



TOWN COUNCIL REGULAR MEETING

MAY 20, 2025 at 6:00 PM

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

AGENDA

CALL TO ORDER

- 1) Opening Ceremony
- 2) Roll Call: __Mayor Chuck Davis __Councilman Cooley __Councilman Oxford
__Councilman Fluty __Councilman Barkhurst

APPROVAL OF THE AGENDA

APPROVAL OF THE MINUTES

- [3\)](#) Meeting Minutes - May 6, 2025

APPROVAL OF THE BILLS

- 4) Deposits - \$265,905.63
- [5\)](#) Accounts Payable - \$173,175.36
- [6\)](#) Transmittals - \$53,818.62
- [7\)](#) Payroll - \$52,219.16

CORRESPONDENCE

- [8\)](#) Josh Wood - Letter of Concern

ITEMS FROM THE PUBLIC

- [9\)](#) Street Closure Application - SES Color Run
- 10) Adelaide Myers - Saratoga Library
- 11) Josh Wood - Saratoga Beautification Committee
- [12\)](#) Special Event Application - Marie Christen - Farmer's Market

COUNCIL COMMENTS

REPORTS FROM DEPARTMENTS

Town Hall

- 13) Ordinance 883 - 2025/2026 Budget - First Reading
- [14\)](#) Rotating Friday Schedule
- 15) Job Opening - Town Hall Custodian
- [16\)](#) Civic Plus Invoices - 337706/337695 - \$7,455.00

Police Department

- [17\)](#) ESU Pursuits Quote - 62,309.00 - 2024 Dodge Ram
- 18) Dispatch Longevity

Fire Department

Recreation Department

Next meeting is June 9, 2025 at 6:00 PM at the Town Hall Council Chambers

- 19) Wage Correction for Jakobi Mirich - Swim Instructor \$21.00/Hr.
- [20\)](#) Hooton Tech - Key Fob System for Weight Room - \$1,715.00
- 21) New Hires - Kristina Davenport - Pool Manager \$22.00 - Koya Roberts - Cashier - \$13.00

Department of Public Works

- [22\)](#) Ordinance 884 - Title 13 - Water
- [23\)](#) Ordinance 885 - Title 13 - Sewer

REPORTS FROM BOARDS AND COMMISSIONS

Planning Commission

Next meeting is June 10, 2025 at 5:30 PM at the Town Hall Council Chambers

- [24\)](#) Easement for 4th Street Property
- 25) VA-3-25
- [26\)](#) Ordinance 882 - Title 15/18 - Application Fees - 3rd and Final Reading

Water and Sewer Joint Power Board

Next meeting is June 11, 2025 at 6:00 PM at the PVCC

Recreation Commission

Next meeting is June 9, 2025 at 6:00 PM at the Town Hall Council Chambers

Saratoga Airport Advisory Board

Next meeting is June 9, 2025 at 3:30 PM at the Town Hall Council Chambers

South Central Wyoming Emergency Medical Services Board

Next meeting is June 16, 2025 at 6:00 PM at the Saratoga Ambulance Barn

- [27\)](#) April 12, 2025 Meeting Minutes
- 28) Update from Marie Christen

NEW BUSINESS

EXECUTIVE SESSION

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

Exit executive session noting no action was taken and to seal the minutes at HH:MM PM

FURTHER BUSINESS

ADJOURNMENT

**THE NEXT TOWN COUNCIL MEETING WILL BE ON
TUESDAY, JUNE 3, 2025 AT 6:00 PM.**



TOWN COUNCIL REGULAR MEETING MAY 06, 2025 at 6:00 PM

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

MINUTES

CALL TO ORDER

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

- 1) Opening Ceremony
- 2) Roll Call: __Mayor Chuck Davis __Councilman Cooley __Councilman Oxford
__Councilman Fluty __Councilman Barkhurst
Councilman Jerry Fluty was absent all other members of council were present.

APPROVAL OF THE AGENDA

Motion to approve agenda for May 6, 2025 with the addition of the Hen & Harvest Liquor License, made by Councilman Cooley, second by Councilman Oxford. Motion carried.

APPROVAL OF THE MINUTES

- 3) Meeting Minutes from April 15, 2025
Motion to approve minutes from April 15, 2025, made by Councilman Oxford, second by Councilman Cooley. Motion carried.

APPROVAL OF THE BILLS

Motion to approve all financials from May 6, 2025 made by Councilman Cooley, second by Councilman Oxford. Motion carried.

- 4) Deposits - \$364,227.07
- 5) Accounts Payable - \$63,199.28
- 6) Transmittals - \$28,037.15
- 7) Payroll - \$53,271.36

CORRESPONDENCE

- 8) Word From WAM

ITEMS FROM THE PUBLIC

- 9) Special Event Application - Scott Shellenberger
Motion to approve special event permit for Scott Schellenberger for June 12, 2025 at Veterans Island, made by Councilman Cooley, second by Councilman Barkhurst. Motion carried.
- 10) Kathy Beck - CCPN

COUNCIL COMMENTS

REPORTS FROM DEPARTMENTS

Town Hall

Motion to approve Restaurant Liquor License for Hen & Harvest made by Councilman Cooley, second by Councilman Oxford. Motion carried.

- 11) Cindi Martinez - Brownfield Grant Assessment Spurr Program
Motion to move forward with the SPURR program with Emery Penner as the main person of contact, made by Councilman Cooley, second by Barkhurst. Motion carried.
- 12) Carbon County 250 - Donation \$500.00
Motion to donate \$1000.00 to the Carbon County 250 made by Councilman Barkhurst, second by Councilman Cooley. Motion carried.
- 13) Resolution 2025-2 - Multi-Hazard Mitigation Plan
Motion to approve Resolution 2025-2, Multi-Hazard Mitigation Plan, made by Councilman Barkhurst, second by Councilman Cooley. Motion carried.

Police Department

- 14) Patrol Rifle Purchase - \$13,393.16
Motion to approve the purchase Patrol Rifles in the amount of \$13,393.16 made by Councilman Cooley, second by Councilman Oxford. Motion carried.

Fire Department

Town Attorney is in the process of reviewing contract from the Carbon County Fire District.

Recreation Department

Next meeting is June 9, 2025 at 6:00 PM at the Town Hall Council Chambers

Discussion on an existing unsigned Lease Agreement for the Aquatic Center took place.

- 15) New Hires - Joleigh Shahadey, Pool Cashier - Jakobi Mirich, Swim Instructor
Motion to approve the hiring of Jakobi Mirich as a Swim Instructor at \$20.00/hr. for the 2025 Pool Season made by Councilman Cooley, second by Councilman Oxford. Motion carried.

Motion to approve the hiring of Joleigh Shahadey as a Pool Cashier at \$13.00/hr. made by Councilman Barkhurst, second by Councilman Cooley. Motion carried.

Department of Public Works

- 16) Bridge St. Bridge Art Proposal
Motion to approve Art Project by artist Dan Torro for the Bridge St bridge made by Councilman Cooley, second by Councilman Oxford. Motion carried.
- 17) Curb Quote - Eagle Eye Construction - \$26,284.00
Motion to approve curb quote in the amount of \$26,284.00 made by Councilman Cooley, second by Councilman Oxford. Motion carried.
- 18) Able Equipment - Truck Bed Quote - \$22,657.00
Motion to approve the purchase of the truck bed for Water & Sewer in the amount of \$22,657.00 made by Councilman Barkhurst, second by Councilman Cooley

REPORTS FROM BOARDS AND COMMISSIONS

Planning Commission

Next meeting is June 13, 2025 at 5:30 PM at the Town Hall Council Chambers

- 19) Wilson Variance - VA-25-1
Motion to deny variance VA-25-1 made by Councilman Oxford, second by Councilman Cooley. Motion carried.
- 20) Ordinance 882 - Title 15/18 - Application Fees - 2nd Reading
Motion to approve Ordinance 882 - Title 15/18 - Application Fees, on the second reading, made by Councilman Barkhurst, second by Councilman Cooley. Motion carried.
- 21) Sign Project Update
Motion to approve the sign project scope made by Councilman Cooley, second by Councilman Barkhurst. Motion carried.

Water and Sewer Joint Power Board

Next meeting is June 14, 2025 at 6:00 PM at the PVCC

Recreation Commission

Next meeting is June 9, 2025 at 6:00 PM at the Town Hall Council Chambers

Saratoga Airport Advisory Board

Next meeting is June 12, 2025 at 3:30 PM at the Town Hall Council Chambers

South Central Wyoming Emergency Medical Services Board

Next meeting is June 19, 2025 at 6:00 PM in Elk Mountain

- 22) Meeting Minutes from March 17, 2025

NEW BUSINESS

EXECUTIVE SESSION

FURTHER BUSINESS

ADJOURNMENT

Motion to adjourn meeting at 7:51 PM made by Councilman Cooley, second by Councilman Oxford.
Motion carried.

**THE NEXT TOWN COUNCIL MEETING WILL BE ON
TUESDAY, MAY 20, 2025 AT 6:00 PM.**

Mayor Chuck Davis

Jennifer Anderson, Town Clerk

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

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
A T & T Mobility									
7579	A T & T Mobility	287309475560	Acct# 287309475560-PD Cell Phones-	05/12/2025	637.59	.00		10-421-280	525
Total A T & T Mobility:					637.59	.00			
BCN									
5860	BCN	23911618	Acct# 7267-Landline Long Distance-Apr	05/01/2025	8.22	.00		42-533-270	525
5860	BCN	23911618	Acct# 7267-Landline Long Distance-Apr	05/01/2025	8.22	.00		10-422-280	525
5860	BCN	23911618	Acct# 7267-Landline Long Distance-Apr	05/01/2025	8.22	.00		10-412-280	525
5860	BCN	23911618	Acct# 7267-Landline Long Distance-Apr	05/01/2025	38.74	.00		10-421-280	525
5860	BCN	23911618	Acct# 7267-Landline Long Distance-Apr	05/01/2025	8.22	.00		10-431-280	525
5860	BCN	23911618	Acct# 7267-Landline Long Distance-Apr	05/01/2025	38.74	.00		10-411-280	525
5860	BCN	23911618	Acct# 7267-Landline Long Distance-Apr	05/01/2025	3.52	.00		51-531-280	525
5860	BCN	23911618	Acct# 7267-Landline Long Distance-Apr	05/01/2025	3.52	.00		52-532-280	525
Total BCN:					117.40	.00			
Black Diamond Electric Inc.									
1465	Black Diamond Electric Inc.	5417	Hot Pool Bathroom Heat Repairs-HP	04/28/2025	8,350.00	.00		10-442-720	525
Total Black Diamond Electric Inc.:					8,350.00	.00			
Candy Mountain, LLC									
7106	Candy Mountain, LLC	081388	5 Gal Purified Water (7)-Delivery Fee-T	05/19/2025	58.50	.00		10-411-240	525
7106	Candy Mountain, LLC	081388	5 Gal Purified Water (7)-Delivery Fee-P	05/19/2025	58.50	.00		10-421-240	525
Total Candy Mountain, LLC:					117.00	.00			
Carbon Power & Light Inc.									
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1314700-Kathy Glode Rstrms Me	05/01/2025	43.62	.00		10-444-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1121500-112 S River Meter# 109	05/01/2025	206.38	.00		10-422-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1317500-117 E Spring Meter# 84	05/01/2025	81.91	.00		10-422-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1115800-Pumping Station Meter#	05/01/2025	168.72	.00		52-532-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1130000-Kathy Glode Sprklr Met	05/01/2025	43.50	.00		10-444-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1130100-Shop Meter# 11450673-	05/01/2025	235.42	.00		10-431-270	525

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1130400-Sewer Lift Meter# 1148	05/01/2025	46.86	.00		52-532-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1130500-Street Lights-No Meter-	05/01/2025	4,802.25	.00		10-431-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1130800-Swimming Pool Meter#	05/01/2025	286.94	.00		10-441-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1130800-Swimming Pool Meter#	05/01/2025	860.80	.00		10-442-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1131100-Water Tower Meter# 13	05/01/2025	108.55	.00		51-531-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1144102-Tri Space @ Lake Mete	05/01/2025	470.79	.00		10-443-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1157302-Lake Pump #3 Meter# 1	05/01/2025	43.50	.00		10-443-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1199800-Runway Lights Meter# 1	05/01/2025	155.36	.00		42-533-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1225000-Veterans Island Meter#	05/01/2025	46.26	.00		10-444-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1237500-Lagoon Meter# 844978	05/01/2025	3,521.16	.00		52-532-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1284100-New Beacon Meter# 10	05/01/2025	43.50	.00		42-533-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1288300-Rstrms @ Lake Meter#	05/01/2025	43.50	.00		10-444-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1308900-River & Bridge Meter# 1	05/01/2025	126.71	.00		10-431-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1309000-Bridge & 2nd Meter# 13	05/01/2025	84.67	.00		10-431-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1321600-Weather Station Meter#	05/01/2025	58.26	.00		42-533-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1327900-1st & Spring Rstrms Me	05/01/2025	309.12	.00		10-431-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 1330501-210 W Elm Meter# 1146	05/01/2025	74.71	.00		10-410-262	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 7311300-110 E Spring Meter# 11	05/01/2025	300.51	.00		10-411-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 7311300-110 E Spring Meter# 11	05/01/2025	300.51	.00		10-421-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 7331200-Well Field Meter# 1749	05/01/2025	2,898.55	.00		51-531-270	525
1725	Carbon Power & Light Inc.	166-4/1/25-5/1/	Acct# 7545800-110 E Spring Meter# 13	05/01/2025	44.34	.00		10-444-270	525
Total Carbon Power & Light Inc.:					15,406.40	.00			
Caselle, Inc.									
1760	Caselle, Inc.	139106	Caselle Connect Application Software-	05/08/2025	550.00	.00		10-411-320	525
Total Caselle, Inc.:					550.00	.00			
Cogent, Inc.									
7408	Cogent, Inc.	5623448	Chlorine Reagent (3)-Water	05/07/2025	155.34	.00		51-531-241	525
7408	Cogent, Inc.	5623448	Chlorine Reagent (3)-Sewer	05/07/2025	155.35	.00		52-532-241	525
Total Cogent, Inc.:					310.69	.00			
Engineering Associates									
4170	Engineering Associates	4504058	Project# 24422.00-Professional Service	04/23/2025	9,236.66	.00		22-446-250	525
4170	Engineering Associates	4504062	Project# 25418.00-Professional Service	04/23/2025	9,457.54	.00		51-531-720	525

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
Total Engineering Associates:					18,694.20	.00			
Evergreen Dwellings									
7762	Evergreen Dwellings	6995	Design Developement-Restrooms	05/09/2025	9,360.00	.00		22-446-720	525
7762	Evergreen Dwellings	6996	Design Developement-Ampitheatre-Nev	04/10/2025	7,920.00	.00		10-444-724	525
7762	Evergreen Dwellings	6997	Design Developement-Apitheatre-Never	05/09/2025	9,720.00	.00		10-444-724	525
Total Evergreen Dwellings:					27,000.00	.00			
Hach Company									
2920	Hach Company	14487989	Ammonia-TNT+-HR (2-47 MG/L) PK/25	05/07/2025	463.45	.00		52-532-241	525
Total Hach Company:					463.45	.00			
Herold Iron Works									
2985	Herold Iron Works	0034149	3/16x3-Strap to Mount Elec Boxes @ Ai	05/08/2025	22.58	.00		42-533-720	525
Total Herold Iron Works:					22.58	.00			
Kylie M Waldrip, P.C.									
7410	Kylie M Waldrip, P.C.	4501	Professional Legal Services Rendered-	05/06/2025	46.25	.00		42-533-310	525
7410	Kylie M Waldrip, P.C.	4501	Professional Legal Services Rendered-	05/06/2025	323.75	.00		10-411-310	525
7410	Kylie M Waldrip, P.C.	4501	Professional Legal Services Rendered-	05/06/2025	222.00	.00		10-412-310	525
7410	Kylie M Waldrip, P.C.	4501	Professional Legal Services Rendered-	05/06/2025	92.50	.00		10-421-310	525
Total Kylie M Waldrip, P.C.:					684.50	.00			
Norco Inc									
7148	Norco Inc	0043487332	Acct# HO322-Cylinder Rent-April 2025-	05/01/2025	43.20	.00		52-532-240	525
Total Norco Inc:					43.20	.00			
One-Call of Wyoming, Inc.									
4140	One-Call of Wyoming, Inc.	75476	Tickets For April 2025-Water	05/05/2025	38.85	.00		51-531-310	525
4140	One-Call of Wyoming, Inc.	75476	Tickets For April 2025-Sewer	05/05/2025	38.85	.00		52-532-310	525
Total One-Call of Wyoming, Inc.:					77.70	.00			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
Platte Valley Heating & Air LLC									
7362	Platte Valley Heating & Air LLC	1416	Hot Pool Exhaust System-HP	05/07/2025	2,130.00	.00		10-442-720	525
Total Platte Valley Heating & Air LLC:					2,130.00	.00			
Platte Valley Little League									
7559	Platte Valley Little League	25-01	North Field Backstop-Baseball Field	05/13/2025	9,000.00	.00		10-444-721	525
Total Platte Valley Little League:					9,000.00	.00			
Rocky Mountain Battery LLC									
7692	Rocky Mountain Battery LLC	44411830	MTP 78-Sewer	05/06/2025	150.95	.00		52-532-255	525
Total Rocky Mountain Battery LLC:					150.95	.00			
Saratoga Carbon County JPB									
4960	Saratoga Carbon County JPB	05-14-2025	Inv# 2025-05-Lisa Burton May 2025 Me	05/14/2025	87.50	.00		51-531-821	525
4960	Saratoga Carbon County JPB	05-14-2025	Inv# 2025-05-Lisa Burton May 2025 Me	05/14/2025	87.50	.00		52-532-821	525
4960	Saratoga Carbon County JPB	05-14-2025	EA Project# 23420.00-Inv# 4504055-S	05/14/2025	1,196.23	.00		50-450-325	525
4960	Saratoga Carbon County JPB	05-14-2025	EA Project# 24421.00-Inv# 44504057-	05/14/2025	12,594.92	.00		50-450-345	525
4960	Saratoga Carbon County JPB	05-14-2025	WY LGLP Inv# 15902-Renewal FY26-	05/14/2025	300.00	.00		51-531-821	525
4960	Saratoga Carbon County JPB	05-14-2025	WY LGLP Inv# 15902-Renewal FY26-S	05/14/2025	300.00	.00		52-532-821	525
4960	Saratoga Carbon County JPB	05-14-2025	CNA Surety Bond# 62440239 Treasurer	05/14/2025	62.50	.00		51-531-821	525
4960	Saratoga Carbon County JPB	05-14-2025	CNA Surety Bond# 62440239 Treasurer	05/14/2025	62.50	.00		52-532-821	525
Total Saratoga Carbon County JPB:					14,691.15	.00			
Sophia Diaz									
7771	Sophia Diaz	05072025	Fuel Reimbursement-Lifeguard Training	05/07/2025	177.24	177.24	05/07/2025	10-441-230	525
Total Sophia Diaz:					177.24	177.24			
Squirrel Tree Automotive									
7336	Squirrel Tree Automotive	10760	2021 Chev Tahoe-Oil Filter-Oil Change-	05/10/2025	105.49	.00		10-421-255	525
Total Squirrel Tree Automotive:					105.49	.00			
US Bank									
7743	US Bank	CPN 00269148	Thyssenkrupp Online-Water Tank Scree	05/14/2025	165.40	.00		51-531-262	525
7743	US Bank	CPN 00269148	In The Swim-Epoxy Pool Paint-4/14/25-	05/14/2025	903.06	.00		10-441-262	525

