



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

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

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**AGENDA**

**CALL TO ORDER**

- 1) Opening Ceremony
- 2) Roll Call: \_\_ Mayor Creed James \_\_ Councilman Nelson \_\_ Councilwoman Beck  
\_\_ Councilwoman Campbell \_\_ Councilman Hutchins

**APPROVAL OF THE AGENDA**

**APPROVAL OF THE MINUTES**

- 3) Approval of the regular minutes on September 20, 2022
- 4) Approval of the special minutes on September 28, 2022

**APPROVAL OF THE BILLS**

- 5) For October 4, 2022

Deposits:	from 9/19/22-10/2/22	\$	46,784.00
Accounts Payable:	for 10/4/22	\$	0.00
Payroll:	for 9/29/22	\$	36,317.50
Transmittals:	for 9/29/22	\$	11,527.15

**CORRESPONDENCE**

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

**ITEMS FROM THE PUBLIC**

**COUNCIL COMMENTS**

FEMA Flood Maps

**REPORTS FROM DEPARTMENTS**

**Town Hall**

- 8) InvoiceCloud
- 9) Never Forget Park

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

**Police Department**

**Fire Department**

**Recreation Department / Commission**

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

- 16) Ice Rink

**Department of Public Works**

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

**REPORTS FROM BOARDS AND COMMISSIONS**

**Community Center Joint Powers Board**

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

**Water and Sewer Joint Power Board**

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

**Planning Commission**

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

**Saratoga Airport Advisory Board**

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

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

**South Central Wyoming Emergency Medical Services Board**  
Next meeting is October 17, 2022 at 6:00 PM at Saratoga Ambulance Barn

**NEW BUSINESS**

**EXECUTIVE SESSION**

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

**FURTHER BUSINESS**

**ADJOURNMENT**

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



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

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

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**MINUTES**

**CALL TO ORDER**

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

- 1) Opening Ceremony
- 2) Roll Call: \_\_Mayor Creed James \_\_Councilman Nelson \_\_Councilwoman Beck  
\_\_Councilwoman Campbell \_\_Councilman Hutchins

**PRESENT**

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

**APPROVAL OF THE AGENDA**

Mayor James stated to change the payroll amount by \$100 from \$36,217.50 to \$36,317.50.  
Motion made by Councilman Nelson to approve the agenda as amended; Seconded by Councilwoman Campbell. Motion carried.

**APPROVAL OF THE MINUTES**

- 3) Approval of the regular minutes on September 20, 2022

Councilman Hutchins made a motion to change the wording in the minutes to "lack of a second".

Motion made by Councilwoman Campbell to approve the minutes as amended;  
Seconded by Councilman Nelson. Motion carried.

- 4) Approval of the special minutes on September 28, 2022  
Motion made by Councilwoman Campbell; Seconded by Councilman Hutchins. Motion carried.

## **APPROVAL OF THE BILLS**

- 5) For October 4, 2022

Deposits:	from 9/19/22-10/2/22	\$ 46,784.00
Accounts Payable:	for 10/4/22	\$ 0.00
Payroll:	for 9/29/22	\$ 36,317.50
Transmittals:	for 9/29/22	\$ 11,527.15

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

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

Motion made by Councilwoman Campbell to approve transmittals; Seconded by Councilman Hutchins. Motion carried.

## **CORRESPONDENCE**

- 6) Community Revitalization Workshop  
Tuesday, October 25, 2022 1-3:45pm Sinclair Parco Theatre  
The workshop is on October 25, 2022 from 1-3:45pm in Sinclair Parco Theater.
- 7) Gateway South  
Mayor James read a letter from the Department of Environmental Quality to state that the impact assistance payments were delayed for Gateway South Transmission Project.

## **ITEMS FROM THE PUBLIC**

There were no items from the public.

## **REPORTS FROM DEPARTMENTS**

### **Town Hall**

- 8) InvoiceCloud

Thomas Burchard and Jeremy Leopold with InvoiceCloud were present on Zoom to talk about the program. Councilwoman Campbell asked Thomas and Jeremy how we can prevent double entries from human error. Jeremy stated that it would take that step out completely.

InvoiceCloud would remove the manual entry element into Caselle because there is a real time integration into a customer's account. Councilwoman Campbell stated that this program would help reduce any errors in bank reconciliations and she had spent 3 days in Town Hall to help work on all of the errors. Councilwoman Beck asked how this would affect our residents in billing. Clerk Marie Christen stated that the residents would not have any issues with billing because the movement to a new program would not affect business. The residents will not know any difference in transactions. Councilman Hutchins asked what the setup costs would be and Jeremy from InvoiceCloud stated that there are no setup fees, just the monthly fee of \$250. Mayor James stated that a lot of time was spent discussing this item and asked if anyone would like to make a motion to approve InvoiceCloud. Motion made by Councilwoman Campbell to approve the purchase of InvoiceCloud. The motion died for a lack of a second.

- 9) Never Forget Park  
Director Jon Winter stated that we have received design drawings, and a bid package for the curb and gutter work. The advertisement for the curb and gutter will go out on Thursday with a closing on the 18th with a site visit on the 14th.  
The website for the park is <https://neverforgetpark.com> and it went live last week and has the park plan on there.
- 10) WY Community Gas  
Motion made by Councilwoman Campbell to split the donation between Never Forget Park and Woods Field; Seconded Councilman Hutchins. Motion carried.
- 11) Valley Village Day Care  
Mayor James had not heard from Ellie Dana yet but the attorney is reviewing the red lined lease. Councilman Nelson wants to hear from the public and see what the public has to say regarding what playground equipment is fenced up.
- 12) State of WY Worker's Comp Report  
No new updates.
- 13) Food Trucks  
Councilman Nelson put a draft ordinance together for a food truck permit. The draft will go on the website for public comments before the first reading. Clerk Marie Christen will put the ordinance on the website and check the ordinance number. Councilwoman Campbell would like to add a vendor fee of \$50 a year to the ordinance draft. Councilman Nelson will add that to the draft.
- 14) Purchase approval for utility postcards \$1,060.00  
Motion made by Councilman Nelson to approve the purchase of the utility postcards; Seconded by Councilman Hutchins. Motion carried.
- 15) Odd Fellows Park  
Councilman Nelson drafted a MOU with the Town of Saratoga and Danny & McCall Bureau. Councilman Nelson didn't speak with them as the caretakers yet and he will send Director Winter a draft. Councilman Nelson will put on the next agenda.

## **Police Department**

The Police Department went live with Spillman yesterday. The dispatchers are gone for trainings at various times and Officer Casner is gone for a training soon. Chief Ken Lehr advertised for a police officer on Police One. Councilman Hutchins asked if the Police Department keeps track of warnings. Chief Lehr stated that they do. The police officer vests will be here in 4-6 weeks.

## **Fire Department**

No new updates.

## **Recreation Department / Commission**

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

Director Sarah Laughlin is working with Laramie to provide a pickleball clinic in November and February. The Fall Festival Family Carnival had 150-175 participants and the Carbon County Visitor's Council Grant has been approved for it. The office hours for the Director are: Monday-Wednesday from 12pm-3pm, Thursday 11am-2pm and Friday by appointment only. With the permission of the Council, the Recreation Director's schedule will follow the school schedule with exception for holidays and weekend events. The next Recreation Commission meeting is November 7, 2022 at 6pm in the Town Hall Council Chambers.

### 16) Ice Rink

Kiwanis asked if they could put their ice-skating rink in the skate park during the Winter. There will be a 20x30 ice-skating rink. Councilman Nelson made a motion to approve the ice rink. Councilwoman Beck seconded the motion. Motion carried.

## **Department of Public Works**

### 17) Purchase approval for 10 lifting chains for approximately \$4000

Councilman Nelson stated to look at the workers comp grant to see if we can get this covered. Councilman Nelson made a motion to apply for the workers comp grant for the lifting chains. Councilwoman Campbell seconded the motion. Motion carried. Councilman Nelson made a motion to approve up to \$4,000 to purchase lifting chains once we hear back from the grant application regardless of the result of the grant application. Councilman Hutchins seconded. Motion carried.

### 18) Purchase approval for hot water heater at streets shop \$600

Motion made by Councilman Hutchins to purchase a hot water heater; Seconded by Councilman Nelson. Motion carried.

### 19) Purchase approval for 2 loads of asphalt \$1,050

Motion made by Councilman Nelson to purchase 2 loads of asphalt for \$1,050; Seconded by Councilman Hutchins. Motion carried.

## **REPORTS FROM BOARDS AND COMMISSIONS**

### **Community Center Joint Powers Board**

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

No new updates.

### **Water and Sewer Joint Power Board**

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

No new updates.

### **Planning Commission**

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

No new updates.

### **Saratoga Airport Advisory Board**

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

#### 20) Monument

The Airport Board would like to put the cannon back up at the entrance and display the cannon in front of the airport entrance road. The plaque states where the cannon is from and it is from the Civil War era. The other side of the monument has a plaque dedicated to Jack Shively. The relatives did not want it moved and want it at the airport. The cannon was not included in the scope of work and when it was moved, the base fell apart. The engineer did not factor in the fact that the base was not usable. This will be tabled to the next meeting. Motion made by Councilman Nelson to table the monument; Seconded by Councilman Hutchins. Motion carried.

#### 21) Straight Stripe Painting Change Order #1 - \$5,484.40

Motion made by Councilman Nelson to approve the Straight Stripe Painting Change Order #1; Seconded by Councilman Hutchins. Motion carried.

#### 22) Water Meter Vault Change Order #1 - \$5,600.00

Motion made by Councilman Nelson to approve the water meter vault change order #1; Seconded by Councilman Hutchins. Motion carried.

#### 23) Letter from Paulette regarding 'Water Meter Vault Modification'

#### 24) Change to Airport Entrance Layout

#### 25) RFR on ASA004A/AIP 031 \$44,826.25

Motion made by Councilman Nelson to approve the RFR for \$44,826.25; Seconded by Councilman Hutchins. Motion carried.

#### 26) RFR for ASA004B/AIP 034 \$119,179.62

Motion made by Councilman Nelson to approve the RFR for \$119,179.62; Seconded by Councilwoman Campbell. Motion carried.

#### 27) RFR on ASA004C/AIP035 on \$75,272.59

Motion made by Councilman Nelson to approve RFR for \$75,272.59; Seconded by Councilwoman Campbell. Motion carried.

#### 28) RFR on ASA004D \$81,686.70

Motion made by Councilman Nelson to approve RFR for \$81,686.70; Seconded by Councilwoman Campbell. Motion carried.



