

AGENDA

SARATOGA TOWN COUNCIL REGULAR MEETING

APRIL 21, 2020

6:00 p.m.

Call in number is #1-425-436-6354 – Pin #365718

A. CALL TO ORDER:

Opening Ceremony
Roll Call:

B. APPROVAL OF AGENDA:

C. APPROVAL OF THE MINUTES: Approval of the April 7, 2020 Minutes

D. APPROVAL OF THE BILLS:

**I hereby attest and Affirm that there are funds to cover the payment of the bills:
(General Fund accounts pay for general fund invoices and enterprise fund accounts pay enterprise fund invoices)**

Accounts Payable	\$ 36,997.71
Net Payroll – 4/13/2020	\$ 29,618.57
Payroll Transmittals for 4/13/2020:	\$ 17,918.28
Total:	\$84,534.53

E. REPORTS FROM DEPARTMENTS

- Town Hall:
 - WAMJPIC Election Ballot
 - Resolution 2020-06 – Region 3 Hazard Mitigation Plan
- DPW:
 - Permission to order street stripping paint @ approximately \$1,700
 - Permission to repair the blower for Lagoon @ \$4,300.85
- Fire Dept:
 - Permission to purchase equipment (\$303.32) and material (\$445.63)
- Airport:
 - FAA Response Letter – Permission for the Mayor to sign

F. EXECUTIVE SESSION: To discuss personnel and/or matters of litigation in accordance with W.S. 16-4-405(a) (ii) and (iii)

G. ADJOURNMENT:

THE NEXT TOWN COUNCIL MEETING WILL BE ON April 21, 2020, AT 6:00 P.M.

TOWN OF SARATOGA

Tuesday, April 21, 2020

Account Payable for 4/21/2020	\$36,997.71
Net Payroll for 4/13/2020	\$29,618.57
FICA for payroll & paid Liabilities	\$17,918.28
TOTAL:	<u>\$47,536.85</u>
Total	\$84,534.56

