



TOWN COUNCIL REGULAR MEETING JANUARY 07, 2026 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 Chuck Davis __Councilman Cooley __Councilman Oxford
__Councilman Fluty __Councilman Barkhurst

APPROVAL OF THE AGENDA

APPROVAL OF THE MINUTES

- [3\)](#) December 17, 2025 Meeting Minutes

APPROVAL OF THE BILLS

- 4) Deposits - \$52,302.62
- [5\)](#) Accounts Payable - \$27,306.72
- [6\)](#) Transmittals - \$36,871.77
- [7\)](#) Payroll - \$82,282.23

CORRESPONDENCE

- [8\)](#) Board of County Commissioners - Town Contributions to Carbon County Library Branch
- 9) Platte Valley Chamber - Fishing Derby Update

ITEMS FROM THE PUBLIC

COUNCIL COMMENTS

REPORTS FROM DEPARTMENTS

Town Hall

- 10) Designation of Official Depository
- 11) Designation of Official Newspaper
- [12\)](#) Internship Program - Resolution 2026-01

Police Department

Fire Department

Recreation Department

Next meeting is February 2, 2026 at 6:00 PM at the Town Hall Council Chambers

Department of Public Works

[13\)](#) DPW Work Truck Quote

REPORTS FROM BOARDS AND COMMISSIONS

Planning Commission

Next meeting is January 13, 2026 at 5:30 PM at the Town Hall Council Chambers

Water and Sewer Joint Power Board

Next meeting is January 14, 2026 at 6:00 PM at the PVCC

Recreation Commission

Next meeting is February 2, 2026 at 6:00 PM at the Town Hall Council Chambers

Saratoga Airport Advisory Board

Next meeting is January 12, 2026 at 3:30 PM at the Town Hall Council Chambers

South Central Wyoming Emergency Medical Services Board

Next meeting is January 20, 2026 at 6:00 PM at Saratoga Ambulance Barn

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 at HH:MM PM

FURTHER BUSINESS

ADJOURNMENT

**THE NEXT TOWN COUNCIL MEETING WILL BE ON
WEDNESDAY, JANUARY 21, 2026 AT 6:00 PM.**



**TOWN COUNCIL REGULAR MEETING
DECEMBER 17, 2025 at 6:00 PM**

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

MINUTES

CALL TO ORDER

Mayor Chuck Davis called meeting to order at 6:00 PM

- 1) Opening Ceremony
 - 2) Roll Call: __Mayor Chuck Davis __Councilman Cooley __Councilman Oxford
__Councilman Fluty __Councilman Barkhurst
- All members of Council were present

APPROVAL OF THE AGENDA

Motion to approve agenda for December 17, 2025, made by Councilman Oxford, second by Councilman Cooley. Motion carried.

APPROVAL OF THE MINUTES

- 3) Meeting Minutes - December 3, 2025
Motion to approve Meeting Minutes from December 3, 2025, made by Councilman Cooley, second by Councilman Oxford. Motion carried.

APPROVAL OF THE BILLS

Motion to approve all financials from December 17, 2025, made by Councilman Barkhurst, second by Councilman Cooley. Motion carried.

- 4) Deposits - \$310,147.05
- 5) Accounts Payable - \$78,006.49
- 6) Transmittals - \$23,093.72
- 7) Payroll - \$43,072.28

CORRESPONDENCE

ITEMS FROM THE PUBLIC

COUNCIL COMMENTS

REPORTS FROM DEPARTMENTS

Town Hall

- 8) Christmas Holiday Hours
Motion to approve Christmas Holiday Hours as Dec. 24 8AM - 1 PM, closed Dec. 25-26, made by Councilman Barkhurst, second by Cooley. Motion carried.
- 9) Civic Plus - Town Website Contract
Motion to approve quote to Civic Plus for the Town Website in the amount of \$4600.00, made by Councilman Cooley, second by Councilman Barkhurst. Motion carried.
- 10) Mountain West
Motion to purchase Standalone Tower (Option 2), with Mountain West Technologies made by Councilman Cooley, second by Councilman Oxford. Motion carried.

Police Department

Motion to approve purchase from Rock Solid in the amount of \$1,500.00 for a Ballistic Vest for Part Time Officer Briana Fall, made by Councilman Cooley, second by Councilman Fluty. Motion carried.

- 11) Must Love Dogs Sanctuary - Covered Seating Area
Motion to approve Must Love Dogs Sanctuary to fund a covered seating area at the Dog Park, made by Councilman Cooley, second by Councilman Barkhurst. Motion carried.
- 12) Motorola - Quote \$10,310.52 - Radio Update (SHSP Grant)
Motion to approve quote from Motorola in the amount of \$10,310.52 to update radios, made by Councilman Cooley, second by Councilman Oxford. Motion carried.

Fire Department**Recreation Department**

Next meeting is January 5, 2026 at 6:00 PM at the Town Hall Council Chambers

- 13) Leslie's Poolmart - Robotic Pool Cleaner - \$1,999.00
Motion to approve purchase of Pool Vacuum in the amount of \$1,999.00 from Leslie's Poolmart, made by Councilman Cooley, second by Councilman Oxford. Motion carried.
- 14) Rec Supply Quote - QTE104139 - \$23,096.84 - Pool Cover
Motion to approve purchase of a Pool Cover from Rec Supply in the amount of \$23,096.84, made by Councilman Barkhurst, second by Councilman Fluty. Motion carried.

Department of Public Works

- 15) Property Purchase
Motion to move ahead with the proposed purchase of land in the industrial area of town, made by Councilman Fluty, second by Councilman Barkhurst. Motion carried.
- 16) Skid Steer Repair/Replacement
- 17) Various Project Updates

REPORTS FROM BOARDS AND COMMISSIONS**Planning Commission**

Next meeting is January 13, 2026 at 5:30 PM at the Town Hall Council Chambers

- 18) Letter of Interest - Johnny Portillo

Motion to appoint McCall Burau, Jodell Honess, and Johnny Portillo to the Planning and Zoning Commission, made by Councilman Cooley, second by Councilman Oxford. Motion carried

- 19) Ordinance 890 - Bennett Zone Change - 2nd Reading
Motion to approve Ordinance 890 – Bennett Zone Change on the second reading, made by Councilman Cooley, second by Councilman Oxford. Motion carried.
- 20) Zoning Map

Water and Sewer Joint Power Board

Next meeting is January 14, 2026 at 6:00 PM at the PVCC

Recreation Commission

Next meeting is January 5, 2026 at 6:00 PM at the Town Hall Council Chambers

Saratoga Airport Advisory Board

Next meeting is January 12, 2026 at 3:30 PM at the Town Hall Council Chambers

- 21) Lance Grubb - Letter of Interest
Motion to approve appointment of Lance Grubb to the Saratoga Advisory Board, made by Councilman Barkhurst, second by Councilman Fluty. Motion carried.

South Central Wyoming Emergency Medical Services Board

Next meeting is January 19, 2026 at 6:00 PM Saratoga Ambulance Barn

- 22) Board Member - Steve Martin
- 23) Meeting Minutes - November 17, 2025
- 24) Special Meeting Minutes - November 25, 2025

NEW BUSINESS

**EXECUTIVE SESSION
FURTHER BUSINESS**

ADJOURNMENT

Motion to adjourn meeting at 7:40PM, made by Councilman Cooley, second by Councilman Barkhurst. Motion carried.

