur from \$11.00 per hour to \$10.00 per hour.



Employee: Jaida JenningsSupervisor: Sarah YlinMAYOR: Greg JamesDATE: 12/13/22

Town of Saratoga
Spring Ave Utility & Street Improvement

CONTRACTOR:
Kilgore Companies LLC dba Lewis & Lewis, Inc.
370 A Blairtown Rd.
Rock Springs, WY 82901

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of work done under the Contract referred to above have been applied on account to discharge CONTRACTOR's legitimate obligations incurred in connection with work covered by all Payment Application History listed; (2) title of all work, materials, and equipment incorporated in said work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all liens, security interests and encumbrances (except such as are covered by a Bond acceptable to OWNER indemnifying OWNER against and such lien, security interest or encumbrance); (3) The Contractor agrees to pay each subcontractor/supplier for performance included in this Payment Application no later than 30 days from the receipt of payment the Contractor receives from the OWNER.

I have reviewed and recommend payment of **AMOUNT DUE THIS APPLICATION #4**

	12/20/2022
Josh Morris, PE	Date
T-O Engineers	
	Construction Manager
Caleb Tygum	Title
Kilgore Companies LLC dba Lewis & Lewis, Inc.	
City Representative	Title
Town of Saratoga	

Project Pay Estimate # 4

Pay Period: November 21st - December 20th

	<i>AIP Eligible</i>
Original Contract Price	\$2,105,653.00
Net Change by Change Orders	\$0.00
Current Contract Price	\$2,105,653.00
Materials in Storage	\$0.00
Total Work Completed	\$1,664,135.70
Total Completed Work, Change Orders, & Materials in Storage Due to Date	\$1,664,135.70
Retainage 5%	\$83,206.79
Total Completed Work, Change Orders, and Materials in Storage to Date less Retainage	\$1,580,928.91
Less Previous Applications for Payment	\$1,439,207.73
AMOUNT DUE THIS APPLICATION	\$141,721.18
Liquidated Damages Due This Pay Estimate:	\$50,750.00
AMOUNT DUE THIS APPLICATION MINUS LIQUIDATED DAMAGES	\$90,971.18

PAYMENT APPLICATION HISTORY		RECORD OF CHANGE ORDERS	
Pay Estimate #1	\$454,422.48	Change Order 1	\$0.00
Pay Estimate #2	\$421,969.57	Change Order 2	\$0.00
Pay Estimate #3	\$562,795.68	Change Order 3	\$0.00
Pay Estimate #4	\$0.00	Change Order 4	\$0.00
Pay Estimate #5	\$0.00		
Pay Estimate #6	\$0.00		
Pay Estimate #7	\$0.00		
Pay Estimate #8	\$0.00		
Pay Estimate #9	\$0.00		
Pay Estimate #10	\$0.00		
Pay Estimate #11	\$0.00		
Pay Estimate #12	\$0.00		
		TOTAL	\$0.00
		LIQUIDATED DAMAGES	
		Liquidated Damages #1	\$43,500.00
		Liquidated Damages #2	\$50,750.00
		Total LD's	\$94,250.00
TOTAL TO DATE	\$1,439,207.73		

Progress Estimate

Contractor's Application

Project:	Spring Ave. Utility & Street Improvement	Application Number:	4
Application Period:	11/21/2022 - 12/20/2022	Application Date:	12/20/2022