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
7743	US Bank	CPN 00269148	Hosewarehouse.com-Dixon Valves-4/1	05/14/2025	223.49	.00		52-532-250	525
7743	US Bank	CPN 00269148	Northwest Contractors-Flap Disc-4/17/2	05/14/2025	254.80	.00		10-441-720	525
7743	US Bank	CPN 00269148	Murdoch's-Knee Pads-4/17/25-Streets	05/14/2025	47.67	.00		10-431-240	525
7743	US Bank	CPN 00269148	Adobe-Subscription-4/24/25-Streets	05/14/2025	21.19	.00		10-431-240	525
7743	US Bank	CPN 00269148	Home Depot-Hold For Grinder-4/28/25-	05/14/2025	150.00	.00		50-450-340	525
7743	US Bank	CPN 00269148	Subway-Mosquito Meeting Meal-4/28/2	05/14/2025	18.16	.00		55-572-230	525
7743	US Bank	CPN 00269148	Big D-Mosquito Meeting Fuel-4/28/25-P	05/14/2025	47.00	.00		55-572-230	525
7743	US Bank	CPN 00269148	WatcoFloors-Crack Filler-4/30/25-SP	05/14/2025	1,000.96	.00		50-450-340	525
7743	US Bank	CPN 00269148	In The Swim-Epoxy Paint-4/30/25-SP	05/14/2025	1,204.08	.00		10-441-720	525
7743	US Bank	CPN 00269148	Home Depot-Concrete Grinder-5/5/25-	05/14/2025	524.32	.00		50-450-340	525
7743	US Bank	CPN 00269148	Maverick-Mosquito Class Fuel-5/8/25-P	05/14/2025	52.13	.00		55-572-230	525
7743	US Bank	CPN 00269148	CED-250V Midget to Fuse-5/8/25-Airpo	05/14/2025	75.84	.00		42-533-720	525
7743	US Bank	CPN 00269148	CED-WP Conn Kit-5/8/25-Airport Lift St	05/14/2025	25.44	.00		42-533-720	525
7743	US Bank	CPN 00269148	Holiday Inn Credit-PZ Training Lodging-	05/14/2025	54.82-	.00		10-412-230	525
7743	US Bank	CPN 00269148	Amazon-Killer Filter-4/15/25-Streets	05/14/2025	83.63	.00		10-431-250	525
7743	US Bank	CPN 00269148	Amazon-Mouse Pad-4/18/25-Weed	05/14/2025	9.99	.00		55-571-240	525
7743	US Bank	CPN 00269148	Amazon-Pool Tile Grout-4/18/25-SP	05/14/2025	130.38	.00		10-441-262	525
7743	US Bank	CPN 00269148	Amazon-Stapler-4/21/25-Weed	05/14/2025	9.48	.00		55-571-240	525
7743	US Bank	CPN 00269148	Ramkota-Training Lodging-4/21/25-Wat	05/14/2025	202.00	.00		51-531-235	525
7743	US Bank	CPN 00269148	Ramkota-Training Lodging-4/21/25-Sew	05/14/2025	202.00	.00		52-532-235	525
7743	US Bank	CPN 00269148	Amazon-Hand Towels-TP-Trash Bags-4	05/14/2025	151.52	.00		10-442-240	525
7743	US Bank	CPN 00269148	Cmon Inn-WAM Meeting Davis-4/25/25-	05/14/2025	110.00	.00		10-411-230	525
7743	US Bank	CPN 00269148	Rawlins Aquatics-Lifeguard Training-4/2	05/14/2025	600.00	.00		10-441-235	525
7743	US Bank	CPN 00269148	VSI Laramie Recctronl-WSI Training-Mi	05/14/2025	180.00	.00		10-441-235	525
7743	US Bank	CPN 00269148	Zoom-Subscription-5/5/25-TH	05/14/2025	64.99	.00		10-411-245	525
7743	US Bank	CPN 00269148	Holiday Inn-Fireman Training Lodging-5	05/14/2025	268.00	.00		10-422-230	525
7743	US Bank	CPN 00269148	Amazon-Roof Lights-5/7/25-Streets	05/14/2025	55.98	.00		10-431-255	525
7743	US Bank	CPN 00269148	Amazon-Disp Gloves-5/7/25-HP	05/14/2025	25.98	.00		10-442-240	525
7743	US Bank	CPN 00269148	SwimOutlet.com-Lifeguard Uniforms-5/	05/14/2025	299.08	.00		10-441-240	525
7743	US Bank	CPN 00269148	Holiday Inn-PZ Training Lodging-Valdez	05/14/2025	183.82	.00		10-412-230	525
7743	US Bank	CPN 00269148	Holiday Inn-PZ Training Lodging-Burau-	05/14/2025	129.00	.00		10-412-230	525
7743	US Bank	CPN 00269148	Amazon-Pool Tile Grout-5/12/25-SP	05/14/2025	49.97	.00		10-441-262	525
7743	US Bank	CPN 00269148	Amazon-Bull Float Bracket-5/12/25-Se	05/14/2025	89.39	.00		52-532-242	525
7743	US Bank	CPN 00269148	Amazon-TP-Paper Towels-5/14/25-Stre	05/14/2025	211.60	.00		10-431-240	525
7743	US Bank	CPN 00269148	Family Dollar-Supplies-4/14/25-PD	05/14/2025	24.45	.00		10-421-240	525
7743	US Bank	CPN 00269148	Expedia-NIBRS Training Lodging-4/16/	05/14/2025	77.97	.00		10-421-230	525
7743	US Bank	CPN 00269148	Taco Johns-NIBRS Training Meal-4/17/	05/14/2025	6.85	.00		10-421-230	525
7743	US Bank	CPN 00269148	Maverick-NIBRS Training Meal-4/17/25-	05/14/2025	8.45	.00		10-421-230	525
7743	US Bank	CPN 00269148	Heartsmart-First Responder Kit-Bag-AE	05/14/2025	317.74	.00		10-421-250	525
7743	US Bank	CPN 00269148	Murdoch's-Tool Box Set-5/1/25-PD	05/14/2025	254.38	.00		10-421-241	525

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
7743	US Bank	CPN 00269148	Chewy.com-K9 Dog Food-5/6/25-PD	05/14/2025	59.59	.00		10-421-486	525
7743	US Bank	CPN 00269148	Family Dollar-Markers-Trash Bags-Duct	05/14/2025	47.85	.00		10-421-241	525
7743	US Bank	CPN 00269148	Police K9 Training-K9 Training-5/12/25-	05/14/2025	200.00	.00		10-421-235	525
7743	US Bank	CPN 00269148	Patch Super Store-Patches (100)-4/17/	05/14/2025	476.00	.00		10-421-200	525
7743	US Bank	CPN 00269148	Paypal-Patches-4/18/25-PD	05/14/2025	50.40	.00		10-421-250	525
7743	US Bank	CPN 00269148	Patch Super Store-Patches-4/23/25-PD	05/14/2025	384.00	.00		10-421-200	525
7743	US Bank	CPN 00269148	Douglas Inn-Firearms Instructor Recerti	05/14/2025	436.80	.00		10-421-230	525
7743	US Bank	CPN 00269148	Family Dollar-TP-Cups-5/5/25-PD	05/14/2025	43.00	.00		10-421-240	525
7743	US Bank	CPN 00269148	Family Dollar-Coffe-5/5/25-PD	05/14/2025	12.75	.00		10-421-240	525
7743	US Bank	CPN 00269148	Wyoming Ale Works-Training Meal-5/6/	05/14/2025	70.00	.00		10-421-230	525
7743	US Bank	CPN 00269148	Burger King-Training Meal-5/7/25-PD	05/14/2025	18.83	.00		10-421-230	525
7743	US Bank	CPN 00269148	Ramkota-Training Meal-5/8/25-PD	05/14/2025	19.00	.00		10-421-230	525
7743	US Bank	CPN 00269148	Amazon Prime-Subscription-Reimburse	05/14/2025	7.41	.00		10-421-240	525
7743	US Bank	CPN 00269148	Bluebird-Training Meal-5/9/25-PD	05/14/2025	36.00	.00		10-421-230	525
7743	US Bank	CPN 00269148	Ramkota-Training Lodging-5/12/25-PD	05/14/2025	294.00	.00		10-421-235	525
7743	US Bank	CPN 00269148	Ramkota-Training Lodging-5/12/25-PD	05/14/2025	294.00	.00		10-421-235	525
Total US Bank:					10,855.00	.00			
WLC Engineering and Surveying									
4710	WLC Engineering and Surveying	2025-10293	NFP Contract Admin-Phase II Billing-4/	05/05/2025	6,759.38	.00		10-444-724	525
Total WLC Engineering and Surveying:					6,759.38	.00			
Wyoming Machinery Company									
6705	Wyoming Machinery Company	5600477	Backhoe Repairs-Streets	05/06/2025	5,000.00	.00		10-431-250	525
6705	Wyoming Machinery Company	5600477	Backhoe Repairs-Streets	05/06/2025	12,000.00	.00		10-431-740	525
6705	Wyoming Machinery Company	5600477	Backhoe Repairs-Water	05/06/2025	20,000.00	.00		51-531-740	525
6705	Wyoming Machinery Company	5600477	Backhoe Repairs-Sewer	05/06/2025	19,831.44	.00		52-532-740	525
Total Wyoming Machinery Company:					56,831.44	.00			
Grand Totals:					173,175.36	177.24			

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

Mayor: _____

City Council: _____

City Recorder: _____

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

Due Date	Discount Lost Due Date	Vendor Number	Vendor Name	Invoice Number	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Pay	Partial Pmt Amt	Part Pmt Disc Amt
06/07/2025		7579	A T & T Mobility	2873094755	637.59	.00	.00	637.59	_____	_____	_____
05/01/2025		5860	BCN	23911618	117.40	.00	.00	117.40	_____	_____	_____
04/28/2025		1465	Black Diamond Electric Inc.	5417	8,350.00	.00	.00	8,350.00	_____	_____	_____
06/18/2025		7106	Candy Mountain, LLC	081388	117.00	.00	.00	117.00	_____	_____	_____
05/19/2025		1725	Carbon Power & Light Inc.	166-4/1/25-5/	15,406.40	.00	.00	15,406.40	_____	_____	_____
06/08/2025		1760	Caselle, Inc.	139106	550.00	.00	.00	550.00	_____	_____	_____
05/21/2025		7408	Cogent, Inc.	5623448	310.69	.00	.00	310.69	_____	_____	_____
05/23/2025		4170	Engineering Associates	4504058	9,236.66	.00	.00	9,236.66	_____	_____	_____
05/23/2025		4170	Engineering Associates	4504062	9,457.54	.00	.00	9,457.54	_____	_____	_____
05/10/2025		7762	Evergreen Dwellings	6996	7,920.00	.00	.00	7,920.00	_____	_____	_____
06/08/2025		7762	Evergreen Dwellings	6995	9,360.00	.00	.00	9,360.00	_____	_____	_____
06/08/2025		7762	Evergreen Dwellings	6997	9,720.00	.00	.00	9,720.00	_____	_____	_____
06/07/2025		2920	Hach Company	14487989	463.45	.00	.00	463.45	_____	_____	_____
05/08/2025		2985	Herold Iron Works	0034149	22.58	.00	.00	22.58	_____	_____	_____
05/31/2025		7410	Kylie M Waldrip, P.C.	4501	684.50	.00	.00	684.50	_____	_____	_____
05/01/2025		7148	Norco Inc	0043487332	43.20	.00	.00	43.20	_____	_____	_____
05/05/2025		4140	One-Call of Wyoming, Inc.	75476	77.70	.00	.00	77.70	_____	_____	_____
05/07/2025		7362	Platte Valley Heating & Air	1416	2,130.00	.00	.00	2,130.00	_____	_____	_____
05/13/2025		7559	Platte Valley Little League	25-01	9,000.00	.00	.00	9,000.00	_____	_____	_____
05/06/2025		7692	Rocky Mountain Battery LL	44411830	150.95	.00	.00	150.95	_____	_____	_____
05/14/2025		4960	Saratoga Carbon County J	05-14-2025	14,691.15	.00	.00	14,691.15	_____	_____	_____
05/10/2025		7336	Squirrel Tree Automotive	10760	105.49	.00	.00	105.49	_____	_____	_____
06/10/2025		7743	US Bank	CPN 002691	10,855.00	.00	.00	10,855.00	_____	_____	_____
06/05/2025		4710	WLC Engineering and Surv	2025-10293	6,759.38	.00	.00	6,759.38	_____	_____	_____
06/06/2025		6705	Wyoming Machinery Comp	5600477	56,831.44	.00	.00	56,831.44	_____	_____	_____
Grand Totals:				25	172,998.12	.00	.00	172,998.12	_____	_____	_____

Cash Requirements Summary

Date	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Net Cumulative Amount
04/28/2025	8,350.00	.00	.00	8,350.00	8,350.00
05/01/2025	160.60	.00	.00	160.60	8,510.60
05/05/2025	77.70	.00	.00	77.70	8,588.30
05/06/2025	150.95	.00	.00	150.95	8,739.25
05/07/2025	2,130.00	.00	.00	2,130.00	10,869.25
05/08/2025	22.58	.00	.00	22.58	10,891.83
05/10/2025	8,025.49	.00	.00	8,025.49	18,917.32
05/13/2025	9,000.00	.00	.00	9,000.00	27,917.32
05/14/2025	14,691.15	.00	.00	14,691.15	42,608.47
05/19/2025	15,406.40	.00	.00	15,406.40	58,014.87
05/21/2025	310.69	.00	.00	310.69	58,325.56
05/23/2025	18,694.20	.00	.00	18,694.20	77,019.76
05/31/2025	684.50	.00	.00	684.50	77,704.26
06/05/2025	6,759.38	.00	.00	6,759.38	84,463.64
06/06/2025	56,831.44	.00	.00	56,831.44	141,295.08
06/07/2025	1,101.04	.00	.00	1,101.04	142,396.12
06/08/2025	19,630.00	.00	.00	19,630.00	162,026.12
06/10/2025	10,855.00	.00	.00	10,855.00	172,881.12
06/18/2025	117.00	.00	.00	117.00	172,998.12

Cash Requirements Summary

Date	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Net Cumulative Amount
Grand Totals:					
	172,998.12	.00	.00	172,998.12	

Report Criteria:

Includes the following check types:

Manual, Payroll, Void

Includes unprinted checks

[illegible]

Mayor Davis and Members of the Saratoga Town Council,

For years, Saratoga has slowly grown as a tourist destination. That growth seems to have increased in the past five years leading to nearly year-round traffic on WYO-130/1st Street. The intersection at 1st Street and Bridge Avenue is beginning to become a risk to health and safety. While the crosswalks and the limited parking on either side of 1st Street is a start, it's only a start. During the winter, trucks with enclosed trailers parking alongside 1st Street create a line-of-sight issue when entering from East Bridge Avenue, specifically. Lifted trucks also contribute to this line-of-sight issue throughout the year.

While the crosswalks at this intersection are an improvement, I will often find myself waiting for traffic to either come to a stop or for there to be no traffic at all before I cross. Even then, an occupied crosswalk doesn't necessarily stop traffic as there have been drivers who go through if one side of the crosswalk isn't occupied while the other is. Further, I have seen on more than one instance drivers using an occupied crosswalk as an opportunity to merge onto 1st Street. This is inviting a vehicle-on-pedestrian incident.

Vehicle-on-vehicle incidents are also a concern. More than once, I've crossed my fingers and hit the gas to merge onto 1st Street when I couldn't see oncoming traffic due to large trucks or trailers parked along the highway.

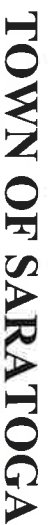
I would like to make the following suggestions to the Saratoga Town Council:

1. Contact the Wyoming Department of Transportation for a traffic study at the intersection of 1st Street and Bridge Avenue to determine if there is a need for traffic lights.
 - a. Even if traffic lights aren't viable, consider dynamic pedestrian crossing signs.
2. Consider signage encouraging recreational vehicles and enclosed trailers to park in the municipal parking lot or at the Platte Valley Community Center.

I understand that the Town of Saratoga has many other issues it is dealing with on a daily basis. However, the safety of both residents and tourists is paramount. It would be better for our town to be proactive on an issue like this instead of waiting for loss of life and reacting to it.

Thank you,

Joshua Wood



APPLICATION FOR STREET CLOSURE

APPROVED BY:  DATE: 5/19/2025

CLERK SIGNATURE

TOWN OF SARATOGA
SPECIAL EVENTS APPLICATION

Applicant Name: <u>Marie Christen</u>	Organization: <u>"The Market at Sweet Marie's"</u>
Address: <u>107 W Bridge Ave</u>	Address:
City/State/Zip <u>Saratoga WY 82331</u>	City/State/Zip
Phone: _____ Cell: <u>512-695-6446</u> e-mail: <u>marie@sweetmariesbakeshop.com</u>	Phone: _____ Cell: _____ e-mail: _____
Date of the Event: <u>Saturdays in June, July + August 10am - 2pm</u>	Start Time for Event: <u>10AM</u>
Location of Event: <u>Sweet Marie's Mercantile</u>	End Time for Event: <u>2 PM</u>

Please check one:

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

Describe briefly the proposed event.

Summer Farmer's Market

Use additional sheet if necessary.

Location of the event(please be specific)

Along the sidewalk in front of the Mercantile, Bakeshop, Hat Creek Park, and in front of the mural. Food trucks in the parking spaces in front of the store w/ town permission.

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

Approximate number of participants expected: 40

Approximate number of support staff/volunteers: 5

Number of vehicles anticipated and parking requirements: Parking available across the street and in the town hall parking.

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: I would like permission to cone off the parking area in front of the Mercantile, Bakeshop and Hat Creek Park, for food trucks

- What parking plan have you in place: There is parking available across the street and in the Town of Saratoga parking lot.

