



## **TOWN COUNCIL REGULAR MEETING NOVEMBER 19, 2024 at 6:00 PM**

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

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### **AGENDA**

#### **CALL TO ORDER**

- 1) Opening Ceremony
- 2) Roll Call: \_\_Mayor Chuck Davis \_\_Councilman Cooley \_\_Councilwoman Beck  
\_\_Councilman Fluty \_\_Councilman Barkhurst

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

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

- [3\)](#) Minutes from Public Hearing on November 5, 2024
- [4\)](#) Meeting Minutes from November 5, 2024

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

- 5) Deposits - \$509,233.50
- [6\)](#) Accounts Payable - \$58,860.91
- [7\)](#) Transmittals - \$47,736.11
- [8\)](#) Payroll - \$43,224.84

#### **CORRESPONDENCE**

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

- [9\)](#) Special Events Permit - 41st Annual Ice Fishing Derby
- 10) Liquor License - American Legion #54 - Corrine Miller

#### **COUNCIL COMMENTS**

#### **REPORTS FROM DEPARTMENTS**

**Town Hall**

**Police Department**

**Fire Department**

**Recreation Department**

Next meeting is December 2, 2024 at 6:00 PM at the Town Hall Council Chambers

- 11) Open Gym Supervisor - Madison Johnson
- [12\)](#) Emergent Coils - Heat Exchanger Quote - \$8,627.00
- [13\)](#) PVCC Rental Agreement

**Department of Public Works**

- [14\)](#) Ordinance 873 - 2nd Reading - Sewer Rates
- [15\)](#) Ordinance 874 - 2nd Reading - Water Rates
- [16\)](#) DWS- Truck Repair Quote - \$6,794.68
- [17\)](#) Platte Valley Heating & Air Quote - Streets and Water Shop Heater
- 18) CWSRF Project Update
- [19\)](#) Town of Saratoga 2024 Equipment Auction, High Bidder Results

**REPORTS FROM BOARDS AND COMMISSIONS**

**Planning Commission**

Next meeting is December 10, 2024 at 5:30 PM at the Town Hall Council Chambers

- [20\)](#) Ordinance 24-872 - 2nd Reading - Flood Plain

**Water and Sewer Joint Power Board**

Next meeting is December 11, 2024 at 6:00 PM at the PVCC

**Community Center Joint Powers Board**

Next meeting is December 9, 2024 at 4:30 PM at the PVCC

**Recreation Commission**

Next meeting is December 2, 2024 at 6:00 PM at the Town Hall Council Chambers

**Saratoga Airport Advisory Board**

Next meeting is December 9, 2024 at 3:30 PM at the Town Hall Council Chambers

**South Central Wyoming Emergency Medical Services Board**

Next meeting is December 16 2024 at 6:00 PM in Hanna

**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  
TUESDAY, DECEMBER 3, 2024 AT 6:00 PM.**



## LIQUOR LICENSE RENEWAL MEETING NOVEMBER 05, 2024 at 5:30 PM

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

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### MINUTES

#### CALL TO ORDER

Mayor Chuck Davis called the Public Hearing to order at 5:30 PM.

- 1) Opening Ceremony
- 2) Roll Call: \_\_Mayor Chuck Davis \_\_Councilman Cooley \_\_Councilwoman Beck  
\_\_Councilman Jerry Fluty \_\_Councilman Bub Barkhurst  
All members of council were present

#### APPROVAL OF THE AGENDA

Motion to approve Public Hearing agenda for November 5, 2024 made by Councilman Cooley, second by Councilman Barkhurst. Motion carried.

#### ITEMS FROM THE PUBLIC

Issues concerning the American Legion were discussed, camera equipment at the Lazy River Cantina as well as the Rustic was discussed as a concern. No comments from the public were made.

- 3) 2025-01- American Legion Post 54 - Limited Retail License
- 4) 2025-02 - Bella's Bistro - Bar and Grill License
- 5) 2025-03 - The Malt - Bar and Grill License
- 6) 2025-05 - Saratoga Resort & Spa - Retail Liquor License
- 7) 2025-06 - Snowy Mountain Brewery - Microbrewery License
- 8) 2025-07 - Valley Liquor - Retail Liquor License
- 9) 2025-08 - Rustic Bar - Retail Liquor License
- 10) 2025-09 - Lazy River Cantina - Retail Liquor License
- 11) 2025-10 - Hotel Wolf - Retail Liquor License

#### COUNCIL COMMENTS

#### NEW BUSINESS

## ADJOURNMENT

Motion was made to adjourn meeting at 5:42 PM by Councilman Cooley, second by Councilman Barkhurst. Motion carried.

**THE NEXT TOWN COUNCIL MEETING WILL BE ON  
TUESDAY, NOVEMBER 19, 2024 AT 6:00 PM.**

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Mayor Chuck Davis

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Jenn Anderson, Town Clerk



## TOWN COUNCIL REGULAR MEETING NOVEMBER 05, 2024 at 6:00 PM

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

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### MINUTES

#### CALL TO ORDER

- 1) Opening Ceremony  
Mayor Chuck Davis called the meeting to order at 6:00PM.
- 2) Roll Call: \_\_Mayor Chuck Davis \_\_Councilman Cooley \_\_Councilwoman Beck  
\_\_Councilman Jerry Fluty \_\_Councilman Bub Barkhurst  
All members of Council were present.

#### APPROVAL OF THE AGENDA

Motion to approve agenda for November 5, 2024 made by Councilman Cooley, second by Councilman Barkhurst. Motion carried.

#### APPROVAL OF THE MINUTES

- 3) Meeting Minutes from October 15, 2024  
Motion was made to approve minutes from October 15, 2024 made by Councilman Cooley, second by Councilman Barkhurst. Motion carried.

#### APPROVAL OF THE BILLS

Motion was made to approve all financials for November 5, 2024 made by Councilman Barkhurst, second by Councilman Cooley. Motion carried.

- 4) Deposits - \$8,756,416.10
- 5) Accounts Payable - \$1,550,467.38
- 6) Transmittals - \$22,263.35
- 7) Payroll - \$44,549.22

#### CORRESPONDENCE

- 8) Open House Information Session for Two Rivers Wind Energy Project

## ITEMS FROM THE PUBLIC

- 9) Special Events Application - 2025 Frozen Fore - 2/15/2025  
Motion was made to approve Special Events Permit for the Frozen Fore on 2/15/2025 by Councilman Cooley, second by Councilwoman Beck. Motion carried.

## COUNCIL COMMENTS

- 10) Council Meetings  
Discussion took place about the possibility of changing council meetings to once a month.

## REPORTS FROM DEPARTMENTS

### Town Hall

- 11) 2025 Liquor License Renewals  
2025-01 American Legion Post 54 - Limited Retail License.  
2025-02 Bellas's Bistro - Bar and Grill License  
2025-03 The Malt - Bar and Grill License  
2025-05 Saratoga Resort & Spa - Retail Liquor License  
2025-06 Snowy Mountain Brewery - Microbrewery License  
2025-07 Valley Liquor - Retail Liquor License  
2025-08 Rustic Bar - Retail Liquor License  
2025-09 Lazy River Cantina - Retail Liquor License  
2025-10 Hotel Wolf - Retail Liquor License

Motion was made to table the approval of America Legion until further discussion with the Town Attorney, by Councilman Cooley, second by Councilman Barkhurst. Motion carried.  
Motion was made to approve Liquor Licenses for Bellas's Bistro, The Malt, Saratoga Resort & Spa, Snowy Mountain Brewery, Valley Liquor, Rustic Bar, Lazy River Cantina, and Hotel Wolf by Councilman Barkhurst, second by Councilman Cooley. Motion carried.

- 12) Ordinance 871 - Mountain West Franchise Agreement - Final Reading  
Motion to approve Ordinance 871 - Mountain West Franchise Agreement on the 3rd and final reading, made by Councilman Cooley, second by Councilwoman Beck. Motion carried.
- 13) Revision of Ordinance No. 2.16.010.B - Composition of The Planning Commision - Final Reading  
Motion to approve the Revision of Ordinance No. 2.16.010.B - Composition of the Planning Commission on the 3rd and final reading, made by Councilman Cooley, second by Councilman Barkhurst. Motion carried.
- 14) Revision of Ordinance No. 14.08.020. A and B - Composition of the Town Airport Advisory Board - Final Reading  
Motion to approve the Revision of Ordinance 14.08.020.A and B - Town of Saratoga Airport Advisory Board on the 3rd and final reading, made by Councilman Cooley, second by Councilman Barkhurst. Motion carried.
- 15) Derrick Morse - Pine Cove

## **Police Department**

Lt. Moore reported there have been 621 calls for service since Sept. 17, 2024, 562 of those calls were for law, 28 citations have been issued and 26 warnings.

- 16) Motorola Service Agreement  
Lt. Moore stated that the service agreement approved at the previous council meeting covers hardware from Motorola and ComTech to service the radios.
- 17) TAC 1 and Lone Wolf Training  
Motion was made to approve \$1000.00 donation to Head Start for Lone Wolf and Tac1 training, funds to be taken out of the Training Budget in the Police Department, made by Councilman Cooley, second by Councilwoman Beck. Motion carried.
- 18) On Call Time and Police Officer Schedule  
Motion to approve Officer On-Call Policy, made by Councilman Cooley, second by Councilman Barkhurst. Motion carried.
- 19) Highway Safety Enforcement Grant

## **Fire Department**

## **Recreation Department**

Next meeting is December 2, 2024 at 6:00 PM at the Town Hall Council Chambers

Motion was made to purchase pool chemicals in the amount of \$2,139.62 for next summer using the reimbursement from the CCSD#2 grant, made by Councilman Cooley, second by Councilman Barkhurst. Motion carried.

## **Department of Public Works**

- 20) Ordinance 873 - Water Rates  
Motion to approve Ordinance 873 - Water Rates on the first reading, made by Councilman Cooley, second by Councilman Barkhurst. Motion carried.
- 21) Ordinance 874 - Sewer Rates  
Motion was made to approve Ordinance 874 - Sewer Rates on the first reading, made by Councilman Barkhurst, second by Councilman Cooley. Motion carried.
- 22) Quote - Pool Cover, Rope Swing, Slide
- 23) Quote - Heater- Water and Streets Shop
- 24) CWSRF Project Update

## **REPORTS FROM BOARDS AND COMMISSIONS**

### **Planning Commission**

Next meeting is November 12, 2024 at 5:30 PM at the Town Hall Council Chambers

- 25) Ordinance 24-872 - Flood Plain  
Motion to approve Ordinance 24-872 - Flood Plain on the first reading was made by Councilman Cooley, second by Councilman Barkhurst. Motion carried.

**Water and Sewer Joint Power Board**

Next meeting is November 13, 2024 at 6:00 PM at the PVCC

**Community Center Joint Powers Board**

Next meeting is November 11, 2024 at 4:30 PM at the PVCC

**Recreation Commission**

Next meeting is December 2, 2024 at 6:00 PM at the Town Hall Council Chambers

**Saratoga Airport Advisory Board**

Next meeting is December 9, 2024 at 3:30 PM at the Town Hall Council Chambers

**South Central Wyoming Emergency Medical Services Board**

Next meeting is November 18, 2024 at 6:00 PM at the Saratoga Ambulance Barn

26) 1st QTR Report

**NEW BUSINESS**

**EXECUTIVE SESSION**

**FURTHER BUSINESS**

**ADJOURNMENT**

Motion to adjourn meeting at 7:03PM made by Councilman Cooley, second by Councilman Barkhurst.  
Motion carried.

**THE NEXT TOWN COUNCIL MEETING WILL BE ON  
TUESDAY, NOVEMBER 19, 2024 AT 6:00 PM.**

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Mayor Chuck Davis

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Jenn Anderson, Town Clerk



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
10/15/2024		6635	Barkhurst Collision Center	2781	825.82	.00	.00	825.82	_____	_____	_____
11/01/2024		5860	BCN	23820159	107.40	.00	.00	107.40	_____	_____	_____
11/18/2024		1725	Carbon Power & Light Inc.	166-10/1/24-	14,105.33	.00	.00	14,105.33	_____	_____	_____
12/07/2024		2180	Dana Kepner Company of	2238414-00	300.44	.00	.00	300.44	_____	_____	_____
12/07/2024		2180	Dana Kepner Company of	2239071-00	7,473.77	.00	.00	7,473.77	_____	_____	_____
11/14/2024		7752	Kelsey Kristen Huntoon	11142024	54.55	.00	.00	54.55	_____	_____	_____
11/04/2024		7410	Kylie M Waldrup, P.C.	4224	3,294.56	.00	.00	3,294.56	_____	_____	_____
11/13/2024		7561	Marie Christen	DRAMA REI	75.00	.00	.00	75.00	_____	_____	_____
11/16/2024		7561	Marie Christen	DRAMA REI	935.00	.00	.00	935.00	_____	_____	_____
12/11/2024		3930	Motorola Solutions, Inc.	8230489226	7,472.40	.00	.00	7,472.40	_____	_____	_____
11/11/2024		4140	One-Call of Wyoming, Inc.	73327	24.00	.00	.00	24.00	_____	_____	_____
11/01/2024		5700	Platte Valley Foods LLC	11012024	24.00	.00	.00	24.00	_____	_____	_____
12/08/2024		7387	Platte Valley Porta Pots, In	1769	300.00	.00	.00	300.00	_____	_____	_____
11/03/2024		7629	Posey Wagon Portable Toil	2564	140.00	.00	.00	140.00	_____	_____	_____
11/01/2024		7694	Sanchez Lawn and Mainte	3099	660.00	.00	.00	660.00	_____	_____	_____
11/30/2024		4940	Saratoga Sun	2353	1,560.00	.00	.00	1,560.00	_____	_____	_____
11/30/2024		7585	Shively Hardware Co (VFD	10312024	78.04	.00	.00	78.04	_____	_____	_____
11/13/2024		7336	Squirrel Tree Automotive	10353	119.46	.00	.00	119.46	_____	_____	_____
11/30/2024		7438	Stinker Stores, Inc	K378-103124	2,132.26	.00	.00	2,132.26	_____	_____	_____
11/15/2024		7551	Sundahl, Powers, Kapp &	17097	9,968.72	.00	.00	9,968.72	_____	_____	_____
11/28/2024		6475	Team Laboratory Chemical	INV0043926	1,132.00	.00	.00	1,132.00	_____	_____	_____
12/10/2024		7743	US Bank	CPN 002691	5,075.41	.00	.00	5,075.41	_____	_____	_____
11/16/2024		7424	Watson Well Service	9690	702.00	.00	.00	702.00	_____	_____	_____
11/27/2024		7263	WLECA	C-12425	150.00	.00	.00	150.00	_____	_____	_____
11/05/2024		6165	WYOMING DIESEL SERVI	R48404	132.00	.00	.00	132.00	_____	_____	_____
11/30/2024		6205	WYOMING RETIREMENT	260819	18.75	.00	.00	18.75	_____	_____	_____
Grand Totals:				26	56,860.91	.00	.00	56,860.91	_____	_____	_____

## Cash Requirements Summary

Date	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Net Cumulative Amount
10/15/2024	825.82	.00	.00	825.82	825.82
11/01/2024	791.40	.00	.00	791.40	1,617.22
11/03/2024	140.00	.00	.00	140.00	1,757.22
11/04/2024	3,294.56	.00	.00	3,294.56	5,051.78
11/05/2024	132.00	.00	.00	132.00	5,183.78
11/11/2024	24.00	.00	.00	24.00	5,207.78
11/13/2024	194.46	.00	.00	194.46	5,402.24
11/14/2024	54.55	.00	.00	54.55	5,456.79
11/15/2024	9,968.72	.00	.00	9,968.72	15,425.51
11/16/2024	1,637.00	.00	.00	1,637.00	17,062.51
11/18/2024	14,105.33	.00	.00	14,105.33	31,167.84
11/27/2024	150.00	.00	.00	150.00	31,317.84
11/28/2024	1,132.00	.00	.00	1,132.00	32,449.84
11/30/2024	3,789.05	.00	.00	3,789.05	36,238.89
12/07/2024	7,774.21	.00	.00	7,774.21	44,013.10
12/08/2024	300.00	.00	.00	300.00	44,313.10
12/10/2024	5,075.41	.00	.00	5,075.41	49,388.51
12/11/2024	7,472.40	.00	.00	7,472.40	56,860.91

Cash Requirements Summary

Date	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Net Cumulative Amount
Grand Totals:					
	56,860.91	.00	.00	56,860.91	