A					B			C	D	E	F		G
Item		Original Bid Quantity	Units	Unit Price	Bid Value	Estimated Quantity Installed This Period	Value This Period	Total Estimated Quantity Installed	Value To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	%(F/B)	Balanced to Finish (B - F)
Bid Item No.	Description												
	General												
1	Mobilization	1.00	LS	\$200,000.00	\$ 200,000.00		\$ -	0.9	\$ 180,000.00		\$ 180,000.00	100.0%	\$ 20,000.00
2	Dewatering	1.00	LS	\$265,000.00	\$ 265,000.00		\$ -	1	\$ 265,000.00		\$ 265,000.00	100.0%	\$ -
3	Exploratory Excavation	50.00	HR	\$345.00	\$ 17,250.00		\$ -	40	\$ 13,800.00		\$ 13,800.00	80.0%	\$ 3,450.00
4	Surveying and Testing	1.00	LS	\$63,250.00	\$ 63,250.00		\$ -	0.9	\$ 56,925.00		\$ 56,925.00	90.0%	\$ 6,325.00
	Demolition						\$ -		\$ -		\$ -	0.0%	\$ -
5	Asphalt Removal	8,500.00	SY	\$9.65	\$ 82,025.00		\$ -	8500	\$ 82,025.00		\$ 82,025.00	100.0%	\$ -
6	Concrete Removal	50.00	SY	\$74.00	\$ 3,700.00	25	\$ 1,850.00	35	\$ 2,590.00		\$ 2,590.00	70.0%	\$ 1,110.00
	Water Design												
7	4" PVC C900 DR-18	20.00	LF	\$267.00	\$ 5,340.00		\$ -		\$ -		\$ -	0.0%	\$ 5,340.00
8	6" PVC C900 DR-18	40.00	LF	\$225.00	\$ 9,000.00		\$ -	40	\$ 9,000.00		\$ 9,000.00	100.0%	\$ -
9	8" PVC C900 DR-18	120.00	LF	\$170.00	\$ 20,400.00	43	\$ 7,310.00	120	\$ 20,400.00		\$ 20,400.00	100.0%	\$ -
10	12" PVC C900 DR-18	1,800.00	LF	\$132.50	\$ 238,500.00		\$ -	1639	\$ 217,167.50		\$ 217,167.50	91.1%	\$ 21,332.50
11	(Boring) Water Main Encasement 36" Casing	100.00	LF	\$805.00	\$ 80,500.00		\$ -	100	\$ 80,500.00		\$ 80,500.00	100.0%	\$ -
12	Water Main Ecasement, 20"	20.00	LF	\$290.00	\$ 5,800.00		\$ -	20	\$ 5,800.00		\$ 5,800.00	100.0%	\$ -
13	Casing Spacers	5.00	EA	\$100.00	\$ 500.00		\$ -	5	\$ 500.00		\$ 500.00	100.0%	\$ -
14	Casing End Seal	2.00	EA	\$125.00	\$ 250.00		\$ -	2	\$ 250.00		\$ 250.00	100.0%	\$ -
15	12"x4" DI Reducer W/ MJ & Megalug Pack	2.00	EA	\$3,170.00	\$ 6,340.00		\$ -		\$ -		\$ -	0.0%	\$ 6,340.00
16	12"x6" DI Reducer W/ MJ & Megalug Pack	1.00	EA	\$2,020.00	\$ 2,020.00	1	\$ 2,020.00	1	\$ 2,020.00		\$ 2,020.00	100.0%	\$ -
17	12"x8" DI Reducer W/ MJ & Megalug Pack	1.00	EA	\$3,045.00	\$ 3,045.00		\$ -	1	\$ 3,045.00		\$ 3,045.00	100.0%	\$ -
18	12"x10" DI Reducer W/ MJ & Megalug Pack	1.00	EA	\$3,250.00	\$ 3,250.00		\$ -	1	\$ 3,250.00		\$ 3,250.00	100.0%	\$ -
19	12"x14" DI Reducer W/ MJ & Megalug Pack	1.00	EA	\$3,355.00	\$ 3,355.00		\$ -		\$ -		\$ -	0.0%	\$ 3,355.00
20	8"x6" DI Reducer W/ MJ & Megalug Pack	3.00	EA	\$3,580.00	\$ 10,740.00		\$ -	3	\$ 10,740.00		\$ 10,740.00	100.0%	\$ -
21	12"x12"x6" DI Tee W/ MJ & Megalug Pack	1.00	EA	\$5,645.00	\$ 5,645.00		\$ -	1	\$ 5,645.00		\$ 5,645.00	100.0%	\$ -
22	12"x12"x8" DI Tee W/ MJ & Megalug Pack	3.00	EA	\$5,740.00	\$ 17,220.00		\$ -	3	\$ 17,220.00		\$ 17,220.00	100.0%	\$ -
23	12"x12"x12" DI Tee W/ MJ Megalug Pack	3.00	EA	\$5,475.00	\$ 16,425.00		\$ -	1	\$ 5,475.00		\$ 5,475.00	33.3%	\$ 10,950.00
24	12"x12"x12"x12" DI Cross W/ MJ & Megalug Pack	1.00	EA	\$8,520.00	\$ 8,520.00		\$ -		\$ -		\$ -	0.0%	\$ 8,520.00
25	4" 45 DI Bend W/ MJ & Megalug Pack	4.00	EA	\$2,730.00	\$ 10,920.00		\$ -		\$ -		\$ -	0.0%	\$ 10,920.00
26	6" 45 DI Bend W/ MJ & Megalug Pack	6.00	EA	\$2,210.00	\$ 13,260.00		\$ -	6	\$ 13,260.00		\$ 13,260.00	100.0%	\$ -
27	8" 45 DI Bend W/ MJ & Megalug Pack	2.00	EA	\$2,885.00	\$ 5,770.00		\$ -	2	\$ 5,770.00		\$ 5,770.00	100.0%	\$ -
28	12" 45 DI Bend W/ MJ & Megalug Pack	12.00	EA	\$2,930.00	\$ 35,160.00	3	\$ 8,790.00	9	\$ 26,370.00		\$ 26,370.00	75.0%	\$ 8,790.00
29	6" 90 DI Bend W/ MJ & Megalug Pack	1.00	EA	\$1,765.00	\$ 1,765.00		\$ -		\$ -		\$ -	0.0%	\$ 1,765.00
30	Fire Hydrant Assembly, 6' Bury	3.00	EA	\$15,780.00	\$ 47,340.00	1	\$ 15,780.00	3	\$ 47,340.00		\$ 47,340.00	100.0%	\$ -
31	Gate Valve, 6" DI W/ MJ & Megalug Pack	3.00	EA	\$3,330.00	\$ 9,990.00	1	\$ 3,330.00	3	\$ 9,990.00		\$ 9,990.00	100.0%	\$ -
32	Gate Valve, 8" DI W/ MJ & Megalug Pack	3.00	EA	\$4,070.00	\$ 12,210.00		\$ -	3	\$ 12,210.00		\$ 12,210.00	100.0%	\$ -
33	Gate Valve, 12" DI W/ MJ & Megalug Pack	10.00	EA	\$6,260.00	\$ 62,600.00		\$ -	10	\$ 62,600.00		\$ 62,600.00	100.0%	\$ -
34	Service Clamp, Bronze Double Strap, Bronze Saddle	25.00	EA	\$338.00	\$ 8,450.00	11	\$ 3,718.00	20	\$ 6,760.00		\$ 6,760.00	80.0%	\$ 1,690.00
35	Corporation Stop, 3/4" Service Size	24.00	EA	\$110.00	\$ 2,640.00	10	\$ 1,100.00	19	\$ 2,090.00		\$ 2,090.00	79.2%	\$ 550.00
36	Corporation Stop, 2" Service Size	1.00	EA	\$450.00	\$ 450.00	1	\$ 450.00	1	\$ 450.00		\$ 450.00	100.0%	\$ -
37	Polyethylene Service Pipe, 3/4" C-901	850.00	LF	\$50.00	\$ 42,500.00	531	\$ 26,550.00	725	\$ 36,250.00		\$ 36,250.00	85.3%	\$ 6,250.00
38	Polyethylene Service Pipe, 2" C-901	23.00	LF	\$125.00	\$ 2,875.00	23	\$ 2,875.00	23	\$ 2,875.00		\$ 2,875.00	100.0%	\$ -