- 29) Lewis & Lewis Invoice \$317,873.04  
Motion made by Councilman Nelson to approve the Lewis & Lewis invoice for \$317,873.04;  
Seconded by Councilwoman Beck. Motion carried.
- 30) SCE Invoice \$44,826.25  
Motion made by Councilman Nelson to approve SCE invoice of \$44,826.25; Seconded by  
Councilwoman Beck. Motion carried.

**South Central Wyoming Emergency Medical Services Board**

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

No new updates.

**NEW BUSINESS**

Karen Youngberg asked if anything else is happening at Octagon Subdivision. Mayor James said that Attorney Jane France recommended that Octagon Construction should put up signage stating it is a construction zone.

**EXECUTIVE SESSION**

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

Motion made by Councilwoman Campbell to enter executive session at 8:02pm; Seconded by Councilman Hutchins. Motion carried.

Councilwoman Campbell made a motion to exit executive session at 8:57pm; Seconded by Councilwoman Beck. Motion carried.

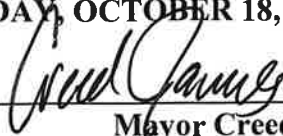
**FURTHER BUSINESS**

Councilman Nelson stated that FEMA still wants to meet on the flood maps. The Council decided that October 10th would be best to meet with FEMA.

**ADJOURNMENT**

Motion made by Councilman Hutchins to adjourn at 8:58pm; Seconded by Councilwoman Beck. Motion carried.

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



\_\_\_\_\_  
Mayor Creed James



\_\_\_\_\_  
Marie Christen, Town Clerk

Report Criteria:

Includes the following check types:  
 Manual, Payroll, Supplemental, Void  
 Includes unprinted checks

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

Report Criteria:

Paid transmittals included  
 Begin Date: ALL  
 End Date: ALL  
 Transmittal Transaction, Check number = 10042022,051069

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



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

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

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

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

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

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

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

### **For More Information:**

Cindi Martinez, Wyoming DEQ | [cindi.martinez@wyo.gov](mailto:cindi.martinez@wyo.gov) | 307-777-2948

Maggie Belanger, KSU TAB | [maggiejessie@ksu.edu](mailto:maggiejessie@ksu.edu) | 785-532-0782

Yvonne Johnson, Carbon County EDC | [director@carbonwyedc.com](mailto:director@carbonwyedc.com) | 307-370-0767

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



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

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

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

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

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

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

If you need assistance with your registration, contact Sheree Walsh, [chsr@ksu.edu](mailto:chsr@ksu.edu), 785-200-7005

**For more information, please contact:**

**Cindi Martinez**  
Wyoming DEQ Brownfields  
[cindi.martinez@wyo.gov](mailto:cindi.martinez@wyo.gov)  
307-777-2948

**Maggie Belanger**  
KSU TAB  
[maggiejessie@ksu.edu](mailto:maggiejessie@ksu.edu)  
785-532-0782

**Yvonne Johnson**  
Carbon County EDC  
[director@carbonwyedc.com](mailto:director@carbonwyedc.com)  
307-370-0767





**Resources for Revitalization & Redevelopment  
Community Revitalization Workshop**



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



**Tuesday October 25, 2022**

**1:00 pm – 3:45 pm MDT**

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

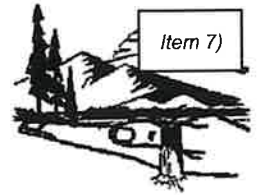
This workshop made possible with funding provided by the U.S. EPA





# Department of Environmental Quality

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



Mark Gordon, Governor

Todd Parfitt, Director

September 2, 2022

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

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

Dear Mayor James,

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

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

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

My sincere apologies, again.

Respectfully,

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



# Innovating the Customer Experience

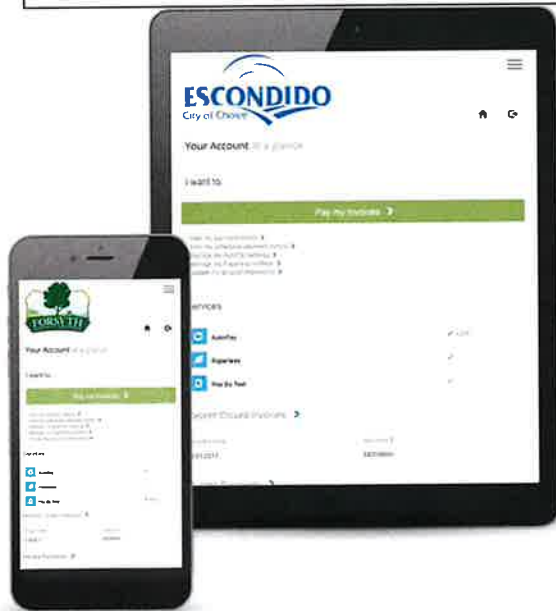
## Customer Engagement, Electronic Bill Presentment, & Electronic Bill Payment

PRESENTED TO:

**The Town of Saratoga, Wyoming**

August 15<sup>th</sup>, 2022

Pricing Valid for 90 Days



# InvoiceCloud®

**Thomas Burchard**  
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# 1 Introduction

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

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## Invoice Cloud (IC) by the Numbers

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

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


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

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

**Table 1. Goals and objectives for Town of Saratoga:**

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

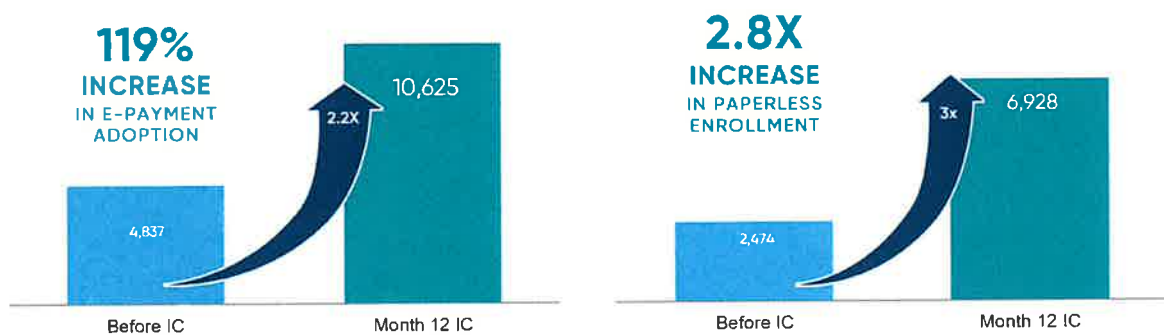
<p>4. Implement a <b>paperless program proven to be the most effective in the U.S.</b> — with many built in features that automatically encourages payers to enroll in paperless, without any effort needed by the utility. Maximizing ‘paperless’ enrollments will maximize print/mail cost savings for the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

8. Provide customers with an <b>enhanced 'One Time Payment'</b> (41% of people prefer this way to pay) <i>that allows customers to still see 24 months of bill history without logging in, enroll in 'paperless,' sign up for text or e-mail reminders, and pay via Credit Card or ACH (this is a huge factor in increasing e-adoption for Saratoga).</i>	
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## 1.1 Our 4Cs Approach

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



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

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

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

### 1.1.1 Cloud

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

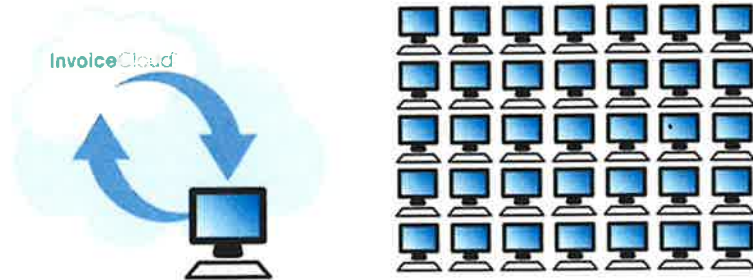
platform, the biller always receives access to all new features as we release them, no updates or patches required (**Figure 2**).

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

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

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

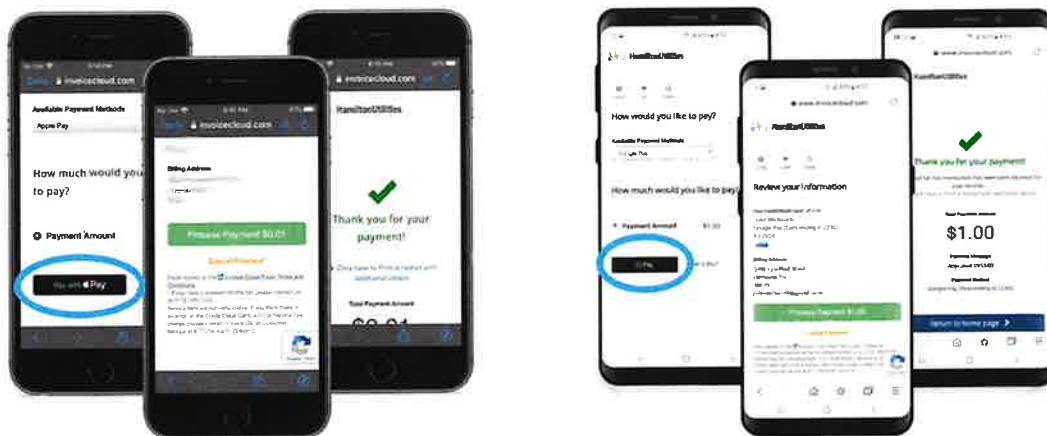
No need to upload patches and upgrades to each individual client site, which drives service levels and delivery of new features!



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

**Apple Pay**

**Google Pay**



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



### 1.1.2 Connect

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

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

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

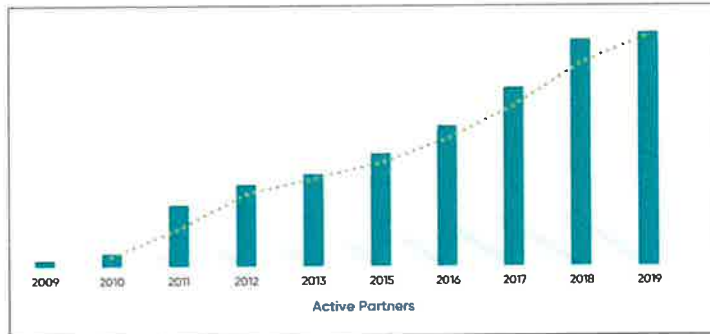


Figure 4. Invoice Cloud's Year-over-year Increase in Partners. More third-party vendors choose to partner with us after integrating our platforms.

