



TOWN COUNCIL REGULAR MEETING OCTOBER 04, 2022 at 6:00 PM

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

AGENDA

CALL TO ORDER

- 1) Opening Ceremony
- 2) Roll Call: __Mayor Creed James __Councilman Nelson __Councilwoman Beck
__Councilwoman Campbell __Councilman Hutchins

APPROVAL OF THE AGENDA

APPROVAL OF THE MINUTES

- [3\)](#) Approval of the regular minutes on September 20, 2022
- [4\)](#) Approval of the special minutes on September 28, 2022

APPROVAL OF THE BILLS

- [5\)](#) For October 4, 2022

Deposits:	from 9/19/22-10/2/22	\$	46,784.00
Accounts Payable:	for 10/4/22	\$	0.00
Payroll:	for 9/29/22	\$	36,217.50
Transmittals:	for 9/29/22	\$	11,527.15

CORRESPONDENCE

- [6\)](#) Community Revitalization Workshop
Tuesday, October 25, 2022 1-3:45pm Sinclair Parco Theatre
- [7\)](#) Gateway South

ITEMS FROM THE PUBLIC

REPORTS FROM DEPARTMENTS

Town Hall

- [8\)](#) InvoiceCloud
- 9) Never Forget Park

- 10) Valley Village Day Care
- [11\)](#) WY Community Gas
- 12) State of WY Worker's Comp Report
- 13) Food Trucks
- [14\)](#) Purchase approval for utility postcards \$1,060.00
- 15) Odd Fellows Park

Police Department

Fire Department

Recreation Department / Commission

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

- 16) Ice Rink

Department of Public Works

- 17) Purchase approval for 10 lifting chains for approximately \$4000
- 18) Purchase approval for hot water heater at streets shop \$600
- 19) Purchase approval for 2 loads of asphalt \$1,050

REPORTS FROM BOARDS AND COMMISSIONS

Community Center Joint Powers Board

Next meeting is October 10, 2022 at 4:30 PM at the PVCC

Water and Sewer Joint Power Board

Next meeting is October 12, 2022 at 5:30 PM at the PVCC

Planning Commission

Next meeting is October 11, 2022 at 5:30 PM at the Town Hall Council Chambers

Saratoga Airport Advisory Board

Next meeting is October 10, 2022 at 3:30 PM at the Town Hall Council Chambers

- 20) Monument
- [21\)](#) Straight Stripe Painting Change Order #1 - \$5,484.40
- [22\)](#) Water Meter Vault Change Order #1 - \$5,600.00
- [23\)](#) Letter from Paulette regarding 'Water Meter Vault Modification'
- [24\)](#) Change to Airport Entrance Layout
- [25\)](#) RFR on ASA004A/AIP 031 \$44,826.25
- [26\)](#) RFR for ASA004B/AIP 034 \$119,179.62
- [27\)](#) RFR on ASA004C/AIP035 on \$75,272.59
- [28\)](#) RFR on ASA004D \$81,686.70
- [29\)](#) Lewis & Lewis Invoice \$317,873.04
- [30\)](#) SCE Invoice \$44,826.25

South Central Wyoming Emergency Medical Services Board

Next meeting is October 17, 2022 at 6:00 PM at Saratoga Ambulance Barn

NEW BUSINESS

EXECUTIVE SESSION

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

FURTHER BUSINESS

ADJOURNMENT

**THE NEXT TOWN COUNCIL MEETING WILL BE ON
TUESDAY, October 18, 2022 AT 6:00 PM.**



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

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

MINUTES

CALL TO ORDER

Mayor Creed James called the meeting to order at 6:00pm.

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

PRESENT

Mayor Creed James
Councilman Jon Nelson
Councilwoman Kathy Beck
Councilwoman D'Ron Campbell
Councilman Ron Hutchins

APPROVAL OF THE AGENDA

Councilman Nelson made a motion to add 'Fema Flood Map' to Council Comments, after Items from the Public. Motion made by Councilman Nelson, Seconded by Mayor Pro Tem Hutchins. Motion carried.

APPROVAL OF THE MINUTES

- 3) Approval of the regular minutes on September 6, 2022
Motion made by Councilwoman Campbell to approve the regular minutes of the September 6, 2022; Seconded by Councilman Hutchins. Motion carried.

APPROVAL OF THE BILLS

- 4) For September 20, 2022

Deposits:	from 9/1/22 - 9/18/22	\$ 436,539.16
Accounts Payable:	for 9/20/2022	\$ 89,340.02
Net Payroll:	for 9/15/2022	\$ 39,729.92
Net Transmittals:	for 9/15/2022	\$ 51,774.83

Motion made by Councilman Nelson to approve the deposits from 9/1/22-9/18/22; Seconded by Councilman Hutchins. Motion carried.

Motion made by Councilman Hutchins to approve accounts payable for 9/20/22; Seconded by Councilman Nelson. Motion carried.

Motion made by Councilman Hutchins to approve payroll for 9/15/22; Seconded by Councilman Nelson. Motion carried.

Motion made by Councilwoman Campbell to approve transmittals for 9/15/22; Seconded by Councilman Hutchins. Motion carried.

Treasurer Georgia Gayle stated that invoices came in after Accounts Payable was processed. She would like permission to pay \$33,013.59 for 7 different vendors.

Motion made by Councilman Nelson to approve the second accounts payable; Seconded by Councilman Hutchins. Motion carried.

CORRESPONDENCE

5) Food Bank of WY Proclamation

Mayor James read the proclamation from the Food Bank of Wyoming.

Motion made by Councilman Nelson to approve the proclamation and proclaim September 2022 as 'Honoring Hunger Action Month'; Seconded by Councilman Hutchins. Motion carried.

6) WY Community Gas - Community Project Distribution Form for 2022

Councilman Nelson would like to put this item on the agenda for next month.

Motion made by Councilman Nelson to table the distribution form until next month; Seconded by Councilman Hutchins.

7) Fire District Informational Meetings

ITEMS FROM THE PUBLIC

8) Letter from Dave Lawrence

Mayor James read a letter from Dave Lawrence against the Saratoga Hot Springs Sign Variance for Base Camp.

9) Odd Fellows Park Maintenance

Councilman Nelson stated that Danny Burau will make a formal agreement to take care of the Odd Fellows "Park" in exchange for having retail space extended to the park and will bring it

to the Council at the next council meeting.

COUNCIL COMMENTS

FEMA Flood Map - Director Jon Winter has received the FEMA flood maps. Councilman Nelson and Director Winter will meet with FEMA on October 5, 2022 at 10am to discuss the plans. Councilman Hutchins stated that Director Winter will try and get electronic versions of the maps for our records.

Councilman Hutchins drove through the Octagon subdivision. He has a question if the contractor is living up to the terms and conditions of the agreement and what they are planning on doing with the open ditches before the winter season comes.

REPORTS FROM DEPARTMENTS

Town Hall

- 10) Never Forget Park
Director Winter stated they have not received their bid package or the final design of curb and gutter yet. Councilwoman Campbell stated that the committee has not been able to meet because of the lack of design plans from WLC.
- 11) State of WY Worker's Comp Report
Director Winter stated that they have just received 1 quote but he does not know what the progress is on worker's comp.
- 12) Valley Village Day Care - Letter from Ellie Dana
Ellie Dana stated that the day care would need 75 square feet of fenced park per child and that is slightly 2% of the total space of the park. Mayor James stated that the updates and maintenance of the clinic were not budgeted so that is something that the Council will need to look at. Councilman Nelson stated that this endeavor is more than just the small maintenance that the Town currently does. Ellie Dana stated that she is just presenting options on the building and does not have an opinion on how the Town should proceed. Councilman Nelson stated that we need to have more information on what needs to be done. Councilman Hutchins stated to get quotes for everything so that future councils will know how much we need to spend. Mayor James stated that after we receive quotes, we should prioritize which items should be done first. Councilman Nelson stated that we need opinions from the public for this as well.
- 13) Ordinance 864 - 3rd Reading
Motion made by Councilman Nelson to approve the 3rd reading of Ordinance 864 in title only; Seconded by Councilman Hutchins. Motion carried.
- 14) Fiscal year 2021 Audit
Mayor James spoke to Tim Fixter and will have the audit by the end of the calendar year. The auditors cannot submit a letter of engagement for the next audit until the 2021 audit is finished.
- 15) Food Trucks
Councilman Nelson stated that he researched what the Wyoming Food Freedom Act was and the food truck permit will not pertain to that. Councilman Nelson stated that he would like to open it up to questions and concerns from the public. McCall Burau asked what the town's

goal is for the food truck permit. Mayor James spoke to the Planning Commission on food trucks and they didn't have an opinion on it yet. The Town Council would like to hear more from the local businesses and vendors on what their concerns are.

Police Department

Chief Ken Lehr stated that the officer bonds total would be \$2,762.50 for 2 years to cover the police department. Mayor James stated that this has come up to our attention that all of the police department would need to be bonded and were not bonded in the past. This amount was not budgeted. Treasurer Georgia Gayle stated that this should be under an admin code for bonds.

Motion made by Councilman Hutchins to approve the bonds; Seconded by Councilman Nelson. Motion carried.

Fire Department

- 16) Wyoming Apparatus, LLC - Pump Test for \$2,071.00
 Motion made by Councilman Nelson to approve the invoice for Wyoming Apparatus;
 Seconded by Councilman Hutchins. Motion carried.
 The fire department will be training twice a month every other Wednesday.

Recreation Department / Commission

Next meeting is October 3, 2022 at 6 PM at the Town Hall Council Chambers

Director Sarah Laughlin stated they have received the new pickleball equipment and is communicating with the pickleball instructor out of Laramie for a clinic scheduled for November and February. The Recreation Board has postponed a portion of the Fall Festival but will continue with the Family Fall Carnival for ages 2-10.

- 17) Carbon County Visitor's Council Grant
 Motion made by Councilman Nelson to sign the grant; Seconded by Councilman Hutchins.
 Motion carried.
- 18) Town Council Representative to Rec Commission
 Mayor James stated that he had appointed Councilwoman Campbell to the Recreation Commission and the future Council can appoint when they start in the new year.

Department of Public Works

- 19) Motion to Hire Water & Sewer Operator
 Motion made by Councilman Nelson to hire a water & sewer operator; Seconded by Councilman Hutchins. Motion carried.
- 20) Asphalt - \$1500
 Director Winter stated that the price of hot mix is increasing.
 Motion made by Councilman Hutchins to purchase; Seconded by Councilman Nelson. Motion carried.

- 21) CAT Pusher & Blocks - \$616.00
Motion made by Councilman Hutchins to purchase; Seconded by Councilman Nelson. Motion carried.
- 22) Snow Removal Cutting Edges for Plow - \$1490
Motion made by Councilman Hutchins to purchase; Seconded by Councilman Nelson. Motion carried.
- 23) Tires for Pickup - \$967.04
Motion made by Councilman Hutchins to purchase; Seconded by Councilman Nelson. Motion carried.

REPORTS FROM BOARDS AND COMMISSIONS

Community Center Joint Powers Board

Next meeting is October 10, 2022 at 4:30 PM at the PVCC

- 24) Town Council Representative to PVCC JPB
Currently there is not a representative but since Kathy Beck is on the board, she will step in as the town representative.

Water and Sewer Joint Power Board

Next meeting is October 12, 2022 at 6:30 PM at the PVCC

No new updates.

Planning Commission

Next meeting is October 11, 2022 at 5:30 PM at the Town Hall Council Chambers

- 25) Saratoga Resort Sign Variance
Motion made by Councilman Hutchins to approve the Saratoga Resort sign variance. The motion died for a lack of motion.
- 26) Hospital Sign Variance
The hospital signs are federally regulated and required. Some of their monument signs are larger than the permitted amount.

Mayor James asked to poll the Council. Councilwoman Campbell was kicked off the zoom call. Motion made by Councilman Nelson, Seconded by Councilwoman Beck.

Voting Yea: Mayor James, Councilman Nelson, Councilwoman Beck, Mayor Pro Tem Hutchins

Saratoga Airport Advisory Board

Next meeting is October 10, 2022 at 3:30 PM at the Town Hall Council Chambers

South Central Wyoming Emergency Medical Services Board

Next meeting is October 17, 2022 at 6:00 PM at Saratoga Ambulance Barn

NEW BUSINESS

No new business.

EXECUTIVE SESSION

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

Motion made by Councilman Nelson to enter executive session at 8:30pm; Seconded by Councilman Hutchins. Motion carried.

Councilman Nelson made a motion to exit executive session at 8:58pm, seal the minutes and note that no action was taken. Councilman Hutchins seconded; Motion carried.

FURTHER BUSINESS

Councilman Nelson made a motion to modify a work order for T.O. Engineers. Councilman Hutchins seconded the motion; Motion carried.

Councilman Hutchins made a motion to accept the resignation of Martin Peterson. Councilman Nelson seconded; Motion carried.

ADJOURNMENT

Motion made by Councilman Nelson to adjourn at 9:01pm, Seconded by Councilman Hutchins. Motion carried.

**THE NEXT TOWN COUNCIL MEETING WILL BE ON
TUESDAY, OCTOBER 4, 2022 AT 6:00 PM.**



TOWN COUNCIL SPECIAL MEETING SEPTEMBER 28, 2022 at 5:30 PM

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

MINUTES

CALL TO ORDER

Mayor James called the special meeting to order at 5:30pm.

- 1) Opening Ceremony

- 2) Roll Call: __Mayor Creed James __Councilman Nelson __Councilwoman Beck
 __Councilwoman Campbell __Councilman Hutchins
 PRESENT
 Creed James
 D'Ron Campbell
 Jon Nelson
 Kathy Beck
 Ron Hutchins on Zoom

APPROVAL OF THE AGENDA

Motion made by Councilman Nelson to approve the agenda, Seconded by Councilwoman Campbell.
 Motion carried.

- 3) For The Purpose of Discussing The Stevens Litigation

The Council went through several grading plans that they have been considering and took questions from the public.

ITEMS FROM THE PUBLIC

EXECUTIVE SESSION

- 4) To discuss personnel and matters of litigation in accordance with W.S. 16-4-405(a) (ii) and (iii)
Motion made by Councilwoman Campbell to enter executive session at 6:05pm, Seconded by Councilman Nelson.

Councilman Nelson made a motion to exit executive session, seal the minutes and report no action taken; Seconded by Councilwoman Campbell. Motion carried.

NEW BUSINESS

Councilman Nelson made the motion to allow the Town Attorney, Jane France, to negotiate the resolution of the litigation of Randy Stevens. Councilwoman Campbell seconded. Motion carried.

ADJOURNMENT

Motion made by Councilwoman Campbell to adjourn at 6:44pm; Seconded by Councilwoman Beck. Motion carried.

**THE NEXT TOWN COUNCIL MEETING WILL BE ON
TUESDAY, OCTOBER 4, 2022 AT 6:00 PM.**

TOWN OF SARATOGA

Check Register - NAMELESS

Page: 1

Pay Period Dates: 09/12/2022 - 09/25/2022

Oct 04, 2022 11:06AM

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Void

Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee ID	Description	GL Account	Amount
09/25/2022	PC	09/29/2022	51063	223		01-112000	25.85-
09/25/2022	PC	09/29/2022	51064	223		10-212100	73.88-
09/25/2022	PC	09/29/2022	51065	57		10-431-110	1,273.09-
09/25/2022	PC	09/29/2022	51066	19		10-212500	1,690.45-
09/25/2022	PC	09/29/2022	51067	134		51-531-110	1,508.42-
09/25/2022	PC	09/29/2022	51068	39		10-431-110	1,190.37-
09/25/2022	PC	09/29/2022	9292022	16		10-212100	2,164.71-
09/25/2022	PC	09/29/2022	9292023	46		51-531-110	1,465.26-
09/25/2022	PC	09/29/2022	9292024	48		10-212100	650.55-
09/25/2022	PC	09/29/2022	9292025	49		10-212100	1,942.48-
09/25/2022	PC	09/29/2022	9292026	61		10-421-110	2,945.05-
09/25/2022	PC	09/29/2022	9292027	78		10-411-110	1,157.63-
09/25/2022	PC	09/29/2022	9292028	86		10-212200	264.26-
09/25/2022	PC	09/29/2022	9292029	111		10-212300	1,537.96-
09/25/2022	PC	09/29/2022	9292030	112		10-421-110	1,469.18-
09/25/2022	PC	09/29/2022	9292031	40		10-212100	1,748.78-
09/25/2022	PC	09/29/2022	9292032	88		10-212100	1,228.07-
09/25/2022	PC	09/29/2022	9292033	74		10-212500	1,518.72-
09/25/2022	PC	09/29/2022	9292034	201		01-112000	517.49-
09/25/2022	PC	09/29/2022	9292035	202		10-410-110	1,400.42-
09/25/2022	PC	09/29/2022	9292036	219		01-112000	1,730.98-
09/25/2022	PC	09/29/2022	9292037	220		10-212100	2,241.52-
09/25/2022	PC	09/29/2022	9292038	221		10-212100	1,334.75-
09/25/2022	PC	09/29/2022	9292039	225		01-112000	299.21-
09/25/2022	PC	09/29/2022	9292040	226		10-431-110	1,025.27-
09/25/2022	PC	09/29/2022	9292041	227		01-112000	67.84-
09/25/2022	PC	09/29/2022	9292042	229		01-112000	101.58-
09/25/2022	PC	09/29/2022	9292043	235		10-421-110	1,685.81-
09/25/2022	PC	09/29/2022	9292044	239		01-112000	664.92-
09/25/2022	PC	09/29/2022	9292045	240		10-212300	1,081.99-
09/25/2022	PC	09/29/2022	9292046	242		52-532-110	311.01-
Grand Totals:							36,317.50-
							31

Report Criteria:

Paid transmittals included

Begin Date: ALL

End Date: ALL

Transmittal Transaction.Check number = 10042022,051069

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount	GL Updated	Check Date
51069									
3	GREAT-WEST TRUST CO	51069	09/25/2022	55-01	457 CONTRIBUTION Deferred Comp - Pre Tax Pay Period: 9/25/2022	10-212500	145.00	No	10/03/2022
3	GREAT-WEST TRUST CO	51069	09/25/2022	55-02	457 CONTRIBUTION Deferred Comp - Roth Pay Period: 9/25/2022	10-212500	80.00	No	10/03/2022
Total 51069:							225.00		
10042022									
1	EFTPS -TAXES	10042022	09/25/2022	74-00	FICA/FWT/WITHHOLDING DEPOSIT Social Security Pay Period: 9/25/20	10-212100	2,868.12	No	10/04/2022
1	EFTPS -TAXES	10042022	09/25/2022	74-00	FICA/FWT/WITHHOLDING DEPOSIT Social Security Pay Period: 9/25/20	10-212100	2,868.12	No	10/04/2022
1	EFTPS -TAXES	10042022	09/25/2022	75-00	FICA/FWT/WITHHOLDING DEPOSIT Medicare Pay Period: 9/25/2022	10-212100	670.81	No	10/04/2022
1	EFTPS -TAXES	10042022	09/25/2022	75-00	FICA/FWT/WITHHOLDING DEPOSIT Medicare Pay Period: 9/25/2022	10-212100	670.81	No	10/04/2022
1	EFTPS -TAXES	10042022	09/25/2022	76-00	FICA/FWT/WITHHOLDING DEPOSIT Federal Withholding Tax Pay Period	10-212200	4,224.29	No	10/04/2022
Total 10042022:							11,302.15		
Grand Totals:							11,527.15		



Community Revitalization Through Brownfields Redevelopment: Carbon County Resources for Revitalization and Redevelopment Part 2: Workshop

Tuesday, October 25, 2022 1:00-3:45 pm

Location: Historic Sinclair Parco Theater, 500 Lincoln Ave., Sinclair, WY 82334

Presented by the Technical Assistance to Brownfields (TAB) Program at Kansas State University in partnership with the Hosting entity (ies), and Wyoming Department of Environmental Quality (WY DEQ). This workshop will help you:

- Understand brownfields basics and what environmental issues may be impacting properties in your community.
- Gain knowledge of response actions and solutions to address these brownfields properties and how brownfields redevelopment can kick-start community revitalization.
- Learn about WY DEQ's current brownfields funding and how you, as a community member, how you may become engaged in the process.

Participants will also have an opportunity to ask questions and share information about sites in their community.

Who Should Attend: Local government officials, key community stakeholders, neighborhood associations, economic and community development organizations, not-for-profit entities, community groups, private citizens, real estate developers, commercial real estate brokers, lenders and others working to promote cleanup and revitalization in Carbon County.