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
<b>Barkhurst Collision Center</b>									
6635	Barkhurst Collision Center	2781	Polaris ATV-Carlisle 27-11-12 (2)-Carlisl	10/15/2024	825.82	.00		10-431-250	1124
Total Barkhurst Collision Center:					825.82	.00			
<b>BCN</b>									
5860	BCN	23820159	Acct# 7267-Landline Long Distance-Oct	11/01/2024	7.52	.00		42-533-270	1124
5860	BCN	23820159	Acct# 7267-Landline Long Distance-Oct	11/01/2024	7.52	.00		10-422-280	1124
5860	BCN	23820159	Acct# 7267-Landline Long Distance-Oct	11/01/2024	7.52	.00		10-412-280	1124
5860	BCN	23820159	Acct# 7267-Landline Long Distance-Oct	11/01/2024	35.44	.00		10-421-280	1124
5860	BCN	23820159	Acct# 7267-Landline Long Distance-Oct	11/01/2024	7.52	.00		10-431-280	1124
5860	BCN	23820159	Acct# 7267-Landline Long Distance-Oct	11/01/2024	35.44	.00		10-411-280	1124
5860	BCN	23820159	Acct# 7267-Landline Long Distance-Oct	11/01/2024	3.22	.00		51-531-280	1124
5860	BCN	23820159	Acct# 7267-Landline Long Distance-Oct	11/01/2024	3.22	.00		52-532-280	1124
Total BCN:					107.40	.00			
<b>Carbon Power &amp; Light Inc.</b>									
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1314700-Kathy Glode Rstrms Me	11/01/2024	32.88	.00		10-444-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1121500-112 S River Meter# 109	11/01/2024	202.24	.00		10-422-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1317500-117 E Spring Meter# 84	11/01/2024	68.41	.00		10-422-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1115800-Pump Station Meter# 90	11/01/2024	112.42	.00		52-532-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1130000-Kathy Glode Sprklr Met	11/01/2024	30.00	.00		10-444-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1130100-Shop Meter# 11450673-	11/01/2024	167.55	.00		10-431-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1130400-Sewer Lift Meter# 1148	11/01/2024	33.72	.00		52-532-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1130500-Streets Lights-No Meter	11/01/2024	4,334.67	.00		10-431-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1130800-Swimming Pool Meter#	11/01/2024	192.34	.00		10-441-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1130800-Swimming Pool Meter#	11/01/2024	577.02	.00		10-442-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1131100-Water Tower Meter# 13	11/01/2024	100.94	.00		51-531-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1144102-Tri Space @ Lake Mete	11/01/2024	754.96	.00		10-443-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1157302-Lake Pump #3 Meter# 1	11/01/2024	30.12	.00		10-443-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1199800-Runway Lights Meter# 1	11/01/2024	157.35	.00		42-533-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1225000-Veterans Island Meter#	11/01/2024	35.16	.00		10-444-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1237500-Lagoon Meter# 844978	11/01/2024	3,209.95	.00		52-532-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1284100-New Beacon Meter# 10	11/01/2024	30.00	.00		42-533-270	1124

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1288300-Rstrms @ Lake Meter#	11/01/2024	30.00	.00		10-443-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1308900-River & Bridge Meter# 1	11/01/2024	125.81	.00		10-431-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1309000-Bridge & 2nd Meter# 13	11/01/2024	82.69	.00		10-431-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 7545800-Wood Field Meter# 131	11/01/2024	30.84	.00		10-444-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1321600-Weather Station Meter#	11/01/2024	44.64	.00		42-533-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1327900-1st & Spring Meter# 10	11/01/2024	130.22	.00		10-431-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 1330501-210 W Elm Meter# 1146	11/01/2024	70.81	.00		10-410-262	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 7311300-110 E Spring Meter# 11	11/01/2024	270.45	.00		10-411-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 7311300-110 E Spring Meter# 11	11/01/2024	270.46	.00		10-421-270	1124
1725	Carbon Power & Light Inc.	166-10/1/24-11/	Acct# 7331200-Well Field Meter# 1749	11/01/2024	2,979.68	.00		51-531-270	1124
Total Carbon Power & Light Inc.:					14,105.33	.00			
<b>Dana Kepner Company of Wyoming, LLC</b>									
2180	Dana Kepner Company of Wyoming, LL	2238414-00	202B-540 x 1" CC Ford Brass Sadle Do	11/07/2024	300.44	.00		51-531-492	1124
2180	Dana Kepner Company of Wyoming, LL	2239071-00	6" MJ Tee SSB Less Epoxy (2)-Water	11/07/2024	531.38	.00		51-531-255	1124
2180	Dana Kepner Company of Wyoming, LL	2239071-00	6" Foster Adapter Assessory Kit (2)-Wat	11/07/2024	230.60	.00		51-531-255	1124
2180	Dana Kepner Company of Wyoming, LL	2239071-00	Romac 6" Macro Coupliing (2)-Water	11/07/2024	860.00	.00		51-531-255	1124
2180	Dana Kepner Company of Wyoming, LL	2239071-00	6" MJ RW DI OL Valve (2)-Water	11/07/2024	2,722.84	.00		51-531-255	1124
2180	Dana Kepner Company of Wyoming, LL	2239071-00	6" LP MJ Solid Sleeve SSB (3)-Water	11/07/2024	351.76	.00		51-531-255	1124
2180	Dana Kepner Company of Wyoming, LL	2239071-00	666-S Valve Box (3)-Water	11/07/2024	816.78	.00		51-531-255	1124
2180	Dana Kepner Company of Wyoming, LL	2239071-00	Valve Box Adapter (3)-Water	11/07/2024	177.15	.00		51-531-255	1124
2180	Dana Kepner Company of Wyoming, LL	2239071-00	6"X20' Class 235 Pipe-Water	11/07/2024	295.00	.00		51-531-255	1124
2180	Dana Kepner Company of Wyoming, LL	2239071-00	3/4x4 Texlan Tee Head (75)-Water	11/07/2024	477.00	.00		51-531-255	1124
2180	Dana Kepner Company of Wyoming, LL	2239071-00	CW Plus Control Unit-Water	11/07/2024	363.58	.00		51-531-255	1124
2180	Dana Kepner Company of Wyoming, LL	2239071-00	Royston Handy Cap IP (20)-Water	11/07/2024	258.80	.00		51-531-255	1124
2180	Dana Kepner Company of Wyoming, LL	2239071-00	CW Plus Shot 15# (20)-Water	11/07/2024	101.60	.00		51-531-255	1124
2180	Dana Kepner Company of Wyoming, LL	2239071-00	Cadweld Mold CAHAA-1G-Water	11/07/2024	127.33	.00		51-531-255	1124
2180	Dana Kepner Company of Wyoming, LL	2239071-00	3/4"x4" SS Pigtail Eye Bolt (2)-Water	11/07/2024	48.50	.00		51-531-255	1124
2180	Dana Kepner Company of Wyoming, LL	2239071-00	3/4"x5" SS Tee Head Bolt (4)-Water	11/07/2024	23.76	.00		51-531-255	1124
2180	Dana Kepner Company of Wyoming, LL	2239071-00	A-200 Copper Adapter (100)-Water	11/07/2024	57.00	.00		51-531-255	1124
2180	Dana Kepner Company of Wyoming, LL	2239071-00	16oz Spray Can Renfro Primer Spray-	11/07/2024	30.69	.00		51-531-255	1124
Total Dana Kepner Company of Wyoming, LLC:					7,774.21	.00			
<b>Kelsey Kristen Huntoon</b>									
7752	Kelsey Kristen Huntoon	11142024	Fuel Reimbursement-Filled Up Town Ca	11/14/2024	54.55	.00		10-445-256	1124
Total Kelsey Kristen Huntoon:					54.55	.00			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
<b>Kylie M Waldrip, P.C.</b>									
7410	Kylie M Waldrip, P.C.	4224	Professional Legal Services Rendered-	11/04/2024	1,388.28	.00		10-411-310	1124
7410	Kylie M Waldrip, P.C.	4224	Professional Legal Services Rendered-	11/04/2024	944.28	.00		10-412-310	1124
7410	Kylie M Waldrip, P.C.	4224	Professional Legal Services Rendered-	11/04/2024	962.00	.00		10-421-310	1124
Total Kylie M Waldrip, P.C.:					3,294.56	.00			
<b>Marie Christen</b>									
7561	Marie Christen	DRAMA REIMB	WY Community Gas Donation For Dra	11/16/2024	935.00	.00		10-445-486	1124
7561	Marie Christen	DRAMA REIMB	WY Community Gas Donation For Dra	11/13/2024	75.00	.00		10-445-486	1124
Total Marie Christen:					1,010.00	.00			
<b>Motorola Solutions, Inc.</b>									
3930	Motorola Solutions, Inc.	8230489226	SVC01SVC1405-8/1/24 to 8/31/24-Net	11/11/2024	163.97	.00		10-421-320	1124
3930	Motorola Solutions, Inc.	8230489226	SVC01SVC1405-9/1/24 to 9/30/24-Net	11/11/2024	163.97	.00		10-421-320	1124
3930	Motorola Solutions, Inc.	8230489226	SVC01SVC1405-10/1/24 to 10/31/24-N	11/11/2024	163.97	.00		10-421-320	1124
3930	Motorola Solutions, Inc.	8230489226	SVC01SVC1405-11/1/24 to 11/30/24-N	11/11/2024	163.97	.00		10-421-320	1124
3930	Motorola Solutions, Inc.	8230489226	SVC01SVC1405-12/1/24 to 12/31/24-N	11/11/2024	163.97	.00		10-421-320	1124
3930	Motorola Solutions, Inc.	8230489226	SVC01SVC1424C-8/1/24 to 8/31/24-On	11/11/2024	1,169.89	.00		10-421-320	1124
3930	Motorola Solutions, Inc.	8230489226	SVC01SVC1424C-9/1/24 to 9/30/24-On	11/11/2024	1,169.89	.00		10-421-320	1124
3930	Motorola Solutions, Inc.	8230489226	SVC01SVC1424C-10/1/24 to 10/31/24-	11/11/2024	1,169.89	.00		10-421-320	1124
3930	Motorola Solutions, Inc.	8230489226	SVC01SVC1424C-11/1/24 to 11/30/24-	11/11/2024	1,169.89	.00		10-421-320	1124
3930	Motorola Solutions, Inc.	8230489226	SVC01SVC1424C-12/1/24 to 12/31/24-	11/11/2024	1,169.89	.00		10-421-320	1124
3930	Motorola Solutions, Inc.	8230489226	SVC02SVC0661A-8/1/24 to 8/31/24-S	11/11/2024	160.62	.00		10-421-320	1124
3930	Motorola Solutions, Inc.	8230489226	SVC02SVC0661A-9/1/24 to 9/30/24-S	11/11/2024	160.62	.00		10-421-320	1124
3930	Motorola Solutions, Inc.	8230489226	SVC02SVC0661A-10/1/24 to 10/31/24-	11/11/2024	160.62	.00		10-421-320	1124
3930	Motorola Solutions, Inc.	8230489226	SVC02SVC0661A-11/1/24 to 11/30/24-	11/11/2024	160.62	.00		10-421-320	1124
3930	Motorola Solutions, Inc.	8230489226	SVC02SVC0661A-12/1/24 to 12/31/24-	11/11/2024	160.62	.00		10-421-320	1124
Total Motorola Solutions, Inc.:					7,472.40	.00			
<b>One-Call of Wyoming, Inc.</b>									
4140	One-Call of Wyoming, Inc.	73327	Tickets For October 2024-Water	11/11/2024	24.00	.00		51-531-310	1124
Total One-Call of Wyoming, Inc.:					24.00	.00			
<b>Platte Valley Foods LLC</b>									
5700	Platte Valley Foods LLC	11012024	Water-10/3/24-TH	11/01/2024	24.00	.00		10-411-240	1124

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
Total Platte Valley Foods LLC:					24.00	.00			
<b>Platte Valley Porta Pots, Inc</b>									
7387	Platte Valley Porta Pots, Inc	1769	Weekly Cleaning-Veteran's Island (2)-O	11/08/2024	300.00	.00		10-444-262	1124
Total Platte Valley Porta Pots, Inc:					300.00	.00			
<b>Posey Wagon Portable Toilet Services LLC</b>									
7629	Posey Wagon Portable Toilet Services	2564	Baseball Field Freshen Up (2)-October	11/03/2024	70.00	.00		10-444-262	1124
7629	Posey Wagon Portable Toilet Services	2564	Baseball Field Empty (2)-10/21/24	11/03/2024	70.00	.00		10-444-262	1124
Total Posey Wagon Portable Toilet Services LLC:					140.00	.00			
<b>Sanchez Lawn and Maintenance</b>									
7694	Sanchez Lawn and Maintenance	3099	Weed Eat Along Front Fence/Parking A	11/01/2024	660.00	.00		42-533-485	1124
Total Sanchez Lawn and Maintenance:					660.00	.00			
<b>Saratoga Sun</b>									
4940	Saratoga Sun	2353	Inv# 42201-Legal# 9018-Cash Req-10/	10/31/2024	70.00	.00		10-411-220	1124
4940	Saratoga Sun	2353	Inv# 42202-Legal# 9019-Manual Check	10/31/2024	40.00	.00		10-411-220	1124
4940	Saratoga Sun	2353	Inv# 42203-Legal# 9017-Minutes-10/10	10/31/2024	360.00	.00		10-411-220	1124
4940	Saratoga Sun	2353	Inv# 42262-Legal# 9016-Liquor License	10/31/2024	360.00	.00		10-411-220	1124
4940	Saratoga Sun	2353	Inv# 42298-8" Ad-Hiring-10/24/24-Stree	10/31/2024	80.00	.00		10-431-220	1124
4940	Saratoga Sun	2353	Inv# 42302-Legal# 9025-Minutes-10/24	10/31/2024	420.00	.00		10-411-220	1124
4940	Saratoga Sun	2353	Inv# 42305-Legal# 9027-Manual Check	10/31/2024	40.00	.00		10-411-220	1124
4940	Saratoga Sun	2353	Inv# 42388-8" Ad-Hiring-10/31/24-Stree	10/31/2024	80.00	.00		10-431-220	1124
4940	Saratoga Sun	2353	Inv# 42303-Legal# 9026-Cash Req-10/	10/31/2024	110.00	.00		10-411-220	1124
Total Saratoga Sun:					1,560.00	.00			
<b>Shively Hardware Co (VFD)</b>									
7585	Shively Hardware Co (VFD)	10312024	Inv# 108070-Seal Tape-Plug-10/2/24-V	10/31/2024	11.28	.00		10-422-240	1124
7585	Shively Hardware Co (VFD)	10312024	Inv# 108087-Connector-Cord-10/2/24-V	10/31/2024	46.98	.00		10-422-240	1124
7585	Shively Hardware Co (VFD)	10312024	Inv# 108340-Hinge-10/8/24-VFD	10/31/2024	15.99	.00		10-422-240	1124
7585	Shively Hardware Co (VFD)	10312024	Inv# 109507-Baster-10/31/24-VFD	10/31/2024	3.79	.00		10-422-240	1124
Total Shively Hardware Co (VFD):					78.04	.00			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
<b>Squirrel Tree Automotive</b>									
7336	Squirrel Tree Automotive	10353	2021 Chev Tahoe-Oil Filter-Oil Change-	11/13/2024	119.46	.00		10-421-255	1124
Total Squirrel Tree Automotive:					119.46	.00			
<b>Stinker Stores, Inc</b>									
7438	Stinker Stores, Inc	K378-103124	Card# 9649134-62.126 G-October 202	10/31/2024	180.91	.00		51-531-256	1124
7438	Stinker Stores, Inc	K378-103124	Card# 4817401-107.396 G-October 20	10/31/2024	304.44	.00		51-531-256	1124
7438	Stinker Stores, Inc	K378-103124	Card# 4817686-91.521 G-October 202	10/31/2024	293.78	.00		10-431-256	1124
7438	Stinker Stores, Inc	K378-103124	Card# 4817585-64.093 G-October 202	10/31/2024	188.34	.00		10-422-256	1124
7438	Stinker Stores, Inc	K378-103124	Card# 9649130-29.280 G-October 202	10/31/2024	87.91	.00		10-421-256	1124
7438	Stinker Stores, Inc	K378-103124	Card# 9649276-88.811 G-October 2024	10/31/2024	252.18	.00		10-421-256	1124
7438	Stinker Stores, Inc	K378-103124	Card# 4817420-89.718 G-October 202	10/31/2024	293.15	.00		10-431-256	1124
7438	Stinker Stores, Inc	K378-103124	Card# 4817837-118.160 G-October 202	10/31/2024	405.73	.00		10-431-256	1124
7438	Stinker Stores, Inc	K378-103124	Card# 4817866-12.798 G-October 202	10/31/2024	38.61	.00		10-422-256	1124
7438	Stinker Stores, Inc	K378-103124	Card# 4817402-15.537 G-October 202	10/31/2024	22.11	.00		51-531-256	1124
7438	Stinker Stores, Inc	K378-103124	Card# 4817402-15.537 G-October 202	10/31/2024	22.12	.00		52-532-256	1124
7438	Stinker Stores, Inc	K378-103124	Card# 4817779-15.478 G-October 202	10/31/2024	21.49	.00		55-571-256	1124
7438	Stinker Stores, Inc	K378-103124	Card# 4817779-15.478 G-October 202	10/31/2024	21.49	.00		55-572-256	1124
Total Stinker Stores, Inc:					2,132.26	.00			
<b>Sundahl, Powers, Kapp &amp; Martin, LLC</b>									
7551	Sundahl, Powers, Kapp & Martin, LLC	17097	Professional Legal Services Rendered-	11/15/2024	8,243.00	.00		10-411-310	1124
7551	Sundahl, Powers, Kapp & Martin, LLC	17097	Professional Legal Services Rendered-	11/15/2024	1,725.72	.00		10-421-310	1124
Total Sundahl, Powers, Kapp & Martin, LLC:					9,968.72	.00			
<b>Team Laboratory Chemical, LLC</b>									
6475	Team Laboratory Chemical, LLC	INV0043926	Fine Road Patch (50)	10/28/2024	1,132.00	.00		22-446-250	1124
Total Team Laboratory Chemical, LLC:					1,132.00	.00			
<b>US Bank</b>									
7743	US Bank	CPN 00269148	Walmart-Supplies-10/17/24-Parks	11/14/2024	131.10	.00		10-444-240	1124
7743	US Bank	CPN 00269148	USPS-Nuisance Letters-10/21/24-PZ	11/14/2024	29.04	.00		10-412-240	1124
7743	US Bank	CPN 00269148	USPS-Nuisance Letter-10/21/24-PZ	11/14/2024	9.68	.00		10-412-240	1124
7743	US Bank	CPN 00269148	SurveyMonk-Subscription-10/21/24-PZ	11/14/2024	99.00	.00		10-412-310	1124
7743	US Bank	CPN 00269148	Adobe-Subscription-10/21/24-PZ	11/14/2024	21.19	.00		10-412-240	1124
7743	US Bank	CPN 00269148	Design Criteria-Building Permit Code Pr	11/14/2024	24.95	.00		10-412-240	1124