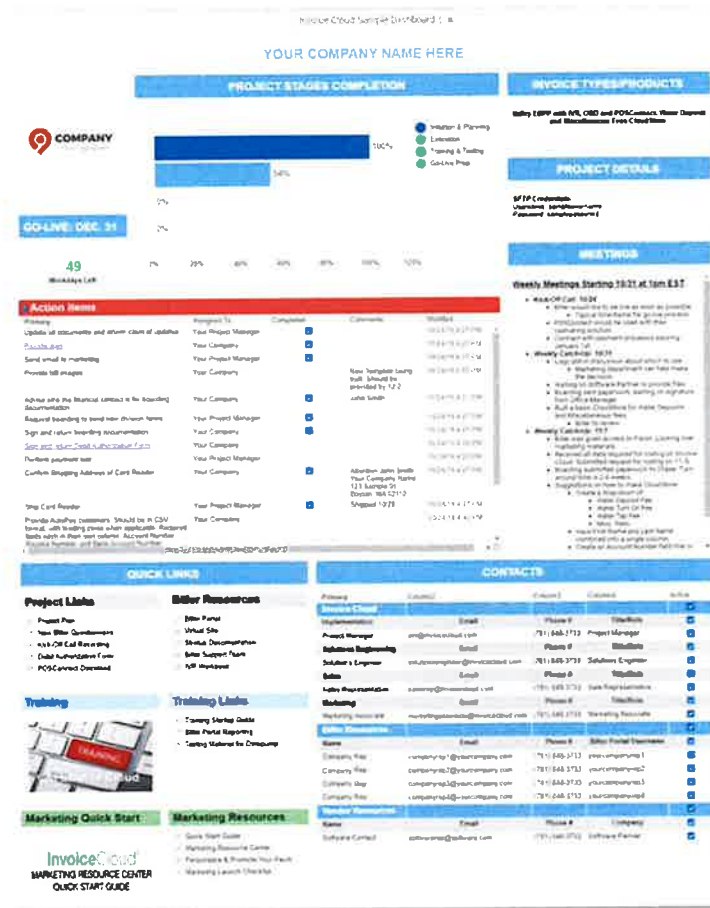


Figure 5. Invoice Cloud Implementation Tracking in Smartsheets. See which key personnel are responsible for each technical aspect of implementation and track day-to-day progress.

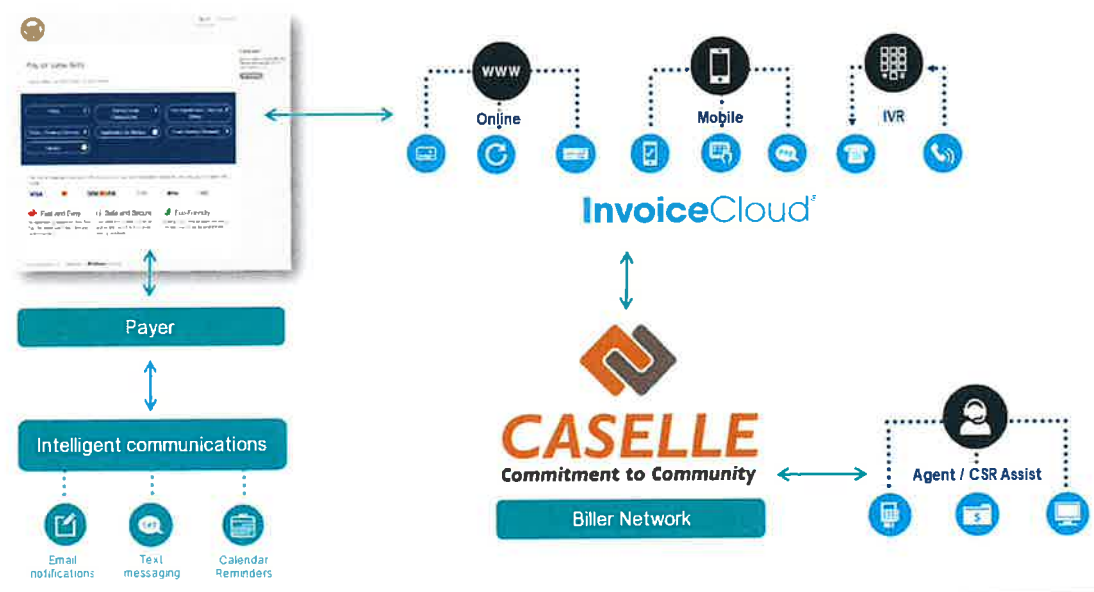
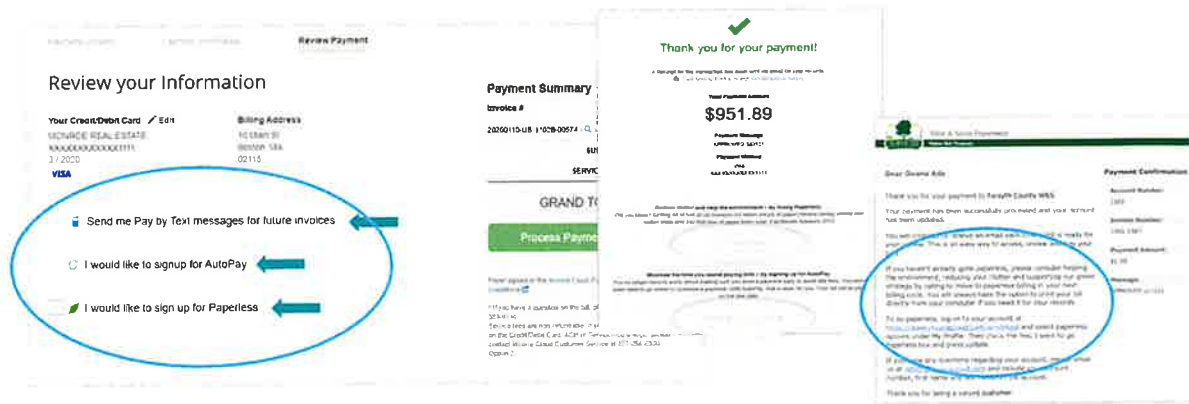


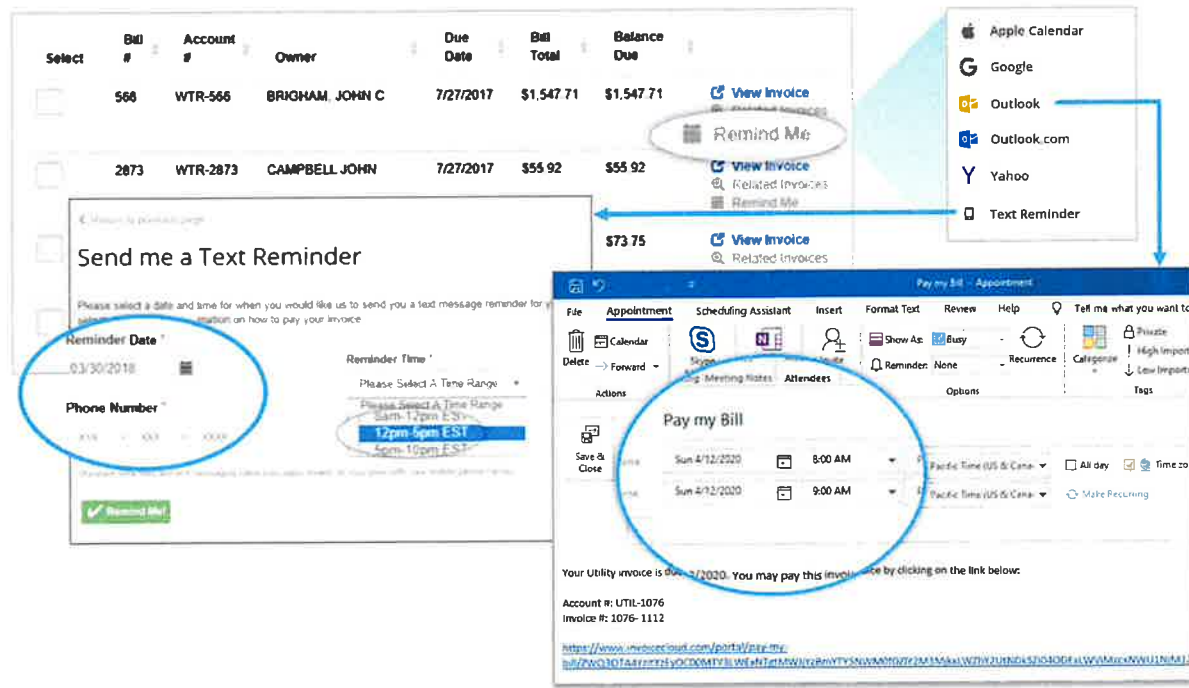
Figure 6. Example of the data from Caselle to Invoice Cloud and Invoice Cloud to Caselle.

### 1.1.3 Convert

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



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



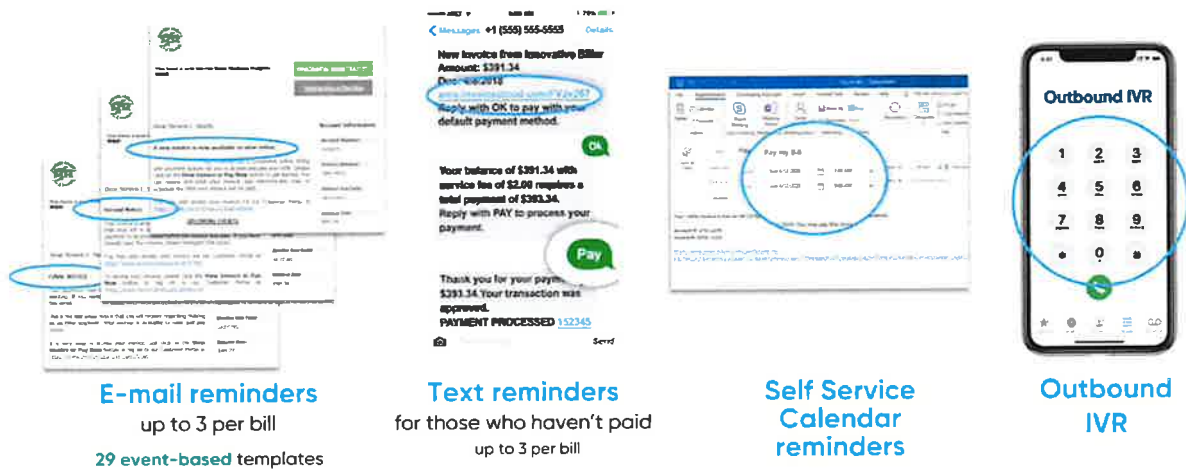
**Figure 8. Creating Calendar and SMS Text Reminders Without Leaving the Payment Process.** Customers can set events in most popular calendar applications, like Apple and MS Outlook, or schedule one-time text reminders.

