AGENDA

SARATOGA TOWN COUNCIL
REGULAR MEETING
AUGUST 4, 2020
7:00 p.m.

CALL TO ORDER:
Opening Ceremony
Roll Call:

APPROVAL OF AGENDA:

APPROVAL OF THE MINUTES: Approval of the July 21, 2020 Minutes

APPROVAL OF THE BILLS:

Accounts Payable for 8/4/2020		**$ 52,799.75**
The following are included in the Accounts Payable total)		
Accounts Payable bill from 5/2020 Childress	$ 12,830.81	
Accounts Payable bill from 6/2020 Childress	$ 10,539.16	
Net Payroll -8/4/ 2020		**$ 32,110.75**
Payroll Transmittals 8/4/2020		**$ 18,684.90**

ITEMS FROM THE PUBLIC:

CORRESPONDENCE:

COUNCIL COMMENTS:

REPORTS FROM DEPARTMENTS:

- **Town Hall:** 1) ORDINANCE 858, concerning regular meeting of the Saratoga Town Council, on first reading
  2) Special Event Application – Saratoga Museum – Vet's Island Concert for fund raising
  3) Letter of Participation for Gateway South Transmission Line Project- with permission for the Mayor to sign
- **DPW**: Written report from DPW Supervisor
  Letter from Chuck McVey
- **Police Dept.**
- **Recreation Dept**: Written report from Rec. Director with August Calendar of Events
- **Fire Dept**:

BOARDS AND COMMISSIONS MEETING UPDATES:

Joint Powers Boards:

- Community Center Joint Powers Board: (August 10th @ 4:30)
- Water and Sewer Joint Powers Board: (August 12th @ 6:00)

Planning Commission: 1) Octagon Estates Subdivision
(August 11th @ 5:30)

Saratoga Airport Advisory Board:
(August 13th at 3:30 p, m,)

South Central Wyoming Emergency Services Board:

Specific Purpose Tax 2019 Joint Powers Board

- Bond Status Update –
- Bond Closing Consent Meeting – (August ___ @ _____ p.m.
  Requires all entities to hold a special council meeting simultaneously

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

OLD BUSINESS:

ADJOURNMENT:

THE NEXT TOWN COUNCIL MEETING WILL BE ON
August 18, 2020, AT 7:00 P.M.
IN THE COUNCIL CHAMBERS OF THE SARATOGA TOWN HALL

MINUTES OF A REGULAR MEETING OF THE SARATOGA TOWN COUNCIL
HELD JULY 21, 2020 AT 6:00 P.M IN THE COUNCIL CHAMBERS OF
THE SARATOGA TOWN HALL

Mayor John Zeiger called the meeting to order at 6:00 p.m.

Members present were Mayor John Zeiger, Councilwoman Judy Welton and Councilman Jon Nelson. Councilman Bob Keel was absent from the meeting.

APPROVAL OF THE AGENDA: Councilwoman Welton made a motion to approve the Agenda as presented. Mayor Zeiger requested the following changes to the agenda:

- Add the Audit to New Business.

Councilman Nelson made a motion to approve the Agenda as amended, Councilwoman Welton seconded, and the motion carried.

APPROVAL OF THE MINUTES: Councilwoman Welton made a motion to approve the minutes of the July 7, 2020 meeting as presented, Councilman Nelson seconded, and the motion carried.

APPROVAL OF THE BILLS: Treasurer Sammy Flohr read the bills for approval, as follows:

Accounts Payable	**$78,401.55**
Net Payroll – 7/ 21/2020	**$33,139.90**
Payroll Transmittals 7/21/2020	**$55,375.80**

Councilman Nelson made a motion to pay accounts payable in the amount of $78,401.55, Councilwoman Welton, and the motion carried.

Councilwoman Welton made a motion to pay the 7/21/2020 net payroll in the amount of $33,139.90. Councilman Nelson seconded the motion, and the motion carried.

Councilman Nelson made a motion to pay the payroll transmittals for 7/21/2020 in the amount of $55,375.80, Councilwoman Welton seconded, and the motion carried.

ITEMS FROM THE PUBLIC:

Engineering Associates, Craig Kopasz, addressed the council on behalf of Octagon Estates Dedicated Park/Open Space, which they propose to create one park area within Phase 1. This will dedicate enough open space for Phase 1 through 3 of the total project.

Councilman Nelson objected to not getting the information in advance and not having enough time to study the proposal. The request was then tabled until the next council meeting.

CORRESPONDENCE: Mayor Zeiger read a letter from the Carbon County Economic Development Corporation announcing the hiring of their new executive director, Yvonne Johnson, with a short overview of the plans and projects in the future.

COUNCIL COMMENTS:

Councilman Nelson addressed representation comments made in the audit letter sent by Carver Florek and James, followed by asking the staff to provide information on what the additional money was used for.

Clerk Cox noted that it would be extremely beneficial to have Councilman Nelson's request, in writing, prior to asking for the information during a council meeting. If the request could be provided, in writing, the information can be provided by the next council meeting.

Councilman Nelson will be requesting a copy of the complete ledger for the 2019/2020 fiscal year, all bank statements for 2019/2020 fiscal year and for June 2019 and July 2020.

REPORTS FROM DEPARTMENTS:

Town Hall: Clerk Cox requested the Council take action on the retirement increase in the contribution rate for regular employees. It was noted that the increase will amount to .50% per qualified regular employee and the increase will be implemented regardless, however, the council must determine if the employees will absorb the increase or if the town will.

Councilwoman Welton made a motion to place the burden of the retirement increase on the employee, Councilman Nelson seconded, and the motion carried.

DPW: Mayor Zeiger read and reviewed the written report submitted for Jon Winter for the Department of Public Works.

- Mowing rights-of-way
- Meeting with Homeland Security on standby Generator grant
- Met with Wyoming Game and Fish to discuss improvements at wetlands north of town
- Will meet with DEQ on Tuesday

- Maintenance and repair of meters and PRV's
- Continue mosquito fogging as weather permits
- Continue to work on showers at the hot pool
- Irrigation line maintenance and repair
- Painting bathrooms t the lake

Police Dept. Chief Ken Lehr reported that the police department had been awarded $31,000 from Homeland Security on the vehicle replacement grant submitted by Sgt. Christen. It was noted that the RFR for MRG-19073 grant requires the Mayor's signature.

Councilman Nelson made a motion to approve the MRG-19073 grant request for reimbursement with permission for the Mayor to sign, seconded by Councilwoman Welton, the motion carried.

Chief Lehr reported on issues at the hot pool: Disagreements between patrons, controlled and disengaged; excessive trash being dumped at the hot pool dumpster. There are ample barrels and a dumpster that should be plenty to collect trash from travelers, however many local and rural users are using the dumpsters for household trash and appliances, tires, etc.

Councilman Nelson made a motion to add another dumpster at the hot pool to manage the excessive trash that is being left there, Councilwoman Welton seconded and the motion carried.

Recreation Dept: Recreation Director Lisa Burton reported the following from her written report;

- The gym is open from 9 – 10 for walking, Monday through Friday
- Screening and sanitizing as necessary
- Weight room is open during that time with limited (2 people) access to the weight room with self-sanitizing of the equipment they use
- Current class schedule is available with class sizes ranging from 4 to 10 participants, with sanitizing and social distancing
- Water aerobics offered Monday, Wednesday and Friday mornings and Tuesday and Thursday evenings with class sizes from 4 to 11
- Monitoring and maintaining the pool as well as cleaning and disinfecting after each class
- Acro camp is scheduled with County 6 dance instructors for July 30 through August 1st
- Outdoor Yoga at Kathy Glode Park two Saturdays a month and are free

Fire Department: Creed James reported that the fire department had been awarded $35,120 from Homeland Security on the turnout gear grant. It was noted that the RFR for MRG-19068 grant requires the Mayor's signature.

Councilman Nelson made a motion to approve the MRG-19068 grant request for reimbursement with permission for the Mayor to sign, seconded by Councilwoman Welton, the motion carried.

BOARDS AND COMMISSIONS MEETING UPDATES:

Joint Powers Boards:

- **Community Center Joint Powers Board:** Councilwoman Welton reported that the JPB held a meeting on Monday and they continue to move forward on remodeling the kitchen, and the landscaping project.
  The next meeting is August 10th @ 4:30 p.m.

- **Water and Sewer Joint Powers Board**: The next meeting of the JPB will be on August 12th @ 6:00 p.m.

Planning Commission:

Kent Smith reported on the rezoning amendment for the property at 107 E. Walnut. The property is owned by Douglas and Lori Sipe and they are asking for a zoning amendment to correct the non-conformity on the property's east end that is currently zoned residential while the rest of the building is zoned Highway Business. A public hearing was held at 5:30 p.m. prior to the council meeting to discuss the zone amendment. One resident attended the public hearing and voiced her objection to the zone change.

Councilwoman Welton made a motion to approve the application for a Zone Change, Councilman Nelson seconded, and the motion carried.

Kent Smith reviewed upcoming items that will be coming before the planning commission in the near future. With a lengthy discussion on upcoming subdivisions planned for the unplated area on the southwest areas of Saratoga.

Councilman Nelson brought up the issues of trash around the Family Dollar store. It was noted that letters have been sent, calls have been made to both the property owner and the Corporate Offices for the Dollar Store and the town has been unable to get a response to any type of contact. If a citation is to be served, it would be to the local manager of the store, who would then be responsible to go to court and to pay the fine.

Councilman Nelson and council candidate Kristen Teubner have both been sending emails and sending pictures trying to force the town to take some legal action against the store. ~~At this time, no action was taken~~.

The next meeting of the Planning Commission will be on July 8th @ 5:30 p.m.

Saratoga Airport Advisory Board:

Councilman Nelson reported that the Board had engaged the airport engineer to prepare a DBE Policy so there will be an established assurance for upcoming projects. The policy needs to be submitted to FAA and WYDOT aeronautics.

Councilman Nelson made a motion accept the policy and give permission to allow the Mayor to sign, Councilwoman Welton seconded, and the motion carried.

Councilman Nelson presented the request for decommissioning of the NDB, which is a navigation tool used by some pilots coming in and out of the airport.

Councilman Nelson made a motion accept the decommissioning of the NDB and give permission to allow the Mayor to sign, Councilwoman Welton seconded, and the motion carried.

The Board is requesting that the town blade off the vegetation along the fence around the perimeter of the airport. They are asking that the town remove that vegetation which will allow visual maintenance of the airport fence on a regular basis. There has been a portion of the fence that was blown down and due to that vegetation, it was not noticed for some time. By creating a cleared path around the inside of the fence, it will allow them to drive around the perimeter on a scheduled basis.

Councilman Nelson made a motion to request that the town crew blade off a track of the interior perimeter of the airport property, Councilwoman Welton seconded, and the motion carried.

A discussion covered a July 12th e-mail sent by Councilman Nelson of the realignment of the south fence, approximately 3,000 feet of airport fence, that appears to be 6" feet on private property. He had proposed three options that he believes are viable.

Councilman Nelson made a motion to table the discussion of the fence alignment issue on the south edge of the airport until everyone can review his July 12th e-mail, Councilwoman Welton seconded, and the motion carried.