**THE NEXT TOWN COUNCIL MEETING WILL BE ON
WEDNESDAY, JANUARY 7, 2026 AT 6:00 PM.**

Mayor Chuck Davis

Jennifer Anderson, Town Clerk

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 Acct No	GL Period
Black Hills Energy									
3400	Black Hills Energy	11/14/25-12/16/	Acct# 4893 8916 95-Meter# BHE47050	12/18/2025	165.35	.00		10-422-270	1225
3400	Black Hills Energy	11/14/25-12/16/	Acct# 6102 9457 17-Meter# BHE66466	12/18/2025	256.54	.00		51-531-270	1225
3400	Black Hills Energy	11/14/25-12/16/	Acct# 6102 9457 17-Meter# BHE66466	12/18/2025	256.55	.00		52-532-270	1225
3400	Black Hills Energy	11/14/25-12/16/	Acct# 6106 0330 32-Meter# BHE30707	12/18/2025	599.14	.00		10-431-270	1225
3400	Black Hills Energy	11/14/25-12/16/	Acct# 6113 7275 62-Meter# BHE57941	12/18/2025	436.23	.00		10-422-270	1225
3400	Black Hills Energy	11/14/25-12/16/	Acct# 7953 7231 14-Meter# SG528271	12/18/2025	104.40	.00		10-411-270	1225
3400	Black Hills Energy	11/14/25-12/16/	Acct# 7953 7231 14-Meter# SG528271	12/18/2025	104.41	.00		10-421-270	1225
Total Black Hills Energy:					1,922.62	.00			
Capital Business Systems Inc - WY									
7400	Capital Business Systems Inc - WY	1587559	USC Contract# 15178-01-1/7/26 to 2/6/	12/29/2025	69.27	.00		10-411-280	1225
7400	Capital Business Systems Inc - WY	1587559	USC Contract# 15178-01-1/7/26 to 2/6/	12/29/2025	69.27	.00		10-412-280	1225
7400	Capital Business Systems Inc - WY	1587559	USC Contract# 15178-01-1/7/26 to 2/6/	12/29/2025	69.27	.00		10-413-280	1225
7400	Capital Business Systems Inc - WY	1587559	USC Contract# 15178-01-1/7/26 to 2/6/	12/29/2025	184.71	.00		10-421-280	1225
7400	Capital Business Systems Inc - WY	1587559	USC Contract# 15178-01-1/7/26 to 2/6/	12/29/2025	38.48	.00		10-431-280	1225
7400	Capital Business Systems Inc - WY	1587559	USC Contract# 15178-01-1/7/26 to 2/6/	12/29/2025	38.48	.00		10-441-280	1225
7400	Capital Business Systems Inc - WY	1587559	USC Contract# 15178-01-1/7/26 to 2/6/	12/29/2025	38.48	.00		10-442-280	1225
7400	Capital Business Systems Inc - WY	1587559	USC Contract# 15178-01-1/7/26 to 2/6/	12/29/2025	38.48	.00		10-445-280	1225
7400	Capital Business Systems Inc - WY	1587559	USC Contract# 15178-01-1/7/26 to 2/6/	12/29/2025	69.27	.00		42-533-270	1225
7400	Capital Business Systems Inc - WY	1587559	USC Contract# 15178-01-1/7/26 to 2/6/	12/29/2025	76.96	.00		51-531-280	1225
7400	Capital Business Systems Inc - WY	1587559	USC Contract# 15178-01-1/7/26 to 2/6/	12/29/2025	76.96	.00		52-532-280	1225
Total Capital Business Systems Inc - WY:					769.63	.00			
Capital Business Systems, Inc. - TX									
7346	Capital Business Systems, Inc. - TX	40852418	Copier Agreement-11/15/25 to 12/14/25	12/22/2025	100.60	100.60	12/23/2025	10-411-240	1225
7346	Capital Business Systems, Inc. - TX	40852418	Copier Agreement-11/15/25 to 12/14/25	12/22/2025	100.60	100.60	12/23/2025	10-412-240	1225
7346	Capital Business Systems, Inc. - TX	40852418	Copier Agreement-11/15/25 to 12/14/25	12/22/2025	100.60	100.60	12/23/2025	10-413-240	1225
7346	Capital Business Systems, Inc. - TX	40852418	Copier Agreement-11/15/25 to 12/14/25	12/22/2025	268.26	268.26	12/23/2025	10-421-240	1225
7346	Capital Business Systems, Inc. - TX	40852418	Copier Agreement-11/15/25 to 12/14/25	12/22/2025	55.88	55.88	12/23/2025	10-431-240	1225
7346	Capital Business Systems, Inc. - TX	40852418	Copier Agreement-11/15/25 to 12/14/25	12/22/2025	55.88	55.88	12/23/2025	10-441-240	1225
7346	Capital Business Systems, Inc. - TX	40852418	Copier Agreement-11/15/25 to 12/14/25	12/22/2025	55.88	55.88	12/23/2025	10-442-240	1225
7346	Capital Business Systems, Inc. - TX	40852418	Copier Agreement-11/15/25 to 12/14/25	12/22/2025	55.89	55.89	12/23/2025	10-445-240	1225

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
7346	Capital Business Systems, Inc. - TX	40852418	Copier Agreement-11/15/25 to 12/14/25	12/22/2025	100.60	100.60	12/23/2025	42-533-270	1225
7346	Capital Business Systems, Inc. - TX	40852418	Copier Agreement-11/15/25 to 12/14/25	12/22/2025	111.77	111.77	12/23/2025	51-531-240	1225
7346	Capital Business Systems, Inc. - TX	40852418	Copier Agreement-11/15/25 to 12/14/25	12/22/2025	111.77	111.77	12/23/2025	52-532-240	1225
Total Capital Business Systems, Inc. - TX:					1,117.73	1,117.73			
Core & Main LP									
7604	Core & Main LP	Y277561	202B 750 CC3 6x3/4CC Brs Sad (4)-W	12/17/2025	712.64	.00		51-531-498	1225
7604	Core & Main LP	Y277561	GGT114 3/4 Rubber Mtr Gasket (200)-	12/17/2025	98.00	.00		51-531-498	1225
7604	Core & Main LP	Y284475	PFCBHH 488 18 72 FP NL1 Std Coil Pit	12/18/2025	1,328.25	.00		51-531-492	1225
7604	Core & Main LP	Y284475	CCID 18 4 18" Insulating Disc-Water	12/18/2025	79.74	.00		51-531-492	1225
7604	Core & Main LP	Y284475	A62H T 18 Tile Meter Box F&C-Water	12/18/2025	432.62	.00		51-531-492	1225
7604	Core & Main LP	Y312588	202B 750 CC4 6x1CC Brs Sad (4)-Wat	12/26/2025	712.64	.00		51-531-492	1225
Total Core & Main LP:					3,363.89	.00			
Desert Mountain Corporation									
2305	Desert Mountain Corporation	25-129902	WY Ice Slicer RS (27.76)-Fuel Surcharg	12/16/2025	5,437.07	.00		10-431-248	1225
Total Desert Mountain Corporation:					5,437.07	.00			
Energy Laboratories Inc (MA)									
2570	Energy Laboratories Inc (MA)	755712	Acct# S1316-Analysis Parameter Haloa	12/11/2025	383.00	.00		51-531-498	1225
Total Energy Laboratories Inc (MA):					383.00	.00			
Engineering Associates									
4170	Engineering Associates	4512005	Project# 25410.00-Professional Service	12/16/2025	2,899.10	.00		52-532-825	1225
Total Engineering Associates:					2,899.10	.00			
Hach Company									
2920	Hach Company	14796872	Ammonia-TNT+-ULR-(0.015 to 2.0 MG/	12/16/2025	201.10	.00		52-532-241	1225
2920	Hach Company	14807009	Ammonia-TNT+-HR (2-47 MG/L) PK/25	12/23/2025	459.75	.00		52-532-241	1225
Total Hach Company:					660.85	.00			
Lacal Equipment Inc									
3505	Lacal Equipment Inc	0442793-IN	10x32 Poly Convolutd Wafer (49)-Sew	12/15/2025	1,114.20	.00		52-532-250	1225