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	Voided
3 P's Platte Valley Porta Pot & Septic								
7387	3 P's Platte Valley Porta Pot & Se	1298	PARKS	04/07/2020	220.00	.00		
7387	3 P's Platte Valley Porta Pot & Se	1298	AIRPORT	04/07/2020	110.00	.00		
7387	3 P's Platte Valley Porta Pot & Se	1298	PARKS	04/07/2020	220.00	.00		
7387	3 P's Platte Valley Porta Pot & Se	1298	AIRPORT	04/07/2020	110.00	.00		
Total 3 P's Platte Valley Porta Pot & Septic:					660.00	.00		
BCN								
5860	BCN	22903851	TOWN HALL-PHONE	04/01/2020	40.89	.00		
5860	BCN	22903851	PLAN COMMISSION-PHONE	04/01/2020	47.08	.00		
5860	BCN	22903851	STREETS - PHONES LD	04/01/2020	6.53	.00		
5860	BCN	22903851	SEWER - PHONES LD	04/01/2020	3.26	.00		
5860	BCN	22903851	WATER - PHONES LD	04/01/2020	3.26	.00		
5860	BCN	22903851	FIRE - PHONES LD	04/01/2020	6.53	.00		
5860	BCN	22903851	POLICE - PHONES LD	04/01/2020	41.54	.00		
5860	BCN	22903851	AIRPORT - PHONES LD	04/01/2020	6.53	.00		
Total BCN:					155.72	.00		
CARBON POWER & LIGHT, INC.								
1725	CARBON POWER & LIGHT, INC.	20200402	TOWN HALL	04/02/2020	326.51	.00		
1725	CARBON POWER & LIGHT, INC.	20200402	COMM CTR	04/02/2020	69.61	.00		
1725	CARBON POWER & LIGHT, INC.	20200402	POLICE	04/02/2020	326.60	.00		
1725	CARBON POWER & LIGHT, INC.	20200402	FIRE	04/02/2020	188.19	.00		
1725	CARBON POWER & LIGHT, INC.	20200402	FIRE	04/02/2020	94.81	.00		
1725	CARBON POWER & LIGHT, INC.	20200402	STREETS	04/02/2020	4,729.55	.00		
1725	CARBON POWER & LIGHT, INC.	20200402	WATER	04/02/2020	2,826.84	.00		
1725	CARBON POWER & LIGHT, INC.	20200402	SEWER	04/02/2020	3,539.82	.00		
1725	CARBON POWER & LIGHT, INC.	20200402	AIRPORT	04/02/2020	180.50	.00		
1725	CARBON POWER & LIGHT, INC.	20200402	LAKE	04/02/2020	140.41	.00		
1725	CARBON POWER & LIGHT, INC.	20200402	HOT POOL	04/02/2020	1,201.77	.00		
1725	CARBON POWER & LIGHT, INC.	20200402	POOL UTILITIES	04/02/2020	400.57	.00		
1725	CARBON POWER & LIGHT, INC.	20200402	PARKS	04/02/2020	313.12	.00		
1725	CARBON POWER & LIGHT, INC.	20200402	BRIDGE ST	04/02/2020	240.67	.00		
Total CARBON POWER & LIGHT, INC.:					14,578.67	.00		
CASELLE INC.								
1760	CASELLE INC.	1012370	TOWN HALL -CONTRACT SVCS	04/01/2020	850.00	.00		
1760	CASELLE INC.	101683	IMPLEMENTATION OF NEW SO	04/14/2020	4,650.00	.00		
Total CASELLE INC.					5,500.00	.00		
CHILDRESS ACCOUNTING AND CONSULTING								
7440	CHILDRESS ACCOUNTING AND	5552	TOWN HALL - PROFESSIONAL	04/09/2020	5,180.40	.00		
Total CHILDRESS ACCOUNTING AND CONSULTING:					5,180.40	.00		
ECONO SIGNS LLC								
2490	ECONO SIGNS LLC	10-959833	STREETS-REPAIR & MAINT STS	04/14/2020	177.20	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total ECONO SIGNS LLC:					177.20	.00		
ONE CALL OF WYOMING								
4140	ONE CALL OF WYOMING	55325	STREETS LOCATE	04/06/2020	13.50	.00		
Total ONE CALL OF WYOMING:					13.50	.00		
PITNEY BOWES - RESERVE								
7225	PITNEY BOWES - RESERVE	20200416	TOWNHALL SUPPLIES	04/16/2020	85.72	.00		
7225	PITNEY BOWES - RESERVE	20200416	PLANNING COMM SUPPLIES	04/16/2020	85.72	.00		
7225	PITNEY BOWES - RESERVE	20200416	STREETS SUPPLIES	04/16/2020	85.72	.00		
7225	PITNEY BOWES - RESERVE	20200416	SEWER SUPPLIES	04/16/2020	85.71	.00		
7225	PITNEY BOWES - RESERVE	20200416	WATER SUPPLIES	04/16/2020	85.71	.00		
7225	PITNEY BOWES - RESERVE	20200416	POLICE SUPPLIES	04/16/2020	85.71	.00		
7225	PITNEY BOWES - RESERVE	20200416	COURT SUPPLIES	04/16/2020	85.71	.00		
Total PITNEY BOWES - RESERVE:					600.00	.00		
SARATOGA C C J P B								
4960	SARATOGA C C J P B	2020-4	WATER-ADMIN	04/08/2020	75.00	.00		
4960	SARATOGA C C J P B	2020-4	SEWER-ADMIN	04/08/2020	75.00	.00		
Total SARATOGA C C J P B:					150.00	.00		