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

Cones

- What are your security plans: : Not necessary

- 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? There are trash cans on the street and I will have garbage containment on my property.

- What plans have you made for sanitary control/portable toilets?: I have a public restroom and there is another one at the town parking lot.

- 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: Yes and I have a food license. Others serving food will also follow guidelines.

- 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.

No alcohol

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

N/A

- Any other request by applicant: :

None

- Name of persons who will be "in charge" at the site/activity: : Marie + Tyler Christen
512-695-6446 or 608-345-4694

On-site

Manager: _____

Home Phone: _____ Cell Phone: _____

Alternate On-site Manager

Home Phone: _____ Cell Phone: _____

Insurance Information: (if applicable)

Name of Insurance

Company: N/A

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: N/A

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 19th, day of May, 2025

Mandi Smith
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: The Market at Sweet Marie's

Date of Special Event: _____

Approved: _____ Date: _____
Planning and Zoning Officer

Approved: _____ Date: _____
DPW Supervisor

Approved: _____ Date: _____
Police Chief

Approved: _____ Date: _____
Fire Chief

Approved: _____ Date: _____
Town Council

**TOWN OF SARATOGA
SPECIAL EVENTS APPLICATION CONDITIONS**

Please initial each condition as read

1. MC 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. MC 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. MC 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. MC 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. N/A 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. MC 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. MC 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. MC 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. MC 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. MC 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. MC 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. MC 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. MC 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: _____

Saratoga Town Hall Friday Coverage Policy

Effective Date: _____

Purpose:

To maintain consistent public service while supporting work-life balance, Saratoga Town Hall employees will follow a three-week rotating schedule for Friday office coverage.

Policy:

1. Friday Staffing Rotation:

- The Town Clerk, Town Treasurer, and Deputy Clerk will rotate Friday office coverage on a three-week cycle.
- Each week, one designated employee will remain in the office from 8:00 a.m. to 5:00 p.m. on Friday.

2. Scheduling:

- A rotating schedule will be created and maintained by the Town Clerk or designated supervisor.
- Employees will be notified of their assigned Fridays at least one month in advance.

3. Coverage Duties:

- The employee scheduled for Friday coverage is responsible for answering phone calls, assisting walk-ins, and performing essential administrative duties.
- In the event of illness or an emergency, the scheduled employee must notify their supervisor immediately, and coverage will be reassigned.

4. Duration:

- This policy will be in effect during the summer months of June, July, August, and September.
- At the end of September, the policy will be reevaluated to determine whether to continue it throughout the entire year.

5. Equity and Flexibility:

- Every effort will be made to distribute Friday assignments fairly.
- Requests for schedule changes must be submitted in writing and are subject to approval.

Review:

This policy will be reviewed annually and may be updated as needed to ensure continued effectiveness and fairness.

Approved by:

Chuck Davis

Mayor of Saratoga

Date _____

Attest

Jennifer Anderson

Town Clerk



Invoice

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#337706

7/25/2025

Bill To

Marie Christen
Town of Saratoga
PO Box 486
Saratoga WY 82331

TOTAL DUE

\$3,570.00

Due Date: 8/24/2025
Terms

Net 30

Customer

Town of Saratoga, WY

Approving Authority

Qty	Item	Start Date	End Date
1	Municode Codification Meetings Hub Stand Alone Purchase	7/25/2025	7/24/2026
1	Municode Codification Meetings Ultimate Annual	7/25/2025	7/24/2026

Total \$3,570.00

Due **\$3,570.00**

 To pay your invoice with a credit card [Click Here](#).

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021



Invoice

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#337695

7/25/2025

Bill To

Georgia Gayle
Town of Saratoga
PO Box 486
Saratoga WY 82331

TOTAL DUE**\$3,885.00****Due Date: 8/24/2025****Terms**

Net 30

Customer

Town of Saratoga, WY

Approving Authority

Qty	Item	Start Date	End Date
1	Municipal Websites Open Annual Fee	7/25/2025	7/24/2026

Total \$3,885.00**Due** \$3,885.00To pay your invoice with a credit card [Click Here](#).

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021

ESU Pursuits

Item 17)

11021 Kaw Drive
Edwardsville, KS 66111
United States

Tel: 785-802-5777
sales@esupursuits.com
esupursuits.com

Saratoga WY PD
110 E. Spring St
Saratoga, WY 82331
United States

Quote No. QTE-2025/05-3004

As of 5/8/25

Valid 1 month

Ram

Number	Designation	Qty	Unit price	Tax	Total
1	2024 Dodge Ram 4x4 (Code 3 light package, Havis Console, Partition, and westin push bar) (includes 2 sirens, 1 low frequency)	1 u	\$55,900.00	0 %	\$55,900.00
2	Stalker Radar DSR-2X dual direction sensing system, including counting unit, two antennas, display, cable set	1 u	\$3,425.00	0 %	\$3,425.00
3	Decked 2-Drawer Bed System w/ Installation	1 u	\$1,799.00	0 %	\$1,799.00
4	Graphics	1 u	\$1,185.00	0 %	\$1,185.00
5	Free Delivery	1 u	\$0.00	0 %	\$0.00

Payment check.

Total due \$62,309.00

Customer

Signed and dated:

Todd Berry

For Security Reasons and Mail theft Please Mail Checks VIA FedEx to 11021 Kaw Drive Edwardsville,KS 66111
Not Responsible for vehicle damage caused by Mother Nature or Vandalism while in ESU Custody!

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Telephone: 785-802-5777 — email: esupursuits@outlook.com

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**Hooton Tech LLC**

PO Box 463
 Lyman, WY 82937
 +13072881810
 accounting@hootontech.com
 www.hootontech.com

Estimate**ADDRESS**

Joe Elder
 Platte Valley Community Center
 PO Box 128
 Saratoga, WY 82331

SHIP TO

Joe Elder
 Platte Valley Community Center
 210 W. Elm St
 Saratoga, WY 82331

ESTIMATE 2025-1087

DATE 05/06/2025

EXPIRATION 06/06/2025

DATE

ACTIVITY	QTY	RATE	AMOUNT
infinias Single Door Kit with Prox Reader and Electronic Fail Secure Strike	1	1,150.00	1,150.00T
UniFi Switch Flex	1	125.00	125.00T
Access Control Installation Labor	1	300.00	300.00T
CAT6 Cable, PVC, per foot	100	0.40	40.00T
Miscellaneous Hardware (conduit, mounts, etc)	1	100.00	100.00T
SUBTOTAL			1,715.00
TAX			0.00
TOTAL			\$1,715.00

Accepted By

Accepted Date

**TOWN OF SARATOGA
ORDINANCE NO. 884
AN ORDINANCE AMENDING TITLE 13, DIVISION I
WATER. AN ORDINANCE AMENDING THE
REGULATIONS AND PROCEDURES GOVERNING
THE OPERATION OF THE TOWN'S WATER
INFRASTRUCTURE. THE AMENDED ASPECTS OF THIS
ENTERPRISE FUND INCLUDE BUT ARE NOT
LIMITED TO THE DAILY OPERATION,
MAINTENANCE, CONSTRUCTION, BILLING AND
FEES. THIS ORDINANCE REPEALS AND REPLACES
TITLE 13, DIVISION I, WATER; IN FULL AND
PROVIDES FOR AN EFFECTIVE DATE.**

WHEREAS, The Saratoga Carbon County Impact Joint Powers Board has made ordinance amendment recommendations to the Town Council and Mayor.

WHEREAS, The Town Council held a public hearing on the proposed amendments on _____.

WHEREAS, The Town Council as well as the Mayor wish to clarify terms, procedures, constructions standards and the like as they pertain to the administration of the Town's water utility.

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

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

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

SECTION 1: That "Title 13, Division I. Water" that exists prior to the passage of this ordinance is hereby repealed in full. This ordinance is intended to replace the current code section in its entirety.

SECTION 2: That Title 13, Division I. Water, is hereby amended to read:

DIVISION I WATER

Chapter 13.04 ADMINISTRATIVE PROVISIONS

§ 13.04.010 Administration generally.

1. In accordance with the agreement entered into by Carbon County and The Town of Saratoga on July 7th, 1976; The water system of the Town shall be owned by the Carbon County-Saratoga Impact Joint Powers Board, provided that the Joint Powers Board shall hold title to any facilities in trust for the benefit of the Town. The Town shall conduct the day-to-day maintenance on said water facilities unless otherwise mutually agreed to between the Town and the Joint Powers Board. The object being to supply the inhabitants of the Town with water for domestic, manufacturing, industrial, commercial, fire protection, irrigation, and other beneficial uses. In accordance with section 2 of the above mentioned agreement; should the agreement be terminated, the water system and all pertinent appurtenances shall become the sole property of the Town of Saratoga.

2. The Town of Saratoga Town Clerk shall be in charge of all collections of fees for tapping, connections, monthly payment of rates and any additional fees as set out in this Division, see section 13.12. Billing and collection of the charges imposed herein, delinquencies, late charges, notification and enforcement thereof are prescribed by Chapter 13.60 of this code.

§ 13.04.020 Provisions part of water line agreement.

This division shall be considered as and shall be part of an agreement with every person who uses the water system or who attaches a water line into and uses the water system of the Town.

§ 13.04.030 Director of public works—Duties.

The Director of Public Works, under the direction and supervision of the mayor and Town Council, shall have the general management, control and supervision of the water system of the Town. He or she shall make a detailed report to the Town Council at least every three months and update the Joint Powers Board monthly, or whenever required by the Town Council, of the conditions of the waterworks system and of all pipes, mains, hydrants, wells, storage facilities etc. Report all repairs and recommend such improvements, repairs and extensions thereto as he or she may think proper. He or she shall execute orders for all plumbing work, inspect the same, keep a correct record of all tapping, keep a correct list of all tools, materials and supplies pertaining to the waterworks system and give an account of the same. No bill or claim for work done or material furnished in the repairing or extending of the waterworks system of the Town shall be paid or allowed, unless the same is first audited by the Director of Public Works.

§ 13.04.040 Inspections and Inspectors

1. The Director of Public Works or his designee shall inspect all work done in making service pipe connections with the water mains and in the laying of the same, putting in, meter pit, curb stop and all other work connected therewith.
2. The Director of Public Works and other duly authorized employees of the Town bearing proper credentials and identification shall be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling and testing in accordance with the provisions of this chapter. The Director of Public Works or his or her representatives shall have no authority to inquire into any processes including metallurgical, chemical, oil, refining, ceramic, paper or other industries beyond that point having a direct bearing on the Town water works.
3. While performing the necessary work on private properties referred to in subsection 1 of this section, the Director of Public Works or duly authorized employees of the Town shall observe all safety rules applicable to the premises established by the company, and the company shall be held harmless for injury or death to the Town employees. The Town shall indemnify the company against loss or damage to its property by Town employees and against liability claims and demand for personal injury or property damage asserted against the company and growing out of the gauging and sampling operation, except as such may be caused by negligence or failure of the company to maintain safe conditions as required by local, state and federal regulations.

4. The Director of Public Works and other duly authorize employees of the Town bearing proper credentials and identification shall be permitted to enter all private properties through which the Town holds a duly negotiated easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair and maintenance of any portion of the water works lying within such easement. All entry and subsequent work, if any, on such easement shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved.

§ 13.04.050 Damaging or tampering with facilities prohibited.

No unauthorized person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the waterworks. Any person violating this section shall be subject to immediate arrest under charge of damaging public or private property. Additional prohibitions are listed throughout this division.

§ 13.04.060 Permits and Application—Required.

1. No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public water or appurtenance thereof without first obtaining a written permit from the Director of Public Works. See Chapter 13.08.
2. Except as otherwise provided by this code or other ordinance, no person shall knowingly, either directly or indirectly, take water from the Town water system without first having made an application for a permit, stating the proposed use, estimated water use quantity. All tap and connection fees shall be paid prior to issuing a building permit.
3. No permit shall be required to repair or replace the privately owned portion of a service line on private property.
4. Application for The Building Permit application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the Director of Public Works.

- 5. Dependent on the type of extension or connection additional federal and state permits may be applicable.
- 6. The Town shall keep a record of all building permits including tap/connection fees provided for that purpose in the office of the Town Clerk, which record shall set forth the substance of every permit.

§ 13.04.070 Violation—Penalty.

- 1. Unless penalty or charge is specified elsewhere in this title; any person found to be violating any provision of Chapters 13.04 through 13.20, shall be served by the Town with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.
 - a. Any person who continues any violation beyond the time limit provided for in this section shall be deemed guilty of a misdemeanor.

- 2. Any person violating any of the provisions of this chapter or Chapters 13.04 through 13.20 shall become liable to the Town for any expense, loss or damage occasioned the Town by reason of such violation.

§ 13.04.080 Irrigation and sprinkling.

When necessary, in times of drought or other emergencies, the Town Council shall have authority to regulate water from the Town water system used for irrigation and sprinkling.

§ 13.04.090 Damage Liability.

The Town shall not be held liable for damage to any water user by reason of the stoppage of his or her water supply caused by scarcity of water, accidents to works, mains, motors or pumps, alterations, additions, repairs, shut off due to delinquent accounts, or other unavoidable causes.

Chapter 13.06 GENERAL PROVISIONS

§ 13.06.010 Definitions.

For the purposes of this division, the following words and phrases shall have the meanings respectively ascribed to them by this section:

- 1. Accessory Building: detached private garage, shed, shop, greenhouse, etc. Not a dwelling unit.
- 2. Apartment house: a single structure containing multiple dwelling units.
- 3. Connection: the act of physically installing a meter amongst a service line in order to meter and convey water from a main line to the consumer.
- 4. Consumer: means the property owner or his or her agent whenever used in this chapter. The consumer shall be the person responsible for the payment of all charges and all bills be rendered in his or her name.
- 5. Cross connection: A connection or potential connection between any part of the public potable water system and any other environment containing other substances in a manner that, under any circumstances would allow such substances to enter the public potable water system. Other substances may be gases, liquids, or solids, such as chemicals, waste products, steam, water from other potable or non potable sources, or any matter that may change the color, taste or odor of the water.
- 6. Council: The governing body of the Town of Saratoga, Saratoga Town Council.
- 7. Developer: An individual subdividing land and/or installing improvements in order for land to accept structures for use.
- 8. Joint Powers Board: The Saratoga Carbon County Impact Joint Powers Board established by the agreement between Carbon County and Town of Saratoga.
- 9. Lot of Record: Is a singular legally described lot. I.e. Block 4 Lot 3 Hugus and Chatterton 1st addition. This is different from a parcel.
- 10. Master Meter: A meter used to serve a private water system. The system served must be regulated entirely independent from the Town's water system.
- 11. Parcel: Is group of lots of written together usually for taxing purposes. i.e. Bob owns a parcel, the parcel can be described as Lots 4,5,6 and 7 Block 15, Hugus and Chatteron Subdivision.
- 12. Service line: The water line that is plumbed from the water main line into a structure.
- 13. Structure: A dwelling, commercial building, trailer, mobile home, prefabricated unit, apartments, condominium, motel, that is or planning to connect to the Town of Saratoga Water System.
- 14. Tap: the act of connecting a service line to the main line, extending said service line to the point of private ownership, and installing a meter pit or meter vault at said location. Within 8 feet of private property ownership.
- 15. Town: The municipality known as "Town of Saratoga"

- 16. Waterworks: The water system of the Town and all of its appurtenances.
- 17. Water meter: A device used to measure the volume of water over a period of time.
- 18. Water meter pit: The vault used to house the water meter.
- 19. Water System: Includes: river intake structure, water treatment plant, wells, pumps stations, transmission pipes, distribution pipe network, valves, fire hydrants, storage tanks, meters & vaults, pipe taps (service pipes from distribution pipe to meter vault or curb stop), also referred to as the “waterworks” of the Town.
- 20. Usage: The amount of water conveyed to a consumer. Usage is conveyed through service lines and water meters.

Chapter 13.08 CONNECTIONS, OWNERSHIP, AND MAINTENANCE REQUIREMENT

§ 13.08.010 Connection to water required upon notice

All plumbing fixtures in any building or structure on any land adjoining or abutting on or near any street, alley or right-of-way or other place in which there is now located or may in the future be located, a public water supply of the Town shall be connected to the water system by the owner of the property within ninety days after the date of official notice from the Director of Public Works to do so; provided, that such water main line is within one hundred feet of the property line. Such notice shall be served by the Director of Public Works respecting every such property. Notice shall be given by certified mail and shall be complete upon deposit of such notice in the United States mail, certified mail, return receipt requested, postage prepaid, addressed to the owner of the property, his or her agent or other person having charge of or receiving the rent or being the tenant of the same, at their address on file with the Town for utility billing purposes. The specifications for the construction and installation of service line can be found in section 13.16.

§ 13.08.020 Adjacent main line required.

A water service line may only be connected to a water main line running parallel and adjacent to the lot line in which the water service will cross in order to connect. The main line must run adjacent and parallel to said lot line a minimum of ten feet in order to connect a service line. If this criteria cannot be achieved a main line extension is required. See Figure 1 below. Main extensions are further addressed in section 13.16.

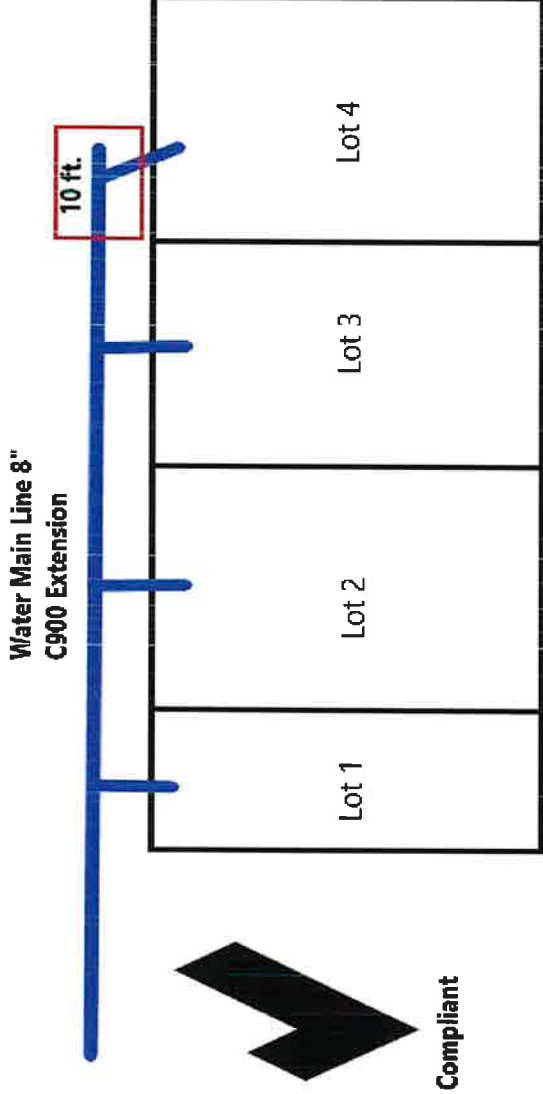


Figure 1. main line placement requirements in order to connect service

§ 13.08.030 Water meters required

It is unlawful for any person to take, receive or use any water from the Town waterworks or mains in any structure or any lot for any purpose whatsoever unless such water is used and measured through a water meter. Water meters installed and used shall be done so according to the following provisions.