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
7743	US Bank	CPN 00269148	Top Notch Tree Service-Tree Removal-	11/14/2024	2,544.10	.00		10-431-310	1124
7743	US Bank	CPN 00269148	UnitedStatesFlag.com-Flag Holders For	11/14/2024	180.02	.00		10-431-240	1124
7743	US Bank	CPN 00269148	Menards-Toilet Seats-11/8/24-Parks	11/14/2024	30.72	.00		10-444-262	1124
7743	US Bank	CPN 00269148	Amazon-Floor Mats-10/16/24-Streets	11/14/2024	164.95	.00		10-431-250	1124
7743	US Bank	CPN 00269148	Tapstitch-Hoodies-10/16/24-Rec	11/14/2024	238.46	.00		10-445-486	1124
7743	US Bank	CPN 00269148	Amazon-Seat Covers-10/17/24-Streets	11/14/2024	84.95	.00		10-431-250	1124
7743	US Bank	CPN 00269148	Amazon-Thumb Drives-10/21/24-TH	11/14/2024	18.39	.00		10-411-240	1124
7743	US Bank	CPN 00269148	Amazon-Basketball Net-10/21/24-Rec	11/14/2024	75.24	.00		10-445-483	1124
7743	US Bank	CPN 00269148	Amazon-Monitor Desk Mount-10/23/24-	11/14/2024	22.50	.00		51-531-240	1124
7743	US Bank	CPN 00269148	Amazon-Monitor Desk Mount-10/23/24-	11/14/2024	22.49	.00		52-532-240	1124
7743	US Bank	CPN 00269148	Amazon-Receipt Book-10/23/24-TH	11/14/2024	30.36	.00		10-411-240	1124
7743	US Bank	CPN 00269148	Amazon-Monitor Desk Mount-10/23/24-	11/14/2024	22.50	.00		51-531-240	1124
7743	US Bank	CPN 00269148	Amazon-Monitor Desk Mount-10/23/24-	11/14/2024	22.49	.00		52-532-240	1124
7743	US Bank	CPN 00269148	Amazon-Dual Monitor Stand-10/28/24-	11/14/2024	49.99	.00		10-411-240	1124
7743	US Bank	CPN 00269148	Amazon-Folders-10/29/24-PD	11/14/2024	22.99	.00		10-421-240	1124
7743	US Bank	CPN 00269148	Family Dollar-Candy For Halloween Wa	11/14/2024	69.45	.00		10-421-240	1124
7743	US Bank	CPN 00269148	Amazon-Envelopes-10/31/24-TH	11/14/2024	9.67	.00		10-411-240	1124
7743	US Bank	CPN 00269148	Amazon-Cables-11/4/24-Water	11/14/2024	24.99	.00		51-531-240	1124
7743	US Bank	CPN 00269148	Zoom.com-Subscription-11/4/24-TH	11/14/2024	64.99	.00		10-411-245	1124
7743	US Bank	CPN 00269148	Amazon-Cables-Keyboards-11/7/24-Wat	11/14/2024	20.98	.00		51-531-240	1124
7743	US Bank	CPN 00269148	Amazon-Cables-Keyboards-11/7/24-Sew	11/14/2024	20.99	.00		52-532-240	1124
7743	US Bank	CPN 00269148	Amazon-Council Room Chairs-11/12/24	11/14/2024	679.95	.00		10-411-240	1124
7743	US Bank	CPN 00269148	Amazon-Replacement Batteries-11/12/2	11/14/2024	59.64	.00		10-411-240	1124
7743	US Bank	CPN 00269148	Adobe-Subscription-11/12/24-TH	11/14/2024	165.23	.00		10-411-245	1124
7743	US Bank	CPN 00269148	Amazon-HDMI Adapter-11/12/24-Water	11/14/2024	19.99	.00		51-531-240	1124
7743	US Bank	CPN 00269148	Amazon-HDMI Adapter-11/12/24-Sewer	11/14/2024	20.00	.00		52-532-240	1124
7743	US Bank	CPN 00269148	Amazon-Wall Calendars-11/12/24-TH	11/14/2024	18.98	.00		10-411-240	1124
7743	US Bank	CPN 00269148	Amazon-Wall Calendars-11/12/24-Rec	11/14/2024	9.49	.00		10-445-240	1124
7743	US Bank	CPN 00269148	Amazon-Cleaner-11/14/24-HP	11/14/2024	45.95	.00		10-442-240	1124
Total US Bank:					5,075.41	.00			
<b>Watson Well Service</b>									
7424	Watson Well Service	9690	1 HP 460v Three Phase Pentek Motor-	11/16/2024	702.00	.00		52-532-250	1124
Total Watson Well Service:					702.00	.00			
<b>WLECA</b>									
7263	WLECA	C-12425	Preparing For Leadership Class-4/8/24	10/28/2024	150.00	.00		10-421-235	1124



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
Total WLECA:					150.00	.00			
<b>WYOMING DIESEL SERVICE</b>									
6165	WYOMING DIESEL SERVICE	R48404	2004 Pete 536-RM675712-Repaired Re	11/05/2024	132.00	.00		10-431-255	1124
Total WYOMING DIESEL SERVICE:					132.00	.00			
<b>WYOMING RETIREMENT SYSTEM</b>									
6205	WYOMING RETIREMENT SYSTEM	260819	Volunteer Firefighter and EMT Pension-	11/11/2024	18.75	.00		10-422-170	1124
Total WYOMING RETIREMENT SYSTEM:					18.75	.00			
Grand Totals:					56,860.91	.00			

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

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City Recorder: \_\_\_\_\_

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
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Report Criteria:  
Detail report.  
Invoices with totals above \$0.00 included.  
Paid and unpaid invoices included.

Report Criteria:  
Paid transmittals included

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
53428	3 GREAT-WEST TRUST CO	53428	11/03/2024	55-01	457 CONTRIBUTION Deferred Comp - Pre Tax Pay Period: 11/3/2024	10-212500	240.00
	3 GREAT-WEST TRUST CO	53428	11/03/2024	55-02	457 CONTRIBUTION Deferred Comp - Roth Pay Period: 11/3/2024	10-212500	180.00
	Total 53428:						420.00
110520241	1 EFTPS -TAXES	110520241	11/03/2024	74-00	FICA/FWT/WITHHOLDING DEPOSIT Social Security Pay Period: 11/3/2024	10-212100	3,303.39
	1 EFTPS -TAXES	110520241	11/03/2024	74-00	FICA/FWT/WITHHOLDING DEPOSIT Social Security Pay Period: 11/3/2024	10-212100	3,303.39
	1 EFTPS -TAXES	110520241	11/03/2024	75-00	FICA/FWT/WITHHOLDING DEPOSIT Medicare Pay Period: 11/3/2024	10-212100	772.55
	1 EFTPS -TAXES	110520241	11/03/2024	75-00	FICA/FWT/WITHHOLDING DEPOSIT Medicare Pay Period: 11/3/2024	10-212100	772.55
	1 EFTPS -TAXES	110520241	11/03/2024	76-00	FICA/FWT/WITHHOLDING DEPOSIT Federal Withholding Tax Pay Period: 11/3/	10-212200	3,439.96
Total 110520241:							11,591.84
110620241	5 BLUE CROSS & BLUE SH	110620241	11/03/2024	90-00	ACCOUNT # 2483060001 Health Ins Pay Period: 11/3/2024	10-212700	35,724.27
	Total 110620241:						35,724.27
Grand Totals:							47,736.11

TOWN OF SARATOGA

## Check Register - NAMELESS

Pay Period Dates: 10/21/2024 - 11/03/2024

Nov 15, 2024 11:00AM

## 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
11/03/2024	PC	11/07/2024	53426	261		01-112700	96.04-
11/03/2024	PC	11/07/2024	53427	105		01-112700	157.03-
11/03/2024	PC	11/07/2024	1107202	46		01-112700	1,755.74-
11/03/2024	PC	11/07/2024	1107202	48		01-112700	2,448.91-
11/03/2024	PC	11/07/2024	1107202	49		01-112700	2,245.92-
11/03/2024	PC	11/07/2024	1107202	78		01-112700	1,438.28-
11/03/2024	PC	11/07/2024	1107202	111		01-112700	1,750.79-
11/03/2024	PC	11/07/2024	1107202	134		01-112700	1,833.52-
11/03/2024	PC	11/07/2024	1107202	58		01-112700	56.95-
11/03/2024	PC	11/07/2024	1107202	112		01-112700	1,806.39-
11/03/2024	PC	11/07/2024	1107202	40		01-112700	1,877.92-
11/03/2024	PC	11/07/2024	1107202	88		01-112700	1,408.20-
11/03/2024	PC	11/07/2024	1107202	201		01-112700	256.53-
11/03/2024	PC	11/07/2024	1107202	216		01-112700	287.70-
11/03/2024	PC	11/07/2024	1107202	217		01-112700	287.70-
11/03/2024	PC	11/07/2024	1107202	225		01-112700	658.94-
11/03/2024	PC	11/07/2024	1107202	226		01-112700	1,786.24-
11/03/2024	PC	11/07/2024	1107202	245		01-112700	2,166.11-
11/03/2024	PC	11/07/2024	1107202	247		01-112700	1,601.08-
11/03/2024	PC	11/07/2024	1107202	256		01-112700	21.94-
11/03/2024	PC	11/07/2024	1107202	264		01-112700	3,043.74-
11/03/2024	PC	11/07/2024	1107202	235		01-112700	1,772.06-
11/03/2024	PC	11/07/2024	1107202	202		01-112700	73.21-
11/03/2024	PC	11/07/2024	1107202	268		01-112700	28.94-
11/03/2024	PC	11/07/2024	1107202	272		01-112700	3,271.35-
11/03/2024	PC	11/07/2024	1107202	273		01-112700	1,380.29-
11/03/2024	PC	11/07/2024	1107202	274		01-112700	66.15-
11/03/2024	PC	11/07/2024	1107202	276		01-112700	1,622.03-
11/03/2024	PC	11/07/2024	1107202	277		01-112700	1,417.23-
11/03/2024	PC	11/07/2024	1107202	280		01-112700	1,112.95-
11/03/2024	PC	11/07/2024	1107202	283		01-112700	1,191.58-
11/03/2024	PC	11/07/2024	1107202	284		01-112700	1,401.04-
11/03/2024	PC	11/07/2024	1107202	263		01-112700	1,497.43-
11/03/2024	PC	11/07/2024	1107202	227		01-112700	1,404.91-
Grand Totals:							43,224.84-

TOWN OF SARATOGA  
SPECIAL EVENTS APPLICATION

Item 9)

Applicant Name: <u>Amanda Knotwell</u>	Organization: <u>Saratoga / Platte Valley Chamber</u>
Address: <u>1</u>	Address: <u>P.O. Box 1095</u>
City/State/Zip	City/State/Zip <u>Saratoga ny 82331</u>
Phone: _____	Phone: <u>307-326-8855</u>
Cell: _____	Cell: <u>307-351-4079</u>
e-mail: _____	e-mail: <u>director@saratochamber.info</u>
Date of the Event:	Start Time for Event:
Location of Event:	End Time for Event:

Please check one:

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

Describe briefly the proposed event.

41<sup>st</sup> annual Saratoga Lake ice fishing Derby

Use additional sheet if necessary.

Location of the event( please be specific)

Saratoga Lake

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

Approximate number of participants expected: hopefully 1000 +  
 Approximate number of support staff/volunteers: 20 throughout the weekend.

Number of vehicles anticipated and parking requirements: only around the lake.  
-only authorized vehicles on lake.

Will town property be used for this event: Saratoga Lake : Campground.  
☒ yes ☐ no (if yes, please explain fully)

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

- What traffic control or parking issues are you anticipating: \_\_\_\_\_

- What parking plan have you in place: people will park around the lake.

- What services do you require from the Police Department or DPW? :

Drive-throughs During the event.

- What are your security plans: : -

- What services are required from the Fire Department? : just to be aware of the event and the possibilities.

- What services are required from the Planning Commission? : -

- What plans have you made for garbage containment and removal? \_\_\_\_\_

extra garbage cans will be set up.

- What plans have you made for sanitary control/portable toilets?: \_\_\_\_\_

extra porta pots will be brought in.

- Will you be serving food? If yes, have you contacted the State of Wyoming Certified Food Safety Professional at 307-326-8001 for food service requirements: \_\_\_\_\_

food trucks

- Alcoholic Beverages: Describe the location of any alcohol sales or serving stations, liquor license to be used, measures to insure proper ID for purchases and list persons supervising the operations.

out for Bid- By the Derby tent.

- Liquor Liability insurance to be required as described in Special Events Conditions #5.

that will be on the entity Doing Beer Sales

- Any other request by applicant: : -

- Name of persons who will be "in charge" at the site/activity: : \_\_\_\_\_

Amanda Knotrill

On-site

Manager: Amanda KnotwellHome Phone: \_\_\_\_\_ Cell Phone: 307-329-3590

Alternate On-site Manager

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Insurance Information:** (if applicable)Name of Insurance To Be turned into town closer to Event Date.

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

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

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

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

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

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

Billing Address (if different than previously identified)

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

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

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

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


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

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

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

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

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

Dated this 18, day of Nov., 20 24
  
 Applicant Signature



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

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

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

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

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

Proposed Special Event: 41<sup>st</sup> Annual Ice Fishing Derby.

Date of Special Event: Jan- 18 + 19<sup>th</sup>

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

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

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

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

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

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





## TOWN OF SARATOGA SPECIAL EVENTS APPLICATION CONDITIONS

Please initial each condition as read

1. JK Application holder shall obey all Federal, State, and local rules, regulations and laws. Application holder shall obey all Town of Saratoga municipal ordinances, rules and guidelines pertaining to the use of Town property, including the location and storage of vehicles and equipment, crowd control, and the restoration of premises to their original condition after the use for the special event.
2. JK Application holder shall confine its activities to the location and time schedules approved for the Application. Traffic control shall be maintained as approved by the Saratoga Police Department and configured by the Saratoga Public Works Department when events are conducted on Town streets or on Town property.
3. JK Reference to or the use thereof of the Town of Saratoga Logo is strictly prohibited in advertising of the event, unless prior written approval is granted by the Town of Saratoga.
4. JK Application holder does hereby covenant and agree to indemnify and hold harmless the Town of Saratoga harmless from any and all loss, cost, damages, injuries, judgment and claims of any kind, including and an all costs, including any attorney's fees, on account of personal injury or property damage resulting from any activity of Application holder.
5. JK In no way limiting the indemnity agreement above, Application holder will furnish to the Town of Saratoga a certificate of insurance providing liability, casualty and property coverage acceptable to its legal department showing combined single limit coverage for death or bodily injury, property damage or loss, marine and fire protection, or the equivalent of such coverage, not less than \$1,000,000.00. Applicant shall, if given permission to sell liquor, provide insurance enforcement for liquor liability naming the Town of Saratoga as additional insured for the amount of at least \$1,000,000.00. The Town of Saratoga, including its officials, employees and agents, shall be named an additional insured in the liability policy. Contractual liability coverage insuring the obligations of this agreement is also required. The insurance cannot be cancelled or substantially modified without ten (10) days notice to the Clerk of the Town of Saratoga.
6. JK Application holder shall reimburse the Town of Saratoga for costs incurred in the use of Town equipment and assignment of municipal employees to duty in connection with the special event activities. A schedule of expected costs shall be prepared by the Saratoga Department of Public Works Supervisor after identification of the municipal sites to be used for the special event. Application holder shall post a cash bond as a refundable deposit against the estimated cost when requested.