The next meeting of the Airport Advisory Board will be on August 12th at 3:30 p.m. at the Town Hall

South Central Wyoming Emergency Services Board: No update at this time

Specific Purpose Tax 2019 JPB report:

Councilman Nelson reported that they are still waiting on the Bond closing date to be set.

New Business: Councilman Nelson asked if it is necessary for the council to formally accept the audit.

Councilman Nelson made a motion to formally accept the audit as presented, Councilwoman Welton seconded, and the motion carried.

Councilman Nelson stated that he believes there are issues in the audit that need to be addressed, he then asked Councilwoman Welton and Mayor Zeiger how they were going to address the three findings in the audit.

Councilwoman Welton was asked to contact James Childress regarding the completed reconciliation from January 2019 to September 2019, and the adjustments that were made to the financial statements between March and April 2020 where it appeared there was a transfer of large amounts, at least on paper, changing the balances of the enterprise funds.

Adjournment: There being no additional business to come before the meeting, Councilwoman Welton made a motion to adjourn at 7:11 p.m., Councilman Nelson seconded, the motion carried.

The next regular meeting of the Saratoga Town Council will be held on August 4, 2020 at 6:00 p.m. in the Council Chambers of the Saratoga Town Hall.

_____

Mayor John Zeiger

_____

Suzie Cox, Clerk

TOWN OF SARATOGA

Tuesday, August 4, 2020

Account Payable for 8/4/2020	**$52,799.75**	
The following are included in the Accounts Payable total)		
bill from 5/2020 Childress		**$12,830.81**
bill from 6/2020 Childress		**$10,539.16**
Net Payroll for 8/4/2020	**$32,110.75**	
Transmittals for 8/4/2020	**$18,684.90**	

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
AMERICAN EXPRESS LOAD # 004105								
1207	AMERICAN EXPRESS LOAD # 0	20200728	Town Hall	07/28/2020	50.00	.00		
1207	AMERICAN EXPRESS LOAD # 0	20200728	Town Hall	07/28/2020	1,338.51	.00		
1207	AMERICAN EXPRESS LOAD # 0	20200728	HOT POOL	07/28/2020	42.73	.00		
1207	AMERICAN EXPRESS LOAD # 0	20200728	STREETS	07/28/2020	163.70	.00		
1207	AMERICAN EXPRESS LOAD # 0	20200728	STREETS	07/28/2020	864.20	.00		
1207	AMERICAN EXPRESS LOAD # 0	20200728	SEWER	07/28/2020	10.26	.00		
1207	AMERICAN EXPRESS LOAD # 0	20200728	Water	07/28/2020	10.26	.00		
1207	AMERICAN EXPRESS LOAD # 0	20200728	POLICE	07/28/2020	130.48	.00		
1207	AMERICAN EXPRESS LOAD # 0	20200728	POLICE	07/28/2020	599.00	.00		
1207	AMERICAN EXPRESS LOAD # 0	20200728	POLICE	07/28/2020	86.01	.00		
1207	AMERICAN EXPRESS LOAD # 0	20200728	POLICE	07/28/2020	195.06	.00		
1207	AMERICAN EXPRESS LOAD # 0	20200728	Rec	07/28/2020	78.74	.00		
Total AMERICAN EXPRESS LOAD # 004105:					3,568.95	.00		
BLACK HILLS ENERGY								
3400	BLACK HILLS ENERGY	20200720	FIRE DEPT- UTILITIES	07/20/2020	30.42	.00		
3400	BLACK HILLS ENERGY	20200720	FIRE DEPT- UTILITIES	07/20/2020	32.25	.00		
3400	BLACK HILLS ENERGY	20200720	TOWN HALL UTILITIES	07/20/2020	17.73	.00		
3400	BLACK HILLS ENERGY	20200720	POLICE-UTILITIES	07/20/2020	17.73	.00		
3400	BLACK HILLS ENERGY	20200720	STREETS-UTILITIES	07/20/2020	36.38	.00		
3400	BLACK HILLS ENERGY	20200720	WATER - UTILITIES	07/20/2020	17.50	.00		
3400	BLACK HILLS ENERGY	20200720	SEWER-UTILITIES	07/20/2020	17.51	.00		
Total BLACK HILLS ENERGY:					169.52	.00		
Capital Business Systems Inc.								
7346	Capital Business Systems Inc.	27444040	Town Hall Copier	07/17/2020	213.33	.00		
7346	Capital Business Systems Inc.	27444040	Court Copier	07/17/2020	213.32	.00		
7346	Capital Business Systems Inc.	27444040	Planning Copier	07/17/2020	142.22	.00		
7346	Capital Business Systems Inc.	27444040	STREETS	07/17/2020	142.22	.00		
7346	Capital Business Systems Inc.	27444040	Water Copier	07/17/2020	71.11	.00		
7346	Capital Business Systems Inc.	27444040	Sewer Copier	07/17/2020	71.11	.00		
7346	Capital Business Systems Inc.	27444040	Police Copier	07/17/2020	426.65	.00		
7400	Capital Business Systems Inc.	997371/564	TOWN HALL	07/20/2020	38.75	.00		
7400	Capital Business Systems Inc.	997371/564	PLANNING	07/20/2020	38.75	.00		
7400	Capital Business Systems Inc.	997371/564	STREETS	07/20/2020	38.75	.00		
7400	Capital Business Systems Inc.	997371/564	WATER	07/20/2020	19.37	.00		
7400	Capital Business Systems Inc.	997371/564	SEWER	07/20/2020	19.38	.00		
7400	Capital Business Systems Inc.	997371/564	POLICE	07/20/2020	16.00	.00		
Total Capital Business Systems Inc.:					1,450.96	.00		
CenturyLINK								
7221	CenturyLINK	20200716	POLICE DEPT PHONE	07/16/2020	154.34	.00		
Total CenturyLINK:					154.34	.00		
CHILDRESS ACCOUNTING AND CONSULTING								
7440	CHILDRESS ACCOUNTING AND	5581	TOWN HALL - PROFESSIONAL	06/22/2020	12,830.81	.00		
7440	CHILDRESS ACCOUNTING AND	5603	TOWN HALL - PROFESSIONAL	07/28/2020	10,539.16	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total CHILDRESS ACCOUNTING AND CONSULTING:				23,369.97	.00		
COMMUNICATION TECHNOLOGIES INC								
7447	COMMUNICATION TECHNOLOG	85823	POLICE DEPT - CAPITAL EQUIP	07/23/2020	5,835.00	.00		
	Total COMMUNICATION TECHNOLOGIES INC:				5,835.00	.00		
Converge One								
7435	Converge One	20200515	POLICE DEPT - CONTRACT SE	05/15/2020	7,150.00	.00		
	Total Converge One:				7,150.00	.00		
DAVID & ELKE MARTELON								
7525	DAVID & ELKE MARTELON	20200727	LANDFILL BILL REIMBURSEME	07/27/2020	125.00	.00		
	Total DAVID & ELKE MARTELON:				125.00	.00		
HACH COMPANY								
2920	HACH COMPANY	12041044	SEWER - SUPPLIES TREATMEN	07/20/2020	434.45	.00		
	Total HACH COMPANY:				434.45	.00		
Joe Kunz								
1995	Joe Kunz	565164	STREETS-REP & MAINT VEHICL	07/23/2020	87.45	.00		
	Total Joe Kunz:				87.45	.00		
MACPHERSON & THOMPSON, LLC.								
3695	MACPHERSON & THOMPSON,	66478	TOWN HALL- PRO FEES	07/20/2020	2,985.50	.00		
	Total MACPHERSON & THOMPSON, LLC.:				2,985.50	.00		
Megan James								
7413	Megan James	20200731	REC ADMIN FITNESS CONTRA	07/31/2020	144.00	.00		
	Total Megan James:				144.00	.00		
NASTASHA N. SMITH								
7002	NASTASHA N. SMITH	20200731	REC ADMIN- FITNESS CONTRA	07/31/2020	60.65	.00		
7002	NASTASHA N. SMITH	20200731	POOL-WATER FITNESS	07/31/2020	129.20	.00		
	Total NASTASHA N. SMITH:				189.85	.00		
PERUE PRINTING								
4255	PERUE PRINTING	20200701	TOWN HALL -SUPPLIES	07/01/2020	377.55	.00		
4255	PERUE PRINTING	20200701	REC	07/01/2020	67.44	.00		
4255	PERUE PRINTING	20200701	STREETS-SUPPLIES	07/01/2020	67.43	.00		
4255	PERUE PRINTING	20200701	WATER-SUPPLIES	07/01/2020	67.44	.00		
4255	PERUE PRINTING	20200701	SEWER SUPPLIES	07/01/2020	67.44	.00		
	Total PERUE PRINTING:				647.30	.00		
Platte Valley Heating & Air								
7362	Platte Valley Heating & Air	1357	FIRE DEPT - R&M EQUIPMENT	07/23/2020	97.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total Platte Valley Heating & Air :				97.00	.00		
Plattoga Holdings Inc								
7523	Plattoga Holdings Inc	SI-258	WATER - CAPITAL EQUIPMENT	07/10/2020	407.14	.00		
	Total Plattoga Holdings Inc:				407.14	.00		
R P Lumber Inc								
7522	R P Lumber Inc	2007-894328	STREETS - R&M STREETS	07/28/2020	4.76	.00		
	Total R P Lumber Inc:				4.76	.00		
Rocky Mountain Air Solutions								
7427	Rocky Mountain Air Solutions	30180993	SEWER- SUPPLIES TREATMEN	07/20/2020	98.80	.00		
	Total Rocky Mountain Air Solutions:				98.80	.00		
SARATOGA SUN, INC								
4940	SARATOGA SUN, INC	20200730	TOWN HALL ADV.	07/30/2020	3,162.00	.00		
4940	SARATOGA SUN, INC	20200730	PLANNING COMM ADV	07/30/2020	93.50	.00		
	Total SARATOGA SUN, INC:				3,255.50	.00		
SUSAN LANE								
7308	SUSAN LANE	20200714	PLANNING COMM ADMIN FEES	07/14/2020	150.00	.00		
	Total SUSAN LANE:				150.00	.00		
SUSAN R. MARICH								
6984	SUSAN R. MARICH	20200731	SWIM POOL CONRACT	07/31/2020	210.80	.00		
	Total SUSAN R. MARICH:				210.80	.00		
SVI Graphics								
7524	SVI Graphics	104986	POLICE DEPT - R&M VEHICLE	07/28/2020	301.81	.00		
	Total SVI Graphics:				301.81	.00		
TEAM LABORATORY CHEMICAL CORP								
6475	TEAM LABORATORY CHEMICAL	INV0021877	STREETS - R&M STREETS	07/23/2020	359.00	.00		
	Total TEAM LABORATORY CHEMICAL CORP:				359.00	.00		
UPPER PLATTE RIVER SOLID WASTE								
5680	UPPER PLATTE RIVER SOLID W	20200731	LANDFILL - ADVANCE PAYMENT	07/31/2020	1,233.50	.00		
	Total UPPER PLATTE RIVER SOLID WASTE:				1,233.50	.00		
VALERIE L. LARSCHEID								
6981	VALERIE L. LARSCHEID	20200731	REC ADMIN- FITNESS CONTRA	07/31/2020	110.75	.00		
6981	VALERIE L. LARSCHEID	20200731	SWIM POOL CONTRACT	07/31/2020	258.40	.00		
	Total VALERIE L. LARSCHEID:				369.15	.00		
	Grand Totals:				52,799.75	.00		

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

Dated: 8/4/20

Mayor: JOHN ZEIGA

City Council: [signature]

[signature]

City Recorder:

Report Criteria:

Detail report.