## 1.1.4 Communicate

**Improve customer engagement and satisfaction through Invoice Cloud’s simple, consistent interface and communications:** The effectiveness of the automated communication engine

with payers determines if an EBPP platform will drive more self-service and decrease customer phone calls. Invoice Cloud helps clients reduce operational costs and customer calls through our consistent customer experience across our omnichannel payment and communication features

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



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

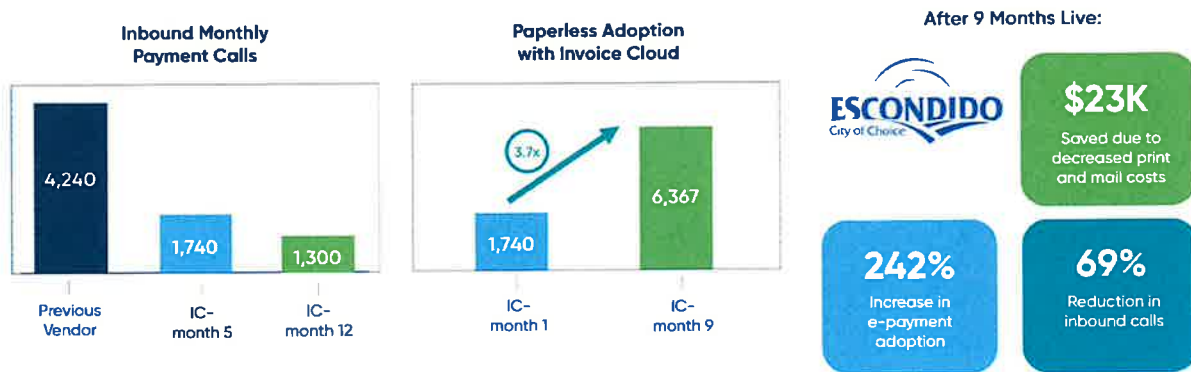
## 1.2 Case Studies

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

### 1.2.1 City of Escondido, CA

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





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

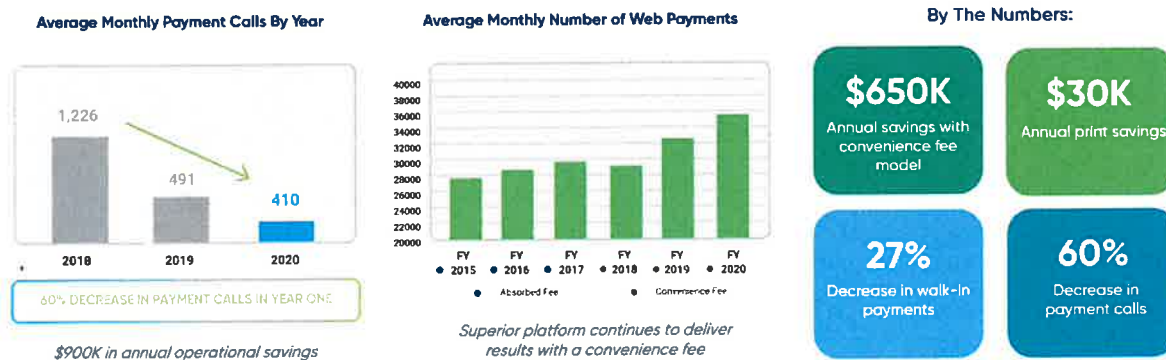
### 1.2.2 Arlington Water, TX

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

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

**Matt Peters**

*Water Utilities Department, City of Arlington*



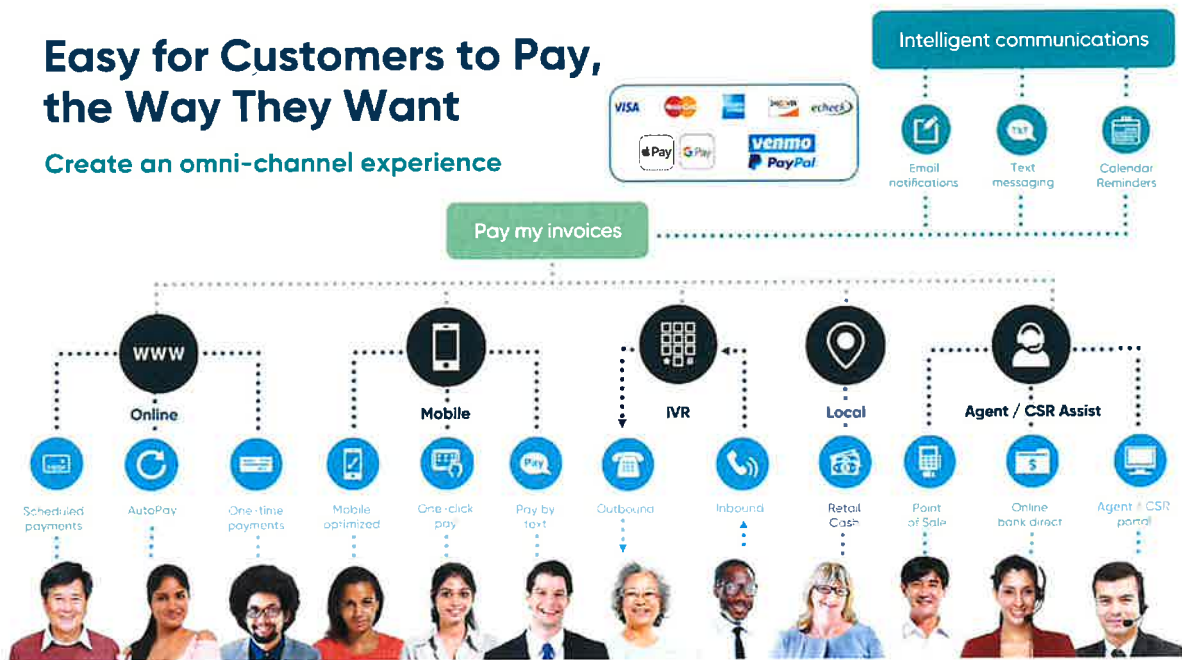
**Figure 11. The City of Arlington's Savings in Time and Money by Increasing Customer Engagement through Invoice Cloud.** More City customers use Invoice Cloud to pay electronically every year rather than pay through the mail or over the phone, even with new convenience fees.

# 2 Product Overview

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

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

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



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

## 2.1 One-time Payments

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

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

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

### Higher E-adoption through One-Time Payments

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

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

Please review your cart

Please confirm your selections below. Click on Proceed to Checkout when you are ready to pay.

**Type - Water**

Type	Account #	Invoice #	Due Date	Balance Due	Options
Water	999-88-7777	WH20-0444	6/30/2018	\$746.20	<a href="#">View Invoice</a> <a href="#">Remove from Cart</a>

Select an Item to pay

Utility > Property Taxes >

Close

**Subtotal (1 Items) \$746.20**  
Not including any applicable service fees.

Proceed to Checkout >

**Additional Options**

[I want to Register this Account](#)

[I want to find more invoices](#)

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

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

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

### Streamline the Payment Process for Higher E-adoption

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



Payment Options
Payment Information
Review Payment

## Review your Information

**Your Credit/Debit Card** [Edit](#)

John Q. Customer  
XXXXXXXXXXXX1111  
12 / 2019  
**VISA**

**Billing Address**

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

I would like to signup for AutoPay

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

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

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

Send me Pay by Text messages for future invoices

I would like to sign up for Paperless

### Payment Summary

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

Process Payment \$982.88

Payer agrees to the Invoice Cloud Payer Terms and Conditions

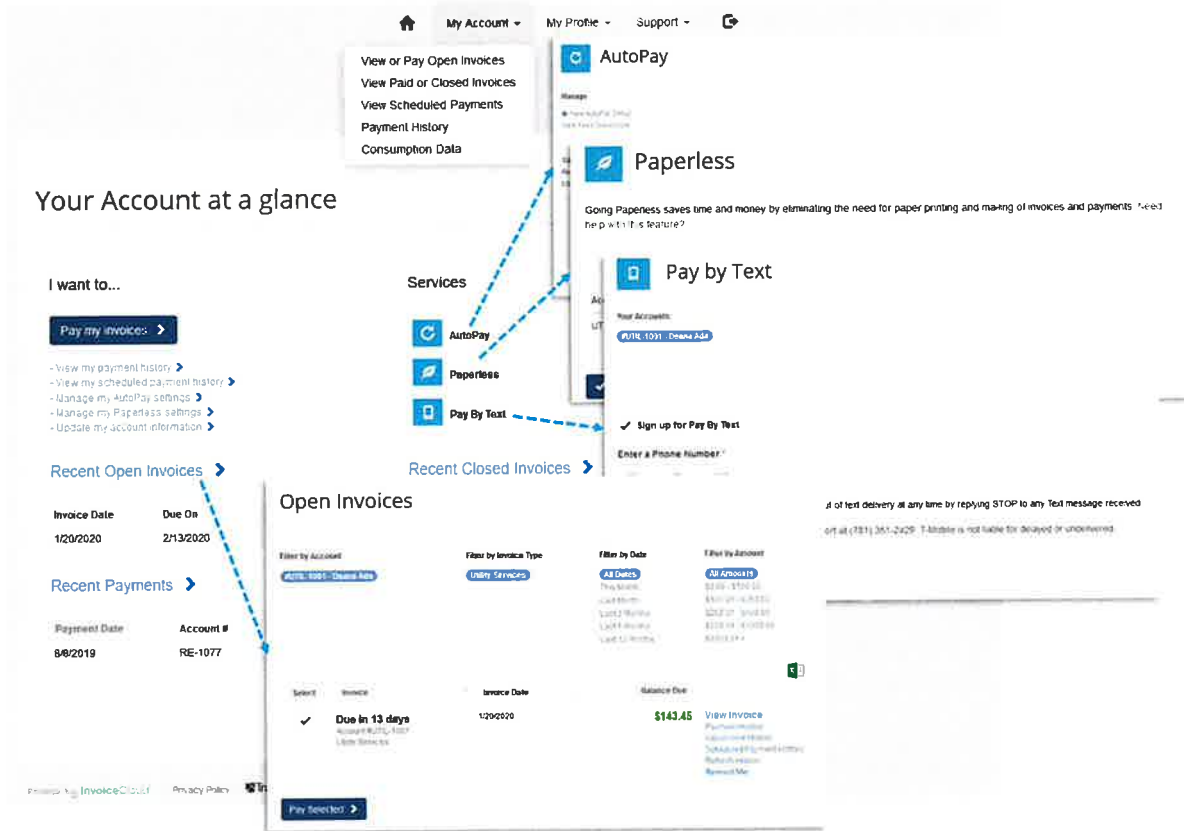
\* If you have a question on the bill, please contact us at (360) 536-6393. Service fees are non-refundable. If you think there is an error on the Credit/Debit Card, ACH or Service Fee charge, please contact Invoice Cloud Customer Service at 877-256-8330, Option 2.