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
Total Lactal Equipment Inc:					1,114.20	.00			
Megan James									
7413	Megan James	12312025	Morning Mash Up Class Instruction-Dec	12/31/2025	238.00	.00		10-445-483	1225
Total Megan James:					238.00	.00			
Michelle Chadwick									
7767	Michelle Chadwick	12312025	Balance/Core/Stretch/Conditioning Clas	12/31/2025	642.00	.00		10-445-483	1225
Total Michelle Chadwick:					642.00	.00			
MPM Corp									
3945	MPM Corp	9155104	Trash Removal For Dec 2025-Lake	12/31/2025	240.00	.00		10-443-262	1225
3945	MPM Corp	9155104	Trash Removal For Dec 2025-Veterans	12/31/2025	80.00	.00		10-444-262	1225
3945	MPM Corp	9155104	Trash Removal For Dec 2025-HP	12/31/2025	80.00	.00		10-442-262	1225
3945	MPM Corp	9155104	Trash Removal For Dec 2025-TH	12/31/2025	17.50	.00		10-411-262	1225
3945	MPM Corp	9155104	Trash Removal For Dec 2025-PD	12/31/2025	17.50	.00		10-421-262	1225
3945	MPM Corp	9155104	Trash Removal For Dec 2025-Kathy Gl	12/31/2025	45.00	.00		10-444-262	1225
3945	MPM Corp	9155104	Trash Removal For Dec 2025-Streets	12/31/2025	45.00	.00		10-431-262	1225
3945	MPM Corp	9155104	Trash Removal For Dec 2025-Water	12/31/2025	45.00	.00		51-531-262	1225
3945	MPM Corp	9155104	Trash Removal For Dec 2025-Lagoon	12/31/2025	35.00	.00		52-532-262	1225
3945	MPM Corp	9155104	Trash Removal For Dec 2025-Dog Park	12/31/2025	45.00	.00		10-444-262	1225
Total MPM Corp:					650.00	.00			
NAPA Auto Parts Saratoga									
7658	NAPA Auto Parts Saratoga	ACCT# 7258-1	Inv# 575-944591-Fuse Holder (4)-ATC	12/31/2025	28.23	.00		10-422-255	1225
7658	NAPA Auto Parts Saratoga	ACCT# 7258-1	Inv# 575-945003-Spark Plug (6)-Conta	12/31/2025	116.85	.00		10-422-255	1225
7658	NAPA Auto Parts Saratoga	ACCT# 7258-1	Inv Credit# 575-945005-Spark Plug PK-	12/31/2025	13.56-	.00		10-422-255	1225
7658	NAPA Auto Parts Saratoga	ACCT# 8320-1	Inv# 575-944200-Wiper Blade (2)-Coba	12/31/2025	119.27	.00		10-431-240	1225
7658	NAPA Auto Parts Saratoga	ACCT# 8320-1	Inv# 575-944290-Brake Cleaner (2)-En	12/31/2025	24.51	.00		10-431-250	1225
7658	NAPA Auto Parts Saratoga	ACCT# 8320-1	Inv# 575-944310-Blower Motor Wheel	12/31/2025	168.61	.00		10-421-255	1225
7658	NAPA Auto Parts Saratoga	ACCT# 8320-1	Inv# 575-944336-Towels-12/2/25-Street	12/31/2025	13.49	.00		10-431-240	1225
7658	NAPA Auto Parts Saratoga	ACCT# 8320-1	Inv# 575-944391-Disp Gloves-12/3/25-	12/31/2025	17.98	.00		10-431-240	1225
7658	NAPA Auto Parts Saratoga	ACCT# 8320-1	Inv# 575-944704-Mini Light Bulbs (10)-	12/31/2025	17.90	.00		51-531-250	1225
7658	NAPA Auto Parts Saratoga	ACCT# 8320-1	Inv# 575-944706-Grease Cap-Lube-12/	12/31/2025	10.81	.00		10-431-250	1225
7658	NAPA Auto Parts Saratoga	ACCT# 8320-1	Inv# 575-944861-Breaker Bar Socket-1	12/31/2025	254.99	.00		10-431-242	1225
7658	NAPA Auto Parts Saratoga	ACCT# 8320-1	Inv# 575-945203-Air Tool Lubr (2)-12/1	12/31/2025	16.98	.00		51-531-492	1225

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
7658	NAPA Auto Parts Saratoga	ACCT# 8320-1	Inv# 575-945257-Socket Tray-12/17/25-	12/31/2025	26.99	.00		10-431-242	1225
7658	NAPA Auto Parts Saratoga	ACCT# 8320-1	Inv# 575-945282-Oil Filter-5W20 (3)-Re	12/31/2025	55.30	.00		10-421-255	1225
7658	NAPA Auto Parts Saratoga	ACCT# 8320-1	Inv# 575-945308-WD40 (2)-12/18/25-St	12/31/2025	21.98	.00		10-431-240	1225
7658	NAPA Auto Parts Saratoga	ACCT# 8320-1	Inv# 575-945360-Socket Tray (3)-12/19	12/31/2025	122.97	.00		10-431-242	1225
7658	NAPA Auto Parts Saratoga	ACCT# 8320-1	Inv# 575-945478-Grease (10)-10/22/25	12/31/2025	54.90	.00		10-431-250	1225
7658	NAPA Auto Parts Saratoga	ACCT# 8320-1	Inv# 575-945838-Hose Fittings (2)-Oil	12/31/2025	326.54	.00		10-431-250	1225
7658	NAPA Auto Parts Saratoga	ACCT# 8320-1	Inv# 575-945879-Air Fittings (2)-12/30/	12/31/2025	48.17	.00		10-431-250	1225
7658	NAPA Auto Parts Saratoga	ACCT# 8320-1	Inv# 575-945881-Trailer Wiring Harnes	12/31/2025	233.48	.00		10-421-255	1225
7658	NAPA Auto Parts Saratoga	ACCT# 8320-1	Inv# 575-945897-Epoxy Syringe-12/31/	12/31/2025	10.99	.00		10-431-240	1225
Total NAPA Auto Parts Saratoga:					1,677.38	.00			
R.P. Lumber Co, Inc.									
7522	R.P. Lumber Co, Inc.	12282025	Inv# 4510901-Float Bull-Marshaltown P	12/28/2025	404.96	.00		10-431-242	1225
7522	R.P. Lumber Co, Inc.	12282025	Inv# 4510901-Roof Edge (9)-Rough Ce	12/28/2025	249.12	.00		10-431-262	1225
7522	R.P. Lumber Co, Inc.	12282025	Inv# 4510901-Toolbox-Impact-12/4/25-	12/28/2025	141.49	.00		10-431-242	1225
7522	R.P. Lumber Co, Inc.	12282025	Inv# 4510901-Toolbox-Impact-12/4/25-	12/28/2025	141.49	.00		51-531-242	1225
7522	R.P. Lumber Co, Inc.	12282025	Inv# 4521582-Drywall-12/8/25-PD	12/28/2025	14.99	.00		10-421-720	1225
7522	R.P. Lumber Co, Inc.	12282025	Inv# 4527146-4x8x1-1/2 Sq Edge-12/9/	12/28/2025	37.99	.00		10-431-260	1225
7522	R.P. Lumber Co, Inc.	12282025	Inv# 4528555-Roofing Nails-Hammer-1	12/28/2025	33.59	.00		10-431-262	1225
7522	R.P. Lumber Co, Inc.	12282025	Inv# 4529112-Concrete-Shingle Strip-R	12/28/2025	651.21	.00		10-431-262	1225
7522	R.P. Lumber Co, Inc.	12282025	Inv# 4529266-Compact Drill-12/10/25-S	12/28/2025	99.99	.00		10-431-242	1225
7522	R.P. Lumber Co, Inc.	12282025	Inv# 4530624-Knife Blades (2)-Roofing	12/28/2025	20.98	.00		10-431-262	1225
7522	R.P. Lumber Co, Inc.	12282025	Inv# 4532564-Onyx Black O/C-Roof Se	12/28/2025	82.98	.00		10-431-262	1225
7522	R.P. Lumber Co, Inc.	12282025	Inv# 4533220-2x10x16 (2)-1x6x16 (2)-2	12/28/2025	193.74	.00		10-431-262	1225
7522	R.P. Lumber Co, Inc.	12282025	Inv# 4534251-2x12x16 (2)-12/11/25-Sal	12/28/2025	60.80	.00		10-431-262	1225
7522	R.P. Lumber Co, Inc.	12282025	Inv# 4534914-8x9/16-Adhesive (2)-12/1	12/28/2025	27.17	.00		10-431-262	1225
Total R.P. Lumber Co, Inc.:					2,160.50	.00			
Rocky Mountain Air Solutions									
7427	Rocky Mountain Air Solutions	30639082	CL-2.5-CL-Rental Period 11/21/25-12/2	12/20/2025	95.40	.00		51-531-241	1225
7427	Rocky Mountain Air Solutions	30639082	CL-2.5-CL-Rental Period 11/21/25-12/2	12/20/2025	222.60	.00		52-532-241	1225
Total Rocky Mountain Air Solutions:					318.00	.00			
Saratoga Auto Glass									
4860	Saratoga Auto Glass	121625	2021 Ram 2500 Windshield Replaceme	12/16/2025	425.00	.00		10-431-250	1225