For More Information:

Cindi Martinez, Wyoming DEQ | cindi.martinez@wyo.gov | 307-777-2948

Maggie Belanger, KSU TAB | maggiejessie@ksu.edu | 785-532-0782

Yvonne Johnson, Carbon County EDC | director@carbonwyedc.com | 307-370-0767

**Carbon County Economic Development Corporation
Invites YOU to Attend: *Resources for Revitalization & Redevelopment*
A FREE Community Revitalization Workshop
Historic Sinclair Parco Theater, 500 Lincoln Ave, Sinclair, WY
Tuesday, October 25, 2022, 1:00 pm to 3:45 pm MDT**



Have you seen similar properties in your community? Do you have concerns about how these properties are impacting health and property values in your neighborhood? Want to learn how you might be able to help address these properties and bring them back to life?

Mark your calendar to attend a **free community revitalization workshop** presented by the Technical Assistance to Brownfields (TAB) Program at Kansas State University in partnership with the Carbon County Economic Development Corporation (EDC), and Wyoming Department of Environmental Quality (WY DEQ). This workshop will help you:

- Understand brownfields basics and what environmental issues may be impacting properties in your community.
- Gain knowledge of response actions and solutions to address these brownfields properties and how brownfields redevelopment can kick-start community revitalization.
- Learn about WY DEQ's current brownfields funding and how you, as a property owner, community official, or community member-at-large may become engaged in the process.

Participants will also have an opportunity to ask questions and share information about sites in their community.

Who should attend? Local government officials, key community stakeholders, neighborhood associations, economic and community development organizations, not-for-profit entities, community groups, private citizens, real estate developers, commercial real estate brokers, lenders and others working to promote cleanup and revitalization in Carbon County.

Attendance is free, but registration is required at <https://www.ksutab.org/events/workshops>.

If you need assistance with your registration, contact Sheree Walsh, chsr@ksu.edu, 785-200-7005

For more information, please contact:

Cindi Martinez
Wyoming DEQ Brownfields
cindi.martinez@wyo.gov
307-777-2948

Maggie Belanger
KSU TAB
maggiejessie@ksu.edu
785-532-0782

Yvonne Johnson
Carbon County EDC
director@carbonwyedc.com
307-370-0767





Resources for Revitalization & Redevelopment Community Revitalization Workshop



**Historic Sinclair Parco Theater
500 Lincoln Ave, Sinclair, WY**

**KANSAS STATE
UNIVERSITY**

Tuesday October 25, 2022

1:00 pm – 3:45 pm MDT

	Registration
1:00 pm	Welcome and Introduction - Yvonne Johnson, Executive Director, <i>Carbon County EDC</i> - Mayor Terry Weickum, <i>City of Rawlins</i>
1:10 pm	Brownfields Basics and Redevelopment Overview - Maggie Belanger, Assistant Director, <i>KSU TAB</i>
1:25 pm	Fear of the Unknown: Liability, Responsibilities, & Importance of Assessment - Pam Thayer, Executive Director, <i>Rawlins Main Street</i>
1:40 pm	BREAK (10 mins)
1:50 pm	Resources and Solutions - Cindi Martinez, Supervisor, <i>WY DEQ Brownfield and Orphan Sites Remediation Program</i> - Barbara Benoy, Brownfields Project Officer, <i>EPA Region 8</i> - Andrea Hammond, Grant writer, <i>City of Rawlins</i>
2:30 pm	Community Revitalization through Brownfields Redevelopment - TBD, <i>Cheyenne, WY</i>
2:50 pm	Wyoming DEQ Brownfield Program Grant Initiative and Where do I fit in: Importance of Community Involvement & Partnerships - Jules Feck, Project Manager, <i>WY DEQ Voluntary Remediation</i>
3:05 pm	Next Steps: Planning, Site Identification & Prioritization - Workshop Participants with Facilitators
3:30 pm	Q&A, Wrap Up and Evaluation - Maggie Belanger, Assistant Director, <i>KSU TAB</i>
3:35 pm	Adjourn

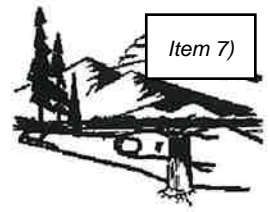
This workshop made possible with funding provided by the U.S. EPA





Department of Environmental Quality

To protect, conserve and enhance the quality of Wyoming's environment for the benefit of current and future generations.



Mark Gordon, Governor

Todd Parfitt, Director

September 2, 2022

Creed James
Town of Saratoga
PO Box 486
Saratoga, WY 82331

**IMPACT ASSISTANCE PAYMENTS
GATEWAY SOUTH TRANSMISSION PROJECT
INDUSTRIAL SITING COUNCIL DEQ/ISC 20-02**

Dear Mayor James,

It has come to my attention that Impact Assistance Payments in the captioned matter were unnecessarily delayed. Firstly, I would like to apologize for this inconvenience. Secondly, I would like to assure you that it will not happen again. The Industrial Siting Division is working with the Department of Revenue to rectify the matter promptly.

Gateway South began construction on June 1, 2022, with Impact Assistance Payments scheduled for 26 months. The payments will follow the schedule determined in the Findings of Fact, Conclusions of Law, and Order Granting Permit Application as if it had begun normally, with missing payments paid with the first Impact Assistance Payment issued.

Please let me know if you do not receive the expected payments.

My sincere apologies, again.

Respectfully,

Alan Edwards
Industrial Siting Administrator and Deputy Director
Department of Environmental Quality

Innovating the Customer Experience

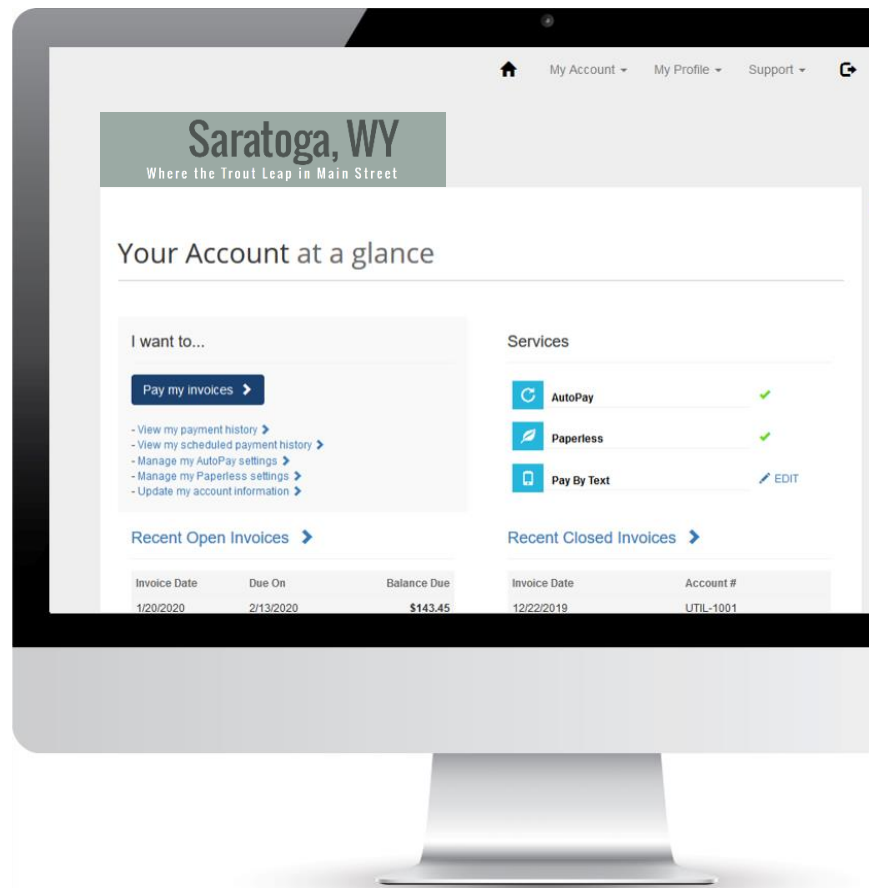
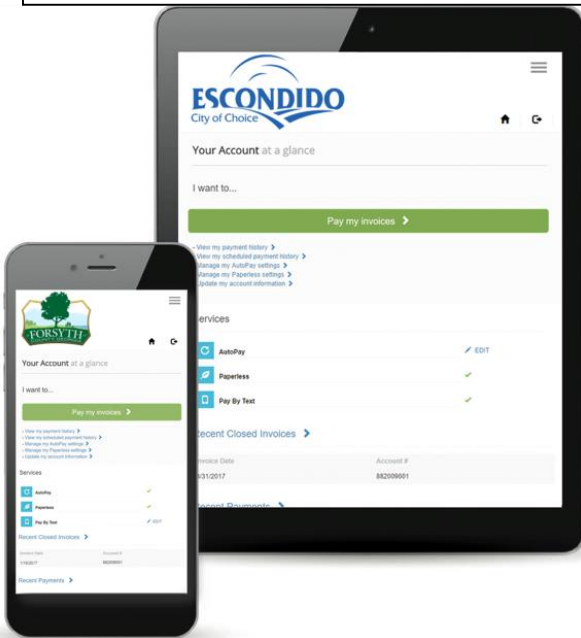
Customer Engagement, Electronic Bill Presentment, & Electronic Bill Payment

PRESENTED TO:

The Town of Saratoga, Wyoming

August 15th, 2022

Pricing Valid for 90 Days



InvoiceCloud®

Thomas Burchard
Sr. Inside Sales Representative
30 Braintree Hill Office Park, Suite 303
Braintree, MA 02184
802-238-5076
tburchard@invoicecloud.com
www.invoicecloud.com

Confidential & Proprietary © 2021

This proposal contains confidential and proprietary information to help the recipient select the most qualified vendor with the best technical solution at the best value. Should any outside party request a copy of this proposal, Invoice Cloud asks that you please either (a) redact any sections marked Proprietary/ Confidential or (b) contact us for a redacted electronic version.

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1 Introduction

Invoice Cloud has provided clients the easy-to-use payment experience that consumers expect based on doing online business with Fortune 100 companies, such as American Express, Geico, Capital One, or Amazon.com. Payers do not ‘forgive’ a smaller organization’s online experience due to fewer resources; they expect everything to be simple and instantaneous. For Invoice Cloud, platform design is paramount to delivering the best results for our clients and your customers; just adding payment channels has limited usefulness. We design our payment channels to significantly increase self-service and e-bill adoption while simultaneously reducing payment-related calls to your customer service team and agents.

Invoice Cloud (IC) by the Numbers

- **Founded** in 2009
 - **130+** different software integrations
 - **2,100+** municipal and utility clients in all 50 states
 - **\$13B+** processed payments in 2019 (roughly **45M** payments)
 - **119%** average online payment adoption increase in the first year of service
 - **2.8x** average paperless billing adoption
 - **99.9%** system up-time
 - **PCI Level 1** and **SSAE 18** (SOC 1 and 2) certified for online payment security
 - **98%** client retention rate
-

To achieve these results for our clients, Invoice Cloud focuses on 4 core competencies: the **4Cs of Effective Electronic Bill Presentment and Payment**.


1. **Cloud:** The application is true SaaS, so our clients never have to do upgrades or updates.
2. **Connect:** Our implementation and integration methodology is best in class, making it simple to install for our clients so they can reap the benefits in 90 - 120 days after signing.
3. **Convert:** The design of the payment channels – how easy it is to enroll in the self-service options, and how easy it is to pay through them – is how Invoice Cloud achieves the industry’s best e-adoption rates.
4. **Communicate:** Our intelligent communications engine with event-based reminders (text, e-mail, phone) sent only to payers who have yet to act. This automates communication between you and your customers, drives down call center volume, and increases conversion to self-service.

Invoice Cloud’s focus in these 4 areas has resulted in our average client achieving a 119% increase in e-payments and a 2.8X increase in paperless enrollment in year 1 – while also seeing a more than 40% reduction in payment related CSR calls.

Table 1. Goals and objectives for Town of Saratoga:

Goals & Objectives	Invoice Cloud
1. Implement a customer engagement, e-billing and payment solution that will expand your payment options for Payers, offer more convenience to boost self-service, and allow customers to view/manage their accounts . This significantly increases the number of customers adopting paperless, autopay, and electronic payments. <i>As an omni-channel experience, we understand everyone is different, so we provide as many ways to pay as possible so that everyone is satisfied. This is the best way to start increasing adoption as well as customer satisfaction. We are going to drastically increase your payment options for payers and give them more control to pay the way they would like to and with the method of their choosing. Things such as text-to-pay, a true autopay experience, and IVR.</i>	✓
2. Provide a tight real-time integration with Caselle that will eliminate manual tasks related to Reporting, Shut-Off, Online Bank Payments, saving time, effort, and frustrations for your CSR staff. <i>This will in turn make it so there is intelligent communication between your systems you don't have today. This will also save time on manual tasks that are a result of the current lack of communication. Today, you must manually enter all 1000 payments back to Caselle. At 1-2 minutes a payment that is over 16-33+ hours spent each month that could and should be automated. There is also a lot of room for human error and overall, just takes way too much time. It can be described as drowning sometimes for the 3 of you.</i>	✓
3. Reduce inbound phone calls for payment and website related assistance and complaints, making CSRs more efficient and improving the CSR employee's experience. <i>Today you receive some calls coming in related to bill questions or to try and make payments. For payments, you are manually plugging in information, the same way the customer should be doing themselves at home. Since you don't have an IVR system today, or any other way to drive them to self-service, you must handle each one. General inquires take 10+ minutes each and you see around 5-6 a day. Payments take 3-5+ each and you see 5-10 a day. On average that is around 2 hours every day that someone must spend assisting customers when they could and should be self-servicing.</i> By implementing a system that drives self-service, we typically see a 30-50% reduction in customer calls in year 1 and continue that growth beyond then.	✓

<p>4. Implement a paperless program proven to be the most effective in the U.S. — with many built in features that automatically encourages payers to enroll in paperless, without any effort needed by the utility. Maximizing ‘paperless’ enrollments will maximize print/mail cost savings for the Town of Saratoga. <i>Thus, returning postage, labor, and/or contracting costs back to the town – up to \$2,340.00+ annually at 30% adoption (see figure 9 in pricing). You identified an “ideal payer” for Saratoga is on paperless and pays online and with autopay. Our platform is designed to increase your number of ideal payers. Right now, you let me know it takes 2-3 days to get all the physical bills ready to be sent out which is a huge headache for everyone involved.</i></p>	✓
<p>5. Improve customer communications to decrease delinquencies by sending out automated, event-driven email and text reminders and notifications (all sent by Invoice Cloud on behalf of Saratoga.) <i>This will reduce the number of delinquent payments coming into your organization, increase early payments, and boost the flow of your revenue stream. Not only are we able to take away the “I forgot” excuse but we will allow your payers to set their own reminders and schedule their own payments. When you have delinquent payers, you are forced to try and track down that missing revenue in the form of a delinquent reminder which not only is more money spent on print/mail but also more time that an employee is having to spend. Additionally you must put liens of homes, overall, not a fun experience for anyone involved.</i></p>	✓
<p>6. Future proof your customer experience with a true Software-as-a-Service EBPP platform. Stay ahead of payment and engagement technology with a SaaS partner. <i>Dependable, reliable, and smooth workflow delivered as mobile-optimized for payers who are requesting contactless and online “21st century” options, thus making their payment experience more convenient and highly self-serviceable.</i></p>	✓
<p>7. Provide a bank check solution that will eliminate all the physical checks you receive from financial institutions. Your city takes in a fair number of bank checks from people paying through their financial institutions. Not only do you typically have to wait 5-7 business days to get that bank check, but you also then must manually enter it. <i>There is a lot of time spent waiting for checks that create lag in the system as well as a lot of manual time spent by your team to enter that check info back into Caselle.</i></p>	✓

<p>8. Provide customers with an enhanced 'One Time Payment' (41% of people prefer this way to pay) <i>that allows customers to still see 24 months of bill history without logging in, enroll in 'paperless,' sign up for text or e-mail reminders, and pay via Credit Card or ACH (this is a huge factor in increasing e-adoption for Saratoga).</i></p>	
--	---

1.1 Our 4Cs Approach

Invoice Cloud delivers a simple, out-of-the box solution with a partnered integration with your billing system, quick and easy implementation, and a proven interface that increases **e-adoption: the measure of how many customers use a billing and payment solution**. E-adoption is the only metric that can demonstrate which solution customers prefer, and **Invoice Cloud provides the industry's highest average e-adoption increase of 119% and 2.8x more paperless enrollments in the first year of service alone**. This e-adoption only grows year-over-year as we improve our true SaaS solution on your behalf. Higher e-adoption means our system is easier to use, has the most comprehensive set of features for flexibility, and has the best interface and marketing techniques to drive usage (**Figure 1**).

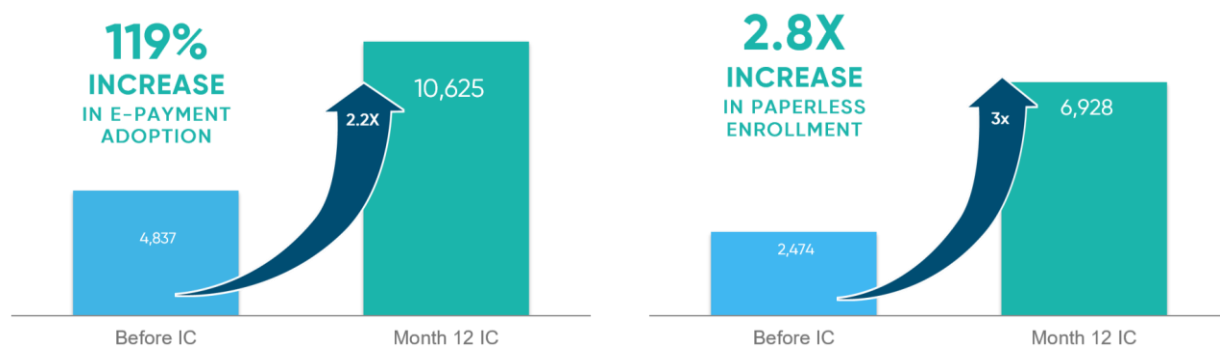


Figure 1. Invoice Cloud's Average First Year Adoption Increases. Our clients typically see their e-payment adoption and paperless enrollments double in only one year after switching to Invoice Cloud.

As more of your customers use our platform and switch to paperless billing, AutoPay, and other features of our solution, the Town of Saratoga saves time and money, having more of both to pursue other business ventures. There is a significant cost to handling paper bills and physical payment instruments (i.e., cash and checks). But you also save operational costs when more customers automatically pay their bills on time every month, spending less on collection efforts, extra communication, and shutoffs.

The Town of Saratoga can expect similar (or better!) e-adoption through Invoice Cloud's 4 Cs of a successful EBPP.

1.1.1 Cloud

Continually add new payment options, communications methods, and increased security through True SaaS updates: Invoice Cloud simplifies payment processor management by shouldering nearly all IT processes and upgrades on your behalf. We keep our system up to date through true SaaS delivery of new features and security updates. With IC's true SaaS

platform, the biller always receives access to all new features as we release them, no updates or patches required (**Figure 2**).

When we release a new enhancement, we update a single instance of our platform and then give each biller the opportunity to opt in through remote activation.

True SaaS means that your customers log into the latest, greatest, and most secure version of our payment portal every time they pay their electric bill. For example: when Invoice Cloud added the option to pay with and save mobile wallet payment methods like Apple Pay and Google Pay, all 2,100+ IC clients received this ability the day of release (**Figure 3**).

Single Instance, Multi-Tenant,
Software as a Service (SaaS)



No need to upload patches and upgrades
to each individual client site, which drives
service levels and delivery of new features!

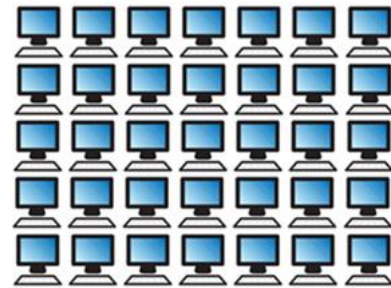
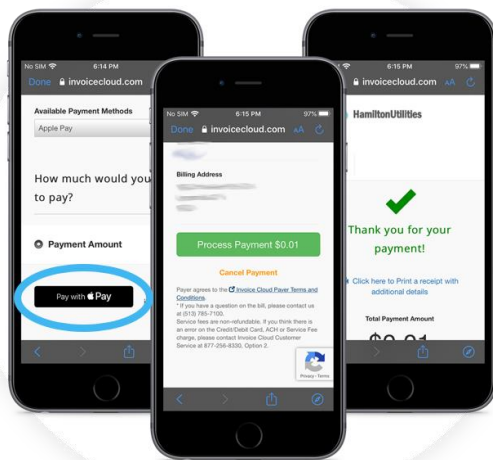


Figure 2. IC's Single Instance, Multi-Tenant SaaS Platform. IC updates a single stack of code, and all clients receive enhancements immediately without uploading patches or upgrades.