7. JK Neither the Application holder, nor its agent, employees, servants or helpers shall be or deemed to be, the employee, agent or servant of the Town of Saratoga. None of the benefits provided by the Town of Saratoga to its employees, including, but not limited to medical insurance, compensation insurance, and unemployment insurance are available to Application holder or its employees, agents, servants or helpers.
8. JK Fees shall be charged for the use of Town Property: Application holder shall not conduct any event on Town property intended to attract or entertain the public or charge fees to spectators without specific approval of the Town of Saratoga in writing. No alterations or changes to Town owned property would be allowed without prior written permission from the Town Council or their designee.
9. JK Additional Applications and fees may be required for use of facilities of the Town of Saratoga and entry upon areas subject to special security requirements, such as the Saratoga Lake area, Veterans Island, Kathy Glode Park or the Hot Pool and Municipal Pool areas. Use of such facilities and areas may be further conditional upon assurances of compliance with security and other requirements of these facilities.
10. JK Application holder shall designate a local agent to sign this Application application who shall have the authority to represent them in all matters relating to exercise of the privileges herein granted and who shall be responsible for compliance with these conditions.
11. JK Arrangements for use of Town property, (i.e. building, streets/alleys, sidewalks, parks or other public places or property) owned by the Town must be approved by the Town Clerk in writing in advance of the actual event.
12. JK If Application holder finds it necessary or desirable to use Town equipment, only Town employees will be allowed to operate said equipment, unless prior arrangements in writing are made and then only with the prior approval of the DPW Supervisor.
13. JK The Application holder will be required to reimburse the Town as provided for contracting/ use of town services, equipment, building, or if not addressed, for the wages due the employees, calculated at their regular hourly overtime rate and including all withholdings required by the federal and state governments. In addition, the Application holder will be responsible for reimbursing the Town for additional bookkeeping or clerical costs.
15. JK Application holder shall be responsible for all additional costs incurred by the Town of Saratoga for garbage and sanitary clean-up due to the special event.

Application approved:

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

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

**TOWN OF SARATOGA – PERMIT APPLICATION  
REQUEST FOR WAIVER OF OPEN CONTAINER LAW**



Permit No. \_\_\_\_\_

Permit Fee: \$25.00

Fec Paid: \_\_\_\_\_

Receipt No. \_\_\_\_\_

Pursuant to the Town of Saratoga Municipal Code, the governing body and Town Clerk are authorized to issue a permit which waives the Town's container restrictions as defined in the Town of Saratoga Municipal Code 5.08.210(4)

APPLICANT NAME: Saratoga Platte Valley ChamberNAME OF EVENT: 41<sup>st</sup> Annual Ice fishing Derby.ADDRESS (City/State/Zip): PO Box 1095 Saratoga nyTELEPHONE NO. 307 326 8855

82331

IF APPLICANT IS REPRESENTING AN ORGANIZATION, PLEASE PROVIDE THE FOLLOWING:

ORGANIZATION NAME: \_\_\_\_\_

ORGANIZATION ADDRESS: \_\_\_\_\_

ORGANIZATION TELEPHONE NO. \_\_\_\_\_

IS THE APPLICANT THE CONTACT PERSON FOR THE EVENT: \_\_\_\_\_

If no, Please provide Name/Telephone Number and Address of contact person:

LOCATION OF EVENT: Saratoga Lake.DATE(S) OF EVENT: Jan 18 + 19 2025PERMIT HOURS REQUESTED: From Jan 18 → 3pm Jan 19<sup>th</sup>

The undersigned hereby requests a waiver of the open container provisions pursuant to the Town of Saratoga Municipal Code 5.08.210(4) for the above listed event

Applicant Signature: [Signature] Date: 1/15/2024

Approval

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

Mayor: \_\_\_\_\_

Clerk: \_\_\_\_\_

Copies to:  
Saratoga Police Department

# Emergent Coils

**Quote**  
11/19/24

**EMERGENT COILS**  
<https://www.emergentcoils.com/>  
1685 S. Colorado Blvd  
Unit S #324  
Denver, Colorado 80222  
(855) 264-5669

**QUOTE #**  
035970

**BILLED TO SARATOGA WY REC DEPARTMENT**  
Saratoga

PRODUCT	QUANTITY	PRICE	TOTAL
<b>Tube Bundle</b> <i>Replacement to WU105-25</i> <i>Standard materials are steel tube sheet, 3/4" OD x .049 wall (18 BWG) seamless copper u-tubes, up to (12) baffles, and (1) Complete set of fiber composite gaskets.</i>	2	\$3,542.00	\$7,084.00
<b>Shipping</b> <i>ABF Estimate</i>	1	\$1,543.00	\$1,543.00
<b>Current Lead Time</b> <i>4-5 week build time</i> <i>+125% for a 1 Dat build</i> <i>+100% for a 2-3 day</i> <i>+50% for a 5-7 day</i> <i>Freight NOT included</i> <i>*Price good for 30*Price good for 30 days. Contact your Rep at the time of your order to confirm price, lead time, and quick build availability.</i>			

**TOTAL** **\$8,627.00**

## PVCC Gym & Multi-Purpose Room

300 Walnut Street • Saratoga, WY 82331 • 307-326-8338

[rec@saratogawyo.org](mailto:rec@saratogawyo.org)

### Gym & Multi-Purpose Information Sheet & Rental Agreement Contract

PRINT ALL INFORMATION

HOST NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

PERSON OR GROUP NAME \_\_\_\_\_

REQUESTED DATE \_\_\_\_\_ TIME \_\_\_\_\_ TO \_\_\_\_\_

REQUESTED SPACE(S): ☐ GYM ☐ MULTI-PURPOSE ROOM ☐ STAGE

APPROXIMATE NUMBER ATTENDING: ☐ Less than 25 guests ☐ 26-49 guests ☐ 50+ guests

The PVCC gym, multi-purpose room, and/or stage shall be available for use by the public on a reservation basis subject to the conditions outlined below. The purpose of these guidelines is to establish standard procedures for administering the policy and to ensure fairness in the letting of the facility.

The applicant granted the reservation agrees to read and abide by the following:

#### RENTAL PROCEDURES AND REQUIREMENTS

1. Rental times should account for set-up and clean-up durations.
2. Rental host will inform guests of proper parking spaces, overflow must be coordinated by the rental host.
3. No one may enter the facility before the host(s).
4. All participants must wear gym attire. NO STREET SHOES ON BASKETBALL COURT PLAYING SURFACE.
5. Rental activities, including but not limited to food, games and/or toys, must be **PRE-APPROVED** and finalized by the Recreation Director or PVCC staff 3 days in advance of the party.
6. All children must be supervised by a parent or guardian while on the premises.
7. All attendees must leave the premises prior to the rental agreement time ends.
8. Town of Saratoga employees reserve the right to refuse space rental to anyone who doesn't conduct themselves in a safe manner or does not conform to the safety rules of this facility.
9. The rental host will be held accountable for leaving the premises clean.
10. Any property damage will be the responsibility of the rental host.

Our facility rules have been set up for safety and for the well-being of attendees. Please see that your guests are made aware of those safety rules, as you are ultimately responsible for the actions and conduct of those you have chosen to attend and/or participate during your rental time.

Town of Saratoga employee(s) and PVCC employee(s) is/are in charge at all times. Adults in attendance are expected to assist and cooperate with the employee(s). Repeated warning from an employee will be grounds for ejection from the facility.

- **Any guest(s) with special health requirements should be brought to the attention of the supervisor upon arrival.**

USER (HOST) NAME: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

Item 13)

1. User agrees to indemnify and hold harmless the Town of Saratoga/PVCC Joint Powers Board, its agents, and employees from and against any claims for damages for persons or property arising out of any use of the PVCC Gym Facilities and its premises by User. The Town of Saratoga assumes no responsibility for any property placed in or about the PVCC Gym Facilities.
2. No oral arrangement for the use of the PVCC Gym Facilities shall be valid. All reservations must be confirmed with a written contract, approved by the Town of Saratoga Recreation Director or the PVCC Director.
3. The fees for facility rentals are as follows unless otherwise specified:

**RENTAL RATES**

**(All rates are listed as cost per hour)**

\$15.00 Stage Rental

\$15.00 Multi-Purpose Room / \$20.00 Multi-purpose Room (Private Event)

\$20.00 Half Main Gym / \$25.00 Half Main Gym (Private Event)

\$35.00 Main Gym / \$40.00 Main Gym (Private Event)

Open Container Fee \$25.00 Per Rental (No Glass)

**\* A Private Event is closed to both members and the public for the entirety of the rental period. \***

**\* PVCC Weight Room and Cycling Room are accessible to members during Private Events\***

4. Activities, food, games and toys, not provided by the Town of Saratoga, must be PRE-APPROVED and finalized by the Town of Saratoga Recreation Director 3 days prior to the reserved date.
5. Renter is responsible for the set up and clean up of the facility. Renters agree to leave the premises in as good or better condition as it existed prior to their usage. All trash must be disposed of in community dumpster or taken with user. All decorations must be removed. No confetti, including filled balloon, allowed.
6. All participants must wear gym attire. NO STREET SHOES ON PLAYING COURT!
7. NO CHILDREN UNDER 13 ALLOWED IN WEIGHT & CYCLING ROOMS!
8. No glass containers or ceramic containers are allowed.
9. Smoking and vaping are prohibited in all rental spaces.
10. The Town of Saratoga employees reserve the right to stop or cancel a party at any time.

NOTE: All of the above rules and regulations are subject to change at any time.

I have read and understand all the above rental procedures, requirements, safety rules and regulations and agree to abide by them while renting the PVCC Gym & Multi-Purpose Room facilities.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TOWN OF SARATOGA REPRESENTATIVE

TOWN REP INITIAL \_\_\_\_\_

\*\*\*\* IF CANCELLED BY HOST, THERE WILL BE NO REFUND \*\*\*\*

HOST INITIAL \_\_\_\_\_

**OFFICE USE ONLY**

RENTAL DATE: \_\_\_\_\_ RENTAL TIME: \_\_\_\_\_

BALANCE: \_\_\_\_\_  
date received & amount

☐ CASH ☐ CHECK # \_\_\_\_\_ ☐ CREDIT/DEBIT



**TOWN OF SARATOGA  
ORDINANCE NO. 873  
AN ORDINANCE AMENDING CHAPTER 13.40 OF THE  
TOWN OF SARATOGA MUNICIPAL CODE  
CONCERNING SEWER FEES AND SERVICE RATES; AND  
TO PROVIDE AN EFFECTIVE DATE.**

**WHEREAS**, The Town Council as well as the Mayor of the Town of Saratoga, has determined that in the best interest of its residents that the above mentioned Town Code Section(s) be amended.

**WHEREAS**, The Town Council as well as the Mayor of the Town of Saratoga, finds it appropriate and necessary to establish appropriate rates and billing methods for the acquiring revenue from the provision of sewer utility services.

**NOW THEREFORE, BE IT ORDAINED by the Mayor and Town Council of the Town of Saratoga, Carbon County, Wyoming.**

**SECTION 1:** That Title 13 Chapter 13.40 Fees and Service Rates be amended to read:

**Chapter 13.40 FEES AND SERVICE RATES**

**13.40.010 Installation and connection - Owner's expense.**

All costs and expense incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the town from any loss or damage that may, directly or indirectly, be occasioned by the installation of the building sewer.

**13.40.20 Connection fees.**

A. The fee to be charged for any permit issued to make connections or tap with a public sewer or sanitary sewer of the town shall be as follows:

1. Each sewer tap will be Two Thousand Five Hundred and no/100 (\$2,500.00) Dollars.
2. Motels and Hotels. The residential fee stated in subsection A of this section, plus ten percent (10%) thereof for each sleeping room constructed and maintained or rented. In addition, a fee by contract shall be charged for bars, restaurants or any other commercial establishments which are components of a motel or hotel in accordance with the rates established under this chapter for commercial and industrial uses;
3. Commercial and Industrial. By contract based upon demand and deteriorating effect of the use upon the facilities of the town, but not less than the designated rates for residences;
4. Remodeled Buildings. The regular fee as stated in this section for each new living unit established in any dwelling or structure.
- B. Such fees shall be collected in advance before a permit is issued to tap or make any connections with sewer mains of the town. (Ord. 721, 2003; Ord. 702, 2002; prior code § 19-14)

**13.40.30 Monthly service charges - Billing.**

A. The following charge for sewer service charged by the town of Saratoga for each single-family residential unit shall be the sum of thirty-two dollars and forty-seven cents (\$32.47) per month.

1. Said monthly service charge shall increase a minimum of three percent (3%) each calendar year, in order to allow the town to recapture sewer revenue shortfalls and repayment of debt service. The town council may repeal or amend this section at any time they determine revenue shortfalls have been recovered, or otherwise amend this section at any time as it may be necessary, or otherwise in the best interest of the town.
2. "Single-family residential unit" shall mean a building, or a portion thereof designed exclusively for residential purposes, including, but not limited to, the following: mobile homes, one-family, two -family and multiple-family dwellings.

- 3. Hotels, boarding and lodging houses, fraternity and sorority houses, rest homes and nursing homes or child care nurseries will be billed under commercial businesses.
- 4. Each single-family residential unit shall be assessed a monthly sewer rate charge of thirty-two dollars and forty-seven cents (\$32.47) (e.g., each single-family residential unit within a multiple-family dwelling would be charged a monthly sewer rate of thirty-two dollars and forty-seven cents).

B. The monthly charge for sewer service charged by the town of Saratoga for business, commercial and all other users shall be as follows:

- 1. Business, Commercial and All Other Users. Base rate of thirty-nine dollars and ninety-five cents (\$39.95) per month, or a minimum of eighty percent (80%) of the user's water bill for the identical property for the same month, whichever is greater. The basic fee of thirty-nine dollars and ninety-five cents (\$39.95) per month shall be assessed by the town of Saratoga as the minimum monthly fee, whether or not the water service is being provided to the same property.

- 2. Said monthly service charge shall increase a minimum of three percent (3%) each calendar year, in order to allow the town to recapture sewer revenue shortfalls and repayment of debt service. The town council may repeal or amend this section at any time they determine revenue shortfalls have been recovered, or otherwise amend this section at any time as it may be necessary, or otherwise in the best interest of the town.

C. The sewer service charge imposed is equally applicable to all users of the town of Saratoga sewer service, whether or not said properties utilize the town's water service.

D. Billing and collection of the charges imposed herein, delinquencies, late charges, notification and enforcement are prescribed by Chapter 13.06 of this code. (Ord. 829 § 1, 2015; Ord. 828 § 1, 2014; Ord. 789, 2010; Ord. 776, 2008; Ord. 688, 2001; Ord. 669, 2000; Ord. 635, 1998; Ord. 632, 1998; Ord. 621, 1997; Ord. 560, 1991; Ord. 519, 1988; Ord. 489, 1987; Ord. 488, 1986; Ord. 462, 1985; Ord. 432, 1982; prior code § 19-15)

**SECTION 2: REPEALED**

All other prior Ordinances or Parts Thereof that are in conflict herewith are hereby repealed.

**SECTION 3: METHODOLOGY**

For purposes of clarifying the amending procedures all code sections are listed in full in the above sections.

**SECTION 4: SEVERABILITY**

If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, or its application to any Person or circumstances is held invalid, the remaining portion of this Ordinance shall remain in full force and effect, and the application of the provision to other persons or circumstances shall not be affected.

**SECTION 5:** This ordinance shall be in full force and effect upon passage, approval, and publication.

**PASSED ON FIRST READING** on the 5<sup>th</sup> day of November, 2024.

**PASSED ON SECOND READING** on the \_\_ day of November 2024.

**PASSED, AND ADOPTED ON THIRD READING** on the \_\_ day of December, 2024.

ATTEST:

APPROVED:

\_\_\_\_\_  
Jenn Anderson, Town Clerk

\_\_\_\_\_  
Chuck Davis, Mayor



**TOWN OF SARATOGA  
ORDINANCE NO. 874  
AN ORDINANCE AMENDING CHAPTER 13.16 OF THE SARATOGA  
MUNICIPAL CODE DEFINING MONTHLY RATES INCLUDING RESIDENTIAL,  
COMMERCIAL AND BUSINESS METERED USAGE WITHIN THE MUNICIPAL  
LIMITS OF SARATOGA, AS WELL AS OUTSIDE THE MUNICIPAL LIMITS OF THE  
TOWN OF SARATOGA. AND TO PROVIDE AN EFFECTIVE DATE.**

**WHEREAS**, The Town Council as well as the Mayor of the Town of Saratoga, has determined that in the best interest of its residents that the above mentioned Town Code Section(s) be amended.

**WHEREAS**, The Town Council as well as the Mayor of the Town of Saratoga, finds it appropriate and necessary to establish appropriate rates and billing methods for the acquiring revenue from the provision of water utility services.