Saratoga Jet Center								
7370	Saratoga Jet Center	11302B	REIMBURSABLE LOADER EXPE	04/03/2020	2,323.68	.00		
7370	Saratoga Jet Center	11302B	REIMBURSABLE LOADER EXPE	04/03/2020	788.00	.00		
Total Saratoga Jet Center:					3,111.68	.00		
SHIVELY HARDWARE								
5015	SHIVELY HARDWARE	20200331	TOWN HALL	03/31/2020	32.14	.00		
5015	SHIVELY HARDWARE	20200331	POLICE	03/31/2020	27.89	.00		
5015	SHIVELY HARDWARE	20200331	FIRE DEPT	03/31/2020	103.90	.00		
5015	SHIVELY HARDWARE	20200331	STREET	03/31/2020	5.49	.00		
5015	SHIVELY HARDWARE	20200331	STREET	03/31/2020	130.20	.00		
5015	SHIVELY HARDWARE	20200331	WATER	03/31/2020	42.95	.00		
5015	SHIVELY HARDWARE	20200331	SEWER	03/31/2020	4.67	.00		
5015	SHIVELY HARDWARE	20200331	SEWER	03/31/2020	4.49	.00		
5015	SHIVELY HARDWARE	20200331	SEWER	03/31/2020	194.34	.00		
5015	SHIVELY HARDWARE	20200331	SEWER	03/31/2020	13.98	.00		
5015	SHIVELY HARDWARE	20200331	SEWER	03/31/2020	99.79	.00		
5015	SHIVELY HARDWARE	20200331	HOT POOL	03/31/2020	36.44	.00		
5015	SHIVELY HARDWARE	20200331	HOT POOL	03/31/2020	29.99	.00		
Total SHIVELY HARDWARE:					726.37	.00		
STINKER STORES INC								
7438	STINKER STORES INC	CFN001280	SENIOR CTR	03/31/2020	59.12	.00		
7438	STINKER STORES INC	CFN001280	POLICE	03/31/2020	188.63	.00		
7438	STINKER STORES INC	CFN001280	STREETS	03/31/2020	58.29	.00		
7438	STINKER STORES INC	CFN001280	STREETS	03/31/2020	209.78	.00		
7438	STINKER STORES INC	CFN001280	STREETS	03/31/2020	201.42	.00		
7438	STINKER STORES INC	CFN001280	WATER	03/31/2020	43.47	.00		
7438	STINKER STORES INC	CFN001280	WATER	03/31/2020	195.23	.00		
7438	STINKER STORES INC	CFN001280	WATER	03/31/2020	124.19	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
7438	STINKER STORES INC	CFN001280	SEWER	03/31/2020	43.47	.00		
7438	STINKER STORES INC	CFN001280	SEWER	03/31/2020	195.24	.00		
7438	STINKER STORES INC	CFN001280	SEWER	03/31/2020	124.18	.00		
Total STINKER STORES INC:					1,421.02	.00		
UNION TELEPHONE CO								
5630	UNION TELEPHONE CO	20WMS017802	Sewer LINE REPAIR	03/12/2020	969.04	.00		
Total UNION TELEPHONE CO:					969.04	.00		
VALLEY OIL COMPANY								
5705	VALLEY OIL COMPANY	2710	POLICE - VEHICLE FUEL	03/31/2020	62.98	.00		
5705	VALLEY OIL COMPANY	2710	POLICE - VEHICLE FUEL	03/31/2020	35.13	.00		
5705	VALLEY OIL COMPANY	2710	POLICE - VEHICLE FUEL	03/31/2020	239.82	.00		
5705	VALLEY OIL COMPANY	2710	POLICE - VEHICLE FUEL	03/31/2020	401.32	.00		
Total VALLEY OIL COMPANY:					739.25	.00		
WYOMING DEPT OF AGRICULTURE								
6155	WYOMING DEPT OF AGRICULT	20200419	POOL - LICENSE	04/20/2020	50.00	.00		
6155	WYOMING DEPT OF AGRICULT	20200420	HOT POOL-LICENSE	04/20/2020	50.00	.00		
Total WYOMING DEPT OF AGRICULTURE:					100.00	.00		
WYOMING DIESEL SERVICE								
6165	WYOMING DIESEL SERVICE	R43573	STREETS R&M EQUIPMENT	03/25/2020	333.83	.00		
Total WYOMING DIESEL SERVICE:					333.83	.00		
WYOMING MACHINERY COMPANY								
6705	WYOMING MACHINERY COMPA	PO6208443	STREET- REPAIR & MAINT EQUI	03/13/2020	39.63	.00		
6705	WYOMING MACHINERY COMPA	PO6208443	WATER R&M EQUIP	03/13/2020	39.63	.00		
6705	WYOMING MACHINERY COMPA	PO6208443	SEWER - REPAIR & MAINT EQUI	03/13/2020	39.64	.00		
6705	WYOMING MACHINERY COMPA	WO6209629	STREET- REPAIR & MAINT EQUI	03/13/2020	820.65	.00		
6705	WYOMING MACHINERY COMPA	WO6209629	WATER R&M EQUIP	03/13/2020	820.64	.00		
6705	WYOMING MACHINERY COMPA	WO6209629	SEWER - REPAIR & MAINT EQUI	03/13/2020	820.64	.00		
Total WYOMING MACHINERY COMPANY:					2,580.83	.00		
Grand Totals:					36,997.71	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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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.

