



TOWN COUNCIL REGULAR MEETING

MAY 02, 2023 at 6:00 PM

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

AGENDA

CALL TO ORDER

- 1) Opening Ceremony
- 2) Roll Call: __Mayor Chuck Davis __Councilman Cooley __Councilwoman Beck
__Councilman Jerry Fluty __Councilman Jacob Fluty

APPROVAL OF THE AGENDA

APPROVAL OF THE MINUTES

- 3) Approval of the regular minutes of April 18, 2023

APPROVAL OF THE BILLS

- 4) Deposits - \$368,200.46
- 5) Accounts Payable - \$31,668.73
- 6) Payroll - \$38,226.49
- 7) Transmittals - \$44,180.03

CORRESPONDENCE

- 8) Order Granting Transfer of Permit for Rock Creek
- 9) WAM 2023 Voting Delegates

ITEMS FROM THE PUBLIC

- 10) Alex Bakken, Carbon County Sheriff

COUNCIL COMMENTS

REPORTS FROM DEPARTMENTS

Town Hall

- 11) Sandbags - We have filled sandbags available to disperse. Contact Town Hall to make arrangements for pick up.
Volunteers - If you are available to help residents who cannot pickup or place sandbags, please contact Town Hall.
- 12) WY Federal Funding Summit
- 13) WAM-JPIC Annual Renewal Information

- [14\)](#) Special Events Permit - Saratoga Days
- [15\)](#) Special Events Permit - High Water Hoedown
- [16\)](#) Emergency Ordinance 866 - Budget Amendment

Police Department

- [17\)](#) MOU For the Purchase of Motorola Dispatch Consoles

Fire Department

- [18\)](#) Wyoming Apparatus Estimate - \$1,028.50
- [19\)](#) Hose Quote - \$10,152.00
- [20\)](#) Bunker Quote - \$2,795.00

Recreation Department

- [21\)](#) Director's Report
- [22\)](#) 2023 Season Pool Rates
- 23) Approval to Hire Samantha Anderson for Lifeguard
- 24) Pool Employee Salary Increases
- 25) Treadmill Replacement Request

Department of Public Works

- 26) Best Tasting Drinking Water in Wyoming 2023
- 27) Parks Maintenance Agreement
- [28\)](#) Valley Gutter
- [29\)](#) EIMG Pre-Award Letter - \$12,000

REPORTS FROM BOARDS AND COMMISSIONS

Community Center Joint Powers Board

Next meeting is May 8, 2023 at 4:30 PM at the PVCC

Water and Sewer Joint Power Board

Next meeting is May 10, 2023 at 6:00 PM at the PVCC

Planning Commission

Next meeting is May 9, 2023 at 5:30 PM at the Town Hall Council Chambers

- 30) Letter of Interest - Nancy Ford
- 31) Letter of Interest - Johnny Portillo
- 32) Letter of Interest - Chia Valdez
- [33\)](#) OV Consulting Draft Agreement

Recreation Commission

Next meeting is June 5, 2023 at 6:00 PM at the Town Hall Council Chambers

Saratoga Airport Advisory Board

Next meeting is May 8, 2023 at 3:30 PM at the Town Hall Council Chambers

- [34\)](#) Armstrong Presentation

South Central Wyoming Emergency Medical Services Board

Next meeting is May 15, 2023 at 6:00 PM at the Elk Mountain Hotel.

NEW BUSINESS

FURTHER BUSINESS

ADJOURNMENT

**THE NEXT TOWN COUNCIL MEETING WILL BE ON
TUESDAY, MAY 16, 2023 AT 6:00 PM.**



TOWN COUNCIL REGULAR MEETING

APRIL 18, 2023 at 6:00 PM

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

MINUTES

CALL TO ORDER

- 1) Opening Ceremony
- 2) Roll Call: __Mayor Chuck Davis __Councilman Cooley __Councilwoman Beck
__Councilman Jerry Fluty __Councilman Jacob Fluty

PRESENT

Mayor Chuck Davis
Councilman Mike Cooley
Councilwoman Kathy Beck
Councilman Jacob Fluty
Councilman Jerry Fluty

APPROVAL OF THE AGENDA

Motion made by Councilman Jerry Fluty, Seconded by Councilman Cooley. Motion carried.

APPROVAL OF THE MINUTES

- 3) Approval of the regular minutes of April 4, 2023
Motion made by Councilman Jerry Fluty, Seconded by Councilman Jacob Fluty. Motion carried.

APPROVAL OF THE BILLS

Motion made by Councilman Jacob Fluty, Seconded by Councilwoman Beck. Motion carried.

- 4) Deposits - \$324,328.69
- 5) Accounts Payable - \$93,690.58
- 6) Payroll - \$41,030.42

- 7) Transmittals - \$29,016.02

CORRESPONDENCE

No correspondence.

ITEMS FROM THE PUBLIC

- 8) Saratoga Museum & Park Maintenance
Dana Davis from the Saratoga Museum came in to present. The Saratoga Historical Cultural Association would like to be separate from the parks maintenance contract. Next year is the pavilion's 30th anniversary and they will be throwing a memorial at that time. Councilwoman Beck made a motion and stated to remove the Saratoga Museum from the parks maintenance contract. Councilman Jerry Fluty seconded. Motion carried.

COUNCIL COMMENTS

Mayor Davis stated to the Council to take into consideration the statewide inflation and salary surveys going into budget time.

REPORTS FROM DEPARTMENTS

Town Hall

- 9) Never Forget Park
Mayor Davis stated that there were a few changes made to the plan and they removed some bumper stops to help snow plowing. An engineer's estimated cost has come in. Richard Hodges stated that there looks like a 5ft sidewalk in the design and he asked if that was true. Mayor Davis stated yes. Motion made by Councilman Jerry Fluty to accept the plans, Seconded by Councilman Cooley. Motion carried. Mayor Davis stated to the Council that they should come up with dates to go to bid on the project.

Police Department

Chief Mike Morris stated there were 82 calls. They will be increasing traffic enforcement. There were 9 warnings and 3 citations. The police department is also planning for high water. There will be changes in schedules and patrol will be changed the first of the month. The police department reached out to every law enforcement agency in the state and have received salary surveys. Dispatch is on the lower side and patrol is lower median range. Tac-One Training was a shooter response training and one of the best trainings that Chief Morris has gone to.

Fire Department

Creed James stated that they completed the resubmission of the ISO testing. They just have to do hydrant testing and 2 invoices were submitted to Town Hall. There were 7 calls: 2 fires, 1 accident, 1 gas leak, and 1 alarm. The fire department will be bringing budget numbers after they receive invoices. They are working on a 100 year anniversary party at the community center at the end of July. The fire department is also working on Bull Fest 2023 and that is on August 26th at Buck Springs Arena.

Recreation Department

Director Sarah Laughlin stated that the community center has changed the lock system to the keypad entry to the gym. They are seeking fitness instructors to teach classes. The schedule is posted on the main door and on Facebook. The Color Run had 80 participants and 15 volunteers. Director Laughlin will get together with the Chamber of Commerce on the funds that will be raised and will earmark funds at the Recreation Board meeting. There will be an April 24th cleanup at the pool at 10am-2pm.

Director Sarah Laughlin read a letter of resignation. Mayor Davis thanked Director Laughlin for her time. Councilwoman Beck thanked her as well.

Platte Valley Little League has started registration and ends April 27. Opening day is May 13th.

10) Purchase Order for Pool - \$2,294.79

All of the chemicals will be reimbursed by the CCSD #2 grant. Motion made by Councilwoman Beck, Seconded by Councilman Jacob Fluty. Motion carried.

Department of Public Works

Councilman Jerry Fluty gave a report on Public Works. Mayor Davis and Councilman Jerry Fluty have been driving around and will prioritize the roads for chip seal and get some work done.

11) Park Maintenance Agreement

The Town received 2 bids. Mayor Davis asked if we should speak to them about the equipment and is open to suggestions on the contract. Councilman Cooley stated we should interview them. Councilwoman Beck asked if we have references on the bidders. Councilman Beck made a motion to sit and interview them and have them write an execution plan. She wanted to make sure they had the equipment to execute this, identify additional questions and understand scope of work. Seconded by Councilman Jacob Fluty. Voting Nay: Councilman Jerry Fluty. Motion carried.

Councilman Cooley and Councilman Jerry Fluty volunteered to interview. Councilwoman Beck asked if we can take the museum off and add the pool maintenance. She would like the pool area to be maintained weekly.

12) DPW Position

The Town ran an ad for 2 weeks and received 1 application. Councilman Jerry Fluty would like to interview and run the ad for 2 more weeks. Motion made by Councilman Jerry Fluty to run the ad for 2 more weeks, Seconded by Councilman Cooley. Motion carried. Councilwoman Beck asked if an interview panel would be put together. Mayor Davis said he would recommend 2 supervisors, a councilperson, and a lay person. Jon Nelson stated that others from a public works department in other municipalities would be interested in interviewing. Jon Nelson would pass the information along. Mayor Davis stated to call the applicant and set up an interview accordingly. Clerk Marie Christen will contact the applicant. Motion made by Councilman Jerry Fluty, Seconded by Councilman Cooley. Motion carried.

13) Street Patching - \$21,250.00

Mayor Davis received a quote for 4 larger areas. The price of asphalt has increased significantly. The most expensive part is on Never Forget Park. Councilman Jacob Fluty asked if they should get a second quote. Councilman Jerry Fluty stated we should do it now. Motion made by Councilman Jerry Fluty, Seconded by Councilman Cooley. Motion carried.

REPORTS FROM BOARDS AND COMMISSIONS

Community Center Joint Powers Board

Next meeting is May 8th, 2023 at 4:30 PM at the PVCC

The Community Center Board is looking to share responsibilities to clean the community center. A part time person between the Chamber, Town and Community Center. Councilwoman Beck stated that this would be a town employee and the responsibilities would be shared. We need to look at the agreement.

Water and Sewer Joint Power Board

Next meeting is May 17, 2023 at 6:00 PM at the PVCC

Councilman Jacob Fluty stated that at the last meeting they spoke about water tank demolition. The bids for the water tank demo will be paid by the joint powers board out of their fund. The board discussed the water service termination agreement. The Town will replace the Myrtle lift station so that they aren't as many issues with it.

14) Myrtle Lift Station

There is a problem with a discharge pump and the town is looking at a larger pump and larger discharge hose. With the new design, they will not have to go inside the lift system.

Planning Commission

Next meeting is May 9, 2023 at 5:30 PM at the Town Hall Council Chambers

The Planning Commission is down 3 members. Looking for interested members to be on the commission.

15) Letter of Interest

Clerk Marie Christen read a letter of interest from Nancy Ford. Mayor Davis stated that he cannot appoint her because we need to advertise for 2 weeks. We will keep her letter on hand until we finish advertising.

Recreation Commission

Next meeting is May 1, 2023 at 6:00 PM at the Town Hall Council Chambers

Councilwoman Beck stated that the board is updating commission descriptions, event policy and they are trying to identify ways to standardize the way that they do things. They are planning the Independence Run. There are commission positions open: 2 in-town positions open and 1 out-of-town position. The department is looking to hire more lifeguards for the season. They will hold off to the May meeting to review the letter of interest for a board member. The commission discussed lowering pool fees with packages and family plans. The anticipated pool open date is June 1 depending on flooding.

Saratoga Airport Advisory Board

Next meeting is May 8th, 2023 at 3:30 PM at the Town Hall Council Chambers

Mayor Davis stated at the next meeting in May, we will have Armstrong Engineers here to speak about what is going on at the airport.

South Central Wyoming Emergency Medical Services Board

Next meeting is May 14, 2023 at 6:00 PM at Hanna Fire Station

Clerk Marie Christen stated that SCWEMS had their first budget reading and have scheduled a workshop on April 27th. Dr. Ables, the medical director is retiring, and Dr. Zimmerman will be taking over on July 1st. There is an open house in Encampment on May 11 from 11-1pm where ambulances will be on site, food, refreshments, games for the kids and fingerprinting can be done for interested volunteers.

16) 4th Quarter Ambulance Service Payment - \$12,675.00

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

NEW BUSINESS

No new business.

FURTHER BUSINESS

Mayor Davis stated that emergency management went over flooding and preplan work was done. They are checking on the county sandbagger when it will be in town. The emergency manager will be the command and the town will work under him. Councilwoman Beck asked about public information going out to keep informed. Mayor Davis said it was discussed and information will be coming out.

ADJOURNMENT

Motion made by Councilman Jerry Fluty at 7:25pm, Seconded by Councilman Jacob Fluty. Motion carried.

**THE NEXT TOWN COUNCIL MEETING WILL BE ON
TUESDAY, MAY 2, 2023 AT 6:00 PM.**

Mayor Chuck Davis

Marie Christen, Town Clerk

Payment Approval Report Compared to Cash Requirements Report

Report Date	Payment Approval Report Total	Cash Requirements Report Total	Difference	Payee	Check Amount	Check Issue Date	Description
4/27/2023	\$ 31,668.73	\$ 30,467.33	\$ 1,201.40				
			\$ -				
				Wyoming Retirement System	\$ 600.00	18-Apr	
				Kylie Waldrip	\$ 518.00	18-Apr	
				Sensaphone Inc	\$ 83.40	18-Apr	
					\$ 1,201.40		

Due Date	Discount Lost Due Date	Vendor Number	Vendor Name	Invoice Number	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Pay	Partial Pmt Amt	Part Pmt Disc Amt
03/14/2023		7665	APCO International	925291	58.34	.00	.00	58.34	_____	_____	_____
03/14/2023		7665	APCO International	925839	58.34	.00	.00	58.34	_____	_____	_____
05/09/2023		7591	Black Hills Energy 0330-32	6106033032	401.24	.00	.00	401.24	_____	_____	_____
05/09/2023		7590	Black Hills Energy 7231-14	7953723114	158.18	.00	.00	158.18	_____	_____	_____
05/09/2023		7589	Black Hills Energy 7275-62	6113727562-	325.85	.00	.00	325.85	_____	_____	_____
05/09/2023		3400	Black Hills Energy 8916-95	4893891695-	127.41	.00	.00	127.41	_____	_____	_____
05/09/2023		7592	Black Hills Energy 9457-17	6102945717	260.24	.00	.00	260.24	_____	_____	_____
04/24/2023		7222	Brandan Mistelske	042423	273.58	.00	.00	273.58	_____	_____	_____
05/14/2023		7106	CANDY MOUNTAIN	445531	106.00	.00	.00	106.00	_____	_____	_____
05/15/2023		7346	Capital Business Systems I	33891355	1,057.86	.00	.00	1,057.86	_____	_____	_____
04/21/2023		7666	Carol Cox	41323	375.00	.00	.00	375.00	_____	_____	_____
02/06/2023		1765	CASPER COLLEGE	27186	138.00	.00	.00	138.00	_____	_____	_____
02/06/2023		1765	CASPER COLLEGE	27189	69.00	.00	.00	69.00	_____	_____	_____
04/18/2023		7350	Cord's Electric	965386	2,168.80	.00	.00	2,168.80	_____	_____	_____
04/18/2023		7350	Cord's Electric	965390	512.20	.00	.00	512.20	_____	_____	_____
11/24/2022		7604	Core & Main LP	R820630	9,819.40-	.00	.00	9,819.40-	_____	_____	_____
12/01/2022		7604	Core & Main LP	R829283-1	703.30	.00	.00	703.30	_____	_____	_____
12/17/2022		7604	Core & Main LP	R959522	236.00	.00	.00	236.00	_____	_____	_____
01/08/2023		7604	Core & Main LP	R942343	1,540.30-	.00	.00	1,540.30-	_____	_____	_____
03/28/2023		7604	Core & Main LP	S434791	170.00-	.00	.00	170.00-	_____	_____	_____
05/04/2023		7604	Core & Main LP	R310316	16,236.10	.00	.00	16,236.10	_____	_____	_____
05/04/2023		7604	Core & Main LP	R472404	3,305.11	.00	.00	3,305.11	_____	_____	_____
05/25/2023		7604	Core & Main LP	R396949	856.40	.00	.00	856.40	_____	_____	_____
05/10/2023		2180	DANA KEPNER Co.	2236096-00	194.76	.00	.00	194.76	_____	_____	_____
05/19/2023		2490	ECONO SIGNS LLC	10-98205	542.20	.00	.00	542.20	_____	_____	_____
05/14/2023		2920	HACH COMPANY	13541823	57.17	.00	.00	57.17	_____	_____	_____
05/14/2023		2920	HACH COMPANY	13543953	486.70	.00	.00	486.70	_____	_____	_____
06/30/2023		3150	IIMC	43736-04122	210.00	.00	.00	210.00	_____	_____	_____
04/29/2023		3495	L.N. Curtis and Sons	690725	1,597.00	.00	.00	1,597.00	_____	_____	_____
04/29/2023		3495	L.N. Curtis and Sons	690727	2,385.80	.00	.00	2,385.80	_____	_____	_____
02/15/2023		7661	NENA	300069029	147.00	.00	.00	147.00	_____	_____	_____
05/02/2023		4255	PERUE PRINTING	70374	635.40	.00	.00	635.40	_____	_____	_____
04/18/2023		6370	QUALITY CODE PUBLISH	GC0010466	2,001.00	.00	.00	2,001.00	_____	_____	_____
05/20/2023		7427	Rocky Mountain Air Solutio	30438174	323.31	.00	.00	323.31	_____	_____	_____
04/12/2023		4960	Saratoga Carbon County J	4122023	175.00	.00	.00	175.00	_____	_____	_____
04/12/2023		4895	SARATOGA FEED AND G	89185	6.29	.00	.00	6.29	_____	_____	_____
01/11/2023		7541	Smith Psychological Servic	4520	400.00	.00	.00	400.00	_____	_____	_____
04/14/2023		7551	SUNDAHL POWERS KAP	14898	2,370.01	.00	.00	2,370.01	_____	_____	_____
06/06/2023		5630	UNION TELEPHONE CO	70001447-04	421.61	.00	.00	421.61	_____	_____	_____
06/06/2023		5630	UNION TELEPHONE CO	70122064-04	584.64	.00	.00	584.64	_____	_____	_____
05/25/2023		7528	Upper Platte River Solid W	38002	1,154.00	.00	.00	1,154.00	_____	_____	_____
04/30/2023		5700	VALLEY FOODS	0018	6.19	.00	.00	6.19	_____	_____	_____
04/21/2023		7667	Whisper Bunch	42123	42.37	.00	.00	42.37	_____	_____	_____
06/30/2023		6155	WYOMING DEPT OF AGR	41723-6615-	100.00	.00	.00	100.00	_____	_____	_____
06/30/2023		6155	WYOMING DEPT OF AGR	41723-6615-	50.00	.00	.00	50.00	_____	_____	_____
04/07/2023		6705	WYOMING MACHINERY	PO7576170	679.63	.00	.00	679.63	_____	_____	_____
Grand Totals:				46	30,467.33	.00	.00	30,467.33	_____	_____	_____

Cash Requirements Summary

Date	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Net Cumulative Amount
11/24/2022	9,819.40-	.00	.00	9,819.40-	9,819.40-
12/01/2022	703.30	.00	.00	703.30	9,116.10-
12/17/2022	236.00	.00	.00	236.00	8,880.10-
01/08/2023	1,540.30-	.00	.00	1,540.30-	10,420.40-
01/11/2023	400.00	.00	.00	400.00	10,020.40-
02/06/2023	207.00	.00	.00	207.00	9,813.40-
02/15/2023	147.00	.00	.00	147.00	9,666.40-
03/14/2023	116.68	.00	.00	116.68	9,549.72-
03/28/2023	170.00-	.00	.00	170.00-	9,719.72-
04/07/2023	679.63	.00	.00	679.63	9,040.09-
04/12/2023	181.29	.00	.00	181.29	8,858.80-
04/14/2023	2,370.01	.00	.00	2,370.01	6,488.79-
04/18/2023	4,682.00	.00	.00	4,682.00	1,806.79-
04/21/2023	417.37	.00	.00	417.37	1,389.42-
04/24/2023	273.58	.00	.00	273.58	1,115.84-
04/29/2023	3,982.80	.00	.00	3,982.80	2,866.96
04/30/2023	6.19	.00	.00	6.19	2,873.15
05/02/2023	635.40	.00	.00	635.40	3,508.55
05/04/2023	19,541.21	.00	.00	19,541.21	23,049.76
05/09/2023	1,272.92	.00	.00	1,272.92	24,322.68
05/10/2023	194.76	.00	.00	194.76	24,517.44
05/14/2023	649.87	.00	.00	649.87	25,167.31
05/15/2023	1,057.86	.00	.00	1,057.86	26,225.17
05/19/2023	542.20	.00	.00	542.20	26,767.37
05/20/2023	323.31	.00	.00	323.31	27,090.68
05/25/2023	2,010.40	.00	.00	2,010.40	29,101.08
06/06/2023	1,006.25	.00	.00	1,006.25	30,107.33
06/30/2023	360.00	.00	.00	360.00	30,467.33
Grand Totals:					
	30,467.33	.00	.00	30,467.33	

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

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
APCO International									
7665	APCO International	925291	Membership for 2023 - Alyx Munson	03/14/2023	58.34	58.34	04/27/2023	10-421-245	423
7665	APCO International	925839	Membership for 2023 - Saratoga Police	03/14/2023	58.34	58.34	04/27/2023	10-421-245	423
Total APCO International:					116.68	116.68			
Black Hills Energy 0330-32									
7591	Black Hills Energy 0330-32	6106033032 03	Utilities 03/17-04/17/23	04/19/2023	401.24	401.24	04/27/2023	10-431-270	423
Total Black Hills Energy 0330-32:					401.24	401.24			
Black Hills Energy 7231-14									
7590	Black Hills Energy 7231-14	7953723114 03	Utilities 03/17-04/17/23	04/19/2023	79.09	79.09	04/27/2023	10-411-270	423
7590	Black Hills Energy 7231-14	7953723114 03	Utilities 03/17-04/17/23	04/19/2023	79.09	79.09	04/27/2023	10-421-270	423
Total Black Hills Energy 7231-14:					158.18	158.18			
Black Hills Energy 7275-62									
7589	Black Hills Energy 7275-62	6113727562-03	Utilities 03/17-04/17/23	04/19/2023	325.85	325.85	04/27/2023	10-422-270	423
Total Black Hills Energy 7275-62:					325.85	325.85			
Black Hills Energy 8916-95									
3400	Black Hills Energy 8916-95	4893891695-3/	Utilities - 03/17-04/17/23	04/19/2023	127.41	127.41	04/27/2023	10-422-270	423
Total Black Hills Energy 8916-95:					127.41	127.41			
Black Hills Energy 9457-17									
7592	Black Hills Energy 9457-17	6102945717 03	Utilities 03/17-04/17/23	04/19/2023	130.12	130.12	04/27/2023	52-532-270	423
7592	Black Hills Energy 9457-17	6102945717 03	Utilities 03/17-04/17/23	04/19/2023	130.12	130.12	04/27/2023	51-531-270	423
Total Black Hills Energy 9457-17:					260.24	260.24			
Brandan Mistelske									
7222	Brandan Mistelske	042423	WATER Treatment Training in Casper	04/24/2023	38.54	38.54	04/27/2023	51-531-235	423