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
Total Saratoga Auto Glass:					425.00	.00			
Saratoga/Platte Valley Chamber of Commer									
1800	Saratoga/Platte Valley Chamber of Com	20210165	Hometown Hero Host Membership Jan	12/23/2025	650.00	.00		10-411-245	1225
Total Saratoga/Platte Valley Chamber of Commer:					650.00	.00			
Smith Psychological Services LLC									
7541	Smith Psychological Services LLC	14760	Evaluation For Fall-12/5/25-PD	12/05/2025	400.00	.00		10-421-310	1225
Total Smith Psychological Services LLC:					400.00	.00			
Tiffany Moore									
7808	Tiffany Moore	5	Contract Cleaning-12/15/25 to 12/28/25	12/29/2025	192.50	.00		10-411-110	1225
7808	Tiffany Moore	5	Contract Cleaning-12/15/25 to 12/28/25	12/29/2025	82.50	.00		10-421-110	1225
Total Tiffany Moore:					275.00	.00			
Union Telephone Co									
5630	Union Telephone Co	70001447-12/1	Acct# 70001447-Streets Cells-12/17/25	12/17/2025	60.30	.00		10-431-280	1225
5630	Union Telephone Co	70001447-12/1	Acct# 70001447-Rec Cells-12/17/25	12/17/2025	60.30	.00		10-445-280	1225
5630	Union Telephone Co	70001447-12/1	Acct# 70001447-Water Cells-12/17/25	12/17/2025	60.31	.00		51-531-280	1225
5630	Union Telephone Co	70001447-12/1	Acct# 70001447-Sewer Cells-12/17/25	12/17/2025	60.31	.00		52-532-280	1225
5630	Union Telephone Co	70091372-12/2	Acct# 70091372-Airport Landline-NAVA	12/24/2025	167.05	.00		42-533-270	1225
5630	Union Telephone Co	70091381-12/2	Acct# 70091381-Water Alarm System L	12/24/2025	53.39	.00		51-531-280	1225
5630	Union Telephone Co	70091416-12/2	Acct# 70091416-PD Analog -Radios-12	12/24/2025	111.68	.00		10-421-280	1225
5630	Union Telephone Co	70091422-12/2	Acct# 70091422-Landline-DSL-TH-12/2	12/24/2025	18.07	.00		10-411-280	1225
5630	Union Telephone Co	70091422-12/2	Acct# 70091422-Landline-DSL-PZ-12/2	12/24/2025	18.07	.00		10-412-280	1225
5630	Union Telephone Co	70091422-12/2	Acct# 70091422-Landline-DSL-Court-1	12/24/2025	18.07	.00		10-413-280	1225
5630	Union Telephone Co	70091422-12/2	Acct# 70091422-Landline-DSL-PD-12/2	12/24/2025	18.07	.00		10-421-280	1225
5630	Union Telephone Co	70091422-12/2	Acct# 70091422-Landline-DSL-Streets-	12/24/2025	18.07	.00		10-431-280	1225
5630	Union Telephone Co	70091422-12/2	Acct# 70091422-Landline-DSL-Water-1	12/24/2025	45.22	.00		51-531-280	1225
5630	Union Telephone Co	70091422-12/2	Acct# 70091422-Landline-DSL-Sewer-1	12/24/2025	45.22	.00		52-532-280	1225
5630	Union Telephone Co	70092204-12/2	Acct# 70092204-Rec Landline-DSL-12/	12/24/2025	83.12	.00		10-445-280	1225
Total Union Telephone Co:					837.25	.00			
Upper Platte River Solid Waste Disposal									
7528	Upper Platte River Solid Waste Dispos	72677	Waste Disposal-Dec 2025-Lake	12/25/2025	142.00	.00		10-443-262	1225

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
7528	Upper Platte River Solid Waste Dispos	72677	Waste Disposal-Dec 2025-Kathy Glode	12/25/2025	38.00	.00		10-444-262	1225
7528	Upper Platte River Solid Waste Dispos	72677	Waste Disposal-Dec 2025-Veterans Isla	12/25/2025	245.00	.00		10-444-262	1225
7528	Upper Platte River Solid Waste Dispos	72677	Waste Disposal-Dec 2025-HP/Boat Ra	12/25/2025	408.00	.00		10-444-262	1225
7528	Upper Platte River Solid Waste Dispos	72677	Waste Disposal-Dec 2025-TH	12/25/2025	19.00	.00		10-411-262	1225
7528	Upper Platte River Solid Waste Dispos	72677	Waste Disposal-Dec 2025-PD	12/25/2025	19.00	.00		10-421-262	1225
7528	Upper Platte River Solid Waste Dispos	72677	Waste Disposal-Dec 2025-Shop	12/25/2025	122.50	.00		10-431-262	1225
7528	Upper Platte River Solid Waste Dispos	72677	Waste Disposal-Dec 2025-Water Plant	12/25/2025	122.50	.00		51-531-262	1225
7528	Upper Platte River Solid Waste Dispos	72677	Waste Disposal-Dec 2025-Lagoon	12/25/2025	38.00	.00		52-532-262	1225
Total Upper Platte River Solid Waste Disposal:					1,154.00	.00			
Valerie Larscheid									
6981	Valerie Larscheid	12312025	Indoor Cycling Class Instruction-Dec 20	12/31/2025	174.00	.00		10-445-483	1225
Total Valerie Larscheid:					174.00	.00			
Wyoming Retirement System									
6205	Wyoming Retirement System	277355	Volunteer Firefighter and EMT Pension	12/23/2025	37.50	37.50	12/23/2025	10-422-170	1225
Total Wyoming Retirement System:					37.50	37.50			
Grand Totals:					27,306.72	1,155.23			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
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Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