Invoices with totals above $0.00 included.

Paid and unpaid invoices included.

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

INVOICE

Invoice #	5581
Invoice Date	06/22/20
Amount Due:	$12,830.81

Bill To:

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

Due Date
07/22/20

Date	Item	Description	Quantity	Price	Amount
05/01/20	Stinnett, Kelli	Create workpaper for James of analysis of adjusting entries and interfund transfers. Reconciliation to audited Trial Balance and Caselle Trial Balance. Imported Caselle adjusting entry and monthly bank reconciliation.	5.5	$100.00	$550.00
05/01/20	Accounting & Consulting	Additional work on budget preparation template. - 11:11 AM - 3:25 PM	4.33333	$175.00	$758.33
05/02/20	Accounting & Consulting	Additional work on restricted review. - 12:43 PM - 1:05 PM	0.5	$175.00	$87.50
05/03/20	Accounting & Consulting	Additional work on restricted review. - 1:05 PM - 2:02 PM	1	$175.00	$175.00
05/03/20	Accounting & Consulting	Additional work on restricted review. - 7:25 PM - 11:29 PM	4.16667	$175.00	$729.17
05/04/20	Accounting & Consulting	Additional work on restricted review and discussion with Susie and auditors. - 11:41 AM - 1:29 PM	1.83333	$175.00	$320.83
05/04/20	Accounting & Consulting	Correspondence regarding cash allocation section of the financial statements and impact from audit adjustments. - 5:02 PM - 5:28 PM	0.5	$175.00	$87.50
05/05/20	Accounting & Consulting	Drafting of overhead allocation report. - 7:29 PM - 9:17 PM	1.83333	$175.00	$320.83
05/06/20	Accounting & Consulting	Correspondence with Susie regarding streets department expense tracking. - 12:37 PM - 12:55 PM	0.33333	$175.00	$58.33
05/06/20	Accounting & Consulting	Discussion with Susie regarding streets department expense tracking and associated time sheets. - 4:59 PM - 5:31 PM	0.66667	$175.00	$116.67
05/07/20	Accounting & Consulting	Discussion in correspondence with Matt at Caselle for retrieval of accounting reports. - 2:58 PM - 4:40 PM	1.83333	$175.00	$320.83
05/08/20	Accounting & Consulting	Discussion with Susie regarding overhead allocation. - 4:18 PM - 4:32 PM	0.33333	$175.00	$58.33
05/10/20	Accounting & Consulting	Additional work on comprehensive restricted funds and overhead allocation review. - 12:27 PM - 4:27 PM	4	$175.00	$700.00
05/11/20	Stinnett, Kelli	Meeting with James, Saratoga equity rolling over and review of Trial Balances 2011-2019.	0.83333	$100.00	$83.33
05/11/20	Stinnett, Kelli	Pulled Trial Balances from Caselle and formatted in excel, years 1999-2011.	1	$100.00	$100.00
05/11/20	Accounting & Consulting	Correspondence with auditors, request for historical trial balance data, review same and integrate into report. - 12:38 PM - 3:03 PM	2.5	$175.00	$437.50

Date	Item	Description	Quantity	Price	Amount
05/12/20	Stinnett, Kelli	Meeting with James to review overhead allocation	0.25	$100.00	$25.00
05/12/20	Accounting & Consulting	Reconciliation of combined trial balances. Comparison to audit trial balance. Review of excluded cash basis entries. Equity reconciliation for duration of report. Process additional allocation questions with Susie. Correspondence with Kelli regarding audit adjustments and recent draft comparison to allocation trial balances. Forwarding of draft to auditors for additional discussion. - 8:26 AM - 1:41 PM	5.33333	$175.00	$933.33
05/13/20	Accounting & Consulting	Preparation of report document and discussion with auditors. - 9:30 AM - 11:36 AM	2.16667	$175.00	$379.17
05/14/20	Accounting & Consulting	Additional revisions to interfund allocation template. - 9:26 AM - 10:07 AM	0.83333	$175.00	$145.83
05/15/20	Accounting & Consulting	Discussion with Susie regarding interfund activities and budget process. - 10:30 AM - 12:00 PM	1.5	$175.00	$262.50
05/17/20	Stinnett, Kelli	Process schedule of Cash Basis entries for Susie.	0.75	$100.00	$75.00
05/18/20	Administrative	Start review of Landfill, Airport and Adjusting Entry letters.	0.75	$45.00	$33.75
05/18/20	Accounting & Consulting	Correspondence with Kelli regarding payroll transactions for budget assistance. - 10:36 AM - 11:02 AM	0.5	$175.00	$87.50
05/18/20	Accounting & Consulting	Discussion with Susie and Mayor regarding interfund activity and meeting processes. - 5:32 PM - 5:45 PM	0.33333	$175.00	$58.33
05/19/20	Stinnett, Kelli	Review of Town administrative fees.	2.75	$100.00	$275.00
05/19/20	Accounting & Consulting	Discussion with Tom Thompson regarding upcoming meeting. - 9:00 AM - 9:16 AM	0.33333	$175.00	$58.33
05/19/20	Accounting & Consulting	Preparation of interfund overhead allocation and additional reporting. Travel to and from council meeting. Attendance at meeting, discussion of pending reports and interfund allocation processes. - 2:30 PM - 7:52 PM	5.5	$175.00	$962.50
05/20/20	Stinnett, Kelli	Meeting with James next steps for Landfill review.	0.25	$100.00	$25.00
05/20/20	Accounting & Consulting	Discussion Landfill analysis with Kelli and delegate next steps. - 8:38 PM - 9:04 PM	0.25	$175.00	$43.75
05/21/20	Administrative	Continue review of Landfill, Airport and Adjusting Entry letters.	1.5	$45.00	$67.50
05/21/20	Administrative	Continue review of Landfill, Airport and Adjusting Entry letters.	1.25	$45.00	$56.25
05/21/20	Accounting & Consulting	Discussion with Matt regarding landfill report export. Review of same. - 4:39 PM - 5:13 PM	0.66667	$175.00	$116.67
05/22/20	Stinnett, Kelli	Meeting with Ashleigh about adjustments to reports on adjusting entries, Landfill account, and Airport fund balances.	0.66667	$100.00	$66.67
05/22/20	Administrative	Meet with Kelli to go over revisions to Landfill, Airport and Adjusting Entry letters.	0.66667	$45.00	$30.00
05/23/20	Stinnett, Kelli	Meeting with Susie to review Landfill fund.	0.75	$100.00	$75.00
05/24/20	Accounting & Consulting	Additional processing of interfund overhead reporting. - 3:13 PM - 4:14 PM	1.16667	$175.00	$204.17
05/25/20	Accounting & Consulting	Review Landfill reporting and discussion with Kelli. - 4:26 PM - 6:24 PM	2	$175.00	$350.00
05/26/20	Stinnett, Kelli	Review emails from Susie on Gate Receipts and Landfill payments. Review Landfill workpapers for accuracy in account credits.	4.5	$100.00	$450.00
05/26/20	Administrative	Finish revision and update of Landfill, Airport and Adjusting Entry letters.	1	$45.00	$45.00
05/26/20	Accounting & Consulting	Additional revision to report and discussion with Susie. - 2:13 PM - 5:59 PM	3.83333	$175.00	$670.83
		Edits to reports and update to amounts since			

Date	Item	Description	Quantity	Price	Amount
05/27/20	Stinnett, Kelli	discussion with Susie and re-evaluation of variances.	2.5	$100.00	$250.00
05/27/20	Accounting & Consulting	Discussion and correspondence regarding engagement wrapup. - 4:42 PM - 6:37 PM	2	$175.00	$350.00
05/28/20	Stinnett, Kelli	Review of Landfill variance in reconciliation of unadjusted cash combined total for 2018. Reviewed prior year administrative and gate receipts.	1.5	$100.00	$150.00
05/28/20	Stinnett, Kelli	Meeting with James to review current work on Landfill.	0.75	$100.00	$75.00
05/28/20	Accounting & Consulting	Revisions to overhead allocation. - 11:13 AM - 12:19 PM	1.16667	$175.00	$204.17
05/28/20	Accounting & Consulting	Preparation of cost over cost overhead allocation. Correspondence with Susie regarding same. - 3:49 PM - 4:35 PM	0.83333	$175.00	$145.83
05/29/20	Stinnett, Kelli	Review of 2000-2013 trial balance and detail for reconciliation of 105K cash combined balance.	1.5	$100.00	$150.00
05/29/20	Stinnett, Kelli	Continue review of 2000-2013 trial balance and detail for reconciliation of 105K cash combined balance.	4	$100.00	$400.00
05/29/20	Administrative	Correspondences with Team about report preparation and relay with James. Planning for presentation.	0.75	$45.00	$33.75
05/29/20	Accounting & Consulting	Additional preparation of cost over cost overhead allocation. - 8:15 AM - 9:42 AM	1.5	$175.00	$262.50
05/29/20	Accounting & Consulting	Additional revisions to cost over cost overhead allocation. Discussion of same with Jason. Discussion with Susie regarding engagement wrap up. - 12:59 PM - 3:16 PM	2.33333	$175.00	$408.33

Thank you for this opportunity to serve you!