**NOW THEREFORE, BE IT ORDAINED by the Mayor and Town Council of the Town of Saratoga, Carbon County, Wyoming.**

**SECTION 1:** That Title 13, Chapter 13.16, Section 13.16.30, Monthly rates including commercial and businesses-Metered. be amended to read:

**13.16.030 Monthly rates including commercial and businesses—Metered.**

A. All properties within the corporate limits of the Town of Saratoga using water provided by the town of Saratoga shall be metered and shall pay to the town for such water in accordance with the following charges based upon the size of the meter serving the property plus the total monthly usage of water. In the case of a private looped system, in which more than one connection is made to the same private system, each connection requiring an individual meter, the monthly usage charge shall be based on the size of the largest meter and the sum of the monthly usage of water metered by all meters servicing the private system:

Meter Size	Base Rate
5/8", 3/4", or 1"	\$33.99
1-1/2"	\$90.64
2"	\$135.96
3"	\$396.55
4"	\$679.80
6"	\$1,642.85
8"	\$2,266.00
10"	\$3,399.00
12"	\$5,098.50

Water Usage (gallons)	Water Usage Rate (per 1,000 gallons)
0 - 1,000	\$0.00
1,001 - 5,000	\$1.10
5,001 - 10,000	\$1.65
10,001 - 20,000	\$2.48
20,001 - 50,000	\$3.30
50,001 - 100,000	\$4.40
100,001 and greater	\$6.05

Said monthly service charges shall increase a minimum of three percent each calendar year, in order to allow the town to account for inflation. The town council may repeal or amend this chapter at any time, or otherwise amend this chapter at any time it may be in the best interest of the town.

A minimum monthly fee, being the base rate, shall be assessed for all properties whether or not water service is actually being provided to that same property, unless no water tap exists at said property, in which case no minimum monthly fee shall be assessed.

B. All properties, including, but not limited to, all residential, commercial operations and businesses, existing outside the corporate limits of the Town of Saratoga using water provided by the town of Saratoga shall be metered and shall pay to the town for such metered water the following charges based upon the size of the meter serving the property plus the total monthly usage of water. In the case of a private looped system, in which more than one connection is made to the same private system, each connection requiring an individual meter, the monthly usage charge shall be based on the size of the largest meter and the sum of the monthly usage of water metered by all meters servicing the private system:

Meter Size	Base Rate
5/8", 3/4", or 1"	\$39.09
1-1/2"	\$104.24
2"	\$156.35
3"	\$456.03
4"	\$781.77
6"	\$1889.28
8"	\$2,605.90
10"	\$3,908.85
12"	\$5,692.50

Water Usage (gallons)	Water Usage Rate (per 1,000 gallons)
0 - 1,000	\$0.00
1,001 - 5,000	\$1.27
5,001 - 10,000	\$1.90
10,001 - 20,000	\$2.85
20,001 - 50,000	\$3.80
50,001 - 100,000	\$5.06
100,001 and greater	\$6.96

Said monthly service charges shall increase a minimum of three percent each calendar year, in order to allow the town to account for inflation. The town council may repeal or amend this chapter at any time, or otherwise amend this chapter at any time it may be in the best interest of the town

A minimum monthly fee, being the base rate, shall be assessed for all properties whether or not water service is actually being provided to that same property, unless no water tap exists at said property, in which case no minimum monthly fee shall be assessed.

**SECTION 2:** That Title 13, Chapter 13.16, Section 13.16.035, Suspension of metered water rate and imposition of flat rate be amended to read as follows:

**13.16.035 Suspension of metered water rate and imposition of flat rate.**

A. The Town Council may, by resolution, suspend metered water rates in the town. Upon suspension of metered water rates by resolution of the town council, water users will pay a monthly flat fee based upon the meter size as follows:

1. Properties completely within the corporate limits of the Town of Saratoga:	
<b>Meter Size</b>	<b>Flat Fee</b>
5/8", 3/4", or 1"	\$33.99
1-1/2"	\$90.64
2"	\$135.96
3"	\$396.55
4"	\$679.80
6"	\$1,642.85
8"	\$2,266.00
10"	\$3,399.00
12"	\$5,098.50

2. Properties fully or partially outside of the corporate limits of the Town of Saratoga:

Meter Size	Flat Fee
5/8", 3/4", or 1"	\$39.09
1-1/2"	\$104.24
2"	\$156.35
3"	\$456.03
4"	\$781.77
6"	\$1889.30
8"	\$2,605.90
10"	\$3,908.85
12"	\$5,863.27

B. In the case of a private looped system, in which more than one connection is made to the same private system, each connection requiring an individual meter, the monthly flat fee shall be based on the size of the largest meter of all meters servicing the private system.

B. Nothing contained in this section is intended nor shall be construed to modify or relax the requirement imposed by the town to conserve water.

**SECTION 3: REPEALED**

All other prior Ordinances or Parts Thereof that are in conflict herewith are hereby repealed.

**SECTION 4: METHODOLOGY**

For purposes of clarifying the amending procedures all code sections are listed in full in the above sections.

**SECTION 5: SEVERABILITY**

If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, or its application to any Person or circumstances is held invalid, the remaining portion of this Ordinance shall remain in full force and effect, and the application of the provision to other persons or circumstances shall not be affected.

**SECTION 6:** This ordinance shall be in full force and effect upon passage, approval, and publication.

**PASSED ON FIRST READING** on the 5 day of November, 2024.

**PASSED ON SECOND READING** on the \_\_\_\_ day of November 2024.

**PASSED, AND ADOPTED ON THIRD READING** on the \_\_\_\_ day of December, 2024.

ATTEST:

APPROVED:

\_\_\_\_\_  
Jenn Anderson, Town Clerk

\_\_\_\_\_  
Chuck Davis, Mayor



# WYOMING DIESEL SERVICE

Authorized Sales & Service  
PO Box 1131  
Rawlins, Wyoming 82301  
Phone (307) 324-5144  
Fax (307) 324-7040  
www.wyodieselservice.com



Customer: TOWN OF SARATOGA  
P.O. BOX 486  
1132 SARATOGA, WY 82331

Ship To: TOWN OF SARATOGA  
P.O. BOX 486  
SARATOGA, WY 82331

ESTIMATE  
INVOICE DATE: 11-06-24  
Work Order:  
**EST2586**

307 326-8335

YEAR	MAKE / MODEL	VIN	LICENSE	MILEAGE	UNIT/STOCK
2001	INT / 4900	YH22259	240B WY	66469	9
DEL MILEAGE	DEL DATE	ENGINE HOURS	ENGINE MODEL / SERIAL #	TRANSMISSION MODEL/SERIAL #	
			INT DT466E / 470HM2U1219780	/	

MEMO	P.O. NUMBER	OPEN DATE / TIME	COMPLETE	SERVICE WRITER
		11-06-24 / 10:03AM	/ #COMPLETETIME#	MWH*/MWH

Tax ID Date: Tax ID:

1 THIS ESTIMATE IS FOR REPLACING STEER AXLE KING PINS AND SPRING SHACKLE 3828.00

PINS AND BUSHINGS, REPLACING DRIVE AXLE SPRING PINS AND BUSHINGS. QUOTING DRIVE AXLE FRONT SPRING HANGER DUE TO PIN HOLES ELONGATED. ALSO RECOMMEND REPLACING REAR BRAKE PADS AND LEAKING RIGHT REAR WHEEL SEAL. STEERING SHAFT U-JOINTS HAVE PLAY AND SHOULD BE REPLACED. LEFT REAR BRAKE LINE IS RUBBED AND SHOWING INNER STEEL BRAIDS. RECOMMEND REPLACING LINE AND FLUSHING BRAKE SYSTEM AND FILLING WITH NEW FLUID AS FLUID APPEARS TO BE CONTAMINATED. OTHER MAINTENANCE ISSUES ARE MARKER LIGHTS OUT ON TOP OF CAB AND DUMP BOX. MUFFLER IS LEAKING AND 2 U-JOINTS HAVE PLAY. ENGINE ALSO SHOWING SIGNS OF OIL SEEPING FROM OIL COOLER HOUSING AND OIL PAN ALONG WITH POSSIBLE REAR MAIN SEAL LEAK. THESE MAINTENANCE ISSUES ARE NOT INCLUDED IN ESTIMATE BUT CAN BE ADDED IF CUSTOMER REQUESTS. FREIGHT IS NOT INCLUDED IN ESTIMATE AND ADDITIONAL PARTS AND/OR LABOR MAY BE NEEDED UPON TEARDOWN.

TME TO TROUBLESHOOT GAUGE ISSUE ALSO INCLUDED IN ESTIMATE LABOR.

X:ZCPK1201	1	KING PIN KIT	628.58
X:3511254C1	6	SPRING PIN	333.48
X:1698113C1	4	BUSHING	246.88
X:3515801C1	2	SPRING PIN	140.20
H:206258R3	4	REBOUND PIN	151.32
X:1671766C1	2	BRACKET	88.16
X:FLTH786	1	BRAKE PADS	158.70
X:3870888C92	1	BRAKE HOSE	178.91
O: BRAKE	15	FLUID	105.60
F:309-0973	1	WHEEL SET	88.47
F:5-170X	2	U-JOINT	56.78
X:M1439	1	HANGER	319.80
X:M1441	1	HANGER	319.80

Labor subtotal 3828.00  
Parts subtotal 2816.68

Operation Total 6644.68

Misc. Supplies 150.00

29.0 Hours @ \$132 3828.00

Labor 3828.00  
Parts 2816.68  
Standard Mtl 150.00  
Total 6794.68

## AS IS

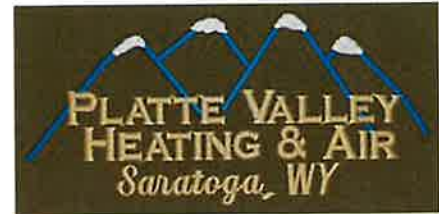
THE ONLY WARRANTIES APPLYING TO THIS PART(S) ARE THOSE WHICH MAY BE OFFERED BY THE MANUFACTURER. THE SELLING DEALER HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EITHER EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF THIS PART(S) AND/OR SERVICE. BUYER SHALL NOT BE ENTITLED TO RECOVER FROM THE SELLING DEALER ANY CONSEQUENTIAL DAMAGES, DAMAGES TO PROPERTY, DAMAGES FOR LOSS OF USE, LOSS OF TIME, LOSS OF PROFIT, OR INCOME, OR ANY OTHER INCIDENTAL DAMAGES. YOUR SIGNATURE BELOW SIGNIFIES YOUR UNDERSTANDING AND ACCEPTANCE OF THESE TERMS.

CUSTOMER: X

DATE

INTEREST WILL BE CHARGED AT A RATE OF 1.5% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% ON ALL DELINQUENT ACCOUNTS

Platte Valley Heating & Air LLC  
PO BOX 84  
SARATOGA, WY 82331 US  
307-365-7758  
plattevalleyheating@outlook.com



## Estimate

**ADDRESS**

TOWN OF SARATOGA  
110 E SPRING AVE  
SARATOGA, WY 82331

**SHIP TO**

WATER BUILDING

**ESTIMATE # 1387****DATE 11/04/2024**

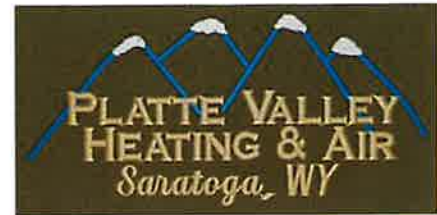
ACTIVITY	RATE	QTY	AMOUNT
<b>EQUIPMENT</b>	2,800.00	1	2,800.00
EQUIPMENT, 82% UPFLOW FURNACE			
<b>VENT PIPE</b>	105.00	1	105.00
VENT PIPE			
<b>MISC</b>	130.00	2	260.00
MISC, TRANSITIONS			
<b>LABOR</b>	105.00	10	1,050.00
LABOR			

**TOTAL****\$4,215.00**

Accepted By

Accepted Date

Platte Valley Heating & Air LLC  
 PO BOX 84  
 SARATOGA, WY 82331 US  
 307-365-7758  
 plattevalleyheating@outlook.com



## Estimate

### ADDRESS

TOWN OF SARATOGA  
 110 E SPRING AVE  
 SARATOGA, WY 82331

### SHIP TO

SHOP

ESTIMATE # 1386

DATE 11/04/2024

ACTIVITY	RATE	QTY	AMOUNT
EQUIPMENT	3,650.00	1	3,650.00
EQUIPMENT, PDP 250			
MISC	100.00	1	100.00
MISC, UNI THREAD, NUTS AND BOLTS			
VENT PIPE	150.00	1	150.00
VENT PIPE			
1/2" GAS FLEX	105.00	1	105.00
MECHANICAL FITTING			
1/2" GAS FLEX			
MECHANICAL FITTING			
THERMOSTAT	110.00	1	110.00
THERMOSTAT			
LABOR	105.00	8	840.00
LABOR			

TOTAL

**\$4,955.00**

Accepted By

Accepted Date

We would need 3.  
 (2) for the streets shop  
 (1) for the water shop  
 Actual total would be  
**\$14,865.00**





## TOWN OF SARATOGA 2024 EQUIPMENT AUCTION, HIGH BIDDER RESULTS

ITEM	Make	Year	Model	High Bidder Name Phone Number Price
1) 1GTHK29U33Z181917	GMC	2003	¾TON4WD	Gene McDowell \$3033.00
2) 2GCEK14KOL1259081	CHEVROLET	1990	½TON4WD	Brad Bauer \$800.00
3) 1D7HW28KX6S689969	DODGE	2006	DAKOTA 4WD	Orion Goodman \$2000.00
4) 1GNEK13R2TJ339834	CHEVROLET	1996	TAHOE	Art Canaday \$200.00
5) 2GCEK19K7M1127784	CHEVROLET	1991	½TON4WD	James Stewart \$1500.00
6) 1GCCS1443S8243560	CHEVROLET	1995	S10	Jerry Fluty \$1102.00
7) 1GCGK29J3VE111751	CHEVROLET	1997	½TON4WD	Dan Mack \$5,602.00
8) 1GCHK24U21Z265490	CHEVROLET	2001	¾TON4WD	Dan Mack \$5,205.00
9) 1GCDK14K0JZ313530	CHEVROLET	1988	PICK UP	James Stewart \$1200.00
10) 1GCPKSE73CF192302	CHEVROLET	2012	½ TON PICK UP	Dan Mack \$10,652.00
11) 3GCEK23319G111408	CHEVROLET	2009	½ TON PICK UP	Bub Barkhurst \$1875.50
12) 2GCEK13CX81153450	CHEVROLET	2008	½ TON PICK UP	Maria Mayorga \$3000.00
	Paulon Pro		PDGT26H54A	Tom Westring \$500.00
	Brush Hog Mower			Tom Westring \$200.00

**IMPORTANT: COULD CREATE A CONSENT LIST OUT OF ITEMS 1-12 EXCLUDING ITEMS 6 AND 11. THEY SHOULD BE APPROVED SEPERATLEY.**

**TOWN OF SARATOGA  
ORDINANCE NO. 24-872**

**AN ORDINANCE TO AMEND THE TOWN OF SARATOGA, TOWN CODE, TITLE 18 ZONING, SECTION 18.54 FLOODPLAIN MANAGEMENT. AN ORDINANCE AMENDING PROCEDURES FOR DEVELOPMENT OF LAND WITHIN THE FLOODPLAINS OF THE TOWN OF SARATOGA AS THEY ARE DEFINED BY FLOOD INSURANCE RATE MAPS DEVELOPED BY FEMA. AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, The Town Council as well as the Mayor of the Town of Saratoga, has determined that in the best interest of its residents that the above mentioned Town Code Section(s) be amended.

**WHEREAS**, FEMA has developed updated floodplain maps for the Town of Saratoga and requires implementation of said maps and associated regulations in order for the continued participation in the National Flood Insurance Program.

**WHEREAS**, The Town Council as well as the Mayor of the Town of Saratoga, wish to preserve and protect property, infrastructure and other valuable resources throughout the community.

**WHEREAS**, The Town Council as well as the Mayor of the Town of Saratoga, finds it appropriate and necessary to establish a process for the development of land in the identified floodplains within the municipal boundaries of the Town of Saratoga.

**NOW THEREFORE, BE IT ORDAINED by the Mayor and Town Council of the Town of Saratoga, Carbon County, Wyoming.**

**SECTION 1:** That Title 18 Section 18.54 Floodplain Management that exists prior to the passage of this ordinance is hereby repealed in full. This ordinance is intended to replace the current section in its entirety.

**SECTION 2:** That Title 18 Section 18.54 Floodplain Management is hereby amended to read as follows:

**ARTICLE I  
STATUTORY AUTHORIZATION, FINDINGS OF FACT, PURPOSE AND METHODS**

**A. STATUTORY AUTHORIZATION**

The Legislature of the State of Wyoming has in Wyoming Statute 15-1-103 delegated the responsibility of local governmental units to adopt regulations designed to minimize flood losses. Therefore, the Town Council of Saratoga, Wyoming, does ordain as follows:

The Town of Saratoga elects to comply with the requirements of the National Flood Insurance Act of 1968 (P.L. 90-488, as amended). The National Flood Insurance Program (NFIP) is a voluntary program administered by the Federal Emergency Management Agency (FEMA), a component of the U.S. Department of Homeland Security, and Saratoga, Wyoming's community officials have elected to join the program, participate, and enforce this Flood Damage Prevention Ordinance and the requirements and regulations of the NFIP. The NFIP, established in the aforesaid act, provides that areas of Saratoga, Wyoming having a special flood hazard be identified by FEMA, and that floodplain management measures be applied in such flood hazard areas. Furthermore, Saratoga, Wyoming may elect to administer the Flood Damage Prevention Ordinance to areas not identified as Special Flood Hazard Areas (SFHAs) by FEMA on the community's effective Flood Insurance Rate Map (FIRM), if the community has documentation to support that there is an inherent risk of flooding in such areas.