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
7222	Brandan Mistelske	042423	WATER Treatment Training in Casper	04/24/2023	38.54	38.54	04/27/2023	52-532-235	423
7222	Brandan Mistelske	042423	WATER Treatment Training in Casper	04/24/2023	98.25	98.25	04/27/2023	51-531-230	423
7222	Brandan Mistelske	042423	WATER Treatment Training in Casper	04/24/2023	98.25	98.25	04/27/2023	52-532-230	423
Total Brandan Mistelske:					273.58	273.58			
CANDY MOUNTAIN									
7106	CANDY MOUNTAIN	445531	Bottled water Police/TH shared	04/14/2023	53.00	53.00	04/27/2023	10-421-240	423
7106	CANDY MOUNTAIN	445531	Bottled water Police/TH shared	04/14/2023	53.00	53.00	04/27/2023	10-411-240	423
Total CANDY MOUNTAIN:					106.00	106.00			
Capital Business Systems Inc. (TX)									
7346	Capital Business Systems Inc. (TX)	33891355	Cannon copier agreement 03/15-04/14/	04/20/2023	126.22	126.22	04/27/2023	10-411-240	423
7346	Capital Business Systems Inc. (TX)	33891355	Cannon copier agreement 03/15-04/14/	04/20/2023	126.18	126.18	04/27/2023	10-412-240	423
7346	Capital Business Systems Inc. (TX)	33891355	Cannon copier agreement 03/15-04/14/	04/20/2023	126.18	126.18	04/27/2023	10-431-240	423
7346	Capital Business Systems Inc. (TX)	33891355	Cannon copier agreement 03/15-04/14/	04/20/2023	63.09	63.09	04/27/2023	51-531-240	423
7346	Capital Business Systems Inc. (TX)	33891355	Cannon copier agreement 03/15-04/14/	04/20/2023	63.09	63.09	04/27/2023	52-532-240	423
7346	Capital Business Systems Inc. (TX)	33891355	Cannon copier agreement 03/15-04/14/	04/20/2023	426.92	426.92	04/27/2023	10-421-240	423
7346	Capital Business Systems Inc. (TX)	33891355	Cannon copier agreement 03/15-04/14/	04/20/2023	126.18	126.18	04/27/2023	10-413-240	423
Total Capital Business Systems Inc. (TX):					1,057.86	1,057.86			
Carol Cox									
7666	Carol Cox	41323	CPO course for Whisper Bunch	04/21/2023	375.00	375.00	04/27/2023	10-441-235	423
Total Carol Cox:					375.00	375.00			
CASPER COLLEGE									
1765	CASPER COLLEGE	27186	28277 & 28278 stnd procurement & WY	02/06/2023	138.00	138.00	04/27/2023	10-411-235	423
1765	CASPER COLLEGE	27189	28280 cash handling course for Brenda	02/06/2023	69.00	69.00	04/27/2023	10-411-235	423
Total CASPER COLLEGE:					207.00	207.00			
Cord's Electric									
7350	Cord's Electric	965386	5 heaters, install heaters & Equip in me	04/03/2023	2,168.80	2,168.80	04/27/2023	10-442-262	423
7350	Cord's Electric	965390	5 heaters, install heaters & Equip in me	04/18/2023	512.20	512.20	04/27/2023	10-442-262	423
Total Cord's Electric:					2,681.00	2,681.00			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
Core & Main LP									
7604	Core & Main LP	R310316	Ultrasonic standalone gal, flg gal	04/04/2023	16,236.10	16,236.10	04/27/2023	51-531-740	423
7604	Core & Main LP	R396949	1 1/2 x 10 ultrasonic flg gal	04/25/2023	856.40	856.40	04/27/2023	51-531-497	423
7604	Core & Main LP	R472404	Ultra/mach sa gal	04/04/2023	3,305.11	3,305.11	04/27/2023	51-531-740	423
7604	Core & Main LP	R820630	Credit for Q118497	10/24/2022	9,819.40-	9,819.40-	04/27/2023	51-531-740	423
7604	Core & Main LP	R829283-1	383108 Poly lift line 10ft, remo plug pol	11/01/2022	703.30	703.30	04/27/2023	51-531-740	423
7604	Core & Main LP	R942343	Credit for R959522 & R829283	12/08/2022	1,540.30-	1,540.30-	04/27/2023	51-531-740	423
7604	Core & Main LP	R959522	383108 Poly lift line 10ft	11/17/2022	236.00	236.00	04/27/2023	51-531-740	423
7604	Core & Main LP	S434791	Credit for R942343, R829283, R847492	02/28/2023	170.00-	170.00-	04/27/2023	51-531-740	423
Total Core & Main LP:					9,807.21	9,807.21			
DANA KEPNER Co.									
2180	DANA KEPNER Co.	2236096-00	2"rubber gasket 1-1/2" rubber gasket bo	04/10/2023	194.76	194.76	04/27/2023	51-531-492	423
Total DANA KEPNER Co.:					194.76	194.76			
ECONO SIGNS LLC									
2490	ECONO SIGNS LLC	10-98205	18" ht high vis orange traffic cone	04/19/2023	542.20	542.20	04/27/2023	10-431-240	423
Total ECONO SIGNS LLC:					542.20	542.20			
HACH COMPANY									
2920	HACH COMPANY	13541823	Buffer soln Yellow & Blue 500	04/13/2023	57.17	57.17	04/27/2023	52-532-241	423
2920	HACH COMPANY	13543953	Ammonia TNT+ HR pk-25	04/14/2023	486.70	486.70	04/27/2023	52-532-241	423
Total HACH COMPANY:					543.87	543.87			
IIMC									
3150	IIMC	43736-041223	Yearly membership for Marie for year 6/	04/11/2023	210.00	210.00	04/27/2023	10-411-245	423
Total IIMC:					210.00	210.00			
Kylie M Waldrip P.C.									
7410	Kylie M Waldrip P.C.	3114	Lawyer Reviews for Town Issues	04/05/2023	92.50	92.50	04/18/2023	42-533-310	423
7410	Kylie M Waldrip P.C.	3114	Lawyer Reviews for Town Issues	04/05/2023	425.50	425.50	04/18/2023	10-412-310	423
Total Kylie M Waldrip P.C.:					518.00	518.00			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
L.N. Curtis and Sons									
3495	L.N. Curtis and Sons	690725	Service performed on 3/25/23	03/30/2023	1,597.00	1,597.00	04/27/2023	10-422-742	423
3495	L.N. Curtis and Sons	690727	MSA FLOW TESTING ON FIREMAN E	03/30/2023	2,385.80	2,385.80	04/27/2023	10-422-742	423
Total L.N. Curtis and Sons:					3,982.80	3,982.80			
NENA									
7661	NENA	300069029	Nena membership for Alyx Munson for	02/15/2023	147.00	147.00	04/27/2023	10-421-245	423
Total NENA:					147.00	147.00			
PERUE PRINTING									
4255	PERUE PRINTING	70374	12 Boxes of paper	04/17/2023	529.50	529.50	04/27/2023	10-411-240	423
4255	PERUE PRINTING	70374	12 Boxes of paper	04/17/2023	105.90	105.90	04/27/2023	10-421-240	423
Total PERUE PRINTING:					635.40	635.40			
QUALITY CODE PUBLISHING LLC									
6370	QUALITY CODE PUBLISHING LLC	GC0010466	REC ADMIN - SUPPLIES	04/18/2023	.00	.00		10-445-240	423
6370	QUALITY CODE PUBLISHING LLC	GC0010466	WATER - SUPPLIES	04/18/2023	280.14	280.14	04/27/2023	51-531-240	423
6370	QUALITY CODE PUBLISHING LLC	GC0010466	SEWER - SUPPLIES	04/18/2023	280.14	280.14	04/27/2023	52-532-240	423
6370	QUALITY CODE PUBLISHING LLC	GC0010466	PLANNING COMM - SUPPLIES	04/18/2023	300.15	300.15	04/27/2023	10-412-240	423
6370	QUALITY CODE PUBLISHING LLC	GC0010466	COURT - SUPPLIES	04/18/2023	280.14	280.14	04/27/2023	10-413-240	423
6370	QUALITY CODE PUBLISHING LLC	GC0010466	POLICE - SUPPLIES	04/18/2023	280.14	280.14	04/27/2023	10-421-240	423
6370	QUALITY CODE PUBLISHING LLC	GC0010466	STREETS - SUPPLIES	04/18/2023	280.14	280.14	04/27/2023	10-431-240	423
6370	QUALITY CODE PUBLISHING LLC	GC0010466	TOWN HALL - SUPPLIES	04/18/2023	300.15	300.15	04/27/2023	10-411-240	423
Total QUALITY CODE PUBLISHING LLC:					2,001.00	2,001.00			
Rocky Mountain Air Solutions									
7427	Rocky Mountain Air Solutions	30438174	Bottle rental 3/21-4/20/23	04/20/2023	107.77	107.77	04/27/2023	52-532-241	423
7427	Rocky Mountain Air Solutions	30438174	Bottle rental 3/21-4/20/23	04/20/2023	107.77	107.77	04/27/2023	51-531-240	423
7427	Rocky Mountain Air Solutions	30438174	Bottle rental 3/21-4/20/23	04/20/2023	107.77	107.77	04/27/2023	51-531-241	423
Total Rocky Mountain Air Solutions:					323.31	323.31			
Saratoga Carbon County JPB									
4960	Saratoga Carbon County JPB	4122023	Lisa Burton Admin fees for April	04/12/2023	87.50	87.50	04/27/2023	52-532-821	423
4960	Saratoga Carbon County JPB	4122023	Lisa Burton Admin fees for April	04/12/2023	87.50	87.50	04/27/2023	51-531-821	423

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
Total Saratoga Carbon County JPB:					175.00	175.00			
SARATOGA FEED AND GRAIN									
4895	SARATOGA FEED AND GRAIN	89185	460 Glove - safety for Brandan	04/12/2023	3.14	3.14	04/27/2023	51-531-500	423
4895	SARATOGA FEED AND GRAIN	89185	460 Glove - safety for Brandan	04/12/2023	3.15	3.15	04/27/2023	52-532-500	423
Total SARATOGA FEED AND GRAIN:					6.29	6.29			
Sensaphone Inc.									
7418	Sensaphone Inc.	20231456	Sentinel Annual Ehternet Renewal	03/31/2023	83.40	83.40	04/18/2023	52-532-225	423
Total Sensaphone Inc.:					83.40	83.40			
Smith Psychological Services LLC									
7541	Smith Psychological Services LLC	4520	Evaluation for Morris	01/11/2023	400.00	400.00	04/27/2023	10-421-310	423
Total Smith Psychological Services LLC:					400.00	400.00			
SUNDAHL POWERS KAPP & MARTIN LLC									
7551	SUNDAHL POWERS KAPP & MARTIN	14898	Legal service 3/2-3/31/23	04/14/2023	2,370.01	2,370.01	04/27/2023	10-411-760	423
Total SUNDAHL POWERS KAPP & MARTIN LLC:					2,370.01	2,370.01			
UNION TELEPHONE CO									
5630	UNION TELEPHONE CO	70001447-041	Phone 0417-051623	04/17/2023	71.67	71.67	04/27/2023	10-411-280	423
5630	UNION TELEPHONE CO	70001447-041	Phone 0417-051623	04/17/2023	54.82	54.82	04/27/2023	10-412-280	423
5630	UNION TELEPHONE CO	70001447-041	Phone 0417-051623	04/17/2023	113.83	113.83	04/27/2023	10-431-280	423
5630	UNION TELEPHONE CO	70001447-041	Phone 0417-051623	04/17/2023	71.67	71.67	04/27/2023	10-445-280	423
5630	UNION TELEPHONE CO	70001447-041	Phone 0417-051623	04/17/2023	54.81	54.81	04/27/2023	51-531-280	423
5630	UNION TELEPHONE CO	70001447-041	Phone 0417-051623	04/17/2023	54.81	54.81	04/27/2023	52-532-280	423
5630	UNION TELEPHONE CO	70122064-041	Phone 0417-051623	04/17/2023	584.64	584.64	04/27/2023	25-421-320	423
Total UNION TELEPHONE CO:					1,006.25	1,006.25			
Upper Platte River Solid Waste DispDist									
7528	Upper Platte River Solid Waste DispDis	38002	Waste Disposal for April	04/23/2023	122.50	122.50	04/27/2023	10-431-262	423
7528	Upper Platte River Solid Waste DispDis	38002	Waste Disposal for April	04/23/2023	38.00	38.00	04/27/2023	52-532-262	423
7528	Upper Platte River Solid Waste DispDis	38002	Waste Disposal for April	04/23/2023	122.50	122.50	04/27/2023	51-531-262	423
7528	Upper Platte River Solid Waste DispDis	38002	Waste Disposal for April	04/23/2023	19.00	19.00	04/27/2023	10-421-262	423

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
7528	Upper Platte River Solid Waste DispDis	38002	Waste Disposal for April	04/23/2023	19.00	19.00	04/27/2023	10-411-262	423
7528	Upper Platte River Solid Waste DispDis	38002	Waste Disposal for April	04/23/2023	408.00	408.00	04/27/2023	10-442-262	423
7528	Upper Platte River Solid Waste DispDis	38002	Waste Disposal for April	04/23/2023	245.00	245.00	04/27/2023	10-444-262	423
7528	Upper Platte River Solid Waste DispDis	38002	Waste Disposal for April	04/23/2023	38.00	38.00	04/27/2023	10-444-262	423
7528	Upper Platte River Solid Waste DispDis	38002	Waste Disposal for April	04/23/2023	142.00	142.00	04/27/2023	10-443-262	423
Total Upper Platte River Solid Waste DispDist:					1,154.00	1,154.00			
VALLEY FOODS									
5700	VALLEY FOODS	0018	For Myrtle Culvert Z#39	04/10/2023	6.19	6.19	04/27/2023	10-431-240	423
Total VALLEY FOODS:					6.19	6.19			
Whisper Bunch									
7667	Whisper Bunch	42123	Meal Reimbursement for training	04/21/2023	42.37	42.37	04/27/2023	10-441-235	423
Total Whisper Bunch:					42.37	42.37			
WYOMING DEPT OF AGRICULTURE									
6155	WYOMING DEPT OF AGRICULTURE	41723-6615-1	Renewal Food lic for Swimming Pool	04/17/2023	100.00	100.00	04/27/2023	10-411-245	423
6155	WYOMING DEPT OF AGRICULTURE	41723-6615-2	Renwal Pool Lic	04/17/2023	50.00	50.00	04/27/2023	10-441-245	423
Total WYOMING DEPT OF AGRICULTURE:					150.00	150.00			
WYOMING MACHINERY COMPANY									
6705	WYOMING MACHINERY COMPANY	PO7576170	Camera GP for loader 924H	04/07/2023	226.54	226.54	04/27/2023	10-431-250	423
6705	WYOMING MACHINERY COMPANY	PO7576170	Camera GP for loader 924H	04/07/2023	226.54	226.54	04/27/2023	51-531-250	423
6705	WYOMING MACHINERY COMPANY	PO7576170	Camera GP for loader 924H	04/07/2023	226.55	226.55	04/27/2023	52-532-250	423
Total WYOMING MACHINERY COMPANY:					679.63	679.63			
WYOMING RETIREMENT SYSTEM									
6205	WYOMING RETIREMENT SYSTEM	237253	SARATOGA VOL. FIRE DEPT RETIRE	04/05/2023	600.00	600.00	04/18/2023	10-422-170	423
Total WYOMING RETIREMENT SYSTEM:					600.00	600.00			
Grand Totals:					31,668.73	31,668.73			

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

Mayor: _____

City Council: _____

City Recorder: _____

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

TOWN OF SARATOGA

Check Register - NAMELESS

Page: 1

Pay Period Dates: 04/10/2023 - 04/23/2023

May 01, 2023 8:11PM

Report Criteria:

Includes the following check types:

Manual, Payroll, Void

Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee ID	Description	GL Account	Amount
04/23/2023	PC	04/27/2023	51704	223		10-212100	166.97-
04/23/2023	PC	04/27/2023	51705	244		01-112000	323.22-
04/23/2023	PC	04/27/2023	51706	9171		01-112000	290.90-
04/23/2023	PC	04/27/2023	51707	57		10-212100	1,257.68-
04/23/2023	PC	04/27/2023	51708	248		01-112000	323.22-
04/23/2023	PC	04/27/2023	51709	246		10-212100	369.40-
04/23/2023	PC	04/27/2023	51710	249		01-112000	323.22-
04/23/2023	PC	04/27/2023	51711	250		10-212100	323.22-
04/23/2023	PC	04/27/2023	51712	19		01-112000	2,229.82-
04/23/2023	PC	04/27/2023	51713	135		10-212200	690.47-
04/23/2023	PC	04/27/2023	51714	134		51-531-110	1,490.63-
04/23/2023	PC	04/27/2023	51715	39		10-431-110	1,190.37-
04/23/2023	PC	04/27/2023	427231	46		10-212500	1,475.44-
04/23/2023	PC	04/27/2023	427232	49		10-421-110	2,647.46-
04/23/2023	PC	04/27/2023	427233	61		10-212100	3,094.98-
04/23/2023	PC	04/27/2023	427234	78		10-411-110	1,204.26-
04/23/2023	PC	04/27/2023	427235	111		10-212100	1,494.34-
04/23/2023	PC	04/27/2023	427236	58		10-212200	106.83-
04/23/2023	PC	04/27/2023	427237	112		10-212100	1,268.10-
04/23/2023	PC	04/27/2023	427238	40		01-112000	1,748.78-
04/23/2023	PC	04/27/2023	427239	88		10-212200	1,228.07-
04/23/2023	PC	04/27/2023	427240	74		10-212500	1,348.09-
04/23/2023	PC	04/27/2023	427241	201		01-112000	290.73-
04/23/2023	PC	04/27/2023	427242	202		10-212200	1,400.42-
04/23/2023	PC	04/27/2023	427243	216		01-112000	287.70-
04/23/2023	PC	04/27/2023	427244	217		10-442-110	287.70-
04/23/2023	PC	04/27/2023	427245	220		10-212300	1,974.69-
04/23/2023	PC	04/27/2023	427246	221		10-212300	1,334.75-
04/23/2023	PC	04/27/2023	427247	225		10-212100	347.39-
04/23/2023	PC	04/27/2023	427248	226		10-212500	1,025.27-
04/23/2023	PC	04/27/2023	427249	227		10-212100	91.01-
04/23/2023	PC	04/27/2023	427250	235		10-421-110	1,328.35-
04/23/2023	PC	04/27/2023	427251	242		51-531-110	959.15-
04/23/2023	PC	04/27/2023	427252	243		01-112000	664.92-
04/23/2023	PC	04/27/2023	427253	229		10-212100	32.60-
04/23/2023	PC	04/27/2023	427254	238		01-112000	60.03-
04/23/2023	PC	04/27/2023	427255	245		10-212300	1,882.94-
04/23/2023	PC	04/27/2023	427256	233		01-112000	50.79-
04/23/2023	PC	04/27/2023	427257	247		10-212100	1,612.58-
Grand Totals:							38,226.49-
				39			

Report Criteria:

Paid transmittals included

Begin Date: ALL

End Date: ALL

Transmittal Transaction.Check number = 041820231,420231,420232,41320231,051700

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount	GL Updated	Check Date
51700									
3	GREAT-WEST TRUST CO	51700	04/09/2023	55-01	457 CONTRIBUTION Deferred Comp - Pre Tax Pay Period: 4/9/2023	10-212500	145.00	Yes	04/18/2023
3	GREAT-WEST TRUST CO	51700	04/09/2023	55-02	457 CONTRIBUTION Deferred Comp - Roth Pay Period: 4/9/2023	10-212500	80.00	Yes	04/18/2023
Total 51700:							225.00		
420231									
6	WYO. DEPT OF EMPLOY	420231	01/29/2023	98-00	Qtrly SUTA/WC State Unemployment Tax Pay Period: 1/29/2023	10-212400	3.53	Yes	04/20/2023
6	WYO. DEPT OF EMPLOY	420231	01/29/2023	99-00	Qtrly SUTA/WC Worker's Compensation Pay Period: 1/29/2023	10-212600	1,959.40	Yes	04/20/2023
6	WYO. DEPT OF EMPLOY	420231	02/12/2023	98-00	Qtrly SUTA/WC State Unemployment Tax Pay Period: 2/12/2023	10-212400	3.34	Yes	04/20/2023
6	WYO. DEPT OF EMPLOY	420231	02/12/2023	99-00	Qtrly SUTA/WC Worker's Compensation Pay Period: 2/12/2023	10-212600	1,832.87	Yes	04/20/2023
6	WYO. DEPT OF EMPLOY	420231	02/26/2023	98-00	Qtrly SUTA/WC State Unemployment Tax Pay Period: 2/26/2023	10-212400	3.53	Yes	04/20/2023
6	WYO. DEPT OF EMPLOY	420231	02/26/2023	99-00	Qtrly SUTA/WC Worker's Compensation Pay Period: 2/26/2023	10-212600	1,940.17	Yes	04/20/2023
6	WYO. DEPT OF EMPLOY	420231	03/12/2023	98-00	Qtrly SUTA/WC State Unemployment Tax Pay Period: 3/12/2023	10-212400	3.44	Yes	04/20/2023
6	WYO. DEPT OF EMPLOY	420231	03/12/2023	99-00	Qtrly SUTA/WC Worker's Compensation Pay Period: 3/12/2023	10-212600	1,892.42	Yes	04/20/2023
6	WYO. DEPT OF EMPLOY	420231	03/26/2023	98-00	Qtrly SUTA/WC State Unemployment Tax Pay Period: 3/26/2023	10-212400	3.62	Yes	04/20/2023
6	WYO. DEPT OF EMPLOY	420231	03/26/2023	99-00	Qtrly SUTA/WC Worker's Compensation Pay Period: 3/26/2023	10-212600	1,959.05	Yes	04/20/2023
6	WYO. DEPT OF EMPLOY	420231	04/09/2023	98-00	Qtrly SUTA/WC State Unemployment Tax Pay Period: 4/9/2023	10-212400	3.51	Yes	04/20/2023
6	WYO. DEPT OF EMPLOY	420231	04/09/2023	99-00	Qtrly SUTA/WC Worker's Compensation Pay Period: 4/9/2023	10-212600	1,916.00	Yes	04/20/2023
6	WYO. DEPT OF EMPLOY	420231	04/09/2023	99-00	FD Transmittal Adjustment	10-422-120	905.18	Yes	04/20/2023
6	WYO. DEPT OF EMPLOY	420231	04/09/2023	99-00	Transmittal Adjustment	10-212600	2,044.83	Yes	04/20/2023
Total 420231:							14,470.89		
420232									
9	WYO DEPT OF EMPLOY	420232	01/29/2023	98-00	Qtrly CC SUTA/WC State Unemployment Tax Pay Period: 1/29/2023	10-212400	.02	Yes	04/20/2023
9	WYO DEPT OF EMPLOY	420232	01/29/2023	99-00	Qtrly CC SUTA/WC Worker's Compensation Pay Period: 1/29/2023	10-212600	123.65	Yes	04/20/2023
9	WYO DEPT OF EMPLOY	420232	02/12/2023	98-00	Qtrly CC SUTA/WC State Unemployment Tax Pay Period: 2/12/2023	10-212400	.02	Yes	04/20/2023
9	WYO DEPT OF EMPLOY	420232	02/12/2023	99-00	Qtrly CC SUTA/WC Worker's Compensation Pay Period: 2/12/2023	10-212600	123.65	Yes	04/20/2023
9	WYO DEPT OF EMPLOY	420232	02/26/2023	98-00	Qtrly CC SUTA/WC State Unemployment Tax Pay Period: 2/26/2023	10-212400	.02	Yes	04/20/2023
9	WYO DEPT OF EMPLOY	420232	02/26/2023	99-00	Qtrly CC SUTA/WC Worker's Compensation Pay Period: 2/26/2023	10-212600	123.65	Yes	04/20/2023
9	WYO DEPT OF EMPLOY	420232	03/12/2023	98-00	Qtrly CC SUTA/WC State Unemployment Tax Pay Period: 3/12/2023	10-212400	.02	Yes	04/20/2023
9	WYO DEPT OF EMPLOY	420232	03/12/2023	99-00	Qtrly CC SUTA/WC Worker's Compensation Pay Period: 3/12/2023	10-212600	123.65	Yes	04/20/2023
9	WYO DEPT OF EMPLOY	420232	03/26/2023	98-00	Qtrly CC SUTA/WC State Unemployment Tax Pay Period: 3/26/2023	10-212400	.02	Yes	04/20/2023