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

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

## 2.2 Registering for Faster and More Convenient Payments

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



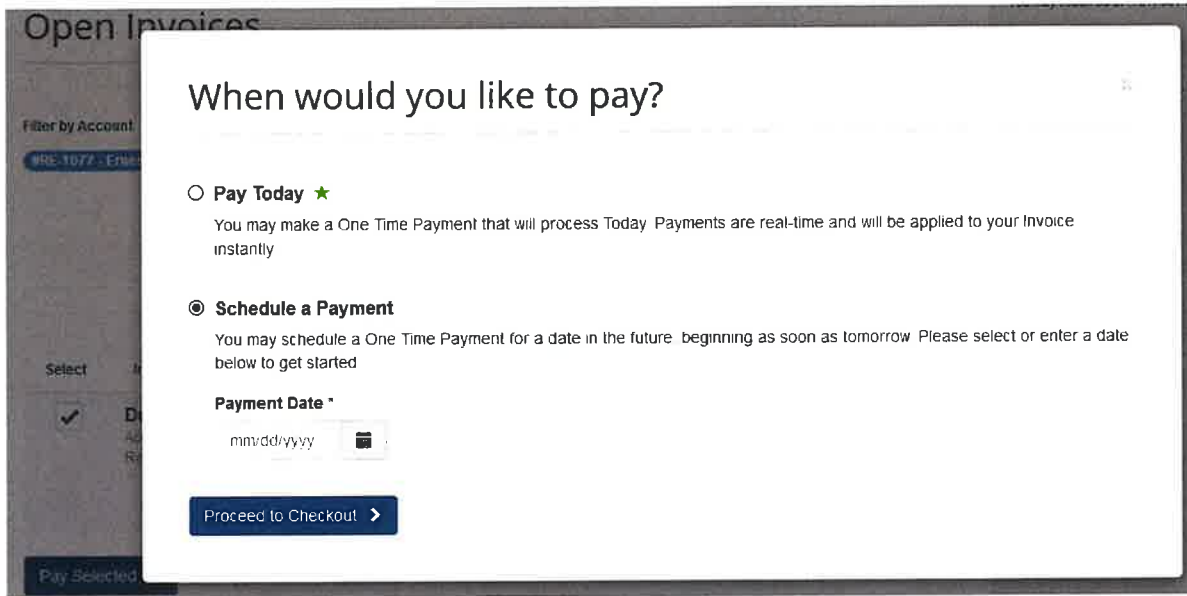
**Figure 16. Customer Portal for a Registered Account.** Invoice Cloud provides redundant interface options to help any user update and add services to their profile, no matter how they typically use the internet.

## 2.3 Flexible Payment Options

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

### 2.3.1 Scheduled Payments

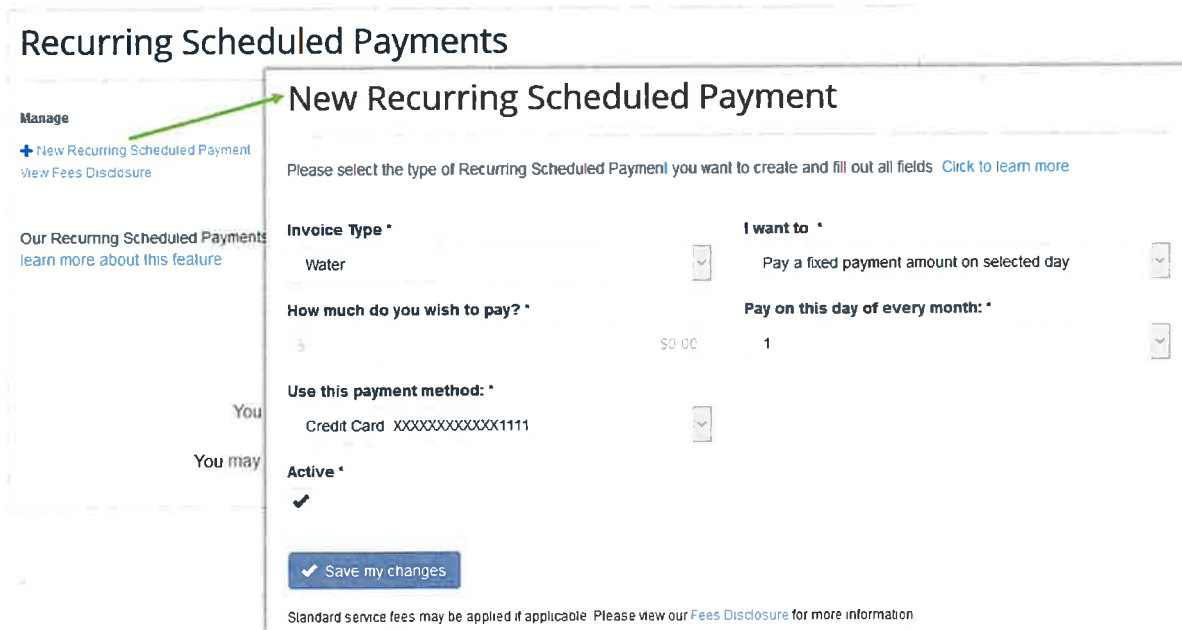
Registered customers can schedule a one-time future payment using Scheduled Payments in their Customer Portal account (**Figure 17**). They may schedule more than one payment at a time. We configure the Customer Portal to only allow selections that meet your business rules, like last permissible date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



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

### 2.3.2 Recurring Scheduled Payments

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



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

### 2.3.3 AutoPay

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

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

#### Invoice Cloud improves on the AutoPay offered by other vendors

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

## Edit AutoPay Setup

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

<p><b>Select an Account *</b></p> <div style="border: 1px solid #ccc; padding: 2px;">#UTIL-1001 - Deana Ada</div>	<p><b>Invoice Type *</b></p> <div style="border: 1px solid #ccc; padding: 2px;">Utility Services</div>
<p><b>Use this payment method *</b></p> <div style="border: 1px solid #ccc; padding: 2px;">Please select a Payment Method</div>	
<p><b>AutoPay Status *</b></p> <p><input type="radio"/> Yes, put me on AutoPay</p> <p><input checked="" type="radio"/> No, I do not want AutoPay</p>	

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

## 2.3.4 FlexPay

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

The screenshot displays the 'Payment Information' section of a customer portal. It includes a 'Payment Summary' table and a 'Confirm your FlexPay Schedule' section with three payment entries.

**Payment Summary**

Invoice #	Amount
14142782652369 - <a href="#">View</a>	\$80.00
<b>SUBTOTAL</b>	<b>\$80.00</b>

**Schedule your FlexPay payments**

When would you like your First Payment to process?  
04/05/2018

When would you like your Last Payment to process?  
05/10/2018

How many payments would you like to make?  
3

[Create Schedule](#)

**Confirm your FlexPay Schedule**

**1**

Payment Date: 09/19/2017

Invoice	Payment Amount	Service Fee	Total
OWS-74312	\$ 15.45	\$1.00	\$16.45

**2**

Payment Date: 10/10/2017

Invoice	Payment Amount	Service Fee	Total
OWS-74312	\$ 15.45	\$1.00	\$16.45

**3**

Payment Date: 10/31/2017

Invoice	Payment Amount	Service Fee	Total
OWS-74312	\$ 15.45	\$1.00	\$16.45

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

## 2.4 Mobile Optimized Payments

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

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



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

## 2.5 Pay by Text

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



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



## 2.6 Donations

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

The screenshot shows a payment interface with three tabs: "Payment Options", "Payment Information", and "Review Payment". The main heading is "Would you like to make a donation today?". There are two charity options, each with a "Tell me more" link and radio button options for "Round up bill total (\$0.84)", "Donate \$2.00", and "Donate other amount". The "Donate other amount" option has a text input field with "10.00" entered. A note at the bottom right states "A minimum amount of \$0.01 is required." with a small icon.

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

## 2.7 One-stop Shop for All Services

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

### 2.7.1 Cloud Store

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

The screenshot shows a form titled "Police Alarms" for "Chandler Police Department Alarm Unit (480) 762-4201". It includes a note: "Please fill out all the required fields that are denoted with an asterisk. Click for more information." The form has several sections:
 

- Account Number \***: Input field with a QR code icon.
- Customer Name \***: Input field.
- Business Name**: Input field.
- Phone Number \***: Input field with a dropdown menu.
- Payment Description**: Input field.
- Store Items**: "Select an item" dropdown.
- Shopping List**: A table with columns "Item Name", "Amount", and "Unit Price". It contains one row: "False Alarm Fee" with "1" in the Amount column and "\$05.00" in the Unit Price column.
- Invoice Number**: Input field.
- Account Address \***: Input field.
- Contact Name**: Input field.
- Email Address \***: Input field.
- Items Summary**: A table with columns "Item Name" and "Amount". It shows "False Alarm Fee" with an amount of "\$85.00" and a "Subtotal" of "\$85.00".
- Review Your Information >**: A button at the bottom right.

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

## 2.7.2 Cloud Payment

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

The screenshot displays the Invoice Cloud Customer Portal interface. At the top, there are navigation links: Home, Notices, Contact, FAQ, and Log Off. A status bar indicates 'Data last updated on Dec 14 2015'. The main content area shows search results for an owner, with a 'Cart Total: \$1272.34' and buttons for 'Check Out' and 'Cancel Cart'. Below the cart, there are options to 'Change Date', 'Expand Search', and 'Add All To Cart'. A 'Print' button is also visible. The 'Making a Partial Payment?' section explains that partial payments can be made by adjusting the payment amount. The 'Payment Options' section asks 'How would you like to pay?' and 'How much would you like to pay?'. A 'Payment Summary' table shows the following details:

Invoice #	Amount
JWS-0333	\$90.05
<b>SUBTOTAL</b>	<b>\$90.05</b>
<b>GRAND TOTAL</b>	<b>\$90.05</b>

Below the summary, it states: 'Any applicable service fees and/or discounts will be displayed before processing your payment.' A blue callout box on the right lists the data accepted from third-party systems:

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

A green callout box below it states: 'Cloud Payments supports Credit/Debit Card and E-checks, as well as partial payments.'