**B. FINDINGS OF FACT**

The flood hazard areas of Saratoga are subject to periodic inundation by flood waters, which results in potential loss of life and property, health and safety hazards, disruption of commerce and governmental services, and extraordinary public expenditures for flood protection and relief, all of which adversely affect the public health, safety and general welfare of the inhabitants of the Town of Saratoga.



These potential flood losses are caused by:

1. The cumulative effect of obstructions in floodplains that are known to cause increases in flood heights and velocities;
2. The occupancy of flood hazard areas by structures vulnerable to floods because they are inadequately elevated or otherwise unprotected from flood damages; and
3. Uses deemed unsuitable for floodplain areas or that do not account for the increased flood risk.

**C. STATEMENT OF PURPOSE**

It is the purpose of this ordinance to promote the public health, safety and general welfare of the community and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

1. Protect human life and health;
2. Minimize damage to public infrastructure, including but not limited to utilities, streets, and bridges that are susceptible to flooding;
3. Minimize prolonged business interruptions caused by flooding;
4. Minimize public expenditures on flood control projects;
5. Minimize the need for rescue and relief efforts associated with flooding and are generally undertaken at the expense of the public;
6. Protect and safeguard the welfare and safety of first responders should an emergency response is needed;
7. Help maintain a stable tax base by providing for the sound use and development of flood prone areas in such a manner as to minimize future flood blight areas; and
8. Promote that potential buyers are notified if properties are in a flood area.

**D. METHODS OF REDUCING FLOOD LOSSES**

To accomplish the purposes outlined in **ARTICLE I, SECTION C. STATEMENT OF PURPOSE**, this ordinance applies the following methods:

1. Restricts or prohibits land uses that are dangerous to health, safety, or property in times of flooding, or cause excessive increases in flood heights or velocities;
2. Requires that land uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction;
3. Controls the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of flood waters;
4. Controls filling, grading, dredging and other developments that may increase flood damage; and
5. Prevents or regulates the construction of flood barriers that will unnaturally divert floodwaters or may increase flood hazards to other lands.

**ARTICLE II  
DEFINITIONS**

**A. DEFINITIONS**

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted to give them the meaning they have in common usage and to give this ordinance its most reasonable application.

***100-Year Flood*** means a flood having a recurrence interval that has a 1-percent chance of being equaled or exceeded during any given year (1-percent-annual-chance flood). The terms “100-hundred-year flood” and “1-percent-annual-chance flood” are synonymous. The term does not imply that the flood will necessarily happen once every 100 hundred years. Mandatory flood insurance requirements may apply.

***100-Year Floodplain*** means the area of land susceptible to being inundated due to the occurrence of a 1-percent-annual-chance flood.

***500-Year Flood*** means a flood having a recurrence interval that has a 0.2-percent chance of being equaled or exceeded during any given year (0.2-percent-annual-chance flood). The term does not imply that the flood will necessarily happen once every 500 years and mandatory flood insurance requirement generally does not apply.

***500-Year Floodplain*** means the area of land susceptible to being inundated due to the occurrence of a 0.2-percent-annual-chance flood.

**Accessory Structure** is a structure that is on the same parcel of property as a principal structure. Its use is incidental to the use of the principal structure the ownership of the accessory structure is the same owner as of the principal structure. An accessory structure is a non-residential structure of low value that is used solely for the parking of vehicles and storage of tools, materials, or equipment. No human habitation is allowed within an accessory structure.

**Addition** is any improvement that expands the enclosed footprint or increases the square footage of an existing structure. This includes lateral additions added to the side, front, or rear of a structure; vertical additions added on top of a structure; and enclosures added underneath a structure.

**Alluvial Fan Flooding** means flooding occurring on the surface of an alluvial fan or similar landform that originates at the apex. It is characterized by high-velocity flows; active processes of erosion, sediment transport, and deposition; and unpredictable flow paths.

**Apex** means a point on an alluvial fan or similar landform below which the flow path of the major stream that formed the fan becomes unpredictable and alluvial fan flooding can occur.

**Appurtenant Structure**—see *Accessory Structure*.

**Area of Future-Conditions Flood Hazard** means the land area that would be inundated by the 1-percent-annual-chance (100-year) flood, based on future-conditions hydrology.

**Area of Shallow Flooding** means a designated AO, AH, AR/AO, or AR/AH zone on a community's Flood Insurance Rate Map (FIRM) with a 1 percent or greater annual chance of flooding to an average depth of 1 to 3 feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

**Area of Special Flood-Related Erosion Hazard** is the land within a community that is most likely to be subject to severe flood-related erosion losses. The area may be designated as Zone E on the Flood Hazard Boundary Map (FHBM). After the detailed evaluation of the special flood-related erosion hazard area, in preparation for publication of the FIRM, Zone E may be further refined.

**Area of Special Flood Hazard** is the land in the flood plain within a community subject to a 1 percent or greater chance of flooding in any given year. The area may be designated as Zone A on the FHBM. After detailed ratemaking has been completed in preparation for publication of the FIRM, Zone A usually is refined into Zones A, AO, AH, A1-30, AE, A99, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, or V1-30, VE, or V. For purposes of these regulations, the term “special flood hazard area” is synonymous in meaning with the phrase “area of special flood hazard”.

**Base Flood** means the flood having a 1-percent chance of being equaled or exceeded in any given year.

**Base Flood Elevation (BFE)** is the water surface elevation of the 1-percent-annual-chance flood event. It is the height in relation to mean sea level expected to be reached by the waters of the base flood at pertinent points in the floodplains of coastal and riverine areas. It is also the elevation shown on the FIRM and found in the accompanying Flood Insurance Study (FIS) for Zones A, AE, AH, A1-A30, AR, V1-V30, or VE that indicates the water surface elevation resulting from the flood that has a 1-percent chance of equaling or exceeding that level in any given year.

**Basement** means any area of the building having its floor subgrade (below ground level) on all sides. A walkout basement that does not require a step up to grade is not considered a basement.

**Best Available Data** is existing flood hazard information adopted by a community and reflected on an effective FIRM, FBFM, and/or within an FIS report; or draft or preliminary flood hazard information supplied by FEMA or from another source. Other sources may include, but are not limited to, state, other federal agencies, or local studies, the more restrictive of which would be reasonably used by the community.

**Breakaway Wall** means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system. Any walls below the lowest floor in a building in a V or VE Zone should give way under wind and water loads without causing collapse, displacement, or other damage to the elevated portion of the building of the supporting pilings or columns. Breakaway walls apply only to V or VE Zones.

**Building**—see *Structure*.

*Channelization* means the artificial creation, enlargement, realignment, or alteration of a stream channel’s slope, shape, or alignment. Streambank restoration may be deemed as channelization.

*Code of Federal Regulations (CFR)* is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

*Conditional Letter of Map Revision (CLOMR)* is FEMA’s comment on a proposed project that would, upon construction, affect the hydrologic and/or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective BFEs, and/or the SFHA. The letter does not revise an effective map; it indicates whether the project, if built as proposed, would be recognized by FEMA.

*Conditional Letter of Map Revision Based on Fill (CLOMR-F)* is FEMA’s comment on a proposed structure or property. The letter does not revise an effective map; it indicates whether the project, if built as proposed, would be removed from the floodplain.

*Crawlspace* means an under-floor space that has its interior floor area (finished or not) no more than 4 feet from the bottom floor joist the next higher floor elevation, designed with proper openings that equalize hydrostatic pressures of flood water, and is not used for habitation. Reference: **ARTICLE V, SECTION B.4 CRAWLSPACE**

*Critical Facility* means a facility or building where even a slight chance of flooding is too great a threat. Typical critical facilities include hospitals, fire stations, police stations, schools, storage of critical records, assisted living and similar facilities. Reference **ARTICLE V, SECTION G. STANDARDS FOR CRITICAL FACILITIES.**

*Deed Restriction* refers to a clause in a deed that limits the future use of the property in some respect. Deed restrictions may impose a vast variety of limitations and conditions. For example, they may limit the density of buildings, dictate the types of structures that can be erected, or prevent buildings from being used for specific purposes or from being used at all.

*Detached Garage* is a building that is used solely for storage of materials or vehicle parking for up to four housing occupants. If a detached garage is designed or used for habitation or conducting business, or has multiple stories, then the building is not considered a detached garage under the NFIP.

*Development* means any human-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, demolition, excavation or drilling operations, or storage either temporary or permanent of equipment or materials.

*Elevated Building* is a non-basement building built, in the case of a building in Zone A1-30, AE, A, A99, AR, AO, AH, B, C, X and D, to have the top of the elevated floor above the ground level by means of pilings, columns (post and piers), or shear walls parallel to the flow of the water and adequately anchored so as not to impair the structural integrity of the building during a flood of up to the magnitude of the base flood. In the case of a building in Zone A1-30, AE, A, A99, AR, AO, AH, B, C, X and D, an “elevated building” also includes a building elevated by means of fill or solid foundation perimeter walls with openings sufficient to facilitate the unimpeded movement of flood waters.

*Enclosure* refers to an enclosed walled-in area below the lowest floor of an elevated building. Enclosures below the BFE may only be used for building access, vehicle parking, and storage.

*Erosion* means the process of the gradual wearing away of land masses by wind, water, or other natural agents.

*Existing Construction* refers to structures for which the “start of construction” commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. It may also be referred to as *Existing Structures*.

*Existing Manufactured Home Park or Subdivision* means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

*Existing Structures*—see *Existing Construction*.



**Expansion to an Existing Manufactured Home Park or Subdivision** means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufacturing homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

**FEMA** means the Federal Emergency Management Agency.

**Fill** refers to the placement of materials, such as dirt, sand, or rock to elevate a structure, property, or portion of a property above the natural elevation of the site, regardless of where the material was obtained from. The common practice of removing unsuitable material and replacing with engineered material is not considered fill if the elevations are returned to the existing conditions. Any fill placed or used prior to the area being mapped as a flood hazard area is not deemed as fill.

**Flood or Flooding** means:

1. A general and temporary condition of partial or complete inundation of normally dry land areas from:
  - a. The overflow of inland or tidal waters.
  - b. The unusual and rapid accumulation or runoff of surface waters from any source.
2. Mudslides (i.e., mudflows) that are proximately caused by flooding as defined in this ordinance and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
3. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in this ordinance.

**Flood Insurance Manual** is the document FEMA produces twice a year and is used to write flood insurance policies underwritten by the NFIP. The document contains definitions, policy rates, coverage and limitations, application and insurance policy forms.

**Flood Insurance Rate Map (FIRM)** means an official map of a community, on which the Administrator has delineated both the SFHAs and the risk premium zones applicable to the community.

**Flood Insurance Study (FIS) or Flood elevation study** means an examination, evaluation, and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards.

**Floodplain Development Permit** is a community issued permit or document that is used for any development that occurs within an SFHA identified by FEMA or the community. It is used to address the proposed development to ensure compliance with the community's ordinance.

**Floodplain or Flood-Prone Area** means any land area susceptible to being inundated by water from any source whether or not identified by FEMA (see definition of **Flooding**).

**Floodplain Management** means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, mitigation plans, and floodplain management regulations.

**Floodplain Management Regulations** means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance and erosion control ordinance) and other applications of police power. The term describes such state or local regulations, in any combination thereof, which provide standards for flood damage prevention and reduction.

**Flood Opening** refers to an opening in the wall of an enclosed structure that allows floodwaters to automatically enter and exit the enclosure. Refer to FEMA Technical Bulletin 1.

**Flood Protection System** means those physical structural works for which funds have been authorized, appropriated, and expended and which have been constructed specifically to modify flooding in order to reduce the extent of the area within a community subject to an SFHA and to reduce the depths of associated flooding. Such a system typically includes hurricane tidal barriers, dams, reservoirs, levees or dikes. These specialized, flood modifying works are those constructed in conformance with sound

engineering standards. FEMA only accredits levees, both private and public, that have been certified by a professional engineer or firm in which the certification shows that the levee have met and continue to meet the minimum regulatory standards cited in Title 44, Chapter 1, Section 65.10 of the Code of Federal Regulations (44 CFR 65.10).

**Floodproofing** means any combination of structural and non-structural additions, changes, or adjustments to structures that reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents. Floodproofing can either be accomplished in the form of dry floodproofing in which the structure is watertight below the levels that need flood protection, or wet floodproofing in permanent or contingent measures applied to a structure that prevent or provide resistance to damage from flooding, while allowing floodwaters to enter the structure or area.

**Floodway**—see **Regulatory Floodway**.

**Floodway encroachment lines** mean the lines marking the limits of floodways on federal, state, and local flood plain maps.

**Freeboard** means a factor of safety usually expressed in feet above a flood level for purposes of flood plain management. “Freeboard” tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization of the watershed.

**Functionally Dependent Use** means a development that cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and repair facilities. It does not include long-term storage or related manufacturing facilities.

**Highest Adjacent Grade (HAG)** means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure. In AO Zones, the highest adjacent grade is utilized by comparing the lowest floor elevation to that of the highest adjacent grade and the depth of the AO Zone. Reference: **ARTICLE V, SECTION D. STANDARDS FOR AREAS OF SHALLOW FLOODING (AO/AH ZONES)**.

**Historic Structure** means any structure that is:

1. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
2. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
3. Individually listed on a state inventory of historic places in states with historic reservation programs that have been approved by the Secretary of the Interior; or
4. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
  - a. By an approved state program as determined by the Secretary of the Interior, or
  - b. Directly by the Secretary of the Interior in states without approved programs.

**Letter of Map Amendment (LOMA)** means an official amendment, by letter, to an effective FIRM. A LOMA establishes a property’s location in relation to the SFHA. It is usually issued because a property or structure has been inadvertently mapped as being in the floodplain, when the property or structure is actually on natural high ground above the BFE.

**Letter of Map Revision (LOMR)** means FEMA’s modification or revision to an entire or portion of the effective FIRM, or Flood Boundary and Floodway Map, or both. LOMRs are generally based on the implementation of physical measures that affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective BFEs, or the SFHA.

**Letter of Map Revision Based on Fill (LOMR-F)** means FEMA’s amendment, by letter, to an effective FIRM where fill was brought in or used to elevate a property, portion of property or structure above the BFE.

**Levee** means a man-made structure usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control, or divert the flow of water so as to provide protection from temporary flooding.

**Levee System** means a flood protection system that consists of a levee, or levees, and associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

**Lowest Adjacent Grade (LAG)** means the lowest natural elevation of the ground surface prior to construction next to the proposed walls of a structure. For an existing structure, it means the lowest point where the structure and ground touch, including but not limited to attached garages, decks, stairs, and basement windows.

**Lowest Floor** means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of Section 60.3.

**Manufactured Home** means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle"; however, a manufactured home may be used for both residential and non-residential use.

**Manufactured Home Park or Subdivision** means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

**Map** means the FHBM or the FIRM for a community issued by FEMA.

**Mean Sea Level** means, for purposes of the NFIP, the National Geodetic Vertical Datum (NGVD) of 1929, North American Vertical Datum (NAVD) of 1988, or other datum, to which BFEs shown on a community's FIRM are referenced.

**Mixed Use Structures** are structures with both a business and a residential component, but where the area used for business is less than 50 percent of the total floor area of the structure.

**New Construction** means structures for which the start of construction commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures. For the purposes of determining insurance rates, structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures.

**New Manufactured Home Park or Subdivision** means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.

**No-Rise Certifications** are formal certifications signed and stamped by a professional engineer licensed to practice in the state, demonstrating through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that a proposed development will not result in any increase (0.00 feet) in flood levels within the community during the occurrence of a base flood event.

**Physical Map Revision (PMR)** is FEMA's action whereby one or more map panels are physically revised and republished.

**Recreational Vehicle** means a vehicle which is:

- (a) Built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towable by a light duty truck; and
- (d) Designed primarily, not for use as a permanent dwelling but, as temporary living quarters for recreational, camping, travel, or seasonal use.

**Regulatory Floodway** means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.



**Riverine** means relating to, formed by, or resembling a river (including tributaries), stream, brook, creek, etcetera, which can be intermittent or perennial.

**Section 1316** refers to the section of the National Flood Insurance Act of 1968, as amended, which provides for the denial of flood insurance coverage for any property that the Administrator finds has been declared by a duly constituted State or local authority to be in violation of State or local floodplain management regulations. Section 1316 is issued for a property, not a property owner, and remains with the property even after a change of ownership.

**Special Flood Hazard Area**—see *Area of Special Flood Hazard*.

**Start of Construction** (for other than new construction or substantial improvements under the Coastal Barrier Resources Act (Pub. L. 97-348)) includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

**Structure** means, for floodplain management purposes, a walled and roofed building, culvert, bridge, dam, or a gas or liquid storage tank that is principally above ground, as well as a manufactured home.