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount	GL Updated	Check Date
9	WYO DEPT OF EMPLOY	420232	03/26/2023	99-00	Qrtly CC SUTA/WC Worker's Compensation Pay Period: 3/26/2023	10-212600	123.65	Yes	04/20/2023
9	WYO DEPT OF EMPLOY	420232	04/09/2023	98-00	Qrtly CC SUTA/WC State Unemployment Tax Pay Period: 4/9/2023	10-212400	.02	Yes	04/20/2023
9	WYO DEPT OF EMPLOY	420232	04/09/2023	98-00	Qrtly CC SUTA/WC	10-212400	48.90-	Yes	04/20/2023
9	WYO DEPT OF EMPLOY	420232	04/09/2023	99-00	Qrtly CC SUTA/WC Worker's Compensation Pay Period: 4/9/2023	10-212600	123.65	Yes	04/20/2023
Total 420232:							693.12		
41320231									
2	WYOMING RETIREMENT	41320231	03/12/2023	51-01	WYOMING RETIREMENT PAYMENT Police Retirement Pay Period: 3/12/	10-212300	541.99	Yes	04/13/2023
2	WYOMING RETIREMENT	41320231	03/12/2023	51-01	WYOMING RETIREMENT PAYMENT Police Retirement Pay Period: 3/12/	10-212300	2,565.40	Yes	04/13/2023
2	WYOMING RETIREMENT	41320231	03/12/2023	51-02	WYOMING RETIREMENT PAYMENT Reg Retirement Pay Period: 3/12/20	10-212300	907.42	Yes	04/13/2023
2	WYOMING RETIREMENT	41320231	03/12/2023	51-02	WYOMING RETIREMENT PAYMENT Reg Retirement Pay Period: 3/12/20	10-212300	3,683.91	Yes	04/13/2023
2	WYOMING RETIREMENT	41320231	03/26/2023	51-01	WYOMING RETIREMENT PAYMENT Police Retirement Pay Period: 3/26/	10-212300	607.15	Yes	04/13/2023
2	WYOMING RETIREMENT	41320231	03/26/2023	51-01	WYOMING RETIREMENT PAYMENT Police Retirement Pay Period: 3/26/	10-212300	2,873.93	Yes	04/13/2023
2	WYOMING RETIREMENT	41320231	03/26/2023	51-02	WYOMING RETIREMENT PAYMENT Reg Retirement Pay Period: 3/26/20	10-212300	924.12	Yes	04/13/2023
2	WYOMING RETIREMENT	41320231	03/26/2023	51-02	WYOMING RETIREMENT PAYMENT Reg Retirement Pay Period: 3/26/20	10-212300	3,751.71	Yes	04/13/2023
2	WYOMING RETIREMENT	41320231	04/09/2023	51-01	WY Retirement Adjustment	10-212300	.05-	Yes	04/13/2023
Total 41320231:							15,855.58		
41820231									
1	EFTPS -TAXES	41820231	04/09/2023	74-00	FICA/FWT/WITHHOLDING DEPOSIT Social Security Pay Period: 4/9/202	10-212100	3,224.72	Yes	04/18/2023
1	EFTPS -TAXES	41820231	04/09/2023	74-00	FICA/FWT/WITHHOLDING DEPOSIT Social Security Pay Period: 4/9/202	10-212100	3,224.72	Yes	04/18/2023
1	EFTPS -TAXES	41820231	04/09/2023	75-00	FICA/FWT/WITHHOLDING DEPOSIT Medicare Pay Period: 4/9/2023	10-212100	754.17	Yes	04/18/2023
1	EFTPS -TAXES	41820231	04/09/2023	75-00	FICA/FWT/WITHHOLDING DEPOSIT Medicare Pay Period: 4/9/2023	10-212100	754.17	Yes	04/18/2023
1	EFTPS -TAXES	41820231	04/09/2023	76-00	FICA/FWT/WITHHOLDING DEPOSIT Federal Withholding Tax Pay Period	10-212200	4,977.66	Yes	04/18/2023
Total 41820231:							12,935.44		
Grand Totals:							44,180.03		

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount	GL Updated	Check Date
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Report Criteria:
Paid transmittals included
Begin Date: ALL
End Date: ALL
Transmittal Transaction.Check number = 041820231,420231,420232,41320231,051700

BEFORE THE WYOMING INDUSTRIAL SITING COUNCIL
STATE OF WYOMING

IN THE MATTER OF THE INDUSTRIAL)
 SITING PERMIT APPLICATION OF) DOCKET NO. DEQ/ISC 21-07
 ROCK CREEK WIND, LLC)

ORDER GRANTING TRANSFER OF PERMIT

WHEREAS Rock Creek Wind Energy, LLC (Rock Creek I) is the original permittee of DEQ/ISC Permit No. 21-07; and

1. Under DEQ/ISC Permit No. 21-07, the Rock Creek Wind Energy Project (Project) is permitted to be constructed in two phases.
2. Rock Creek I currently owns all Project assets and holds DEQ/ISC Permit No. 21-07.
3. Rock Creek I is a wholly owned subsidiary of Invenergy, LLC (Invenergy).
4. Rock Creek Wind II LLC (Rock Creek II), also a wholly owned subsidiary of Invenergy, will be assigned the second phase assets of the Project.
5. Rock Creek I/Rock Creek II/Invenergy and PacifiCorp will enter an agreement in which PacifiCorp will purchase and become the sole owner of the Project assets of both Rock Creek I and Rock Creek II, thereby making PacifiCorp the sole owner of the permitted Project.
6. Rock Creek I submitted a written request to the Industrial Siting Division of the Wyoming Department of Environmental Quality (Division) on February 14, 2023, to amend DEQ/ISC Permit No. 21-07 in order to accommodate the transfer of the second phase aspect of the Permit to Rock Creek II and then to transfer the Permit to PacifiCorp upon the execution of the sale of all Project assets to PacifiCorp.
7. Rock Creek II and PacifiCorp agree to comply with the terms, conditions and modifications contained in DEQ/ISC Permit No. 21-07.

8. Wyo. Stat. § 35-12-106(b) authorizes the Industrial Siting Council (Council) to allow a permit to be transferred to a person who agrees to comply with the terms, conditions and modifications contained in the permit.

9. Chapter 1, Section 14(b) of the Council's Rules and Regulations authorize transfers of permits to a different person buying the assets of the permitted facility if:

(i) The matter is initiated by a written request from the current permit holder and accompanied by a written acceptance of the permit, its terms and conditions by the prospective buyer.

(ii) The matter is heard by the Council at its next meeting after notice is published and parties are notified.

(iii) Appropriate officers of the current permit holder and the acquiring company are present for examination by the Council

10. Following the request to the Division, the Council's next available public meeting was on April 20, 2023, in Cheyenne, Wyoming. At that meeting, in accordance with Wyo. Stat. § 35-12-106(b), the Council heard the request for the proposed transfer.

11. Present during the consideration of the request were Council-members Dusty Spomer (Chairman), Jeff Wallace, Robert Spence, Brenda Schladweiler and Kristen Lee. Also present were representatives of Rock Creek I, Rock Creek II, Invenergy and PacifiCorp.


12. The Council considered the written request and verbal testimony during the meeting.

13. The representatives of the companies discussed the need to change the permittee name on DEQ/ISC Permit No. 21-07 based upon the assignment of the second phase assets to Rock Creek II and the forthcoming sale of all Project assets to PacifiCorp.

14. Based upon the evidence and testimony presented, the Council voted unanimously to approve the addition of Rock Creek II to DEQ/ISC Permit No. 21-07 and to the transfer of DEQ/ISC Permit No. 21-07 to PacifiCorp upon its purchase of the Project assets from Rock Creek I and Rock Creek II.

ACCORDINGLY, Rock Creek II is added to DEQ/ISC Permit No. 21-07 and the Permit is transferred to PacifiCorp upon its purchase of all Project assets.

So ordered this 26th day of April 2023.



Dusty Spomer, Chairman
Industrial Siting Council
200 West 17th Street, Suite 400
Cheyenne, WY 82001
(307) 777-7369

CERTIFICATE OF SERVICE

I hereby certify that the foregoing document was served by mailing a true and correct copy, postage prepaid, on the 27 day of April 2023, addressed to the following:

Wyoming Department of Environmental Quality - (ORIGINAL)
Industrial Siting Division
Attn: Christopher Toalson, Senior Economist Analyst
200 West 17th Street, 4th Floor
Cheyenne, Wyoming 82002

Greg Weisz – Attorney for Applicant
P.O. Box 765
Cheyenne, Wyoming 82003

Jenny Staeben – Attorney for Industrial Siting Division
Senior Assistant Attorney General
2424 Pioneer Avenue, 2nd Floor
Cheyenne, Wyoming 82002

Karl Anderson – Attorney for Industrial Siting Council
Supervising Attorney General
2424 Pioneer Avenue, 3rd Floor
Cheyenne, Wyoming 82002

Janine Jordan, City Manager
City of Laramie
P.O. Box C
Laramie, Wyoming 82073

Jennifer M. Curran
Attorney for Albany County
525 Grand Avenue, Suite 100
Laramie, Wyoming 82070

Sharon Biamon
Mayor of Town of Medicine Bow
P.O. Box 156
Medicine Bow, Wyoming 82329

CJ Leslie
Mayor of Town of Rock River
P.O. Box 280
Rock River, Wyoming 82083

Creed James
Mayor of Town of Saratoga
P.O. Box 486
Saratoga Wyoming, 82331

John Espy
Board of Carbon County Commissioners
P.O. Box 6
Rawlins, Wyoming 82301

Shawn Metcalf
City Manager, City of Rawlins
P.O. Box 953
Rawlins, WY 82301

Leif Johansson, Mayor
Town of Sinclair
P.O. Box 247
Sinclair, Wyoming 82334

Linda Crane, Town Clerk
Town of Elk Mountain
P.O. Box 17
Elk Mountain, Wyoming 82324

Lois Buchanan, Mayor
Town of Hanna
P.O. Box 99
Hanna, Wyoming 82327

Anne C. Brande, Executive Director
The Albany County Conservancy
224 East Iverson Avenue
Laramie, Wyoming 82070


Industrial Siting Division

TOWN OF SARATOGA

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

www.saratoga.govoffice2.com

Phone: 307-326-8335

Fax: 307-326-8941

Email: townhall@saratogawyo.org

Mayor Creed James

Councilman Ben Spaulding Councilman Jon Nelson Councilwoman D'Ron Campbell Councilman Ron Hutchins

Rock Creek Wind, LLC Impact for Police Department

The Town of Saratoga will be requesting \$46,200 to cover unmitigated law enforcement costs associated with the project. While Saratoga may be a long distance away from the project, it was the same driving distance from the project as Rawlins. We anticipate having temporary workers from the project come to Saratoga for dining, drinking, and recreation. Based on past experience with other projects, we believe the Town will incur additional law enforcement costs in the amount of \$46,200. This figure was based on the following formula:

Project Duration: 21 MONTHS

Overtime Officer Rate: \$40.60/HR

Additional Patrol Needs: 12.50 HRS/WEEK (average)

Overtime Cost per Hour x Hours per Week x Weeks of Project Duration = Impact Cost

$\$40.60 * 12.50 * [(52/12) * 21] = \$46,182.50$ (Rounded up to \$46,200)





Wyoming Association of Municipalities

Building Strong Communities

TO: **All Mayors**

FROM: Earla Checchi, Finance Manager

SUBJECT: **Voting Delegates for the 2023 WAM Summer Convention**

DATE: March 15, 2023

We are requesting that your municipality's governing body appoint its **Official Voting Delegate** and **alternate** to WAM's Summer Convention Business Meeting, held Thursday, June 8, 2023, in Cody. Items that your Voting Delegate will be voting on may include By-law changes, Resolutions, Membership Dues. **Any** individual member of the association is entitled to speak during the June business meeting. However, when a vote is taken on any action the official voting delegate, or the alternate, is the **only one allowed to vote** for the city or town. Any elected or appointed official/staff may be designated by the city/town as its official voting delegate.

Please complete the attached form and email, mail, or fax it to WAM by Friday, May 26, 2023. We appreciate your cooperation and prompt action on this matter to ensure that each municipality is represented by a person who has been duly authorized by your governing body to take an active role in the business meeting.

If you find your official delegate is not able to attend the conference at the last moment, you may re-appoint someone else. For this change to be accepted we do need the change **in writing**. You may send/fax it to the WAM office by **Friday, May 26** or your voting delegate may bring the written change/authorization to the convention and submit it to the WAM registration desk **by Wednesday, June 7 before 12:00pm**. After that time, changes will not be accepted.

Please contact us with any questions.

Ensure YOUR community has a VOICE and a VOTE at the June business meeting!

**WYOMING ASSOCIATION OF MUNICIPALITIES
2023 WAM SUMMER CONVENTION
OFFICIAL VOTING DELEGATE FORM**

The following person has been selected as the ***Official Voting Delegate*** for the 2023 WAM Summer Convention Business Meeting in Cody, Thursday, June 8, 2023.

City/Town: _____

Name: _____

Title: _____

Alternate Delegate will be: _____

Title: _____

Date Approved by the City/Town Council: _____

Attest: _____ (City/Town Clerk)

PLEASE EMAIL, MAIL OR FAX TO WAM NO LATER THAN May 26, 2023.

315 West 27 Street, Cheyenne, WY 82001

Phone (307) 275-8376, Fax (307) 632-1942 or

Email to Earla Checchi at: checchi@wyomuni.org

**U.S. SENATOR
JOHN BARRASSO**

**GOVERNOR
MARK GORDON**

**U.S. SENATOR
CYNTHIA LUMMIS**

WYOMING FEDERAL FUNDING SUMMIT

**JUNE 12-15, 2023
SHERIDAN COLLEGE**

Free professional training on identifying, applying for, securing and managing federal funds. Interact with and hear directly from state and federal agencies. Towns, cities and counties are encouraged to attend.

Registration required, opens May 15th

lummis.senate.gov/federal-funding-summit-rsvp/



WAM-JPIC

Partners for Health

tel: 307.632.0398
fax: 307.632.1942

RECEIVED
APR 24 2023

Item 13)

MEMORANDUM

TO: WAM-JPIC Health Administrators
FROM: Earla Checchi, Finance Manager
DATE: April 20, 2023
SUBJECT: Annual Renewal Information

Attached you will find your Annual Renewal information and form as well as the renewal rates for your group.

Over the past several years the WAM-JPIC program has performed well. We all recognize that health care costs continue to rise annually and the Board's philosophy regarding premium rates continues to reflect this reality. After careful review of all aspects of the program (claims experience, premium revenue, and reserves) the WAM-JPIC Board voted for the following components: 1) a 1% increase for medical rates, 2) **tier adjustments that reflect each entity's risk and claims experience, one tier change is the maximum per year and could result in an increase or decrease in premiums of approximately 5%,** 3) **2% increase for dental, and no increase in vision premiums,** 4) **an increase for rate adjustments which could result in an additional increase to premiums based on your deductible.**

A review of the program benefits was also conducted, and it was determined that the five basic benefit options should remain in place in the coming contract year. The benefit options available include a \$500, \$1,000, \$1,500, and \$2,000 deductible, with coinsurance, as well as an HDHP (High Deductible Health Plan) option. A summary of these benefits has been included.

The WAM-JPIC program is essentially owned by its members, all of whom are municipalities or related joint powers boards. Revenues are used to pay for claims and expenses, but there is no "profit" to be paid to an outside entity. Excess revenues, if any, stay with WAM-JPIC and are added to the program reserves or returned to the members in the form of a premium holiday.

As stated earlier, the cost of medical care and prescription drugs is continuing to rise. The Board continues to work in conjunction with Blue Cross Blue Shield of Wyoming to hold down the cost of insurance. Through our relationship with Blue Cross Blue Shield of Wyoming our employees have access to a large network of providers who have agreed to accept our allowance as payment in full and will not bill the patient for amounts over the allowance. Be sure that your employees use a participating provider whenever possible as this will result in lower costs for both the plan and the employee.

What are the advantages of WAM-JPIC?

Premium Value. One of the distinguishing factors of WAM-JPIC is that over 90% of the money received through premiums is used for claim expenses. You can rest assured that the amount of premium dollars used for non-claims expenses (commissions, administration, distribution, profit) in the WAM-JPIC program is substantially lower than that found in the private insurance market. WAM-JPIC is fortunate that we have maintained this high-level premium utilization for so many years. The Board is committed to keeping this percentage for the future.





WAM-JPIC

Partners for Health

tel: 307.632.0398

fax: 307.632.1942

There is Long-Term Stability with WAM-JPIC. This has been proven over the many years of existence. We have found that over a period of years, the increases have been and still are below those imposed by others in the industry. WAM-JPIC does not claim to be the least expensive insurance for any single year; however, we are determined to maintain consistent and stable rates and provide benefits as good as or better than those in the industry, meeting the needs of all the member entities.

WAM-JPIC is governed by a Board consisting of elected and appointed officials from member Wyoming municipalities and joint powers boards, not by an out-of-state company who does not understand municipalities, JPB's or Wyoming. This Board knows Wyoming and understands the unique healthcare environment facing Wyoming municipalities, JPB's and their employees. Wyoming does not have the luxury of competition among medical facilities and providers as do other states with large metropolitan areas.

The WAM-JPIC program is a pool of 67 member entities. Everyone shares in the risks, the good and the bad. When one member has a 'bad' year with a catastrophic event, the risk is shared with the others. And the same holds true when there is a 'good' year. Your entity may be helping others. The system is stabilized with eighteen rate tiers that keep rates equitable. Tier changes are limited to one tier per year, both up and down. If one entity experiences a 'bad' year their tier may increase by one. The same holds true if an entity has a 'good' year that would lead to a one tier decrease. There is a cap at the bottom and at the top. The Board strives for this stability because it helps to maintain the health of the pool. All of the claim's funding goes into the 'pot' and all of the claims come out of the 'pot'.

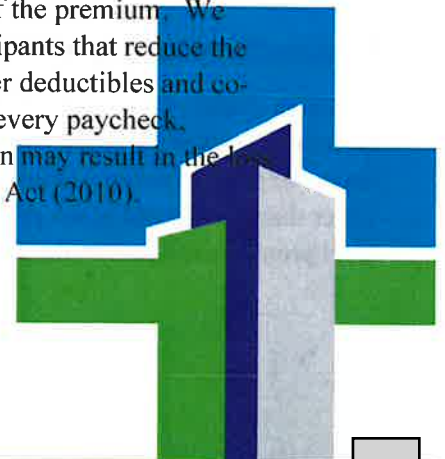
What can WAM-JPIC members do to control costs?

HRA's (Health Reimbursement Arrangements) as well as other "Tax Efficient" programs are available through WAM-JPIC. We encourage you to review the enclosed material and call if you have any questions. In general, this year's increase is just a "higher cost of doing business" that affects everyone today. We have checked with those outside the public sector and the story is the same. Health care costs are increasing, and rates are increasing. No matter what any employer does, claims are claims. Premiums must keep up with costs to pay for the claims. This cannot happen unless cost increases are matched by premium increases.

To help members control their costs, WAM-JPIC offers a choice of Plans with several deductibles, as well as an HDHP. We also offer Dental and Vision options that can be added to any of the five plans.

Some members may be thinking about asking employees to pay a share (or larger share) of the premium. We encourage you to be cautious – you don't want to drive away the young and healthy participants that reduce the average cost of the program. In general, employees prefer to take their chances with higher deductibles and co-payments. When employees contribute more of the premium, they are forced to pay with every paycheck, whether or not they have any claims. Additionally, a change in your employee contribution may result in the loss of your grandfathered status under the terms of the Patient Protection and Affordable Care Act (2010).

Thank you for being a member of WAM-JPIC.





WAM-JPIC

Partners for Health

tel: 307.632.0398

fax: 307.632.1942

Attached are Several Forms that you will need to complete and return to the WAM office by May 12, 2023.

The annual renewal on July 1st is the only time that changes in benefits, probationary period, or eligible classes are allowed.

Health Benefit Selection Form

- **STATUS**
 - The 'Probationary Period' you choose to select will be applicable to individuals hired on or after July 1, 2023.
 - Employer/Employee Contribution

Please verify or make the appropriate corrections on the form.

- **CURRENT MEDICAL COVERAGE** – Listed is the Plan you are currently on. **Please circle the Plan you wish for the upcoming year.**
- **CURRENT DENTAL COVERAGE** – Listed is whether or not you have chosen the Dental Option. **Please circle "yes or no" as your choice for the upcoming year.**
- **CURRENT VISION COVERAGE** - Listed is whether or not you have chosen the Vision Option. **Please circle "yes or no" as your choice for the upcoming year.**

The reverse side of this Form explains the 5 Medical Benefit Options available to municipalities.

Loss of Grandfathered Status Form

- The bulletin titled "Maintaining Grandfathered Status" provides an overview of ways in which you can lose your grandfathered status and the consequences of doing so.
- If you choose to make a change to your plan that results in the loss of your grandfathered status you will need to complete, sign and date this form.

Employer Contribution Certification Form

- The bulletin titled "Employer Contribution and Grandfathered Status" provides an explanation of how changes to your employer contribution affect your grandfathered status along with several examples.
- Once your city/town council has made its final decision regarding employer contribution, please check the appropriate box and, if applicable, add a description of your contribution change in the space provided.
- Finally, please sign and date the form.

Sign, date, fax (307.632.1942); email checchi@wyomuni.org the forms back to Earla. For more information and details on the WAM-JPIC Medical Benefits please call Earla at the WAM office, 307-632-0398.

WAM - JPIC
 CALCULATION OF GROUP RENEWAL PREMIUM
 CONTRACT YEAR 7/2023 - 6/2024

GROUP NAME:	TOWN OF SARATOGA	
CURRENT COVERAGE:	\$500 Deductible Plan	With Dental With Vision
NEW COVERAGE:	\$500 Deductible Plan	With Dental With Vision
CURRENT RATE LEVEL:	18	
NEW RATE LEVEL:	19	

	CURRENT ENROLLMENT	CURRENT RATES	NEW RATES	PERCENT INCREASE
SINGLE	4	\$ 1,030.18	\$ 1,082.58	5.09%
ADULT + CHILD	1	\$ 1,775.59	\$ 1,865.19	5.05%
ADULT + CHILDREN	2	\$ 1,775.59	\$ 1,865.19	5.05%
TWO ADULTS	6	\$ 2,056.97	\$ 2,161.78	5.10%
FAMILY	7	\$ 2,801.93	\$ 2,943.95	5.07%
TOTAL	20	\$ 41,402.82	\$ 43,504.22	5.08%

Please Note:

This comparison is based on standard life coverage at the 2023 - 2024 life rates as provided through Dearborn National Life Insurance. These rates reflect \$10,000 life and accidental death and dismemberment. This amount reduces by 25% at age 70 and terminates at retirement. If elected, the amount of spouse coverage is \$1,000, dependent children birth to 6 months is \$500 and dependent children 6 months to 19 (25 if full time student) is \$1,000. Individual's rates may vary due to the election of different life insurance options. You will receive a separate bill from Dearborn National Life Insurance for the program you have.