May 2020

Subtotal:	$12,830.81
Sales Tax:	**$0.00**
Total:	$12,830.81
Payments:	$0.00
Amount Due:	$12,830.81

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

INVOICE

Invoice #	5603
Invoice Date	07/28/20
Amount Due:	$10,539.16

Bill To:

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

Due Date
08/28/20

Date	Item	Description	Quantity	Price	Amount
06/03/20	Accounting & Consulting	Discussion with Kelli regarding draft reports. - 9:40 AM - 10:18 AM	0.66667	$175.00	$116.67
06/03/20	Stinnett, Kelli	Continue reviewing prior period Landfill accounts and editing of Landfill data dump.	2.5	$100.00	$250.00
06/03/20	Stinnett, Kelli	Meeting with James to discuss regarding Landfill report.	1	$100.00	$100.00
06/04/20	Accounting & Consulting	Additional work on fund balance report. Discussion with Suzie and Mayor Zeiger. - 9:41 AM - 11:25 AM	1.83333	$175.00	$320.83
06/04/20	Accounting & Consulting	Discussion with Suzie and John Regarding cost on cost overhead allocation report and associated representation letter. - 3:59 PM - 4:53 PM	1	$175.00	$175.00
06/08/20	Accounting & Consulting	Additional revisions to fund balance report. Discussion with Jason Lund. - 4:46 PM - 5:32 PM	0.83333	$175.00	$145.83
06/09/20	Stinnett, Kelli	Bank reconciliation.	1.5	$100.00	$150.00
06/10/20	Accounting & Consulting	Discussion with auditors regarding fund balance report. - 9:29 AM - 10:08 AM	0.66667	$175.00	$116.67
06/10/20	Stinnett, Kelli	Worked with Matt at Caselle to remove duplicated EFTPS payment and enter income.	0.5	$100.00	$50.00
06/11/20	Accounting & Consulting	Correspondence and additional work on interfund activity. - 2:21 PM - 3:31 PM	1.16667	$175.00	$204.17
06/13/20	Stinnett, Kelli	Continue work on Landfill Fund report. Extended calculation to 2000 and added calculation for adjustment to Fiduciary Funds.	4	$100.00	$400.00
06/14/20	Stinnett, Kelli	Continue work on Landfill Fund report. Extended calculation to 2000 and added calculation for adjustment to Fiduciary Funds.	8	$100.00	$800.00
06/15/20	Accounting & Consulting	Zoom meeting for discussion of project and associated representation letter. Additional work on inter fund activity. - 10:59 AM - 1:31 PM	2.66667	$175.00	$466.67
06/15/20	Administrative	Help James plan for and attend Saratoga meeting via phone to discuss representation letter. Go over tasks for Saratoga. Attend phone correspondence with Jason.	2.58333	$0.00	$0.00
06/16/20	Accounting & Consulting	Review and discussion of meter reading data and recalculated utility charges for town departments. - 12:39 PM - 2:21 PM	1.83333	$175.00	$320.83
06/16/20	Stinnett, Kelli	Meeting with James to review Landfill workpapers and plan next steps.	1	$100.00	$100.00

Date	Item	Description	Quantity	Price	Amount
06/17/20	Accounting & Consulting	Preparation of interfund utility charges estimate. Retrieval of reports from Casselle, recalculation of monthly totals and development of open items. Correspondence with council regarding same. - 9:23 PM - 12:47 AM	3.5	$175.00	$612.50
06/18/20	Accounting & Consulting	Discussion with Tom Thompson. Additional review of utilities calculations. Discussion with Teresa of Cassell for calculation details. Review correspondence from council. Discussion with John Winter. Discussion with auditors. Correspondence with Dave Schultz for research into Airport runway "millings" amounts. Revision of report for fiscal year split from 2018 to 2019. - 10:15 AM - 4:58 PM	6.83333	$175.00	$1,195.83
06/19/20	Accounting & Consulting	Additional work on interfund overhead allocation and recalculated utilities.Discussion with Jon Winter, Suzie Cox, and Jason Lund. - 9:38 AM - 3:17 PM	5.66667	$175.00	$991.67
06/19/20	Administrative	Attend phone meetings regarding final reports to take notes and help delegate tasks as needed.	1.5	$0.00	$0.00
06/19/20	Administrative	Saratoga report and correspondence review and feedback.	1	$0.00	$0.00
06/20/20	Accounting & Consulting	Additional work on interfund overhead allocation and recalculated utilities. Wrap up of written report and correspondence with council. - 4:50 PM - 9:03 PM	4.33333	$175.00	$758.33
06/20/20	Administrative	Reports review and correspondence regarding the same.	1.5	$0.00	$0.00
06/22/20	Accounting & Consulting	Additional work on fund balance report. Discussion with Suzie regarding Landfill review. Review of information and discussion and delegation with Kelli. - 11:48 PM - 1:48 AM	2	$175.00	$350.00
06/22/20	Accounting & Consulting	Discussion with Tom Thompson regarding interfund activity report. Discussions with Suzie and Kelli regarding Landfill fund balances. Review files. - 11:48 AM - 1:34 PM	1.83333	$175.00	$320.83
06/22/20	Stinnett, Kelli	Meeting with James and Suzie discussing Landfill fund. Continued work on Landfill fund once discovered that the Landfill was owned by the city until February 2009.	3	$100.00	$300.00
06/22/20	Administrative	Attend phone meetings via phone with James to assist in delegation of tasks.	1	$0.00	$0.00
06/22/20	Administrative	Organizing Nelson questions and assisting in dictation of answers for presentation.	0.75	$0.00	$0.00
06/22/20	Administrative	Saratoga prep: review invoices and add up and highlight for expanded scope explanation. Assist in prepararations for presentation at Council meeting. Send kinkos pdfs for printing for pick up. Continue assistance in answering questions form Nelson.	4.5	$0.00	$0.00
06/23/20	Accounting & Consulting	Preparation for council meeting presentation. Revision of estimated inter fund activity report. Correspondence. Travel to and from Saratoga. Presentation and follow up Q&A. - 12:55 PM - 9:25 PM	8.5	$175.00	$1,487.50
06/23/20	Stinnett, Kelli	Continue work on Landfill Fund report. Reduce calculation to February 2009 and recalculate Cash and Fund Balance.	5.5	$100.00	$550.00
06/23/20	Administrative	Pick up copies from Kinko's for presentation. Drive to Saratoga. Sit for and assist during Council Meeting. Drive back to Cheyenne.	9	$0.00	$0.00
06/24/20	Accounting & Consulting	Discussion with Jason Lund and assist with final wrap up of audit. - 12:00 PM - 12:36 PM	0.66667	$175.00	$116.67
06/25/20	Accounting & Consulting	Review final audit draft. Correspondence with auditors. - 6:24 PM - 6:34 PM	0.33333	$175.00	$58.33
06/25/20	Administrative	Organize remaining tasks and correspondence with the Team regarding the	0.5	$45.00	$22.50

Date	Item	Description	Quantity	Price	Amount
		same.			
06/28/20	Accounting & Consulting	Review audit draft and provide recommended wording for findings response. Correspondence with Suzie regarding same. - 9:21 PM - 9:40 PM	0.33333	$175.00	$58.33

Thank you for this opportunity to serve you!

June 2020

Subtotal:	$10,539.16
Sales Tax:	**$0.00**
Total:	$10,539.16
Payments:	$0.00
Amount Due:	**$10,539.16**

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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
08/03/2020	PC	08/04/2020	48351	55		01-112000	2,275.52-
08/03/2020	PC	08/04/2020	48352	88		01-112000	584.37-
08/03/2020	PC	08/04/2020	48353	97		01-112000	663.68-
08/03/2020	PC	08/04/2020	48354	61		01-112000	2,639.60-
08/03/2020	PC	08/04/2020	48355	57		01-112000	1,045.91-
08/03/2020	PC	08/04/2020	48356	75		01-112000	1,339.88-
08/03/2020	PC	08/04/2020	48357	40		01-112000	1,643.45-
08/03/2020	PC	08/04/2020	48358	116		01-112000	48.03-
08/03/2020	PC	08/04/2020	48359	73		01-112000	1,121.82-
08/03/2020	PC	08/04/2020	48360	111		01-112000	1,173.35-
08/03/2020	PC	08/04/2020	48361	106		01-112000	1,056.74-
08/03/2020	PC	08/04/2020	48362	119		01-112000	835.05-
08/03/2020	PC	08/04/2020	48363	58		01-112000	156.23-
08/03/2020	PC	08/04/2020	48364	19		01-112000	1,507.23-
08/03/2020	PC	08/04/2020	48365	49		01-112000	1,841.58-
08/03/2020	PC	08/04/2020	48366	134		01-112000	1,333.95-
08/03/2020	PC	08/04/2020	48367	46		01-112000	1,164.70-
08/03/2020	PC	08/04/2020	48368	78		01-112000	938.80-
08/03/2020	PC	08/04/2020	48369	112		01-112000	1,027.59-
08/03/2020	PC	08/04/2020	48370	98		01-112000	1,502.00-
08/03/2020	PC	08/04/2020	48371	76		01-112000	691.10-
08/03/2020	PC	08/04/2020	48372	71		01-112000	1,120.84-
08/03/2020	PC	08/04/2020	48373	37		01-112000	1,029.92-
08/03/2020	PC	08/04/2020	48374	86		01-112000	190.55-
08/03/2020	PC	08/04/2020	48375	105		01-112000	1,093.67-
08/03/2020	PC	08/04/2020	48376	68		01-112000	551.42-
08/03/2020	PC	08/04/2020	48377	77		01-112000	49.87-
08/03/2020	PC	08/04/2020	48378	16		01-112000	2,138.05-
08/03/2020	PC	08/04/2020	48379	13		01-112000	319.40-
08/03/2020	PC	08/04/2020	48380	39		01-112000	1,026.45-
Grand Totals:			30				32,110.75-

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		08/03/2020	74-00	FICA/FWT/WITHHOLDING DEPOSIT	10-212100	2,535.99
1	EFTPS -TAXES		08/03/2020	74-00	FICA/FWT/WITHHOLDING DEPOSIT	10-212100	2,535.99
1	EFTPS -TAXES		08/03/2020	75-00	FICA/FWT/WITHHOLDING DEPOSIT	10-212100	593.11
1	EFTPS -TAXES		08/03/2020	75-00	FICA/FWT/WITHHOLDING DEPOSIT	10-212100	593.11
1	EFTPS -TAXES		08/03/2020	76-00	FICA/FWT/WITHHOLDING DEPOSIT	10-212200	3,615.75
Total 1:							9,873.95
2							
2	WYOMING RETIREMENT		08/03/2020	51-00	WYOMING RETIREMENT PAYMENT	10-212300	457.81
2	WYOMING RETIREMENT		08/03/2020	51-00	WYOMING RETIREMENT PAYMENT	10-212300	2,166.93
2	WYOMING RETIREMENT		08/03/2020	60-00	WYOMING RETIREMENT PAYMENT	10-212300	685.59
2	WYOMING RETIREMENT		08/03/2020	60-00	WYOMING RETIREMENT PAYMENT	10-212300	2,936.20
Total 2:							6,246.53
3							
3	GREAT-WEST TRUST CO		08/03/2020	55-00	457 CONTRIBUTION Deferred Comp	10-212500	770.00
Total 3:							770.00
6							
6	WYO. DEPT OF EMPLOY		08/03/2020	98-00	QUARTERLY UNEMPLOYMENT AND	10-212400	2.79
6	WYO. DEPT OF EMPLOY		08/03/2020	99-00	QUARTERLY UNEMPLOYMENT AND	10-212600	1,089.99
Total 6:							1,092.78
8							
8	Wyomiing Child Support		08/03/2020	70-02	CHARLES MCVEY - CASE Identifier 1	10-212500	134.77
Total 8:							134.77
9							
9	WYO DEPT OF EMPLOY		08/03/2020	98-00	QUARTERLY UNEMPLOYMENT AND	10-212400	1.37
9	WYO DEPT OF EMPLOY		08/03/2020	99-00	QUARTERLY UNEMPLOYMENT AND	10-212600	91.78
Total 9:							93.15
11							
11	AFLAC BENEFIT SERVIC		08/03/2020	71-01	AFLAC monthly insurance premium p	10-212500	89.30
11	AFLAC BENEFIT SERVIC		08/03/2020	71-06	AFLAC monthly insurance premium p	10-212500	384.42
Total 11:							473.72
Grand Totals:							18,684.90

ORDINANCE NO. 858

**AN ORDINANCE OF THE TOWN OF SARATOGA
AMENDING SECTION 2.04.010
OF THE TOWN OF SARATOGA MUNICIPAL CODE
CONCERNING REGULAR MEETINGS
OF THE SARATOGA TOWN COUNCIL**

WHEREAS, the Town of Saratoga currently holds its regular meetings on the first and third Tuesday of each month in accordance with Saratoga Municipal Code Section 2.04.010; and

WHEREAS, Saratoga Town Council has determined that it is in its best interest to move said meetings to the first and third Thursday of each month;

NOW, THEREFORE, the Saratoga Town Council adopts the following ordinance amending Section 2.04.010 of the Saratoga Municipal Code as follows:

2.04.010 Regular meetings.

The Saratoga Town Council shall meet regularly on the first and third Thursdays of each month. All meetings of the Saratoga Town Council shall be open to the public except for executive sessions. Saratoga Town Council meetings shall be conducted at Saratoga Town Hall, 110 E. Spring St., Saratoga, Wyoming, 82331.