RESOLUTION 2020-06

**A RESOLUTION OF THE GOVERNING BODY OF THE
TOWN OF SARATOGA, CARBON COUNTY, WYOMING,
FOR THE ADOPTION AND IMPLEMENTATION OF
THE 2020 REGION 3 HAZARD MITIGATION PLAN**

WHEREAS, the Governing Body for the Town of Saratoga, Carbon County, Wyoming recognizes the threat that natural hazards pose to people and property within our community; and

WHEREAS, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

WHEREAS, the U.S. Congress passed the Disaster Mitigation Act of 2000 ("Disaster Mitigation Act") emphasizing the need for pre-disaster mitigation of potential hazards; and

WHEREAS, the Disaster Mitigation Act made available hazard mitigation grants to state and local governments; and

WHEREAS, an adopted Multi-Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

WHEREAS, the Governing Body for the Town of Saratoga, Carbon County, Wyoming as well as the Emergency Management Coordinator acting on behalf of the Town of Saratoga fully participated in the FEMA-prescribed mitigation planning process to support this Multi-Hazard Mitigation Plan; and

WHEREAS, the Wyoming Office of Homeland Security and the Federal Emergency Management Agency Region VIII officials have reviewed the "Region 3 Hazard Mitigation Plan", and approved it contingent upon this official adoption of the participating governing agencies; and

WHEREAS, the Governing Body for the Town of Saratoga desires to comply with the requirements of the Disaster Mitigation Act and to augment its emergency planning efforts by formally adopting the Region 3 Hazard Mitigation Plan.

WHEREAS, adoption by the governing body of the Town of Saratoga, Carbon County, Wyoming demonstrates the jurisdiction's commitment to fulfilling the mitigation goals and objectives outlined in this Multi-Hazard Mitigation Plan.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF SARATOGA, CARBON COUNTY, WYOMING, that the governing body of the Town of Saratoga, Carbon County, Wyoming hereby approve, adopts the "2020 Region 3 Hazard Mitigation Plan".

PASSED, ADOPTED AND APPROVED at a regular scheduled meeting of the Saratoga Town Council on this ___ day of _____, 2020.

**TOWN OF SARATOGA,
a Wyoming Municipal Corporation**

By: _____
John Zeiger Mayor

Attest:

Clerk, Town of Saratoga

TOWN OF SARATOGA

P.O. BOX 486
110 E. Spring Avenue
SARATOGA, WYOMING 82331
www.saratoga.govoffice2.com

Councilman Bob Keel
Councilwoman Judy Welton

Mayor John Zeiger

Councilman Jon Nelson
Councilman Steven Wilcoxson

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

April 21, 2020

Dear Ms. Krull,

The Town of Saratoga is in receipt of your email dated March 30, 2020 regarding the demolition of the Saratoga Municipal Airport Terminal Building. Let us state initially that we had no intent of avoiding any of the requirements of Section 106. The Town of Saratoga was of the understanding that the building did not meet any of the eligibility requirements for listing on the NRHP. Our records indicate construction of the building was completed in March of 1974, thereby making the building less than 50 years old. It is also our understanding that the building did not meet criteria for "Exceptional Importance," as we are unaware of any historically significant or relevant events taking place at the building location. We do, however, regret that we did not afford SHPO and ACHP the opportunity to comment prior to demolition. We recognize that this situation could have been avoided by following the proper protocol.

This building was removed because it had been abandoned and unused for over 20 years, continuously falling into an advanced state of disrepair. It was the source of debris being blown onto the adjacent aircraft parking area and the automobile parking area. This debris caused FOD issues for taxiing aircraft and posed a significant risk of damage to parked aircraft and automobiles. To avoid this risk and as a safety measure, the parking apron and lot surrounding the building was unusable during windy weather. Other concerns were the building was not safe for its intended use due to leaking roof, broken windows, and the presence of asbestos-containing materials.

Rehabilitation of the building was considered but found unfeasible due to the cost. Demolition therefore became the preferred alternative. The removal of the building had been discussed numerous times, including during a Joint Planning Conference in June of 2018, during WACIP update conversations, and in airport board meetings. Through the WACIP update process in

August of 2018 and then into the fall of that year, discussions turned to how to fund the project. In November 2018, a project pre-application data sheet was prepared and submitted in order to insert the project into the WACIP. Comments submitted in January of 2019 to WYDOT and the FAA regarding the subsequent WACIP were specific to the terminal demolition project. During last summer's update conferences, this project was listed at the top of the WACIP. Based on these communications, we believed all stakeholders, including the FAA, were fully aware of the project.

Nonetheless, we sincerely appreciate everything the FAA does and has done for the airport and surely do not want to jeopardize what we believe has been an excellent working relationship over the years. We hope this explanation is sufficient to allow you to conclude the removal of the building was not an act of anticipatory demolition and thus permit us to move forward with the grant process for our current apron expansion project and future projects to improve this very important asset.

Thank you for your consideration of the information provided. If you have any questions, concerns, or additional information, we will certainly do our best.