This comparison does not include COBRA contracts

Current Enrollment as of 3/2023

**WAM-JPIC HEALTH INSURANCE RATES
INCLUDES STANDARD LIFE
JULY 2023 - JUNE 2024**

Tier 19

	Medical Only	Medical & Dental	Medical & Vision	Medical, Dental & Vision
\$500 Deductible Plan				
Single	1,051.85	1,077.91	1,056.52	1,082.58
Adult & Child	1,785.95	1,857.07	1,794.07	1,865.19
Adult & Children	1,785.95	1,857.07	1,794.07	1,865.19
Two Adults	2,100.24	2,152.42	2,109.60	2,161.78
Family	2,834.00	2,931.16	2,846.79	2,943.95
\$1,000 Deductible Plan				
Single	1,014.47	1,040.53	1,019.14	1,045.20
Adult & Child	1,722.39	1,793.51	1,730.51	1,801.63
Adult & Children	1,722.39	1,793.51	1,730.51	1,801.63
Two Adults	2,025.45	2,077.63	2,034.81	2,086.99
Family	2,733.01	2,830.17	2,745.80	2,842.96
\$1,500 Deductible Plan				
Single	984.35	1,010.41	989.02	1,015.08
Adult & Child	1,671.32	1,742.44	1,679.44	1,750.56
Adult & Children	1,671.32	1,742.44	1,679.44	1,750.56
Two Adults	1,965.40	2,017.58	1,974.76	2,026.94
Family	2,651.95	2,749.11	2,664.74	2,761.90
\$2,000 Deductible Plan				
Single	960.27	986.33	964.94	991.00
Adult & Child	1,630.24	1,701.36	1,638.36	1,709.48
Adult & Children	1,630.24	1,701.36	1,638.36	1,709.48
Two Adults	1,917.09	1,969.27	1,926.45	1,978.63
Family	2,586.73	2,683.89	2,599.52	2,696.68
HSA Eligible HDHP				
Single	967.05	993.11	971.72	997.78
Adult & Child	1,531.37	1,602.49	1,539.49	1,610.61
Adult & Children	1,531.37	1,602.49	1,539.49	1,610.61
Two Adults	1,800.74	1,852.92	1,810.10	1,862.28
Family	2,429.68	2,526.84	2,442.47	2,539.63

WAM-JPIC Health Benefit Selection Form

315 W. 27th St.

Cheyenne, WY 82001

(307) 632 - 0398

(307) 632 - 1942 FAX

TOWN OF SARATOGA

248306

Please refer to the attached "Calculation of Group Renewal Premium" to determine the benefit plan for which rates have been provided, including optional benefits such as dental and vision. A brief overview of the plan benefits are on the reverse side of this sheet. Refer to the Benefit Document for specific details, exclusions and limitations.

The annual renewal at July 1st is the only time that changes in benefits and probationary periods can be made. Our records indicate the following information for your plan. Please make changes as may be needed. Please review the plan outlines and select one as your group's coverage for the upcoming contract year. **You must complete this form and return it to the WAM office by May 12, 2023.**

Please verify the status of the following for your plan:

Probationary Period: 30 days _____
The available probationary periods are 0 days, 30 days, or 60 days.
Please select one of the available options.

Portion of Employee Premium paid by Employer: 100% _____
 Portion of Dependent Premium paid by Employer: 100% _____

Is the above information correct as stated? (circle one) Yes No If no, please correct.

Current Medical Coverage: \$500 Deductible Plan

Medical Coverage for the upcoming contract year (circle one):

Plan 1	Plan 2	Plan 3	Plan 4	Plan 5
\$500 Deductible	\$1,000 Deductible	\$1,500 Deductible	\$2,000 Deductible	HSA Eligible HDHP

Current Dental Coverage: Yes

Dental Coverage for the upcoming contract year (circle one): Yes No

Current Vision Coverage: No

Vision Coverage for the upcoming contract year (circle one): Yes No

We have selected the above noted plans for our WAM-JPIC group for the 7/2023 - 6/2024 Contract Year.

Print Name _____ Title _____

Signed _____ Date _____

Medical Benefit Options

WAM-JPIC Pays

Member Pays

PLAN 1

\$500 annual calendar year deductible (\$1,000 family)				
20%	80%	In-hospital services, surgical-medical, maternity, home and office calls, inpatient rehabilitation and other covered services.		
100%		Certain preventative care benefits when provided by an in-network provider or by a licensed health fair.		
Medical Out-of-Pocket expenses including deductible	Single		Family	
	In Network	Out of Network	In Network	Out of Network
	\$1,500	\$1,650	\$3,000	\$3,300
100% of Allowable Charges for the remainder of the calendar year.				
Prescription Rx	\$5.00 copay + 20% for generic drugs \$10.00 copay + 20% for formulary brand name drugs \$20.00 copay + 50% for non-formulary brand name drugs \$1,800 maximum out-of-pocket per member per year (\$3,600 family)			

PLAN 2

\$1,000 annual calendar year deductible (\$2,000 family)				
20%	80%	In-hospital services, surgical-medical, maternity, home and office calls, inpatient rehabilitation and other covered services.		
100%		Certain preventative care benefits when provided by an in-network provider or by a licensed health fair.		
Medical Out-of-Pocket expenses including deductible	Single		Family	
	In Network	Out of Network	In Network	Out of Network
	\$2,000	\$2,200	\$4,000	\$4,400
100% of Allowable Charges for the remainder of the calendar year.				
Prescription Rx	\$5.00 copay + 20% for generic drugs \$10.00 copay + 20% for formulary brand name drugs \$20.00 copay + 50% for non-formulary brand name drugs \$1,800 maximum out-of-pocket per member per year (\$3,600 family)			

PLAN 3

\$1,500 annual calendar year deductible (\$3,000 family)				
20%	80%	In-hospital services, surgical-medical, maternity, home and office calls, inpatient rehabilitation and other covered services.		
100%		Certain preventative care benefits when provided by an in-network provider or by a licensed health fair.		
Medical Out-of-Pocket expenses including deductible	Single		Family	
	In Network	Out of Network	In Network	Out of Network
	\$2,500	\$2,750	\$5,000	\$5,500
100% of Allowable Charges for the remainder of the calendar year.				
Prescription Rx	\$5.00 copay + 20% for generic drugs \$10.00 copay + 20% for formulary brand name drugs \$20.00 copay + 50% for non-formulary brand name drugs \$1,800 maximum out-of-pocket per member per year (\$3,600 family)			

PLAN 4

\$2,000 annual calendar year deductible (\$4,000 family)				
20%	80%	In-hospital services, surgical-medical, maternity, home and office calls, inpatient rehabilitation and other covered services.		
100%		Certain preventative care benefits when provided by an in-network provider or by a licensed health fair.		
Medical Out-of-Pocket expenses including deductible	Single		Family	
	In Network	Out of Network	In Network	Out of Network
	\$3,000	\$3,300	\$6,000	\$6,600
100% of Allowable Charges for the remainder of the calendar year.				
Prescription Rx	\$5.00 copay + 20% for generic drugs \$10.00 copay + 20% for formulary brand name drugs \$20.00 copay + 50% for non-formulary brand name drugs \$1,800 maximum out-of-pocket per member per year (\$3,600 family)			

PLAN 5

HSA Eligible HDHP		\$1,500 single type contract ¹ annual calendar year deductible		
		\$3,000 family type contract ¹ annual calendar year deductible		
20%	80%	In-hospital services, surgical-medical, maternity, home and office calls, inpatient rehabilitation and other covered services.		
100%		Certain preventative care benefits when provided by an in-network provider or by a licensed health fair.		
Medical Out-of-Pocket expenses including deductible	Single Type Contract		Family Type Contract	
	In Network	Out of Network	In Network	Out of Network
	\$3,500	\$3,850	\$7,000	\$7,700
100% of Allowable Charges for the remainder of the calendar year.				
Accident Rider - None				
Prescription Rx - Subject to Deductible and Coinsurance (managed pharmacy discounts apply)				
¹ Important Information regarding HSA-Eligible Plans: Federal Law requires HSA-Eligible plans to be either "Single Type" or "Family Type" plans.				
If you enroll as Two Adult, Adult and Dependent(s), or Family, you will be covered under a "Family Type" plan.				
If you enroll as a Single, you will be covered as a "Single Type" plan.				

**WAM-JPIC HEALTH INSURANCE RATES
JULY 2023 - JUNE 2024**

	Dental	Vision
Single	26.06	4.67
Adult & Child	71.12	8.12
Adult & Children	71.12	8.12
Two Adults	52.18	9.36
Family	97.16	12.79

STANDARD LIFE SCHEDULE OF BENEFITS

(Note: Dependent eligibility is different than the health eligibility)

We appreciate the opportunity to serve the employees of Wyoming Association of Municipalities by providing Group Life, Accidental Death and Dismemberment, and Dependent Life insurance through the Dearborn Group. This is an illustration showing your group life rates effective July 1, 2023.

Basic Life / AD&D	\$.33 Per \$1000 of Coverage
Dependent Life	\$.37 Per Family Unit

Life & AD&D Premiums

Single	\$3.30
Family	\$3.67

Note: Rates will be guaranteed until July 1, 2024.

These rates reflect \$10,000 life and accidental death and dismemberment. This amount reduces by 25% at age 70 and terminates at retirement. If elected, the amount of spouse coverage is \$1,000, dependent children birth to 6 months is \$500 and dependent children 6 months to 19 (25 if full time student) is \$1,000. If an individual group has life coverage in excess of \$10,000 or dependent life in excess of \$1,000, your premium will be increased accordingly.

If you have any questions regarding your benefits under this program, please contact our Life Department at our home office in Cheyenne. The number is 1-888-557-2384.

March 21, 2023

TOWN OF SARATOGA

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



Special Events Application

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

DISCLAIMER

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

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

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

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

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

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

Sincerely,

Marie Christen
Town Clerk

Phone: 307-326-8335
Fax: 307-326-8941
E-mail: townhall@saratogawyo.org

TOWN OF SARATOGA
SPECIAL EVENTS APPLICATION

Applicant Name: <u>Joe Elder</u>	Organization: <u>Saratoga Days Committee</u>
Address: <u>PO Box 128, Saratoga, WY 82331</u>	Address: <u>→</u>
City/State/Zip: <u>Saratoga, WY 82331</u>	City/State/Zip: <u>Scott McTigue</u>
Phone: <u>307-326-7822</u>	Phone: <u>307-760-9738</u>
Cell: <u>307-321-3960</u>	Cell: <u>thehubbas@yahoo.com</u>
e-mail: <u>pucc@carbonpower.net</u>	e-mail: <u>thehubbas@yahoo.com</u>
Date of the Event: <u>July 1, 2023</u>	Start Time for Event: <u>10 am</u>
Location of Event: <u>Bridge Ave</u>	End Time for Event: <u>music starts around 3 pm</u> <u>11 pm</u>

Please check one:

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

Describe briefly the proposed event.

Street dance w/ live music, vendors, food, games, art, etc

Use additional sheet if necessary.

Location of the event(please be specific)

Bridge Ave between 1st Street and River St.

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

Approximate number of participants expected: 250-400

Approximate number of support staff/volunteers: 8-10

Number of vehicles anticipated and parking requirements: N/A

Will town property be used for this event: Bridge Ave

☒ yes ☐ no (if yes, please explain fully)

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

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

- What traffic control or parking issues are you anticipating: None - no issues in the past - River St./PWC available for parking.

- What parking plan have you in place: River St./PWC available for parking.

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

Street closure - Bridge Ave between 1st St. and River St. Occasional PD presence as available

- What are your security plans: : n/a

- What services are required from the Fire Department? : N/a

- What services are required from the Planning Commission? : n/a

- What plans have you made for garbage containment and removal? Summit Sanitation providing trash service & volunteer crew to help at the end of the event

- What plans have you made for sanitary control/portable toilets?: Assy Wagon to provide sanitary/portable toilets.

- Will you be serving food? If yes, have you contacted the State of Wyoming Certified Food Safety Professional at 307-326-8001 for food service requirements: N/a - vendors themselves satisfy food service requirements.

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

Cantina, Rustic, Wolf & Saratoga Resort

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

- Any other request by applicant: :

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

Joe Elder Scott & Michelle McThaine, Amanda Shakhady, Lauren Trostle & Megan Martin

On-site

Manager: Scott McIlwaine
 Home Phone: _____ Cell Phone: 307-760-9138
 Alternate On-site Manager
 Home Phone: Joe Elder Cell Phone: 307-321-3960

Insurance Information: (if applicable)

Name of Insurance

Company: Burns Insurance
 Address: PO Box 130, Saratoga, WY 82331
 Phone Number: 307-326-8825
 Contact Person: Lori Brediweg
 Policy Number: pending

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

Billing Address (if different than previously identified)

Firm/Name: _____
 Street Address: _____
 City/State/Zip: _____
 Fax Number: _____
 Phone: _____

Special Terms and Conditions to the Special Event Application

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

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

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

Dated this 27, day of April, 20 23

Joe Elder
 Applicant Signature



TOWN OF SARATOGA SPECIAL EVENTS APPLICATION CONDITIONS

Please initial each condition as read

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



What other agencies or groups have you contacted?

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

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

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

TOWN OF SARATOGA SPECIAL EVENTS SIGN OFF SHEET

Proposed Special Event: Saratoga Days

Date of Special Event: July 1, 2023

Approved: _____ Date: _____
Planning and Zoning Officer

Approved: _____ Date: _____
DPW Supervisor

Approved: _____ Date: _____
Police Chief

Approved: _____ Date: _____
Fire Chief

Approved: _____ Date: _____
Planning Commission

Approved: _____ Date: _____
Town Council

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

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

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

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

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

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

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

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

Application approved:

Mayor /Clerk

Date: _____



TOWN OF SARATOGA

PO BOX 486
PHONE: 326-8335

APPLICATION FOR STREET CLOSURE

DATE: 4-27-23

A street closure permit issued by the Town of Saratoga authorizes any person holding the authority to temporarily close any area to vehicular traffic for any gatherings within the municipal boundaries of the Town of Saratoga, and under the Town of Saratoga Municipal Code 5.08.220

APPLICANT NAME: Saratoga Days - Joe Elder
BUSINESS NAME: Saratoga Days Committee
BUSINESS ADDRESS: PO Box 128, Saratoga, WY 82331
PHONE NO. 307-326-7822
REASON FOR PERMIT REQUEST: Saratoga Days Street Closure
LOCATION OF OFF - PREMISES: Bridge Ave between 1st Street and River
DATE(S) REQUESTED: July 1, 2023 TIME: 6am - 11pm
ORIGINAL PERMIT REQUEST
TIME: STREET:
ADDITIONAL REQUEST:
TIME: STREET:
TIME: STREET:
PARKING LOT CLOSURE: TIME:
RE-ROUTE TRAFFIC:

The applicant agrees to comply fully with the Saratoga Municipal Code governing the license requested, and further declares that the foregoing information contained in this application is true and correct.

Applicant Signature: Joe Elder Date: 4-27-23

STATE of WYOMING)
ss
COUNTY of CARBON)



before me this 27 day of April, 2023
[Signature]
Notary Public

My Commission expires: 05/24/2024

THE FOLLOWING IS FOR OFFICIAL USE ONLY

APPROVED BY: MAYOR SIGNATURE DATE:

APPROVED BY: CLERK SIGNATURE DATE:

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



Permit No. _____
 Permit Fee: \$25.00 Fee Paid: _____ Receipt No. _____

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

APPLICANT NAME: Saratoga Days - Joe Elder
 NAME OF EVENT: Saratoga Days
 ADDRESS (City/State/Zip): PO Box 128, Saratoga, WY 82331
 TELEPHONE NO.: 307-326-7822

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

ORGANIZATION NAME: _____
 ORGANIZATION ADDRESS: See above
 ORGANIZATION TELEPHONE NO.: _____

IS THE APPLICANT THE CONTACT PERSON FOR THE EVENT: _____

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

Scott McElvaine 307-760-9738; Joe Elder 307-321-3960

LOCATION OF EVENT: Bridge Ave between 1st and River

DATE(S) OF EVENT: July 1, 2023

PERMIT HOURS

REQUESTED: 10am → 11pm

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

Applicant Signature: Joe Elder Date: 4/27/2023

Approval

Date: _____

Mayor: _____

Clerk: _____

Copies to:
 Saratoga Police Department

TOWN OF SARATOGA

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



Item 15)

Special Events Application

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

DISCLAIMER

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

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

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

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

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

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

Sincerely,

Marie Christen
Town Clerk

Phone: 307-326-8335
Fax: 307-326-8941
E-mail: townhall@saratogawyo.org

TOWN OF SARATOGA
SPECIAL EVENTS APPLICATION

Item 15)

Applicant Name: <u>CHRIS SHANNON</u>	Organization: <u>TOGA PRODUCTIONS</u>
Address: <u>PO Box 1400</u>	Address: <u>PO Box 1400</u>
City/State/Zip: <u>SARATOGA, WY 82331</u>	City/State/Zip: <u>SARATOGA, WY 82331</u>
Phone: _____ Cell: <u>321 3314</u> e-mail: <u>shannonc@pgmail.com</u>	Phone: _____ Cell: <u>SAME</u> e-mail: <u>SAME</u>
Date of the Event: <u>6/3/23</u>	Start Time for Event: <u>5 PM</u>
Location of Event: <u>THE YARD 108 SE RIVER ST.</u>	End Time for Event: <u>10 PM</u>

Please check one:

- ☐ SMALL EVENT – less than 100 participants
☒ LARGE EVENT – more than 100 participants

Describe briefly the proposed event.

12TH H. WATER HOEDOWN
feat. 10th STRANGER, LOW WATER STRING BAND, JSHOGREN NOISEFOLK
 Use additional sheet if necessary.

Location of the event(please be specific)

THE YARD 108 SE RIVER ST.

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

Approximate number of participants expected: 300

Approximate number of support staff/volunteers: 10

Number of vehicles anticipated and parking requirements: C. 50

Will town property be used for this event: No
☐ yes ☐ no (if yes, please explain fully)

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

- What traffic control or parking issues are you anticipating: NONE

- What parking plan have you in place: SARATOGA AUTO GLASS, HOTELS, AROUND TOWN, RIGHT OF WAY PARALLEL

- What services do you require from the Police Department or DPW?: NONE

- What are your security plans: VOLUNTEER STAFF

- What services are required from the Fire Department?: NONE

- What services are required from the Planning Commission?: NONE

- What plans have you made for garbage containment and removal? LINED BARRELS PICKUP TRUCK

- What plans have you made for sanitary control/portable toilets?: SUFFICIENT # OF POTS ON PROPERTY

- Will you be serving food? If yes, have you contacted the State of Wyoming Certified Food Safety Professional at 307-326-8001 for food service requirements: NO

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

BACK DECK @ 110 E RIVER ST, 24 HR. MALT BEV. PERMIT, ALL ENTRANTS CARDED / DESIGNATED LEGAL BY HAND STAMP CHRIS SHANNON, CINDY BLOOMQUIST

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

N/A

- Any other request by applicant: NO

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

CHRIS SHANNON, CINDY BLOOMQUIST

On-site

Manager: CHRIS SHANNON

Home Phone: _____

Cell Phone: 321 3314Alternate On-site Manager CINDY BLOOMQUIST

Home Phone: _____

Cell Phone: 321 3880**Insurance Information: (if applicable)**

Name of Insurance _____

Company: _____

Address: _____

Phone Number: _____

Contact Person: _____

Policy Number: _____

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

Billing Address (if different than previously identified)

Firm/Name: _____

Street Address: _____

City/State/Zip: _____

Fax Number: _____

Phone: _____

Special Terms and Conditions to the Special Event Application

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

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

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

Dated this 28th, day of APRIL, 20 23

C. Shannon
Applicant Signature

What other agencies or groups have you contacted?
Have you received Applications from these agencies for your event (IF APPLICABLE)?
Please circle applicable agencies and attach a copy of the Application.

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

TOWN OF SARATOGA SPECIAL EVENTS SIGN OFF SHEET

Proposed Special Event: _____

Date of Special Event: _____

Approved: _____ Date: _____
 Planning and Zoning Officer

Approved: _____ Date: _____
 DPW Supervisor

Approved: _____ Date: _____
 Police Chief

Approved: _____ Date: _____
 Fire Chief

Approved: _____ Date: _____
 Planning Commission

Approved: _____ Date: _____
 Town Council



TOWN OF SARATOGA SPECIAL EVENTS APPLICATION CONDITIONS

Please initial each condition as read

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Application approved:

Mayor /Clerk

Date: _____

TOWN OF SARATOGA
P.O. BOX 486
SARATOGA WY 82331

Item 15)

Receipt No: 1.021562

Apr 28, 2023

CHRIS SHANNON

Permits & Fees - MALT BEVERAGE PERMIT FOR HI WATER HOE DOWN 10-320-210 LIQUOR & MOBILE VENDING PERMIT	25.00
<hr/>	
Total:	25.00
<hr/>	
Cash	25.00
Total Applied:	25.00
<hr/>	
Change Tendered:	.00
<hr/>	

04/28/2023 10:13 AM

24 HOUR/DAILY ALCOHOLIC BEVERAGE SALES

Item 15)

PERMIT APPLICATION (W.S. 12-2-203, 12-4-502)

PERMIT VALID FOR ONLY ON-PREMISE SALES AND CONSUMPTION AT THE PERMITTED EVENT, NO PACKAGE SALES ALLOWED

To be completed by City/County Clerk

Date filed with clerk: ____/____/____	Local Permit #: _____
Permit Fee Per Day: \$ _____	(\$50.00 maximum fee per day)
Number of Days: _____	
Total Permit Fee: \$ _____	(Permit fee per day x number of days)
Permit Date: <u>6/3/2023</u> through <u>1/1</u>	

Applicant: CHRIS SHANNON

Business/Trade Name (DBA): _____

Contact Person: CHRIS SHANNON Phone: (307) 321-3314

Address: 110 SE RIVER ST. City: SARATOGA State: WY Zip: 82331

Mailing Address: PO Box 1400 City: " State: " Zip: "

Business Phone: (307) 321-3314 Email Address: shannoncp@gmail.com

Event Name: 12TH HIWATER HOEDOWN Event Location: THE YARD 100 SE RIVER ST.

FILING IN (CHOOSE ONLY ONE) <input checked="" type="checkbox"/> CITY OF: <u>SARATOGA</u> <input type="checkbox"/> COUNTY OF: _____		FILING AS (CHOOSE ONLY ONE) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LP/LLP <input type="checkbox"/> LLC <input checked="" type="checkbox"/> CORPORATION <input type="checkbox"/> LTD PARTNERSHIP <input type="checkbox"/> ORGANIZATION <input type="checkbox"/> OTHER _____	
TYPE OF PERMIT (CHOOSE ONLY ONE)			
<input checked="" type="checkbox"/> MALT BEVERAGE PERMIT (W.S. 12-4-502(a)/W.S. 12-2-201(b)) Malt beverage permit applicants receiving anything of value (i.e. money, goods and or services from any industry representative must answer the following: (W.S. 12-5-402(a)) Nonprofit corporation under the laws of Wyoming? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Tax Exempt Organization under the Internal Revenue Code? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> And has the applicant been in continuous operation for not less than two (2) years? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> CATERING PERMIT (W.S. 12-4-502(b)) For currently licensed Retail or Resort license holders only	<input type="checkbox"/> MANUFACTURER'S OFF-PREMISE PERMIT (W.S. 12-2-203(g)(iii)) For the sale of the manufacturer's own Wyoming manufactured products only	
		<input type="checkbox"/> MALT BEVERAGE PERMIT FOR MICROBREWERIES (W.S. 12-4-415 (e)) For the sale of the microbrewery's own Wyoming brewed products only	
		<input type="checkbox"/> WINERY OFF-PREMISE PERMIT (W.S. 12-4-414(g)) For the sale of the winery's own Wyoming manufactured products only	

By filing this application, the applicant and their representatives agree to sell alcoholic beverages and operate under the requirements of all applicable Wyoming state and local laws and rules, and submit any required sales tax and reports.