Apple Pay



Google Pay

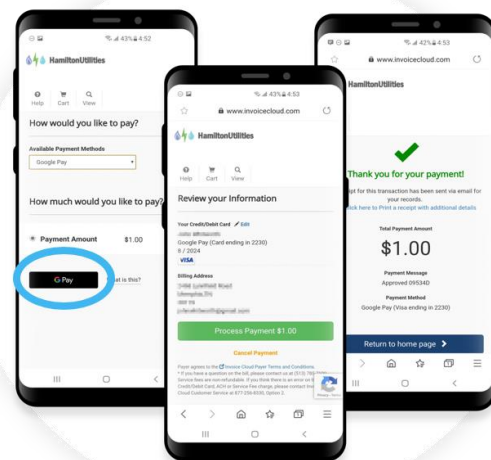


Figure 3. Mobile wallet simplifies the customer experience to make paying easier than ever. Automatic true SaaS updates delivered secure, fast payments through Apple Pay and Google Pay to 100% of our clients on the day of release.

1.1.2 Connect

Receive payments faster and always present the latest balance through Invoice Cloud's integration to your billing system(s): Our

platform reflects the data in your core billing/CIS software via a deep integration, reducing administrative work for staff and sending intelligent communications to drive customer self-service. Invoice Cloud has developed more than 130 seamless integrations, leveraging batch, real-time and single sign-on (SSO) with our growing list of partners and supported integrations (**Figure 4**).

We apply our integration experience to perform 70%+ of the implementation effort on our billers' behalf in 90 - 120 business days. We transparently keep our clients apprised throughout implementation by updating our shared Smartsheets dashboard (**Figure 5**).

Invoice Cloud can also embed our EBPP service into third-party portals through iframes, creating a seamless experience for the payer that matches the style, color schemes, and branding of an existing portal (**Figure 6**). Clicking on link like AutoPay, Paperless, or Account History opens those Invoice Cloud screens within the same platform.



Figure 4. Invoice Cloud's Year-over-year Increase in Partners. *More third-party vendors choose to partner with us after integrating our platforms.*

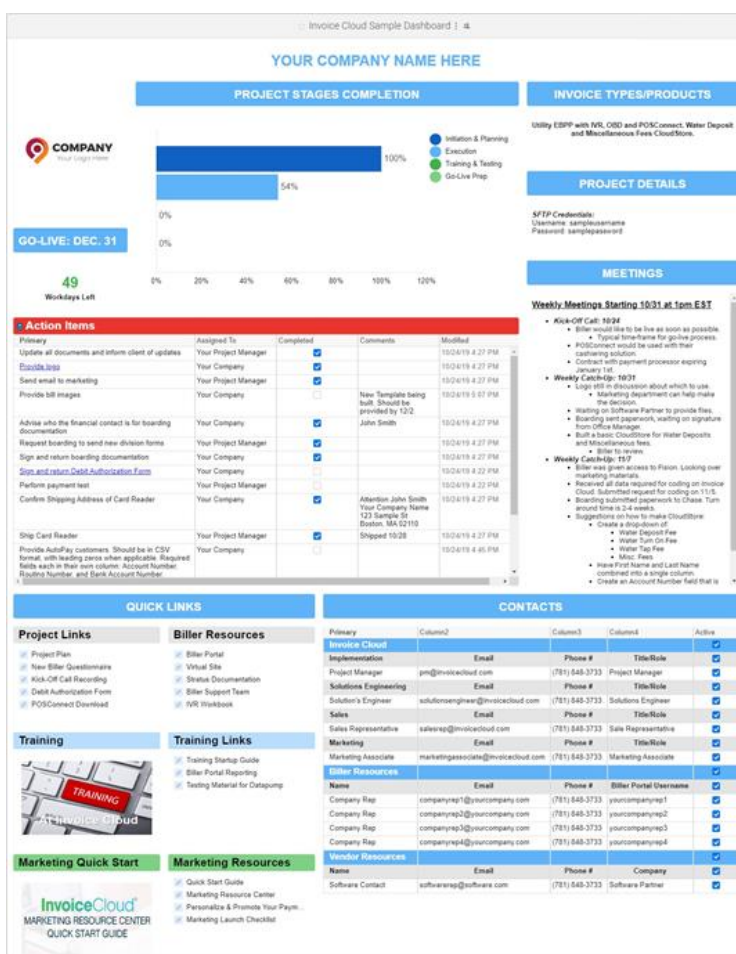


Figure 5. Invoice Cloud Implementation Tracking in Smartsheets. *See which key personnel are responsible for each technical aspect of implementation and track day-to-day progress.*

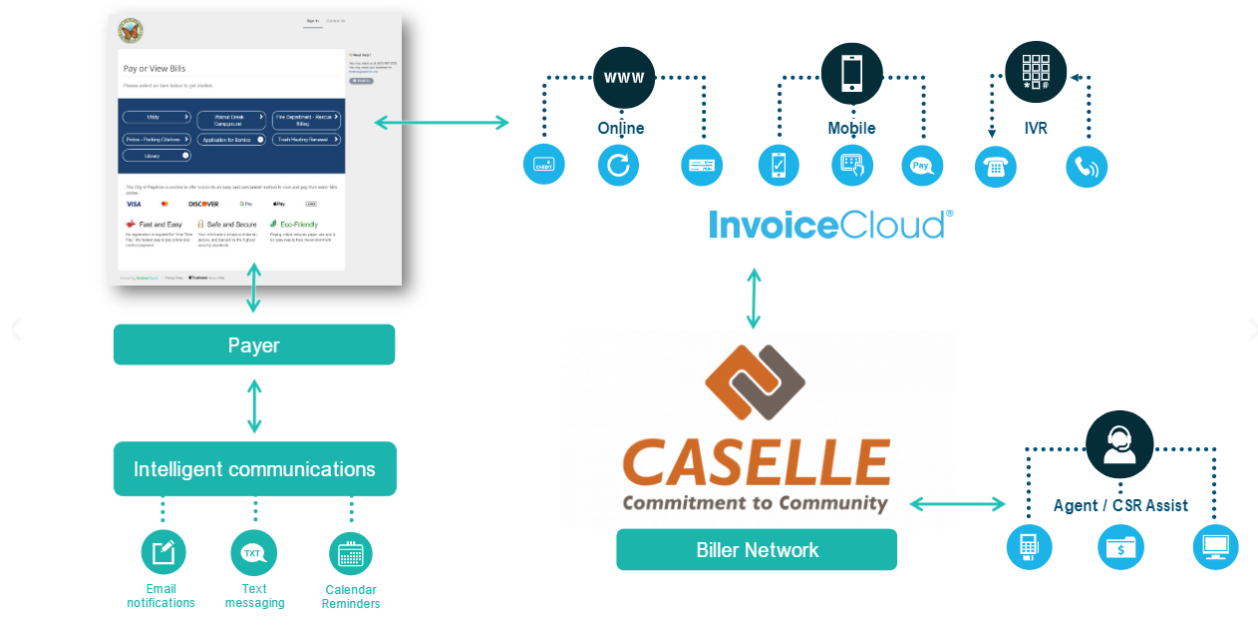


Figure 6. Example of the data from Caselle to Invoice Cloud and Invoice Cloud to Caselle.

1.1.3 Convert

Increase operation savings in both time and money through streamlined customer self-

service: The purpose of an EBPP platform is to drive conversion to self-service e-payments and decrease customer calls. The ease of enrollment of the payment/reminder options, as well as the ease of paying through the various channels determines the number of payers who will use them. Invoice Cloud designed our payment process to engage customers at existing contact points to present opportunities to self-service enroll in payment services and reminders (**Figure 7** and **Figure 8**). We also provide tools to CSRs in our Biller Portal that help retrain customer behavior towards self-service, like sending direct links to their payment via text message. As more of your customers use Invoice Cloud to manage paperless billing, AutoPay, text, and more, you save money and can spend time on more important tasks than manual collections.

Figure 7. Enrolling in Pay by Text, AutoPay, and Paperless Without Leaving the Payment Process. Customers can enroll mid-payment process, at the very end, and from their confirmation email.

Figure 8. Creating Calendar and SMS Text Reminders Without Leaving the Payment Process. Customers can set events in most popular calendar applications, like Apple and MS Outlook, or schedule one-time text reminders.

1.1.4 Communicate

Improve customer engagement and satisfaction through Invoice Cloud's simple, consistent interface and communications: The effectiveness of the automated communication engine with payers determines if an EBPP platform will drive more self-service and decrease customer phone calls. Invoice Cloud helps clients reduce operational costs and customer calls through our consistent customer experience across our omnichannel payment and communication features

(Figure 9). We engage more customers through targeted, automated messaging and self-service so that they help themselves, paying their bills on time without calling or walking into your office.

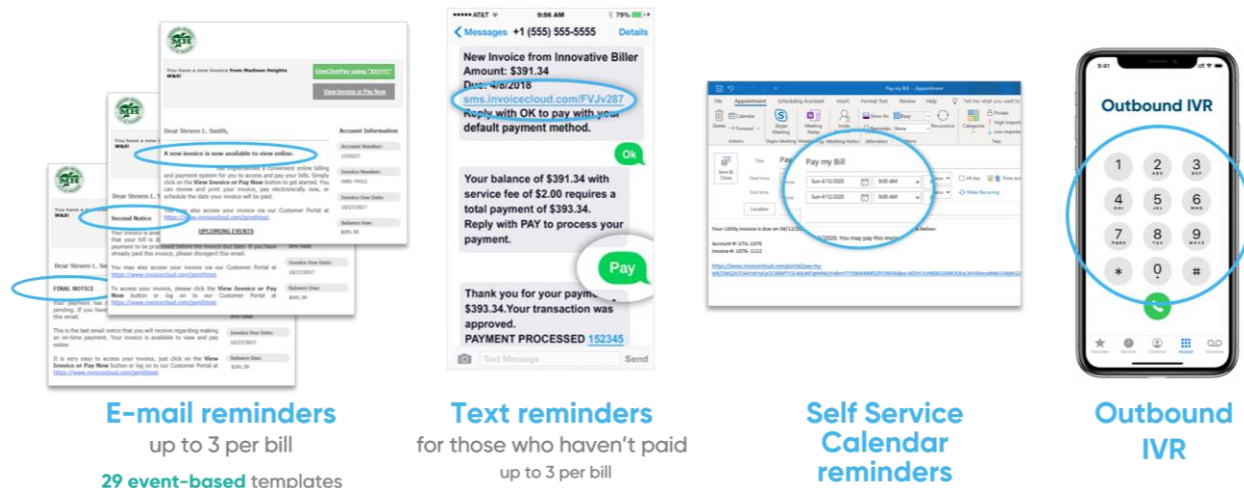


Figure 9. Invoice Cloud's Customer Engagement Platform Options. We help billers more effectively engage payers through the communications channels that customers prefer.

1.2 Case Studies

We provide examples of how we apply our 4Cs approach to help our more than 2,100 clients save time and money by converting their customers to self-service electronic payments and paperless billing. The following case studies are typical of our clients' experiences after switching to Invoice Cloud.

1.2.1 City of Escondido, CA

To meet PCI compliance requirements, the City of Escondido decided to move its online payment processing to a third-party vendor. Unfortunately, the system that was implemented created challenges for the City and its citizens through a difficult user experience, lack of convenient payment options and lack of real-time integration, among other issues. After switching to Invoice Cloud, Escondido has achieved PCI Level 1 compliance and increased e-adoption (Figure 10).

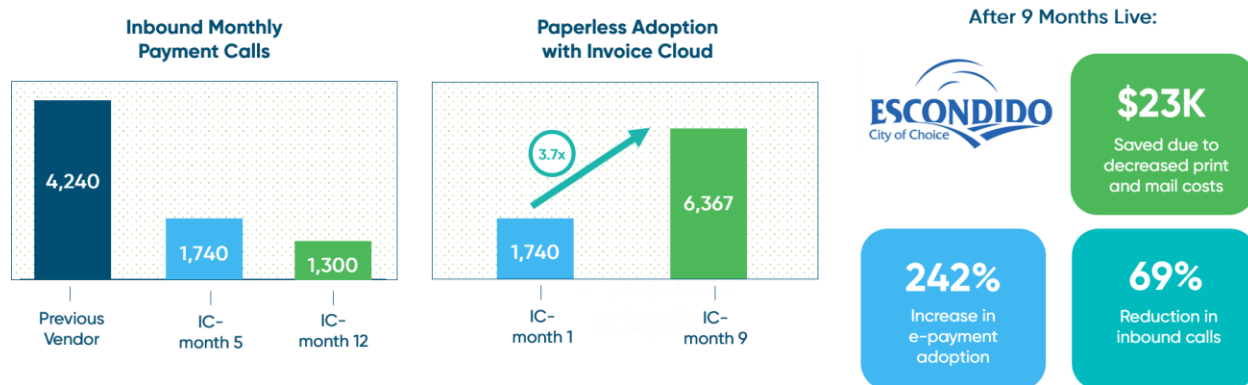


Figure 10. City of Escondido's Savings in Time and Money through Invoice Cloud's Customer Engagement. In only 9 months, the City increased e-adoption by more than 200% and more than tripled their paperless enrollments. More than half of all City bills are paid electronically, 21% without printing and mailing a paper bill.

1.2.2 Arlington Water, TX

Increasing water rates were becoming a major issue for Arlington Water Utilities customers. To combat these rate hikes, Arlington needed to find a creative way to increase revenue and decrease costs without raising rates. The utility faced billing challenges, including rising credit card processing fees, print and mail costs, and calls and walk-ins. After switching to Invoice Cloud, Arlington increased revenue and cut costs through higher e-adoption (**Figure 11**).

"We feared a major reduction in digital payments due to implementing a convenience fee. We were pleased to see, despite adding the fee, with the Invoice Cloud platform, we reached our previous adoption levels in less than three months and continue to see growth in adoption well above previous levels."

Matt Peters

Water Utilities Department, City of Arlington

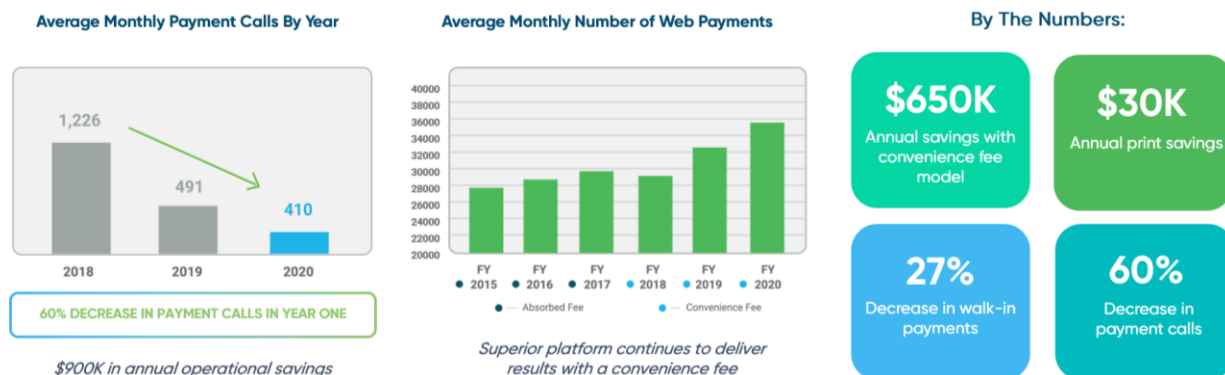


Figure 11. The City of Arlington's Savings in Time and Money by Increasing Customer Engagement through Invoice Cloud. More City customers use Invoice Cloud to pay electronically every year rather than pay through the mail or over the phone, even with new convenience fees.

2 Product Overview

Invoice Cloud provides a secure, private, and third-party certified Payment Card Industry (PCI) Level 1-compliant solution to electronically present bills from your billing system and accept payments using all major credit and debit card brands, including Visa, MasterCard, Discover, and American Express; eChecks; digital wallet methods like Apple Pay and Google Pay; and now PayPal and Venmo. We are responsible for the security of all cardholder data in the IC system, relieving our billers of all online PCI requirements.

Invoice Cloud recognizes that everyone uses the internet and, more importantly, pays their bills differently. We provide the means to securely access billing data and pay using all credit, debit, ACH, and digital wallet methods across our entire omnichannel customer engagement platform (**Figure 12**).

We achieve the highest e-adoption rates by providing a consistent interface across fully integrated extensive web and mobile payment options, so that customers can easily learn and use the best self-service options based on their own preferences, including those described in the following subsections.

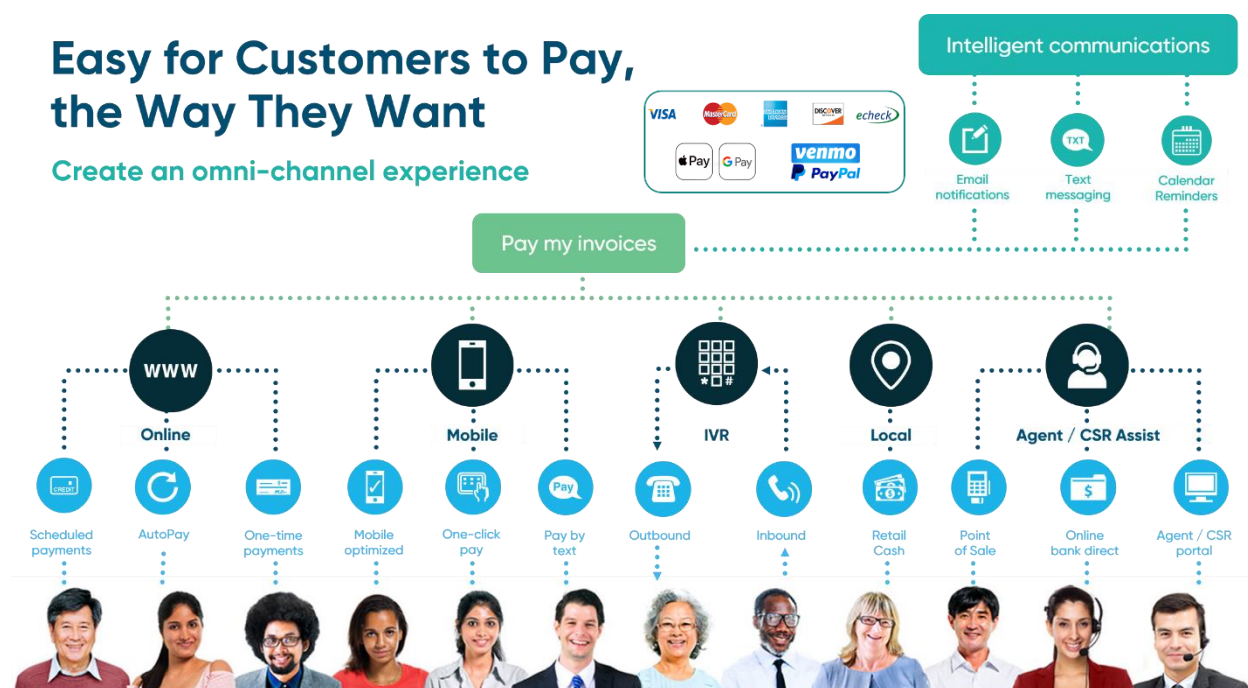


Figure 12. IC's Communications Engine and Diverse Payment Options Reaches More Payers. Save time and money by engaging customers to pay bills without calling, walking into, or mailing physical checks to offices.

2.1 One-time Payments

Invoice Cloud provides the most robust one-time payment system in the industry.

Registered and unregistered customers can fill a shopping cart with related payments and pay in three or fewer steps, during which we provide multiple opportunities and incentives to register, link a phone number or email address to their accounts for text and email notifications, go paperless, or enroll in AutoPay.

Higher E-adoption through One-Time Payments

41% of online payers use one-time payment channels. Most of these customers do not go online with the intent of signing up for these additional services. *Invoice Cloud maximizes enrollment (and, thus, print/mail cost savings) by presenting enrollment options as part of the one-time payment process.*

Invoice Cloud makes it easy for customers to pay their bills, whether registered or not, through our platform. Customers make one-time payments without logging in to our Customer Portal, which they can access directly from email or text notifications or through your web site. Once in the Customer Portal landing page, the customer can look up their bill using criteria dictated by the biller, such as their Account Number or Service Address (**Figure 13**). They can also view an exact PDF of their invoice, set calendar reminders, and build a shopping cart to pay for any invoice types offered by the biller.