Sincerely,

John Zeiger, Mayor
cc:file

Report Criteria:

Computed checks included

Manual checks included

Void checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee ID	Description	GL Account	Amount
04/13/2020	PC	04/14/2020	47810	55		01-112000	1,562.15-
04/13/2020	PC	04/14/2020	47811	88		01-112000	603.65-
04/13/2020	PC	04/14/2020	47812	97		01-112000	759.59-
04/13/2020	PC	04/14/2020	47813	61		01-112000	2,160.99-
04/13/2020	PC	04/14/2020	47814	57		01-112000	1,053.23-
04/13/2020	PC	04/14/2020	47815	75		01-112000	1,349.83-
04/13/2020	PC	04/14/2020	47816	40		01-112000	1,654.44-
04/13/2020	PC	04/14/2020	47817	73		01-112000	1,129.36-
04/13/2020	PC	04/14/2020	47818	111		01-112000	1,118.67-
04/13/2020	PC	04/14/2020	47819	106		01-112000	1,030.26-
04/13/2020	PC	04/14/2020	47820	119		01-112000	778.81-
04/13/2020	PC	04/14/2020	47821	58		01-112000	257.64-
04/13/2020	PC	04/14/2020	47822	19		01-112000	1,518.10-
04/13/2020	PC	04/14/2020	47823	49		01-112000	1,808.19-
04/13/2020	PC	04/14/2020	47824	134		01-112000	1,208.50-
04/13/2020	PC	04/14/2020	47825	46		01-112000	1,215.90-
04/13/2020	PC	04/14/2020	47826	78		01-112000	946.00-
04/13/2020	PC	04/14/2020	47827	112		01-112000	1,027.59-
04/13/2020	PC	04/14/2020	47828	98		01-112000	1,436.95-
04/13/2020	PC	04/14/2020	47829	76		01-112000	699.72-
04/13/2020	PC	04/14/2020	47830	71		01-112000	1,050.91-
04/13/2020	PC	04/14/2020	47831	37		01-112000	721.11-
04/13/2020	PC	04/14/2020	47832	105		01-112000	1,093.67-
04/13/2020	PC	04/14/2020	47833	16		01-112000	2,079.81-
04/13/2020	PC	04/14/2020	47834	13		01-112000	319.40-
04/13/2020	PC	04/14/2020	47835	39		01-112000	1,034.10-
Grand Totals:			26				29,618.57-

Report Criteria:

Paid transmittals included
Unpaid transmittals included

Transmittal Number	Name	Invoice Number	Pay Per Date	Pay Code	Description	GL Account	Amount
1							
1	EFTPS -TAXES		04/13/2020	74-00	FICA/FWT/WITHHOLDING DEPOSIT	10-212100	2,376.20
1	EFTPS -TAXES		04/13/2020	74-00	FICA/FWT/WITHHOLDING DEPOSIT	10-212100	2,376.20
1	EFTPS -TAXES		04/13/2020	75-00	FICA/FWT/WITHHOLDING DEPOSIT	10-212100	555.72
1	EFTPS -TAXES		04/13/2020	75-00	FICA/FWT/WITHHOLDING DEPOSIT	10-212100	555.72
1	EFTPS -TAXES		04/13/2020	76-00	FICA/FWT/WITHHOLDING DEPOSIT	10-212200	3,343.91
	Total 1:						9,207.75
2							
2	WYOMING RETIREMENT		04/13/2020	51-00	WYOMING RETIREMENT PAYMENT	10-212300	418.98
2	WYOMING RETIREMENT		04/13/2020	51-00	WYOMING RETIREMENT PAYMENT	10-212300	1,983.09
2	WYOMING RETIREMENT		04/13/2020	60-00	WYOMING RETIREMENT PAYMENT	10-212300	558.08
2	WYOMING RETIREMENT		04/13/2020	60-00	WYOMING RETIREMENT PAYMENT	10-212300	2,953.82
	Total 2:						5,913.97
3							
3	GREAT-WEST TRUST CO		04/13/2020	55-00	457 CONTRIBUTION Deferred Comp	10-212500	750.00
	Total 3:						750.00
6							
6	WYO. DEPT OF EMPLOY		04/13/2020	98-00	QUARTERLY UNEMPLOYMENT AND	10-212400	3.89
6	WYO. DEPT OF EMPLOY		04/13/2020	99-00	QUARTERLY UNEMPLOYMENT AND	10-212600	1,015.66
	Total 6:						1,019.55
8							
8	Wyoming Child Support		04/13/2020	70-02	CHARLES MCVEY - CASE Identifier 1	10-212500	134.77
	Total 8:						134.77
9							
9	WYO DEPT OF EMPLOY		04/13/2020	98-00	QUARTERLY UNEMPLOYMENT AND	10-212400	4.30
9	WYO DEPT OF EMPLOY		04/13/2020	99-00	QUARTERLY UNEMPLOYMENT AND	10-212600	272.66
	Total 9:						276.96
11							
11	AFLAC BENEFIT SERVIC		04/13/2020	71-01	AFLAC monthly insurance premium p	10-212500	142.22
11	AFLAC BENEFIT SERVIC		04/13/2020	71-06	AFLAC monthly insurance premium p	10-212500	473.06
	Total 11:						615.28
	Grand Totals:						17,918.28