Under penalty of perjury, and the possible revocation or cancellation of the permit, I swear the above stated facts, are true and accurate.


CHRIS SHANNON
4/28/2023
 Applicant Signature Printed Name Date

Signature of Licensing Authority Official

Date

2022-2023 Budget Amendment Changes

General Fund Anticipated Revenues and Income:

	Original Revenues	Change	Amended Revenue
Taxes	\$2,940,300.00	-\$530,050.00	\$2,410,250.00
Licenses and Permits	\$135,000.00	-\$25,000.00	\$110,000.00
Intergovernmental Revenue	\$504,200.00	\$13,995.45	\$518,195.45
Charges for Service	\$69,500.00	\$0.00	\$69,500.00
Fines and Forfeitures	\$12,500.00	\$10,910.00	\$23,410.00
Miscellaneous Revenues	\$34,000.00	\$23,419.75	\$57,419.75
Contributions and Transfers	\$278,500.00	\$0.00	\$278,500.00
Total Anticipated General Fund Revenues	\$3,974,000.00	-\$506,724.80	\$3,467,275.20

Enterprise Funds Anticipated Revenues and Income:

	Original Revenues	Change	Amended Revenue
Impact Fund	\$70,038.00	\$0.00	\$70,038.00
Airport Fund	\$1,672,893.00	\$0.00	\$1,672,893.00
Water Fund	\$900,696.00	\$0.00	\$900,696.00
Sewer Fund	\$527,200.00	\$0.00	\$527,200.00
Weed & Pest	\$72,238.08	\$0.00	\$72,238.08
911	\$15,000.00	\$0.00	\$15,000.00
Specific Purpose Tax	\$2,327,187.00	\$0.00	\$2,327,187.00
Total Anticipated Enterprise Revenues	\$5,585,252.08	\$0.00	\$5,585,252.08

General Fund Anticipated Expenses and Disbursements:

	Original Expenditures	Change	Amended Expenditures
Town Hall Administration	\$861,118.17	-\$69,150.00	\$791,968.17
Salaries/payroll benefits	\$247,295.69	\$0.00	\$247,295.69
General Expenses	\$613,822.48	-\$69,150.00	\$544,672.48
Planning	\$145,294.00	-\$113,944.00	\$31,350.00
Salaries/payroll benefits	\$101,724.00	-\$89,724.00	\$12,000.00
General Expenses	\$43,570.00	-\$24,220.00	\$19,350.00
Municipal Court	\$30,310.00	\$0.00	\$30,310.00
Salaries/payroll benefits	\$10,810.00	\$0.00	\$10,810.00
General Expenses	\$19,500.00	\$0.00	\$19,500.00
Police Department	\$1,099,958.14	\$54,870.20	\$1,154,828.34
Salaries/payroll benefits	\$839,843.14	\$26,417.96	\$866,261.10
General Expenses	\$260,115.00	\$28,452.24	\$288,567.24
Volunteer Fire Department	\$65,440.84	\$0.00	\$65,440.84
Salaries/payroll benefits	\$8,940.84	\$0.00	\$8,940.84
General Expenses	\$56,500.00	\$0.00	\$56,500.00
Street Department	\$972,637.99	-\$307,000.00	\$665,637.99
Salaries/payroll benefits	\$373,137.99	-\$10,000.00	\$363,137.99
General Expenses	\$599,500.00	-\$297,000.00	\$302,500.00
Swimming Pool	\$89,430.00	\$0.00	\$89,430.00
Salaries/payroll benefits	\$33,780.00	\$0.00	\$33,780.00
General Expenses	\$55,650.00	\$0.00	\$55,650.00
Hot Pool	\$61,686.80	\$0.00	\$61,686.80
Salaries/payroll benefits	\$18,916.80	\$0.00	\$18,916.80
General Expenses	\$42,770.00	\$0.00	\$42,770.00
Saratoga Lake	\$16,700.00	\$0.00	\$16,700.00
General Expenses	\$16,700.00	\$0.00	\$16,700.00
Parks	\$176,990.00	\$0.00	\$176,990.00
General Expenses	\$176,990.00	\$0.00	\$176,990.00
Recreation Department	\$134,033.06	\$0.00	\$134,033.06
Salaries/payroll benefits	\$89,033.06	\$0.00	\$89,033.06
General Expenses	\$45,000.00	\$0.00	\$45,000.00
Community Center	\$320,401.00	-\$71,501.00	\$248,900.00
Salaries/payroll benefits	\$253,401.00	-\$71,501.00	\$181,900.00
General Expenses	\$67,000.00	\$0.00	\$67,000.00
Transfer to Reserves	\$0.00	\$0.00	\$0.00
Total Anticipated Expenditures of the General Fund	\$3,974,000.00	-\$506,724.80	\$3,467,275.20

Total Excess Revenues above Expenditures of the General Fund:**\$0.00**

Enterprise Funds Anticipated Expenses and Disbursements

	Original Expenditures	Change	Amended Expenditures
Impact Funds	\$70,038.00	\$0.00	\$70,038.00
Transfer to Reserves	\$0.00	\$0.00	\$0.00
Airport Fund	\$1,672,893.00	\$0.00	\$1,672,893.00
General Expenses	\$67,978.00	\$0.00	\$67,978.00
Capital Projects	\$1,604,915.00	\$0.00	\$1,604,915.00
Transfer to Reserves	\$0.00	\$0.00	\$0.00
Water Fund	\$900,696.00	\$0.00	\$900,696.00
Salaries/payroll benefits	\$173,193.50	\$0.00	\$173,193.50
General Expenses	\$727,502.50	\$0.00	\$727,502.50
Transfer to Reserves	\$0.00	\$0.00	\$0.00
Sewer Fund	\$527,200.00	\$0.00	\$527,200.00
Salaries/payroll benefits	\$173,193.50	\$0.00	\$173,193.50
General Expenses	\$354,006.50	\$0.00	\$354,006.50
Transfer to Reserves	\$0.00	\$0.00	\$0.00
Weed & Pest	\$72,238.08	\$0.00	\$72,238.08
Weed Salaries/payroll benefits	\$16,214.40	\$0.00	\$16,214.40
Pest Salaries/payroll benefits	\$8,773.68	\$0.00	\$8,773.68
Weed control expenses	\$5,600.00	\$0.00	\$5,600.00
Pest control expenses	\$41,650.00	\$0.00	\$41,650.00
Transfer to Reserves	\$0.00	\$0.00	\$0.00
911 Funds	\$15,000.00	\$0.00	\$15,000.00
Specific Purpose Tax	\$2,327,187.00	\$0.00	\$2,327,187.00
Capital Projects	\$2,327,187.00	\$0.00	\$2,327,187.00
Transfer to Reserves	\$0.00	\$0.00	\$0.00
Total Anticipated Enterprise Expenditures	\$5,585,252.08		\$5,585,252.08
Total Excess Revenues above Expenditures of the Enterprise Funds:			\$0.00

ORDINANCE NO: 866

**AN EMERGENCY ORDINANCE TO AMEND PROVIDED INCOME NECESSARY TO
FINANCE THE 2022-2023 FISCAL BUDGET OF THE TOWN OF SARATOGA,
CARBON COUNTY, STATE OF WYOMING.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF SARATOGA,
CARBON COUNTY, WYOMING**

Section 1: The amount of general revenue necessary to be raised for municipal purposes and to meet current expenditures of the Town of Saratoga, Carbon County, State of Wyoming during the Fiscal Year July 1, 2022 to June 30, 2023 is hereby fixed at the suitable levy on the Town of Saratoga assessed valuation.

Section 2: That for the General Fund of said Town, there be levied a suitable tax of eight (8) mills on all real and personal property in the Town of Saratoga, subject to taxation for the purpose of raising the sum of a portion of the appropriation which includes other anticipated revenue charges and income for operation and maintenance of the General Fund.

Section 3: General Fund Anticipated Revenues and Income:

	Anticipated Revenues
Taxes	\$ <u>2,410,250.00</u>
Licenses and Permits	\$ <u>110,000.00</u>
Intergovernmental Revenue	\$ <u>518,195.45</u>
Charges for Service	\$ <u>69,500.00</u>
Fines and Forfeitures	\$ <u>23,410.00</u>
Miscellaneous Revenues	\$ <u>57,419.75</u>
Contributions and Transfers	\$ <u>278,500.00</u>
Total Anticipated General Fund Revenues	\$ <u>3,467,275.20</u>

Section 4: That for the Enterprise Funds of said Town, the following sums of money is hereby appropriated to defray the expenses from the General Fund for the appropriation of the total of the enterprise funds for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

	Anticipated Revenues
Impact Fund	\$ <u>70,038.00</u>
Airport Fund	\$ <u>1,672,893.00</u>
Water Fund	\$ <u>900,696.00</u>
Sewer Fund	\$ <u>527,200.00</u>
Weed & Pest	\$ <u>72,238.08</u>
911	\$ <u>15,000.00</u>
Specific Purpose Tax	\$ <u>2,327,187.00</u>
Total Anticipated Enterprise Revenues	\$ <u>5,585,252.08</u>

Section 5: Anticipated Expenses and Disbursements of the General Fund.

	Anticipated Expenditures
Town Hall Administration	\$ <u>791,968.17</u>
○ Salaries/payroll benefits	<u>247,295.69</u>
○ General expenses	<u>544,672.48</u>
Planning	\$ <u>31,350.00</u>
○ Salaries/payroll benefits	<u>12,000.00</u>
○ General expenses	<u>19,350.00</u>
Municipal Court	\$ <u>30,310.00</u>
○ Salaries/payroll benefits	<u>10,810.00</u>
○ General expenses	<u>19,500.00</u>
Police Department	\$ <u>1,154,828.34</u>
○ Salaries/payroll benefits	<u>866,261.10</u>
○ General expenses	<u>288,567.24</u>
Volunteer Fire Department	\$ <u>65,440.84</u>
○ Payroll benefits	<u>8,940.84</u>
○ General expenses	<u>56,500.00</u>
Street Department	\$ <u>972,637.99</u>
○ Salaries/payroll benefits	<u>373,137.99</u>
○ General expenses	<u>599,500.00</u>
Swimming Pool	\$ <u>89,430.00</u>
○ Salaries/payroll benefits	<u>33,780.00</u>
○ General expenses	<u>55,650.00</u>
Hot Pool	\$ <u>61,686.80</u>
○ Salaries/payroll benefits	<u>18,916.80</u>
○ General expenses	<u>42,770.00</u>
Saratoga Lake	\$ <u>16,700.00</u>
○ General expenses	<u>16,700.00</u>
Parks	\$ <u>176,990.00</u>
○ General expenses	<u>176,990.00</u>
Recreation Department	\$ <u>134,033.06</u>
○ Salaries/payroll benefits	<u>89,033.06</u>
○ General expenses	<u>45,000.00</u>
Community Center	\$ <u>248,900.00</u>
○ Salaries/payroll benefits	<u>181,900.00</u>
○ General expenses	<u>67,000.00</u>
Transfer to Reserves	\$ <u>0.00</u>
Total Anticipated Expenditures of the General Fund	\$ <u>3,467,275.20</u>

Total Excess Revenues above Expenditures of the General Fund: \$0.00

Section 6: Anticipated Expenses and Disbursements of Enterprise Funds.

	Anticipated Expenditures
Impact Funds	\$ <u>70,038.00</u>
○ Transfer to Reserves	<u>0.00</u>
Airport Fund	\$ <u>1,672,893.00</u>
○ General expenses	<u>67,978.00</u>
○ Capital Projects	<u>1,604,915.00</u>
○ Transfer to Reserves	<u>0.00</u>
Water Fund	\$ <u>900,696.00</u>
○ Salaries/payroll benefits	<u>173,193.50</u>
○ General expenses	<u>727,502.50</u>
Transfer to Reserves	<u>0.00</u>
Sewer Fund	\$ <u>527,200.00</u>
○ Salaries/payroll benefits	<u>173,193.50</u>
○ General expenses	<u>354,006.50</u>
○ Transfer to Reserves	<u>0.00</u>
Weed & Pest	\$ <u>72,238.08</u>
○ Weed -Salaries / payroll benefits	<u>16,214.40</u>
○ Pest – Salaries / payroll benefits	<u>8,773.68</u>
○ Weed control expenses	<u>5,600.00</u>
○ Pest control expenses	<u>41,650.00</u>
○ Transfer to Reserves	<u>0.00</u>
911 Funds	\$ <u>15,000.00</u>
Specific Purpose Tax	\$ <u>2,327,187.00</u>
○ Capital Projects	<u>2,327,187.00</u>
○ Transfer to Reserves	<u>0.00</u>
Total Anticipated Enterprise Expenditures	\$ <u>5,585,252.08</u>

Total Excess Revenues above Expenditures of the Enterprise Funds: \$0.00

Section 7: The Mayor of the Town of Saratoga, and the Town Clerk are hereby authorized and instructed to certify this ordinance and to make application to the Board of County Commissioners of Carbon County, Wyoming, for suitable levy to provide the Town of Saratoga with monies for general purposes, provided, however, that said levy shall not be in excess of eight (8) mills on the dollar.

PASSED, APPROVED AND ADOPTED THIS 2ND day of MAY, 2023.

ATTEST:

Town of Saratoga

Clerk

Chuck Davis, Mayor

ATTESTATION

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

TOWN CLERK

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CARBON COUNTY BOARD OF COUNTY COMMISSIONERS, CARBON
COUNTY, WYOMING, THE CARBON COUNTY SHERIFF
AND THE TOWN OF SARATOGA FOR THE PURCHASE OF MOTOROLA MC5500
DISPATCH CONSOLES**

1. **Parties.** The parties to this Memorandum of Understanding (MOU) are the Board of County Commissioners for Carbon County (County) whose address is: P.O. Box 6, Rawlins, Wyoming, 82301, the Sheriff of Carbon County (Sheriff) whose address is: P.O. Box 190, Rawlins, WY 82301 and the Town of Saratoga (Town), whose address is: P.O. Box 486, Saratoga, Wyoming 82331.
2. **Purpose.** The purpose of this MOU is to delineate the terms for the sale of the Motorola MC5500 dispatch consoles (hereinafter referred to as "equipment") which are no longer used by the Carbon County Sheriff's Office to the Town of Saratoga.
3. **Term of MOU.** This MOU is effective upon the 18th day of April, 2023, and shall continue until the equipment has been received by Town and removed from County property, which is expected to occur by April 30, 2023.

4. **Responsibilities of County:**

For consideration in the sum of Ten Dollars (\$10.00), the County shall transfer the ownership of its Motorola MC5500 dispatch consoles to the Town, recognizing that these consoles are no longer useful to the County due to upgraded equipment; however, will be useful to Town due to the age and condition of its current dispatch equipment.

5. **Responsibilities of Sheriff:**

Sheriff shall provide Town with access to the location of the Motorola MC5500 dispatch consoles for removal of the items, on a mutually agreed upon date and time.

6. **Responsibilities of Town:**

- A. Town shall remove the Motorola MC5500 Dispatch Consoles and relocate them to Town property. Any future disposal of the consoles, parts, or associated equipment shall be the responsibility of the Town.
- B. Town hereby releases and forever discharges the County, the Sheriff, its agents, employees, heirs and assigns from any and all claims for injury, disability, loss or property destruction that may occur to anyone as a result of the use of the Motorola MC5500 dispatch consoles.

- C. Town accepts full responsibility and also agrees to indemnify and hold harmless the County, the Sheriff, its agents, employees, heirs and assigns for any alleged injury or damage to any person or property that may occur or be caused from the use of the Motorola MC5500 dispatch consoles after the transfer of ownership, which is effective as of the date listed below, including the costs of defending such claims.
- D. Town is fully aware of the condition, age and expected term of use for the equipment, and excepts the equipment on an "as-is" basis, recognizing that the County and Sheriff do not warrant the function of the equipment, nor is any warranty provided for the equipment.
- E. Town acknowledges that use of the equipment will be operated under its direction and control, and training for use of the equipment will be the responsibility of Town.
- F. Town agrees to pay County Ten Dollars (\$10.00) for the Motorola MC5500 dispatch console equipment.

7. **General Provisions**

- A. **Amendments.** Any party may request changes in the MOU. Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by the parties to this MOU shall be incorporated by written instrument, executed and signed by all parties to this MOU.
- B. **Applicable Law.** The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the Second Judicial District, Carbon County, Wyoming.
- C. **Entirety of Agreement.** This MOU, consisting of four (4) pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.
- D. **Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- E. **Governmental Immunity.** The County, Sheriff and Town do not waive governmental immunity by entering into this MOU. The County, Sheriff and Town

each fully retain all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

F. Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of third party beneficiaries, and this MOU shall not be construed so as to create such status. The rights, duties, and obligations contained in this MOU shall operate only between the parties to this MOU and shall inure solely to the benefit of the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU.

G. Notice. All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed given through the United States Postal Service, mailed, certified mail, return receipt requested to the addresses set forth herein. Addresses for notice may be changed by giving written notice of the change in the manner set forth herein.

Town:

Town of Saratoga
Attn: Mayor
P.O. Box 486
Saratoga, WY 82331

County:

Carbon County Commissioners
415 West Pine Street
P.O. Box 6
Rawlins, WY 82301

With a copy to:

Carbon County Sheriff
P.O. Box 190
Rawlins, WY 82301

8. Signatures. The parties to this MOU, through their duly authorized representatives, have executed this MOU on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

CARBON COUNTY

Chairman, Carbon County Board of Commissioners

Date

Attest:

Carbon County Clerk

Date

CARBON COUNTY SHERIFF'S OFFICE

Carbon County Sheriff

Date

TOWN OF SARATOGA, a Wyoming Municipal Corporation

Mayor

Date

Attest:

Saratoga Town Clerk

Date



Wyoming Apparatus, LLC.
1050 Wilkes Dr
Green River, WY 82935
(307) 438-5664
justin@wyomingapparatus.com

Estimate
Item 18)

ADDRESS
Saratoga Volunteer Fire Department PO Box 96 Saratoga, Wyoming 82331 United States

ESTIMATE #	DATE	
1030	04/26/2023	

DATE		QTY	RATE	AMOUNT
	Special Order Parts 296-1030-01-0 Packing for QMAX Single Stage sn: 95833	1	277.00	277.00
	Pump packing replacement - GRAPHITE Labor for graphite packing replacement and adjustment.	1	580.00	580.00
	freight Shipping from supplier - TBD	1	0.00	0.00
	Drive time Travel time; includes fuel	5	68.50	342.50

SUBTOTAL	1,199.50
DISCOUNT	-171.00
TAX	0.00
TOTAL	\$1,028.50

Accepted By

Accepted Date

Ph: 801-486-7285
 TF: 800-426-0509
 Fax: 801-487-1278
slcsales@lncurtis.com
 UEI#: DDLSADSWN7U7



Intermountain Item 19)
 1635 South Gramercy Road
 Salt Lake City, UT 84104
www.LNCurtis.com
 Quotation No. 260397

Quotation

CUSTOMER:
 Saratoga Volunteer Fire
 Department
 PO Box 486
 Saratoga WY 82331-0096

SHIP TO:
 Saratoga Volunteer Fire
 Department
 116 South 1st Street
 Saratoga WY 82331

QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
260397	04/26/2023	05/26/2023

SALESPERSON	CUSTOMER SERVICE REP
Mark Cowen mcowen@lncurtis.com 406-320-1023	Mark Cowen mcowen@lncurtis.com 406-320-1023

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
	Creed James	C35667	Net 30	FR

F.O.B.	SHIP VIA	DELIVERY REQ. BY
SP	Standard Shipping	

NOTES & DISCLAIMERS

Thank you for this opportunity to quote. We are pleased to offer requested items below. If you have any questions, need additional information, or would like to place an order, please contact your Customer Service Rep as noted above.

Safety Warning Notice: Products offered, sold, or invoiced herewith may have an applicable Safety Data Sheet (SDS) as prepared by the manufacturer of the product. Any handlers or users of product should refer to applicable SDS prior to handling or utilizing the product. Applicable SDS are included with shipment of products. For other important product notices and warnings, or to request an SDS, please contact Curtis or visit <https://www.lncurtis.com/product-notices-warnings>

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	PL	UNIT PRICE	TOTAL PRICE
1	4	EA	HFX50X100Y50S SNAP-TITE	5X100' Cpld 5Stzyellow Hfx Nitrile Rubber Hose		\$948.00	\$3,792.00
				5" Storz Couplings			
2	20	EA	DB25X50YEN NAFH	2.5X50' Coupled 2.5NH Yellow DB800 Dura-Built DJ Hose		\$318.00	\$6,360.00

****THE TRANSPORTATION COST IS NOT INCLUDED IN THE ABOVE PRICING****

Ph: 801-486-7285
TF: 800-426-0509
Fax: 801-487-1278
slcsales@lncurtis.com
UEI#: DDLSADSWN7U7



Intermountain Item 19)
1635 South Gramercy Road
Salt Lake City, UT 84104
www.LNCurtis.com
Quotation No. 260397

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	PL	UNIT PRICE	TOTAL PRICE
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Small Business
CAGE Code: 5E720
SIC Code: 5099
Federal Tax ID: 94-1214350
UEI #DDLSADSWN7U7

This pricing remains firm until 05/26/2023. Contact us for updated pricing after this date.

Due to market volatility and supply shortages, we recommend contacting your local L.N. Curtis and sons office prior to placing your order to confirm pricing and availability. This excludes our GSA Contract and other Fixed Price Contracts which are governed by contract-specific prices, terms, and conditions.

Subtotal	\$10,152.00
Estimated Tax Total	\$0.00
Transportation*	\$0.00
*(to be added when order ships)	
Total	\$10,152.00
View Terms of Sale and Return Policy	



Fired Up Rescue
818 10th St.
Wheatland, WY 82201

Item 20)

Quote

Date	Quote #
4/27/2023	1269

Name / Address

Saratoga FD
P.O. Box 486
Saratoga WY
82331

P.O. No.

Terms

FOB

Item	Description	Qty	Price	Total
Saratoga Coat	Velocity 32" Coat, Khaki Pioneer Outer Shell, Crosstech 2F Black Moisture Barrier, Caldura Elite SL2I Thermal Liner, Zipper/Velcro Closure, 3M Lime Comfort Trim Basic NFPA, Black Nomex Cuff with Thumb Tabs, Advance Black Padded Reinforce Shoulder, Semi Bellows Pockets with Hand Warmer and Thermal Lined, Radio Pocket with T-Flap and Mic Tab, Snap Loop Right Chest, 2 Postman Slide Take Up Straps, Fallen FF Flag, Snap Tail Patch with 2" Scotchlite FF NAME	1	1,568.00	1,568.00
Saratoga Pant	Velocity Trouser, Semi-High Back with Integrated Belt, Khaki Pioneer Outer Shell, Crosstech 2F Black Moisture Barrier, Caldura Elite SL2I Thermal Liner, 3M Lime Comfort Trim Basic NFPA, Zipper/Velcro Snap Closure, Advance Black Reinforced Angled Cuff, Black Kevlar Reinforced Diamond Flex Knee, H-Back Padded Button Free Suspenders	1	1,227.00	1,227.00
			Subtotal	\$2,795.00
			Sales Tax (0.0%)	\$0.00
			Total	\$2,795.00

Phone # 3073312349

www.fireduprescue.com becky@fireduprescue.com

**Council Report- Recreation Department
May 2nd, 2023**

Gym

Finishing up unfinished items

- ☐ CCDS#2 grant reimbursement
- ☐ Gym schedule and turnover responsibilities
- ☐ Office cleanout

What will the process be for getting into the facility?