This ordinance shall take effect immediately after passage and publication by the governing body of the Town of Saratoga.

PASSED APPROVED AND ADOPTED this _____day of_____, 2020.

TOWN OF SARATOGA

By: _____
Mayor

ATTEST: _____
Town Clerk

First Reading: _____

Second Reading: _____

Third and Final Reading: _____

TOWN OF SARATOGA – PERMIT APPLICATION

REQUEST FOR WAIVER OF OPEN CONTAINER LAW

Permit No._____

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

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

APPLICANT NAME: Kimberly Givens Saratoga Historical & Cultural Association

NAME OF EVENT: Gema Sings the Blues

ADDRESS (City/State/Zip): Saratoga

TELEPHONE NO. 307-326-5511

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

ORGANIZATION NAME: Saratoga Museum

ORGANIZATION ADDRESS: 104 E. Constitution Ave, Saratoga, Wy 82331

ORGANIZATION TELEPHONE NO. 307-326-5511

****

IS THE APPLICANT THE CONTACT PERSON FOR THE EVENT: YES

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

LOCATION OF EVENT: Veterans Island

DATE(S) OF EVENT: Aug 14, 2020

PERMIT HOURS REQUESTED: 6:00 - 9:00 pm

****

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

Applicant Signature: Kimberly Givens Date: 7/28/2020

****

Approval

Date: 8-1-2020 Mayor, JOHN ZEIGER Susie Cox, Clerk

TOWN OF SARATOGA

Kimberly Givens SPECIAL EVENTS APPLICATION

Applicant Name: Saratoga Historical & Cultural Assoc.	Organization: Saratoga museum
Address: P.O. Box 1131	Address: 104 Constitution Ave
City/State/Zip Saratoga, Wy 82331	City/State/Zip Saratoga, Wy 82331
Phone: 307 326 5511 Cell: 307 710 0420 e-mail: Saratogamuseume gmail.com	Phone: 307 326 5511 Cell: 710 3226 e-mail: Saratoga
DATE of Event: 8/14/20	Start Time for Event: ~~6:00~~ 5:30
LOCATION: Veterans Island	End Time for Event: 9:00 pm

Please check one:

(___) SMALL EVENT – less than 100 participants

(X) LARGE EVENT – more than 100 participants

Describe briefly the proposed event.

Benefit Concert for Saratoga museum / Live music

Use additional sheet if necessary.

Location of the event (please be specific)

North end of Veterans island, Saratoga

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

Approximate number of participants expected: 200

Approximate number of support staff/volunteers: 20

Number of vehicles anticipated and parking requirements: 80 - no parking requirements - use gravel lot

Will town property be used for this event:

(X) yes (____) no (if yes, please explain fully)

We will utilize Park entrances and island

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

- What traffic control or parking issues are you anticipating: W

We will Provide directional Signage on Bridge & Exit

- What parking plan have you in place: Town owned areas, side streets Business in Area will be contacted.

- What services do you require from the Police Department or DPW? : hae Police presence during event. Safe ride ~~will~~ been contacted.

- What are your security plans: : Police presence. Volunteers for tickets and ID checks.

- What services are required from the Fire Department? : None Emt will be notified

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

- What plans have you made for garbage containment and removal? Volunteers will pick up garbage. Town dumpsters. will be used by residents for personel garbage.

- What plans have you made for sanitary control/portable toilets?: 3 portable toilets plus 2 in park. Hand washing station will be provided.

- Will you be serving food? If yes, have you contacted the State of Wyoming Certified Food Safety Professional at 307-777-8001 for food service requirements: No

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

- 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 Sales or Serving Stations

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

- Any other request by applicant: :

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

On-site
Manager: Kimberly Givens
Home Phone: 307-710-0420 Cell Phone: 307-710-0420

Alternate On-site Manager Laura M
Home Phone: 307-329-6251 Cell Phone: 307-329-6251

Insurance Information: (if applicable)
Name of Insurance
Company: Burns Insurance
Address: 410 S. 1st, Saratoga 82331
Phone Number: 307-326-8825
Contact Person: Lori
Policy Number:

Special Terms and Conditions to the Special Event Application

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

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

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

Dated this 28th day of July, 2020

Kimberly Givens
Applicant Signature

What other agencies or groups have you contacted?
Please check applicable agencies.

_____ 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
_____ Traffic & crowd control)
_____ Wyoming Highway Department (highway closures - parades or
any use of Highway 130/230)

TOWN OF SARATOGA
SPECIAL EVENTS SIGN OFF SHEET

Proposed Special Event: Benefit Concert

Location of Event: Veterans Island

Date of Event: 8-14-2020

Approved: Kent Smith Date: 7-31-20
Planning and Zoning Officer

Approved: [illegible] Date: 8.3.20
DPW Supervisor

Approved: [illegible] Date: 8-3-20
Police Chief

Approved: _____ Date: _____
Fire Chief

Approved: John Zeiler Date: 8-4-2020
Town Council

TOWN OF SARATOGA
SPECIAL EVENTS APPLICATION CONDITIONS

Please initial each condition as read

1. KG Applicant shall obey all Federal, State, and local rules, regulations and laws. Applicant 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. KG Applicant shall confine its activities to the location and time schedules approved for the permit. 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. KG 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. KG Applicant 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 Applicant.

5. KG Applicant 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. Applicant shall post a cash bond as a refundable deposit against the estimated cost when requested.

6. KG Neither the Applicant, 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 Applicant or its employees, agents, servants or helpers.

7. KG Fees may be charged for the use of Town Property: Applicant 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.

8. KG 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.

9. KG Applicant shall designate a local agent to sign this 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.

10. KG 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.

11. KG If Applicant 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.

12. KG The Applicant 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 Applicant will be responsible for reimbursing the Town for additional bookkeeping or clerical costs.

13. KG Applicant shall be responsible for all additional costs incurred by the Town of Saratoga for garbage and sanitary clean-up due to the special event.

Kimberly Girem
Signature of Applicant

7/28/20
Date

Application approved:

John Zeiler
Mayor /Clerk

Date: 8-4-2020

Carbon County Clerk
Gwynn G. Bartlett

CLERK'S OFFICE
Carbon County Wyoming

P.O. Box 6, 415 West Pine Street, Suite 101, Rawlins, WY 82301-0006
Phone: (307) 328-2668 • *Toll-Free:* (800) 250-9812 • *Fax:* (307) 328-2669
www.carbonwy.com

July 31, 2020

Carbon County
Town of Baggs
Town of Dixon
Town of Elk Mountain
Town of Encampment
Town of Hanna
Town of Medicine Bow
City of Rawlins
Town of Riverside
Town of Saratoga
Town of Sinclair

Sweetwater County
Town of Wamsutter

Dear Interested Parties:

Rocky Mountain Power has filed an industrial siting permit application with the WY DEQ for their Gateway South Transmission Project located in Carbon and Sweetwater Counties. This letter will outline the process for your entity to potentially receive funding to mitigate impacts from this project so please read carefully.

Joint Meeting

Typically this meeting would be held in person however due to COVID-19 we propose that this be held through a web meeting. The link and call-in number will be provided at a later date to the individuals who RSVP to attend. That individual can share the link with others from your agency.

The local government entities listed above have been identified as primarily affected and therefore are eligible for impact assistance funding. Carbon County Chairman Johnson has scheduled a meeting for all stakeholders to discuss a proposed funding distribution schedule on **Tuesday, August 25, 2020 at 4:00 p.m. Again this will be via a web meeting.** It is crucial that a representative from each entity attend this meeting and that the individual is authorized to negotiate on your behalf. This is true even if you do not plan to ask for funding.

The goal of the meeting is to form a unanimous recommendation on the distribution of funds for impact assistance to the Industrial Siting Council (ISC). For Carbon County, the first step in this process is scheduling departmental meetings with the Board of County Commissioners to identify potential project impacts and quantify funding required for impact mitigation. We recommend that municipalities interested in receiving impact assistance funds complete a similar process to estimate impacts prior to our joint meeting.

TOWN OF SARATOGA

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

Councilman Bob Keel | **Mayor John Zeiger** | Councilman Jon Nelson
Councilwoman Judy Welton

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

August 4, 2020

Department of Environmental Quality
Colin McKee
Via E-Mail: colin.mckee1@wyo.gov

Dear Mr. McKee:

Please be advised that Town of Saratoga desires to be a party to Rocky Mountain Power siting permit application for its Gateway South Transmission Line Project recently filed with your office. As part of this we will plan to participate in the hearings as scheduled.

We would also like to request that as a condition to their permit that they or their contractors must somehow report to the state when and where they take delivery of goods so that we can ensure sales tax is appropriately paid.

If you need additional information to ensure we are a party, please notify Clerk Suzie Cox at (307) 326-8335.

Sincerely,

John Zeiger
Mayor

Department of Environmental Quality

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

DEQ

Mark Gordon, Governor

Todd Parfitt, Director

July 29, 2020

Mayor John Zeiger
PO Box 486
Saratoga, WY 82331

Certified Mail: 9489 0090 0027 6151 2699 27

GATEWAY SOUTH TRANSMISSION PROJECT
APPLICATION FOR A PERMIT BY ROCKY MOUNTAIN POWER
TO THE INDUSTRIAL SITING COUNCIL, DEQ/ISC 20-02

Mayor Zeiger,

On July 28, 2020, Rocky Mountain Power (Applicant) filed an application for a Section 109 Permit to construct and operate the Gateway South Transmission Project (Project). The Project will be comprised of an extra-high-voltage alternating current 500-kilovolt (kV) transmission line that will originate at the existing Aeolus Substation northwest of Medicine Bow, Wyoming, and will continue southwest through Colorado, and terminate at the Clover Substation in central Utah. In Wyoming, the Project is located in Carbon County and Sweetwater County and its infrastructure will include a minor expansion at the existing Aeolus Substation in Carbon County; construction of a new regeneration station east of Wamsutter; and approximately 142 miles of new transmission line. Approximately 108 miles of the transmission line will be in Carbon County and 34 miles will be in Sweetwater County. The anticipated construction period for the Gateway South Project is from June 2021 to October 2023. The hearing on this matter is anticipated on October 21, 2020 in Rawlins, Wyoming.