Childress Accounting and Consulting
 1740h Dell Range Blvd
 Unit 133
 Cheyenne, WY 82009
 3072202892

INVOICE

Invoice # 5552
 Invoice Date 04/09/20
 Amount Due: **\$5,180.40**

Bill To:

Town of Saratoga
 P.O. Box 486
 Saratoga, WY 82881

Due Date
04/30/20

Date	Item	Description	Quantity	Price	Amount
03/03/20	Accounting & Consulting	Discussion with Dillon regarding auditor drafted financials. - 9:35 AM - 10:01 AM	0.5	\$175.00	\$87.50
03/04/20	Stinnett, Kelli	Reviewing auditor financial workpapers and financial statements, compared totals to our final amounts.	2	\$100.00	\$200.00
03/05/20	Administrative	Conference call with staff regarding Counselman Nelson conduct and planning/scheduling workshop, planning with James regarding same.	1.75	\$45.00	\$78.75
03/09/20	Accounting & Consulting	Prepare agenda for governmental accounting workshop. Correspondence with Mayor and Suzie. - 1:06 PM - 1:21 PM	0.33333	\$175.00	\$58.33
03/09/20	Accounting & Consulting	Discussion with Suzie regarding agenda for upcoming council workshop. - 5:02 PM - 5:29 PM	0.5	\$175.00	\$87.50
03/10/20	Accounting & Consulting	Review auditor draft and preparation for council workshop. - 4:45 PM - 5:13 PM	0.5	\$175.00	\$87.50
03/11/20	Stinnett, Kelli	Council Meeting Workshop.	2	\$100.00	\$200.00
03/11/20	Administrative	Help prepare for Workshop with printing and organizing documents.	2.25	\$45.00	\$101.25
03/11/20	Administrative	Correspondence with James and Kelli regarding Workshop.	0.75	\$45.00	\$33.75
03/11/20	Accounting & Consulting	Return trip to Cheyenne after financial workshop. - 7:01 PM - 9:31 PM	2.5	\$175.00	\$437.50
03/11/20	Accounting & Consulting	Attend town financial workshop. Discussion before and after regarding same. - 4:00 PM - 6:28 PM	2.5	\$175.00	\$437.50
03/11/20	Accounting & Consulting	Travel to town for financial workshop. - 1:30 PM - 4:00 PM	2.5	\$175.00	\$437.50
03/11/20	Accounting & Consulting	Review correspondence and open tasks. Preparation for town accounting financial workshop. - 10:19 AM - 1:03 PM	2.83333	\$175.00	\$495.83
03/12/20	Accounting & Consulting	Email to newspaper representative regarding governing statutes. Review tasks and correspondence from Kelli and Corey. - 10:04 AM - 10:33 AM	0.5	\$175.00	\$87.50
03/13/20	Stinnett, Kelli	Conference call with staff and James regarding restricted funds.	0.75	\$100.00	\$75.00
03/13/20	Accounting & Consulting	Review files, consideration of restricted statuses and due to/from issues. - 9:23 AM - 10:05 AM	0.83333	\$175.00	\$145.83
	Accounting &	Discussion with Tom regarding restricted			