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

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
01/07/2026		3400	Black Hills Energy	11/14/25-12/1	1,922.62	.00	.00	1,922.62			
01/28/2026		7400	Capital Business Systems I	1587559	769.63	.00	.00	769.63			
01/17/2026		7604	Core & Main LP	Y277561	810.64	.00	.00	810.64			
01/18/2026		7604	Core & Main LP	Y284475	1,840.61	.00	.00	1,840.61			
01/26/2026		7604	Core & Main LP	Y312588	712.64	.00	.00	712.64			
01/16/2026		2305	Desert Mountain Corporati	25-129902	5,437.07	.00	.00	5,437.07			
01/11/2026		2570	Energy Laboratories Inc (M	755712	383.00	.00	.00	383.00			
01/16/2026		4170	Engineering Associates	4512005	2,899.10	.00	.00	2,899.10			
01/16/2026		2920	Hach Company	14796872	201.10	.00	.00	201.10			
01/23/2026		2920	Hach Company	14807009	459.75	.00	.00	459.75			
01/15/2026		3505	Lacal Equipment Inc	0442793-IN	1,114.20	.00	.00	1,114.20			
12/31/2025		7413	Megan James	12312025	238.00	.00	.00	238.00			
12/31/2025		7767	Michelle Chadwick	12312025	642.00	.00	.00	642.00			
12/31/2025		3945	MPM Corp	9155104	650.00	.00	.00	650.00			
01/15/2026		7658	NAPA Auto Parts Saratoga	ACCT# 7258	131.52	.00	.00	131.52			
01/15/2026		7658	NAPA Auto Parts Saratoga	ACCT# 8320	1,545.86	.00	.00	1,545.86			
01/28/2026		7522	R.P. Lumber Co, Inc.	12282025	2,160.50	.00	.00	2,160.50			
01/20/2026		7427	Rocky Mountain Air Solutio	30639082	318.00	.00	.00	318.00			
12/16/2025		4860	Saratoga Auto Glass	121625	425.00	.00	.00	425.00			
01/23/2026		1800	Saratoga/Platte Valley Cha	20210165	650.00	.00	.00	650.00			
01/04/2026		7541	Smith Psychological Servic	14760	400.00	.00	.00	400.00			
12/29/2025		7808	Tiffany Moore	5	275.00	.00	.00	275.00			
02/05/2026		5630	Union Telephone Co	70001447-12	241.22	.00	.00	241.22			
02/12/2026		5630	Union Telephone Co	70091372-12	167.05	.00	.00	167.05			
02/12/2026		5630	Union Telephone Co	70091381-12	53.39	.00	.00	53.39			
02/12/2026		5630	Union Telephone Co	70091416-12	111.68	.00	.00	111.68			
02/12/2026		5630	Union Telephone Co	70091422-12	180.79	.00	.00	180.79			
02/12/2026		5630	Union Telephone Co	70092204-12	83.12	.00	.00	83.12			
01/24/2026		7528	Upper Platte River Solid W	72677	1,154.00	.00	.00	1,154.00			
12/31/2025		6981	Valerie Larscheid	12312025	174.00	.00	.00	174.00			
Grand Totals:				30	26,151.49	.00	.00	26,151.49			

Cash Requirements Summary

Date	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Net Cumulative Amount
12/16/2025	425.00	.00	.00	425.00	425.00
12/29/2025	275.00	.00	.00	275.00	700.00
12/31/2025	1,704.00	.00	.00	1,704.00	2,404.00
01/04/2026	400.00	.00	.00	400.00	2,804.00
01/07/2026	1,922.62	.00	.00	1,922.62	4,726.62
01/11/2026	383.00	.00	.00	383.00	5,109.62
01/15/2026	2,791.58	.00	.00	2,791.58	7,901.20
01/16/2026	8,537.27	.00	.00	8,537.27	16,438.47
01/17/2026	810.64	.00	.00	810.64	17,249.11
01/18/2026	1,840.61	.00	.00	1,840.61	19,089.72
01/20/2026	318.00	.00	.00	318.00	19,407.72
01/23/2026	1,109.75	.00	.00	1,109.75	20,517.47
01/24/2026	1,154.00	.00	.00	1,154.00	21,671.47
01/26/2026	712.64	.00	.00	712.64	22,384.11
01/28/2026	2,930.13	.00	.00	2,930.13	25,314.24
02/05/2026	241.22	.00	.00	241.22	25,555.46

Cash Requirements Summary

<u>Date</u>	<u>Invoice Amount</u>	<u>Discount Amount</u>	<u>Partial Payments</u>	<u>Net Due Amount</u>	<u>Net Cumulative Amount</u>
02/12/2026	596.03	.00	.00	596.03	26,151.49
Grand Totals:	<u>26,151.49</u>	<u>.00</u>	<u>.00</u>	<u>26,151.49</u>	

Report Criteria:
Paid transmittals included

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
121620251							
1	EFTPS - TAXES	121620251	12/14/2025	74-00	FICA/FWT/WITHHOLDING DEPOSIT Social Security Pay Period: 12/14/2025	10-212100	3,298.18
1	EFTPS - TAXES	121620251	12/14/2025	74-00	FICA/FWT/WITHHOLDING DEPOSIT Social Security Pay Period: 12/14/2025	10-212100	3,298.18
1	EFTPS - TAXES	121620251	12/14/2025	75-00	FICA/FWT/WITHHOLDING DEPOSIT Medicare Pay Period: 12/14/2025	10-212100	771.36
1	EFTPS - TAXES	121620251	12/14/2025	75-00	FICA/FWT/WITHHOLDING DEPOSIT Medicare Pay Period: 12/14/2025	10-212100	771.36
1	EFTPS - TAXES	121620251	12/14/2025	76-00	FICA/FWT/WITHHOLDING DEPOSIT Federal Withholding Tax Pay Period: 12/14	10-212200	4,288.44
Total 121620251:							12,407.52
121620252							
3	GREAT-WEST TRUST CO	121620252	12/14/2025	55-01	457 CONTRIBUTION Deferred Comp - Pre Tax Pay Period: 12/14/2025	10-212500	165.00
3	GREAT-WEST TRUST CO	121620252	12/14/2025	55-02	457 CONTRIBUTION Deferred Comp - Roth Pay Period: 12/14/2025	10-212500	55.00
Total 121620252:							220.00
121620253							
16	DEARBORN L LIFE INSU	121620253	12/14/2025	91-00	GROUP/ACCOUNT # 0000310079 - 1 Life Insurance Pay Period: 12/14/2025	10-212700	55.02
Total 121620253:							55.02
Grand Totals:							12,682.54