1. Unless the installation and use of a master meter has been approved and installed. Not more than one residence, apartment house, business or other structure shall be connected to one meter.
 - a. Exemption: accessory buildings may receive water from a primary building if the accessory building exists on the same “lot of record” as the main building or is built on top of a lot line adjoining two lots of record (see Figure 2).
 - i. i.e. a property owner main extend their water line from their house to their shop in the backyard in order to install a toilet and sink.

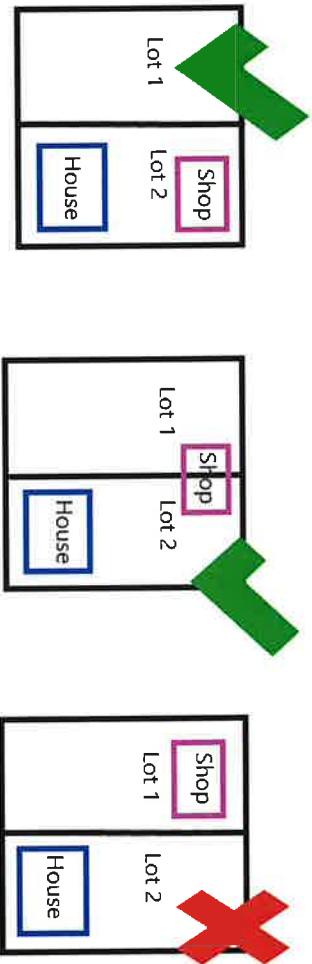


Figure 2 accessory building water line extensions

- 2. All water meters shall be of a type, size and design approved by the Water Department and shall be installed in such manner and at such location as shall be directed by the Water Department.
- 3. All water meters shall be installed by the Town of Saratoga at a location accessible for reading and the installation shall be subject to the approval of the Director of Public Works. Maintenance of meters is addressed in 13.08.050.
 - a. No new meter shall be installed in a crawlspace or basement and must be accessible 24 hours a day.
- 4. In rare circumstances such as a consecutive system, where more than one consumer is served on a privately owned line, a master meter will be installed at the mainline. This is not to be in conflict with 13.08.030.1. An example of this is neighborhood or trailer park that receives water through a 6” meter and then provides water to all of its dwellings. This system is responsible to EPA and DEQ to satisfy regulatory requirements by both agencies.
- 5. When more than one building or consumer is supplied by a single tap by means of branch service pipes, each branch pipe must have its own meter and meter pit.
- 6. Fire sprinkler system meters. Any person requiring a separate water line for a fire protection system is not required to install a water meter for the fire protection system service line.

§ 13.08.040 Ownership

The consumer shall own and be responsible for all replacement and maintenance of the water service line from their structure to where the water service line attaches directly to the outside of the water meter pit. See Figure 3. If there is no meter pit the owner shall own and maintain the water line from inside their structure to the edge of the right of way adjacent to where the water service line is attached to the water main line serving their property. See Figure 4. If no curb stop is installed at the property line, and necessary repairs require the use of a curb stop, the Town may install one at the property line. Fire lines shall be owned and be the responsibility of the property owner from the main line to their structure. This includes the mechanical joints used to connect the fire line to the public main line. i.e. MJ 6” x 6” x 4” T, including associated gland fittings and bolt packs.

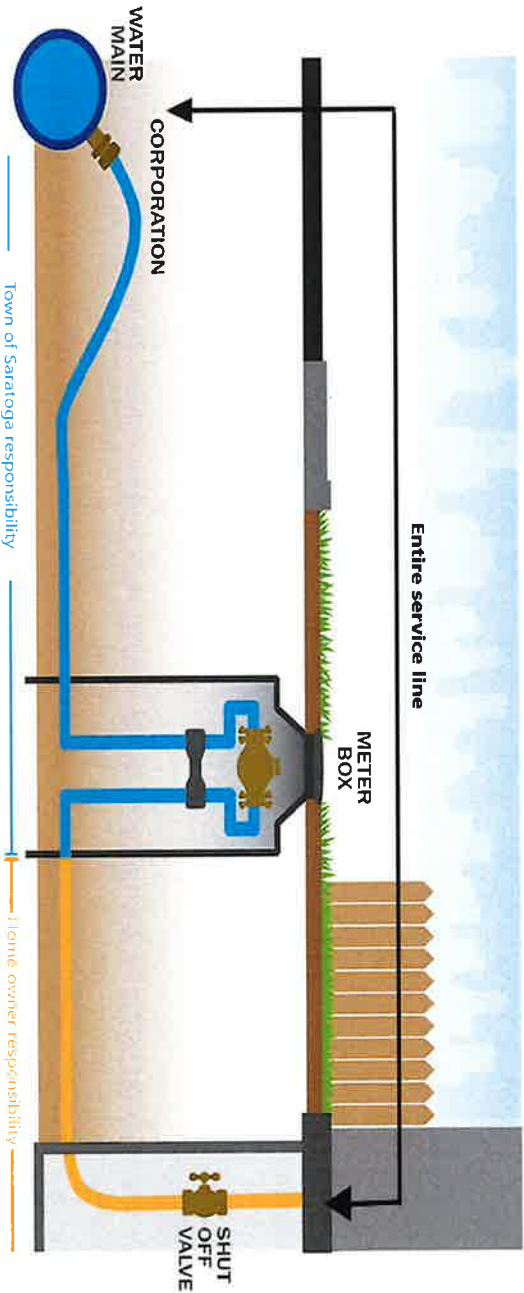


Figure 3. Service line ownership when there is a meter pit

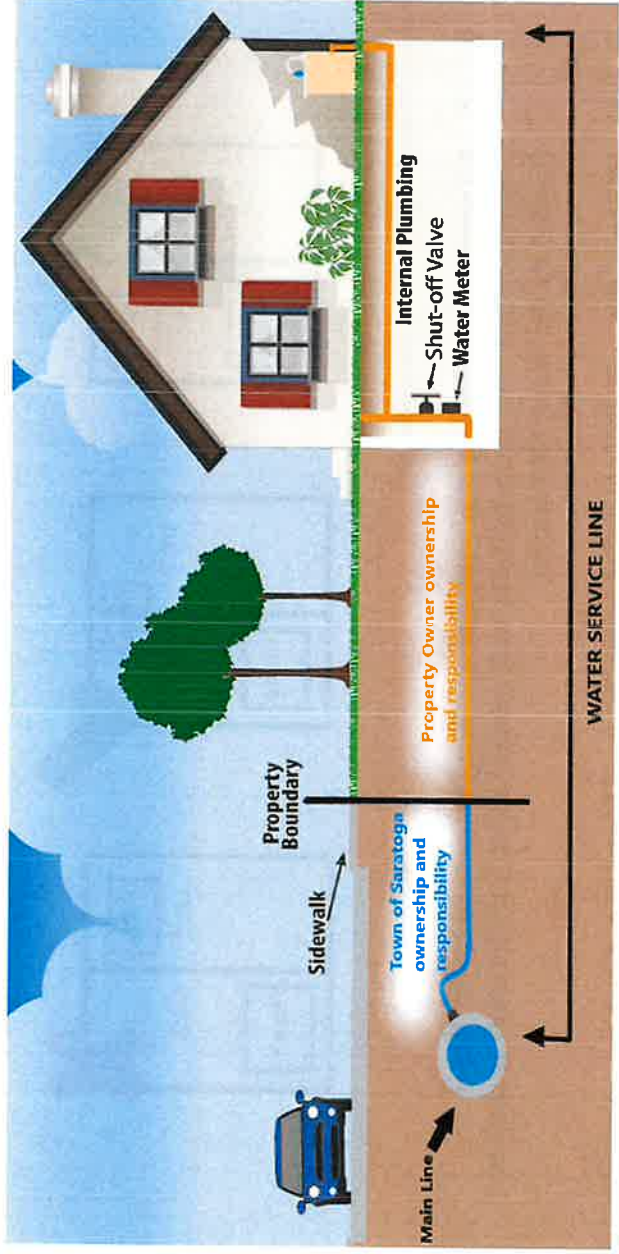


Figure 4, Service line ownership when there is no meter pit

§ 13.08.050 Cross-Connections-Prohibited.

As a sanitary measure, no cross-connections as defined by the Plumbing Code or AWWA will be permitted which could in any manner contaminate the water in the Town water system. The water shall be turned off by the Town until such connections are removed. Sprinkler systems connected to the Town's water system can become a cross connection if not properly installed. See 13.16 system construction.

§13.08.060 Maintenance requirements service lines and meters.

1. Consumers shall keep and maintain the service pipes, from the exterior connection point on the output side of the meter pit to the structure, in good repair and protected from frost and shall prevent any unnecessary waste of water (see Figure 3). In the event that any such pipes break between the main and the meter pit, the consumer shall contact the Town immediately. The Town shall be responsible for the repair and the expenses for repair. If there is no meter pit, the property owner shall own and maintain the water service line from the structure to property line adjacent to the water main line the service line is attached to (see Figure 4). If multiple buildings are being served through one meter the owners of said buildings shall own be responsible for the service line from any structure under their control to the property line where the service lines leave private property and further connects to the main water line.
2. Nothing contained in this section is intended to relieve consumers from complete responsibility for the maintenance of all service pipes, curb stops and appurtenances on private property. The Town will not contribute nor share in the cost of repairs except for service pipes between the main and the meter pit. (Ord. 511, 1988; Ord. 444, 1983; prior code § 22-16(a), (b))
3. Maintenance of meters shall be performed by the Town Water Department. The consumer shall be required to protect any meter through which he or she receives water from frost or other damage. The cost of repairs to any meter caused by lack of proper care shall be borne by the consumer or property owner. (Prior code § 22-46)
4. When deemed advisable, water meters shall be inspected free of charge by the Town.

§13.08.070 Alterations—Additions.

No person shall make or cause to be made any alteration or additions whatsoever in or about any service line from the main to the consumer side of the meter pit, whether on private property or not.

§ 13.08.080 Separate for each building

The water piping system of each new structure and of new work installed in an existing building shall be separate and independent to that of any other building. All piping or plumbing installed by the owner shall comply with the most current International Plumbing Code (IPC) as adopted by the Town. See section 13.16.

§ 13.08.090 Existing service line—Examination before connection.

Existing water service lines may be used in connection with new buildings only when they are found, on examination and test by the Director of Public Works, to meet all requirements of this chapter.

§ 13.08.100 Inspection—Connection supervision.

The applicant for the water service permit shall notify the Director of Public Works when the water service line is ready for inspection and connection to the Town waterworks. The connection shall be made under the supervision of the Director of Public Works or his or her representative.

Chapter 13.12 FEES, SERVICE RATES AND TERMINATION

§ 13.12.010 Installation and connection—Owner's expense.

All costs and expense incidental to the installation and connection of the water service line shall be borne by the consumer. The tables and figures in the chapter are associated with the installation of the water service line from a water main line to the location where private property ownership begins as defined in section 13.08.30. The contractor installing the service line at from the point of private property ownership to the private structure is required to provide all parts and labor for all lines. The Town shall be notified a minimum of forty-eight hours prior to any work being conducted and a representative of the Town shall inspect all work prior to backfilling. The owner shall indemnify the Town from any loss or damage that may, directly or indirectly, be occasioned by the installation of the water service line.

- 1. Fees as required by the chapter shall be collected in advance before a Building Permit is issued to tap or make any connections with water mains of the Town.

§ 13.12.020 Water Main Tap fee (except fire protection lines)

The fee to be charged for any permit issued to make a tap into the potable water system mains of the Town shall be done so based on table 1, listed below. This shall be paid by the consumer. The tap fee includes the water main line tap, all pipe and fittings, for the installation of the water service line from the water main line to the meter pit/curb stop. Supplementary items associated with water service line installation such as, but not limited to, asphalt patches, gravel patches, shall be charged in addition to the said tap fees based on a time and current cost of materials basis at time of construction.

- 1. The water tap fee is not required if there is an existing curb stop and the materials in the line from the main line to the curb stop meet current standards.

Tap Size	Tap Fee	Out of Town Tap Fee
3/4"	\$1,500.00	\$1,725.00
1"	\$1,750.00	\$2,025.00
1½"	\$2,000.00	\$2,300.00
2"	\$2,500.00	\$2,875.00
3"	\$3,000.00	\$3,450.00
4"	\$3,500.00	\$4,025.00
6"	\$4,000.00	\$4,600.00

Table 1. Tap Fees

§ 13.12.030 Water Main Tap fee (Fire protection lines)

The water tap for fire protection only shall be approved by the Director of Public Works and the Town Council in advance to the actual tap. The contractor installing the fire protection line will be required to provide all materials and labor. The fee to be charged for any permit issued to make connection or tap with a water main of the Town for purposes of fire protection only shall be as follows (see table 2): (There is no connection fee associated with the installation of water lines for fire protection only.)

Tap Size	Tap Fee	Out of Town Fire Tap Fee
2"	\$2,000.00	\$2,300.00
4"	\$3,000.00	\$3,450.00
6"	\$4,000.00	\$4,600.00
8"	\$6,000.00	\$6,900.00

Table 2. Tap Fees Fire Protection Lines

§ 13.12.040 Water Service Connection fees.

The Connection Fee for the Town to provide and install the water meter and the water meter pit, so that the consumer can connect the service line from the meter pit to the private structure shall be the fee as listed in Table 3 Supplementary items associated with water service line installation such as, but not limited to, asphalt patches, gravel patches, traffic rated lids for water meter pits,

and water meter pit height extensions shall be charged in addition to the said tap fees based on a time and current cost of materials basis at time of construction.
(See Table 3)

Tap Size	Connection Fee	Out of Town Connection Fee
3/4"	\$3,500.00	\$4,025.00
1"	\$3,750.00	\$4,325.00
1½"	\$4,200.00	\$4,900.00
2"	\$5,000.00	\$5,750.00
3"	\$6,000.00	\$6,900.00
4"	\$6,500.00	\$7,475.00
6"	\$8,500.00	\$9,775.00

Table 3. Connection fees based on meter size

§ 13.12.050 Water line development Impact fees

An Impact Fee shall be assessed for new subdivisions that create more than one new lot and are not currently being served by water service lines. The developer will pay for and install a water mainline. They will also tap the water main and install new service lines from the water main to the edge of the Right of Way (property line) of each lot. This line shall terminate at a curb stop no less than 8 feet from the private property line of the lot to be served. All impact fees must be paid before the JPB assumes ownership of the newly added system. No Building Permits will be issued until all impact fees for new development are paid. Ownership for new main water lines will not be assumed until all impact fees have been paid. The property owner developing the individual lot will be responsible for connections fees at the time of request for services, for lots that have an existing service line.

1. The Impact Fee shall provide funds to offset the maintenance cost incurred by the Town for the unused water taps prior to being placed into service as the lots are developed.
2. The Impact Fee shall be \$1000.00 for each undeveloped lot and is nonrefundable.

§ 13.12.060 Monthly service charge—Billing.

This section outlines the monthly usage and base rates as they pertain to the Town of Saratoga’s water utility. The property owner is responsible for the payment of all water usage and base fees for water service on his or her property. The monthly fees in this section shall increase a minimum of three percent each fiscal year, in order to properly fund maintenance, improvements and operational costs associated with the water system. Any increase shall be made by a resolution of the Town Council. This resolution may include other fees associated with Town Services. Billing and collection of the charges imposed herein, delinquencies, late charges, notification and enforcement thereof are prescribed by Chapter 13.60 of this code.

1. Minimum monthly fee.
 - a. The base rate shall be assessed for all properties whether or not water is actually being used by the owner or tenant of the property, unless the meter is removed by the Water Department and a Utility Service Termination Agreement has been executed by the property owner of record. See section 13.12.130.
 - i. Example: A person who leaves Town for the winter and has their water turned off so no unknown leaks occur in their home in their absence. This individual shall still pay the monthly base rate.
 - ii. Example: An owner of a vacant lot that has a water meter pit or an owner with a derelict dwelling on a lot with a water meter pit shall still pay a monthly base rate unless a Utility Service Termination Agreement has been executed by the property owner of record.
2. Service and rates inside Town limits. (Including commercial and business).
 - a. All properties within the corporate limits of the Town of Saratoga using water provided by the Town of Saratoga shall be metered and shall pay to the Town for such water in accordance with the following charges based upon the size of the meter serving the property, plus the total monthly usage of water. See Table 4 and Table 5.

- b. In the case of a private looped system, in which more than one connection is made to the same private system, a master meter will be required. The monthly usage charge shall be based on the size of the master meter and the monthly usage of water shall be the actual usage as metered by the master meter. See Table 4 and Table 5.

Meter Size	Base Rate
3/4" - 1"	\$34.00
1½"	\$85.00
2"	\$135.00
3"	\$400.00
4"	\$680.00
6"	\$1,650.00
8"	\$2,250.00
10"	\$3,400.00
12"	\$5,000.00

Table 4. Water Base Rates for properties inside Town Limits

Water Usage (gallons)	Usage Rate (Per 1,000 gal)
0 – 1,000	\$0.00
1,001 – 5,000	\$1.06
5,001 – 10,000	\$1.59
10,001 – 20,000	\$2.39
20,001 – 50,000	\$3.18
50,001 – 100,000	\$4.24
Greater than 100,000	\$5.83

Table 5. Water Usage Rates for properties inside Town Limits

3. Service and rates outside Town limits. (Including commercial and business).
- a. The Town Council may enter into agreements with consumers whose lands lie outside the Town limits and allow extension of the Town's water system to supply water for said consumer's use, needs, and requirements. The terms, conditions and rates for such water service shall be in accordance with Wyoming code 15-7-601 through 15-7-602. (Ord. 806, 2012)
- b. All properties, including, but not limited to, all residential, commercial operations and businesses, existing outside the corporate limits of the Town of Saratoga using water provided by the Town of Saratoga shall be metered and shall pay to the Town for such metered water the following charges based upon the size of the meter serving the property, plus the total monthly usage of water. See Table 6 and Table 7.
- c. In the case of a private looped system, in which more than one connection is made to the same private system, each connection requiring an individual meter, the monthly usage charge shall be based on the base rate of the largest meter and the sum of the monthly usage of water metered by all meters servicing the private system.