Date	Item	Description	Quantity	Price	Amount
03/13/20	Consulting	funds. Discussion with auditors regarding same. - 1:30 PM - 2:19 PM	0.83333	\$175.00	\$145.83
03/13/20	Accounting & Consulting	Discussion with staff regarding interfund transfers and due to/from concerns. - 4:20 PM - 5:20 PM	1	\$175.00	\$175.00
03/19/20	Stinnett, Kelli	Conference call with James and staff regarding the Airport and Landfill funds.	0.75	\$100.00	\$75.00
03/19/20	Accounting & Consulting	Discussion with Kelli and delegation of open tasks. - 5:14 PM - 5:31 PM	0.33333	\$175.00	\$58.33
03/23/20	Stinnett, Kelli	Changed AJE and reconciled to Trial Balance, noted variance due to OBENT entry, requested from Sammy discuss with Caselle.	2.5	\$100.00	\$250.00
03/24/20	Stinnett, Kelli	Pull 14/XX Trial Balances for James, import into excel and cleanup FYE 2017, 2018, and 2019.	0.5	\$100.00	\$50.00
03/26/20	Stinnett, Kelli	Followup email with Suzie about several items that were in the budget. Organization of bank reconciliations and their options, outstanding check list and how they need to handle those, 941 online option for submitting payments, adjusting entries in Caselle and reconciliation of approved payments.	0.25	\$100.00	\$25.00
03/30/20	Stinnett, Kelli	Input GL period in revise data workpapers, calculate monthly Trial Balance, and sort subcategory names and input into workpapers for total calculation.	7	\$100.00	\$700.00
03/30/20	Stinnett, Kelli	Meeting with James, went over workpapers and new project for auditors to determine restricted funds.	1	\$100.00	\$100.00
03/30/20	Accounting & Consulting	Review data dump and discuss open tasks with Kelli. - 4:20 PM - 5:16 PM	1	\$175.00	\$175.00
03/30/20	Accounting & Consulting	Review data dump file for preparation of restricted review. - 11:04 PM - 11:59 PM	1	\$175.00	\$175.00
03/31/20	Stinnett, Kelli	Calculated Trial Balance balances for FYE 2018 and 2019, imported Caselle Trial Balance for 2018 and 2019, performed comparative analysis.	2	\$100.00	\$200.00

Thank you for this opportunity to serve you!

Subtotal:	\$5,180.40
Sales Tax:	\$0.00
Total:	\$5,180.40
Payments:	\$0.00
Amount Due:	\$5,180.40

To pay online, go to <https://app.bill.com/p/childressaccountingandconsulting>



WAM-JPIC

Partners for Health

tel: 307.632.0398
fax: 307.632.1942

OFFICIAL BALLOT
WAM-JPIC BOARD OF DIRECTORS

There are three (3) positions to be filled on the WAM-JPIC Board of Directors. The governing body of every participating member entity may vote for each opening as described below.

TOWN SEAT – Please vote for one (1) – Three Year Term

Kelley Millar, Clerk/Treasurer, Town of Upton _____

At-Large (City/Town/Joint Powers Board – Please vote for two (2) – Three Year Term

Judi Just, Local Government Liability Pool _____

Tony Cross, Human Resources, Jackson Hole Airport _____

Judy Johnstone, Council Member Town of Burns _____

Michele Richlin, Clerk/Treasurer Town of Deaver _____

MAYOR/CHAIRPERSON/MANAGER: _____

ATTEST: _____

MEMBER ENTITY: _____

PLEASE RETURN THIS BALLOT BY MAIL OR FRIDAY, APRIL 24, 2020.

WAM

315 W. 27TH STREET, CHEYENNE, WY 82001

OR FAX: 307-63-1942



Saratoga Town Council Meeting

April 21, 2020

Public Works Department

Mr. Mayor and Council members

Streets

- Request approval from Council to purchase \$1,700 of street stripping paint (yellow, white & blue).
- Serviced sweeper – ready for service.
- Annual service (O&M) on Loader, backhoe, 1999 Dump truck.
- Ordered street signs – inventory.
- Cleaned shop, pressure washer equipment.
- Plowed and sanded Town streets (drifts & sidewalks) as needed (one day).
- Locates.
- Routine trash pickup, maintain closure of all Town public bathrooms as a result of COVID - 19.
- Developed preliminary budget numbers.
- Working with Wyoming Diesel on trouble shooting antifreeze leak on 2001 Dump Truck.

Water / Sewer

- Office and building maintenance.
- Sealed bolted tank hatch, sent pictures of both tanks hatch seals to EPA (4.13.20).
- Submitted Q1 DMR (4.17.20).
- Flushing hydrants, flow tested hydrant on 13th street.
- Serviced equipment, jetter, Herco & trucks.
- Working on Cl2 analyzer at Lagoon, ordered annual service kit.
- Jetted and Camera sewer lines in Town.
- Daily rounds, after hours calls, locates as needed.
- Locates as needed.
- Monthly samples collected on 4/2, 5-week E. coli month, river samples.
- Lagoon Duroflow blower off site for repair. Cost estimate is \$4,300.85.

Weed and Pest

- Received Carbon County Weed & Pest grant (\$15,116). Waiting on EIMG from Dept of Ag.

Hot Pool/Good Times park

- Painted all handrails at Hobo pools, lockers and wood fence and benches, pressure washed change rooms, will add another coat of paint to the floors this week.

Parks

- Trash pick-up, nothing to report.