Change in hours? Members only?

Who will the contact be? (Town Hall, Community Center?)

Treadmill delivered in December is a lemon. It has had several problems since delivery. Colorado Cardio will be available to upgrade the machine or “fix” the existing machine on Friday, May 5th for \$675.00. I would like to request from the council that we agree to upgrade to the newer machine, for the same cost as fixing the old machine, due to the number of problems we have had with the machine delivered in December.

Pool

Working with Whisper on turnover responsibilities and pool clean-up.

Request to hire Samantha Anderson as lifeguard, contingent on lifeguard certification. Starting rate of \$12 per hour.

Request to increase Whisper Bunch hourly rate to \$16, as has completed her CPO training

Request to increase Jordan Travis hourly rate to \$15, returning guard for 4th season

Request to increase Jaida Jennings hourly rate to \$13, returning guard for 2nd season

Request to increase Josie Little hourly rate to \$13, returning guard for 2nd season

Other Activities

Platte Valley Youth Soccer

Season scheduled to start July 10th.

No director, parent volunteers to led?

4th of July Independence 5k & Kids run

Co-sponsoring with Chamber. The Chamber will take the lead with assistance from a committee organized by the Rec Commission.

Saratoga Municipal Pool Price List

DAILY SWIM RATES

Children 4 & under – FREE

Children 5 – 17 - \$3.00*

*CHILDREN 8 & UNDER MUST BE ACCOMPANIED BY AN ADULT (15 & OLDER)

*CHILDREN 6 & UNDER MUST BE ACCOMPANIED IN THE WATER WITH ADULT OR PASS SWIM TEST

Ages 18 – 64 - \$5.00

Seniors (65+) - \$3.00

GROUP RATES (10 OR MORE SWIMMERS)

Children 4 & under – FREE

Children 5 – 17 - \$2.00*

*CHILDREN 8 & UNDER MUST BE ACCOMPANIED BY AN ADULT (15 & OLDER)

*CHILDREN 6 & UNDER MUST BE ACCOMPANIED IN THE WATER WITH ADULT OR PASS SWIM TEST

Ages 18 – 64 - \$4.00

Seniors (65+) - \$2.00

SWIM PASSES (DOES NOT INCLUDE FITNESS CLASSES)

	Month	12 Punch Pass	Season
Youth (5-17)	\$25		\$60
Adult (18+)	\$50	\$50	\$125
Couple	\$75		\$200
Senior (65+)	\$30	\$30	\$75
FAMILY	Adult or Couple season price plus \$50 per child		

AFTER HOUR POOL RENTAL FEES

\$100.00 – 1 HOUR RENTAL (80 PEOPLE OR LESS)

\$175.00 – 2 HOUR RENTAL (80 PEOPLE OR LESS)

WATER AEROBICS FITNESS CLASS RATES

\$5.00 Drop-in per class

\$50.00 Punch Card (12 classes)

\$100.00 Unlimited pool fitness classes

* Discount of \$50.00 with purchase of season pass

LOCAL SPECIAL

Season Passes purchased prior to May 31, 2023 will receive a discount

Adult - \$25 off

Couple - \$50 off

Seniors - \$15 off

Family - \$50 off

Lewis & Lewis, Inc.
370 A Blairtown Road, Rock Springs, WY 82901
Phone: (307) 362-7948 - Fax: (307) 382-4619

Job Quotation

Owner: Town of Saratoga
Project: Saratoga Valley Gutter
Bid Date: April 28, 2023

Item #	Description	UM	Qty.	Unit Price	Notes	Total Price
1	Ex Out 10"	SF	660	\$ 7.00	1,2,3,4,5	\$ 4,620.00
2	Install 4" Base	SF	660	\$ 8.00	1,2,3,4,5	\$ 5,280.00
3	Install 6" Valley Gutter	SF	660	\$ 18.41	1,2,3,4,5	\$ 12,150.60
	TOTAL					\$ 22,050.60

- 1 All material and workmanship will meet or exceed WYDOT specifications.
- 2 Price includes all materials & freight.
- 3 Billing based on actual quantities.
- 4 Testing or surveying not included.
- 5 If job is pushed back after Lewis and Lewis has left Saratoga, a \$5,000 mob will be added to quote.

We Propose hereby to furnish material and labor-complete in accordance with the above specifications. For the sum of: At Unit Prices Bid. Payment is to be as follows: 100% Upon completion. Interest of 1 1/2% per month will be charged on all past due accounts. This is an annual percentage rate of 18%. Purchaser agrees to pay all cost of collection including reasonable attorney's fees and court costs, if it becomes necessary to place account for collection. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimated costs.

Lewis & Lewis, Inc.

Date: _____

By: _____

Contact: Caleb Tygum (307) 371-4779
Christian Noyes (503) 860-8707

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory. You are authorized to do the work as specified.

Company: _____

By: _____

Date: _____



The Wyoming Department of Agriculture is dedicated to the promotion and enhancement of Wyoming's agriculture, natural resources and quality of life.

April 27, 2023

2023 Wyoming Emergency Insect Management Grant Pre-Award Acceptance Letter

On April 25th, 2023 the Wyoming Emergency Insect Management Committee (EIMC) held a regular meeting and awarded the 2023 Emergency Insect Management grants. The Town of Saratoga has been awarded a 2023 Emergency Insect Management grant for the program titled: Saratoga Mosquito Abatement Program. However, the committee either did not award the grant for the requested amount or included additional contingencies that the grantee must comply with. In order for the Department of Agriculture to proceed with the contractual process, the Town of Saratoga must give pre-approval to the funding levels awarded and agree to the additional contingencies the committee requires.

Town of Saratoga Requested the Following:		The EIMC approved the following:	
\$23,796.90	Grant Funds	\$12,000.00	Grant Funds
\$53,796.90	Matching Funds	\$27,128.00	Matching Funds

The committee has placed the additional contingencies on the Town of Saratoga as listed below:

- Urges all grantees to submit samples to programs with RAMP or PCR testing capabilities to determine presence of WNV in adult mosquito populations and report findings to the Wyoming Department of Health.

Will the Town of Saratoga accept the approved funding and complete the contingencies as indicated (Mark One)?

Yes ☐ No ☐

If you marked "Yes", will you need to alter their grant application to reflect any difference in objectives, goals or methodology due to the approved funding levels or additional contingencies?

☐ No

☐ Yes Explain: (attach extra pages if needed)

Chuck Davis

Date

Please Return this completed form to:

WY Dept. of Agriculture
Attn: Lindsey Woodward
6607 Campstool Road
Cheyenne, WY 82002
Email: lindsey.woodward@wyo.gov

Equal Opportunity in Employment and Services

BOARD MEMBERS

Andrew Patrick, *District 1* • James Rogers, *District 2* • Kim Bright, *District 3* • Amanda Hulet, *District 4* • Mike Riley, *District 5*
Jody Bagley, *District 6* • Larry Krause, *District 7*

YOUTH BOARD MEMBERS

Landon Hoffer, *Southeast* • Benjamin Anson, *Northwest* • Hadley Manning, *Southwest* • Lexi Bauder, *Northeast*

**AGREEMENT FOR
CONSULTANT SERVICES
FOR**

**Town of Saratoga Transportation Alternatives Master Plan with
Ordenez and Vogelsang, LLC dba OV Consulting**

THIS AGREEMENT is made as of **April 24, 2023** between **The Town of Saratoga** (OWNER) and **Ordenez and Vogelsang, LLC dba OV Consulting** (CONSULTANT).

CONSULTANT shall perform services in accordance with the terms and conditions of this Agreement as OWNER's independent consultant.

The conditions detailed in this contract between OWNER and CONSULTANT will apply to the work performed under this contract.

ARTICLE I - LOCATION OF WORK

The project area is located in The Town of Saratoga, Wyoming.

ARTICLE II - SCOPE OF WORK

The professional services that OWNER has employed CONSULTANT to perform under this Agreement are described in the attached Exhibit A.

ARTICLE III - PERIOD OF SERVICE

The Project is to be completed according to the schedule developed mutually between the project CONSULTANT team and OWNER staff and is shown in the attached scope of work (Exhibit A). CONSULTANT services shall begin on May 1, 2023 and be completed by April 30, 2024. The project schedule may be amended from time to time. CONSULTANT will not be responsible for delays beyond its control.

ARTICLE IV - COMPENSATION

OWNER will pay CONSULTANT for services actually performed, on a time and materials basis not to exceed a maximum amount. Staff rates and personnel shall be in accordance with Rate Sheets shown in the fee estimate included in Exhibit C to this Contract, but in no case shall the total amount billed by CONSULTANT over the duration of this contract exceed **\$200,000.00**, except by written amendment to this Agreement.

ARTICLE V - METHOD OF PAYMENT

CONSULTANT shall submit monthly progress reports detailing services rendered and deliverables completed through the statement period. The statements will be based upon the authorized services of CONSULTANT completed at the time of billing.

CONSULTANT will invoice OWNER monthly for services and expenses rendered during the billing period, and OWNER will pay CONSULTANT within thirty days after the time OWNER receives invoice from CONSULTANT.

CONSULTANT Agreement
 Town of Saratoga Transportation Alternatives Master Plan
 OV Consulting
 April 24, 2023

ARTICLE VI - COMMUNICATIONS

It is understood by OWNER and CONSULTANT that successful progress under this Agreement requires frequent, concise and documented communication between their representatives.

CONSULTANT designates **Chris Vogelsang** as the representative who will give information to and receive information from OWNER. CONSULTANT may change its designated representative only with the prior written approval of OWNER.

OWNER designates **McCall Bureau** as its representative. OWNER may change its designated representative from time to time.

ARTICLE VII - GENERAL CONDITIONS

- A. Termination. The obligation to provide further services under this Agreement may be terminated by CONSULTANT upon fifteen (15) days written notice to OWNER in the event of substantial failure by OWNER to perform in accordance with the terms hereof through no fault of CONSULTANT. This Agreement may be terminated by OWNER with or without cause or for convenience upon ten (10) days written notice to CONSULTANT. If termination is for cause, and CONSULTANT cures the cause within the ten-day period, then the termination notice shall be void. CONSULTANT shall be paid for all services rendered up to the effective date of termination.
- B. Reuse of Documents. All documents furnished by CONSULTANT pursuant to this Agreement are instruments of CONSULTANT'S services and may become the property of the OWNER. OWNER may make and retain copies for information and reference in connection with the use and occupancy of the Project by OWNER and others or for OWNER's additional design services for the Project or extensions thereof. CONSULTANT will not be responsible for the use or misuse of the documents by OWNER on any other project, or for any purpose or application for which they were not originally intended nor prepared. CONSULTANT may retain a copy of all documents for its records.
- C. Insurance. During the performance of the work defined by this Agreement, and for a period of two (2) years after completion of the work, the CONSULTANT, acting as an independent contractor, shall be solely responsible for procuring and keeping in full force and effect the minimum insurance coverages listed below:
 - (a) Commercial General Liability:
 \$1,000,000 each occurrence and \$1,000,000 general aggregate
 in combined single limit coverage for bodily injury and property damage
 - (b) Professional Liability:
 \$1,000,000 per claim and in the aggregate
 - (c) Automobile Liability:
 \$1,000,000 each occurrence in combined single limit coverage for bodily injury and property damage
 - (d) Workmen's Compensation:
 - 1. Workers' Compensation: Statutory limits required by law
 - 2. Employer's Liability: Statutory limits required by law

Each type of insurance procured by CONSULTANT shall provide coverage for all claims arising out of, or in connection with, any operations, work, or services negligently performed

CONSULTANT Agreement
 Town of Saratoga Transportation Alternatives Master Plan
 OV Consulting
 April 24, 2023

under this Agreement by CONSULTANT, his employees, CONSULTANT's agents, or representatives.

Certificates of Insurance for the above-described insurance shall be provided to OWNER upon request. Certificates of Insurance for Commercial General Liability shall name OWNER as additional insured. CONSULTANT agrees to notify OWNER thirty days prior to cancellation of any of the insurance coverage.

- E. Indemnification. CONSULTANT and OWNER mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damage, liability or cost (including reasonable attorney's fees and costs of defense) arising from their own negligent acts, errors or omissions in the performance of their services under this Agreement, to the extent that each party is responsible for such damages and losses on a comparative basis of fault.
- F. Delegation of Duties. This Agreement is for the professional services of the CONSULTANT who shall not delegate any of its duties or responsibilities hereunder, save and except with the express written consent of OWNER, which may be withheld at sole discretion of OWNER.
- G. Controlling Law. This Agreement is to be governed by the laws of Wyoming.
- H. Successors and Assigns. OWNER and CONSULTANT are hereby bound, and the partners, successors, executors, administrators, and legal representatives of OWNER and CONSULTANT are hereby bound to the other party of this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements and obligations of this Agreement.

Neither party shall assign, sublet or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or monies that are due) without the written consent of the other party, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

- I. Changes in Agreement. No changes shall be made in this Agreement except as are agreed to in writing by OWNER and CONSULTANT.
- J. Equal Employment Opportunity. CONSULTANT shall not refuse to hire, discharge, promote or demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, creed, sex, color, natural origin or ancestry, handicapped, or age.
- K. Illegal Aliens – Public Contracts for Services. CRS 8-17.5-101 and 24-76.5-101. The CONSULTANT certifies that the CONSULTANT shall comply with the provisions of CRS 8- 17.5-101 et seq. The CONSULTANT shall not knowingly employ or contract with an illegal alien to perform work under this contract or enter into a contract with a Subcontractor that fails to certify to the CONSULTANT that the Subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this contract. The CONSULTANT

CONSULTANT Agreement
Town of Saratoga Transportation Alternatives Master Plan
OV Consulting
April 24, 2023

represents, warrants, and agrees that it will comply with the requirements of CRS 8-17.5-102(2) (b). The CONSULTANT shall comply with all reasonable requests made in the course of an investigation under CRS 8-17.5-102 by the Colorado Department of Labor and Employment. If the CONSULTANT fails to comply with any requirement of this provision or CRS 8-17.5-101 et seq., the CONSULTANT may terminate this contract for breach, and the CONSULTANT shall be liable for actual and consequential damage to the CONSULTANT. Except where exempted by federal law and except as provided by CRS 24-76.5-103(3), a CONSULTANT that receives federal or state funds under this contract must confirm that any individual natural person eighteen years of age or older is lawfully present in the United States pursuant to CRS 24-76.5-103(4) if such individual applies for public benefits provided under this contract.

ARTICLE VIII – ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties with respect to its subject matter and constitutes and supersedes all prior agreements, representations and understandings of the parties, written or oral.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

OWNER

CONSULTANT

Printed Name

Printed Name

Principal

Title

Title

Signature

Signature

Date

Date

Address for Giving Notices:
Town of Saratoga
110 E. Spring Avenue
Saratoga, WY 82331

Address for Giving Notices:
Ordonez and Vogelsang, LLC
1200 Bannock
Denver, CO 80204

Attachments made a part of this Agreement:
Exhibit A – Scope of Work
Exhibit B – Project Schedule
Exhibit C – Fee Schedule and Rate Sheets
Exhibit D – Federal General Provisions

CONSULTANT Agreement
Town of Saratoga Transportation Alternatives Master Plan
OV Consulting
April 24, 2023

Exhibit A: Scope of Work

Scope of Work

Project Administration

The Task involves project management duties and responsibilities. Under this Task OV Consulting will perform the following:

- Direct all project work including staff assignments, progress tracking, budget oversight and quality control
- Meet monthly with the Project Manager/Project Management Team
- Facilitate coordination meetings with the steering committee to report on project status, resolve issues and identify additional needs
- Prepare agendas, materials and take meeting notes
- Form and maintain stakeholder registry for communications and project involvement purposes
- Develop monthly invoices and written progress reports

Deliverables:

- Monthly PM meetings
- Bi-monthly Steering Committee meetings
- Agendas, meeting materials and meeting notes
- Stakeholder registry
- Monthly invoices and written progress reports

Public Engagement

The Public engagement Task is discussed in detail in the “Meaningful Public Input and Innovative Engagement” section of this proposal.

Deliverables:

- Develop a steering committee of trail user, invested parties and stakeholders
- Develop a Public Involvement Plan that outlines strategies for meaningful public involvement to define Plan goals and objectives
- Facilitate Visioning workshops for Town officials and the public
- Coordinate materials, logos, events, milestones, etc. for public engagement
- Develop and run public meetings
- Provide website materials and content, up to three web based surveys, focus groups and stakeholder interviews in the way of providing multiple channel/platforms for public engagement
- Gather, synthesize and incorporate the input for proposed projects
- Prepare a summary of the outreach methods and responses to be included in the final Plan appendices
- Ensure the final Plan is a fair representation of the participation of the citizens and provides a measurement of support for the final Plan

Existing Conditions Inventory

This task involves performing an inventory of the Town of Saratoga’s sidewalks including accessibility and quality. This inventory will be used to help determine priorities and budget for maintenance and upgrades in order to bring sidewalks and curb ramps into ADA compliance (Item #5 in section 2 of the RFP). We will also review previous plans and documents related to transportation in order to incorporate them into the planning process.

Deliverables:

- Inventory of existing Town sidewalks, including accessibility and quality.
- A system to determine the priorities and budget for maintenance and upgrades of the items in order to bring to ADA compliance.

Visioning, Goals & Objectives

We will work with the community to develop concurrence on a Vision that this project can support. This will lead to the development of goals and objectives for the Plan to be vetted with the community as well. These elements will guide the Transportation Alternatives Master Plan development.

Deliverable:

- A cohesive Vision for developing sidewalks and trails in the Town of Saratoga while establishing a model for sustainable maintenance and fiscal support.

Concept Development

Once the Visioning process is complete, the Team will work to develop draft project ideas, alignments and concepts for review and refinement. This will involve evaluating a cohesive set of potential improvements that work together to meet the Vision, Goals and Objectives of the Plan.

Deliverables:

- Recommendations for discrete projects including alignments and widths
- Plan view map of potential concepts

Concept Refinement and Illustrative Depictions

We will review the location and targeted use of each segment of the alternatives plan and locational information, provide detailed material recommendations including maintenance recommendations in the form of labeled plans and supporting graphics (photo imagery, construction detail cross-sections and specifications). We will also develop and illustrate interpretive themes, user type and trail prototypes and prototypes for trailhead access points.

In addition, wayfinding and signage are critical components to transportation planning, and impart important information to diverse user groups regarding access and safety. These elements can be combined with interpretive educational exhibits and town identifiers to create trail and signage components that are cohesive and reflect the spirit and values of Saratoga. Existing and potential audiences—Saratoga residents, Saratoga decision-makers, regional users, and tourists—create a need for thoughtful, educational wayfinding. The overall goal for the Transportation Alternatives Master Plan is to develop awareness of the system and its value to the Saratoga community, to establish the civic support required to create community ownership, and for adequate future operating and capital funding. The specific objectives are:

- Create awareness of the Town of Saratoga Alternative Transportation System and the value it brings to the city and residents of Saratoga as their “backyard”
- Develop an awareness that each component is owned by the city/residents and is a unique part of the Saratoga community
- Create awareness of the role that each segment of the Transportation Alternatives Master Plan plays in the greater context of community connections and for quality of life, ecological protection, watershed value, and scenic backdrop
- Develop an identity: clear message, positioning, and visual cohesion
- Implement effective and targeted wayfinding to increase awareness among key audiences

This Task includes:

- Review final system framework and layout
- Prepare Draft Materials Plan: layout, locational information, material
- Assemble Supporting Graphics: Imagery, Cross Sections
- Identify Maintenance Requirements for each recommended material
- Review Draft Materials Plan with Town Staff
- Revisions, as necessary
- Identify educational requirements based on location: safety, directional, ecological, historical
- Develop conceptual wayfinding and signage palettes based on above requirements
- Create Locational Wayfinding and Signage Plan and Supporting Graphics
- Refinement, as necessary based on stakeholder comments, public comments, staff comments

Deliverables:

- Draft Materials Plan and Supporting Graphics that support the goal to establish a safe and cohesive look and feel for all Saratoga trail corridors.
- Final Materials Plan and Supporting Graphics
- Wayfinding and Signage Plan, Draft and Final including supporting graphics

Recommendations, Implementation Strategy and Cost Estimate

We will utilize the outcomes of the Concept Refinement Task to develop specific recommendations, and implementation strategy with clear action steps and cost estimates. Key factors for the implementation strategy will be community input, project importance, project complexity, project readiness, project cost and project synergies with other projects in the Plan or by others such as WyDOT. The resulting implementation plan will give clear direction to the Town on next steps and will provide a roadmap for successful project development.

The process to develop a Maintenance and Management Model requires an understanding of current conditions and maintenance approaches. Our team will review Town of Saratoga data ranging from current maintenance policies to current and past budgets, including line-item details. We have included time for one-on-one interviews with critical town staff to gain insight and perspective into current operations as well as any gaps and needs not currently addressed or available. Recommendations will be developed that are based on Best Management Practices, and will include task management, maintenance standards, task performance frequency, criteria for third-party contracting, staffing and organizational structure, and anticipating impacts from new and/or future system amenities and assets. The final plan will include spreadsheets for use by town staff in the preparation of funding requests/needs. We will also develop Inspection Checklists for use by town staff to track maintenance tasks/needs.

This Task includes:

- Assemble existing inventory data; identify data gaps; complete inventory as needed
- Quantify final recommendations: location, materials
- Prepare Maintenance Model Spreadsheet, Draft 1 for review/comment by Town Staff
- Revisions, as necessary
- Development Maintenance Plan based on feedback from Town Staff

Deliverables:

- Maintenance and Management Plan, Draft 1 and Final Draft
- Implementation Plan including project phasing and costs for development
- Cost estimates for total implementation of the Master Plan including engineering and professional services costs, construction and materials costs
- 5- year Action Plan for Town planning and budgeting purposes
- Outline of potential partnerships with WyDOT regarding improvements along HWY 130

Draft and Final Transportation Alternatives Master Plan

We will produce a draft Transportation Alternatives Master Plan for Town review and input. Comments and suggestions received will be incorporated into a Final Transportation Alternatives Master Plan that is ready for adoption by the Town Council.

Deliverable:

- Draft and Final Transportation Alternatives Master Plan

Town Council Adoption

We plan to interface with the Town Council up to four times at the key planning process milestones so that they are involved and knowledgeable about the process and any comments or suggestions they may have can be incorporated into the Plan as it develops. This will facilitate a successful Plan adoption process. We will support the Town Council adoption process by presenting the Final Plan to the Town Council and responding to questions and input.

Deliverable:

- Presentation to Town Council at adoption

The minimum desired process and outcomes for this Project were detailed in Section 2 of the RFP. Our proposed Plan Development Approach will deliver all the required minimum items plus other value add items we have described in this section. In order to be clear where each of the minimum required items is included, we have developed the table below showing the required elements listed in section 2 of the RFP and the corresponding number and which Task of our proposed Plan Development Approach includes each item.