39	Bedding	2,720.00	LF	\$42.10	\$ 114,512.00	597	\$ 25,133.70	2687	\$ 113,122.70		\$ 113,122.70	98.8%	\$ 1,389.30
40	Curb Stop, 3/4", W/ Minneapolis Style Threaded Box	24.00	EA	\$280.00	\$ 6,720.00	10	\$ 2,800.00	19	\$ 5,320.00		\$ 5,320.00	79.2%	\$ 1,400.00
41	Curb Stop, 2" , W/ Minneapolis Style Threaded Box	1.00	EA	\$936.00	\$ 936.00	1	\$ 936.00	1	\$ 936.00		\$ 936.00	100.0%	\$ -
42	4", 6", 8", 10" Caps and Accy Pack	9.00	EA	\$1,250.00	\$ 11,250.00	2	\$ 2,500.00	7	\$ 8,750.00		\$ 8,750.00	77.8%	\$ 2,500.00
43	Storm Pipe Install & Storm Inlet	140.00	LF	\$124.00	\$ 17,360.00		\$ -	140	\$ 17,360.00		\$ 17,360.00	100.0%	\$ -
	Surface Improvements												
44	Mainline Asphalt Paving (4" Asphalt/ 6" Base)	6,800.00	SY	\$54.50	\$ 370,600.00		\$ -	2310	\$ 125,895.00		\$ 125,895.00	34.0%	\$ 244,705.00
45	Side Street Paving & Patching (4" Asphalt/ 6" Base)	1,700.00	SY	\$58.50	\$ 99,450.00		\$ -	1150	\$ 67,275.00		\$ 67,275.00	67.6%	\$ 32,175.00
46	Concrete Valley Gutter, Variable Width (6" Concrete/ 4" Base)	1,026.00	SY	\$135.50	\$ 139,023.00	325	\$ 44,037.50	799	\$ 108,264.50		\$ 108,264.50	77.9%	\$ 30,758.50
47	Concrete Sidewalk (4" Concrete/ 4" Base)	127.00	SY	\$111.00	\$ 14,097.00		\$ -	45	\$ 4,995.00		\$ 4,995.00	35.4%	\$ 9,102.00
48	Detectable Warning Plate (2'x5', Cast Iron)	11.00	EA	\$700.00	\$ 7,700.00		\$ -	7	\$ 4,900.00		\$ 4,900.00	63.6%	\$ 2,800.00
	Totals				\$ 2,105,653.00		\$ 149,180.20		\$ 1,664,135.70		\$ 1,664,135.70	79.0%	\$ 441,517.30

PO Box 1192
Saratoga, WY 82331

Invoice

Invoice #: 148
Invoice Date: 1/3/2023
Due Date: 2/4/2023
Project:
P.O. Number:

Bill To:

Town of Saratoga
PO Box 486
Saratoga, WY 82331

Date	Description	Amount
1/3/2023	FY 2023 3rd Quarter Ambulance Service Payment	12,675.00

Happy New Year!

Total	\$12,675.00
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Payments/Credits	\$0.00
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Balance Due	\$12,675.00
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Phone #

(307) 761-8113

E-Mail

bookkeeper@scwems.org