Sign In Register Contact Us

Please Locate Your Account

Utility Bill
Search our files for your invoices using the fields below. Required fields are marked with a *.
[Need help finding your invoice?](#)

Account Number (optional) Last Name (optional)

Account Number Last Name

Search Invoices

Search Results

Please review your results below and select invoices to Pay. Click [here](#) if you would like to search again.

Select	Bill #	Account #	Owner	Due Date	Bill Total	Balance Due	
<input checked="" type="checkbox"/>	WH20-0444	999-88-7777	Smith, Steven	6/30/2018	\$500.13	\$746.20	View Invoice Related Invoices Remind Me

+ Add selected invoices to your cart | Register Selected Invoices

Powered by InvoiceCloud | Privacy Policy | Trustwave Secure Site

Figure 13. Finding Your Bill for One-time Payment. Customers quickly find their bill using search criteria defined by the biller in accordance with your business rules.

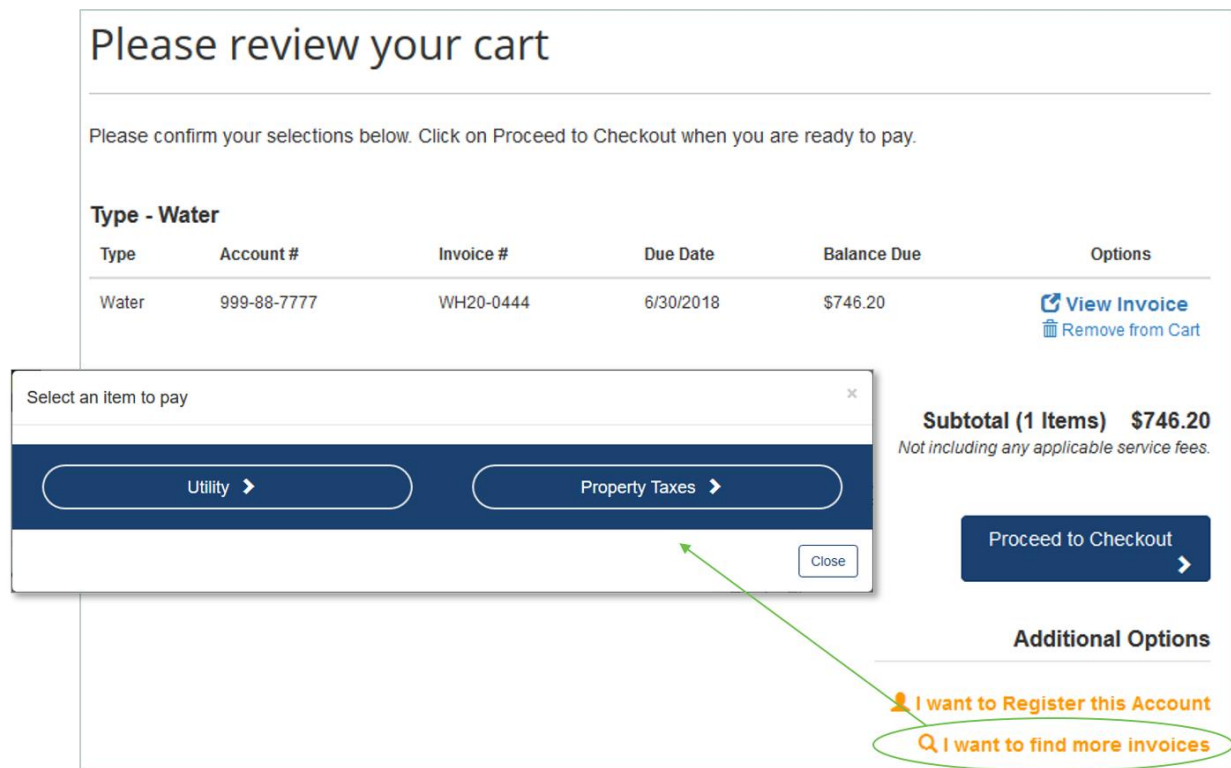


Figure 14. One-Time Payer Adding Multiple Invoices to their Cart. One-time payers can control their payment options at any point of purchase, increasing the likelihood of e-adoption.

IC provides a robust Shopping Cart experience: payers can add multiple invoices from multiple billing departments to their cart, even from disparate billing systems, and pay them all in a single transaction (**Figure 14**). IC also maintains line items for each invoice against the total balance, depositing each to different bank accounts per your business rules.

We provide a simple, intuitive payment process with proven timesavers, like auto-filling name and address fields from their invoice, and automatically presenting other outstanding bills for the payer to pay (if applicable). We make it easier to pay from mobile devices, reduce rejects and chargebacks, and protect the biller from payments with flagged accounts for fraudulent activity. We also embed proven e-adoption increasing features into our payment

Streamline the Payment Process for Higher E-adoption

- Limit customer keystrokes by pre-populating name and address fields from the invoice
- Auto-enroll customers into email reminders by requiring an email address for their receipt
- Eliminate submittal of invalid payment methods by authorizing card and ACH routing information as entered
- Increase AutoPay, Paperless, and Pay by Text enrollment by providing opportunities to self-service apply payment information

Payment Options Payment Information **Review Payment**

Review your Information

Your Credit/Debit Card [Edit](#)
 John Q. Customer
 XXXXXXXXXXXX1111
 12 / 2019

Billing Address
 1 North Main St.
 Memphis, TN
 38103
 training@invoicecloud.com

☒ I would like to signup for AutoPay

Save trees, checks, stamps, and time. Sign up for AutoPay and pay statements automatically on their AutoPay collection date. AutoPay will automatically pay invoices on their due date using your default payment method. AutoPay will send you an email confirmation of your transaction as each statement is paid, automatically.

Your Credit/Debit Card ending in 1111 will be used to pay your invoices via AutoPay.

Policy	Email Address	Go AutoPay?
ZHANG AI H	training@invoicecloud.com	<input checked="" type="checkbox"/> Testing mv

☐ Send me Pay by Text messages for future invoices

☐ I would like to sign up for Paperless

Payment Summary

Policy #	Amount
2018030055522-1 - View	\$186.07
2018030055523-1 - View	\$234.43
2018030055524-1 - View	\$265.89
2018030055525-1 - View	\$295.49
SUBTOTAL	\$981.88
SERVICE FEE *	+ \$1.00
GRAND TOTAL	\$982.88

Process Payment \$982.88

Payer agrees to the Invoice Cloud Payer Terms and Conditions [View](#)

* If you have a question on the bill, please contact us at (360) 538-6393. Service fees are non-refundable. If you think there is an error on the Credit/Debit Card, ACH or Service Fee charge, please contact Invoice Cloud Customer Service at 877-256-8330, Option 2.

Figure 15. Review Payment. One-time payers can forgo traditional registration while opting into paperless billing by email or text or even AutoPay. This is how we achieve our e-adoption rates.

process, like AutoPay, paperless, and Pay by Text enrollment and registration for flexible payment options (Figure 15).

2.2 Registering for Faster and More Convenient Payments

Invoice Cloud provides a Customer Portal for customers who want to register and take advantage of additional self-service options. Payers can self-service manage their bill pay settings, review their billing and payment history, and change their settings for AutoPay/paperless billing/Pay by Text; additionally, payers can link multiple accounts to their profile, schedule single payments, set-up recurring payments, and save new payment methods (i.e., credit/debit cards, digital wallet methods, and bank accounts for ACH). (Figure 16).

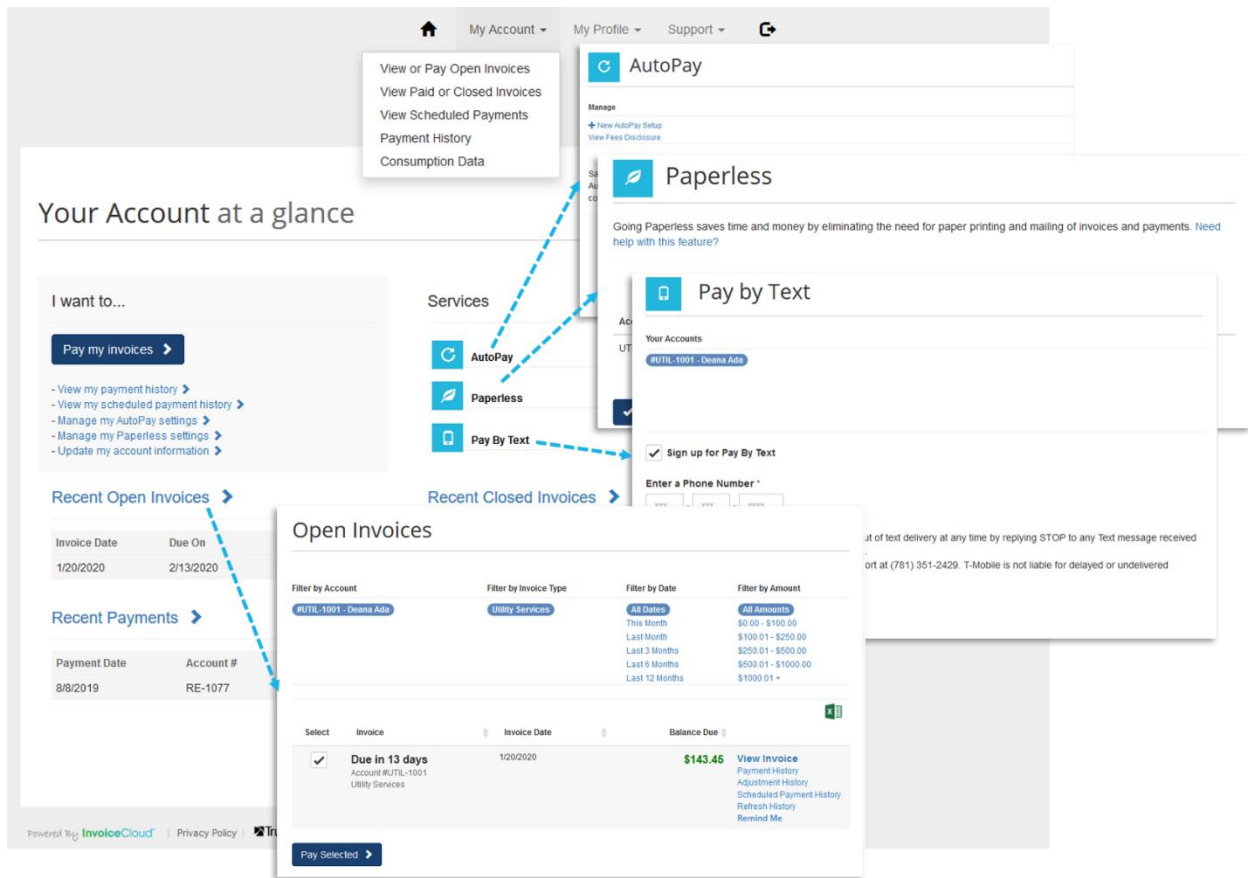


Figure 16. Customer Portal for a Registered Account. Invoice Cloud provides redundant interface options to help any user update and add services to their profile, no matter how they typically use the internet.

2.3 Flexible Payment Options

Invoice Cloud provides several options to help each payer pay their bill on time when it best suits their budget.

2.3.1 Scheduled Payments

Registered customers can schedule a one-time future payment using Scheduled Payments in their Customer Portal account (**Figure 17**). They may schedule more than one payment at a time. We configure the Customer Portal to only allow selections that meet your business rules, like last permissible date for payment and minimum payment amount.

Figure 17. Scheduled Payment Options. Customers can future-date a payment to avoid running out of funds.

2.3.2 Recurring Scheduled Payments

Registered customers can self-service set recurring scheduled payments to pay a certain amount the same day every month (**Figure 18**).

Figure 18. Scheduling Recurring Payments. Customers can schedule and pause a recurring payment for any day of the month.

2.3.3 AutoPay

Any customer—registered or not—can automatically pay their full invoice amount, on the day it is due, through AutoPay. This is critical for utility bills, where balances are based on consumption, and ensures that, if a customer makes partial payments or simply wants the convenience of paying their bills on time, every time, any remaining balance is always automatically paid when due.

Enrollment is 100% self-service either from our one-time payment (which typically doubles AutoPay enrollment for new clients) or from the registered payer's Customer Portal account (**Figure 19**).

Invoice Cloud improves on the AutoPay offered by other vendors

- 100% self-service enrollment, requiring no registration by the customer or action by the biller.
- Securely store and tokenize all payment data using our double encryption methodology.
- Prevent over- and under-payments by always applying the latest balance on the AutoPay due date through real-time data refreshes.
- Provide peace of mind and opportunity to change AutoPay settings prior to payment through automated email reminders.
- Reduce rejects--and shut-offs and late fees--through automated ACH reject email notifications within seconds of AutoPay payment

Edit AutoPay Setup

Registering for AutoPay will void any prior scheduled payments. In order to prevent duplicate transactions, any scheduled payments which are pending for this account will be cancelled. AutoPay will then pay invoices on their due date using your default payment method.

Select an Account *

#UTIL-1001 - Deana Ada

Invoice Type *

Utility Services

Use this payment method *

Please select a Payment Method

AutoPay Status *

☐ Yes, put me on AutoPay

☒ No, I do not want AutoPay

Figure 19. AutoPay Setup. Customers can set and forget AutoPay, always paying their full balance on time.

2.3.4 FlexPay

Registered customers can create their own payment schedule within a billing cycle through IC's FlexPay, making any number of payments before a payment is due. Customers choose the first and last payment dates and then number of payments. IC generates a corresponding number of payment fields so that the customer can set the exact date and amount for each (**Figure 20**).

The screenshot displays the 'Payment Information' tab of the FlexPay setup process. It includes a 'Schedule your FlexPay payments' section with input fields for the first payment date (04/05/2018), last payment date (05/10/2018), and number of payments (3). A 'Create Schedule' button is at the bottom. To the right, a 'Payment Summary' table shows an invoice total of \$80.00. Overlaid on this is a 'Confirm your FlexPay Schedule' window showing three payment entries. Each entry includes a payment date, invoice number (OWS-74312), payment amount (\$15.45), service fee (\$1.00), and total (\$16.45).

Invoice #	Amount
14142782652369 - View	\$80.00
SUBTOTAL	\$80.00

Payment Date	Invoice	Payment Amount	Service Fee	Total
09/19/2017	OWS-74312	\$ 15.45	\$1.00	\$16.45
10/10/2017	OWS-74312	\$ 15.45	\$1.00	\$16.45
10/31/2017	OWS-74312	\$ 15.45	\$1.00	\$16.45

Figure 20. FlexPay Setup. Customers can future-date multiple payments to avoid running out of funds.

2.4 Mobile Optimized Payments

Invoice Cloud's Customer Portal is device- and browser-agnostic, working on any mobile device using Google Chrome, Apple Safari, Mozilla Firefox, or Microsoft Internet Explorer or Edge

browsers. We designed our Customer Portal to be mobile responsive, meaning it changes based on the size of screen it loads on to be readable and maintain all user functionality (**Figure 21**).

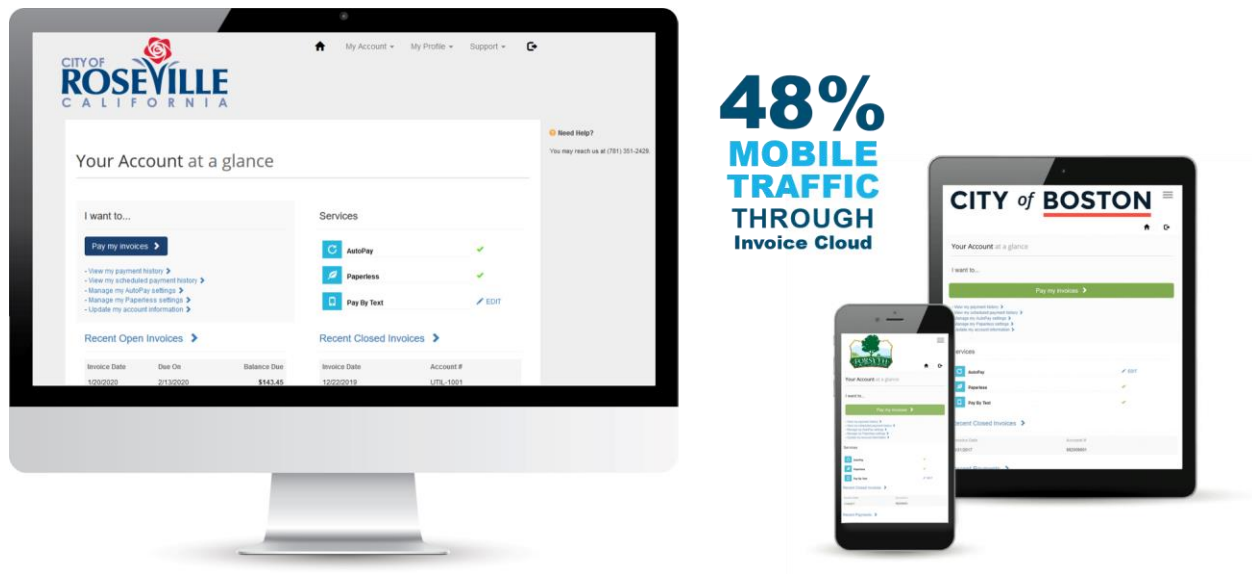


Figure 21. Mobile Responsive Site Design Delivers the Best Invoice Cloud and Device Functionality. Payers can find and pay their bill on any smart device and use mobile wallets like Apple Pay and Google Pay.

2.5 Pay by Text

Customers receive a text notification with a direct link to their payment in our mobile optimized site – no login or reauthentication required. Or, if registered with Invoice Cloud, they can pay by simply replying to the text alert (**Figure 22**).

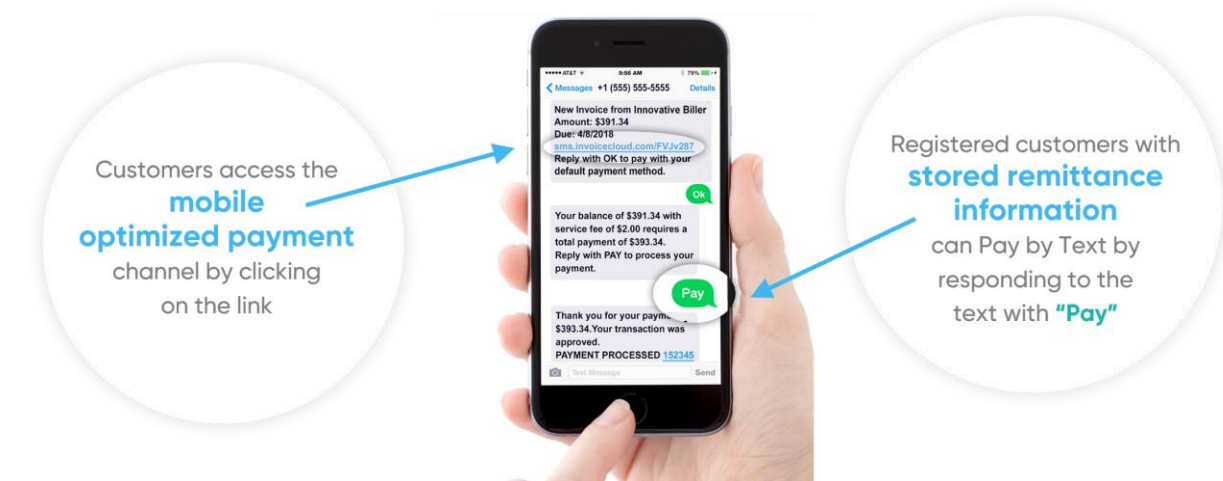


Figure 22. Pay by Text Reminders Engage Mobile Customers. Quickly pay your bill either by SMS text or in the web browser of your choice.

2.6 Donations

Customers can add a donation to the charity of the biller's choice during our simple, three-step payment process. Clients can advertise their charity in the payment route, and customers can either round up, donate a flat amount, or enter a custom amount (**Figure 23**).

The screenshot shows a payment interface with three tabs: "Payment Options", "Payment Information", and "Review Payment". Under "Payment Options", there are two donation sections. The first is for "Habitat for Humanity" with options: "Round up bill total (\$0.84)", "Donate \$2.00", and "Donate other amount". The second is for "St. Jude Children's Research Hospital" with the same options. A "Tell me more" link is present for each. A note at the bottom states "A minimum amount of \$0.01 is required." and a "REQUIREMENTS" link is visible.

Figure 23. Adding a Donation to their Cart. Customers can easily donate to your preferred cause(s) without exiting the payment process.