Item #	Description	Included In Proposed Plan Development Approach Task
1	A cohesive vision for developing sidewalks and trails in the Town of Saratoga while establishing a model for maintenance and fiscal support	<ul style="list-style-type: none"> • Visioning, Goals & Objectives; • Recommendations, Implementation Strategy & Cost Estimate
2	Recommendations for discrete projects, phases, costs for development	<ul style="list-style-type: none"> • Concept Development; • Concept Refinement & Illustrative Depictions; • Recommendations, Implementation Strategy & Cost Estimate
3	Articulating strategies for implementing the plan with clear action steps	<ul style="list-style-type: none"> • Recommendations, Implementation Strategy & Cost Estimate
4	Estimating an annual budget amount to sustain a pathways and trails program at the future levels of infrastructure as recommended in the Plan and suggesting management models for pathways program.	<ul style="list-style-type: none"> • Recommendations, Implementation Strategy & Cost Estimate
5	Inventory of existing Town sidewalks including accessibility and quality. Provide a system to determine the priorities and budget for maintenance and upgrades of the items to bring into ADA compliance.	<ul style="list-style-type: none"> • Existing Conditions Inventory
6	Recommend surface types, materials, widths, etc. to establish a safe and cohesive look and feel for all Saratoga trail corridors. Illustrative prototypes encouraged.	<ul style="list-style-type: none"> • Concept Refinement and Illustrative Depictions
7	Illustrative path depictions including interpretive theme, user type and trail prototypes, prototypes for trailhead access points, and wayfinding signage hierarchy.	<ul style="list-style-type: none"> • Concept Refinement and Illustrative Depictions
8	Review existing funding sources, research potential new revenue streams and provide a 5-year action plan to direct the Town moving forward. Include potential partnerships with scheduled WYDOT improvements on HWY 130.	<ul style="list-style-type: none"> • Recommendations, Implementation Strategy & Cost Estimate
9	Provide a cost estimate for the total implementation of the Master Plan including engineering and professional service costs, construction and material costs, etc.	<ul style="list-style-type: none"> • Recommendations, Implementation Strategy & Cost Estimate
10	Production of Transportation Alternatives Master Plan for the Town of Saratoga including an ADA Transition Plan.	<ul style="list-style-type: none"> • Draft and Final Transportation Alternatives Master Plan

Meaningful Public Input and Innovative Engagement

The Town of Saratoga Transportation Alternatives Master Plan project will require a thoughtful, multi-layered engagement strategy that effectively identifies the priorities of Saratoga's tight-knit community. Anchoring the Master Plan in the wishes of those who call Saratoga home is essential for building a future mobility network that supports residents while welcoming visitors from across the landscape. The OV/CPG Team brings the right combination of technical expertise and community understanding to foster a successful and collaborative engagement process. Our Team's extensive in-person and online experience with engaging different stakeholders has led us to identifying three essential components of a successful outreach strategy for Saratoga: the formation of a Steering Committee, Public Engagement, and collaboration with Town Council.

Steering Committee

Central to a successful master plan will be the formation of a Steering Committee. OV/CPG will work with the City of Saratoga to identify Steering Committee members including trail users, interested residents or businesses, key civic stakeholders and relevant Public Agency participants. This representative group is proposed to meet bi-monthly and will be essential to the visioning process, development of goals and objectives, identifying concepts and solutions, and creating support for final implementation recommendations. The Team will work directly with Steering Committee members towards agreed upon solutions.



OV Consulting ~ Steering Committee Meeting

Public Engagement

The project team will work with the City Project Manager to define a Public Involvement Plan that aligns Town of Saratoga Transportation Alternatives Master Plan objectives with the appropriate levels and tools for outreach. This Plan will include both synchronous, in-person touch points and asynchronous, web-based input opportunities. The

OV Team has extensive experience in developing adaptable public engagement programs that serve unique community needs.

Public Meetings and supporting online engagement tools will occur throughout the process and will be organized in a way to address the various outreach needs throughout the Plan's development. This Team brings the breadth of communication expertise and understanding of project work to manage this concurrent range of activities.

In-person Community Input

For Saratoga, we anticipate 3 major in-person public touchpoints at key steps in the planning process:

1. Visioning and Goals/Objectives Workshop (Public and City Officials)
2. Concept Development and Refinement
3. Recommendations and Implementation

For each of these meetings, we will manage meeting logistics and administration, including notification, development of materials, running the meetings, and developing public input summaries at each milestone in the planning process. These meetings will be hosted in relevant, convenient locations such as the Platte River Community Center that encourage both planned and spontaneous participation to gather the most possible input. We will integrate that input in the planning process and proposed outcomes.



OV Consulting ~ Visioning Workshop

In addition, small focus groups can be developed as needed. We recognize the significance of small working group environments that allow us to discuss local needs and goals and to gain a more complete understanding of the communities we work in.

We value an open and transparent communication process and have special experience in managing varied opinions and interests that can arise when collecting community input. By garnering support throughout the process, OV Team can achieve buy-in for the final plan and recommendations.

Web-Based Input Opportunities

Providing asynchronous, web-based channels that are both computer and mobile friendly for disseminating project information and gathering input is a key element of today's planning processes. We propose creating a project web page either at a separate, project specific URL or under the www.TownofSaratoga.org website to act as a consistent source of project information for the community. The information would be updated at relevant milestones in the planning process such as Visioning, Concept Development and Refinement, release of the Draft Transportation Alternatives Master Plan and the Final/Adopted Transportation Alternatives Master Plan.

In addition, we have had great success in encouraging additional input to the planning process that would not normally be received at in-person touchpoints through the creation and promotion of project specific surveys at key milestones in the planning process. For example, creating an online survey to feed into the Visioning process will allow folks that were not able to attend the in-person workshop to provide input to that step of the planning process. We would develop milestone based surveys that have both quantitative and qualitative questions so that key input can be received but also so that we can gauge and measure the community's support for the Plan or aspects of the Plan.

We have had great success in smaller communities by promoting the surveys and website in both traditional formats such as on the Town's webpage News section or in the local paper or community newsletters but also through non-traditional methods such as table tents in restaurants and flyers in key locations and at key community events that contain brief project info and QR codes that link directly to the web page or survey. This has also been effective in reaching a wider audience such as visitors or County residents that live outside the Town boundaries.

Town Council

In coordination with the City Project Manager, the project team will support the development of materials, presentations, and updates to town Council at four key milestones including Vision, Goals and Objectives, Concept Design and Refinement, Recommendations and Implementation and Plan Adoption. Although not specifically called out in the RFP, presenting project information at several regularly scheduled Planning Commission meetings during the project is a good way to keep elected officials and community leaders informed and engaged with the project.


The OV Team brings extensive community engagement experience to this project, and will elevate existing community avenues through their Public Involvement Plan to develop a strong foundation of understanding of Saratoga's community that will directly inform Saratoga's Transportation Alternatives Master Plan.


How did you get here?

We're glad to see you – and curious about how you got here.
Did you walk, ride or roll Downtown?

Tell us in a 7-question online survey by December 1st.
Your answers will help influence future parking
options along South Broadway and the Wellness District.

Thanks!





**ENGLEWOOD
DOWNTOWN**
DEVELOPMENT AUTHORITY

As a champion for Downtown Englewood,
EDDA is working to make Downtown
economically vibrant, connected, safe and green.

EnglewoodDowntown.com

Facebook.com/Englewood.downtown

Instagram.com/Englewooddowntown

*OV Consulting ~ Table Tents for
Survey Outreach in the Community*

CONSULTANT Agreement
Town of Saratoga Transportation Alternatives Master Plan
OV Consulting
April 24, 2023

Exhibit B: Project Schedule

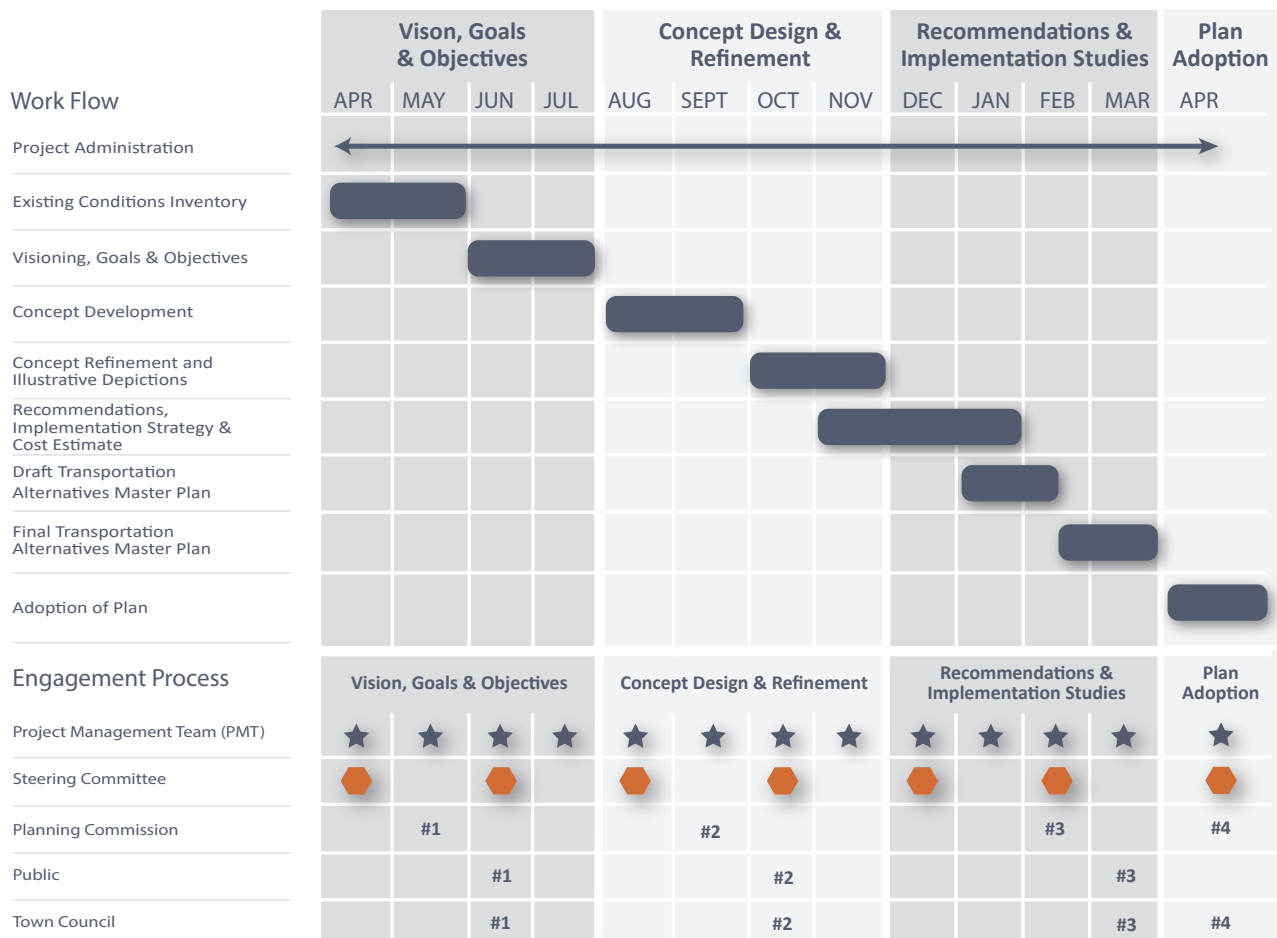
Schedule

Our proposed project schedule below illustrates both the project planning process work flow and also key meetings and input points. We anticipate an approximately 12 month schedule with project kick-off happening in April of 2023 and Town Council adoption coming in April of 2024. The work flow portion of this schedule was discussed in the Understanding the Project section of our proposal and is laid out in order to facilitate good plan development and community input. The Meetings portion of the schedule ties to our “Meaningful Public Input and Innovative Engagement” strategies” discussed in that section of the proposal. Our schedule is based around key milestones in the Plan development process including:

- Visioning, Goals & Objectives
- Concept Design and Refinement
- Recommendations & Implementation Studies
- Plan Adoption

We believe that utilizing the Steering Committee as a driving force behind the schedule is important. Meetings with the Steering Committee, the Planning Commission, the Public and the Town Council are grouped around the key milestones and occur in sequence so the ideas and concepts are vetted appropriately as they are presented to each subsequent group.

Saratoga Transportation Alternatives Master Plan Project Schedule | 12 - Month Schedule



CONSULTANT Agreement
Town of Saratoga Transportation Alternatives Master Plan
OV Consulting
April 24, 2023

Exhibit C: Fee Schedule and Rate Sheets

Town of Saratoga Transportation Alternatives Master Plan
 Fee Estimate
 OV Consulting
 4/24/2023

Task	Name	Title/Classification	Rate/Hr	C. Vogelzang Principal \$200	S. Moore Sr. Planner \$145	K. Rangeli Engineer II \$140	K. Hill Planner I \$120	R. Shaw Planner I \$120	J. McCalland Planning Analyst \$95	B. Gregg Principal \$195	H. Noves Project Manager \$165	B. Pille Sr. LA Manager \$125	A. Griffith Graphics Designer \$87	D. McOmie Project Advisor \$184	S. Merrill Program Manager \$150	Task Hours	Task Dollars
Task 1: Project Administration																	
	Project Management		6		6						6					22	\$3,660.00
	Bi-weekly Team Meetings/Coordination (24 meetings)		24	8		16		16				24		18		104	\$16,872.00
	Task 1 Subtotal		30	8	6	16	0	16	0	0	6	24	0	18	4	128	\$20,532.00
Task 2: Public Engagement																	
	Public Engagement Plan		8													8	\$1,600.00
	Steering Committee Meetings (bi-monthly, 6 meetings)		9	45		9		45								57	\$4,500.00
	Public Meetings (3)		16	16		48		48		4		8		8		144	\$2,112.00
	Surveyor/Focus Groups/S stakeholder interviews		16	4		16		16				8				64	\$9,152.00
	Website Updates/Materials								24							24	\$3,280.00
	Task 2 Subtotal		41	32.5	0	73	0	68.5	24	4	0	16	0	8	0	267	\$39,672.00
Task 3: Existing Conditions Summary																	
	Inventory Town Sidewalks					16										20	\$2,720.00
	Prioritization Criteria- ADA Compliance		4			16										20	\$3,040.00
	Existing Conditions Maps					2		4								8	\$,760.00
	Task 3 Subtotal		4	0	0	34	0	8	0	0	0	0	0	0	0	48	\$6,520.00
Task 4: Visioning, Goals and Objectives																	
	Develop and Refine Goals and Objectives		12	12		8										48	\$7,850.00
	Task 4 Subtotal		12	12	0	8	0	8	0	2	2	0	0	0	0	48	\$7,850.00
Task 5: Concept Development																	
	Draft Recommendations for Discrete Projects		24			72		40		8		24		24		194	\$26,658.00
	Final Recommendations for Discrete Projects		8			16		16		2		2		2		44	\$6,400.00
	Task 5 Subtotal		32	0	0	88	0	56	0	10	2	26	0	24	0	238	\$33,058.00
Task 6: Concept Refinement and Illustrative Decisions																	
	Draft Materials Plan and Supporting Graphics									8		24	16	72		120	\$12,536.00
	Final Materials Plan and Supporting Graphics					4		12		5		12	12	28		76	\$3,510.00
	Draft Wayfinding Signage Plan											8		8		20	\$2,256.00
	Final Wayfinding Signage Plan					2						6		2		10	\$1,204.00
	Task 6 Subtotal		0	0	0	6	0	0	0	13	0	50	16	94	0	178	\$19,510.00
Task 7: Recommendations, Implementation Strategy and Cost Estimates																	
	Assembly ADA/ADA Compliance and Management (ADA)									2		16				18	\$2,390.00
	Draft Maintenance and Management Plan (based on Task 6 Final Concept)									4		1	28	12		45	\$5,480.00
	Final Maintenance and Management Plan		4			8				4		1	6	5		12	\$1,250.00
	Implementation Plan		2			16				4		4				20	\$3,200.00
	Cost Estimates		4			8				4		20				50	\$7,120.00
	5-Year Action Plan		4			8				4				2		12	\$4,080.00
	Agency Partnership Opportunity Summary including WyDOT		4									2		24		30	\$5,460.00
	Task 7 Subtotal		14	0	0	32	0	0	0	14	2	76	0	17	26	203	\$29,103.00
Task 8: Draft and Final Plan																	
	Draft Transportation Alternatives Master Plan		16	4		24		60		2	12	32		24		174	\$23,018.00
	Review Session w/ Town Staff		2			2		24				4				10	\$1,420.00
	Final Transportation Alternatives Master Plan		4			8				2		20		12		72	\$3,000.00
	Task 8 Subtotal		22	4	0	34	0	86	0	2	16	56	0	36	0	256	\$33,442.00
Task 9: Town Council Adoption																	
	Town Council Adoption Hearing		3			8										21	\$2,808.00
	Task 9 Subtotal		3	0	0	8	0	0	0	0	0	4	0	4	0	21	\$2,808.00
	Staff Hours		158	56.5	6	299		244.5	24	45	28	254	16	175	52	1382	\$192,500.00
	Staff Dollars		\$31,600	\$11,300	\$870	\$41,860	\$0	\$29,340	\$2,280	\$8,775	\$4,620	\$31,750	\$1,712	\$15,225	\$9,568	\$360	\$192,500.00
	Labor Breakdown By Firm		OV	\$117,250					Studio CPG	\$62,082				FEA	\$11,168	Total Labor Dollars	\$192,500.00
																Expenses	
																Printing \$	2,000.00
																Mileage \$	2,500.00
																Lodging \$	1,500.00
																Per Diem Food \$	1,500.00
																Total Expenses \$	7,500.00
																Total Project Fee (Labor + Expenses)	\$ 200,000.00



OV Consulting 2023 Billing Rates

Name	Title/Classification	Rate/Hr.
Chris Vogelsang	Principal	\$200
Beth Vogelsang	Principal	\$200
Kevin Rangel	Engineer II	\$140
Shari Moore	Senior Planner	\$145
Kat Hill	Planner I	\$120
Reese Shaw	Planner I	\$120
Jean McClelland	Planning Analyst	\$95

Reimbursable Expenses

- Vehicle Mileage: Current IRS Rate
- Direct Reimbursable Expenses: Direct Cost/No Mark-up (Postage, Outsourced Printing, 3rd Party Equipment Rental, Subconsultants, etc.)
- Lodging: Current CONUS Rate
- Meals: GSA CONUS Per Diem

Billing Rates

Billy Gregg	Principal	\$195
Heather Noyes	Project Manager	\$165
Brian Pille	Senior Landscape Architect	\$125
Abigail Griffith	Senior Landscape Architect	\$125
Jennifer Lam	Landscape Designer	\$87

Vehicle Mileage:

Current IRS Rate

Direct Reimbursable Expenses:

Direct Cost/No Mark-up

Postage, Outsources Printing, 3rd Pary Equipment Rental,
Subconsultants

Lodging:

Current CONUS Rate

Meals:

GSA CONUS Per Diem



WYOMING Department of Transportation

"Provide a safe and effective transportation system"

5300 Bishop Boulevard, Cheyenne, Wyoming 82009-3340



September 15, 2022

William Small, P.E., PMP
President/Chief Executive Officer
Facility Engineering Associates, P.C.
1920 Thomas Avenue, Suite 330
Cheyenne, WY 82001

Pre-negotiation Rate Review Results

Dear Mr. Small:

Our Engineering Services staff recently reviewed your firm's current billing rates for an employee that was promoted. The purpose of this rate review letter is to document the approved rate for this employee. This review is possible since there are no active agreements between your firm and the Wyoming Department of Transportation (WYDOT) as of September 15, 2022. After an agreement has been executed, a change order would be required to implement new rates.

To clarify the outcome of the rate review, we offer the following for use as a guideline when preparing proposals on future WYDOT consulting contracts. Although the rates have not been audited, they have been calculated based on the same principles for allowability and reasonableness per 2 CFR 200.

1. The following billing rate for the promoted employee have been determined to be acceptable and agreed to by Facility Engineering Associates, P.C. This billing rate **must** also be used on any local agency project using WYDOT pass-through funding.

Daniel Besmer	Project Engineer	\$125.00/hour
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2. The following billing rates were approved on April 21, 2022 and are still in effect. These billing rates **must** also be used on any local agency project using WYDOT pass-through funding.

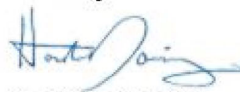
Rich Merrill	Program Manager	\$150.00/hour
Serena Varner	Project Engineer	\$125.00/hour
Janet Sund	Senior Cost Estimator	\$123.00/hour
Del McOmie	Project Advisor	\$184.00/hour
Brian Isleib	Senior Engineer/Technical Reviewer/QC	\$184.00/hour
Matt Kutzler	Technical Reviewer/QC	\$184.00/hour
Dan Watkins	Chief Engineer/QA	\$235.00/hour
Bill Small	Senior Advisor	\$306.00/hour

Mr. William Small, P.E., PMP, September 15, 2022
Page 2 of 2

3. Additional employees will need to be evaluated on a case-by-case basis prior to using them on WYDOT projects. All billing rates will be evaluated based on the employee's base wage rate and not their position title.
4. Vehicle mileage will be allowed at the current IRS rate as a maximum in lieu of a cost pool.
5. Direct reimbursable expenses such as postage, outsourced copies, third party equipment rental and sub-consultant expenses will be allowed at cost.
6. Mark-ups on direct reimbursable expenses are not allowed.
7. Lodging will be allowed at current CONUS rates.
8. Meals will also be allowed at GSA CONUS per diem rates as long as the rates invoiced are the same rates as those paid to your employees.
9. Overtime rates may be applied to only those hours in excess of 40 hours per week and only if the entire work week is applicable to the WYDOT project. The overtime pay will need to be clearly identified in each contract and which employees will be allowed overtime pay.
10. Other miscellaneous materials will need to be specifically identified in your fee proposals and approved by WYDOT on a case-by-case basis.
11. Late charges are not allowed.
12. No other "tools of the trade" cost pools have been established and, therefore, may not be included as direct reimbursable expenses. Reference WYDOT's "Instructions for Providing Professional Consulting Services," page 9, which is available on our website at <http://www.dot.state.wy.us>, and by selecting "Business with WYDOT," "Consultants" and "Instructions for Providing Consultant Services."

Please feel free to contact me at (307) 777-4488 if you have any questions or concerns regarding this information.

Cordially,



Hank Doering, P.E.
Engineering Services Engineer

hd

cc: Maria LaBorde, Internal Review Program Manager, WYDOT, Cheyenne
Patricia L. Small, Payroll & Benefits Administrator, FEA, Fairfax

CONSULTANT Agreement
Town of Saratoga Transportation Alternatives Master Plan
OV Consulting
April 24, 2023

Exhibit D: Federal General Provisions

ATTACHMENT _____

FEDERAL GENERAL PROVISIONS

The below General Provisions shall also apply to all subconsultants engaged by the Consultant.

SECTION A. ASSUMPTION OF RISK

The Consultant shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Consultant's failure to comply with state or federal requirements. The Town of Saratoga shall notify the Consultant of any state or federal determination of noncompliance.

SECTION B. AUDITING AND ACCESS TO RECORDS

The Town of Saratoga and its representatives shall have access to any books, documents, papers, electronic data, and records of the Consultant which are pertinent to this Agreement.

SECTION C. BREACH OF AGREEMENT

The Consultant agrees to provide all professional services as required by the terms, conditions, provisions, and obligations of this Agreement. Failure by the Consultant to perform as required by the terms, conditions, provisions, or obligations of this Agreement shall constitute a breach of contract. The Town of Saratoga shall consider a Consultant's failure to perform as a material breach of contract when it can be determined that the terms, conditions, provisions, or obligations of the Agreement will not be completed and the Town of Saratoga will incur additional cost, lost opportunity, or additional time to obtain the same or equal Agreement deliverables. A material breach may result in remedies as the Town of Saratoga deems appropriate, which may include, but are not limited to:

1. Termination as provided in SECTION T – TERMINATION OF AGREEMENT;
2. Withholding monthly progress payments;
3. Assessing damages/sanctions;
4. Disqualifying the Consultant from future solicitations; and/or
5. Legal remedy.