Lake

- Working with WG&F on getting a few more boat dock sections for the lake, asked for 3 dock sections and a 38' gangway, WG&F will generously pick up and deliver to the lake for us.

Water and Sewer Joint Powers Board – Next meeting May 13th.



PO Box 96 ~ Saratoga, WY ~ 82331

April 20, 2020

Subject: SVFD Report to Council

Saratoga Town Council,

Given the current circumstances and social distancing guidelines I felt it would be best to type this report so it could be read at the upcoming council meeting (April 21, 2020).

- We added another member to the department. This brings our total membership up to 30 members.
- Cody Fire School was cancelled.
- We were able to acquire 10 Tyvek suits from the county to respond to calls where COVID 19 might be a concern. We also just got in N-95 masks and a disinfectant spray that is safe to use on our bunker gear.
- We have implemented new guidelines regarding calls where COVID 19 is a concern.
- Currently we are unable to have any trainings because of the social distancing requirements.
- We recently received the signed grant agreement from the MRG grant for the extrication equipment. I call Fired Up Rescue and got them ordered. They should in by mid-May.
- Since our last report to council in March we have responded to 9 calls. 3 carbon monoxide/gas leak alarms, 1 smoke alarm, 2 structure fires, 3 wild land fires.

Included with this report are 2 quotes for items needed for the SVFD. One is a quote for \$303.32 from Apex Communications for 6 vehicle chargers for radios so we can mount the radios from the recent SHSP grant we got in our trucks and 4 mics for radios. The other quote is for \$445.63 from Saratoga Lumber & Supply for items needed to train on our roof prop.

Thank you for your time.

S.V.F.D.



Quote

1015 Seiloff
Rawlins, WY 82301
(307) 321-2546

Date: April 8, 2020

Expiration Date:
May 8, 2020

To: Saratoga FD
ATTN: Pat Vining
pevini53@gmail.com

P.O: _____

Qty	Description	Unit Price	Line Total
6	KNG2 Vehicle Charger	\$100.00	\$600.00
4	Speaker Mic	\$119.33	\$477.32
6	Credit Return of KNG Desktop Chargers	-\$129.00	-\$774.00

** Labor is estimated, actual time will be charged**

Subtotal:	\$303.32
Sales Tax:	
Total:	\$303.32



MOTOROLA SOLUTIONS

Radio Solutions Channel Partner

Thank you for your business!

Saratoga

Lumber & Supply
 204 South 1st St.
 326-5256

Saratoga Do it Best Lumber
 204 South 1st Street
 P O Box 631
 Saratoga, WY 82331

Quotation

Quote No 36935
Quote Date 04/20/2020

Invoice Address
 Saratoga Fire Dept. (2)
 P.O.Box 96
 Saratoga, WY, 82331-0096

Delivery Address
 Saratoga Fire Dept. (2)
 P.O.Box 96
 Saratoga, WY, 82331-0096

Customer 79901
Your Ref
Contact
Contact #
Delivery By 04/20/2020
Delivery Time Deliver Any Time of Day
Taken By Dave Vogler
Sales Rep House Account



Special Instructions		Notes				
Line	Product Code	Description	Qty/Footage	Price	Per	Total
1	395226	BOSTITCH-INDUST FRAMING NAILER 28DG 3-1/2" F28WWW	1 ea	229.99	ea	229.99
2	306185	GR-FRAMING NAIL 28D WW 2-3/8" SMTH 2500CT	1 BX	36.99	BX	36.99
3	2408S	STUDS,2X4-08 Premium 96"	15 ea	4.44	ea	66.60
4	5848WB	WAFERBOARD, 5/8-4X8 (OSB)	5 ea	22.41	ea	112.05

Total Amount	\$445.63
Sales Tax	\$0.00
Quotation Total	\$445.63

By your signature below, you are agreeing to the Terms and Conditions set forth on back or attached.

Buyer _____ Date _____

_____ Date _____

Build-Rite Do It Center makes every effort to provide a complete & accurate estimate from the sketches, drawings & specifications that have been provided for such purposes. **Build-Rite Do It Center** makes neither guarantees to the accuracy of this estimate nor any cutlists generated by such estimates, and recommends that the contractor verify amounts listed above and compare with their own take-off of the materials & quantities. It is the contractor's sole responsibility to verify that the listed panels, trims, accessories, finishes, & quantities are sufficient to complete the project and meet the bid document requirements. Should the customer elect to order materials as provided in this estimate by **Build-Rite Do It Center** the customer assumes all responsibility should there be any issues or problems regarding the provided materials. Thank you.

Subject to our terms and conditions of sale. Further copies available on request.