Meter Size	Base Rate (Outside Town Limits)
3/4" - 1"	\$39.10
1½"	\$97.75
2"	\$155.25
3"	\$460.00
4"	\$782.00
6"	\$1,897.50
8"	\$2,587.50
10"	\$3,910.00
12"	\$5,750.00

Table 6. Water Base Rates For Properties Outside Town Limits

Water Usage (gallons)	Usage Rate (Outside Town Limits) (Per 1,000 gal)
0 – 1,000	\$0.00
1,001 – 5,000	\$1.22
5,001 – 10,000	\$1.83
10,001 – 20,000	\$2.75
20,001 – 50,000	\$3.66
50,001 – 100,000	\$4.88
Greater than 100,000	\$6.70

Table 7. *Water Usage Rates, For Properties Outside Town Limits*

§ 13.12.070 Failure to register—Charges.
If any meter fails to register in any month, the consumer shall be charged with the average monthly consumption during the two preceding months as shown by the meter when in order.

§13.12.080 Reading—Charge computation.
The amount obtained by deducting from the most recent official water meter reading the official meter reading immediately preceding shall be deemed to be the quantity of water delivered through such meter during the billing period which, under ordinary conditions, shall be approximately one month. The amount charged against such meter shall be based upon the amount delivered as shown by the reading.

§13.12.090 Failure to pay.
In congruence with section 13.60 of this code, failure to pay the required fees may result in temporary discontinuation of services until the appropriate fees or amount thereof are paid.

§13.12.100 Bulk Water Sales.
Bulk water is available to Carbon County residents and contractors working in the Town of Saratoga. Bulk water sales shall be subject to the conditions and fess below. The Town of Saratoga reserves the right to refuse bulk water sales to individuals who fail to comply with the following provisions.

1. Contact the Public Works Director 24 hours in advance for all Bulk Water sales.
2. Water Department personnel will operate the facilities to fill consumer’s water tank.
3. Recipients of bulk water shall have appropriate back flow prevention devices installed prior to filling any tanks. The devices must be approved by the water department.
4. Cost of water will be \$30.00 up to one thousand gallons. Additional water per load will be charged \$2.00 per 1000 gallons or portion thereof. Water is to be paid for in advance of water delivery, no refunds will be issued for unused water.
5. Please note that the water is for non-potable use only.

§13.12.110 Temporary Water Service and Sales.

1. With approval of the Public Works Director, temporary water sales may be supplied from a fire hydrant for a specific purpose, at a specific location for a limited time frame.
2. The cost of the temporary water sale shall be determined on the meter size of the supply line. The monthly cost shall be calculated on the Outside Town Limits Base Rate and Usage Rate.

3. A water meter and RP backflow preventor shall be required for the connection to the fire hydrant.

§13.12.120 Suspension of metered water rate and imposition of flat rate.

1. In case of emergency such as extreme cold weather, the Town Council may, by resolution, suspend metered water usage fees and only the monthly base rate will be assessed.

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

§13.12.130 Reconnection fee.

Any person who has the Town turn off his or her water or other public utilities facility furnished by the Town and thereafter asks the town to turn on the water or other public utilities facility shall pay in advance to the Town through the Town Clerk the current turn on fee as established by resolution, for each water turn-on or utility turn on fee. This section 13.12.130 is not associated with the re-establishment of service requirements described in section 13.12.140, *Termination of Service*.

§ 13.12.140 Termination of Service

Consumers may permanently terminate the water service to their property by executing a Utility Service Termination Agreement with the Town. The Water Department will remove the water meter and terminate the water lines. Service shall not be reinstated until the water meter connection fee at the time of the reinstatement request is paid in full. Consumers are liable for any balances remaining at the time of the execution of the termination agreement.

§ 13.12.150 Separate Utility

The water service charge imposed is equally applicable to all users of the Town of Saratoga water service, whether or not said properties utilize the Town's sewer service. Billing and collection of the charges imposed herein, delinquencies, late charges, notification and enforcement are prescribed by Chapter 13.60 of this code.

§ 13.12.160 Amendments

The Town Council may repeal or amend this chapter at any time they determine revenue shortfalls have been recovered, or otherwise amend this section at any time as it may be necessary, or otherwise in the best interest of the Town.

Chapter 13.16 WATER SYSTEM CONSTRUCTION AND EXTENSIONS

§ 13.16.010 New pipe required—Inspection and approval.

New pipe that meets the current water quality requirements of the Safe Drinking Water Act shall be used in the construction and repair of all pipelines. The Town shall inspect and approve the pipeline after it has been installed, prior to backfill and put into service. Any lead or galvanized pipes discovered shall be completely removed, legally disposed of, and replaced per this ordinance.

§ 13.16.020 Service lines.

The typical service line construction is a service saddle, corporation valve and tap are installed at the main line. Water pipe is then installed to the property line. At this point, a curb stop and water meter pit are installed. The line is then run from the meter pit to the structure by the property owner. All service line construction shall be in congruence with the international plumbing code as well as Wyoming public works construction standards.

1. New service lines from the water main line to curb stop shall be made of Type K copper or HDPE DR9 CTS and shall be installed a minimum of six feet below ground surface. Excluding service saddles and fire lines; From the service tap to the structure, No galvanized, iron, or lead pipe or fittings shall be used in the construction of any service line.
2. All old service lines that are galvanized or lead pipe shall be replaced with new Type K copper or HDPE DR9 CTS service lines and placed a minimum of six feet below ground surface. Old service lines shall be completely removed when possible and disposed of legally.
3. Service lines from the water main to the meter pit shall be of continuous construction with no mechanical joint.
4. All service lines installed from the meter pit to the structure shall be of continuous construction with no mechanical joints.

§ 13.16.030 Water Main lines—Installation.

All new water mains shall be buried six feet from ground surface to top of main. New service lines from water main to the curb stop shall be made of Type K copper or HDPE DR9 CTS and shall be installed a minimum of six feet below ground surface. All old service lines that are galvanized or lead pipe or which need to be replaced shall be replaced with new Type K copper or HDPE DR9 CTS service lines and placed a minimum of six feet below ground surface. When replacing old service lines, the old lines shall be completely removed and disposed of legally.

Water main line installation shall be installed in congruence with all state, local and federal regulations. Main lines shall be sized adequately to allow for projected growth.

§ 13.16.040 Water meter pit or vault required Installation.

All new service lines shall have a water meter pit installed between the main line and structure.

§ 13.16.050 Curb Stop —Installation.

Curb stops shall be installed in the service pipe in every case and protected by a box with a cast iron covering, having the “water” or the letter “W” marked thereon; Curb stops shall be placed inside of the curb and must be visible and flush with the pavement, sidewalk, or ground level.

§ 13.16.060 Sprinkler systems.

Sprinkler systems attached to the Town waterworks shall have an appropriate back flow prevention device installed to prevent cross contamination. This device design shall be approved by the water department prior to installation.

§ 13.16.070 New Development-Extensions

Any developer extending the water main lines of the water works to service lots shall install water main lines throughout the development in conformance with specifications of the Director of Public Works and this division. Water main lines shall be installed along a lot line of every lot in the subdivision and shall be run a minimum of ten feet along said frontage to provide a service line to said lot. (see Figure 1 in section 13.08.020). The subdivider shall furnish to The Town plans showing the location and size of proposed water main lines and fire hydrants and also existing water lines to which a connection is to be made. Information concerning the residual water pressure in the existing water mains at the approximate point of connection shall also be furnished. The Public Works Director may require hydraulic modeling to verify the finished system is in compliance with all state federal and local regulations. Developers are responsible for the construction and costs associated with the required main line extensions.

1. The developer shall install adequately sized service taps from all main water lines to each individual lot in order for lot owners to access The Town’s water system. This will be done to eliminate the need for excavation of new asphalt roads constructed in the subdivision. Service lines shall be constructed to the specifications required by The Town of Saratoga at the time of the development.

- a. Service lines shall terminate no more than 8 feet from the property line of the lot to be served.
- b. An impact fee shall be paid into the water enterprise fund by the developer upon acceptance of the newly constructed water infrastructure by the local government. The fee to be paid will be the current impact fee established at the time of acceptance of improvements. See section 13.12.50.

Chapter 13.20 SYSTEM USE AND PROHIBITIONS

§ 13.20.010 Emergency—Water use restriction.

It is unlawful for any person during an alarm of fire, drought, or other emergency to use Town water for fountain, irrigation or sprinkling purposes.

§ 13.20.020 Wasting water prohibited.

No person shall waste water from the Town’s water system. No leaks in service pipes, connecting pipes or any water fixture shall be permitted; and if any such leak is not promptly repaired so as to stop such waste of water, after notice from the Director of Public Works, water shall be shut off and not turned on until such leak is repaired.

§ 13.20.030 Tampering prohibited—Refusal of access.

1. No person shall in any way tamper with any water meter installed in or outside the Town or refuse any Town Official as referred to in this chapter, access to any such meter.
2. If, in the opinion of the Director of Public Works, any meter has been tampered with, or if access to any meter has been denied to meter readers, or if a meter reading cannot be obtained due to absence of occupants or for other reasons, the quantity of water delivered during the month shall be estimated by the Town and paid for as provided in this chapter.

§ 13.20.040 Turnoff—Two or more consumers on one service.

In case two or more consumers are supplied with water from the same service pipe, if either of the consumers fails to pay the water charges when due, the water shall be turned off for that service until all charges are paid in full.

§ 13.20.050 Turnoff—Extensions and repairs.

The Town reserves the right to shut off from the water mains or parts thereof, when deemed necessary for making extensions, repairs and connections to the water mains or service pipes, or for the purpose of cleaning and extending the water system.

§ 13.20.060 Turnoff—Notice to owners or tenants.

Notice to property owners or tenants shall not be required by the Town or by any officer or employee thereof when water is to be turned off for any official reason. However, the Town will, at its discretion, notify property owners or tenants when water is to be shut off from any premises.

§ 13.20.070 Turn-on—Permission required.

When the water has been turned off from any consumer, the water service shall only be turned on by the Water Department.

13.20.080 Damaging or interfering with water supply.

1. No person shall damage or interfere with the water supply of the Town including river intake structure, water treatment plant, wells, pumps stations, transmission pipes, distribution pipe network, valves, fire hydrants, storage tanks, meters, vaults, service pipes and taps that are used in connection with the water system of the Town, whether or not owned by the Town.

2. No person shall, without permission of the Director of Public Works or designated representative, take water from the Town water system or open any valve or other fixture connected with the water supply system of the Town, or in any way divert water from its course in the regular water ditches of pipes supplying water to the Town.

3. No person shall open, close off or in any way tamper with any fire hydrant belonging to the Town, except for the purpose of extinguishing fires or under the direction of the Town Council, Fire Department, or the Director of Public Works or his or her representative. (Prior code § 22-6)

13.20.090 Storage basin—Trespassing—Littering—Bathing.

1. All persons are prohibited from trespassing on or about the Town's water storage tanks or upon the premises where the Town storage tanks are located or in the vicinity thereof.
2. No person shall bathe in any reservoir or any water storage tank of this Town; fire off or discharge any firearms at, towards or near any Town reservoir or storage tank connected with the Town water system; or throw or cast into any reservoir or storage water tank of the Town or into any drainpipe, fire plug or hydrant used in connection with the maintenance and operation of the Town water system or any adjuncts to such system, any substance or obstruction to the flow of water therefrom or pollute the water therein. (Prior code § 22-7)

13.20.100 Valve keys—Unauthorized possession.

1. No person, except a Water Department employee acting under the instruction of a Town officer, shall be allowed to use, own or possess a key to any valve controlling water system mains. The control of such water system is assumed by the Town. No person, except a licensed plumber, or an employee acting under the instructions of a Town officer, shall be allowed to use, own or possess a key to a curb stop. No key of the kind described in this section shall be loaned to any person for any purpose, nor shall such key be allowed to be or remain in the possession of any individual other than as provided in this section.
2. Only Water Department personnel may operate any water main line valves including curb stop and shut off valves.

SECTION 3: REPEALED

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

SECTION 4: METHODOLOGY

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

SECTION 5: SEVERABILITY

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

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

PASSED ON FIRST READING on the __ day of ____, 2025.
PASSED ON SECOND READING on the __ day of ____, 2025.
PASSED, AND ADOPTED ON THIRD READING on the __ day of ____, 2025.

ATTEST:

APPROVED:

Jenn Anderson, Town Clerk

Chuck Davis, Mayor

(Stamp Town Seal Here)

TOWN OF SARATOGA
ORDINANCE NO. ~~888~~ 885

AN ORDINANCE AMENDING TITLE 13, DIVISION II
SEWER. AN ORDINANCE AMENDING THE
REGULATIONS AND PROCEDURES GOVERNING
THE OPERATION OF THE TOWN'S SEWER
INFRASTRUCTURE. THE AMENDED ASPECTS OF THIS
ENTERPRISE FUND INCLUDE BUT ARE NOT
LIMITED TO THE DAILY OPERATION,
MAINTENANCE, CONSTRUCTION, BILLING AND
FEES. THIS ORDINANCE REPEALS AND REPLACES
TITLE 13, DIVISION II SEWER; IN FULL AND
PROVIDES FOR AN EFFECTIVE DATE.

WHEREAS, The Saratoga Carbon County Impact Joint Powers Board has made ordinance amendment recommendations to the Town Council and Mayor.

WHEREAS, The Town Council as well as the Mayor wish to clarify terms, procedures, constructions standards and the like as they pertain to the administration of the Town's sewer utility.

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

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

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

SECTION 1: That "Title 13, Division II Sewer" that exists prior to the passage of this ordinance is hereby repealed in full. This ordinance is intended to replace the current code section in its entirety.

SECTION 2: That Title 13, Division II, is hereby amended to read:

DIVISION II SEWER

Chapter 13.28 ADMINISTRATIVE PROVISIONS

§ 13.28.010 Administration generally.

1. In accordance with the agreement entered into by Carbon County and The Town of Saratoga on July 7th, 1976; The sewer system of the Town located within the corporate limits of the Town shall be owned by the Carbon County-Saratoga Impact Joint Powers Board, provided that the joint powers board shall hold title to any facilities in trust for the benefit of the Town. The Town shall conduct the day-to-day maintenance on said sewer facilities unless otherwise mutually agreed to between the Town and the Joint Powers Board. In accordance with section 2 of the above mentioned agreement; should the agreement be terminated, the sewer system and all pertinent appurtenances shall become the sole property of the Town of Saratoga.

2. The Town of Saratoga Town Clerk shall be in charge of all collections of fees for tapping, connections, monthly payment of rates and any additional fees as set out in this Division, see section 13.40. Billing and collection of the charges imposed herein, delinquencies, late charges, notification and enforcement thereof are prescribed by Chapter 13.60 of this code.
- § 13.28.020 Provisions part of sewer line agreement.
This division shall be considered as and shall be part of an agreement with every person who uses the sewer system or who attaches a sewer line into and uses the sewer system of the Town.

§ 13.28.030 Director of public works—Duties.

The Director of Public Works, under the direction and supervision of the mayor and Town council, shall have the general management, control and supervision of the sewer system of the Town. He or she shall make a detailed report to the council at least every three months and

update the Joint Powers Board monthly, or whenever required by the council, of the conditions of the sewer system and of all pipes, mains, hydrants and lagoons, report all repairs and recommend such improvements, repairs and extensions thereto as he or she may think proper. He or she shall execute orders for all plumbing work, inspect the same, keep a correct record of all tapping, keep a correct list of all tools, materials and supplies pertaining to the sewer system and give an account of the same. No bill or claim for work done or material furnished in the repairing or extending of the sewer system of the Town shall be paid or allowed, unless the same is first audited by the Director of Public Works.

§ 13.28.040 Inspections and Inspectors.

1. The Director of Public Works or his designee shall inspect all work done in making service pipe connections with the sewer mains and in the laying of the same.
2. The Director of Public Works and other duly authorized employees of the Town bearing proper credentials and identification shall be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling and testing in accordance with the provisions of this chapter. The Director of Public Works or his or her representatives shall have no authority to inquire into any processes including metallurgical, chemical, oil, refining, ceramic, paper or other industries beyond that point having a direct bearing on the kind and source of discharge to the sewers, waterways or facilities for waste treatment.
3. While performing the necessary work on private properties referred to in this section, the Director of Public Works or duly authorized employees of the Town shall observe all safety rules applicable to the premises established by the company, and the company shall be held harmless for injury or death to the Town employees. The Town shall indemnify the company against loss or damage to its property by Town employees and against liability claims and demand for personal injury or property damage asserted against the company and growing out of the gauging and sampling operation, except as such may be caused by negligence or failure of the company to maintain safe conditions as required in Section 13.48.060.
4. The Director of Public Works and other duly authorize employees of the Town bearing proper credentials and identification shall be permitted to enter all private properties through which the Town holds a duly negotiated easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair and maintenance of any portion of the sewage works lying within such easement. All entry and subsequent work, if any, on such easement shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved. (Prior code § 19-6)

§ 13.28.050 Damaging or tampering with facilities prohibited.

No unauthorized person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the sewage works. Any person violating this section shall be subject to immediate arrest under charge of damaging public or private property.

§ 13.28.060 Permits—Required.

1. No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the Director of Public Works.
2. There shall be two classes of building sewer permits:
 - a. For residential and commercial service; and
 - b. For service to establishments producing industrial wastes.
3. In either case, the owner or his or her agent shall make application on a special form furnished by the Town. The Building Permit application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the Director of Public Works. (Prior code § 19-11)
4. Dependent the type of extension or connection, additional federal and state permits may be applicable.

§ 13.28.070 Violation—Penalty.

1. Unless penalty or charge is specified elsewhere in this title; any person found to be violating any provision of Chapters 13.28 through 13.48, shall be served by the Town with

written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.

a. Any person who continues any violation beyond the time limit provided for in this section shall be deemed guilty of a misdemeanor.

2. Any person violating any of the provisions of this chapter or Chapters 13.28 through 13.48 shall become liable to the Town for any expense, loss or damage occasioned the Town by reason of such violation.

Chapter 13.32 GENERAL PROVISIONS

§ 13.32.010 Definitions.