2.7 One-stop Shop for All Services

Invoice Cloud's scalability through True SaaS configuration makes it easy to unify both recurring invoiced and one-off, non-invoiced payments in one single billing and payment solution. We configure invoice types for any payment your customers need, whether utility or tax bill or other services like permits and fees, so that each invoice type behaves in accordance with your business rules. Each invoice type can have its own integrated billing system, fee model, depository bank, and more.

2.7.1 Cloud Store

Cloud Store allows billers to accept payments for non-invoiced services, such as permits, licenses, membership fees, etc. (**Figure 24**). We work with our clients to define the required fields, fees, and data entry form to accept payment and provide the right information back to you. Cloud Store works with Shopping Cart, so customers can pay more than one invoice in a single checkout process.

The screenshot shows a form titled "Police Alarms" for the "Chandler Police Department Alarm Unit (480) 782-4201". It includes a note: "Please fill out all the required fields that are denoted with an asterisk. Click for more information." The form has several sections:

- Account Information:** Account Number, Invoice Number, Account Address.
- Customer Information:** Customer Name, Contact Name, Email Address.
- Business Information:** Business Name.
- Payment Information:** Phone Number (format: xxx - xxx - xxxx), Payment Description.
- Store Items:** A dropdown menu to "Select an item".
- Shopping List:** A table with columns: Item Name, Amount, Unit Price. It lists "False Alarm Fee" with an amount of 1 and a unit price of \$85.00.
- Items Summary:** A table with columns: Item Name, Amount. It shows "False Alarm Fee" for \$85.00 and a "Subtotal" of \$85.00.
- Review:** A button labeled "Review Your Information >".

Figure 24. Example of a Cloud Store. Quickly and painlessly add new, non-invoiced payments including all data needed.

2.7.2 Cloud Payment

Cloud Payment integrates Invoice Cloud with third-party systems for one-time non-invoiced items, like parking or permit systems, to securely process payments during the mid-application. IC takes the data from the third-party system to generate an invoice on-the-fly, processing the payment in our own Customer Portal (**Figure 25**). Once payment is complete, IC sends confirmation back to the third-party system, and the customer can complete their application.

The screenshot displays the InvoiceCloud Customer Portal interface. At the top, there is a navigation bar with links: Home, Notices, Contact, FAQ, and Log Off. The main content area shows search results for an owner named MARTIN, RICHARD C. It indicates 16 results displayed and 108 similar results. A 'Cart Total' of \$1272.34 is shown with 'Check Out' and 'Cancel Cart' buttons. Below this, an invoice summary for Invoice Number 2015P02018305 is displayed, showing details for Current Owner, Current Owner 2, Billed Owner, Location, Due Date, Bill Amount, and Principal. A 'Payment Options' section asks 'How would you like to pay?' with a 'Credit Card' dropdown and 'How much would you like to pay?' with a 'Pay Full Invoice' option for \$90.05. A 'Payment Summary' table shows the invoice amount of \$90.05 and a subtotal of \$90.05, with a grand total of \$90.05. A blue callout box points to the 'Check Out' button, and a green callout box points to the 'Payment Summary' table.

Cloud Payments accepts the following data from third-party systems:

- Invoice Number
- Amount
- Invoice Type (e.g., business license)
- Invoice Date
- Invoice Due Date

Cloud Payments supports Credit/Debit Card and E-checks, as well as partial payments

Figure 25. Third-Party Payment Site Integrated with IC through Cloud Payments. *Third-party systems can access IC data to process and then receive real-time confirmation of payment.*

2.8 In-person/Point-of-Sale Payments

We provide a built-in cashiering system in our Biller Portal for in-person payments, which works with optional PCI-compliant credit/debit card readers. We can also integrate directly with cashiering systems. Customers pay by inserting or swiping their cards, and Invoice Cloud automatically updates the customer's balance in your CIS (Figure 26).



Figure 26. One of Several Compliant Card Readers.

2.9 Intercept Bank-issued Paper Checks with Online Bank Direct

Invoice Cloud offers our clients the ability to electronically receive customer payments when they pay through their home bank, using our Online Bank Direct™ (OBD) service. OBD eliminates paper checks issued by online banking sites; instead, you receive electronic ACH deposits instead, saving your staff time and effort. OBD matches electronic payments (like lock box files) to the payer's account. If the match is made, OBD processes and uploads it into your billing system (Figure 27). Artificial Intelligence remembers the matches for next time, so each billing cycle is less matching work.

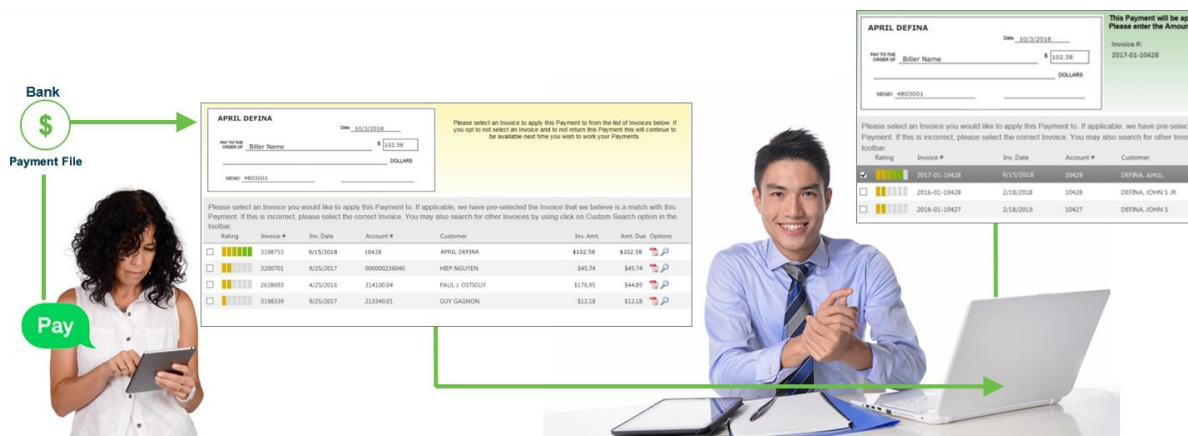


Figure 27. OBD-intercepted Pending Payments. Stop processing paper checks from banks, saving time trying to match them to accounts.

2.10 Pay by Phone/IVR

Secure, Painless IVR that Promotes Self-Service

Invoice Cloud's fully integrated IVR was designed to get calls out of your call center. With CallerID authentication, gone are the days of payers calling to ask for their account number/customer number before you transfer them to your IVR. Additionally, the option to receive a text instead of continuing with the phone prompts makes it easier for payers to complete a transaction. If the payer chooses to continue with the IVR, the option to save their payment method for

- One phone number for customers to dial
- Self-service ACH and CC payments
- Self-service request a text message with a secure payment link using Link Trigger.
- Automatically connect to your account through Caller ID Lookup
- Use special characters to enter complex policy/account numbers
- Receive timely outbound IVR invoice alerts to automatically connect to your bill for payment

next time they call makes paying a 2nd time much easier. Invoice Cloud's IVR supports English and Spanish, which customers can navigate by either touchtone or voice to pay their bill and save payment methods.

2.11 Agent/CSR Tools

Invoice Cloud provides tools to help out billers' Customer Service Representatives better communicate with payers, including our Biller Portal and SSO integration of our payment process with many third-party CSR interfaces. We help CSRs share the customer experience and functionality that helps train customers to try our platform's many self-service options.

2.11.1 Biller Portal

Invoice Cloud's Biller Portal offers extensive reporting and administration tools, making administration, reconciliation, and data mining easier for the Town of Saratoga (**Figure 28**). The Biller Portal is available 24/7/365 and is 100% self-service for the user.

Based on permissions set by the biller, admin users can:

- Block customers from making ACH and/or Credit Card Payments.
- Email or text invoice notifications to the customer with direct links to their payment.
- Set up AutoPay, paperless billing, and more for a payer at their request.
- Log in as the user to recreate their payment experience.
- Review payment and/or email history.
- Issue a credit on an overpayment.

One of the leading reasons customers call our billers to make a payment, despite having an IVR solution, is that customers do not know how to look up their bill in the first place. Invoice Cloud launched CSR Text Reminders so that your CSRs/agents can send a text with a direct link to their bill (**Figure 29**). The customer can now see how easy it is to pay in our mobile site.

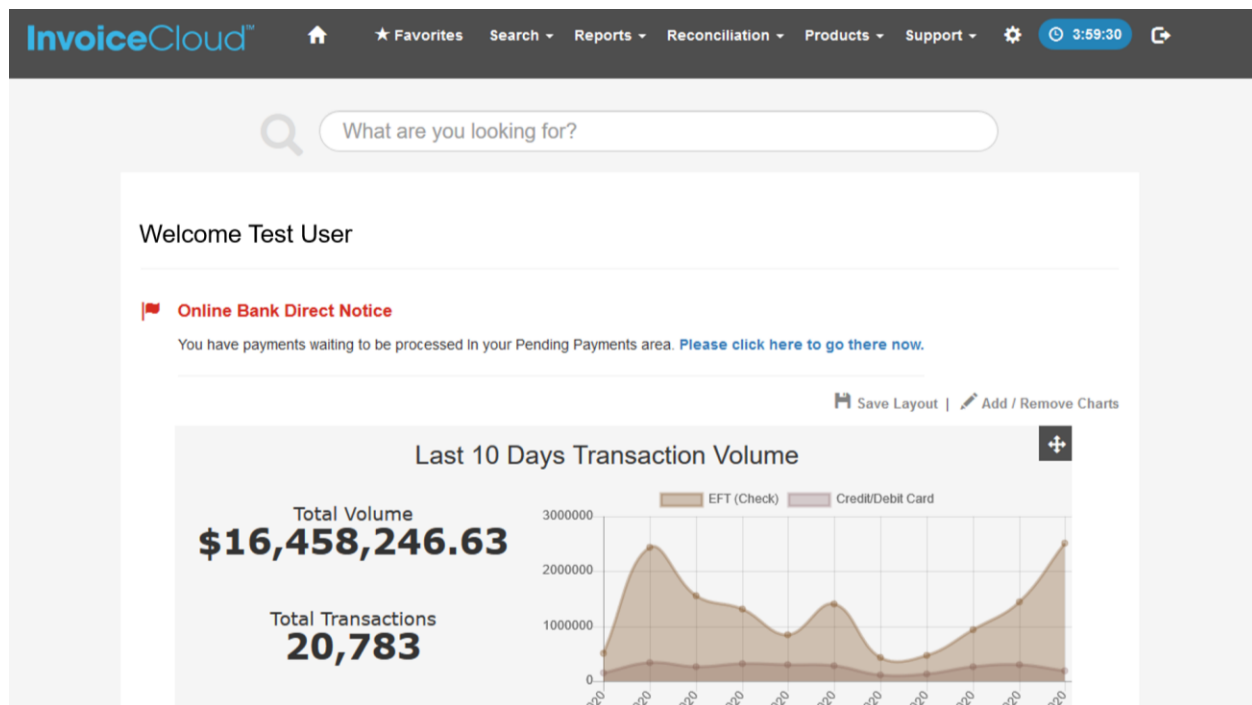


Figure 28. Invoice Cloud's Simple Back-end Biller Portal. Manage all billing functions through our user-friendly interface.

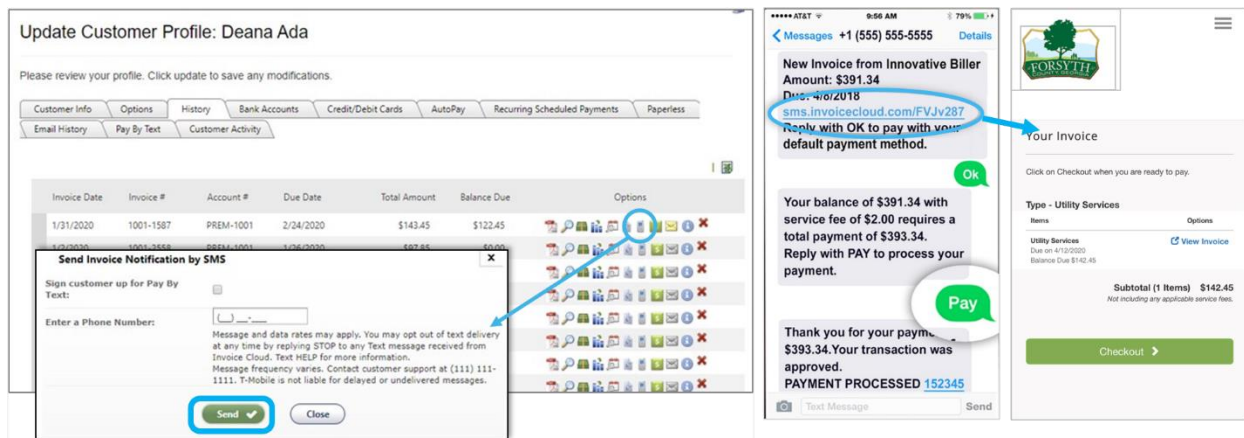


Figure 29. Send a Text Message with a Direct Link to a Customer's Payment from the Biller Portal. CSRs can now help mobile-using customers more easily find their bill and enroll in Pay by Text.

Our admin portal ('Biller Portal') offers many standard and ad hoc reports on demand, 24/7 with date ranges and drill down options to view detail (**Figure 30**).

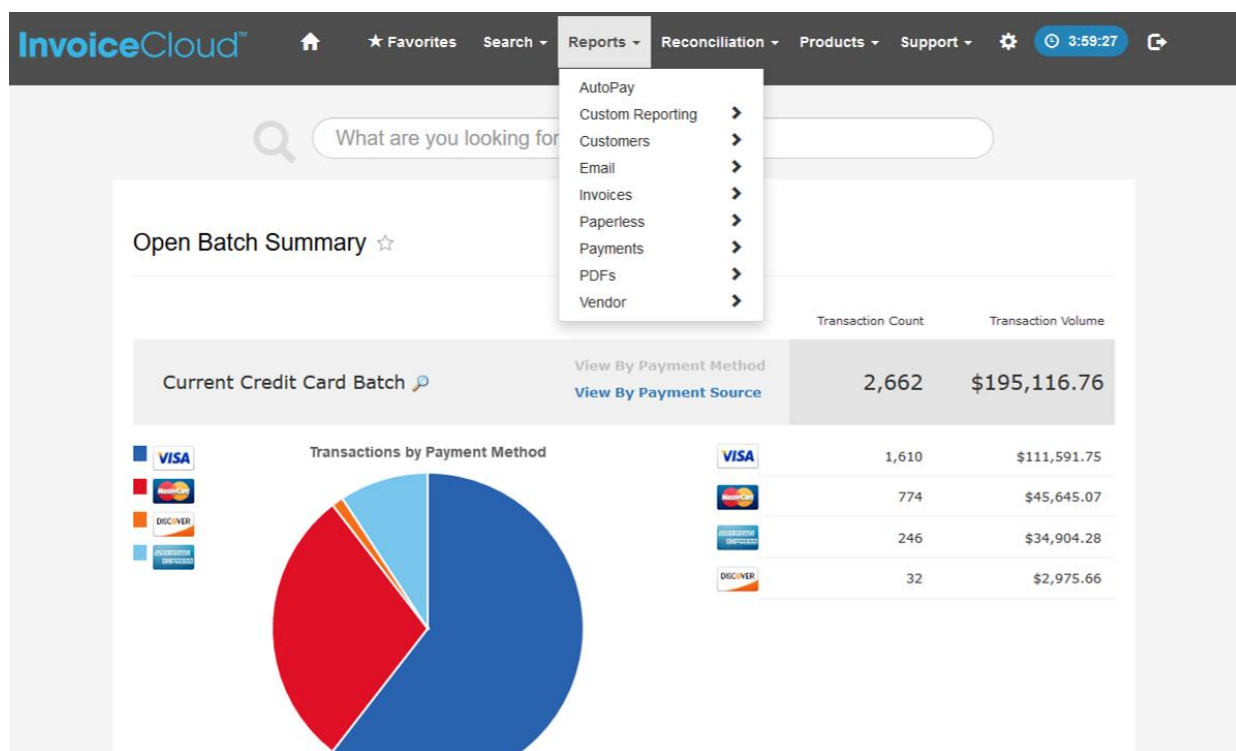


Figure 30. Robust Reporting Options. Use pre-configured reports or define new ones and export results to Excel.

Invoice Cloud provides 29 email templates, all triggered by events and customer activity. Email notifications are completely customizable using the Biller Portal's built-in editor (**Figure 31**).

Email Management ☆

You may view and edit all available email templates in this area. Please choose an Email Template Type from the first drop down. You will see a second drop down with the invoice types you support. Each Invoice Type is allowed to have a different list of values that, when used in a template, will be replaced with a corresponding value when the email is sent.

Email Template Type: **First Invoice Email Notification**

Get Template for Invoice Type: **Second Invoice Email Notification**

Save Your Changes Save And Copy

Email Title: You have a new invoice from "BillerDBA!"

AutoPay Message (if applicable): Your payment will automatically be made on the date associated with your auto payment, please log in to make automatic payment.

Email Body:

A new invoice is now available to view online.

"BillerDBA" has implemented a convenient online billing and payment system for you to access and pay your bills. Simply click on the **View Invoice or Pay Now** button to get started. You can review and print your invoice, pay electronically now, or schedule the date your invoice will be paid.

You may also access your invoice via our Customer Portal at <https://www.invoicecloud.com/2bergeron>.

If you have any questions regarding your account, please email us at 2bergeron@invoicecloud.com.

Thank you for choosing to view and pay online, Narragansett Bay Commission

Facebook Twitter

Narragansett Bay Commission

You have a new invoice from the - Narragansett Bay Commission

View Invoice or Pay Now

Dear SMITH, PAUL

A new invoice is now available to view online.

NBC has implemented a convenient online billing and payment system for you to access and pay your bills. Simply click on the **View Invoice or Pay Now** button to get started. You can review and print your invoice, pay electronically now, or schedule the date your invoice will be paid.

You may also access your invoice via our Customer Portal at <https://www.invoicecloud.com/2bergeron>.

If you have any questions regarding your account, please email us at 2bergeron@invoicecloud.com. Be sure to include your first name, last name, and account number.

Thank you for choosing to view and pay online, Narragansett Bay Commission

With these e-mailed bill reminders going out to your payers, it is a great opportunity to plug different areas of the Commission or use to advertise products and or services.

Having a social media presence is pretty much the norm today, but it's all in how you market your social media that will make it successful and advertising plays a big roll. Our clients have found the bill reminders are very powerful in getting the word out.

Figure 31. Invoice Cloud's Unmatched Email Management Tool. No other EBPP provider provides this level of control over the content and branding of its email engine.