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



## 2.8 In-person/Point-of-Sale Payments

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



Figure 26. One of Several Compliant Card Readers.

## 2.9 Intercept Bank-issued Paper Checks with Online Bank Direct

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

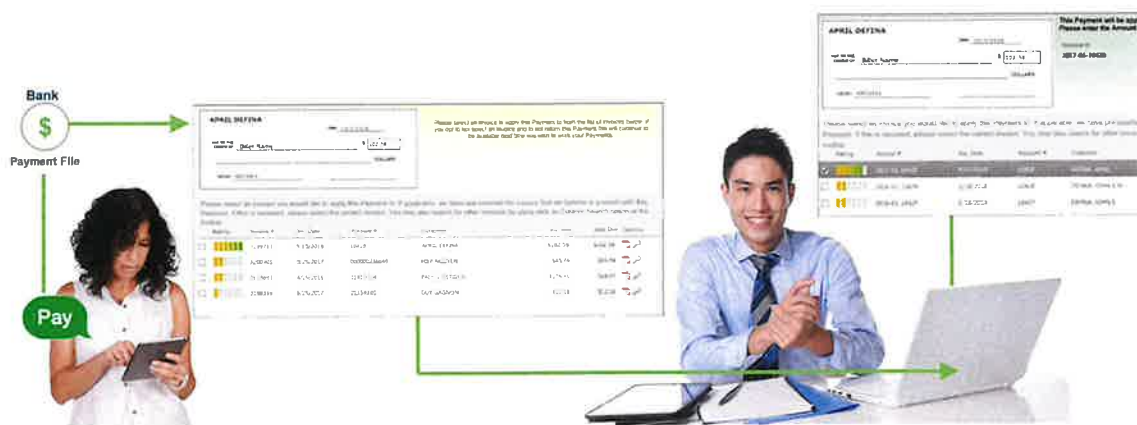


Figure 27. OBD-intercepted Pending Payments. Stop processing paper checks from banks, saving time trying to match them to accounts.

## 2.10 Pay by Phone/IVR

Secure, Painless IVR that Promotes Self-Service

Invoice Cloud's fully integrated IVR was designed to get calls out of your call center. With CallerID authentication, gone are the days of payers calling to ask for their account number/customer number before you transfer them to your IVR. Additionally, the option to receive a text instead of continuing with the phone prompts makes it easier for payers to complete a transaction. If the payer chooses to continue with the IVR, the option to save their payment method for next time they call makes paying a 2<sup>nd</sup> time much easier. Invoice Cloud's IVR supports English and Spanish, which customers can navigate by either touchtone or voice to pay their bill and save payment methods.

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

## 2.11 Agent/CSR Tools

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

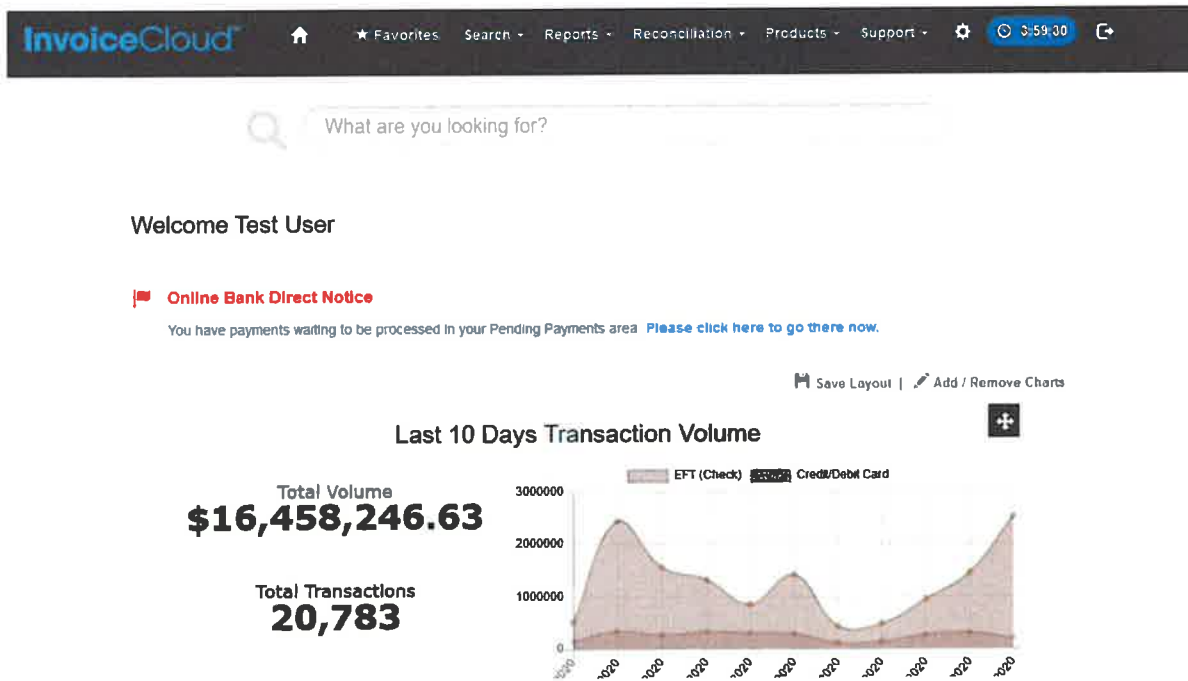
### 2.11.1 Biller Portal

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

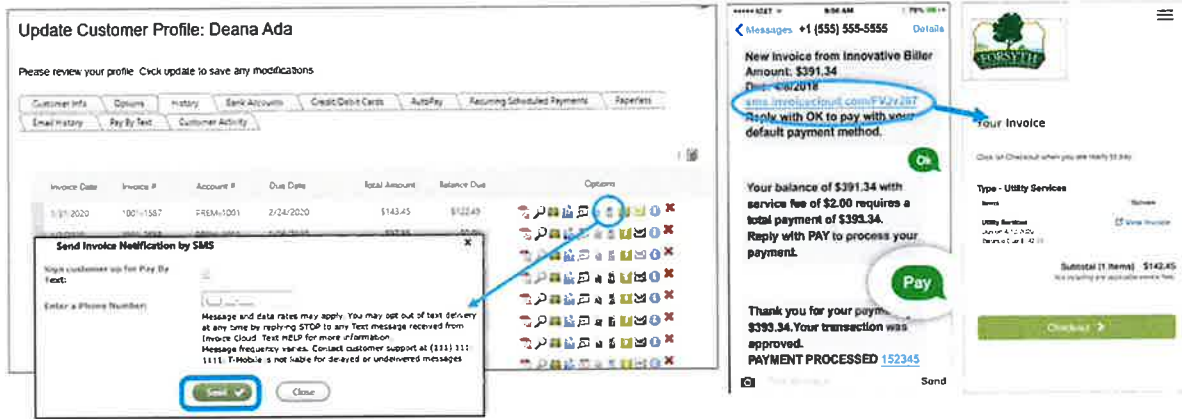
Based on permissions set by the biller, admin users can:

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

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

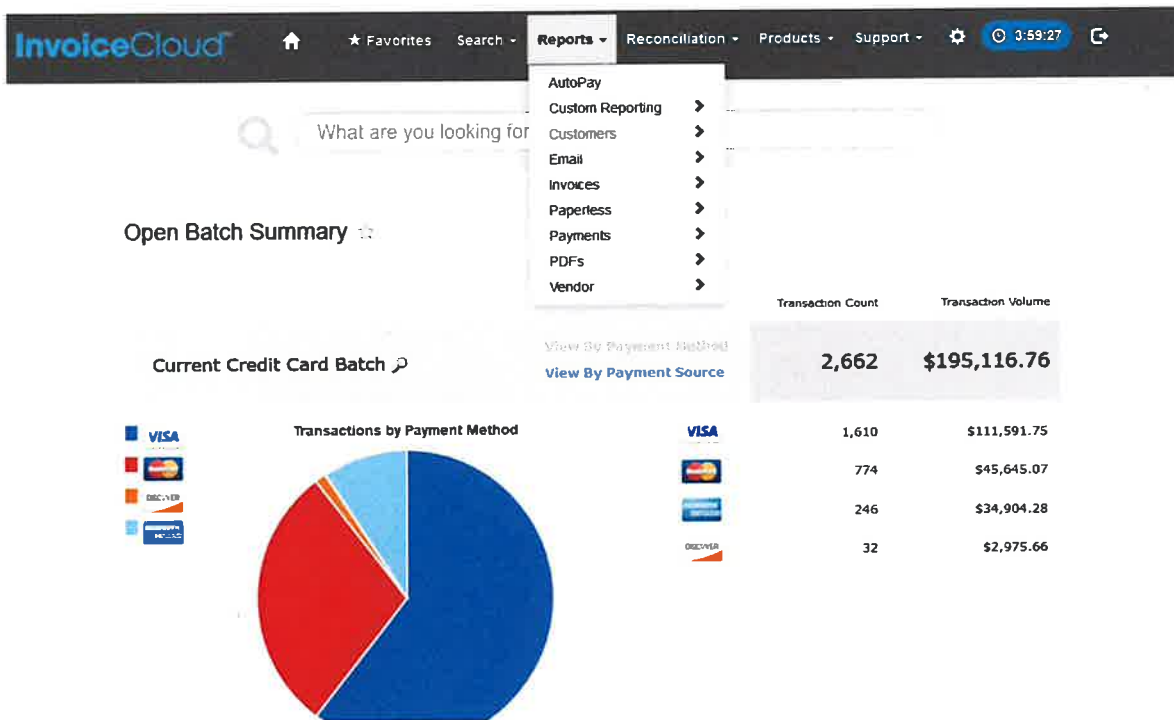


**Figure 28. Invoice Cloud’s Simple Back-end Biller Portal.** Manage all billing functions through our user-friendly interface.