Report Criteria:
Paid transmittals included

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
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123020251							
1	EFTPS - TAXES	123020251	12/28/2025	74-00	FICA/FWT/WITHHOLDING DEPOSIT Social Security Pay Period: 12/28/2025	10-212100	3,345.17
1	EFTPS - TAXES	123020251	12/28/2025	74-00	FICA/FWT/WITHHOLDING DEPOSIT Social Security Pay Period: 12/28/2025	10-212100	3,345.17
1	EFTPS - TAXES	123020251	12/28/2025	75-00	FICA/FWT/WITHHOLDING DEPOSIT Medicare Pay Period: 12/28/2025	10-212100	782.35
1	EFTPS - TAXES	123020251	12/28/2025	75-00	FICA/FWT/WITHHOLDING DEPOSIT Medicare Pay Period: 12/28/2025	10-212100	782.35
1	EFTPS - TAXES	123020251	12/28/2025	76-00	FICA/FWT/WITHHOLDING DEPOSIT Federal Withholding Tax Pay Period: 12/28	10-212200	4,407.50
Total 123020251:							12,662.54

123020252							
3	GREAT-WEST TRUST CO	123020252	12/28/2025	55-01	457 CONTRIBUTION Deferred Comp - Pre Tax Pay Period: 12/28/2025	10-212500	165.00
3	GREAT-WEST TRUST CO	123020252	12/28/2025	55-02	457 CONTRIBUTION Deferred Comp - Roth Pay Period: 12/28/2025	10-212500	55.00
Total 123020252:							220.00

123020254							
2	WYOMING RETIREMENT	123020254	12/28/2025	51-01	WYOMING RETIREMENT PAYMENT Police Retirement Pay Period: 12/28/2025	10-212300	595.16
2	WYOMING RETIREMENT	123020254	12/28/2025	51-01	WYOMING RETIREMENT PAYMENT Police Retirement Pay Period: 12/28/2025	10-212300	3,213.86
2	WYOMING RETIREMENT	123020254	12/28/2025	51-02	WYOMING RETIREMENT PAYMENT Reg Retirement Pay Period: 12/28/2025	10-212300	1,227.66
2	WYOMING RETIREMENT	123020254	12/28/2025	51-02	WYOMING RETIREMENT PAYMENT Reg Retirement Pay Period: 12/28/2025	10-212300	4,984.05
2	WYOMING RETIREMENT	123020254	12/28/2025	51-02	WYOMING RETIREMENT PAYMENT	10-411-170	.04
Total 123020254:							10,020.77

123020255							
6	WYO. DEPT OF EMPLOY	123020255	12/28/2025	98-01	Qthy SUTAWWC State Unemployment Tax Pay Period: 12/28/2025	10-212400	8.14
6	WYO. DEPT OF EMPLOY	123020255	12/28/2025	99-00	Qthy SUTAWWC Worker's Compensation Pay Period: 12/28/2025	10-212600	834.08
6	WYO. DEPT OF EMPLOY	123020255	12/28/2025	99-00	Qthy SUTAWWC	10-422-120	355.91
6	WYO. DEPT OF EMPLOY	123020255	12/28/2025	98-01	Qthy SUTAWWC	51-531-120	3.60-
6	WYO. DEPT OF EMPLOY	123020255	12/28/2025	99-00	Qthy SUTAWWC	51-531-120	1.43
6	WYO. DEPT OF EMPLOY	123020255	12/28/2025	99-00	Qthy SUTAWWC	51-531-120	.02-
Total 123020255:							1,195.94

123020256							
9	WYO DEPT OF EMPLOY	123020256	12/28/2025	99-00	Qthy CC SUTAWWC Worker's Compensation Pay Period: 12/28/2025	10-212600	87.04
9	WYO DEPT OF EMPLOY	123020256	12/28/2025	99-00	Qthy CC SUTAWWC	10-410-120	2.94

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
Total 123020256:							89.98
Grand Totals:							24,189.23

Report Criteria:
Paid transmittals included

Report Criteria:

Includes the following check types:
Manual, Payroll, Void
Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee ID	Description	GL Account	Amount
12/14/2025	PC	12/18/2025	52810	238		01-112000	145.73
12/14/2025	PC	12/18/2025	54471	285		01-112700	172.88-
12/14/2025	PC	12/18/2025	54472	246		01-112700	369.40-
12/14/2025	PC	12/18/2025	54473	299		01-112700	86.72-
12/14/2025	PC	12/18/2025	54513	291		01-112700	83.11-
12/14/2025	PC	12/18/2025	1218202	46		01-112700	1,972.36-
12/14/2025	PC	12/18/2025	1218202	49		01-112700	2,306.04-
12/14/2025	PC	12/18/2025	1218202	78		01-112700	1,663.52-
12/14/2025	PC	12/18/2025	1218202	134		01-112700	2,052.29-
12/14/2025	PC	12/18/2025	1218202	135		01-112700	588.80-
12/14/2025	PC	12/18/2025	1218202	40		01-112700	2,050.08-
12/14/2025	PC	12/18/2025	1218202	88		01-112700	1,333.82-
12/14/2025	PC	12/18/2025	1218202	201		01-112700	138.49-
12/14/2025	PC	12/18/2025	1218202	216		01-112700	287.70-
12/14/2025	PC	12/18/2025	1218202	217		01-112700	287.70-
12/14/2025	PC	12/18/2025	1218202	226		01-112700	1,985.09-
12/14/2025	PC	12/18/2025	1218202	223		01-112700	1,340.49-
12/14/2025	PC	12/18/2025	1218202	229		01-112700	55.41-
12/14/2025	PC	12/18/2025	1218202	245		01-112700	3,276.97-
12/14/2025	PC	12/18/2025	1218202	247		01-112700	1,895.11-
12/14/2025	PC	12/18/2025	1218202	264		01-112700	3,414.03-
12/14/2025	PC	12/18/2025	1218202	235		01-112700	1,806.40-
12/14/2025	PC	12/18/2025	1218202	202		01-112700	222.12-
12/14/2025	PC	12/18/2025	1218202	272		01-112700	3,212.65-
12/14/2025	PC	12/18/2025	1218202	273		01-112700	2,419.07-
12/14/2025	PC	12/18/2025	1218202	277		01-112700	1,473.81-
12/14/2025	PC	12/18/2025	1218202	283		01-112700	1,637.48-
12/14/2025	PC	12/18/2025	1218202	263		01-112700	1,707.40-
12/14/2025	PC	12/18/2025	1218202	288		01-112700	1,766.88-
12/14/2025	PC	12/18/2025	1218202	48		01-112700	2,862.31-
Grand Totals:							42,322.40-
							<u>30</u>

Report Criteria:

Includes the following check types:
Manual, Payroll, Void
Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee ID	Description	GL Account	Amount
12/28/2025	PC	12/31/2025	54515	285		01-112700	39.89-
12/28/2025	PC	12/31/2025	54516	296		01-112700	25.35-
12/28/2025	PC	12/31/2025	54517	291		01-112700	83.80-
12/28/2025	PC	12/31/2025	1231202	46		01-112700	1,942.44-
12/28/2025	PC	12/31/2025	1231202	49		01-112700	2,947.19-
12/28/2025	PC	12/31/2025	1231202	78		01-112700	1,942.43-
12/28/2025	PC	01/01/2026	1231202	134		01-112700	1,836.15-
12/28/2025	PC	12/31/2025	1231202	40		01-112700	2,050.08-
12/28/2025	PC	12/31/2025	1231202	88		01-112700	1,333.82-
12/28/2025	PC	12/31/2025	1231202	201		01-112700	399.54-
12/28/2025	PC	12/31/2025	1231202	216		01-112700	287.70-
12/28/2025	PC	12/31/2025	1231202	217		01-112700	287.70-
12/28/2025	PC	12/31/2025	1231202	226		01-112700	2,295.07-
12/28/2025	PC	12/31/2025	1231202	223		01-112700	1,334.19-
12/28/2025	PC	12/31/2025	1231202	229		01-112700	36.50-
12/28/2025	PC	12/31/2025	1231202	245		01-112700	3,231.77-
12/28/2025	PC	12/31/2025	1231202	247		01-112700	1,895.11-
12/28/2025	PC	12/31/2025	1231202	264		01-112700	3,414.03-
12/28/2025	PC	12/31/2025	1231202	235		01-112700	1,806.40-
12/28/2025	PC	12/31/2025	1231202	202		01-112700	58.18-
12/28/2025	PC	12/31/2025	1231202	272		01-112700	3,204.24-
12/28/2025	PC	12/31/2025	1231202	273		01-112700	2,992.89-
12/28/2025	PC	12/31/2025	1231202	277		01-112700	1,866.28-
12/28/2025	PC	12/31/2025	1231202	283		01-112700	1,598.80-
12/28/2025	PC	12/31/2025	1231202	263		01-112700	1,707.40-
12/28/2025	PC	12/31/2025	1231202	288		01-112700	1,480.57-
12/28/2025	PC	12/31/2025	1231202	48		01-112700	2,862.31-
Grand Totals:							42,959.83-
							<u>27</u>

BOARD OF CARBON COUNTY COMMISSIONERS

Item 8)

R. Travis Moore, Chairman
Gwynn G. Bartlett, Vice Chairman
John Espy
John "Willing" Johnson
Sue Jones



P.O. Box 6, 215 W. Buffalo Street, Room 218
Rawlins, WY 82301
(307) 328-2668 or 800-250-9812
www.carboncountywy.gov
E-mail: commissioners@carboncountywy.gov

December 23, 2025

Honorable Mayor and Council Members
Town of Saratoga
P.O. Box 486
Saratoga, WY 82331
townhall@saratogawyo.org

RE: Town Contributions to Carbon County Library Branch

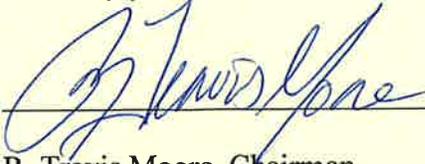
Dear Honorable Mayor and Council Members,

We provide this letter to acknowledge and share our appreciation for the contributions your Town provides to assist in the operation of a local library branch. We are aware of the many ways your Town and local community support the operation of the library through both monetary and non-monetary contributions. Your contributions demonstrate the Town of Saratoga's commitment to having this resource remain in your community.

The Carbon County Board of Commissioners also recognize the value of this resource to the Town of Saratoga, and we support its continued operation. It is important to explain that the County provides funding allocations to the Carbon County Library Board of Directors for the operation of the library system. The Carbon County Library Board of Directors is tasked with maintenance and operation of the library system and individual branches. The Town should contact the Carbon County Library Board of Directors if there are any questions about the operation of your local library branch. You can contact the Carbon County Library System Board of Directors at CCLB@carbonlibraries.org.

Collaboration is necessary to preserve as many resources as possible for those in our community, especially during the trying budget times we are currently facing. Thank you for your continued support of the Saratoga Branch and the Carbon County Library System. This support has been instrumental in the success of the Carbon County Library System.

Sincerely yours,



R. Travis Moore, Chairman
On behalf of Carbon County Commissioners

cc: Carbon County Board of County Commissioners
Lisa Smith, Carbon County Clerk
Carbon County Library System Board of Directors
Ashley Mayfield Davis, Deputy County Attorney



**TOWN OF SARATOGA
RESOLUTION NO. 2026-01**

A RESOLUTION OF THE TOWN OF SARATOGA ADOPTING THE SARATOGA INTERIM INTERNSHIP PROGRAM. A PROGRAM PROVIDING CIVIC ENGAGEMENT, WORFORCE DEVELOPMENT AND EDUCATIONAL OPPORTUNITIES THROUGH PARTICIPATION IN MUNICIPAL GOVERNMENT OPERATIONS.

WHEREAS, the Town of Saratoga desires to encourage civic engagement, workforce development, and educational opportunities for students through meaningful participation in municipal government; and

WHEREAS, the Town Council finds that paid internship opportunities provide equitable access to professional experience while ensuring compliance with applicable wage and labor laws; and

WHEREAS, the Town desires to establish an Interim Paid Municipal Internship Program to allow Town departments to engage interns in a structured, supervised, and educational manner; and

WHEREAS, the Town Council finds it in the best interest of the community to adopt an interim program policy to guide the administration of such internships; and

WHEREAS, the Saratoga Internship Program Policy is attached hereto as Exhibit "A" and incorporated herein by reference;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF SARATOGA, WYOMING, THAT

1. The Interim Paid Municipal Internship Program is hereby adopted.
2. The Interim Paid Municipal Internship Program Policy, attached hereto as Exhibit "A", is approved and shall govern the administration of the program.
3. The program shall be implemented on an interim basis and may be modified, continued, or made permanent by future action of the Town Council.
4. The part time wage scale be update to add "Intern" under "PTS5" on the part time wage scale.
5. Town staff are authorized to take all actions reasonably necessary to implement the program consistent with the attached policy and applicable law.

PASSED, APPROVED AND ADOPTED THIS 7th day of January 2026.

ATTEST:

Jennifer Anderson, Clerk

Chuck Davis, Mayor



TOWN OF SARATOGA
SARATOGA INTERIM INTERNSHIP PROGRAM POLICY
Resolution 2026-07 EXHIBIT “A”

Purpose

The purpose of this policy is to establish guidelines and procedures for the administration of the Interim Paid Municipal Internship Program. This program is intended to provide students with meaningful, educational work experience in municipal government while supporting Town departments in a manner consistent with applicable federal and Wyoming labor laws and Town personnel policies.

Definitions

Intern – A temporary employee of the Town of Saratoga who is currently enrolled in an accredited high school or post-secondary educational institution.

Program – The Saratoga Interim Internship Program.

Program Director-Town of Saratoga Clerk

Supervisor – A Town employee designated to oversee and direct the work of an intern.

Eligibility

Internship positions may be filled by individuals who are currently enrolled as a high school junior or senior, or currently enrolled in an accredited post-secondary institution. Eligibility is based on enrollment status and not age. Academic credit is required.

Department Assignments

Interns may be assigned to Public Works, Recreation, Police Department (non-enforcement duties only), or Town Hall / Administration.

Employment Status and Compensation

Interns are temporary employees of the Town of Saratoga and shall be compensated at an hourly rate no less than the applicable minimum wage. See most recent adopted wage scale for wage verification.

Hours and Scheduling

Internship schedules shall be determined by departmental needs and student availability. Hours shall align with credited hours of the institution. Interns may work additional hours if the hours are a in conjunction with program goals, aligned with projects and tasks ongoing during the credited hours. Interns under 18 years of age shall comply with all applicable

youth labor laws. Internships shall expire upon the closing of the accredited educational term. I.e. end of semester.

Supervision and Training

At the time of onboarding each with their consent and considering their interests each intern shall be assigned a Supervisor by the Program Director who will provide orientation, guidance, and oversight. The supervisor shall work with the intern to establish a schedule and provide feedback to the intern. Supervisors shall also execute verification documentation as required by the accredited institution.