For the purposes of this division, the following words and phrases shall have the meanings respectively ascribed to them by this section:

1. Accessory Building: detached private garage, shed, shop, greenhouse, etc. Not a dwelling unit.
2. Apartment house: a single structure containing multiple dwelling units.
3. BOD (biochemical oxygen demand): means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at twenty degrees Centigrade, expressed in milligrams per liter.
4. Building drain: means that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five feet (1.5 meters) outside the inner face of the building wall.
5. Building sewer: means the extension from the building drain to the public sewer or other place of wastewater disposal.
6. Combined sewer: means a sewer receiving both surface runoff and sewage.
7. Connection: the act of physically installing a meter amongst a service line in order to meter and convey water from a main line to the consumer.
8. Consumer: means the property owner or his or her agent whenever used in this chapter. The consumer shall be the person responsible for the payment of all charges and all bills be rendered in his or her name.
9. Council: The governing body of the Town of Saratoga, Saratoga Town Council.
10. Developer: An individual subdividing land and/or installing improvements in order for land to accept structures for use.
11. Equivocal Dwelling Unit: The amount of wastewater produced by (1) single family unit.
12. Garbage: means solid wastes from the domestic and commercial preparation, cooking and dispensing of food and from the handling, storage and sale of produce and other forms of refuge.
13. Industrial wastes: means the liquid wastes from industrial manufacturing processes, trades or businesses, as distinct from sanitary sewage.
14. Joint Powers Board: The Saratoga Carbon County Impact Joint Powers Board established by the agreement between Carbon County and Town of Saratoga.
15. Lateral: means a sewer line that connects a structure to a sewer mainline.
16. Lot of Record: Is a singular legally described lot. I.e. Block 4 Lot 3 Hugus and Chatterton 1st addition. This is different from a parcel.
17. Natural outlet: means any outlet into a watercourse, pond, ditch, lake or other body of surface or groundwater.
18. Parcel: Is group of lots of written together usually for taxing purposes. i.e. Bob owns a parcel, the parcel can be described as Lots 4,5,6 and 7 Block 15, Hugus and Chatteron Subdivision.
19. pH: means the logarithm of the reciprocal of the concentration of hydrogen ions in moles per liter of solution.
20. Primary Dwelling: The main building on any lot that is used for residential or business.
21. Properly shredded garbage: means the wastes from the preparation, cooking and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half inch (1.27 centimeters) in any dimension.
22. Public sewer: means a sewer in which all owners of abutting properties have equal rights and which is controlled by public authority. Service line: The water line that is plumbed from the water main line into a structure.

23. Public Works Director: means the Town employee of sewage works and/or of water pollution control of the Town or his or her authorized deputy, agent or representative.
24. Resort: An establishment or community that consists of multiple types of uses and facilities, both the uses can be both residential and commercial. These multiple facilities share one or more common taps into the Towns sewer main lines.
25. Sanitary sewer: means a sewer which carries sewage and to which storm, surface and ground waters are not intentionally admitted.
26. Sewer lateral: means the pipe that conveys sewage from a structure to a sewer main line.
27. Sewer Service: means a sewer line that connects a structure to a sewer main line. Also referred to as a sewer lateral.
28. Sewage: means a combination of the water carried wastes from residences, business buildings, institutions and industrial establishments, together with such ground, surface and storm waters as may be present.
29. Sewage treatment plant: means any arrangement of devices and structures used for treating sewage.
30. Sewage works: means all facilities for collecting, pumping, treating and disposing of sewage.
31. Sewer: means a pipe or conduit for carrying sewage.
32. Sludge: means any discharge of water, sewage or industrial waste which in concentration of any given constituent or in quantity of flow exceeds for any period of duration longer than fifteen minutes, more than five times the average twenty-four-hour concentration of flow during normal operation.
33. Storm drain or storm sewer: means a sewer which carries storm and surface water and drainage but excludes sewage and industrial wastes other than unpolluted cooling water.
34. Structure: A dwelling, commercial building, trailer, mobile home, prefabricated unit, apartments, condominium, motel, that is or planning to connect to the Town of Saratoga Sewer System.
35. Suspended solids: means solids that either float on the surface of or are in suspension in water, sewage or other liquids, and which are removable by laboratory filtering.
36. Sewer Tap: all materials associated with the physical connection to the sanitary sewer main from the main to the edge or the Right of Way. The Sewer Tap fee applies to this material definition.
37. Sewer Connection: all materials (pipe, fittings, clean-outs, etc.) from the Right of Way (property line) to consumer's building. The Sewer Connection fee applies to this material definition.
38. Tap: the act of connecting a service line to the main line, extending said service line to the point of private ownership, and installing at said location. Within 8 feet of private property ownership.
39. Town: The municipality known as "Town of Saratoga"
40. Watercourse: means a channel in which a flow of water occurs, either continuously or intermittently.
41. Utility Termination Agreement: an agreement in which the property owner agrees to terminate their utility service and no longer have access to the utility. The property owner also acknowledges in this agreement that they will pay the current effective connection fee at the time he or she requests to have access to the utility at a later date.

§ 13.32.020 Industrial waste—Special agreements permitted.

No statement in this division shall be construed as preventing any special agreement or arrangement between the Town and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the Town for treatment, subject to payment therefor by the industrial concern. (Prior code § 19-31)

Chapter 13.36 CONNECTIONS, OWNERSHIP, AND MAINTENANCE REQUIREMENTS

§ 13.36.010 Connection to sewer required upon notice.

All plumbing fixtures in any building or structure on any land adjoining or abutting on or near any street, alley or right-of-way or other place in which there is now located or may in the future be located, a public sanitary or combined sewer of the Town shall be connected to the sanitary sewer by the owner of the property within ninety days after the date of official notice from the Director of Public Works to do so; provided, that such sewer is within one hundred feet

of the property line. Such notice shall be served by the Director of Public Works respecting every such property. Notice shall be given by certified mail and shall be complete upon deposit of such notice in the United States mail, certified mail, return receipt requested, postage prepaid, addressed to the owner of the property, his or her agent or other person having charge of or receiving the rent or being the tenant of the same, at their address on file with the Town for utility billing purposes. (Ord. 542 § 3, 1990)

§ 13.08.020 Adjacent main line required.

A sewer service line may only be connected to a sewer main line running parallel and adjacent to the lot line in which the sewer service will cross in order to connect. The main line must run adjacent and parallel to said lot line a minimum of ten feet in order to connect a service line. If this criteria cannot be achieved a main line extension is required. See Figure 1 below. Main extensions are further addressed in section 13.44.

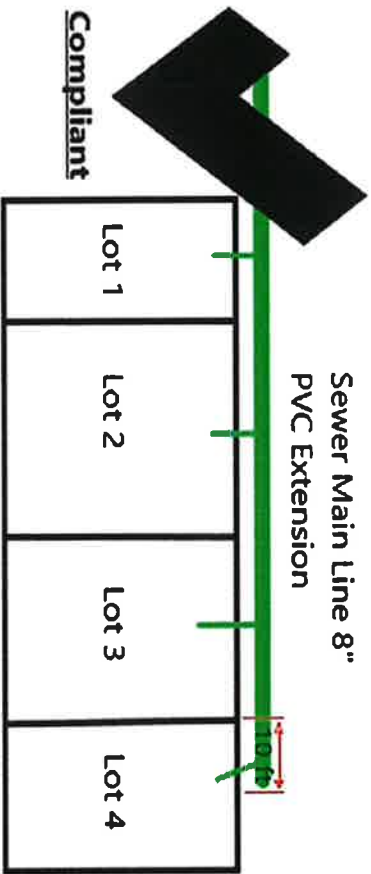


Figure 1, main line placement required in order to connect a sewer service

§ 13.36.030 Ownership

The customer shall own and be responsible for all replacement and maintenance of the sewer lateral(s) serving their property. This includes all piping fittings and applicable appurtenances from their property/structure to the sewer main line. This includes the apparatus used to secure the service piping to the main line. i.e. service saddle. See Figure 2 below.

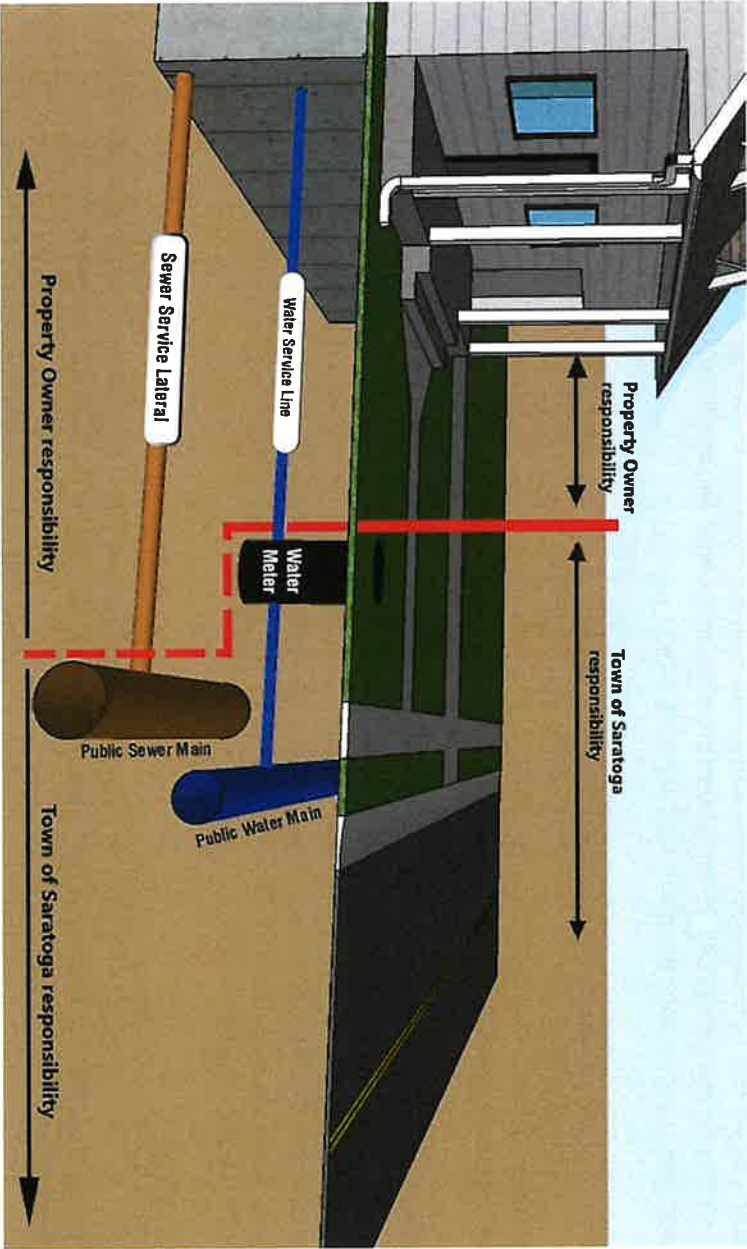


Figure 2 Sewer Service Ownership Diagram

§13.36.040 Maintenance requirements.

- 1. It is unlawful for any person in possession of premises in which a pipe or other connection with the public sewers or drains has been installed to allow the same to remain without good and functioning fixtures so attached as to allow a sufficiency of water to be so applied as to properly carry off sewage and to keep the same unobstructed. Each day the same is permitted to remain without such fixtures for supplying such water is a distinct and separate offense.

2. Consumers shall keep and maintain the sewer service line connecting their premises to the sewer main line in good repair and protected from frost. If any such service line breaks between the main and the private property line, the consumer shall immediately contact the Town and obtain a digging permit, describing the method of repair and the person, firm, corporation, agency or contractor to make the repair along with insurance protecting the Town from any damages caused by the repair. The excavator making the repair shall obtain locates for existing utilities in accordance with Wyoming State Statute prior to digging. PVC sewer pipe installed on public property shall have a rating of at least SDR35 (ASTM-D3034.SDR35).

§ 13.36.050 Separate for each building required—Exceptions.

A separate and independent building sewer service shall be provided for every Primary Dwelling;

- a. Exemption: That where one stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway, the building sewer from the front building may be extended to the rear building. Each dwelling unit or structure shall pay monthly fees in accordance with this section Title 13 Division 2.
- b. Exemption: Accessory buildings may receive sewer from a primary building if the accessory building exists on the same “lot of record” as the main building or is built on top of a lot line adjoining two lots of record (see Figure 2).
 - i. i.e. a property owner main extend their service line from their house to their shop in the backyard in order to install a toilet and sink.

§ 13.36.060 Existing sewer—Examination before connection.

Existing sewer laterals may be used in connection with new buildings only when they are found, on examination and test by the Director of Public Works, to meet all requirements of this chapter.

§ 13.36.070 Procedure when direct connection not possible.

In the case when it is not practicable to gravity feed sewage to the main line, the sewer connection shall be designed such that the discharge from the dwelling shall be pumped to a vault to be fed by gravity to the main line sanitary sewer. In no circumstance shall sewage be pumped directly into the main line sanitary sewer.

§ 13.36.080 Inspection—Connection supervision.

The applicant for the sewer lateral permit shall notify the Director of Public Works when the sewer lateral is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the Director of Public Works or his or her representative.

Chapter 13.40 FEES, SERVICE RATES AND TERMINATION

§ 13.40.010 Installation and connection—Owner’s expense.

All costs and expense incident to the installation and connection of the private sewer lateral shall be borne by the owner. The owner shall indemnify the Town from any loss or damage that may, directly or indirectly, be occasioned by the installation of the sewer lateral. (Ord. 838 § 1, 2017; prior code § 19-13)

§ 13.40.020 Tap fee

The fee to be charged for any permit issued to make a tap into the sanitary sewer of the Town shall be one thousand five hundred dollars (\$1,500.00). This shall be paid by the consumer.

1. Such fees shall be collected in advance before a Building Permit is issued to tap or make any connections with sewer mains of the Town. (Ord. 838 § 1, 2017; Ord. 721, 2003; Ord. 702, 2002; prior code § 19-14)
2. A tap fee does not need to be paid if a tap already exists, and the existing tap was not disconnected from a home due to the execution of a utility service termination agreement.

§ 13.40.025 Connection fee

The sewer connection from the property line to the private structure will be the responsibility of the consumer with appropriate Building Permit and connection fee as listed below.

- 1. The Connection Fee for the consumer to connect to the service line at their property line shall be Two thousand, five hundred dollars (\$2,500.00).

§ 13.40.026 Impact fees

An Impact Fee shall be assessed for new subdivisions that create more than one new lot and are not currently being served by sewer laterals. The developer will pay for and install a sewer lateral from the sewer main to the edge of the Right of Way (property line) of each lot. All impact fees must be paid before the Joint Powers Board assumes ownership of the newly added system. No Building Permits will be issued until all impact fees for new development are paid. Ownership for new main sewer lines will not be assumed until all impact fees have been paid. The individual developing the individual lot will be responsible for tap fees and connections fees at the time of request for services.

- 1. The Impact Fee shall provide funds to offset the maintenance cost incurred by the Town for the unused sewer tap prior to being placed into service as the lots are developed.
- 2. The Impact Fee shall be \$500.00 for each undeveloped lot and is nonrefundable.

§ 13.40.030 Monthly service charge—Billing.

This section outlines the monthly use and base rates as they pertain to the Town of Saratoga's Sewer Utility. The monthly fees in this section shall increase a minimum of three percent each fiscal year, in order to properly fund maintenance and operational costs associated with the sewer system. The Town Council may repeal or amend this chapter at any time, or otherwise amend this chapter at any time it may be in the best interest of the Town. Any increase shall be made by a resolution of the Town Council. This resolution may include other fees associated with Town Services. Billing and collection of the charges imposed herein, delinquencies, late charges, notification and enforcement thereof are prescribed by Chapter 13.60 of this code. The property owner is responsible for the payment of all sewer usage and base fees for sewer service on his or her property.

- 1. Monthly rates including commercial and businesses (Within Town Limits)
 - a. Each single-family residential unit shall be assessed a monthly sewer rate charge of thirty-two dollars and fifty cents (e.g., each single-family residential unit within a multiple-family dwelling would be charged a monthly sewer rate of thirty-two dollars and fifty cents (\$32.50)).
 - i. "Single-family residential unit" means a building, or a portion thereof designed exclusively for residential purposes, including, but not limited to, the following: mobile homes, one-family, two-family and multiple-family dwellings.
 - b. Hotels, motels, recreational vehicle parks, boarding and lodging houses, fraternity and sorority houses, rest homes and nursing homes or childcare nurseries will be billed under commercial businesses.
 - c. The monthly charge for sewer service charged by the Town of Saratoga for business, commercial and all other users shall be as follows:
 - i. Business, Commercial, Industrial and All Other Users. Base rate of thirty-two dollars and fifty cents (\$32.50), or a minimum of eighty percent of the user's water bill for the identical property for the same month, whichever is greater. The basic fee of thirty two dollars and fifty cents (\$32.50)per month shall be assessed by the Town of Saratoga as the minimum monthly fee, whether or not the water service is being provided to the same property.
 - d. The sewer service charge imposed is equally applicable to all users of the Town of Saratoga sewer service, whether or not said properties utilize the Town's water service. Billing and collection of the charges imposed herein, delinquencies, late charges, notification and enforcement are prescribed by Chapter 13.06 of this code.
 - e. The Town council may repeal or amend this section at any time they determine revenue shortfalls have been recovered, or otherwise amend this section at any time as it may be necessary, or otherwise in the best interest of the Town.

2. Outside Town Limits.

Due to the increased maintenance costs because of their location, residential and commercial properties outside Town limits shall be assessed at a higher monthly rate in order to recoup the additional cost of servicing said locations. These properties and uses shall be billed as follows:

- a. Each single-family residential unit shall be assessed a monthly sewer rate charge of thirty-seven dollars and fifty cents (e.g., each single-family residential unit within a multiple-family dwelling would be charged a monthly sewer rate of thirty-seven dollars and fifty cents (\$37.38)).
 - i. “Single-family residential unit” means a building, or a portion thereof designed exclusively for residential purposes, including, but not limited to, the following: mobile homes, one-family, two-family and multiple-family dwellings.
- b. Hotels, motels, recreational vehicle parks, boarding and lodging houses, resorts, fraternity and sorority houses, rest homes and nursing homes or childcare nurseries will be billed under commercial businesses.
- c. The monthly charge for sewer service charged by the Town of Saratoga for business, commercial and all other users shall be as follows:
 - i. Business, Commercial, Industrial and All Other Users. Base rate of thirty-seven dollars and fifty cents (\$37.38), or a minimum of eighty percent of the user’s water bill for the identical property for the same month, whichever is greater. The basic fee of thirty-seven dollars and fifty cents (\$37.38) per month shall be assessed by the Town of Saratoga as the minimum monthly fee, whether or not the water service is being provided to the same property.
- d. The sewer service charge imposed is equally applicable to all users of the Town of Saratoga sewer service, whether or not said properties utilize the Town’s water service. Billing and collection of the charges imposed herein, delinquencies, late charges, notification and enforcement are prescribed by Chapter 13.60 of this code.
- e. The Town Council may repeal or amend this section at any time they determine revenue shortfalls have been recovered, or otherwise amend this section at any time as it may be necessary, or otherwise in the best interest of the Town.