**Structure**, for insurance purposes, means:

- (1) A building with two or more outside rigid walls and a fully secured roof, which is affixed to a permanent site;
- (2) A manufactured home (“a manufactured home,” also known as a mobile home, is a structure: built on a permanent chassis, transported to its site in one or more sections, and affixed to a permanent foundation); or
- (3) A travel trailer without wheels built on a chassis and affixed to a permanent foundation, that is regulated under the community’s floodplain management and building ordinances or laws.

For insurance purposes, “structure” does not mean a recreational vehicle or a park trailer or other similar vehicle, except as described in paragraph (3) of this definition, or a gas or liquid storage tank.

**Substantial Damage** means damage of any origin sustained by a structure whereby the cost of restoring the structure to its pre-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

**Substantial Improvement** means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures which have incurred “substantial damage”, regardless of the actual repair work performed.

The term does not, however, include:

- 1. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications that have been identified by the local code enforcement official and are the minimum necessary to assure safe living conditions; or
- 2. Any alteration of a “historic structure”, if the alteration will not preclude the structure’s continued designation as a “historic structure.”

**Variance** means a grant of relief by a community from the terms of a flood plain management regulation. Reference: **ARTICLE IV, SECTION E. VARIANCE PROCEDURES**

**Violation** means the failure of a structure or other development to be fully compliant with the community’s flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Sections 44 CFR 60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) is presumed to be in violation until such time as that documentation is provided.

*Water surface elevation* means the height, in relation to the North American Vertical Datum (NAVD) of 1988, (or other datum, where specified) of floods of various magnitudes and frequencies, such as the 1-percent-annual-chance flood event, in the flood plains of coastal or riverine areas.

*Watercourse* means the channel and banks of an identifiable water in a creek, brook, stream, river, ditch or other similar feature.

**ARTICLE III  
GENERAL PROVISIONS**

**A. LANDS TO WHICH THIS ORDINANCE APPLIES**

The ordinance shall apply to all areas of special flood hazard identified by FEMA.

**B. BASIS FOR ESTABLISHING THE AREAS OF SPECIAL FLOOD HAZARD**

The areas of special flood hazard identified by FEMA in a scientific and engineering report entitled, "*The Flood Insurance Study for Carbon County, WY and Incorporated Communities*" dated *December 20, 2024*, accompanying FIRMs, and any revisions thereto are hereby automatically adopted by reference and declared to be a part of this ordinance.

**C. ESTABLISHMENT OF DEVELOPMENT PERMIT**

A Floodplain Development Permit shall be required to ensure conformance with the provisions of this ordinance.

**D. ABROGATION AND GREATER RESTRICTIONS**

This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

**E. INTERPRETATION**

In the interpretation and application of this ordinance, all provisions shall be:

1. Considered as minimum requirements;
2. Liberally construed in favor of the governing body; and
3. Deemed neither to limit nor repeal any other powers granted under state statutes.

**F. WARNING AND DISCLAIMER OR LIABILITY**

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. On rare occasions, greater floods can and will occur and flood heights may be increased by human-made or natural causes.

This ordinance does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of the community or any official or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made thereunder.

**G. SEVERABILITY**

If any section, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court, the remainder of the ordinance shall not be affected.

**H. COMPLIANCE**

No structures or developments including buildings, recreation vehicles, or manufactured homes or land shall hereafter be located, altered, or have its use changed without full compliance with the terms of this ordinance and other applicable regulations. Nothing herein shall prevent the Town Council of the Town of Saratoga from taking such lawful action as is necessary to prevent or remedy any violations.

**I. STOP WORK ORDER**

1. Authority. Whenever the floodplain administrator or other community official discovers any work or activity regulated by this ordinance being performed in a manner contrary to the provision of this ordinance, the floodplain administrator is authorized to issue a stop work order.
2. Issuance. The stop work order shall be in writing and shall be given to the owner of the property involved, or to the owner's agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order, and the conditions under which the cited work will be permitted to resume.
3. Unlawful continuance. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or



unsafe condition, shall be subject to penalties as prescribed by local or state law including but not limited to the penalties outlined in **ARTICLE III, SECTION J. PENALTIES FOR NONCOMPLIANCE.**

**SECTION J. PENALTIES FOR NONCOMPLIANCE**

In accordance with Section 59.2(b) of CFR 44, Chapter 1, of the NFIP regulation, to qualify for the sale of federally subsidized flood insurance, a community must adopt floodplain management regulations that meet or exceed the minimum standards of Section 60. “These regulations must include effective enforcement provisions.” In accordance with Section 60.1(b) of CFR 44, Chapter 1, of the NFIP regulations, “These regulations must be legally-enforceable, applied uniformly throughout the community to all privately and publicly owned land within flood-prone (i.e. mudflow) or flood-related erosion areas, and the community must provide that the regulations take precedence over less restrictive conflicting local laws, ordinances, or codes.”

**THEREFORE:**

No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this ordinance and other applicable regulations. Violation of the provisions of this ordinance by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall upon conviction thereof be fined not more than \$750 for each violation assessed daily, and in addition shall pay all costs and expenses involved in the case. Nothing herein contained shall prevent the Town of Saratoga from taking such other lawful action as is necessary to prevent or remedy any violation

**ARTICLE IV  
ADMINISTRATION**

**A. DESIGNATION OF THE FLOODPLAIN ADMINISTRATOR**

The Town of Saratoga Planning and Zoning Officer is hereby appointed the Floodplain Administrator to administer and implement the provisions of this ordinance and other appropriate sections of the NFIP Regulations and 44 CFR pertaining to floodplain management.

**B. DUTIES AND RESPONSIBILITIES OF THE FLOODPLAIN ADMINISTRATOR**

Duties and responsibilities of the Floodplain Administrator shall include, but not be limited to, the following:

1. Uphold the goals of the community and the NFIP to reduce risk when possible and increase the community’s resistance to future disasters.
2. Maintain and hold open for public inspection all records pertaining to the provisions of this ordinance, including the actual elevation of the lowest floor (including basement or crawlspace) of all new or substantially improved structures and any floodproofing certificates, including the data supporting such certificates.
3. Maintain and hold open for public inspection maps that identify and locate the boundaries of the SFHAs to which this ordinance applies, including, but not limited to, the FIRRM.
4. Review development proposals to determine whether a proposed building site, including sites designed for the placement of manufactured homes, will be reasonably safe from flooding.
5. Review, approve, or deny all applications for development permits required by adoption of this ordinance.
6. Ensure that all necessary permits have been obtained from those federal, state, or local governmental agencies (including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334 and the Endangered Species Act of 1973) from which prior approval is required.
7. Assure that the flood carrying capacity within the altered or relocated portion of any watercourse is maintained.
8. Notify, in riverine situations, adjacent communities and the State Coordinating Agency which is the *Wyoming Office of Homeland Security*, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to FEMA.
9. Where interpretation is needed as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), the Floodplain Administrator shall make the necessary interpretation.
10. When BFE data has not been provided by FEMA, the Floodplain Administrator shall obtain, review, and reasonably utilize any BFE data and floodway data available from a federal, state, or other source including data provided by the applicant, in order to administer the provisions of this ordinance.
11. When a regulatory floodway has not been designated, no new construction, substantial improvements, or other development (including fill) shall be permitted within Zones A1-30, AE, and AH on the community’s FIRRM, unless it is demonstrated that the cumulative effect of the

proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than 1.00 feet at any point within the community unless the community has adopted higher standard options.

12. Under the provisions of 44 CFR Chapter 1, Section 65.12 of the NFIP Regulations, a community may approve certain development in Zones A1-30, AE, and AH on the community's FIRRM, which increases the water surface elevation of the base flood by more than 1.00 foot, provided that the community first meets the requirements of Section 65.12 for a conditional FIRRM revision through FEMA's CLOMR process.

13. **Inspect** all development at appropriate times during the period of construction to ensure compliance with all provisions of this ordinance, including proper elevation of structures.

14. If the project is determined or reasonably believed to cause an adverse effect on the BFE(s), boundaries of the floodplain or any insurable structures, technical justification for the proposed development shall be submitted and the community may require a CLOMR or LOMR to be submitted prior to the permit approval or as a requirement of the permit.

**C. Requirement to Submit New Technical Data**

1. The property owner or developer shall notify FEMA by submittal of a LOMR within 6 months of project completion when an applicant had obtained a CLOMR from FEMA or when development altered a watercourse, modified floodplain boundaries, or modified BFE.
2. The property owner or developer shall be responsible for preparing technical data to support the CLOMR or LOMR application and paying any processing or application fees to FEMA. The property owner or developer is responsible for submitting the CLOMR and LOMR to FEMA and shall provide all necessary data to FEMA if requested during the review process to ensure the CLOMR or LOMR is issued.
3. The Floodplain Administrator shall be under no obligation to sign the Community Acknowledgement Form, which is part of the CLOMR/LOMR application, until the applicant demonstrates that the project will or has met the requirements of this ordinance and all applicable state federal, and local laws.

**D. PERMIT PROCEDURES**

Application for a Development Permit shall be presented to the Floodplain Administrator on forms furnished by him/her and may include, but not be limited to:

1. Duplicated plans drawn to scale showing the location, dimensions, and elevation of proposed landscape alterations.
2. Duplicated plans drawn to scale showing the location, dimensions, and elevation of existing and proposed structures, including the placement of manufactured homes.
3. Location of the foregoing in relation to SFHAs.
4. Elevation (in relation to mean sea level), of the lowest floor (including basement and crawlspace) of all new and substantially improved structures, if applicable;
5. Elevation (in relation to mean sea level), to which any nonresidential structure (if applicable) shall be floodproofed.
6. A certificate from a registered professional engineer or architect that the nonresidential floodproofed structure (if applicable) shall meet the floodproofing criteria of this ordinance and the NFIP Regulations.
7. Description of the extent to which any watercourse or natural drainage will be altered or relocated because of proposed development, if applicable.
8. At the community's discretion, the community may charge a fee for issuance of floodplain development permits.
9. Copies of all floodplain development permits and the associated documents shall become property of the community and a permanent record.

Approval or denial of a Development Permit by the Floodplain Administrator shall be based on all of the provisions of this ordinance and the following relevant factors:

1. The danger to life and property due to flooding or erosion damage.
2. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner.
3. The danger that materials may be swept onto other lands to the injury of others.
4. The compatibility of the proposed use with existing and anticipated development.
5. The safety of access to the property in times of flood for ordinary and emergency vehicles.
6. The costs of providing governmental services during and after flood conditions including maintenance and repair of streets and bridges, and public utilities and facilities such as sewer, gas, electrical, and water systems.

- 7. The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site.
- 8. The necessity to the facility of a waterfront location, where applicable.
- 9. The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use.
- 10. The relationship of the proposed use to the comprehensive plan for that area.

**D.1. USE OF ELEVATION CERTIFICATES**

The Town of Saratoga requires that the following Elevations Certificates be completed for any new residential or non-residential building construction:

- 1. Proposed Conditions: A proposed conditions Elevation Certificate is required to be completed by a professional and licensed engineer, surveyor, or architect as part of the Floodplain Permit package.
- 2. Building Under Construction: a building under construction Elevation Certificate is required to be completed by a professional and licensed engineer, surveyor, or architect after the contractor has set his forms for the finished grade of the foundation but prior to pouring the foundation.
- 3. Finished Construction: a finished construction Elevation Certificate is required to be completed by a professional and licensed engineer, surveyor, or architect once the structure is completed, utilities are installed, and grading and landscaping has been completed.

**E. VARIANCE PROCEDURES**

The Appeal Board or Variance Board, as established by the community, shall hear and render judgment on requests for variances from the requirements of this ordinance after a Floodplain development permit has been denied.

- 1. The Town of Saratoga Planning Commission is hereby established as the Variance Board as it applies to this ordinance.
- 2. Any person or persons aggrieved by the decision of the Appeal Board may appeal such decision in the courts of competent jurisdiction.
- 3. The Appeal Board, as established by the community, shall hear and render judgement on an appeal only when it is alleged there is an error in any requirement, decision, or determination made by the Floodplain Administrator in the enforcement of administration of this ordinance.
- 4. The Floodplain Administrator shall maintain a record of all actions involving an appeal and shall report variances to FEMA and the State Coordinating Agency upon issuing a variance.
- 5. Variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing the relevant factors in **ARTICLE IV, SECTION E. VARIANCE PROCEDURES** have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increases.

- 6. Upon consideration of the factors noted above and the intent of this ordinance, the Appeal Board may attach such conditions to the granting of variances as it deems necessary to further the purpose and objectives of this ordinance.
- 7. Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
- 8. Variances may be issued for the repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure. The term “substantial improvement” does not include any alteration of a structure or facility listed on the National Register of Historic Places or a State Inventory of Historic Places.

**E.1 PREREQUISITES FOR GRANTING VARIANCES:**

- 1. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief. Variances shall only be issued upon:
  - a. Showing a good and sufficient cause.
  - b. A determination that failure to grant the variance would result in exceptional hardship to the applicant.
  - c. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, conflict with existing local laws or ordinances, considers the need of ingress and egress during times of floods, and does not jeopardize first responders' health and welfare.
- 2. Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with the lowest floor elevation below the BFE, and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.



- 3. Variances may be issued by a community for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that:
  - a. The criteria outlined in **ARTICLE IV, SECTION E. VARIANCE PROCEDURES** are met; and
  - b. The structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

**F. WATERCOURSE ALTERATIONS**

- 1. No alteration to a channel, river, stream, drainage way, or other watercourse shall diminish the flood-carrying capacity of that watercourse. The altered or relocated watercourse shall have the same or greater capacity as the original watercourse.
- 2. All proposals for a watercourse alteration require submittal of a floodplain development permit. The applicant shall submit a set of plans and calculations prepared by a registered professional engineer of the proposed alteration and its effect on flows. An applicant shall provide the following information. Additional information may be submitted and requested:
  - a. Topographic map of the project area.
  - b. A comparison of the existing and proposed channel capacity, including engineering calculations prepared by a registered professional engineer.
  - c. A description of the proposed alteration extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development.
  - d. Land use of adjacent properties.
  - e. Description of any obstructions.
  - f. Dimensions, specifications, and locations of any structures (bridges, culverts, water crossing, dams, dikes, levees, detention basins, etcetera).
  - g. Photos of the area.
- 3. Prior to approval of the floodplain development permit, the applicant shall:
  - a. Submit an application and obtain a CLOMR from FEMA.
  - b. Notify adjacent communities, property owners and the and the State Coordinating Agency, prior to any alteration or relocation of a watercourse and submit evidence of such notification to the Floodplain Administrator and to FEMA.
  - c. Require that maintenance is provided within the altered or relocated portion of the watercourse so that the flood-carrying capacity is not diminished.

**ARTICLE V  
PROVISIONS FOR FLOOD HAZARD REDUCTION**

**A. GENERAL STANDARDS**

In all areas of special flood hazards, the following provisions are required for all new construction and substantial improvements:

- 1. All new construction or substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
- 2. All new construction or substantial improvements shall be constructed by methods and practices that minimize flood damage.
- 3. All new construction or substantial improvements shall be constructed with materials resistant to flood damage.
- 4. All new construction or substantial improvements shall be constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- 5. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
- 6. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system and discharge from the systems into flood waters.
- 7. On-site waste disposal systems shall be designed or located to avoid impairment to them or contamination from them during flooding.

**A.1. TEMPORARY STRUCTURES**

All temporary structures associated with festivals, carnivals or other temporary uses placed on sites within Zones A1-30, AE, AH, AO, and A on the community's FIRM.

- 1. Be on the site for fewer than 30 consecutive days.
- 2. Have a plan in place for the removal of the structure including a list of necessary supplies, tools, and resources needed to achieve the removal.

- 3. Be capable of being removed within 12 hours.

**A.2. TEMPORARY STORAGE**

All temporary storage of materials or equipment on sites within Zones A1-30, AE, AH, AO, and A on the community’s FIRM. Be on the site for fewer than 180 consecutive days and no more than 180 cumulative days within a calendar year.

- 1. Have a plan in place for the removal of the equipment or materials including a list of necessary supplies, tools, and resources needed to achieve the removal.
- 2. Have proper documentation to support when the materials or equipment are moved on and off the site.

**A.3. SUBSTANTIAL IMPROVEMENT**

Any combination of repair, reconstruction, rehabilitation, addition, or improvement of a building or structure, if the cumulative cost of the entire project equals or exceeds 50 percent, unless a higher standard option is selected below, of the market value of the structure only (not of the structure and land value combined) before the improvement or repair is started then the work shall be considered as substantial improvement. If the structure has sustained substantial damage, any repairs are considered substantial improvements regardless of the actual repair work performed. For Substantial Damage, refer to **ARTICLE V, SECTION A.4. SUBSTANTIAL DAMAGE**. The term does not, however, include either:

- 1. Any project for improvement of a building required to correct existing health, sanitary, or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions.
- 2. Any alteration of a historic structure provided that the alteration will not preclude the structure’s continued designation as a historic structure.

**A.4. SUBSTANTIAL DAMAGE**

Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to its pre-damaged condition would equal or exceed 50 percent of the market value of the structure only, unless a higher standard option is selected, before the damage occurred. This term also applies to structures which have incurred any damage that equals or exceeds 50 percent of the structure’s market value regardless of the actual repair work performed. When a structure or building has been determined as substantially damaged, any work or repair on said structure or building will be considered as substantial improvement and will be required to meet the development requirements set forth within this ordinance for substantial improvement.