3 Pricing

Table 2. Customer Engagement, Electronic Bill Presentment and Payment Pricing. (Utility)

Service Description	Fee
Integration, Deployment and Training NOTE: Includes integration with your billing system(s)	\$5,000 \$0.00
Account Access – monthly access to branded Customer and Biller Portals – includes one (1) Administrative User NOTE: The monthly access fee covers maintenance, support, upgrades, and full access to the Invoice Cloud service for the biller and its customers	\$250.00
HelpDesk Support and Marketing – access to Invoice Cloud HelpDesk, client services team, and marketing support to help you achieve the industry’s highest payment and paperless adoption.	No Charge
Paperless Billing – per paperless bill per cycle NOTE: Fee only applies when paper bill is suppressed, and a paper invoice is <u>not</u> mailed. There is no charge for payers to receive e-bill, only when we convert them to Paperless.	\$0.40 \$0.20 Waived!
Electronic Payment Fees – Submitter Model	
Residential Credit / Debit Cards Visa, MasterCard, Discover, American Express, & PayPal – Fee per transaction – Paid by the payer Minimum fee: \$3.00 Credit/Debit Card Cap: \$125,000	3.25%
E-Check / ACH – per transaction E-Check/ACH cap: \$125,000	\$1.95
Miscellaneous Fees	
Credit Card Chargeback	\$15.00
ACH Reject	\$15.00
PayPal Chargeback	\$15.00
IVR	
Inbound -- Per Call (Payment Only - paid by the payer)	\$0.95

Online Bank Direct – Online Bank Payment Consolidation (optional)	
Per Transaction Fee (paid by the biller)	\$0.25
OBD Monthly Access Fee	\$50.00 Waived
Point-of-Sale Card Readers (Optional)	
Encrypted Card Readers for counter payments – monthly rental per unit	\$30.00

Table 3. Customer Engagement and Payment Pricing. (Court)

Service Description	Fee
Integration, Deployment and Training NOTE: Includes integration with your billing system(s)	\$5,000 \$0.00
Account Access – monthly access to branded Customer and Biller Portals – includes one (1) Administrative User NOTE: The monthly access fee covers maintenance, support, upgrades, and full access to the Invoice Cloud service for the biller and its customers	No Charge
HelpDesk Support and Marketing – access to Invoice Cloud HelpDesk, client services team, and marketing support to help you achieve the industry’s highest payment and paperless adoption.	No Charge
Electronic Payment Fees – Submitter Model	
Residential Credit / Debit Cards Visa, MasterCard, Discover, American Express, & PayPal – Fee per transaction – Paid by the payer Minimum fee: \$3.00 Credit/Debit Card Cap: \$125,000	3.25%
E-Check / ACH – per transaction E-Check/ACH cap: \$125,000	\$1.95
Miscellaneous Fees	
Credit Card Chargeback	\$15.00
ACH Reject	\$15.00
PayPal Chargeback	\$15.00

Table 4. Customer Engagement and Payment Pricing. (Miscellaneous)

Service Description	Fee
Integration, Deployment and Training NOTE: Includes integration with your billing system(s)	\$5,000 \$0.00
Account Access – monthly access to branded Customer and Biller Portals – includes one (1) Administrative User NOTE: The monthly access fee covers maintenance, support, upgrades, and full access to the Invoice Cloud service for the biller and its customers	No Charge
HelpDesk Support and Marketing – access to Invoice Cloud HelpDesk, client services team, and marketing support to help you achieve the industry’s highest payment and paperless adoption.	No Charge
Electronic Payment Fees – Submitter Model	
Residential Credit / Debit Cards Visa, MasterCard, Discover, American Express, & PayPal – Fee per transaction – Paid by the payer Minimum fee: \$3.00 Credit/Debit Card Cap: \$125,000	3.25%
E-Check / ACH – per transaction E-Check/ACH cap: \$125,000	\$1.95
Miscellaneous Fees	
Credit Card Chargeback	\$15.00
ACH Reject	\$15.00
PayPal Chargeback	\$15.00

Table 5. Customer Engagement and Payment Pricing. (Permit)

Service Description	Fee
Integration, Deployment and Training NOTE: Includes integration with your billing system(s)	\$5,000 \$0.00
Account Access – monthly access to branded Customer and Biller Portals – includes one (1) Administrative User NOTE: The monthly access fee covers maintenance, support, upgrades, and full access to the Invoice Cloud service for the biller and its customers	No Charge
HelpDesk Support and Marketing – access to Invoice Cloud HelpDesk, client services team, and marketing support to help you achieve the industry’s highest payment and paperless adoption.	No Charge
Electronic Payment Fees – Submitter Model	
Residential Credit / Debit Cards Visa, MasterCard, Discover, American Express, & PayPal – Fee per transaction – Paid by the payer Minimum fee: \$3.00 Credit/Debit Card Cap: \$125,000	3.25%
E-Check / ACH – per transaction E-Check/ACH cap: \$125,000	\$1.95
Miscellaneous Fees	
Credit Card Chargeback	\$15.00
ACH Reject	\$15.00
PayPal Chargeback	\$15.00

Table 6. Customer Engagement and Payment Pricing. (Police Department)

Service Description	Fee
Integration, Deployment and Training NOTE: Includes integration with your billing system(s)	\$5,000 \$0.00
Account Access – monthly access to branded Customer and Biller Portals – includes one (1) Administrative User NOTE: The monthly access fee covers maintenance, support, upgrades, and full access to the Invoice Cloud service for the biller and its customers	No Charge
HelpDesk Support and Marketing – access to Invoice Cloud HelpDesk, client services team, and marketing support to help you achieve the industry’s highest payment and paperless adoption.	No Charge
Electronic Payment Fees – Submitter Model	
Residential Credit / Debit Cards Visa, MasterCard, Discover, American Express, & PayPal – Fee per transaction – Paid by the payer Minimum fee: \$3.00 Credit/Debit Card Cap: \$125,000	3.25%
E-Check / ACH – per transaction E-Check/ACH cap: \$125,000	\$1.95
Miscellaneous Fees	
Credit Card Chargeback	\$15.00
ACH Reject	\$15.00
PayPal Chargeback	\$15.00

Table 7. Customer Engagement and Payment Pricing. (Public Works)

Service Description	Fee
Integration, Deployment and Training NOTE: Includes integration with your billing system(s)	\$5,000 \$0.00
Account Access – monthly access to branded Customer and Biller Portals – includes one (1) Administrative User NOTE: The monthly access fee covers maintenance, support, upgrades, and full access to the Invoice Cloud service for the biller and its customers	No Charge
HelpDesk Support and Marketing – access to Invoice Cloud HelpDesk, client services team, and marketing support to help you achieve the industry’s highest payment and paperless adoption.	No Charge
Electronic Payment Fees – Submitter Model	
Residential Credit / Debit Cards Visa, MasterCard, Discover, American Express, & PayPal – Fee per transaction – Paid by the payer Minimum fee: \$3.00 Credit/Debit Card Cap: \$125,000	3.25%
E-Check / ACH – per transaction E-Check/ACH cap: \$125,000	\$1.95
Miscellaneous Fees	
Credit Card Chargeback	\$15.00
ACH Reject	\$15.00
PayPal Chargeback	\$15.00

Table 8. Customer Engagement and Payment Pricing. (Recreation Department)

Service Description	Fee
Integration, Deployment and Training NOTE: Includes integration with your billing system(s)	\$5,000 \$0.00
Account Access – monthly access to branded Customer and Biller Portals – includes one (1) Administrative User NOTE: The monthly access fee covers maintenance, support, upgrades, and full access to the Invoice Cloud service for the biller and its customers	No Charge
HelpDesk Support and Marketing – access to Invoice Cloud HelpDesk, client services team, and marketing support to help you achieve the industry’s highest payment and paperless adoption.	No Charge
Electronic Payment Fees – Submitter Model	
Residential Credit / Debit Cards Visa, MasterCard, Discover, American Express, & PayPal – Fee per transaction – Paid by the payer Minimum fee: \$3.00 Credit/Debit Card Cap: \$125,000	3.25%
E-Check / ACH – per transaction E-Check/ACH cap: \$125,000	\$1.95
Miscellaneous Fees	
Credit Card Chargeback	\$15.00
ACH Reject	\$15.00
PayPal Chargeback	\$15.00

Table 9. Paperless Adoption Enrollment Savings Model. As Invoice Cloud drives higher adoption of Saratoga's Paperless program, the organization will see increased monthly and annual savings by way of lower sourcing, postage, and material costs.

Bills Per Month	Example Paperless Adoption	Paperless Bills	Saratoga's Estimated Cost Per Bill	Invoice Cloud Paperless Fee	Saratoga's Projected Net Savings/Month	Saratoga's Projected Net Savings/Year
1,000	5%	50	\$0.65	\$0.00	\$32.50	\$390.00
1,000	10%	100	\$0.65	\$0.00	\$65.00	\$780.00
1,000	15%	150	\$0.65	\$0.00	\$97.50	\$1,170.00
1,000	20%	200	\$0.65	\$0.00	\$130.00	\$1,560.00
1,000	25%	250	\$0.65	\$0.00	\$162.50	\$1,950.00
1,000	30%	300	\$0.65	\$0.00	\$195.00	\$2,340.00



Community Project Designations

Every year Wyoming Community Gas makes a distribution of earnings to member communities. This year our Board of Directors would like you to designate the project(s) your City or Town wants the money used for before we issue the check. This will give Wyoming Community Gas more direct exposure to the citizens in each community.

Please return this form as soon as possible, preferably by December 31, 2022.

Town of Saratoga

\$ 5,239.15

The Town of Saratoga has designated the distribution from Wyoming Community Gas as follows:

<u>Project</u>	<u>Amount</u>	<u>Check Designee</u>

Mayor

Date

Please return the completed form by EMAIL to Natalie Flood at natalie.flood@constellation.com, or by FAX to 877-382-8787

Business Solutions Group

PO BOX 380073
 IVINS UT 84738
 Phone: (877) 723-4407 Fax: (866) 605-6822
 bsgpromo-usa.com
 bsgservice@gmail.com

QUOTE NUMBER: 0409

DATE: 10/3/2022

Void Date: 11/2/2022

TEL: (307) 326-8335

FAX: (307) 326-8941

Prepared For:

TOWN OF SARATOGA
 110 E SPRING AVE
 PO BOX 486
 SARATOGA WY 82331

ITEM #	ITEM DESCRIPTION		QUANTITY	UNIT PRICE	U/M	TOTAL
FS-4012	4 UP LASER POSTCARD	A.	2000	0.32	EA/1	640.00
		B.	3750	0.236	EA/1	885.00
		C.	5000	0.212	EA/1	1,060.00
		D.	6250	0.198	EA/1	1,237.50
		E.	7500	0.188	EA/1	1,410.00

TERMS: 1% 10 DAYS NET 30

Account Manager: HOUSE

Overruns or underruns not exceeding 10% of the order qty will constitute acceptable delivery. We reserve the right to review this quotation if not ordered within 30 days. Sales Tax not included.

THANK YOU
 For this Opportunity
 To Offer Our Services!

Proposal Prepared By:

Doreen Mucci

P.O. #:

Proposal Accepted By:

Date Accepted:

Change Order No. One

Date of Issuance: _____ Effective Date: September 22, 2022
 Owner: Town of Saratoga, Wyoming Owner's Contract No.: ASA003A
 Contractor: Straight Stripe Painting, Inc. Contractor's Project No.: AGMP34X
 Engineer: Sage Civil Engineering Engineer's Project No.: 22-001
 Project: 2022 WYDOT Group Seal Coat & Marking Project Contract Name: _____

The Contract is modified as follows upon execution of this Change Order:

Description: Modify the apron marking as shown on the attached exhibit. Work includes re-mobilization of marking obliteration and seal coat equipment; removal of existing centerline marking (additional quantity at unit bid price), re-application of seal coat material (at revised bid price due to hand work required), and application of permanent markings and reflective media on revised alignment (additional 10 ft² at unit bid prices).

SAA 2022 Seal Coat and Marking Project - Schedule I									
Item No.	Description	Unit	Original Unit Price	Revised Unit Price	Original Quantity	Revised Quantity	Original Total Cost	Revised Total Cost	Difference in Cost
C-105	Mobilization	LS	\$ 3,500.00	\$ 5,000.00	1	1	\$ 3,500.00	\$ 5,000.00	\$ 1,500.00
P-608-8.1c	Asphalt Surface Treatment (Hand Applied)	SY	\$ -	\$ 4.75	0	175	\$ -	\$ 831.25	\$ 831.25
P-620-5.1b	Permanent Marking	SF	\$ 0.45	\$ 0.45	51200	51210	\$ 23,040.00	\$ 23,044.50	\$ 4.50
P-620-5.1f	Reflective Media	LB	\$ 0.65	\$ 0.65	3125	3126	\$ 2,031.25	\$ 2,031.90	\$ 0.65
P-620-5.1c	Marking Obliteration	SF	\$ 2.00	\$ 2.00	2650	4224	\$ 5,300.00	\$ 8,448.00	\$ 3,148.00

Total Change in Contract Cost - This Change Order \$ 5,484.40
 Total Change in Contract Cost - Previous Change Orders \$ -
Total Change in Contract Cost - All Change Orders \$ 5,484.40
 Total Original Contract Amount \$ 281,833.75
Total Revised Contract Amount \$ 287,318.15

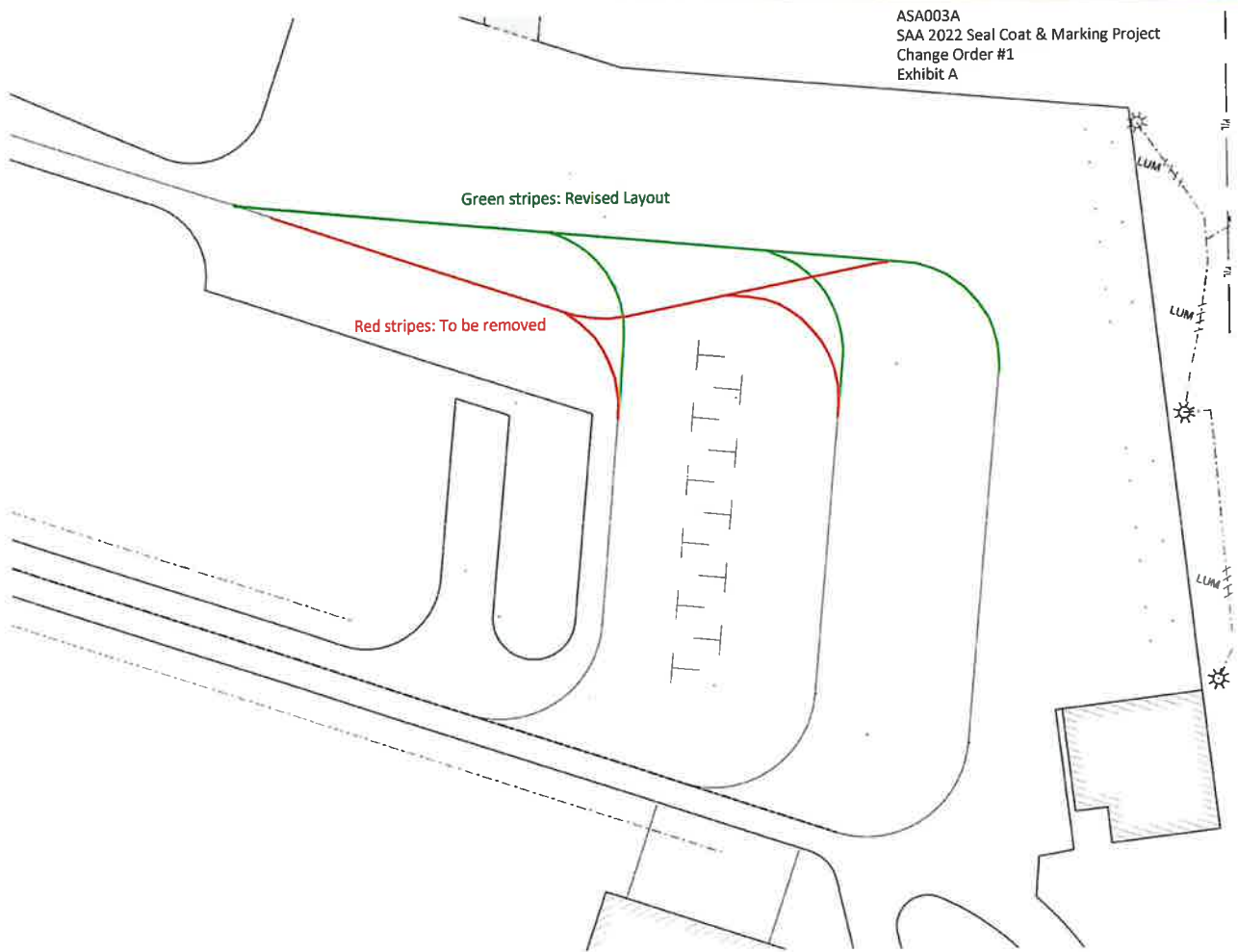
Attachments: Exhibit A - Revised taxilane striping layout.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ 281,833.75	Original Contract Times: Substantial Completion: <u>5 Working Days</u>
Increase of this Change Order: \$ 5,484.40	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>1 Working Day</u>
Contract Price incorporating this Change Order: \$ 287,318.15	Contract Times with all approved Change Orders: Substantial Completion: <u>6 Working Days</u>

RECOMMENDED: By: *David R. Abbott* ACCEPTED: By: *John T. [Signature]*
 Engineer (if required) Owner (Authorized Signature) Contractor (Authorized Signature)
 Title: Project Manager Title: Mayor Title: General Manager
 Date: 9/23/22 Date: _____ Date: 9.23.2022

Approved by Funding Agency (if applicable)

By: _____ Date: _____
 Title: _____



CONTRACT CHANGE ORDER NO. One

AIRPORT Saratoga Municipal DATE September 19, 2022

LOCATION Saratoga, WY AIP PROJECT NO. 3-56-0026-031-2021
3-56-0026-034-2022
3-56-0026-035-2022

CONTRACTOR Kilgore Companies, LLC,
Db Lewis & Lewis, Inc.

You are requested to perform the following described work upon receipt of an approved copy of this document or as directed by the engineer:

- A. Cut the barrel of the concrete water meter vault to allow the final elevation of the lid to match the final pavement elevation.

Description	Unit	Original Unit Price	Revised Unit Price	Original Quantity	Revised Quantity	Original Total Cost	Revised Total Cost	Difference in Cost
Water Meter Vault Modification	LS	\$ -	\$ 5,600.00	0	1	\$ -	\$ 5,600.00	\$ 5,600.00

Total Change in Contract Cost - This Change Order \$ 5,600.00
 Total Change in Contract Cost - Previous Change Orders \$ -
Total Change in Contract Cost - All Change Orders \$ 5,600.00
 Total Original Contract Amount \$ 554,366.74
Total Revised Contract Amount \$ 559,966.74

This document shall become an amendment to the contract and all provisions of the contract will apply.

Recommended by:

David R. Shultz

9/21/22

Engineer

Date

Approved by:

Owner

Date

Accepted by:

John Y...

9/23/22

Contractor

Date

Concurred by:

State Aeronautics (if applicable)

Date

Approved by:

Federal Aviation Administration

Date

NOTE: Change Orders and Supplemental Agreements require FAA approval prior to construction, otherwise no Federal participation can be granted. State Aeronautics concurrence is required when state participation is anticipated.

AIP PROJECT NO. 3-56-0026-031-2021 CHANGE ORDER NO. One
3-56-0026-034-2022
3-56-0026-035-2022

AIRPORT Saratoga Municipal LOCATION Saratoga, WY

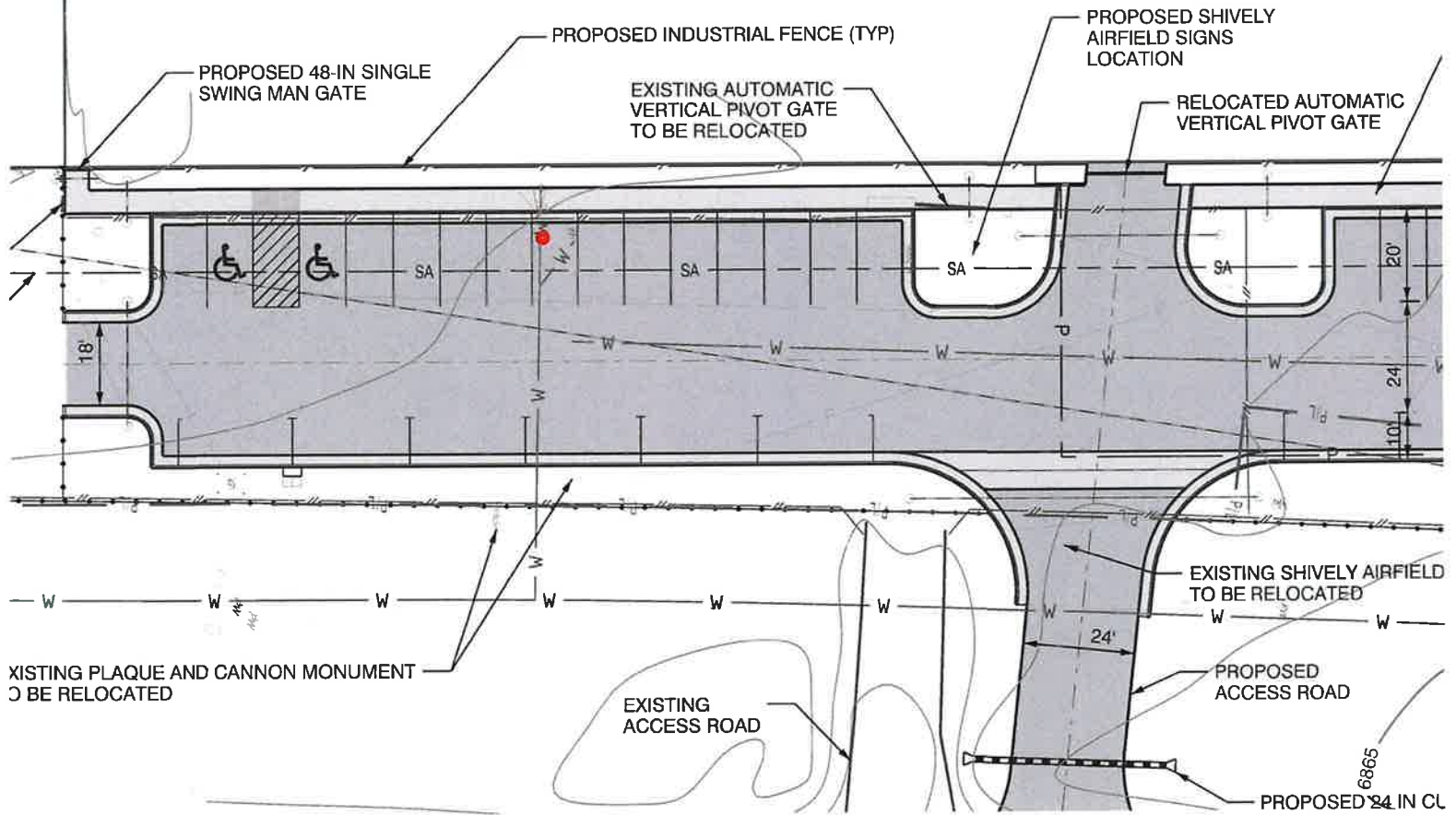
JUSTIFICATION FOR CHANGE

1. Brief description of the proposed contract changes and location.
 - A. Cut the barrel of the concrete water meter vault down approximately 10 inches. The meter vault is located within the proposed paved parking area adjacent to the curb and gutter on the west side of the parking area.
2. Reason for the changes:
 - A. An incorrect vertical measurement was taken of the meter vault lid during design. This resulted in the elevation being approximately eight inches higher than the design elevation of the surrounding pavement. No means of adjusting the lid exists other than actual saw-cutting the barrel.
3. Justifications for unit prices or total cost.
 - A. Total cost was submitted by the contractor. Following discussions between contractor and engineer the costs were deemed fair and reasonable.
4. The sponsor's share of this cost is available from: The airport's operating budget which consists of funds from fuel sales and landing fees.
5. If this is a supplemental agreement involving more than \$2,000, is the cost estimate based on the latest wage rate decision? Yes ☐ No ☐ Not Applicable ☒.
6. Has consent of surety been obtained? Yes ☐ Not Necessary ☒.
7. Will this change affect the insurance coverage? Yes ☐ No ☒.
8. If yes, will the policies be extended? Yes ☐ No ☐.
9. Has this Change Order been discussed with FAA officials?
 Yes ☒ No ☐ When: September 13, 2022 With Whom: Paulette Lugo via email
10. Has this Change Order been discussed with WYDOT officials?
 Yes ☒ No ☐ When: September 13, 2022 With Whom: Tim Dolan via email

Comment _____

EXISTING APRON

Meter Vault Location





U.S. Department
of Transportation
**Federal Aviation
Administration**

Northwest Mountain Region
Colorado · Idaho · Montana · Oregon · Utah
Washington · Wyoming

Denver Airports District Office
26805 E. 68th Ave., Suite 224
Denver, CO 80249

Item 23)

September 28, 2022

The Honorable Creed James
Mayor, Town of Saratoga
P.O. Box 486
Saratoga, WY 82331

**Shively Field
Saratoga, WY
AIP: 3-56-0026-031-2021
3-56-0026-034-2022
3-56-0026-035-2022
Rehabilitate Access Road and Improve Parking Lot
Change Order No. 1**

Dear Mayor James:

We have reviewed the subject Change Order and associated costs and documentation. We have determined that all of the additional contract items are eligible for AIP participation, subject to the availability of federal funds.