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

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



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

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

### Email Management

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

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

**Get Template for Invoice Type:** First Invoice Email Notification, Second Invoice Email Notification, Third Invoice Email Notification, Payment Transaction Receipt, Declined Auto Pay Transaction, Late Fee Email Notification, Declined Scheduled Payment Notification, Registered Customer Welcome Email, AutoPay Registration Notification, Paperless Registration Notification, ACH Reject/Chargeback Notices, Credit/Debit Card Expiration Notification, Scheduled Payment Confirmation, AutoPay Reminder Notification, FlexPay Confirmation Notification, Scheduled Payment Reminder, Paperless Off Confirmation, Online Bank Direct Payment Receipt, Check 21 Payment Receipt, Linked Accounts First Invoice Notification

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

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

**Email Body:** A new invoice is now available to view online. "BillerDBA" has implemented a convenient online billing and payment system for you to access and pay your bills. Now button to get started. You can review and print your invoice, pay electronically now, or schedule automatic payment. You may also access your invoice via our Customer Portal at https://www.invoicecloud.com/VirtualP. If you have any questions regarding your account, please email us at "BillerCustomerServiceEmailAd".

**Narragansett Bay Commission**

You have a new invoice from the Narragansett Bay Commission

Dear MREEM, PAAS:

A new invoice is now available to view online.

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

**SNAPSHOT**

You may also access your invoice via our Customer Portal at https://www.invoicecloud.com/VirtualP.

If you have any questions regarding your account, please email us at "BillerCustomerServiceEmailAd".

Thank you for choosing to view and pay online.

Narragansett Bay Commission

**COOL IN CANTON**

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

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

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



# 3 Pricing

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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



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

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



### Community Project Designations

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

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

#### Town of Saratoga

\$ 5,239.15

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

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

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

### Business Solutions Group

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

QUOTE NUMBER: 0409

DATE: 10/3/2022

Void Date: 11/2/2022

TEL: (307) 326-8335

FAX: (307) 326-8941

Prepared For:

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

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

TERMS: 1% 10 DAYS NET 30

Account Manager: HOUSE

*Thank You!  
Doreen*

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

THANK YOU  
For this Opportunity  
To Offer Our Services!

Proposal Prepared By: Doreen Mucci

P.O. #: \_\_\_\_\_

Proposal Accepted By: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

Change Order No. One

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

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

Description: Modify the apron marking as shown on the attached exhibit. Work includes re-mobilization of marking obliteration and seal coat equipment; removal of existing centerline marking (additional quantity at unit bid price), re-application of seal coat material (at revised bid price due to hand work required), and application of permanent markings and reflective media on revised alignment (additional 10 ft<sup>2</sup> at unit bid prices).

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

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

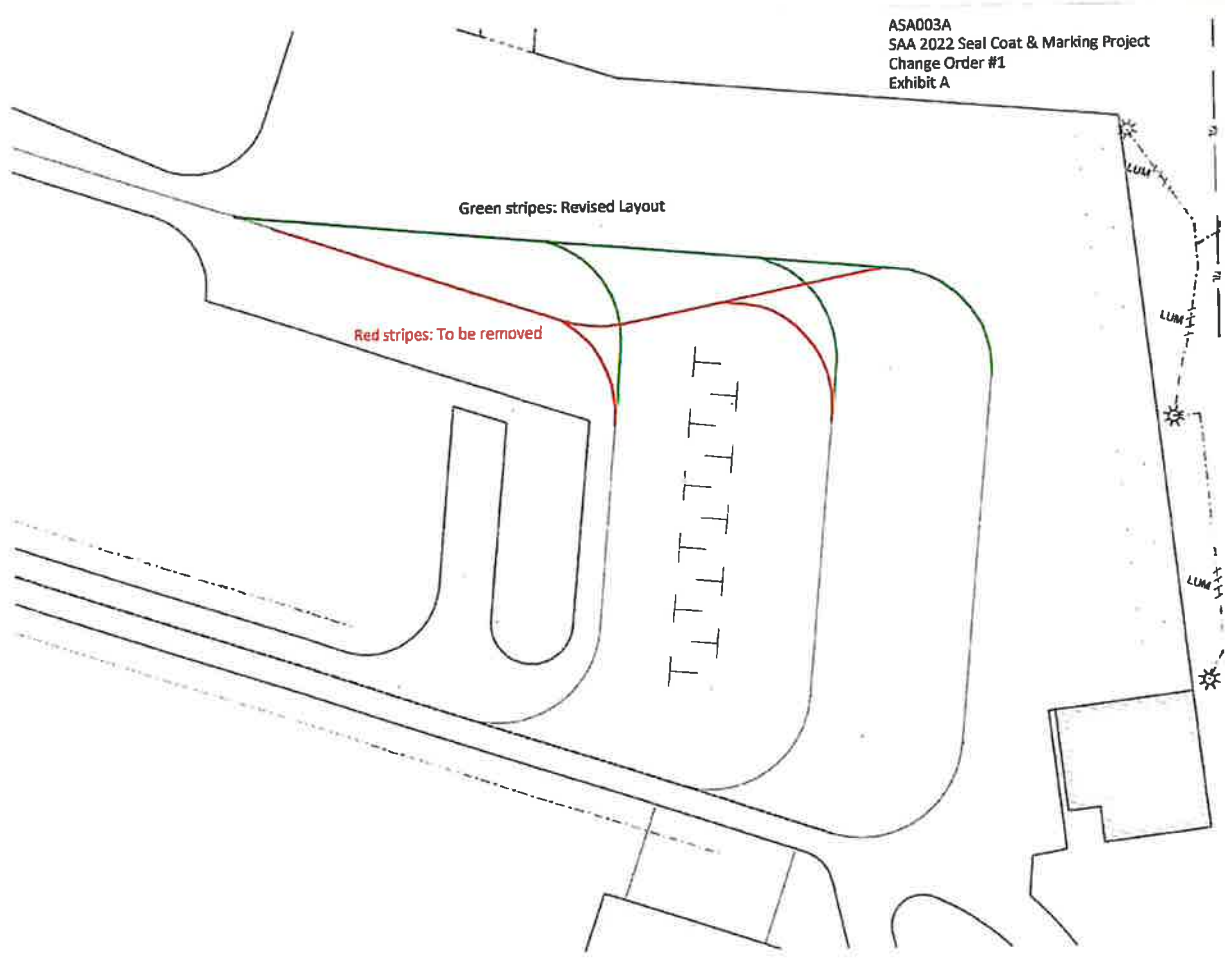
Attachments: Exhibit A - Revised taxilane striping layout.

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

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

Approved by Funding Agency (if applicable)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_



**CONTRACT CHANGE ORDER NO. One**

AIRPORT Saratoga Municipal DATE September 19, 2022

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

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

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

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

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

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

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

Recommended by:

*David R. Shultz*

9/21/22

Engineer

Date

Approved by:

Owner

Date

Accepted by:

*John Y...*

9/23/22

Contractor

Date

Concurred by:

State Aeronautics (if applicable)

Date

Approved by:

Federal Aviation Administration

Date

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



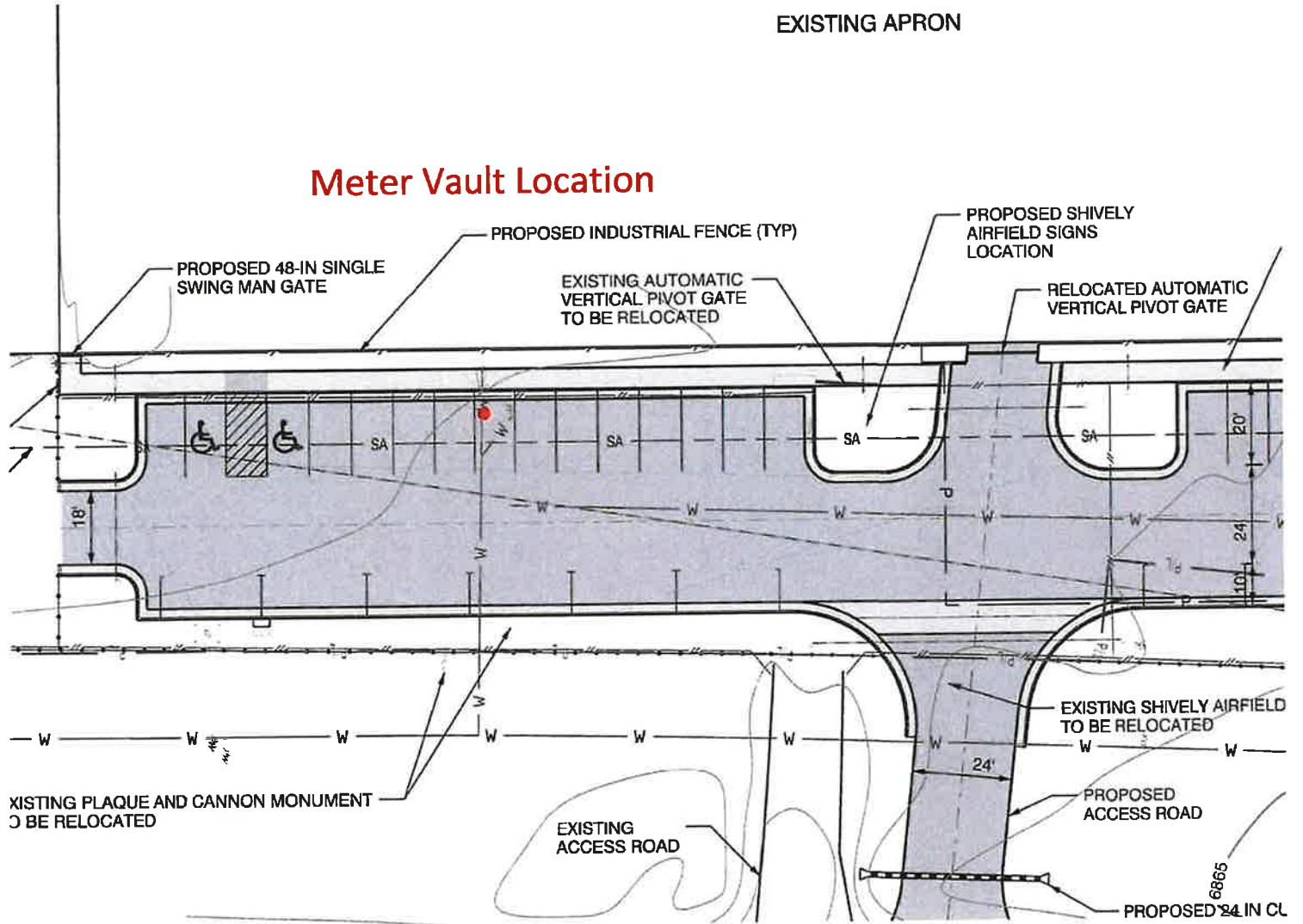
AIP PROJECT NO. 3-56-0026-031-2021 CHANGE ORDER NO. One  
3-56-0026-034-2022  
3-56-0026-035-2022