Part of the application process included a study of the features of local governments in a large geographic area that included your jurisdiction. No part of the application requirements were waived by the Director. A copy of the application is available online at: http://deq.wyoming.gov/isd/application-permits/resources/gateway-south-transmission-project/

Reviewing the facts of the matter, it has been determined that your local government will be primarily affected by the proposed facility. Consequently, you are eligible for impact assistance and continued participation as a party to the permit. Please contact me at 307-777-7244 or by email at colin.mckee1@wyo.gov for additional information about these options:

Becoming a party to the permit. If your local government wishes to become a party to the permit, it needs to notify me in writing (letter or fax of a letter) by September 11, 2020; participate in a pre-hearing on October 9, 2020; and in the hearing on October 21-22, 2020. Both will be in Rawlins, Wyoming.

Limited appearance participation. An alternative to becoming a party is your jurisdiction may file a written statement with the Industrial Siting Council at the time of the hearing.

Sincerely,

Colin McKee
Senior Policy Advisor

MEMORANDUM OF UNDERSTANDING BETWEEN THE BOARD OF COMMISSIONERS OF THE COUNTY OF CARBON, WYOMING; THE CITY OF RAWLINS, WYOMING; THE TOWN OF ELK MOUNTAIN, WYOMING; THE TOWN OF HANNA, WYOMING; THE TOWN OF MEDICINE BOW, WYOMING; THE TOWN OF SARATOGA, WYOMING; THE TOWN OF SINCLAIR, WYOMING; THE TOWN OF RIVERSIDE, WYOMING; THE TOWN OF ENCAMPMENT, WYOMING; THE TOWN OF BAGGS, WYOMING; TOWN OF DIXON, WYOMING; THE BOARD OF COMMISSIONERS OF THE COUNTY OF SWEETWATER, WYOMING; AND THE TOWN OF WAMSUTTER, WYOMING FOR IMPACT ASSISTANCE FUNDS

1. **Parties**. This Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered into this 25th day of August, 2020 by and between the following and hereinafter collectively referred to as "Party" or "Parties":

- Board of Commissioners of the County of Carbon, Wyoming, a body corporate and political subdivision of the State of Wyoming, (hereinafter referred to as "Carbon County") whose address is P.O. Box 6, Rawlins, Wyoming 82301; and
- the City of Rawlins, a Wyoming municipal corporation, (hereinafter referred to as "Rawlins") whose address is PO Box 953, Rawlins, Wyoming 82301; and
- the Town of Elk Mountain, a Wyoming municipal corporation, (hereinafter referred to as "Elk Mountain") whose address is PO Box 17, Elk Mountain, Wyoming 82324; and
- the Town of Hanna, a Wyoming municipal corporation, (hereinafter referred to as "Hanna") whose address is PO Box 99, Hanna, Wyoming 82327; and
- the Town of Medicine Bow, a Wyoming municipal corporation, (hereinafter referred to as "Medicine Bow") whose address is PO Box 156, Medicine Bow, Wyoming 82329; and
- the Town of Saratoga, a Wyoming municipal corporation, (hereinafter referred to as "Saratoga") whose address is PO Box 486, Saratoga, Wyoming, 82331; and
- the Town of Sinclair, a Wyoming municipal corporation, (hereinafter referred to as "Sinclair") whose address is PO Box 247, Sinclair, Wyoming 82334; and
- the Town of Baggs, a Wyoming municipal corporation, (hereinafter referred to as "Baggs") whose address is PO Box 300, Baggs, Wyoming 82321 and
- the Town of Dixon, a Wyoming municipal corporation, (hereinafter referred to as "Dixon") whose address is PO Box 38, Dixon, Wyoming 82321 and
- the town of Riverside, a Wyoming municipal corporation, (hereinafter referred to as "Riverside") whose address is PO Box 657, Riverside, Wyoming 82325; and
- the town of Encampment, a Wyoming municipal corporation, (hereinafter referred to as "Encampment") whose address is PO Box 5, Encampment, Wyoming 82325; and
- Board of Commissioners of the County of Sweetwater, Wyoming, a body

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corporate and political subdivision of the State of Wyoming, (hereinafter referred to as "Sweetwater County") whose address is 80 West Flaming Gorge Way, Suite 150, Green River, Wyoming 82935 and

- the Town of Wamsutter, a Wyoming municipal corporation, (hereinafter referred to as "Wamsutter") whose address is PO Box 6, Wamsutter, Wyoming 82336.

WHEREAS, on July 27, 2020 Rocky Mountain Power (RMP) submitted to the Wyoming Department of Environment Quality, Industrial Siting a Section 109 Permit Application pursuant to W.S. § 35-12-109 for the Gateway South Transmission Project (hereinafter referred to as "Project").

WHEREAS, the Project is to construct and operate the Gateway South Transmission Line Project in Carbon and Sweetwater Counties, Wyoming. Project infrastructure in Wyoming will include approximately 142 miles of transmission line, 552 structures, 181 miles of new or improved access roads, one optical communications regeneration station, and the expansion of the Aeolus Substation. Approximately 57% of the Project is located on BLM-administered federal land, approximately 6% is on state land, and about 37% is on private land. Land uses in this area of Wyoming include livestock grazing and oil and gas production, along with industrial uses such as wind farms and transmission lines.

Transmission line construction will commence, contingent on Permit approval, in the 2nd quarter of 2021, occurring continuously between June 2021 and October 2023. The 14-acre expansion of the Aeolus Substation will occur between March 2022 and October 2023. The entire construction period for the Gateway South Project is from June 2021 to October 2023. Project components are anticipated to be 90% complete in the 3rd quarter of 2023, the current anticipated month is September 2023. No future phases are planned for this Project.

WHEREAS, Wyoming industrial development information and siting rules and regulations define the phrase "area or local government primarily affected by the proposed industrial facility" as "any defined geographical area in which the construction or operation of the industrial facility may significantly affect the environment, population, level of economic well-being, level of social services, or may threaten the health, safety or welfare of present or expected inhabitants" and the definition includes "any such county, incorporated municipality, school district, or combination thereof formed under Wyoming Joint Powers Act," Chapter 1, Section 2(b), Wyoming Department of Environmental Quality, Administrative Rules and Regulations.

WHEREAS, RMP's application recommended that the local governments considered primarily affected by the proposed project include the "Parties" to this MOU.

WHEREAS, the Parties are the governing bodies of the local governments which will be primarily affected by the proposed facility.

WHEREAS, the Parties desire to enter an agreement to determine the amounts and schedule for payment distribution of impact assistance funds for the Project.

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Now, therefore, in consideration of the Recitals, the terms and conditions hereinafter contained, and for such other good and valuable consideration, the receipt and sufficiency of which are herein acknowledged, the Parties agree as follows:

1. **Duration of MOU**. This MOU shall be in full force and effect for the period commencing this 25th day of August, 2020, and shall remain in effect until the Project is terminated.

2. **Purpose**. The purpose of this MOU is to provide the Industrial Siting Council pursuant to W.S. § 39-15-111(c) and (d) and W.S. § 39-16-111 (d) and (e) an amount and schedule for distribution of impact assistance funds as agreed by the Parties.

3. **Amount & Schedule for Distribution of Impact Assistance Funds.**

3.01. The Parties agree to the amount and schedule for distribution of impact assistance funds as outlined in Exhibit A which is attached hereto and incorporated herein. The Parties' funding requests contemplate that the Project is likely to occur during the same period to other permitted Industrial Projects; therefore, any Parties' already receiving impact assistance funding for other projects adjusted their requests for this accordingly to prevent duplication.

3.02. Should a Party request that a distribution be adjusted, revised or modified, the Party shall first seek approval of all Parties prior to submittal to the Industrial Siting Council for their request for any modification of amount or distribution of impact assistance funds. The Parties shall take into consideration the factors as outlined in the Industrial Siting Rules as to whether the social and economic impacts have changed and establish a new distribution if necessary. The Parties may enter into an MOU with another Party to adjust, revise or modify a Party's amount of distribution of impact assistance funds; however, such MOU shall be forwarded to the Industrial Siting Council for review and approval.

4. **General Provisions.**

4.1. **Amendments**. Any party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the Parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all Parties to this MOU.

4.2. **Applicable Law**. The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over any action arising out of this MOU and over the Parties, and the venue shall be the 2nd Judicial District of the State of Wyoming, Carbon County, Wyoming.

4.3. **Entirety of MOU**. This MOU, consisting of seventeen (17) pages plus one (1) additional page incorporated herein as Attachment A, represents the entire and integrated MOU between the Parties and supersedes all prior negotiations, representations and MOUs, whether written or oral.

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4.4. **Severability**. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and any Party may renegotiate the terms affected by the severance.

4.5. **Governmental Immunity**. The Parties and their respective governing bodies do not waive their governmental immunity by entering into this MOU, and each fully retains all immunities and defenses available under W.S. § 1-39-104(a) and all other immunities provided by law with respect to any action based on or occurring as a result of this MOU.

4.6. **Indemnification**. Each Party to this MOU shall assume the risk of liability arising from its own conduct. No Party agrees to insure, defend or indemnify the other Parties.

4.7. **Other Interagency MOUs.** All Parties to this MOU acknowledge that this MOU does not preclude or preempt each of the Parties individually entering into an MOU with one or more Parties to this MOU or outside of this MOU to modify the amount and distribution schedule of impact assistance funds as outlined in 3.02 herein. Such MOU's shall not nullify the force and effect of this MOU.

4.8. **Titles Not Controlling**. Titles of paragraphs are for reference only, and shall not be used to construe the language in this MOU.

4.9. **Waiver**. The waiver or any breach of any term or condition in this MOU shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.

4.10. **Severability**. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.

4.11. **Time is of the Essence**. Time is of the essence in all provisions of the MOU.

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IN WITNESS WHEREOF, the Board of County Commissioners has caused this Memorandum of Understanding to be signed and executed in its behalf by its Chairman, and duly attested by its County Clerk.

BOARD OF COMMISSIONERS OF THE COUNTY OF CARBON, WYOMING:

By: _____
Willing John Johnson, Chairman

Date: _____

ATTEST:

By: _____
Gwynn Bartlett
Carbon County Clerk

DRAFT

IN WITNESS WHEREOF, the Town Council has caused this Memorandum of Understanding to be signed and executed in its behalf by its Mayor, and duly attested by its Town Clerk.

TOWN OF SARATOGA, WYOMING:

By: _____
John Zeiger, Mayor and President of the Town Council

Date: _____

ATTEST:

By: _____
Suzie Cox, Town Clerk

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Saratoga Town Council Meeting

August 4, 2020
Public Works Department
Mr. Mayor and Council members

Streets

- Stripping in Town, handicap spots and white street crossings. Stripper broke down, ordered parts, fixed and have school crossings and curbs yet to do, start next week.
- Mow ROW throughout Town.
- Sweep streets.
- Locates.
- Routine trash pickup, lots of trash this past weekend.
- Ordered three "Slow School Zone" signs to be put up at 13th and Saratoga.
- Flower baskets watering - 7 days a week.
- Water Woods Field, Triangle Park.