3. Sewer Only Consumers

- a. Residences, Commercial uses, resorts, gated communities that exists that are not served by the Town’s water system shall be charged in accordance with Table 2 below. 1 Equivocal dwelling unit shall be \$37.38 for out-of-town customers, and \$32.50 in town customers. Each consumer shall be charged a minimum of 1 EDU.
 - i. i.e. an RV park with 10 spaces would be charged 5 EDU’s based on the table below for a monthly total of \$186.90 monthly.
 - ii. I.e. a motel with 6 rooms would be charged for 1.5 EDU’s for a total of \$56.97 dollars monthly.

Equivalent Dwelling Unit Schedule (1.0 Minimum)	
Classification	Equivalent Users
Beauty shop/barber shop	1.0 per business
Bowling alley	0.5 per alley
Car washes	1.0 per bay
Churches	1.0 church & parish
plus	1.0 gym
Daycare/kindergarten	0.0278 per student
Duplex	1.0 per unit
Grade school	0.034 per student
Laundromats	0.5 per machine
Lodges and halls	1.0 per 300 seats
Lounges	0.05 per seat
Motel/hotel	0.25 per room

Multi-family with washer facilities	1.0 per unit
Multi-family without washer facilities	1.0 per unit
Permanent mobile home	1.0 per unit
Professional offices	1.0 1-13 employees
	1.5 14-20 employees
	2.0 21-26 employees
Recreational vehicle park	0.5 per RV space
Restaurants	
3 meal/day	0.17 per seat
2 meal/day	0.11 per seat
1 meal/day	0.056 per seat
Retail-commercial	1.0 1-15 employees
	1.5 16-22 employees
	2.0 23-30 employees
Secondary school	0.053 per student
Single-family	1.0 per house
Theater	0.02 per seats

Table 1 EDU Schedule

§ 13.40.045 Termination of Service

Consumers may permanently terminate the sewer service to their property by executing a Utility Service Termination Agreement with the Town. The Sewer Department will sever the sewer lateral, cap and mark the location of the cap at the property line. Service shall not be reinstated until the current Connection Fee is paid in full.

§ 13.40.060 Separate Utility

The sewer service charge imposed is equally applicable to all users of the Town of Saratoga water service, whether or not said properties utilize the Town’s sewer service. Billing and collection of the charges imposed herein, delinquencies, late charges, notification and enforcement are prescribed by Chapter 13.60 of this code.

§ 13.40.060 Amendments

The Town council may repeal or amend this section at any time they determine revenue shortfalls have been recovered, or otherwise amend this section at any time as it may be necessary, or otherwise in the best interest of the Town.

Chapter 13.44 SEWER SYSTEM CONSTRUCTION AND EXTENSIONS

§ 13.44.010 Construction and material specifications

1. The size, slope, alignment and materials of construction of a sewer and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling of the trench, shall all conform to the requirements of the building code and plumbing code or other applicable rules and regulations of the Town.
2. The connection of the building sewer into the public sewer main shall conform to the requirements of the building code and plumbing code or other applicable rules and regulations of the Town. All such connections shall be made air-tight and watertight. Any deviation from the prescribed procedures and materials must be approved by the Public Works Director before installation. (Ord. 482 § 30, 1986; prior code § 19-21)

§ 13.44.020 New Development-Extensions

Any developer extending the main lines of the sewer system to service lots shall install lines throughout the development in conformance with specifications of the Director of Public Works. Sewer main lines shall be installed along a lot line of every lot in the subdivision and shall be run a minimum of ten feet along said lot line in order for a lot to install a services line to said lot. (see Figure 1 below). The subdivider shall furnish to The Town plans showing the location and size of proposed sewer and also existing sewer lines to which a connection is to be made. Information concerning the capacity in the existing mains at the approximate point of connection shall also be furnished. The Public Works Director may require hydraulic modeling to verify the finished system is in compliance with all state federal and local regulations.

1. The developer shall install adequately sized services taps from all main water lines to each individual lot in order for lot owners to access The Town’s sewer system. This

will be done to eliminate the need of excavation in new asphalt roads constructed in the subdivision. Sewer service lines shall be constructed to the specifications required by The Town of Saratoga at the time of the development.

- a. Sewer service lines shall terminate no more than 5 feet from the property line of the lot to be served.
- b. An impact fee shall be paid into the sewer enterprise fund by the developer upon acceptance of the newly constructed sewer infrastructure by the local government. The fee to be paid will be the current impact fee established by resolution at the time of acceptance of improvements.

§ 13.44.030 Elevation of connection.

Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer. (Prior code § 19-22)

§ 13.44.040 Grease, oil and sand interceptors.

Grease, oil and sand interceptors shall be provided when, in the opinion of the Director of Public Works, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts or any flammable wastes, sand or other harmful ingredients; except, that such interceptors shall not be required for private living quarters or dwelling units. The proposed design shall be developed by a licensed engineer in the state of Wyoming. The proposed design shall be subject to the review and approval of the Director of Public Works, as well as other state and federal agencies when applicable i.e. Wyoming DEQ. All interceptors shall be located as to be readily and easily accessible for cleaning and inspection. (Prior code § 19-7)

§ 13.44.050 Sampling—Measurement and tests standards.

All measurements, tests and analyses of the characteristics of water and waste to which reference is made in this chapter shall be determined in accordance with “Standard Methods for the Examination of Water and Wastewater” (current edition) published by the American Public Health Association and shall be determined at the control manhole provided or upon suitable samples taken at such control manhole. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the sewage works and to determine the existence of hazards to life, limb and property. The particular analyses involved will determine whether a twenty-four hour composite of all outfalls of a premises is appropriate or whether grab samples should be taken. Normally, but not always, BOD and suspended solids analyses are obtained from twenty-four hour composites of all outfalls, whereas pH’s are determined from periodic grab samples. (Ord. 489 § 29, 1986; prior code § 19-30)

§ 13.44.060 Excavations—Barricades and lights.

All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner as good or better condition and is satisfactory to the Town. (Prior code § 19-23)

Chapter 13.48 SYSTEM USE AND PROHIBITIONS

§ 13.48.010 Discharge—Stormwater—Unpolluted waters.

No person shall discharge or cause to be discharged any stormwater, surface water, groundwater, roof runoff, subsurface drainage, uncontaminated cooling water, unpolluted industrial process waters, nor any other clean or potable water into any sanitary sewer.

1. No person shall make a connection of roof downspouts, exterior foundation drains, areaway drains or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected, directly or indirectly, to a public sanitary sewer.
2. Stormwater and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as storm sewers, or to a natural outlet approved by the Director of Public Works. Industrial cooling water or unpolluted process waters may be discharged on approval of the Director of Public Works to a storm sewer or natural outlet. (Ord. 464 § 1, 1985; prior code § 19-24)

§ 13.48.020 Discharge—Prohibited materials.

No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewers:

1. Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas;
2. Any waters or wastes containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, create a public nuisance or create any hazard in the receiving waters of the sewage treatment of the sewage treatment plant, including but not limited to cyanides in excess of two mg/l as CN in the wastes as discharged to the public sewer.
3. Any waters or wastes having a pH lower than 5.5 or greater than 9.5, having any corrosive property capable of causing damage or hazard to structures, equipment, treatment process and personnel of the sewage works.
4. Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewage works, such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, underground garbage, whole blood, paunch manure, hair and fleshings, entrails and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.
5. Any other waters or wastes containing any more than normal residential wastewater concentrations. (Ord. 464 § 2, 1985; prior code § 19-25)

§ 13.48.030 Discharge—Material subject to approval—Generally.

No person shall discharge or cause to be discharged the following described substances, materials, waters or wastes if it appears likely, in the opinion of the Director of Public Works that such wastes can harm the sewer, sewage treatment process or equipment, have an adverse effect on the receiving stream or otherwise endanger life, limb or public property or constitute a nuisance. In forming his or her opinion as to the acceptability of these waters, the Director of Public Works will give consideration to such factors as the quantities of subject wastes in relation to flow and velocities in the sewers, materials of construction of the sewers, nature of the sewage treatment process, capacity of the sewage treatment plant, degree of treatability of wastes in the sewage treatment plant and other pertinent factors. The substances prohibited are:

1. Any liquid or vapor having a temperature higher than one hundred fifty degrees Fahrenheit (sixty-five degrees Centigrade);
2. Any water or waste containing fats, wax, grease or oils, whether emulsified or not, in excess of one hundred mg/l or containing substances which may solidify or become viscous at temperatures between thirty-two and one hundred fifty degrees Fahrenheit (zero and sixty-five degrees Celsius);
3. Any garbage or kitchen waste that has not been properly shredded. The installation and operation of any garbage grinder equipped with a motor of three-fourths horsepower or greater shall be subject to the review and approval of the Director of Public Works;
4. Any waters or wastes containing strong acid iron pickling wastes or concentrated plating solutions, whether neutralized or not;
5. Any waters or wastes containing iron, chromium, copper, zinc and similar objectionable or toxic substances; or wastes exerting an excessive chlorine requirement to such degree that any such material received in the composite sewage at the sewage treatment works exceeds the limits established by the Director of Public Works for such materials;
6. Any waters or wastes containing phenols or other taste or odor producing substances, in such concentration exceeding limits which may be established by the Director of Public Works as necessary after treatment of the composite sewage to meet the requirements of the state, federal or other public agencies of jurisdiction for such discharge to the receiving waters;
7. Any radioactive wastes or isotopes of such half-life or concentration as to exceed limits established by the Director of Public Works in compliance with applicable state or federal regulations;
8. Any waters or wastes having a pH in excess of 9.5;
9. Materials which exert or cause:

- A. Unusual concentrations of inert suspended solids (such as, but not limited to, fuller's earth (clay), lime slurries and lime residues) or of dissolved solids (such as, but not limited to, sodium chloride and sodium sulfate),
 - B. Excessive discoloration (such as, but not limited to, dye wastes and vegetable tanning solutions),
 - C. Unusual BOD, chemical oxygen demand or chlorine requirements in such quantities as to constitute a significant load on the sewage treatment works,
 - D. Unusual volume of flow or concentration of wastes constituting sludge;
10. Waters or wastes containing substances which are not amenable to treatment or reduction by the sewage treatment processes employed or are amenable to treatment only to such degree that the sewage treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters. (Prior code § 19-26)

§ 13.48.040 Discharge—Material subject to approval

If any waters or wastes are discharged or are proposed to be discharged to the public sewers, which waters contain the substances or possess the characteristics enumerated in Section 13.48.030 and which, in the judgment of the Director of Public Works, may have a deleterious effect upon the sewage works, processes, equipment or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the Director of Public Works may:

1. Reject the waste;
2. Require pretreatment to an acceptable condition for discharge to the public sewers;
3. Require control over the quantities and rates of discharge; or
4. Require payment to cover the added cost of handling and treating the waste not covered by existing taxes or sewer charges under the provisions of Section 13.32.030.
5. If the Director of Public Works permits the pretreatment or equalization of waste flows, the design and installation of the plants and equipment shall be designed by a Professional Engineer licensed in the State of Wyoming and subject to the review and approval of the Director of Public Works and subject to the requirements of all applicable codes, ordinances and laws. (Prior code 19-27)

§ 13.48.050 Preliminary treatment of flow.

Where preliminary treatment to flow-equalizing facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his or her expense. (Prior code § 19-28)

§ 13.48.060 Control manholes—Requirements.

When required by the Director of Public Works, the owner of any property serviced by a building sewer carrying industrial wastes shall install a suitable control manhole, together with such necessary meters and other appurtenances in the building sewer to facilitate observation, sampling and measurement of the wastes. Such manhole, when required, shall be accessibly and safely located and shall be constructed in accordance with plans approved by the Director of Public Works. The manhole shall be installed by the owner at his or her expense and shall be maintained by him or her so as to be safe and accessible at all times. (Prior code § 19-29)

§ 13.48.070 Sampling—Measurement and tests standards.

All measurements, tests and analyses of the characteristics of water and waste to which reference is made in this chapter shall be determined in accordance with "Standard Methods for the Examination of Water and Wastewater" (current edition) published by the American Public Health Association and shall be determined at the control manhole provided or upon suitable samples taken at such control manhole. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the sewage works and to determine the existence of hazards to life, limb and property. The particular analyses involved will determine whether a twenty-four hour composite of all outfalls of a premises is appropriate or whether grab samples should be taken. Normally, but not always, BOD and suspended solids analyses are obtained from twenty-four hour composites of all outfalls, whereas pH's are determined from periodic grab samples. (Ord. 489 § 29, 1986; prior code § 19-30)

§ 13.48.080 Privy, septic systems and self-contained, portable and chemical toilets—Prohibited.

It is unlawful to construct any privy, privy vault, cesspool, or septic system of any nature within the corporate limits of the Town. Nothing contained in this section shall prohibit the maintenance and use of the self-contained portable or chemical toilets on the athletic fields, Veterans Island, Town parks, Shively Field, Saratoga Lake, Saratoga Cemetery, any construction

site for which a building permit has been issued by the Town, (only for the period of construction, until expiration of the permit, whichever shall occur first) any construction site for which no building permit is required (only for the period in which construction is ongoing), or any temporary activity held and conducted for the benefit of the general public, including but not limited to, street dances, cutter races, air shows, concerts and ice fishing derbies. (Ord. 698, 2002; Ord. 673, 2000; Ord. 546, 1990)

~~§ 13.48.090 Discharge to natural outlet—Untreated sewage—Prohibited.~~

It is unlawful to discharge to any natural outlet within the Town or in any area under the jurisdiction of the Town any sewage or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this chapter and the Department of Environmental Quality. (Prior code § 19-9)

SECTION 3: REPEALED

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

SECTION 4: METHODOLOGY

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

SECTION 5: SEVERABILITY

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

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

PASSED ON FIRST READING on the __ day of _____, 2025.
PASSED ON SECOND READING on the __ day of _____, 2025.
PASSED, AND ADOPTED ON THIRD READING on the __ day of _____, 2025.

ATTEST:

APPROVED:

Jenn Anderson, Town Clerk

Chuck Davis, Mayor

(Stamp Town Seal Here)

PERPETUAL EXCLUSIVE GRANT OF EASEMENT

THIS PERPETUAL EXCLUSIVE GRANT OF EASEMENT AGREEMENT (“Agreement”) is made by and between **The Town of Saratoga, a Wyoming municipal corporation**, hereinafter referred to as “Grantor”, and **Jodi Marie Elnicki, Nisha Marie Bonanno, and Audrey Leigh Francis**, hereinafter collectively referred to as “Grantee”;

WHEREAS, Grantor owns certain real property specifically described on Exhibit “A” attached hereto and made a part hereof by this reference (“Town Property”); and

WHEREAS, Grantee, for themselves and any subsequent legal owners, wishes to obtain a full, complete, and unequivocal legal right to use a portion of the Town Property for part of its existing shop that was inadvertently built on the Town Property and to assure a perpetual unrestricted use of said portion of Town Property (said portion of Town Property specifically described on Exhibit “B” attached hereto and made a part hereof by this reference) for the benefit of the Benefitted Property (said Benefitted Property is specifically described on Exhibit B attached hereto), its owners and any subsequent legal owners;

NOW, THEREFORE, for good and valuable consideration, Ten Dollars (\$10.00), and including the above recitals which shall be deemed to be a substantive part of this Agreement, the legal adequacy and sufficiency and receipt whereof is hereby acknowledged, Grantor hereby grants to Grantee a perpetual easement as described on Exhibit C attached hereto and made a part hereof by this reference.

1. USE. Such Easement shall be for the Grantee’s existing shop on the above-described easement (Exhibit C), subject to the following conditions:

a. Use Exclusive. The Easement is exclusive. The Grantee has the sole right to use the Easement for the sole purpose of its existing shop.

b. Parties Not Liable. None of the parties hereto shall be liable or responsible for any injury to persons, including loss of life, or for any damage to or loss of property, suffered by any person using the Easement and the road therein.

c. Assumption of Risk. Each of the parties hereby assume all risk, whether known or unknown, now existing or hereafter occurring, in any manner whatsoever arising out of or relating to this agreement or the use of the easement herein described.

d. Destruction of Shop. If the existing shop currently located on the property (Exhibit B) and on the Easement (Exhibit C) shall be substantially destroyed or demolished, any rebuild of the shop must be in conformance with current municipal zoning requirements, including setbacks, and this Easement shall terminate upon the Grantor’s recordation of an Affidavit regarding total destruction of the shop.

*Town of Saratoga - Francis
Easement*

e. Costs. All costs related to the maintenance, upkeep, and alterations of the shop shall be borne by the Grantee.

2. This Agreement may be modified only by a written agreement, duly executed and acknowledged by the parties hereto, or any subsequent legal owners, and recorded in land office of the Carbon County Clerk, Carbon County, Wyoming.

3. PARTIES' INTENT. It is the express intent of the parties hereto that their use of the Easement shall be limited to the existing shop. None of the parties shall have any additional rights incident to this grant of Easement.

4. BURDEN AND BENEFIT. This Agreement shall inure to the benefit of and shall be binding upon the devisees, heirs, personal representatives, administrators, successors and assigns of the parties hereto. The easement hereby conveyed shall be appurtenant to, burden and run with the land of the respective parties described herein, except as provided in paragraph 1(d) herein. The Easement shall be for the benefit of and appurtenant to those lands of Benefitted Property described on Exhibit "B".

5. BREACH. In the event either Grantor or Grantee breach the terms, provisions and conditions of this Agreement, then, and in such event, the non-breaching party may recover such damages as may be proper, or may sue for specific performance, or both. In the event any legal action or other proceedings are brought for the enforcement of this Agreement, or because of an alleged dispute, breach or default, the prevailing party shall be entitled to recover reasonable attorney's fees and other costs incurred in such action or proceeding, in addition to any other relief to which such party may be entitled.

6. GOVERNMENTAL IMMUNITY. The Grantor, Town of Saratoga, does not waive governmental immunity by entering into this Agreement, and specifically retains all immunities and defenses available to each as a governmental entity and all other applicable laws. The parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.

WITNESS MY HAND this ____ day of _____, 2025.

Grantor:

Town of Saratoga
Mayor Chuck Davis

STATE OF WYOMING)
 :ss
COUNTY OF CARBON)

Subscribed in my presence and sworn to before me by **Chuck Davis, Mayor of the Town of Saratoga**, this _____ day of _____, 2025.

Witness my hand and official seal.

Notary Public

My commission expires: _____.

Exhibit A**Grantor's Property**

Certain property known as South 4th Street, Saratoga, Wyoming, which runs North to South, South of West Elm Avenue. Said street being approximately 60 feet wide (East to West) and 160 feet long (North to South).

Certain property is further depicted as the red highlighted portion below:



Exhibit B

Grantee's Property

Lots 5 and 6, Block 3, Glenroy Addition to the Town of Saratoga, Carbon County, Wyoming.