Safety and Compliance

All intern duties shall be non-hazardous and comply with applicable safety standards and labor laws.

Program Review

This policy is adopted on an interim basis and may be reviewed and modified by the Town Council.

Signing below we hereby certify that this is the most up to date version of said policy.

ATTEST:

Jennifer Anderson, Clerk

Chuck Davis, Mayor

Date: _____

Memo**To:** Town of Saratoga, Town Council**From:** Emery Penner, DPW**CC:** Other recipients**Subject:** Purchase of Ford pickup truck (Public Works Director vehicle)**Date:** January 7, 2026

Councilors,

The purpose of this memo is to request approval to purchase a Ford pickup truck (with a lockable truck cap) to support the Public Works Director position and its hybrid field/office duties.

Quick Highlights:

- Cost (OTD, with 4-year protection): \$28,398.00
- Year: 2018
- 4 x 4
- V8 Coyote Engine, based off old school 302. Higher horsepower than original, dual overhead cam instead of single.
- 81,000 miles
- Truck cap for tool coverage

- White (matches our other vehicles)
- Money in budget at time of adoption, spread across multiple departments

Vehicle / Purchase Summary:

- Vehicle: 2018 Ford F-150 (as listed on the dealer quote).
- Purchase includes a truck cap that provides weather protection and lockable storage for the truck bed.
- Dealer quote totals:
 - Without protection package: \$23,507.00
 - With 4-year protection package: \$28,398.00
 - Difference attributable to protection package: \$4,891.00 (plus doc/DMV as itemized on the quote).

Operational Need (Public Works Director/Planning and Zoning Admin Position):

The Public Works Director/Planning and Zoning Admin role is a hybrid position with a variety of responsibilities (field work, some labor, and office-based administration). This position must reliably:

- Carry tools, equipment, lasers/levels, PPE, site plans, and field documentation during project seasons.
- Visit project sites and building sites routinely while carrying out daily job duties.
- Operate in changing conditions (weather, mud, dust) while keeping equipment secured and protected.

The lockable truck cap is a significant value-add because it provides secure, weather-protected storage for tools and equipment without requiring daily loading/unloading. Adding a cap later could cost from 2k to 4k.

Why a Shared Vehicle is Problematic:

Sharing a single vehicle with another position creates recurring operational problems and reduces efficiency:

- Mobility and scheduling conflicts: unexpected field needs cannot wait for vehicle availability. (Have used Subaru, but this is used for all employees to go out of town, taking samples, training, classes etc. Plus has no bed. Currently using personal Dodge Dakota.
- Different equipment loads and storage needs: specialized gear cannot be reliably staged if the vehicle must be cleared daily.
- Uniform/PPE and job-function differences: the vehicle must remain configured for the Public Works Director's hybrid workflow. Higher level of cleanliness required due to uniform requirements.
- Reduced readiness: frequent unloading/reloading adds time and increases the chance that critical equipment is missing when needed.

Warranty / Protection Highlights (4 years):

The selected protection package provides extended mechanical and electrical coverage for up to 48 months or 48,000 miles with a \$200 deductible. The platinum warranty can be used at any ford dealership. It is extremely comprehensive and covers almost everything on the vehicle.

Why Paying More for Newer / Lower Miles Does Not Make Sense:

This purchase is for a municipal role with low annual mileage. Paying an additional \$15,000–\$20,000 for a newer vehicle with 25k–40k miles (depending on package) does not make sense for me under these circumstances especially for the proposed use. The reasons I think so are listed below.

- The Town is unlikely to fully realize the value of the mileage advantage at low annual miles.
- Short downtime for repairs will not materially affect service levels or revenue production for the Town.
- There is no explicit or practical way to calculate a private-sector style equity investment/ROI strategy for this position in a municipality.

Accordingly, the appropriate standard is to purchase something reliable, efficient, and fit for purpose—at a competitive price and with strong protection to control risk—rather than paying a large premium for mileage the Town is unlikely to utilize.

Estimated Trade-In Value at the end of the warranty (4 years / +20,000 miles):

Based on typical depreciation patterns for full-size pickups and assuming only an additional 20,000 miles of use this is probably very high, an estimated trade-in value in four years is approximately \$17,000 (actual value will vary with condition and market).

Conclusion / Requested Action:

This Ford pickup (with lockable cap) is an appropriate, purpose-built vehicle for the Public Works Director's/Planning and Zoning hybrid field/office role. It is competitively priced even when compared to similar styles in other brands such as Chevy and Dodge. With the selected protection package, provides a solid fit for the needs of the position along with comprehensive mechanical coverage for the next four years. Which at that point the vehicle could be traded in or continued to be in service.

Requested action: Approve the purchase of the Ford pickup truck as outlined above (OTD \$28,398.00 with protection package). I could pick the vehicle up in Idaho on Jan 19.



Features

Where You're Covered

Coverage is effective anywhere within the continental U.S., Alaska, Hawaii and Canada. You're covered even if you're traveling or you move to a different city.

You're Covered

When a repair can't be made by your selling dealer, the program administrator can utilize its national corporate credit card to make immediate payment to the repair facility for a covered repair.

Maximum Benefits

There's no yearly limit on the number of claims that can be made, subject to service contract maximums.

Reasonable and Convenient

This economical coverage can be included in your monthly loan or lease payment.

Transferable Coverage

All coverage plans are fully transferable within 30 days from the date of sale of your vehicle if the remaining portion of the original manufacturer warranty has not been reduced or voided. A transfer fee will apply.

Self-Service Claim Portal

Visit our user-friendly website for all your Lithia & Driveway Vehicle Service Contract needs: vehiclecareplan.com. You can have instant access to your Lithia & Driveway Vehicle Service Contract, locate a preferred repair facility, initiate a claim, track claim status or just email questions to our experienced customer service representatives.

Maintenance Requirements

You're required to perform maintenance services to your vehicle as outlined within the Owners Manual for your vehicle. You're required to retain copies of all maintenance receipts during the term of Lithia & Driveway Vehicle Service Contract.



Provider and Administrator

State	Company
CA	Motor Warranty Services of North America, California License, #0E40891
FL and OK	Automotive Warranty Services of Florida, Inc., Florida License #60023 , Oklahoma License #44198051
NH	Consumer Program Administrators, Inc. dba Consumer Warranty Program Administrators
TX	Consumer Program Administrators, Inc. dba The Administrators of Consumer Programs, Texas License #175
WA	Provider: National Product Care Company Administrator: Consumer Program Administrators, Inc.
All Other States	Consumer Program Administrators, Inc.

**All located at 175 West Jackson Blvd., Chicago, Illinois 60604
1-800-533-8136**

Limitations of Coverage

The purchase of the Lithia & Driveway Vehicle Service Contract is optional. This document provides general information about the Lithia & Driveway Vehicle Service Contract and should not be solely relied upon when purchasing coverage. Please refer to the Lithia & Driveway Vehicle Service Contract for details of terms, conditions and specific coverage details, including limitations and exclusions. Certain conditions and components are excluded, such as inadequate maintenance or loss of coolant or lubrication of the vehicle, pre-existing conditions (N/A in GA), corrosion and parts designed for limited life such as bulbs, filters and brake pads. **Replacement parts may be new, used, non-OEM or remanufactured.**



Reorder Number:
LITHIA-VSC-BRO (R 12/21)

GA12206A-1221