Water / Sewer

- Request to purchase water service parts for Inventory. 1) Purchase 3 - ¾" meter pits $3,153.00, 2) purchase 3 – ¾" PRV's $705.00, total request **$3,858.00**.
- Submitted Q2 DMR.
- Standby Generator Project moving forward, ordering building and generator this week.
- WDEQ Inspection of Lagoons and discharge system on 7/23. All went well.
- Sani Star revenue for July, $945.
- Mow and weed control at Lagoons.
- Worked on and made repairs to the Cl2 analyzers at both the Lagoons and the wells.
- Evaluating Neptune - Core & Main water metering options, in process.
- Checked routine problem sewer areas.
- Jetted and Camera sewer lines in Town.
- Daily rounds, service calls and after hours calls.
- Locates as needed.
- Monthly samples.

Weed and Pest

- Pesticide inspection by WY Dept of Ag on 8/4, all good.
- Started ground fogging with Adulticide on June 3rd, Have Fogged 20 out of possible 28 days this season. Mosquito traps put out in August indicate Mosquito numbers are low. Will likely cut back on fogging and may end program by mid - August.

Hot Pool/Good Times park

- Worked on broken showers in both change rooms at hobo pool – waiting on parts.
- Evaluating options to simplify plumbing system in change rooms.
- Reimbursement request submitted to CCW&P for 2020 pesticide product costs.

July 30, 2020
Mayor and Council Members,

I have been elected to be the National Director for Wyoming Association of Rural Water. This is an elected position by the Board of Directors.

I find this to be a great honor to represent Wyoming and Saratoga on a state and national level. With this new position I will travel to Washington DC every February for National Rally. I will be attending the National Board Meeting along with meeting with our state Senators and House Representatives.

Along with normal board agendas I could be appointed to committees of the National Board. I will also be attending the National Conferences and getting training on a national level. At the fall conferences there is again board meetings and committee meetings that I will be attending.

National Rural Water will reimburse me for all travel expenses including rooms, meals and so forth. There will be no cost to the town other than my regular wages for time gone.

At this time, I estimate I will be gone 7 to 10 days for each of these times; Washington DC every February for National Rally; the National Conference; and Fall Conference. This year there will not be a fall conference for national, just board meetings through Zoom or some sort of web-based media.

With this position comes learning of regulations being proposed to EPA and other regulators and how the progression will affect our state and us on a local level. I will have the opportunity to voice concerns on how such things could affect small communities like ours. I will also be able to talk with our state Senators and Congress Woman about things that affect our small towns on drinking water and wastewater. I have worked for the town since 2001 and have served on the WARWS board of directors since 2010. I look forward to serving on the National Board as well, I feel there will be more benefits to the Town then I have listed, and will do my best to represent the state of Wyoming and the Town of Saratoga.

Thank You

Chuck McVey,
Foreman
Certified Water and Sewer Operator

Council Report

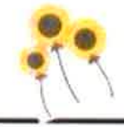
Recreation Department

August 4, 2020

- Gym remains open from 9 – 12 noon, Monday – Friday, for members to walk. Screening participants and sanitizing as necessary. Also allowing weight room use during that time as well, but limiting access to weight room to 2 people at a time and having patrons sanitize equipment they use. Furthermore, the weight room will be wiped down and disinfected two additional times during the day.
- The number of people walking at the gym and using the weight room has increased over the last two weeks.
- Current class schedule at the gym offers Morning Mashup and Low Impact Fitness Classes on Tuesday and Thursday mornings. Adhering to sanitizing and social distancing procedures. Class size has ranged from 4 – 8 participants.
- No cycling classes will be offered during August, but will resume in September. We are short an instructor, so priority is being given to offering Water Aerobics classes and Low Impact Fitness classes .
- At the pool, we are offering water aerobics on Monday, Wednesday and Friday mornings and Tuesday and Thursday evenings. Participants use hand sanitizer upon entering the building. Changing rooms and other surfaces are cleaned and disinfected after each class. Class size has ranged from 4 – 12 participants.
- Monitoring and maintaining the pool. Backwashing filters as necessary, filling the chlorinator, and monitoring chemical levels and water level.
- The Acro camp held July 30, 31st and August 1st was successful, with a total of 9 participants spread out over two classes. Necessary disinfecting was done and social distancing enforced.
- Outdoor Yoga classes are being held at Kathy Glode Park two Saturdays a month and are free. August dates are the 15th and 22nd.
- Waiting to hear from CCSD#2 regarding the schedule for middle school sports practices to be held at the gym and what will be required. I should have information from the AD this week.
- I will not be attending the council meeting, as I will be working at the pool and covering water aerobics.
- August calendar is attached for your reference.

Thank you.

Lisa Burton
Recreation Director



AUGUST

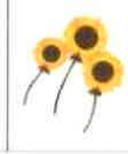
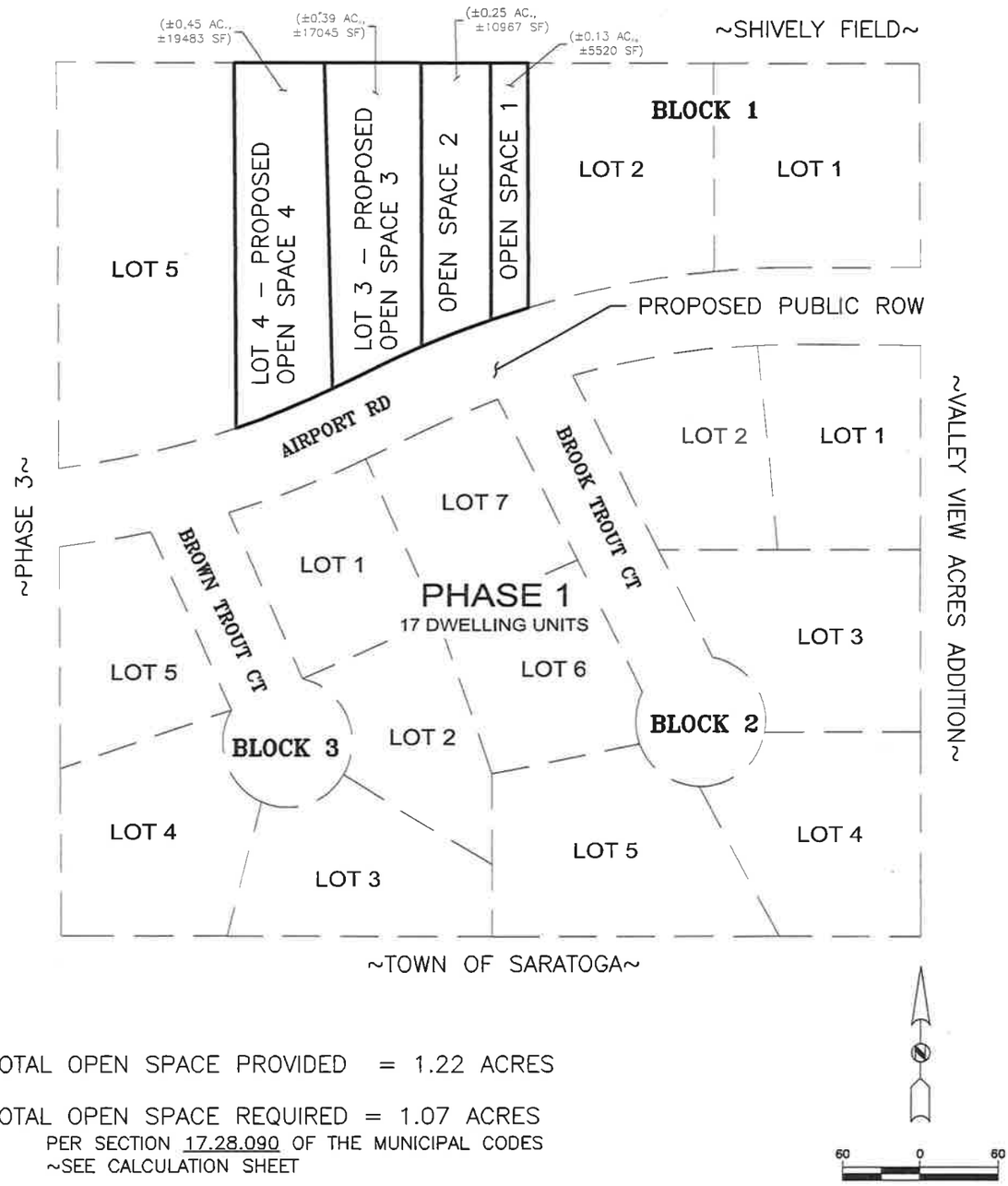
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					For more information, call Lisa at 226-8328 or email lisa@saratogawyo.org	1 GYM CLOSED WEIGHT ROOM CLOSED Acro Camp 11—2 p.m.
2 GYM CLOSED WEIGHT ROOM CLOSED	3 Water Aerobics 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM	4 Morning Mashup 5:45 a.m. Low Impact Fitness 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM Water Aerobics 6 p.m.	5 Water Aerobics 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM	6 Morning Mashup 5:45 a.m. Low Impact Fitness 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM Water Aerobics 6 p.m.	7 Water Aerobics 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM	8 GYM CLOSED WEIGHT ROOM CLOSED
9 GYM CLOSED WEIGHT ROOM CLOSED	10 Water Aerobics 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM	11 Morning Mashup 5:45 a.m. Low Impact Fitness 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM Water Aerobics 6 p.m.	12 Water Aerobics 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM	13 Morning Mashup 5:45 a.m. Low Impact Fitness 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM Water Aerobics 6 p.m.	14 Water Aerobics 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM	15 GYM CLOSED WEIGHT ROOM CLOSED 10:30 a.m. Yoga @ Kathy Glade Park All ages
16 GYM CLOSED WEIGHT ROOM CLOSED	17 Water Aerobics 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM School Starts	18 Morning Mashup 5:45 a.m. Low Impact Fitness 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM Water Aerobics 6 p.m.	19 Water Aerobics 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM	20 Morning Mashup 5:45 a.m. Low Impact Fitness 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM Water Aerobics 6 p.m.	21 Water Aerobics 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM	22 GYM CLOSED WEIGHT ROOM CLOSED 10:30 a.m. Yoga @ Kathy Glade Park All ages
23 GYM CLOSED WEIGHT ROOM CLOSED	24 Water Aerobics 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM	25 Morning Mashup 5:45 a.m. Low Impact Fitness 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM Water Aerobics 6 p.m.	26 Water Aerobics 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM	27 Morning Mashup 5:45 a.m. Low Impact Fitness 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM Water Aerobics 6 p.m.	28 Water Aerobics 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM	29 GYM CLOSED WEIGHT ROOM CLOSED
30 GYM CLOSED WEIGHT ROOM CLOSED	31 Water Aerobics 8 a.m. Gym open 9—12 Walkers (PAID MEMBERS ONLY) WEIGHT ROOM OPEN 9—12 Noon NO OPEN GYM	Like us on Facebook Saratoga Recreation Department				

EXHIBIT A

OCTAGON ESTATES DEDICATED PARK/OPEN SPACE

NOTES:

1. IT IS BEING PROPOSED TO CREATE ONE PARK AREA WITHIN PHASE 1, WHICH WILL DEDICATE ENOUGH OPEN SPACE FOR PHASES 1 THROUGH 5 OF THE PROJECT.
2. OPEN SPACE 1 COVERS PARK DEDICATION FOR PHASE 1.
3. OPEN SPACE 2 COVERS PARK DEDICATION FOR PHASES 2 AND 3.
4. LOTS 3 AND 4 OF BLOCK 1 ARE BEING PROPOSED TO BE USED AS OPEN SPACE TO COVER PHASES 4 AND 5 OF THE PROJECT



TOTAL OPEN SPACE PROVIDED = 1.22 ACRES

TOTAL OPEN SPACE REQUIRED = 1.07 ACRES
PER SECTION 17.28.090 OF THE MUNICIPAL CODES
~SEE CALCULATION SHEET

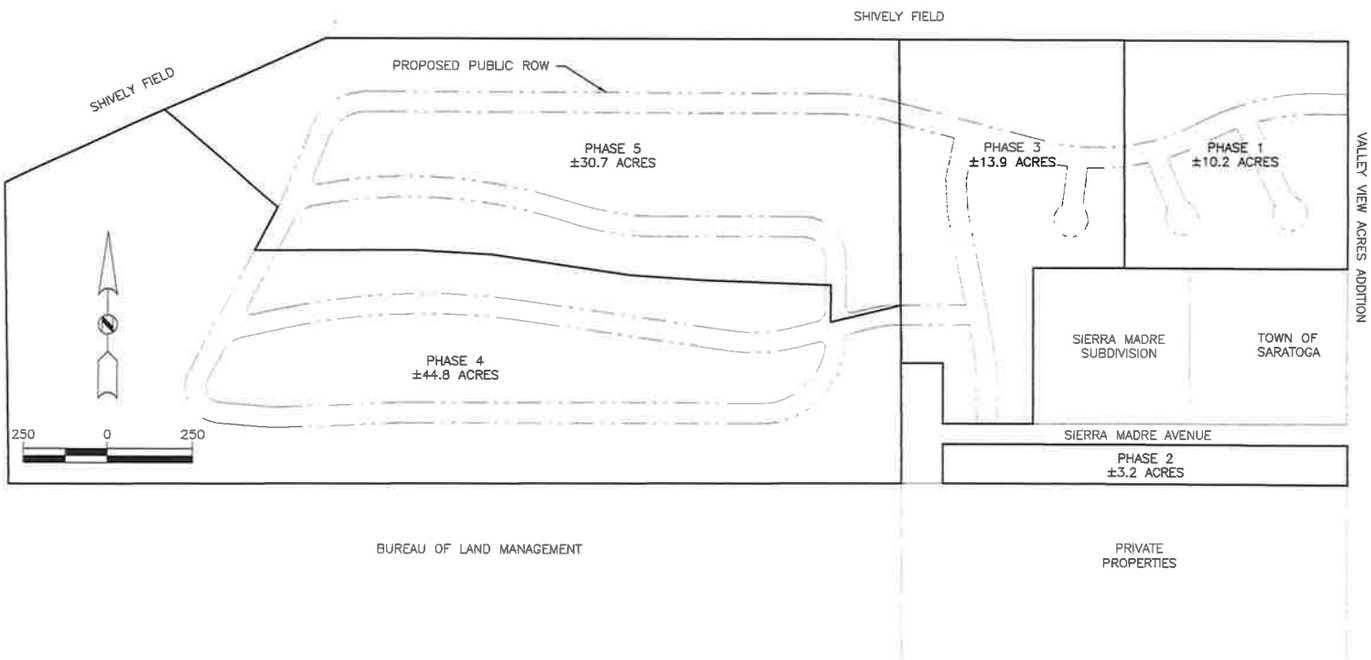
EXHIBIT B

OPEN SPACE CALCULATION SHEET

Phase	Block	Lot	Acres	Gross lot area	Average Lot Acreage	Avg Lot S.F.	% Dedication Required	Required Park Dedication (acres)	Required Park Dedication (SF)
1	1	1	0.58	7.24	0.48	21025	1.73%	**0.13**	**5456**
		2	0.57						
		3 (O.S.)	-						
		4 (O.S.)	-						
		5	0.93						
	2	1	0.43						
		2	0.41						
		3	0.52						
		4	0.50						
		5	0.58						
		6	0.39						
		7	0.36						
	3	1	0.36						
		2	0.33						
		3	0.42						
		4	0.48						
		5	0.38						
2	4	1	1.26	3.21	0.36	15536	1.73%	**0.06**	**2419**
		2	0.23						
		3	0.23						
		4	0.23						
		5	0.23						
		6	0.23						
		7	0.23						
		8	0.23						
		9	0.34						
3	5	1	0.56	7.07	0.35	15407	1.73%	**0.12**	**5331**
		2	0.44						
		3	0.53						
		4	0.40						
		5	0.44						
	6	1	0.48						
		2	0.40						
		3	0.44						
		4	0.41						
	7	1	0.56						
		2	0.47						
		3	0.22						
		4	0.22						
		5	0.22						
	8	1	0.22						
		2	0.22						
		3	0.22						
		4	0.22						
		5	0.22						
		6	0.22						
4	ALL	ALL	ALL	25.2	0.61		1.20%	**0.30**	**13173**
5	ALL	ALL	ALL	38.6	0.61		1.20%	**0.46**	**20177**
							TOTAL REQUIRED SPACE =	**1.07** ACRES	**46555** S.F.

EXHIBIT C

OCTAGON ESTATES PHASE MAP



1. Minor terminal streets (cul-de-sacs) shall be not longer than four hundred feet to the beginning of the turnaround. Each cul-de-sac must be terminated by a turnaround of not less than one hundred feet in diameter. If surface water drainage is into the turnaround, due to the grade of the street, necessary catch basins and drainage easements shall be provided.

2. Where a street is designed to remain only temporarily as a dead-end street, an adequate temporary turning area shall be provided at the dead-end thereof to remain and be available for public use so long as the dead-end condition exists.

E. Half-streets. Half-streets proposed along a subdivision boundary or within any part of a subdivision shall not be approved.

F. Street Grades. Except where due to special circumstances, street grades over any sustained length shall not exceed the following percentages:

1. On major public streets, four percent;

2. On collector streets, eight percent;

3. On local and subdivision streets, ten percent;

4. On private streets, fifteen percent.

G. Alleys. Alleys shall have a minimum width of twenty feet. Alleys may be required in the rear of business lots. (Ord. 356 Ch. 4 § 4, 1979)

17.28.080 Blocks.

A. The width of blocks shall be sufficient to allow two tiers of lots or as otherwise approved by the planning commission because of design, terrain or other unusual condition.

B. Blocks intended for business or industrial use shall be designed specifically for such purpose with adequate space set aside for off-street parking and delivery facilities. (Ord. 356 Ch. 4 § 5, 1979)

17.28.090 Dedication of land—Parks—Schools.

A. Every subdivider who subdivides land for residential uses shall dedicate a portion of such land or pay a fee in lieu of dedication as set forth in this section for the purpose of providing park and recreational facilities to serve future residents of such subdivisions.

B. The amount of land required to be dedicated by a subdivider pursuant to this title shall be based on the gross area included in the subdivision, determined by the following formula:

Density Formula

Net Density per Dwelling Unit	Percentage of Gross Area of Subdivision Required When Park Land is Dedicated (percentage)
1 D.U. per acre or more	0.60
1 D.U. per 1/2 to 1 acre	1.20
1 D.U. per 10,000 sq. ft. to 1/2 acre	1.73
1 D.U. per 9,000 to 9,999 sq. ft.	2.70
1 D.U. per 8,000 to 8,999 sq. ft.	3.01
1 D.U. per 7,000 to 7,999 sq. ft.	3.40
1 D.U. per 6,000 to 6,999 sq. ft.	3.90
1 D.U. per 5,000 to 5,999 sq. ft.	4.58
10 to 19 D.U.s and over per acre	5.79

C. 1. Where a fee is required to be paid in lieu of land dedication, the amount of such fee shall be based upon the fair market value of the amount of land which would otherwise be required to be dedicated pursuant to subsection B of this section. The amount of such fee shall be a sum equal to the fair market value of the amount of land required in accordance with the formula in subsection B of this section.

2. "Fair market value" shall be determined prior to approval by the town council of the final plat in accordance with the following:

a. The town and subdivider may agree as to the fair market value;

b. If the subdivider objects to such an arrangement he or she may, at his or her own expense, obtain an appraisal of the property by a qualified real estate appraiser approved by the town, which appraisal may be accepted by the town council if found reasonable. The town council reserves the right to reject the appraisal if it is found to be unreasonable.

D. The determination of whether a subdivider is to dedicate land or pay a fee in lieu thereof shall be made by the town council. This determination shall be based on the following:

1. Town master plan;

2. Topography, geology, access and location of land in the subdivision available for dedication; and

3. Size and shape of the subdivision and land available for dedication.

E. The land and fees received under this title shall be used for the purpose of providing park and recreational facilities to serve the area in which the subdivision is located. Moneys spent may be expended on neighborhood or community facilities in reasonable proximity to the subdivision.

F. All land and fees received under this title shall be legally transferred to the town prior to the recording of the final plat with the county clerk.

G. Where it is determined that a greater amount of land than that required in this title is required for parks and open spaces to meet the master plan requirements for that area of the town; or a school site is required, the planning commission after so apprising the appropriate agency, shall so indicate the open space or school site requirements to the subdivider on the approved preliminary plat.

H. The subdivider at the time of filing the final plat with the planning commission must offer to sell at a fair market price to the town or other appropriate public agency within one year immediately following the recording of the final plat, any land so designated for school sites or any land designated for park or open space in excess of that required by the provisions of this title.

I. If any such proposed public areas or school sites have not been purchased by the appropriate agency within one year after the recording of the final plat, such areas may be subdivided into lots and blocks in accordance with the requirements of this title. (Ord. 375 § 2, 1980)

17.28.100 Required improvements.

The owner of any land to be platted as a subdivision shall at his or her own expense install the following improvements, according to the specifications and under the inspection of the designated engineer:

A. Water Supply. The subdivider shall connect with the town water system and must provide water lines throughout the subdivision in conformance with the town's adopted master water and sewer plan and the specifications of the town administrator. The subdivider shall furnish to the health officer (public works director) three copies of plans showing the location and size of proposed water 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 mains at the approximate point of connection shall also be furnished.

B. Sewage Disposal. The subdivider shall connect with the town sewer system and must provide sewer lines throughout the subdivision in conformance with the town's adopted master water and sewer plan and specifications of the town administrator.

C. Street Grading and Surfacing. All public and private streets and private access rights-of-way within the proposed subdivision shall be graded and surfaced with asphalt pavement in accordance with the Saratoga major street plan.

D. Curbs and Gutters. Curbs and gutters shall be installed on existing and proposed streets by the subdivider, where in the opinion of the planning commission and designated engineer they will be necessary to remove surface water or for