AND

All Lots 1, 2 and 3, Block 1, Glenroy Addition to the Town of Saratoga, Carbon County, Wyoming.

Exhibit C**Easement**

A 2.6 ft. strip of land adjacent to Lot 6, Block 3 of the Glenroy Addition to the Town of Saratoga, Carbon County, Wyoming, more completely described as follows:

Beginning at the Northwest corner of said Lot 6; Thence Southerly along the West Line of said Lot 6, 120 ft. more or less to the Southwest corner of said Lot 6;
Thence Westerly at right angles to the last course. 2.6 ft. to a point;
Thence Northerly 120 ft., more or less, parallel with and 2.6 ft. West of the West line of Lot 6 to a point on the South line of Elm Street;
Thence Easterly, 2.6 ft. to the point of beginning, said strip containing 312 sq. ft., more or less.

REVOCABLE LICENSE AGREEMENT

THIS LICENSE AGREEMENT is made on the 17 day of March, 2003, by and between the **TOWN OF SARATOGA**, a Wyoming municipal corporation, situate in the County of Carbon, State of Wyoming, hereinafter called "Licensor", and **GARY W. FRANCIS and CHRISTINA L. FRANCIS**, husband and wife, of 311 West Elm Avenue, Saratoga, County of Carbon, State of Wyoming, hereinafter called "Licensee".

In consideration of the mutual covenants herein contained, the parties agree as follows:

1. Licensor hereby grants to Licensee a license to occupy and use, subject to all of the terms and conditions hereof, the following described premises, to-wit:

**See Exhibit "A" attached hereto and incorporated herein
by this reference.**

2. The premises may be occupied and used by Licensee, subject to all of the terms and conditions hereof, solely for a building and appurtenances constructed and presently situate on that real property as more specifically described in Exhibit "A" which protrudes into the public domain during the period beginning with the date of this agreement and continuing until this agreement is terminated as hereafter provided.

3. Any additional expense incurred in the construction of future public improvements within the public right-of-way necessitated by the encroachment licensed hereby shall be borne by Licensee paying the full amount thereof in case to the Licensor within thirty (30) days after demand or this License shall be thereafter null and void.

4. Licensee shall indemnify and hold Licensor harmless for any and all liability for personal injuries, property damage, for loss of life or property resulting from, or in any way connected with, the condition or use of the premises covered by this License, or any means of ingress thereto or egress therefrom, including, but not limited to, payment of Licensor's attorney's fees.

5. This License shall not be transferable to subsequent owners of the real property occupied by the balance of the premises licensed hereby.

6. Licensee agrees that it does not and shall not claim at any time any interest or estate of any kind or extent whatsoever in the premises, by virtue of this License or its occupancy or use hereunder.

7. The making, execution and delivery of this agreement by Licensee has been induced by no representations, statements, warranties, or agreements other than those herein expressed. This agreement embodies the entire understanding of the parties and there are no further or other agreements or understandings, written or oral, in effect

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Linda A. Smith, CARBON COUNTY CLERK

between the parties, relating to the subject matter hereof. This instrument may be amended or modified only by an instrument of equal formality signed by the respective parties.

8. The Town of Saratoga specifically preserves any and all immunity granted to it pursuant to the Wyoming Governmental Claim Act and current Wyoming law.

IN WITNESS WHEREOF, the parties have executed this agreement on the 17 day of November, 2003.

LICENSOR:

TOWN OF SARATOGA:

By: 

Mayor

Attest: 

Town Clerk

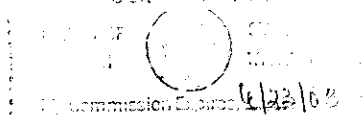
LICENSEE:


GARY W. FRANCIS


CHRISTINA L. FRANCIS

STATE OF WYOMING)
 ss.
 COUNTY OF CARBON)

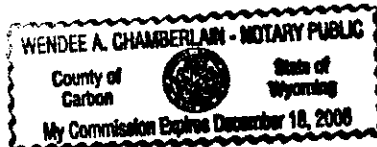
Before me on this 14th day of March, 2003, personally appeared **Hank Jewell**, known to me to be the Mayor of the Town of Saratoga, who executed the foregoing instrument and acknowledged that he executed the same with the authority of the governing body of the Town of Saratoga, as given at a regularly scheduled council meeting.



Wendy A. Chamberlain
 Notary Public

My commission expires: 12/18/06

STATE OF WYOMING)
 : ss
 COUNTY OF CARBON)



The foregoing instrument was acknowledged before me by **GARY W. FRANCIS** this 14th day of March, 2003.

Wendy A. Chamberlain
 Notary Public

My commission expires: December 18, 2006

STATE OF WYOMING)
 : ss
 COUNTY OF CARBON)



The foregoing instrument was acknowledged before me by **CHRISTINA L. FRANCIS** this 14th day of March, 2003.

Wendy A. Chamberlain
 Notary Public

My commission expires: December 18, 2006

Attachment A

"A 2.6 ft. strip of land adjacent to Lot 6, Block 3 of the Glenroy Addition to the Town of Saratoga, Carbon County, Wyoming, more completely described as follows:

Beginning at the Northwest corner of said Lot 6;

Thence Southerly along the West line of said Lot 6, 120 ft. more or less to the Southwest corner of said Lot 6;

Thence Westerly at right angles to the last course, 2.6 ft. to a point;

Thence Northerly 120 ft., more or less, parallel with and 2.6 ft. West of the West line of Lot 6 to a point on the South line of Elm Street;

Thence Easterly, 2.6 ft. to the point of beginning, said strip containing 312 sq. ft., more or less."

0902762 B-1034 P-0153 03/26/2003 09:20 AM PG 4 of 4 Fee \$ 17.00
Linda A. Smith, CARBON COUNTY CLERK

TOWN OF SARATOGA
ORDINANCE NO. 882

AN ORDINANCE AMENDING TITLE 15, CHAPTER 15.04,
SECTION 15.04.080 AS WELL AS TITLE 18, CHAPTER
18.72, SECTION 18.72.010.D OF THE TOWN OF
SARATOGA MUNICIPAL CODE CONCERNING
BUILDING PERMIT APPLICATION FEES AS WELL AS
PLANNING AND ZONING APPLICATION, AND PERMIT
FEES; AND TO PROVIDE AN EFFECTIVE DATE.

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

WHEREAS, The Town Council as well as the Mayor of the Town of Saratoga, finds it appropriate and necessary to amend the current planning and zoning fees to ensure application fees are covering the required costs, including but not limited to staff review time, postage, advertising and copies.

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

SECTION 1: That Title 15, Chapter 15.04, Section 15.04.080 "Permits-Application-Fee" shall be amended to read:

§ 15.04.080. Permits—Application—Fee.

- A. Every application for a building permit shall contain the following information:
 - 1. Type of building to be constructed;
 - 2. Number of rooms in plan for such building;
 - 3. Type of materials to be used in such construction;
 - 4. Approximate total cost of building;
 - 5. Location, street and house number.

- B. Every application for a permit shall be filed with the town of Saratoga zoning officer together with such additional information as may be required by the zoning officer and shall be accompanied by the appropriate fee. The amount of said fee shall be determined in accordance with the International Building Code Uniform Building Code and Saratoga Application Fee Table 1 and fee Table 2, as adopted by the town of Saratoga, except that no fee for a building permit shall be less than Forty Dollars twenty-three dollars and fifty cents. All permit fees shall be listed in the Saratoga Application Fee Table 1 or Fee Table 2, any fees not listed in the Saratoga Application Table 1 or Table 2 shall be 40 dollars twenty-five dollars. Permit and Application fees under Title 15 shall be adjusted from time to time as necessary and appropriate by the governing body ~~without resolution~~. The governing body may amend the fees under Title 15 by resolution.

Complex Permits (Saratoga Fee Table 1)	
Permit	Cost
Subdivision	Greater of \$100 or \$10 per lot; \$1,000 maximum Greater of \$500 or \$25 per lot; \$1500.00 maximum
Mobile Home Park	\$100 plus \$10 per lot \$500 plus \$20.00 per lot
Recreational Vehicle Park	\$100 plus \$10 per lot \$500 plus \$20.00 per lot
Condominiums	\$100 plus \$10 per unit; \$1,000 maximum Greater of \$500 or \$25 per unit; \$1500.00 maximum
PUD	Greater of \$100 or \$10 per lot; \$1,000 maximum Greater of \$500 or \$25 per lot; \$1500.00 maximum

INTENTIONALLY LEFT BLANK

Simple Permits (Saratoga Fee Table 2)

Permit	Cost
<u>Building Permits</u>	<u>International Building Code Fee Schedule adopted as amended.</u>
Grading/Excavation	\$25
Fence only needed if outside parameters of 18.42.030	\$25
Sign new signs only	\$0
Solar Access	\$0
Zoning Annexation	\$50 \$625.00
Zoning Amendments	\$100 \$625.00
Special Use	\$25\$150.00
Variance	\$50 \$435.00
Electrical	\$0
Mechanical	\$40 \$60.00
Business License	\$0
Building Moving	\$25 \$60.00

C. Every application for a permit to move a building shall state the type and size of the building to be moved and the streets to be traversed, as well as the date and time that such moving shall occur.
(Prior code § 6-6; Ord. 607 § 1, 1996; Ord. 684, 2001; Ord. 846 § 1, 2018)

SECTION 2: That Title 18, Chapter 18.72, Section 18.72.010.D "Variances" shall be amended to read:

§ 18.72.010. Variances

D. A request for a variance shall be submitted in writing a minimum of thirty days prior to a regularly scheduled planning commission meeting. The request shall state the location of where the variance is proposed and the purpose for the variance. When a request for a variance is received, the zoning officer shall send letters to all property owners within a three hundred-foot radius of the proposed variance location, notifying them of the nature and scope of the proposed variance, and notifying them of the time and date of a public hearing to discuss the proposed variance.

At the public hearing, the property owner seeking the variance (the petitioner) will be present to answer any questions that the planning commission or property owners within the three hundred-foot radius may have.
After the public hearing, the petitioner shall complete an application which shall be accompanied by a petition signed by the owners of all property within a three hundred-foot radius of the perimeter of the property in question indicating, as to each owner, his or her approval or disapproval and indicating approval by a minimum of fifty percent of the owners of real property within a three hundred-foot radius of the perimeter of the property affected.

The application must be filed twenty-two days prior to the planning commission meeting. The applicant shall include a the applicable fee ~~in the amount of fifty dollars~~ ~~to be established by the Town Council in accordance with section 15.04.080~~ to cover advertising and processing costs.

SECTION 3: CONFORMANCE

Upon adoption of this ordinance the Town Council shall take action to confirm the seat of existing members in order to comply with This ordinance.

SECTION 4: REPEALED

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

SECTION 5: METHODOLOGY

For purposes of clarifying the amending procedures all code sections are listed in full in the above sections. Additions to the original language are underlined and deletions are stricken through.

SECTION 6: SEVERABILITY

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

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

PASSED ON FIRST READING on the 14 day of April 2025.
PASSED ON SECOND READING on the ___ day of May 2025.
PASSED, AND ADOPTED ON THIRD READING on the _ day of May 2025.

ATTEST:	APPROVED:
<u>Jenn Anderson, Town Clerk</u>	<u>Chuck Davis, Mayor</u>

South Central Wyoming Emergency Medical Services
PO Box 1192 / Saratoga, WY 82331 / info@scwems.com
April 21, 2025 6PM
Official Minutes
Hanna Fire Station

The meeting started at 6:08 pm on Monday April 21, 2025. Those present in person were Irene Archibald, Director, Stayton Mosbey, Bookkeeper, Mandy Goodwin, Shana Romero, Kyle Warren and Tristan Neilson. Those present via Google Meets were Penny Layman, Kenzie Strauch, Gayle Wessel, Jayson Nordquist and Alison Knoles. Mayor Morgan Irene joined in person at 7:15 pm.

Guest Presentation - Shannon Fagan presented her idea to the board regarding ways for municipalities to show support and appreciation for EMS volunteers during EMS Week (donating to a patch and gift cards for all volunteers). After discussion, the board clarified that while Shannon is free to present her idea to the towns in her capacity as Mayor of Encampment, the municipalities are to be made aware that this is not initiated or sponsored by SCWEMS.

Budget Workshop - Irene Archibald moved this item to the end of the agenda, pending the arrival of Mayor Morgan Irene.

Additions/Corrections to the Agenda – Irene Archibald requested to add the Wind Projects Community Information Sessions to New Business. SCWEMS was awarded money from these wind farms that has not been paid out yet. There was a brief discussion about the info session to be held in Medicine Bow on May 7 and whether board member Kenzie Strauch could attend as a SCWEMS representative. Kenzie will get back to the board on her availability. Jayson Nordquist made a motion to approve the amended agenda, Kenzie seconded. Motion carried.

Introduction of Guests – Carl Bickel and David Felix, both from Hanna, joined in person, with Rich Graugerger, Encampment, on Google Meets.

Approval of meeting minutes - Jayson Nordquist made a motion to approve the meeting minutes from March 17, 2025, seconded by Penny Layman. Motion carried.

Financials/Bookkeepers Report

Bookkeeper Mandy Goodwin reviewed the financials and we have received \$41,185.29

- 1) Debit card transactions in the amount of \$1,110.83
- 2) Unapproved bills paid since last meeting in the amount of \$22,232.83
- 3) Bills to be paid after approval in the amount of \$301,435.04

Kenzie Strauch motioned to approve the financials and pay the bills, seconded by Jayson Nordquist. Motion carried. Bookkeeper Mandy went through the Treasurer's Report with the board. Penny Layman made a motion to approve the Treasurer's Report, seconded by Kenzie Strauch. Motion carried.

Director's Report - See attached.

Old Business

- Status of Hanna Station - We are looking into the Mineral Royalties Grant that may cover the building (grants are awarded in Sept). Irene Archibald has spoken with our engineer and he expects to have the engineering completed this summer. A question was asked about when municipalities are approached in regards to grant requests and Director Mosbey indicated that SCWEMS representatives bring requests to the municipalities for a signed resolution when grants are at or above \$250K.
- EMSMC Medical Billing Company - Everything is currently working fine.
- NPVMC Contract Discussion - Irene Archibald stated that new doctors have been hired who will be part of the clinic and the emergency room and that contract discussions can probably begin in September. Kenzie Strauch and Penny Layman stated they believed we are not being fiscally responsible by putting these conversations with NPVMC on hold. SCWEMS remaining solvent is our concern, not the financial stability of NPVMC. Director Mosbey explained the Payor of Last Resort contract, which guarantees payment to SCWEMS from NPVMC for transfers where we receive no payment. The Payor of Last Resort would be beneficial because it would help to capture all revenue and it also holds the hospital accountable for incorrectly sending patients that insurance later deems unnecessary. Director Mosbey stated that he would pull together a contract for the board to review and Irene Archibald stated that they will present it to the hospital and the hospital board.
- FY2026 Budget - 2nd Reading Approval - Moved to after Executive Session
- MRG Grant - This was submitted and approved, but we haven't received a signed grant agreement yet.

New Business

- Wyoming Community Foundation Grant - They are beginning a new grant cycle and we were invited to apply for up to \$50K for capital improvements. The grant application is due in June, awarded in September. Director Mosbey stated that there are two potential purchases the board should consider: Currently, one of our Lucas machines is out of service. If it is deemed irreparable, Director Mosbey requested the board approve the purchase of a new Lucas (\$30K-35K). If the Lucas can be repaired, the second option is a new autoloader for the primary ambulance in Saratoga (\$37K). The new Hanna ambulance will have an autoloader. Kenzie Strauch motioned to apply for the grant based on the above capital purchase options, seconded by Jayson Nordquist. Motion carried.
- Sheriff's Office MOU - Dispatch Agreement - Director Mosbey read through and highlighted different paragraphs that may be of interest to the board. Although the County Attorney is reviewing this and the board would like to see what she comes back with, the board also finds it prudent to have it reviewed by an outside attorney. Irene Archibald will contact Attorney, Nick Healy, to ask whether he will read through the agreement on behalf of SCWEMS.
- Wyoming Department of Health Provider Addendum - Irene Archibald read through several parts of this addendum that appeared confusing. Director Mosbey will reach out to the Department of Health for clarification. Questions include: What is the IGT payment and how is the amount figured? What do they anticipate funding to be and is funding actually available? What does the monthly timeline look like? Will this IGT put us in a financial hardship? Penny Layman made a motion to move forward with signing the addendum, should the

information that Director Mosbey receives be satisfactory, seconded by Kenzie Strauch. Mayor Morgan Irene asked for clarification on to whom the info must be satisfactory, and Director Mosbey indicated that it should be to both he and to Irene Archibald. Motion carried.

Executive Session

Mayor Morgan Irene moved to go into Executive Session at 7:45 pm, seconded by Jayson Nordquist to discuss matters regarding personnel. Motion carried.

Mayor Morgan Irene moved to leave Executive Session at 8:54 pm noting no action was taken, seconded by Jayson Nordquist. Motion carried.

- FY2026 Budget - 2nd Reading Approval - Tabled until the May 19 meeting.

Any Further Business / Good of the order - no further business.

Adjourn

Mayor Morgan Irene moved to adjourn at 9:02 pm, seconded by Jayson Nordquist. Motion carried.

Next meeting: May 19, 2025, 6pm, Elk Mountain, WY

Respectfully,

Mandy Goodwin

Bookkeeper

5/19/25 Irene Archibald
Date Irene Archibald, Chairman

TO: South Central Wyoming Joint Powers Board
FROM: Stayton Mosbey, Director SCWEMS
RE: Board Update – April 2025

Staffing

1. Application from Derek Davies for EMT. Applications received from: Jakob Hubbs, Trent Rimmer and Zebulon Munson, orientation scheduled.

Vehicles

1. 60 – Hanna, rotated tires
2. 266 – 2nd out Hanna
3. 267 – 2nd out Saratoga
4. 268 – Primary Saratoga, replaced tires, alignment.
5. 269 – Encampment
6. 272 – Medicine Bow

Operations

1. NPVMC transfers – See additional Report
2. Billing company transition is live. Chart exports are moving over.
3. CWHCC field station unit trailer – beds were secured in the trailer for deployments. The trailer was taken to Casper in April for upfitting of the solar power unit and battery packs.
4. Saratoga Days planning meeting was scheduled 4/9, discussed communications plan & initial planning actions were performed.
5. 8th graders came to the station on 4/11 for career day.
6. Dispatch combination meeting held 4/2. The draft agreement was included in the board packet.

Training

1. Shannon and John Z. have scheduled a few trainings. The first one held in Saratoga with Steve Martin, PA, discussing trauma. Additional training scheduled May 20th with Airlife and 6/1 with Classic.