SECTION D. CERTIFICATION FOR LIMITATIONS ON LOBBYING ACTIVITIES

This provision is applicable to all Agreements exceeding One Hundred Thousand dollars (\$100,000). By signing this Agreement, the Consultant certifies and agrees that, to the best of their knowledge:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the Consultant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Consultant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this Agreement was made or entered into. Failure by the Consultant to carry out these requirements may be a material breach of this Agreement, which may result in remedies as provided in SECTION C – BREACH OF AGREEMENT.

SECTION E. COMPLIANCE WITH LAWS

The Consultant shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this Agreement.

SECTION F. CONFLICTS OF INTEREST

1. The Consultant shall not engage in providing consultation or representation of clients, agencies, or firms which may constitute a conflict of interest which may result in a disadvantage to the Town of Saratoga or a disclosure which may adversely affect the interests of the Town of Saratoga. This provision does not prohibit or affect the Consultant's ability to engage in consultations, evaluations, or representation under agreement with other agencies, firms, facilities, or attorneys so long as no conflict exists.
2. A conflict of interest may be considered a material breach of this Agreement. A material breach under this section may result in remedies as provided in SECTION C – BREACH OF AGREEMENT. In the event the Agreement is terminated under this provision, the Consultant shall take steps to insure that the file, evidence, evaluation and data are provided to the Town of Saratoga or its designee.

3. The Consultant shall notify the Town of Saratoga of any potential or actual conflicts of interest, including financial or other personal interests, arising during the course of the Consultant's performance under this Agreement. This Agreement may be terminated in the event a conflict of interest arises. Termination of this Agreement will be subject to a mutual settlement of accounts. In the event this Agreement is terminated under this provision, the Consultant shall take steps to ensure that all files, evidence, evaluations, and data are provide to the Town of Saratoga or its designee.

SECTION G. DETERMINATION OF ALLOWABLE COSTS

The Consultant shall assure, prior to submittal of periodic progress payments, that all costs are in accordance with federal cost principals as provided in 48 CFR 31. Failure by the Consultant to carry out these requirements may be a material breach of this Agreement, which may result in remedies as provided in SECTION C – BREACH OF AGREEMENT.

SECTION H. DISADVANTAGED BUSINESS ENTERPRISE ASSURANCE

The Consultant or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Consultant shall carry out applicable requirements of 49 CFR 26 in all subconsultant contract documents.

Failure by the Consultant to carry out these requirements may be a material breach of this Agreement, which may result in remedies as provided in SECTION C – BREACH OF AGREEMENT.

SECTION I. ENVIRONMENTAL POLICY ACTS

The Consultant agrees all activities under this Agreement shall comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.

SECTION J. ERRORS AND OMISSIONS

The Consultant shall be responsible for assuring that professional services provided under this Agreement are accurate and without mistakes or omissions. The Consultant shall endeavor to perform services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. The Town of Saratoga shall notify the Consultant at the earliest possible time of the professional services which require corrective action and the Consultant, by mutual agreement with the Town of Saratoga and without additional compensation, shall correct those services. Failure by the Consultant to carry out these requirements may be considered, in the sole

discretion of the Town of Saratoga, a material breach of this Agreement, which may result in remedies as provided in SECTION C – BREACH OF AGREEMENT.

SECTION K. HUMAN TRAFFICKING

As required by 22 USC 7104(g), 2 CFR 175, and 48 CFR 52.222-50 (Amended March 2015), severe forms of human trafficking, procurement of commercial sex acts, and the use of forced labor are prohibited. The March 2015 amendments expand the original requirements and introduce a list of specific types of conduct that are prohibited. The amendments modify mandatory disclosure obligations and specify the minimum level of cooperation required of consultants responding to a trafficking investigation. Failure by the Consultant to carry out these requirements may be a material breach of this Agreement, which may result in remedies as provided in SECTION C – BREACH OF AGREEMENT.

SECTION L. KICKBACKS

The Consultant certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Agreement. If the Consultant breaches or violates this warranty, the Town of Saratoga may, at its discretion, terminate this Agreement without liability to the Town of Saratoga, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.

SECTION M. MANDATORY DISCLOSURES

The Consultant shall disclose, in a timely manner, in writing, to the Town of Saratoga all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award. Failure to make required disclosures can result in remedies for non-compliance including suspension or debarment.

SECTION N. MONITORING ACTIVITIES

The Town of Saratoga shall have the right to monitor all activities related to this Agreement that are performed by the Consultant or its subconsultants. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Agreement; and to observe personnel in every phase of performance of the Agreement-related work.

SECTION O. OWNERSHIP AND RETURN OF DOCUMENTS AND INFORMATION

The Town of Saratoga _____ is the official custodian and owns all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Consultant in the performance of this Agreement. Upon termination of services, for any reason, the Consultant agrees to return all such original and derivative information and documents to the Town of Saratoga _____ in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers.

SECTION P. PATENT OR COPYRIGHT PROTECTION, AND RIGHTS IN DATA

The Consultant recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no work performed by the Consultant or its subconsultants shall violate any such restriction. The Consultant shall defend and indemnify the Town of Saratoga _____ for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.

Copyrighting or other exclusions placed on any documents or materials developed by the Consultant, its sublets, agents or assigns under this Agreement are prohibited.

Data produced, furnished, acquired, or used in meeting the terms and conditions of this Agreement shall be available to the Town of Saratoga _____, WYDOT and/or the federal funding agency with unlimited rights. Data means all recorded information, regardless of form, to include both technical – scientific or technical nature - and computer software information. It does not include information related to administration of the Agreement such as financial, cost or pricing, or management information. Unlimited rights means that the Town of Saratoga _____, State or federal agency has the right to use, disclose, reproduce, and distribute the data in any manner and for any purpose, and to permit others to also have unlimited rights. Meanings and uses described in this SECTION P are superseded and/or supplemented by 48 CFR 52.227-14.

SECTION Q. PROFESSIONAL REGISTRATION

The Consultant shall endorse, if required by law, plans and reports prepared under this Agreement, and shall affix thereto his or her seal of professional registration, showing that he or she is licensed to practice in the State of Wyoming.

SECTION R. PUBLICITY

Any publicity given to the projects, program or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the Consultant and related to the services and work

to be performed under this Agreement, shall identify the Town of Saratoga, WYDOT and the federal funding agency as the sponsoring agencies and shall not be released without prior written approval of the Town of Saratoga.

SECTION S. SUSPENSION AND DEBARMENT

By signing this Agreement, the Consultant certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or non-financial assistance, nor are any of the participants involved in the execution of this Agreement suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the disbarred, or otherwise ineligible, vendors list at www.sam.gov/portal/public/SAM/. Further, the Consultant agrees to notify the Town of Saratoga by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Agreement. Failure by the Consultant to carry out these requirements may be a material breach of this Agreement, which may result in remedies as provided in SECTION C – BREACH OF AGREEMENT.

SECTION T. TERMINATION OF AGREEMENT

The Town of Saratoga may terminate all or part of the Agreement, without cause, upon thirty (30) days written notice. The Agreement may be terminated by the Town of Saratoga immediately for cause if the Town of Saratoga determines that the Consultant has failed to perform as required by the terms, conditions, provisions, or obligations of the Agreement – Termination for Cause or Breach – or the Town of Saratoga determines that termination is in the public's best interest – Termination on Public's Behalf/Convenience. In either event, compensation shall be made to the Consultant based upon the progress of the work performed prior to termination.

Work performed shall be defined as the deliverables specified in the Agreement and accepted by the Town of Saratoga, and not the labor hours billed. The ownership of the work completed or partially completed at the time of such termination or abandonment shall be retained by the Town of Saratoga.

The Town of Saratoga shall notify the Consultant, in writing, of Agreement termination.

SECTION U. TITLE VI ASSURANCES FOR NON-DISCRIMINATION

The Consultant agrees to comply with the requirements of the nondiscrimination clauses as described in the U.S. Department of Transportation (DOT) Order 1050.2.

ATTACHMENT _____

BREACH OF AGREEMENT (Administrative Written Procedures)

Consultant agreements will incorporate Federal General Provisions regarding breach of agreement consistent with 23 CFR 172 and 2 CFR 200. These Regulations require written procedures to address contractual, legal, and administrative remedies including sanctions and penalties where consultants breach agreement terms, conditions, provisions, or obligations. For purposes of these written procedures, the Agreement terms, conditions, provisions, or obligations will be referred to as Agreement Services.

Numerous Federal General Provisions will be administered using these written procedures. For purposes of administering consultant agreements, breach of agreement may result when analyzing a consultant's professional services under any of the following Federal General Provisions:

ATTACHMENT 1, FEDERAL GENERAL PROVISIONS

SECTION C. BREACH OF AGREEMENT
 SECTION D. CERTIFICATION FOR LIMITATIONS ON LOBBYING ACTIVITIES
 SECTION F. CONFLICTS OF INTEREST
 SECTION G. DETERMINATION OF ALLOWABLE COSTS
 SECTION H. DISADVANTAGED BUSINESS ENTERPRISE ASSURANCE
 SECTION J. ERRORS AND OMISSIONS
 SECTION K. HUMAN TRAFFICKING
 SECTION S. SUSPENSION AND DEBARMENT

The consultant's responsibility to make prompt payment to subconsultants will be administered through these written procedures, as required by SECTION VI(C) – Consultant Payments and Retainage and the consultant agreement.

Contractual Remedy

Contractual remedy is provided when the above provisions are physically incorporated, or incorporated by reference, into an executed Agreement. Additionally, contractual remedy requires the physical incorporation of ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION T – TERMINATION OF AGREEMENT.

Legal Remedy

Legal remedy is provided by the physical incorporation of ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION E – COMPLIANCE WITH LAWS and enforcement of the Agreement as governed by the laws of the State of Wyoming.

Administrative Procedures, Sanctions, and Penalties

Town of Saratoga concerns with consultant performance and/or adherence to Agreement Services will most often be resolved through the coordination and resolution efforts as outline in SECTION XIII – AGREEMENT ADMINISTRATION of this document. The authorized representative/ primary contact of the Town of Saratoga should document all administrative issues and subsequent resolutions, from start to completion of the Agreement.

There may be an occurrence when a cooperative and acceptable resolution cannot be reached between the Town of Saratoga and the Consultant. At those occurrences, the Town of Saratoga will typically make the determination that the Consultant has failed to perform Agreement-required acceptable work, has failed to progress in the performance of Agreement Services, or has not and will not comply with General Provisions. When that determination concludes that the Agreement Services cannot be completed and the Town of Saratoga will incur additional cost, lost opportunity, or additional time to obtain the same or equal Agreement deliverables, the threshold for a material breach of agreement has been reached and will invoke ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION C – BREACH OF AGREEMENT and the resultant remedies, including ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION T – TERMINATION OF AGREEMENT.

The Town of Saratoga determination that the Consultant has failed to perform Agreement-required acceptable work, has failed to progress in the performance of Agreement Services, or has not and will not comply with General Provisions will need to be supported by the Town of Saratoga documentation of monitoring activities as allowed by ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION N – MONITORING ACTIVITIES. Issues concerning the Consultant’s billing of allowable costs should be evaluated in accordance with ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION B – AUDITING AND ACCESS TO RECORDS.

The threshold for a material breach of agreement requires that the Consultant has failed to perform Agreement Services and that the Town of Saratoga has or will incur additional cost, lost opportunity, or additional time to obtain the same or equal Agreement deliverables. Both represent a high threshold to assure an acceptable outcome and, as a result, the Town of Saratoga representative through monitoring activities must identify and document unresolved issues early in the Agreement, before either the Consultant or the Town of Saratoga has incurred

substantial cost or time. All unresolved issues should be promptly addressed, either reaching resolution, arriving at reasonable penalties/sanctions, or concluding breach of agreement with the resultant remedies, including ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION T – TERMINATION OF AGREEMENT.

Penalties and/or sanctions typically available to the Town of Saratoga would be structured as 1) compensatory damages, 2) specific performance, or 3) termination.

Damages, based on additional cost or time incurred by the Town of Saratoga, could be quantified and pursued. Damages, based on lost opportunity incurred by the Town of Saratoga, may be more difficult to quantify. Lost opportunity could include Town of Saratoga delays in the delivery of supplemental work or successor agreements for work, or delay in the year of project construction and the related increased construction costs. Other lost opportunities may be identified and quantified.

Specific performance would require the Consultant to pursue Agreement Services, with adjustment to allowable costs. Specific performance would be used as a remedy, either prior to or for breach of agreement, if the work required by the Agreement required special expertise, is an emergency, or is only available from a single or restricted number of firms. In those cases, damages would not suffice to place the Town of Saratoga in as good a position as it would have been had the breach not occurred.

Termination of the Agreement is presented in ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION T – TERMINATION OF AGREEMENT. The Town of Saratoga may terminate the Agreement, and either pursue restitution or not pursue restitution. Restitution, as a remedy, means that the Town of Saratoga is put back in the position it was in prior to the breach; without restitution, the Agreement is terminated with both the Consultant and the Town of Saratoga no longer under any Agreement obligation.



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A LOCHNER COMPANY

Saratoga Town Council Regular Meeting

May 2, 2023

Shively Field Airport – Engineer of Record Update

Introductions

Mike Beckhoff, PE – Engineering Project Manager | Armstrong Wyoming State Program Manager

Mike will serve Saratoga in three vital roles: Planning Project Manager, Engineering Project Manager, and Wyoming State Program Manager. Your primary point of contact to provide guidance and perspective on all aspects of your projects. He will hold a complete understanding of your airport from project conception to completion.

(307) 249-4934
mbeckhoff@armstrongconsultants.com
330 Street Center Street, Suite 414
Casper, WY 82601

Jesse Fabula, C.M. – Client Manager

Jesse will ensure you receive the services, communication, and support necessary to accomplish your aviation goals – particularly regarding airport management support, grant support, and administrative duties.

(970) 255-2034
jfabula@armstrongconsultants.com
751 Horizon Court Suite 255
Grand Junction, CO 81506

We are a full-service firm which means we are here to assist you with all airport-related projects, specifically planning and engineering. Additionally, we have a deep staff of airport experts that can advise on a variety of airport operation-related topics. Call us any time. We are here to help.

Airport Overview

Shively Field (KSAA) is a public-use, general-aviation airport, here in Saratoga, Wyoming. The airport serves a variety of General Aviation (GA) traffic, small and medium jet traffic, charter operations, fractional ownership, and large private jet traffic. Shively Field is both a community asset and an economic driver for the town, county, and region. It is utilized by residents, visitors, and tourists alike.

- Town of Saratoga – Airport Sponsor – Ultimate Authority
- WYDOT Aeronautics Division – classifies KSAA as a Business Airport – second-tier
- Federal Aviation Administration (FAA) – classifies KSAA as Basic - fourth-tier



Grant Funding and the Annual CIP Process:

FAA grants come in several forms, including FAA Airport Improvement Program (AIP) grants, competitive FAA grants such as State Apportionment and Discretionary grants, and uncommon supplemental or stimulus-type grants.

- FAA Grants are for Capital Projects – meaning new construction or maintenance of existing infrastructure. Not for operational expenses or maintenance.
- Bipartisan Infrastructure Law – BIL grants – Competitive ATP grants
- FAA Grants are 90% FAA funding and 10% match
 - 6% is covered by WYDOT
 - 4% is covered by the Town of Saratoga

WYDOT – Aeronautics Division Grants. WYDOT offers several grant types:

- Operational reimbursement grants – NAVAIDS and AWOS maintenance
- 6% match on all FAA grants
- Statewide pavement maintenance – asphalt fog seal and crack fill
- State and Local only projects – 90% WYDOT, 10% local match

The annual airport capital improvement (ACIP or CIP) process consists of listing out all airport capital projects for the coming ten years, establishing project estimates, and designating funding sources.

- Yearly opportunity to evaluate development priorities
- Mechanism to notify FAA and WYDOT for funding needs
- Next project is the 2024 Airport Master Plan
 - Master plans are long-range planning documents, and the CIP will be heavily updated after the completion of the master plan.



STATE OF WYOMING Airport Allocated WACIP Report

Saratoga - Shively Field											
Federal Funds						State Funds					
Year	Entitlement	Apportionment	Discretionary	Misc Federal	Total Federal	Transportation	General	Total State	Total Local	Total Project	Percent Split (F/S/L)
Project Title: Conduct Planning Study, Master Plan						Project Number: ASA019			Priority Number: 57		Shovel Ready Year: 2023
Requested:											
2023	\$198,244	\$0	\$0	\$176,667	\$374,911	\$13,216	\$0	\$13,216	\$8,811	\$396,938	94.45 / 3.33 / 2.22
2024	\$0	\$0	\$0	\$53,062	\$53,062	\$0	\$0	\$0	\$0	\$53,062	100.00 / 0.00 / 0.00
Allocated:											
2022	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00 / 0.00 / 0.00
2023	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00 / 0.00 / 0.00
2023	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00 / 0.00 / 0.00
2024	\$198,244	\$0	\$0	\$0	\$198,244	\$13,216	\$0	\$13,216	\$8,811	\$220,271	90.00 / 6.00 / 4.00
2024	\$0	\$0	\$0	\$226,000	\$226,000	\$15,067	\$0	\$15,067	\$10,044	\$251,111	90.00 / 6.00 / 4.00
Project Title: Construct GA Terminal						Project Number: ASA005			Priority Number: 56		Shovel Ready Year:
Requested:											
2024	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$60,000	\$40,000	\$100,000	0.00 / 60.00 / 40.00
2025	\$450,000	\$0	\$0	\$0	\$450,000	\$300,000	\$0	\$300,000	\$200,000	\$950,000	47.37 / 31.58 / 21.05
Allocated:											
2027	\$450,000	\$0	\$0	\$0	\$450,000	\$30,000	\$0	\$30,000	\$20,000	\$500,000	90.00 / 6.00 / 4.00
2028	\$0	\$0	\$0	\$0	\$0	\$270,000	\$0	\$270,000	\$180,000	\$450,000	0.00 / 60.00 / 40.00
Project Title: Seal Coat and Mark Pavements						Project Number: ASA014A			Priority Number: 69		Shovel Ready Year: 2026
Requested:											
2026	\$0	\$0	\$0	\$0	\$0	\$294,300	\$0	\$294,300	\$32,700	\$327,000	0.00 / 90.00 / 10.00
Allocated:											
2026	\$0	\$0	\$0	\$0	\$0	\$297,000	\$0	\$297,000	\$33,000	\$330,000	0.00 / 90.00 / 10.00
Project Title: Acquire Land, RW 23 RPZ						Project Number: ASA001			Priority Number: 67		Shovel Ready Year:
Requested:											
2027	\$150,000	\$0	\$0	\$0	\$150,000	\$10,000	\$0	\$10,000	\$6,667	\$166,667	90.00 / 6.00 / 4.00
Allocated:											
2028	\$150,000	\$0	\$0	\$0	\$150,000	\$10,000	\$0	\$10,000	\$6,667	\$166,667	90.00 / 6.00 / 4.00

A Full Introduction to Airport Master Plans

Airport Master Plan – What is it?

For many airport representatives, interested stakeholders, and the public at large, navigating the world of FAA requirements in relation to airport planning and design can be daunting. In order to assist those that may need a quick refresher as to what an airport master plan is and why it is done, we have prepared the following:

What is an Airport Master Plan?

Quite simply, an Airport Master Plan is an FAA-approved planning study that provides a comprehensive look at the current and future infrastructure and needs of an airport and provides a rationale and specific blueprint for future growth and development for up to 20 years. Some of the specific goals of a master plan are:

- To provide a graphic representation of existing airport features, future airport development, and anticipated land use.
- To establish a realistic schedule for the implementation of the proposed development
- To identify a realistic financial plan to support the development
- To validate the plan technically and procedurally through investigation of concepts and alternatives on technical, economic, and environmental grounds.
- To prepare and present a plan to the public that adequately addresses all relevant issues and satisfies local, state, and federal regulations.
- To establish a framework for a continuous planning process

Why is it being conducted?

Along with providing all airport stakeholders and interested parties with a detailed document highlighting the current and future utility and needs of the airport, an airport master plan document is one of the official tools that the FAA, the State and local governments use to plan and budget for future development at an airport. Although master plans provide planning for up to 20 years in the future, the FAA recognizes that things change, and under normal circumstances, a master planning effort is conducted at every federally eligible airport, usually at least every 10 years. An up-to-date airport master plan, along with a current airport layout plan, is usually required by the FAA prior to an airport being eligible for any development utilizing Federal Funds.

How much does it cost and who pays for it?

The cost of an airport master plan varies widely depending on the airport. While some airports are relatively small, with slow to moderate growth rates, others are extremely large and complex, with rapidly evolving changes. Generally, the cost for an airport master plan usually ranges from at least a couple hundred thousand dollars for a smaller facility, to well over a million for larger airports. Because it is an FAA-required project, the FAA contributes 90% of the funding, with the remaining 10%

shouldered by the airport sponsor, sometimes with assistance from the State (in this case, WYDOT Aeronautics would cover 6% of the total cost and the Town of Saratoga 4%).

What will the airport sponsor get as part of a master plan?

After the completion of an airport master plan, an airport sponsor will usually receive a bound study containing all the required elements of a master planning study, along with other specific elements, which may have been agreed to prior to the start of the master plan. Along with the bound study, many master plans include an electronic element in the form of a website, which will enable the general public to view the elements of the master plan. An executive summary of the study and its results is also usually provided as well. The FAA strictly controls most aspects of what can and cannot be included as part of an airport master plan. The document that guides the master planning process is the *FAA Advisory Circular 150/5070-6B*. This AC clearly states what elements are to be included in a master plan. Elements of a master plan study normally consist of the some or all of the following:

- 1) **Pre-planning** – The pre-planning process usually includes an Initial Needs Determination, Request for Proposal and Consultant Selection, Development of Study Design, Negotiation of Consultant Contract, and Application for Study Funding.
- 2) **Public Involvement** – Once the project starts, a public involvement program is begun to identify and document the key issues for various stakeholders and solicit input.
- 3) **Environmental Considerations** – A clear understanding of the environmental requirements needed to move forward with proposed projects in the recommendations.
- 4) **Existing Conditions** – An inventory of all pertinent airport data.
- 5) **Aviation Forecasts** – Forecasts of aeronautical demand for short-, medium-, and long-term time frames.
- 6) **Facility Requirements** – Assess the ability of the existing airport infrastructure, both airside and landside, to support the forecast demand. Identify the demand levels that will trigger the need for facility additions or improvements, and estimate the extent of new facilities that may be required to meet that demand.
- 7) **Alternatives Development and Evaluation** – Identify options to meet projected facility requirements and alternative configurations. Assess the expected performance of each alternative against a wide range of evaluation criteria, including its operational, environmental, and financial impacts. A recommended development alternative will emerge from this process and will be further refined in subsequent tasks. This will also aid in developing the purpose and need for subsequent environmental documents.
- 8) **Airport Layout Plans** – One of the key products of a master plan is a set of drawings that provides a graphic representation of the long-term development plan for an airport. The primary drawing in this set is the “Airport Layout Plan”. Other drawings are usually included as well, depending on the size and complexity of the individual airport.

- 9) **Facilities Implementation Plan** – Provides a summary description of the recommended improvements and associated costs. The schedule of improvements depends, in large part, on the levels of demand that trigger the need for expansion of existing facilities.
- 10) **Financial Feasibility Analysis** – Identifies a financial plan for the airport, describes how the sponsor will finance the projects recommended in the master plan, and demonstrate the financial feasibility of the program.

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THE AIRPORT MASTER PLAN PROCESS