**A.5. SUBSTANTIAL IMPROVEMENT AND SUBSTANTIAL DAMAGE DETERMINATION**

For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the applicable community officials and staff, shall:

- 1. Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure only, not of land and building, before the start of construction of the proposed work. In the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made.
- 2. Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure.
- 3. Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; the determination requires evaluation of previous permits issued for improvements and repairs as specified in the **ARTICLE V, SECTION A.3. SUBSTANTIAL IMPROVEMENT**; and if elected **ARTICLE V, SECTION A.3.1, SUBSTANTIAL IMPROVEMENT THRESHOLD; AND ARTICLE V, SECTION A.3.2. CUMULATIVE SUBSTANTIAL IMPROVEMENT**.
- 4. Utilize FEMA’s Substantial Improvement/Substantial Desk Reference when making any determination on Substantial Improvement and/or Substantial Damage.
- 5. The substantial improvement regulations apply to all of the work that is proposed as the improvement, even if multiple permits are issued. Therefore, the determination of the cost of the improvement should consider all costs of all phases of the work before issuance of the first permit.
- 6. Notify the applicant that if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood, this ordinance is required.

**B. SPECIFIC STANDARDS**

In all SFHAs, and if **ARTICLE III, SECTION B.1 USE OF BEST AVAILABLE DATA** has been elected, areas of known or suspected flood risk areas, the following provisions are required:

**B.1. RESIDENTIAL CONSTRUCTION**

New construction and substantial improvement of any residential structure shall have the lowest floor (including basement) elevated to the BFE. If a freeboard option is noted, new construction and substantial improvement shall have the lowest floor (including basement) elevated to the freeboard elevation. A registered professional engineer, architect, or land surveyor shall submit certified elevations to the Floodplain Administrator that the standards of this ordinance are satisfied.

**B.1.1. RESIDENTIAL CONSTRUCTION FREEBOARD**

The Town of Saratoga has elected to adopt a freeboard option for new construction and substantial improvement of any residential structure.

1. 1 foot of freeboard meaning the lowest floor must be built 1 foot above the BFE.

**B.2. NONRESIDENTIAL CONSTRUCTION**

New construction and substantial improvements of any commercial, industrial, or other nonresidential structure shall either have the lowest floor (including basement) elevated to the base flood level, unless a freeboard option is noted below, or together with attendant utility and sanitary facilities, be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A registered professional engineer or architect shall develop and/or review structural design, specifications, and plans for the construction, and shall certify that the design and methods of construction are in accordance with accepted standards of practice as outlined in this subsection. A record of such certification that includes the specific elevation (in relation to mean sea level) to which such structures are floodproofed shall be maintained by the Floodplain Administrator. If the use or occupancy of the building changes in the future to residential, then the dry floodproofing of the structure cannot be used when determining compliance of the structure to the residential construction of this ordinance, **ARTICLE V, SECTION B.1 RESIDENTIAL CONSTRUCTION** and if elected, **ARTICLE V, SECTION B.1.1 RESIDENTIAL CONSTRUCTION FREEBOARD**. As such, the building will not be grandfathered into compliance and will be required to be brought into compliance with the residential construction requirements of this ordinance.

**B.2.1 NONRESIDENTIAL CONSTRUCTION FREEBOARD**

The Town of Saratoga has elected to adopt a freeboard option for new construction and substantial improvement of any nonresidential structure.

- a. 1 foot of freeboard meaning that lowest floor elevation to be built 1 foot above the BFE.

**B.3. ENCLOSURES**

New construction and substantial improvements, with fully enclosed areas below the lowest floor that are to be used solely for parking of vehicles, building access, or storage in an area other than a basement, and are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect, or must meet or exceed the following minimum criteria:

1. A minimum of two openings having a total net area of not less than 1 square inch for every square foot of enclosed area subject to flooding shall be provided.
2. The bottom of all openings shall be no higher than 1 foot above grade.
3. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.
4. The development and construction of the structure must conform with the provision in FEMA/Federal Insurance Administration (FIA)-Technical Bulletins 1 and 2. Certification and documentation from a professional, licensed engineer or architect is required if the structure's lowest floor is built below the BFE.

**B.4. CRAWLSPACE**

New construction and substantial improvements built on a crawlspace or sub-grade (below grade) crawlspace may be permitted if the development is designed and meets or exceeds the standards found in FEMA's Technical Bulletins 1, 2, and 11, which include but are not limited to the following:

1. The structure must be affixed to a permanent foundation, designed and adequately anchored to resist flotation, collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy. Because of hydrodynamic loads, crawlspace construction is not allowed in areas with flood velocities greater than 5 feet per second unless the



- design is reviewed by a qualified design professional, such as a registered architect or professional engineer.
2. The crawlspace is an enclosed area below the BFE and, as such, must have openings that equalize hydrostatic pressures by allowing the automatic entry and exit of floodwaters. The bottom of each flood vent opening can be no more than 1 foot above the LAG.
  3. The crawlspace enclosure must have proper openings that allow equalization of hydrostatic pressure by allowing automatic entry and exit of floodwaters. To achieve this, a minimum of 1 square inch of flood opening is required per 1 square foot of the enclosed area subject to flooding.
  4. Portions of the building below the BFE must be constructed with materials resistant to flood damage. This includes not only the foundation walls of the crawlspace used to elevate the building, but also any joists, insulation, piers, or other materials that extend below the BFE. Ductwork, in particular, must either be placed above the BFE or sealed from floodwaters.
  5. Any building utility systems within the crawlspace must be elevated above the BFE or designed so that floodwaters cannot enter or accumulate within the system components during flood conditions.
  6. The interior grade of a crawlspace below the BFE must not be more than 2 feet below the LAG.
  7. The height of the below-grade crawlspace, measured from the lowest interior grade of the crawlspace floor to the bottom of the floor joist of the next higher floor cannot exceed 4 feet at any point.
  8. There must be an adequate drainage system that removes floodwaters from the interior area of the crawlspace. The enclosed area should be drained within a reasonable time after a flood event.
  9. Buildings with below-grade crawlspaces will have higher flood insurance premiums than buildings that have the preferred crawlspace construction, with the interior elevation at or above the LAG.

**B.5. MANUFACTURED HOMES**

1. Require that all manufactured homes to be placed within Zone A on a community's FHBm or FIRM shall be installed using methods and practices that minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable State and local anchoring requirements for resisting wind forces.
2. Require that manufactured homes that are placed or substantially improved within Zones A1-30, AH, and AE on the community's FIRM on sites outside of a manufactured home park or subdivision;) in a new manufactured home park or subdivision; in an expansion to an existing manufactured home park or subdivision; or in an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as a result of a flood, be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to or above the BFE, unless a higher standard option was selected, and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.
3. In A-1-30, AH, AO and AE Zones, require that manufactured homes to be placed or substantially improved in an existing manufactured home park to be elevated so that the lowest floor is at or above the BFE, unless a higher standard option was selected; or the chassis is supported by reinforced piers no less than 36 inches in height above grade and securely anchored.

**B.6. RECREATIONAL VEHICLES**

Require that recreational vehicles placed on sites within Zones A1-30, AH, and AE on the community's FIRM either:

1. Be on the site for fewer than 180 consecutive days unless the community has elected a higher standard option and be fully licensed and ready for highway use;
  - a. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.
2. Or meet the permit requirements of **ARTICLE IV, SECTION D, PERMIT PROCEDURES**, and the elevation and anchoring requirements for "manufactured homes" of this section.

**C. STANDARDS FOR SUBDIVISION PROPOSALS**

1. All subdivision proposals including the placement of manufactured home parks and subdivisions shall be consistent with the provisions of this ordinance.
2. All subdivision proposals including the placement of manufactured home parks and subdivisions shall have adequate drainage provided to reduce exposure to flood hazards.
3. All proposals for the development of subdivisions including the placement of manufactured home parks and subdivisions shall meet Development Permit requirements of this ordinance.

- 4. BFE data shall be generated for subdivision proposals and other proposed development including the placement of manufactured home parks and subdivisions, which is greater than 50 lots or 5 acres, or whichever is lesser.
- 5. All subdivision proposals including the placement of manufactured home parks and subdivisions shall have adequate drainage provided to reduce exposure to flood hazards.
- 6. All subdivision proposals including the placement of manufactured home parks and subdivisions shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize or eliminate flood damage.

**D. STANDARDS FOR AREAS OF SHALLOW FLOODING (AO/AH ZONES)**

Located within the SFHAs established in **ARTICLE III, SECTION A. LANDS TO WHICH THIS ORDINANCE APPLIES**, are areas designated as shallow flooding. These areas have special flood hazards associated with base flood depths of 1 to 3 feet where a clearly defined channel does not exist and where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow; therefore, the following provisions apply:

- 1. All new construction and substantial improvements of residential structures have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM (at least 2 feet if no depth number is specified). If the community has elected a freeboard standard, then the lowest floor elevation must be elevated above the highest adjacent grade above the depth number specified in feet on the community's FIRM (at least 2 feet if no depth number is specified) plus the freeboard height option selected below.
- 2. All new construction and substantial improvements of non-residential structures:
  - a. Have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM (at least 2 feet if no depth number is specified). If the community has elected a freeboard standard, then the lowest floor elevation must be elevated above the highest adjacent grade above the depth number specified in feet on the community's FIRM (at least 2 feet if no depth number is specified) plus the freeboard height option selected below; or
  - b. Together with attendant utility and sanitary facilities be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads of effects of buoyancy.
- 3. A registered professional engineer or architect shall submit a certification to the Floodplain Administrator that the standards of this Section.
- 4. Require within Zones AH or AO adequate drainage paths around structures on slopes, to guide flood waters around and away from proposed structures.

**E. FLOODWAYS**

Floodways located within SFHAs are extremely hazardous areas due to the velocity of flood waters that carry debris, potential projectiles, and erosion potential, the following provisions shall apply:

- 1. Designate a regulatory floodway that will not increase the base flood level more than 1 foot.
- 2. Encroachments are prohibited, including fill, new construction, substantial improvements and other development within the adopted regulatory floodway *unless* it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase greater than 0.00 feet, unless higher standard option selected, in flood levels within the community during the occurrence of the base flood discharge.
- 3. All new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Article V in this ordinance.
- 4. Under the provisions of 44 CFR Chapter 1, Section 65.12, of the NFIP Regulations, a community may permit encroachments within the adopted regulatory floodway that would result in an increase in BFEs, provided that the community first applies for a conditional FIRM and floodway revision through FEMA.

**G. STANDARDS FOR CRITICAL FACILITIES**

A Critical Facility is a structure or related infrastructure, but not the land on which it is situated, that if flooded may result in significant hazards to public health and safety or interrupt essential services and operations for the community at any time before, during and after a flood.

- 1. Classification of Critical Facilities. It is the responsibility of the community to identify and confirm that specific structures in their community meet the following criteria: (a) Essential Services; (b) Hazardous Materials; (c) At-risk Populations; and (d) Vital to Restoring Normal Services.



a. Essential services facilities include public safety, emergency response, emergency medical, designated emergency shelters, communications, public utility plant facilities, and transportation lifelines.

b. These facilities consist of:

- i. Public safety (police stations, fire and rescue stations, emergency vehicle and equipment storage, and, emergency operation centers);
- ii. Emergency medical (hospitals, ambulance service centers, urgent care centers having emergency treatment functions, and non-ambulatory surgical structures but excluding clinics, doctors' offices, and non-urgent care medical structures that do not provide these functions);

2. Designated emergency shelters;

3. Communications (main hubs for telephone, broadcasting equipment for cable systems, satellite dish systems, cellular systems, television, radio, and other emergency warning systems, but excluding towers, poles, lines, cables, and conduits);

4. Public utility plant facilities for generation and distribution (hubs, treatment plants, substations and pumping stations for water, power and gas, but not including towers, poles, power lines, buried pipelines, transmission lines, distribution lines, and service lines); and

5. Air Transportation lifelines (airports (municipal and larger), helicopter pads and structures serving emergency functions, and associated infrastructure (aviation control towers, air traffic control centers, and emergency equipment aircraft hangars).

6. Specific exemptions to this category include wastewater treatment plants, non-potable water treatment and distribution systems, and hydroelectric power generating plants and related appurtenances.

7. Public utility plant facilities may be exempted if it can be demonstrated to the satisfaction of the community that the facility is an element of a redundant system for which service will not be interrupted during a flood. At a minimum, it shall be demonstrated that redundant facilities are available (either owned by the same utility or available through an intergovernmental agreement or other contract) and connected, the alternative facilities are either located outside of the 100-year floodplain or are compliant with the provisions of this Article, and an operations plan is in effect that states how redundant systems will provide service to the affected area in the event of a flood. Evidence of ongoing redundancy shall be provided to the community on an as-needed basis upon request.

8. Hazardous materials facilities include facilities that produce or store highly volatile, flammable, explosive, toxic and/or water-reactive materials. These facilities may include:

- a. Chemical and pharmaceutical plants (chemical plant, pharmaceutical manufacturing);
- b. Laboratories containing highly volatile, flammable, explosive, toxic and/or water-reactive materials;
- c. Refineries;
- d. Hazardous waste storage and disposal sites; and
- e. Above ground gasoline or propane storage or sales centers.

9. Facilities shall be determined to be Critical Facilities if they produce or store materials in excess of threshold limits. If the owner of a facility is required by the Occupational Safety and Health Administration (OSHA) to keep a Material Safety Data Sheet (MSDS) on file for any chemicals stored or used in the work place, AND the chemical(s) is/are stored in quantities equal to or greater than the Threshold Planning Quantity (TPQ) for that chemical, then that facility shall be considered a Critical Facility. The TPQ for these chemicals is: either 500 pounds or the TPQ listed (whichever is lower) for the 356 chemicals listed under 40 CFR § 302 (2010), also known as Extremely Hazardous Substances (EHS); or 10,000 pounds for any other chemical. OSHA requirements for MSDS can be found in 29 CFR § 1910 (2010). The Environmental Protection Agency (EPA) regulation "Designation, Reportable Quantities, and Notification," 40 CFR § 302 (2010) and OSHA regulation "Occupational Safety and Health Standards," 29 CFR § 1910 (2010) are incorporated herein by reference and include the regulations in existence at the time of the promulgation of this ordinance, but exclude later amendments to or editions of the regulations.

10. Specific exemptions to this category include:

- a. Finished consumer products within retail centers and households containing hazardous materials intended for household use, and agricultural products intended for agricultural use.
- b. Buildings and other structures containing hazardous materials for which it can be demonstrated to the satisfaction of the local authority having jurisdiction by hazard assessment and certification by a qualified professional (as determined by

the local jurisdiction having land use authority) that a release of the subject hazardous material does not pose a major threat to the public.

- c. Pharmaceutical sales, use, storage, and distribution centers that do not manufacture pharmaceutical products.

11. These exemptions shall not apply to buildings or other structures that also function as Critical Facilities under another category outlined in this Article.

12. At-risk population facilities include medical care, congregated care, and schools.

- a. These facilities consist of:
  - i. Elder care (nursing homes);
  - ii. Congregate care serving 12 or more individuals (day care and assisted living);
  - iii. Public and private schools (pre-schools, K-12 schools), before-school and after-school care serving 12 or more children);

13. Facilities vital to restoring normal services including government operations. These facilities consist of:

- a. Essential government operations (public records, courts, jails, building permitting and inspection services, community administration and management, maintenance, and equipment centers);
- b. Essential structures for public colleges and universities (dormitories, offices, and classrooms only).

14. These facilities may be exempted if it is demonstrated to the community that the facility is an element of a redundant system for which service will not be interrupted during a flood. At a minimum, it shall be demonstrated that redundant facilities are available (either owned by the same entity or available through an intergovernmental agreement or other contract), the alternative facilities are either located outside of the 100-year floodplain or are compliant with this ordinance, and an operations plan is in effect that states how redundant facilities will provide service to the affected area in the event of a flood. Evidence of ongoing redundancy shall be provided to the community on an as-needed basis upon request.

**SECTION 3: REPEALED**

All other prior Ordinances or Parts Thereof that are in conflict herewith are hereby repealed.

**SECTION 4: METHODOLOGY**

For purposes of clarifying the amending procedures all code sections are listed in full in the above sections.

**SECTION 5: SEVERABILITY**

If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, or its application to any Person or circumstances is held invalid, the remaining portion of this Ordinance shall remain in full force and effect, and the application of the provision to other persons or circumstances shall not be affected.

**SECTION 6:** This ordinance shall be in full force and effect upon passage, approval, and publication.

**PASSED** ON FIRST READING on the 5<sup>th</sup> day of November, 2024.  
**PASSED** ON SECOND READING on the \_\_\_ day of November 2024.  
**PASSED, AND ADOPTED** ON THIRD READING on the \_\_\_ day of December, 2024.

**ATTEST:**

\_\_\_\_\_  
Jenn Anderson, Town Clerk

\_\_\_\_\_  
Chuck Davis, Mayor

*(Stamp Town Seal Here)*