The following contract items are approved in the total amount of \$5,600.00 :

Schedule	Original Total Cost	Revised Total Cost	Difference in Cost
Water Meter Vault Modification	\$ -	\$5,600.00	\$5,600.00

Initial Estimated Contract Cost	\$554,366.74
Total Change in Contract – This Change Order	\$5,600.00
Previous Eligible Change Orders and Agreements	\$0.00
Revised AIP Eligible Contract Cost	<u>\$559,966.74</u>

Please forward a copy of the executed change to my attention as soon as it is available. Your record drawings should indicate details addressed by this Change Order.

If you have questions, please call me at (303)342-1256.

Sincerely,

Paulette Lugo
Paulette Lugo,
Project Manager, DEN 612
Denver ADO

CONTRACT CHANGE ORDER NO. One

AIRPORT Saratoga Municipal DATE September 19, 2022

LOCATION Saratoga, WY AIP PROJECT NO. 3-56-0026-031-2021
3-56-0026-034-2022
3-56-0026-035-2022

CONTRACTOR Kilgore Companies, LLC,
Db Lewis & Lewis, Inc.

You are requested to perform the following described work upon receipt of an approved copy of this document or as directed by the engineer:

- A. Cut the barrel of the concrete water meter vault to allow the final elevation of the lid to match the final pavement elevation.

Description	Unit	Original Unit Price	Revised Unit Price	Original Quantity	Revised Quantity	Original Total Cost	Revised Total Cost	Difference in Cost
Water Meter Vault Modification	LS	\$ -	\$ 5,600.00	0	1	\$ -	\$ 5,600.00	\$ 5,600.00

Total Change in Contract Cost - This Change Order \$ 5,600.00
 Total Change in Contract Cost - Previous Change Orders \$ -
Total Change in Contract Cost - All Change Orders \$ 5,600.00
 Total Original Contract Amount \$ 554,366.74
Total Revised Contract Amount \$ 559,966.74

This document shall become an amendment to the contract and all provisions of the contract will apply.

Recommended by:

David R. Shultz

9/21/22

Engineer

Date

Approved by:

Owner

Date

Accepted by:

John Yoon

9/23/22

Contractor

Date

Concurred by:

State Aeronautics (if applicable)

Date

Approved by:

Paulette Lugo

9/27/2022

Federal Aviation Administration

Date

NOTE: Change Orders and Supplemental Agreements require FAA approval prior to construction, otherwise no Federal participation can be granted. State Aeronautics concurrence is required when state participation is anticipated.

AIP PROJECT NO. 3-56-0026-031-2021 CHANGE ORDER NO. One
3-56-0026-034-2022
3-56-0026-035-2022

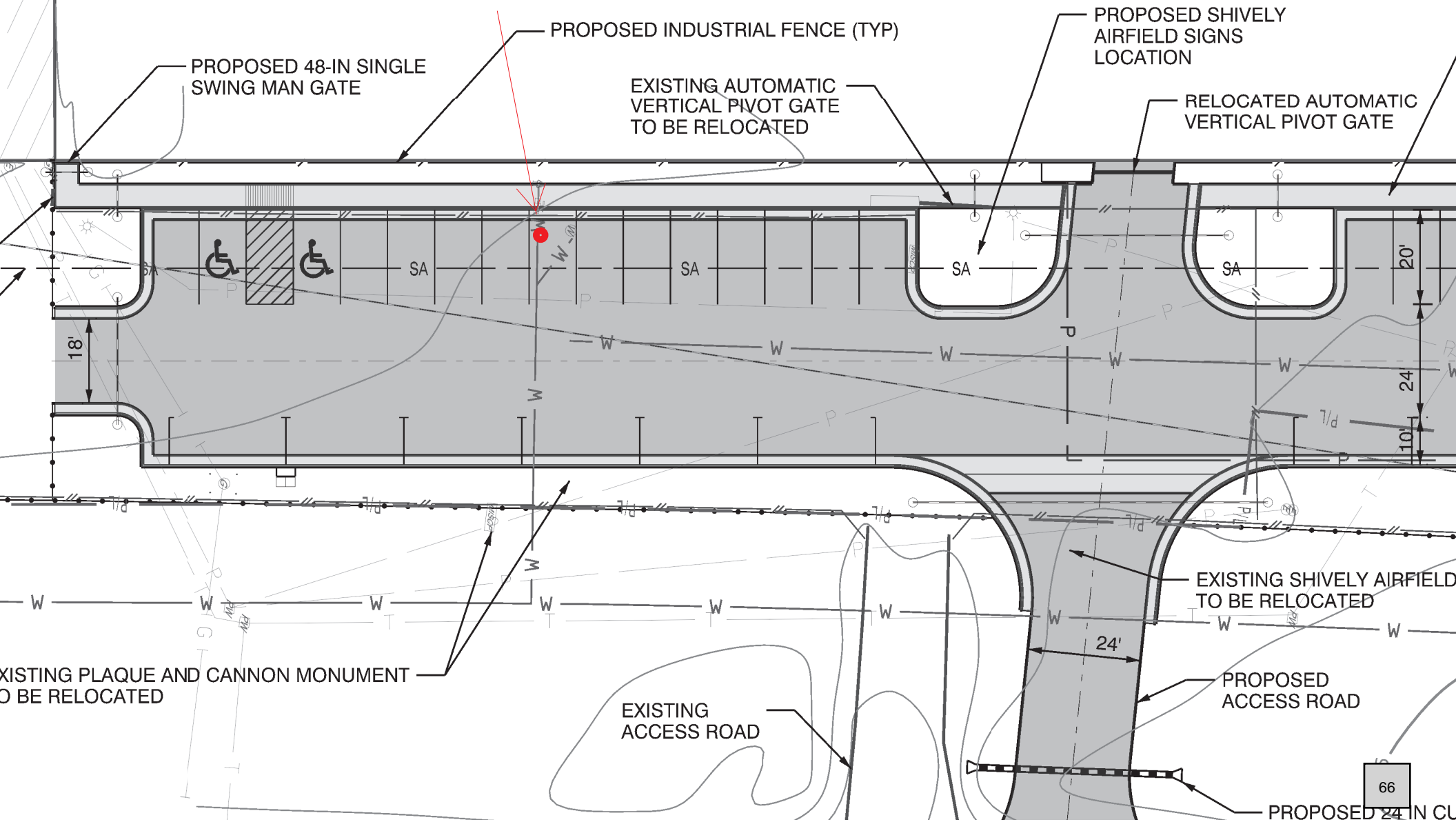
AIRPORT Saratoga Municipal LOCATION Saratoga, WY

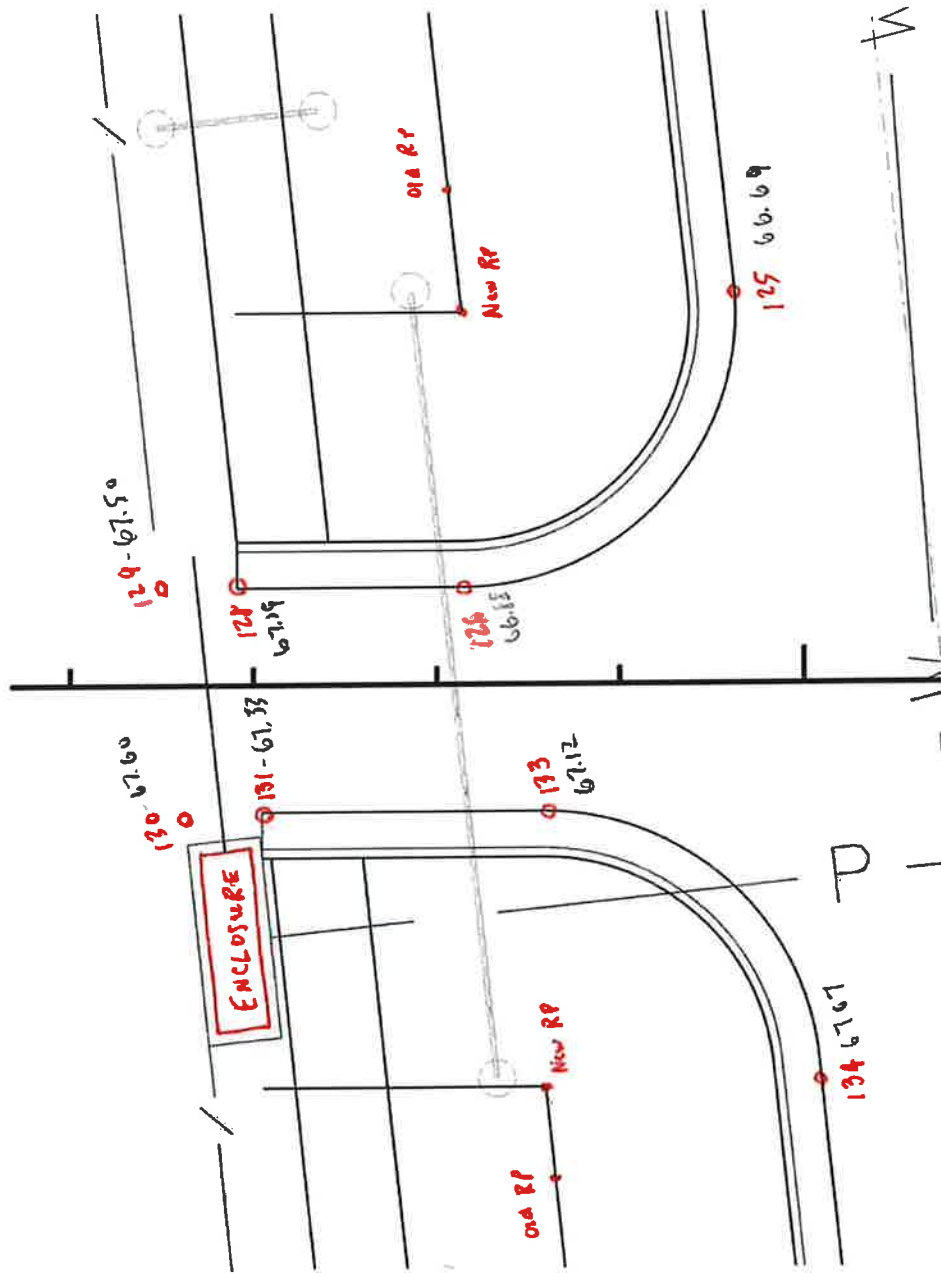
JUSTIFICATION FOR CHANGE

1. Brief description of the proposed contract changes and location.
 - A. Cut the barrel of the concrete water meter vault down approximately 10 inches. The meter vault is located within the proposed paved parking area adjacent to the curb and gutter on the west side of the parking area.
2. Reason for the changes:
 - A. An incorrect vertical measurement was taken of the meter vault lid during design. This resulted in the elevation being approximately eight inches higher than the design elevation of the surrounding pavement. No means of adjusting the lid exists other than actual saw-cutting the barrel.
3. Justifications for unit prices or total cost.
 - A. Total cost was submitted by the contractor. Following discussions between contractor and engineer the costs were deemed fair and reasonable.
4. The sponsor's share of this cost is available from: The airport's operating budget which consists of funds from fuel sales and landing fees.
5. If this is a supplemental agreement involving more than \$2,000, is the cost estimate based on the latest wage rate decision? Yes ☐ No ☐ Not Applicable ☒.
6. Has consent of surety been obtained? Yes ☐ Not Necessary ☒.
7. Will this change affect the insurance coverage? Yes ☐ No ☒.
8. If yes, will the policies be extended? Yes ☐ No ☐.
9. Has this Change Order been discussed with FAA officials?
 Yes ☒ No ☐ When: September 13, 2022 With Whom: Paulette Lugo via email
10. Has this Change Order been discussed with WYDOT officials?
 Yes ☒ No ☐ When: September 13, 2022 With Whom: Tim Dolan via email

Comment _____

Meter Vault Location





OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS		OMB APPROVAL NO. 0348-0002		PAGE 1 OF 1 <div>Item 25)</div>
		1. TYPE OF REQUEST: PARTIAL	2. BASIS OF REQUEST: CASH	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED: Federal Aviation Administration		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY: 3-56-0026-031-2021		5. PARTIAL PAYMENT REQUEST NO: AER1012631 #3
6. EMPLOYER IDENTIFICATION NUMBER:	7. RECIPIENTS ACCOUNT NUMBER OR IDENTIFYING NUMBER:	8. PERIOD COVERED BY THIS REQUEST FROM: 08/09/2022 TO: 09/23/2022		
9. RECIPIENT ORGANIZATION Name: TOWN OF SARATOGA No. and Street: P.O. BOX 486 City, State and Zip: SARATOGA, WY 82331		10. PAYEE(Where check is to be sent if different from item 9) Name: WYDOT No. and Street: 5300 Bishop Blvd. City, State and Zip: Cheyenne, WY 82009		
11. STATUS OF FUNDS				
CLASSIFICATION	PROGRAMS	FUNCTIONS	ACTIVITIES	TOTAL
	(a)	(b)	(c)	
a. Administrative Expense				\$2,380.88
b. Preliminary Expense				\$0.00
c. Land, Structures, Right-of-Way				\$0.00
d. Architectural Engineering Basic Fees				\$91,350.00
e. Other Architectural Engineering Fees				\$0.00
f. Project Inspection Fees				\$44,826.25
g. Land Development				\$0.00
h. Relocation Expense				\$0.00
i. Relocation Payments to Individuals and Businesses				\$0.00
j. Demolition and Removal				\$0.00
k. Construction and Project Improvement Cost				\$61,948.13
l. Equipment Costs				\$0.00
m. Miscellaneous Cost				\$0.00
n. Total cumulative to date (sum of lines a through m)	0	0	0	\$200,505.26
o. Deductions for program income				0
p. Net cumulative to date (Line n minus Line o)	0	0	0	\$200,505.26
q. Federal share to date	0	0	0	\$200,505.26
r. Rehabilitation Grants (100% reimbursement)				0
s. Total Federal share (Sum of lines q and r)	0	0	0	\$200,505.26
t. Federal payments previously requested				\$113,944.88
u. Amount requested for reimbursement	0	0	0	\$86,560.38
v. Percent of project completed	0	0	0	62.04 %
12. CERTIFICATION I certify that to the best of my knowledge and belief the billed costs of disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the grant.	a. RECIPIENT	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE REPORT SUBMITTED
		TYPED OR PRINTED NAME OR TITLE		
	b. REPRESENTATIVE	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		
		TYPED OR PRINTED NAME OR TITLE		
CERTIFYING TO LINE 11V				


AIP:	3-56-0026-031-2021	Item 25)
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Airport:	Shively Fld
Sponsor:	TOWN OF SARATOGA
Address:	P.O. BOX 1015, SARATOGA, WY, 82331

Project:	Improve Auto Parking, Access Road and Fence and associated work
RFR #:	AER1012631 #3

	Amount Allocated	Grant #	%
Federal	\$323,166.00	3-56-0026-031-2021	100.00
State	\$0.00	ASA004A	0.00
Local	\$0.00		0.00
TOTAL FUNDING	\$323,166.00		

Payee	Invoice Number	Current Amount	Previous RFR's	Total To Date
Casper Star Tribune	AER1012631			
		\$0.00	\$1,054.88	\$1,054.88
	Administrative Cost	\$0.00	\$1,054.88	\$1,054.88
Sage Civil Engineering	AER1012631			
		\$44,826.25	\$111,564.00	\$156,390.25
	Architectural Cost	\$0.00	\$91,350.00	\$91,350.00
	Construction Cost	\$0.00	\$20,214.00	\$20,214.00
	Project Inspection Cost	\$44,826.25	\$0.00	\$44,826.25
Saratoga Sun	AER1012631			
		\$0.00	\$1,326.00	\$1,326.00
	Administrative Cost	\$0.00	\$1,326.00	\$1,326.00
Lewis & Lewis, Inc.	AER1012631			
		\$41,734.13	\$0.00	\$41,734.13
	Construction Cost	\$41,734.13	\$0.00	\$41,734.13
	TOTAL	\$86,560.38	\$113,944.88	\$200,505.26
	FAA Share	\$86,560.38	\$113,944.88	\$200,505.26
	STATE Share	\$0.00	\$0.00	\$0.00
	SPONSOR Share	\$0.00	\$0.00	\$0.00

 <div style="text-align: center;"> <p>WYOMING DEPARTMENT OF TRANSPORTATION AERONAUTICS DIVISION 200 E. 8th Ave., Suite 101, Cheyenne, WY 82001 REQUEST FOR REIMBURSEMENT (RFR) OF STATE FUNDS FOR AIRPORT IMPROVEMENTS</p> </div>	1. State Project No: ASA004B		<div style="border: 1px solid black; padding: 2px; text-align: center;">Item 26)</div>		
	2. FAA Project No. : 3-56-0026-034-2021				
	3. WACIP Description:				
	Improve Auto Parking, Access Road and Fence				
4. Payment Req. No: AER1012633 #1					
5. Sponsor: TOWN OF SARATOGA		6. Request : Partial			
7. Airport: Saratoga - Shively Field		8. Period Covered: 08/15/2022 To: 09/16/2022			
9. Total State Grant Amount: \$16,786.00		10. Total FAA Grant Amount: \$251,783.00			
		FEDERAL SHARE	SPONSOR SHARE	STATE SHARE	
11. Grant Split	CURRENT COST INCURRED	COST INCURRED TO DATE	90.00 %	4.00 %	6.00 %
12. Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13. Preliminary/Planning Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14. Land/Structures/Right-of-Way Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15. Architectural/Engineering Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16. Project Inspection Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17. Land Development Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18. Relocation Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19. Demolition and Removal Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20. Construction and Project Improvement Costs	\$119,179.62	\$119,179.62	\$107,261.66	\$4,767.18	\$7,150.78
21. Equipment Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22. Miscellaneous Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23. Total Cumulative to date (Sum of Rows 12-22)	\$119,179.62	\$119,179.62	\$107,261.66	\$4,767.18	\$7,150.78
24. State Funds Previously Requested					\$0.00
25. State funds Now Requested (Row 23 Minus Row 24)					\$7,150.78
26. Percent of State Grant Completed to Date (State Share in Row 23 Divided by Item 9)					42.60 %
CERTIFICATION OF SPONSOR: I certify that to the best of my knowledge and belief the billed costs of disbursements are in accordance with the terms of the project and that the reimbursement represents the State share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the grant.					
27. LOCAL GOVERNMENT REPRESENTATIVE (Sponsor)					
Name:			Title:		
Signature:			Date:		
WYDOT OFFICE USE ONLY:					
Name:			Title:		
Division Approval:			Date:		

OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS		OMB APPROVAL NO. 0348-0002		PAGE 1 OF 1 <div>Item 26)</div>
		1. TYPE OF REQUEST: PARTIAL	2. BASIS OF REQUEST: CASH	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED: Federal Aviation Administration		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY: 3-56-0026-034-2021		5. PARTIAL PAYMENT REQUEST NO: AER1012633 #1
6. EMPLOYER IDENTIFICATION NUMBER:	7. RECIPIENTS ACCOUNT NUMBER OR IDENTIFYING NUMBER:	8. PERIOD COVERED BY THIS REQUEST FROM: 08/15/2022 TO: 09/16/2022		
9. RECIPIENT ORGANIZATION Name: TOWN OF SARATOGA No. and Street: P.O. BOX 486 City, State and Zip: SARATOGA, WY 82331		10. PAYEE(Where check is to be sent if different from item 9) Name: WYDOT No. and Street: 5300 Bishop Blvd. City, State and Zip: Cheyenne, WY 82009		
11. STATUS OF FUNDS				
CLASSIFICATION	PROGRAMS	FUNCTIONS	ACTIVITIES	TOTAL
	(a)	(b)	(c)	
a. Administrative Expense				\$0.00
b. Preliminary Expense				\$0.00
c. Land, Structures, Right-of-Way				\$0.00
d. Architectural Engineering Basic Fees				\$0.00
e. Other Architectural Engineering Fees				\$0.00
f. Project Inspection Fees				\$0.00
g. Land Development				\$0.00
h. Relocation Expense				\$0.00
i. Relocation Payments to Individuals and Businesses				\$0.00
j. Demolition and Removal				\$0.00
k. Construction and Project Improvement Cost				\$119,179.62
l. Equipment Costs				\$0.00
m. Miscellaneous Cost				\$0.00
n. Total cumulative to date (sum of lines a through m)	0	0	0	\$119,179.62
o. Deductions for program income				0
p. Net cumulative to date (Line n minus Line o)	0	0	0	\$119,179.62
q. Federal share to date	0	0	0	\$107,261.66
r. Rehabilitation Grants (100% reimbursement)				0
s. Total Federal share (Sum of lines q and r)	0	0	0	\$107,261.66
t. Federal payments previously requested				\$0.00
u. Amount requested for reimbursement	0	0	0	\$107,261.66
v. Percent of project completed	0	0	0	42.60 %
12. CERTIFICATION I certify that to the best of my knowledge and belief the billed costs of disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the grant.	a. RECIPIENT	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE REPORT SUBMITTED
		TYPED OR PRINTED NAME OR TITLE		
	b. REPRESENTATIVE	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		
		TYPED OR PRINTED NAME OR TITLE		
CERTIFYING TO LINE 11V				


AIP:	3-56-0026-034-2021	Item 26)
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Airport:	Shively Fld
Sponsor:	TOWN OF SARATOGA
Address:	P.O. BOX 1015, SARATOGA, WY, 82331

Project:	Improve Auto Parking, Access Road and Fence
RFR #:	AER1012633 #1

	Amount Allocated	Grant #	%
Federal	\$251,783.00	3-56-0026-034-2021	90.00
State	\$16,786.00	ASA004B	6.00
Local	\$11,190.00		4.00
TOTAL FUNDING	\$279,759.00		

Payee	Invoice Number	Current Amount	Previous RFR's	Total To Date
Lew	AER1012633			
		\$119,179.62	\$0.00	\$119,179.62
	Construction Cost	\$119,179.62	\$0.00	\$119,179.62
	TOTAL	\$119,179.62	\$0.00	\$119,179.62
	FAA Share	\$107,261.66	\$0.00	\$107,261.66
	STATE Share	\$7,150.78	\$0.00	\$7,150.78
	SPONSOR Share	\$4,767.18	\$0.00	\$4,767.18

 <div style="text-align: center;"> <p>WYOMING DEPARTMENT OF TRANSPORTATION AERONAUTICS DIVISION 200 E. 8th Ave., Suite 101, Cheyenne, WY 82001 REQUEST FOR REIMBURSEMENT (RFR) OF STATE FUNDS FOR AIRPORT IMPROVEMENTS</p> </div>	1. State Project No: ASA004C		<div style="border: 1px solid black; padding: 2px; text-align: center;">Item 27)</div>		
	2. FAA Project No. : 3-56-0026-035-2021				
	3. WACIP Description:				
	Improve Auto Parking, Access Road and Fence				
5. Sponsor: TOWN OF SARATOGA		6. Request : Partial			
7. Airport: Saratoga - Shively Field		8. Period Covered: 08/15/2022 To: 09/16/2022			
9. Total State Grant Amount: \$10,600.00		10. Total FAA Grant Amount: \$159,000.00			
			FEDERAL SHARE	SPONSOR SHARE	STATE SHARE
11. Grant Split	CURRENT COST INCURRED	COST INCURRED TO DATE	90.00 %	4.00 %	6.00 %
12. Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13. Preliminary/Planning Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14. Land/Structures/Right-of-Way Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15. Architectural/Engineering Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16. Project Inspection Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17. Land Development Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18. Relocation Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19. Demolition and Removal Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20. Construction and Project Improvement Costs	\$75,272.59	\$75,272.59	\$67,745.33	\$3,010.90	\$4,516.36
21. Equipment Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22. Miscellaneous Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23. Total Cumulative to date (Sum of Rows 12-22)	\$75,272.59	\$75,272.59	\$67,745.33	\$3,010.90	\$4,516.36
24. State Funds Previously Requested					\$0.00
25. State funds Now Requested (Row 23 Minus Row 24)					\$4,516.36
26. Percent of State Grant Completed to Date (State Share in Row 23 Divided by Item 9)					42.61 %
CERTIFICATION OF SPONSOR: I certify that to the best of my knowledge and belief the billed costs of disbursements are in accordance with the terms of the project and that the reimbursement represents the State share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the grant.					
27. LOCAL GOVERNMENT REPRESENTATIVE (Sponsor)					
Name:			Title:		
Signature:			Date:		
WYDOT OFFICE USE ONLY:					
Name:			Title:		
Division Approval:			Date:		

OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS		OMB APPROVAL NO. 0348-0002		PAGE 1 OF 1 <div>Item 27)</div>
		1. TYPE OF REQUEST: PARTIAL	2. BASIS OF REQUEST: CASH	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED: Federal Aviation Administration		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY: 3-56-0026-035-2021		5. PARTIAL PAYMENT REQUEST NO: AER1012635 #1
6. EMPLOYER IDENTIFICATION NUMBER:	7. RECIPIENTS ACCOUNT NUMBER OR IDENTIFYING NUMBER:	8. PERIOD COVERED BY THIS REQUEST FROM: 08/15/2022 TO: 09/16/2022		
9. RECIPIENT ORGANIZATION Name: TOWN OF SARATOGA No. and Street: P.O. BOX 486 City, State and Zip: SARATOGA, WY 82331		10. PAYEE(Where check is to be sent if different from item 9) Name: WYDOT No. and Street: 5300 Bishop Blvd. City, State and Zip: Cheyenne, WY 82009		
11. STATUS OF FUNDS				
CLASSIFICATION	PROGRAMS	FUNCTIONS	ACTIVITIES	TOTAL
	(a)	(b)	(c)	
a. Administrative Expense				\$0.00
b. Preliminary Expense				\$0.00
c. Land, Structures, Right-of-Way				\$0.00
d. Architectural Engineering Basic Fees				\$0.00
e. Other Architectural Engineering Fees				\$0.00
f. Project Inspection Fees				\$0.00
g. Land Development				\$0.00
h. Relocation Expense				\$0.00
i. Relocation Payments to Individuals and Businesses				\$0.00
j. Demolition and Removal				\$0.00
k. Construction and Project Improvement Cost				\$75,272.59
l. Equipment Costs				\$0.00
m. Miscellaneous Cost				\$0.00
n. Total cumulative to date (sum of lines a through m)	0	0	0	\$75,272.59
o. Deductions for program income				0
p. Net cumulative to date (Line n minus Line o)	0	0	0	\$75,272.59
q. Federal share to date	0	0	0	\$67,745.33
r. Rehabilitation Grants (100% reimbursement)				0
s. Total Federal share (Sum of lines q and r)	0	0	0	\$67,745.33
t. Federal payments previously requested				\$0.00
u. Amount requested for reimbursement	0	0	0	\$67,745.33
v. Percent of project completed	0	0	0	42.61 %
12. CERTIFICATION I certify that to the best of my knowledge and belief the billed costs of disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the grant.	a. RECIPIENT	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE REPORT SUBMITTED
		TYPED OR PRINTED NAME OR TITLE		
	b. REPRESENTATIVE	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		
		TYPED OR PRINTED NAME OR TITLE		
CERTIFYING TO LINE 11V				


AIP:	3-56-0026-035-2021	Item 27)
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Airport:	Shively Fld
Sponsor:	TOWN OF SARATOGA
Address:	P.O. BOX 1015, SARATOGA, WY, 82331

Project:	Improve Auto Parking, Access Road and Fence
RFR #:	AER1012635 #1

	Amount Allocated	Grant #	%
Federal	\$159,000.00	3-56-0026-035-2021	90.00
State	\$10,600.00	ASA004C	6.00
Local	\$7,067.00		4.00
TOTAL FUNDING	\$176,667.00		

Payee	Invoice Number	Current Amount	Previous RFR's	Total To Date
Lewis & Lewis, Inc.	AER1012635			
		\$75,272.59	\$0.00	\$75,272.59
	Construction Cost	\$75,272.59	\$0.00	\$75,272.59
	TOTAL	\$75,272.59	\$0.00	\$75,272.59
	FAA Share	\$67,745.33	\$0.00	\$67,745.33
	STATE Share	\$4,516.36	\$0.00	\$4,516.36
	SPONSOR Share	\$3,010.90	\$0.00	\$3,010.90

 <p style="text-align: center;"> WYOMING DEPARTMENT OF TRANSPORTATION AERONAUTICS DIVISION 200 E. 8th Ave., Suite 101, Cheyenne, WY 82001 REQUEST FOR REIMBURSEMENT (RFR) OF STATE FUNDS FOR AIRPORT IMPROVEMENTS </p>	1. State Project No: ASA004D		Item 28)		
	2. FAA Project No. : N/A				
	3. WACIP Description:				
	Improve Auto Parking, Access Road and Fence: Sewer improvements and associated work.				
5. Sponsor: TOWN OF SARATOGA		6. Request : Partial			
7. Airport: Saratoga - Shively Field		8. Period Covered: 08/15/2022 To: 09/16/2022			
9. Total State Grant Amount: \$76,000.00		10. Total FAA Grant Amount: \$0.00			
			FEDERAL SHARE	SPONSOR SHARE	STATE SHARE
11. Grant Split	CURRENT COST INCURRED	COST INCURRED TO DATE	0.00 %	20.00 %	80.00 %
12. Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13. Preliminary/Planning Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14. Land/Structures/Right-of-Way Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15. Architectural/Engineering Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16. Project Inspection Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17. Land Development Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18. Relocation Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19. Demolition and Removal Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20. Construction and Project Improvement Costs	\$81,686.70	\$81,686.70	\$0.00	\$16,337.34	\$65,349.36
21. Equipment Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22. Miscellaneous Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23. Total Cumulative to date (Sum of Rows 12-22)	\$81,686.70	\$81,686.70	\$0.00	\$16,337.34	\$65,349.36
24. State Funds Previously Requested					\$0.00
25. State funds Now Requested (Row 23 Minus Row 24)					\$65,349.36
26. Percent of State Grant Completed to Date (State Share in Row 23 Divided by Item 9)					85.99 %
CERTIFICATION OF SPONSOR: I certify that to the best of my knowledge and belief the billed costs of disbursements are in accordance with the terms of the project and that the reimbursement represents the State share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the grant.					
27. LOCAL GOVERNMENT REPRESENTATIVE (Sponsor)					
Name:			Title:		
Signature:			Date:		
WYDOT OFFICE USE ONLY:					
Name:			Title:		
Division Approval:			Date:		


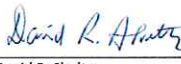

AIP:	N/A	Item 28)
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Airport:	Shively Fld
Sponsor:	TOWN OF SARATOGA
Address:	P.O. BOX 1015, SARATOGA, WY, 82331

Project:	Improve Auto Parking, Access Road and Fence: Sewer improvements and associated work.
RFR #:	AER1012634 #1

	Amount Allocated	Grant #	%
Federal		N/A	0.00
State	\$76,000.00	ASA004D	80.00
Local	\$19,000.00		20.00
TOTAL FUNDING	\$95,000.00		

Payee	Invoice Number	Current Amount	Previous RFR's	Total To Date
Lewis & Lewis, Inc.	AER1012634			
		\$81,686.70	\$0.00	\$81,686.70
	Construction Cost	\$81,686.70	\$0.00	\$81,686.70
	TOTAL	\$81,686.70	\$0.00	\$81,686.70
	FAA Share	\$0.00	\$0.00	\$0.00
	STATE Share	\$65,349.36	\$0.00	\$65,349.36
	SPONSOR Share	\$16,337.34	\$0.00	\$16,337.34

TOWN OF SARATOGA, WYOMING - SARATOGA MUNICIPAL AIRPORT/SHIVELY FIELD Entrance Road & Parking Area Improvement Project A.I.P. Project Nos. 3-56-0026-031, 034, & 035 WYDOT Project Nos. ASA004B & D								
Owner: Town of Saratoga, Wyoming P.O. Box 486 Saratoga, WY 82331			Contractor: Kilgore Companies, LLC dba Lewis & Lewis, Inc. 370 A Blairtown Road Rock Springs, WY 82901					
Estimate Number One (1) Construction Period: August 15 thru September 16, 2022			Date: 9/23/2022					
Item	Unit	Plan Quantity	Quantity Complete This Estimate	Quantity Complete Previous	Total Quantity Complete	Percent Completed to Date -	Bid Price	Total Payable
Schedule I								
MOBILIZATION	LS	1	90%	0%	90%	90%	\$49,000.00	\$44,100.00
REMOVAL OF CATTLE GUARDS	EA	1	1	0	1	100%	\$7,000.00	\$7,000.00
REMOVAL OF FENCE	FT	800	805	0	805	101%	\$15.55	\$12,517.75
REMOVAL OF PIPE (INCL FE'S)	FT	30	30	0	30	100%	\$106.00	\$3,180.00
REMOVAL OF SURFACING	SY	1880	1970	0	1970	105%	\$9.55	\$18,813.50
REMOVAL OF SIDEWALK	SF	325	325	0	325	100%	\$11.35	\$3,688.75
REMOVAL OF CONCRETE	SF	1180	1180	0	1180	100%	\$5.15	\$6,077.00
UNCLASSIFIED EXCAVATION	CY	520	520	0	520	100%	\$56.00	\$29,120.00
TOPSOIL BORROW	CY	185	0	0	0	0%	\$83.45	\$0.00
SEEDING/LANDSCAPING	SY	1600	0	0	0	0%	\$1.90	\$0.00
COCONUT FIBER DITCH LINING	SY	350	0	0	0	0%	\$4.15	\$0.00
GEOTEXTILE, MATERIAL SEPARATION (NON-WOVEN)	SY	2000	0	0	0	0%	\$2.65	\$0.00
CRUSHED BASE	CY	425	0	0	0	0%	\$93.60	\$0.00
HOT PLANT MIX	TON	460	0	0	0	0%	\$200.00	\$0.00
ASPHALT BINDER (PG 64-28)	TON	29	0	0	0	0%	\$0.01	\$0.00
TACK COAT	GAL	205	0	0	0	0%	\$10.80	\$0.00
CMP 24 IN	FT	42	42	0	42	100%	\$195.35	\$8,204.70
CMP FE 24 IN	EA	2	2	0	2	100%	\$460.00	\$920.00
FENCE POST AND RAIL	FT	515	360	0	360	70%	\$20.45	\$7,362.00
FENCE, CHAIN LINK	FT	435	410	0	410	94%	\$107.80	\$44,198.00
GATES SINGLE SWING 48 IN	EA	1	0.75	0	0.75	75%	\$7,500.00	\$5,625.00
GATES DOUBLE SWING 20 FT	EA	1	0.90	0	0.90	90%	\$5,520.00	\$4,968.00
REMOVE AND RESET TILT GATE	EA	1	0.30	0	0.30	30%	\$57,500.00	\$17,250.00
SIDEWALK (CONC)	SY	166	0	0	0	0%	\$129.00	\$0.00
CURB AND GUTTER TYPE A	FT	830	0	0	0	0%	\$67.00	\$0.00
DOUBLE GUTTER	SY	50	0	0	0	0%	\$150.00	\$0.00
CONDUIT - IRRIGATION	FT	190	190	0	190	100%	\$49.45	\$9,395.50
CONDUIT - RIGID PVC 4 in	FT	670	670	0	670	100%	\$39.10	\$26,197.00
SIGN POST, SQ TUBULAR STEEL	EA	2	0	0	0	0%	\$623.00	\$0.00
SIGN PANELS, ALUMINUM	SF	5	0	0	0	0%	\$250.00	\$0.00
RELOCATE PLAQUE AND CANNON MONUMENT	LS	1	0	0	0	0%	\$1,150.00	\$0.00
RELOCATE SIGNS	LS	1	0	0	0	0%	\$1,250.00	\$0.00
PAVEMENT MARKING	SF	200	0	0	0	0%	\$23.00	\$0.00
Schedule III - State/Local (ASA004D) Only								
MOBILIZATION	LS	1	90%	0%	90%	90%	\$8,000.00	\$7,200.00
SANITARY SEWER MAIN 8-IN PVC	LF	360	360	0	360	100%	\$160.75	\$57,870.00
MANHOLE	EA	2	2	0	2	100%	\$10,458.00	\$20,916.00
							Total Payable To Date	\$334,603.20
							Project Completed To Date - Based on Cost	52%
							Less 5% Retainage	\$ 16,730.16
							Less Previous Payments	\$ -
							Amount Due Contractor This Estimate	\$317,873.04
Request for Payment Submitted By:			Engineer's Review:			Owner's Review:		
 David R. Shultz Sage Civil Engineering			 David R. Shultz Sage Civil Engineering			 Creed James Mayor		
Lewis & Lewis, Inc.								



SAGE CIVIL ENGINEERING
ENGINEERS | SURVEYORS

2824 Big Horn Ave.

Cody, WY 82414

P: 307-527-0915

www.sagecivilengineering.com

Item 30)

Date	Invoice #
9/27/2022	3443

Bill To

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

Account #	Project			Due Date
2020-066	Entrance Rd/Parking Area - Construction			10/27/2022
Description		Qty	Rate	Amount
Entrance Road & Parking Area Improvement Project Construction Phase Services 8/9/22 - 9/23/22 FAA Project No. AIP 3-56-0026-031-2021				
Pre-Construction Coordination				
Project Manager		12	110.00	1,320.00
Resident Project Representative		22	90.00	1,980.00
Construction Observation Services (Off-Site)				
Project Manager		31	110.00	3,410.00
Resident Project Representative		10	90.00	900.00
Resident Project Representative Overtime		48	115.00	5,520.00
Construction Observation Services (On-Site)				
Direct Labor				
Project Manager		7	35.00	245.00
Resident Project Representative		195	25.00	4,875.00
Resident Project Representative Overtime		28	37.50	1,050.00
Indirect Labor (Overhead: Direct Labor x 1.5)		1	9,255.00	9,255.00
Fixed Fee (Total Labor x 0.25)		1	3,856.25	3,856.25
Construction Support Services				
Project Manager		39.5	110.00	4,345.00
Administrative Assistant		2	60.00	120.00
Reimbursables				
Vehicle Mileage		4,800	0.75	3,600.00
Per Diem		29	150.00	4,350.00

Thank you for your business!

Total

\$44,826.25