AIRPORT Saratoga Municipal LOCATION Saratoga, WY

#### JUSTIFICATION FOR CHANGE

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

Comment \_\_\_\_\_





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

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

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

Item 23)

September 28, 2022

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

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

Dear Mayor James:

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

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

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

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

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

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

Sincerely,

*Paulette Lugo*

Paulette Lugo,  
Project Manager, DEN 612  
Denver ADO

CONTRACT CHANGE ORDER NO. One

AIRPORT Saratoga Municipal DATE September 19, 2022

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

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

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

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

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

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

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

Recommended by:

*David R. Shultz*

9/21/22

\_\_\_\_\_  
Engineer Date

Approved by:

\_\_\_\_\_  
Owner Date

Accepted by:

*John Y...*

9/23/22

\_\_\_\_\_  
Contractor Date

Concurred by:

\_\_\_\_\_  
State Aeronautics (if applicable) Date

Approved by:

*Paulette Lugo*

9/27/2022

\_\_\_\_\_  
Federal Aviation Administration Date

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

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

AIRPORT Saratoga Municipal LOCATION Saratoga, WY

JUSTIFICATION FOR CHANGE

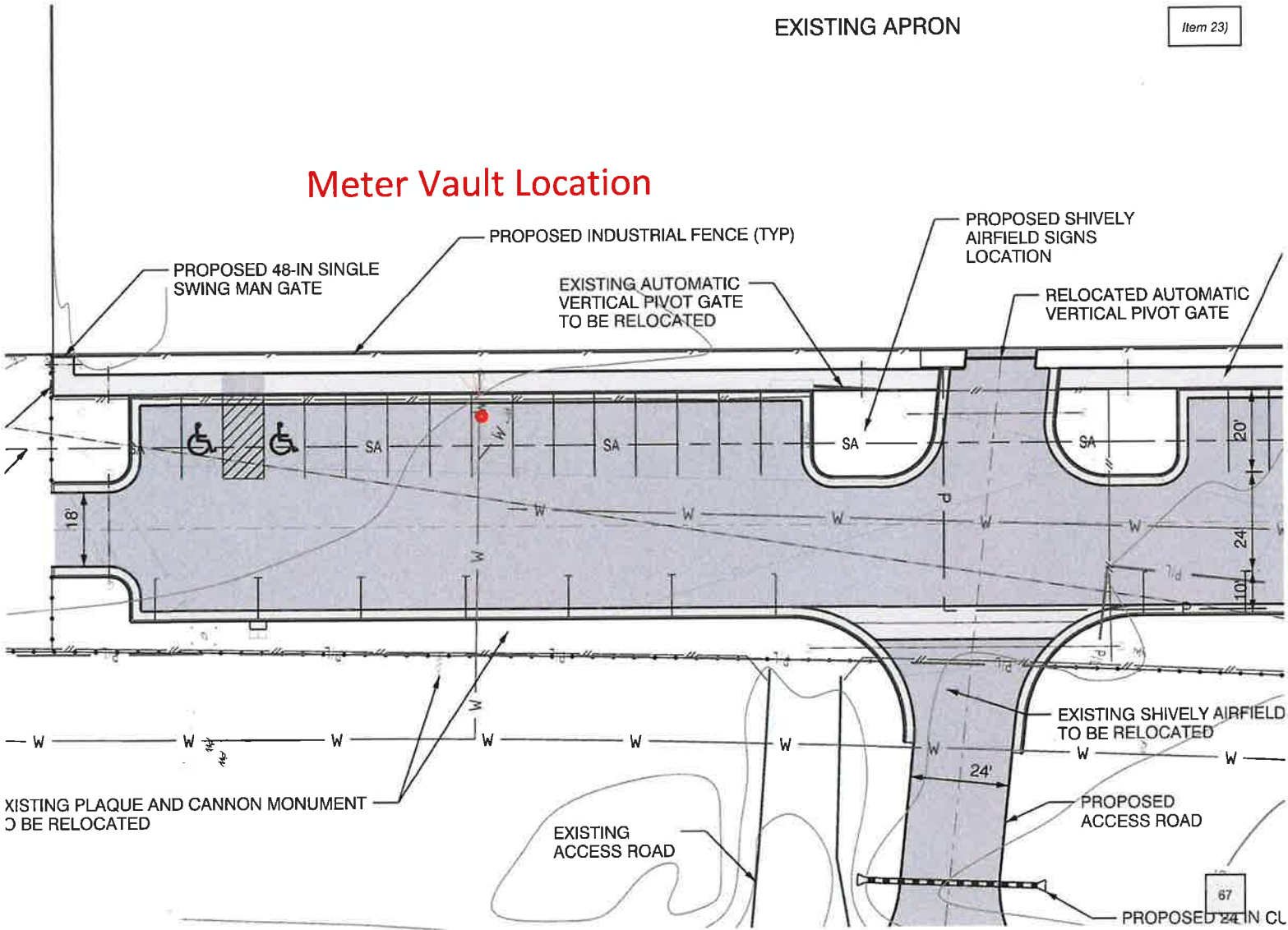
1. Brief description of the proposed contract changes and location.
  - A. Cut the barrel of the concrete water meter vault down approximately 10 inches. The meter vault is located within the proposed paved parking area adjacent to the curb and gutter on the west side of the parking area.
  
2. Reason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

Comment \_\_\_\_\_

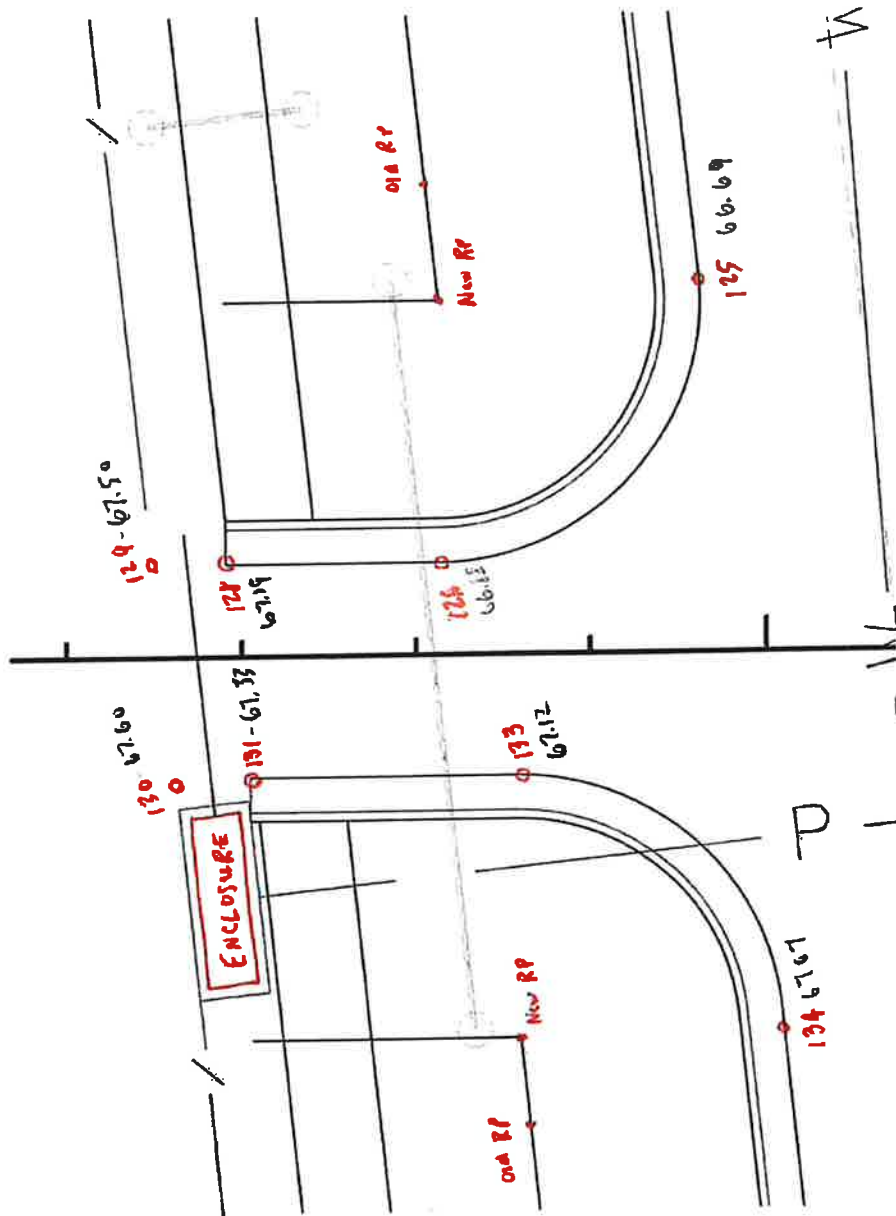
EXISTING APRON

Item 23)

Meter Vault Location







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

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

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

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

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



WYOMING DEPARTMENT OF TRANSPORTATION  
 AERONAUTICS DIVISION  
 200 E. 8th Ave., Suite 101, Cheyenne, WY 82001  
 REQUEST FOR REIMBURSEMENT (RFR) OF STATE FUNDS  
 FOR  
 AIRPORT IMPROVEMENTS

1. State Project No:	ASA004B	Item 26)
2. FAA Project No. :	3-56-0026-034-2021	
3. WACIP Description:	Improve Auto Parking, Access Road and Fence	
4. Payment Req. No:	AER1012633 #1	
5. Sponsor:	TOWN OF SARATOGA	
6. Request :	Partial	
7. Airport:	Saratoga - Shively Field	
8. Period Covered:	08/15/2022	To: 09/16/2022
9. Total State Grant Amount:	\$16,786.00	
10. Total FAA Grant Amount:	\$251,783.00	

			FEDERAL SHARE	SPONSOR SHARE	STATE SHARE
11. Grant Split	CURRENT COST INCURRED	COST INCURRED TO DATE	90.00 %	4.00 %	6.00 %
12. Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13. Preliminary/Planning Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14. Land/Structures/Right-of-Way Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15. Architectural/Engineering Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16. Project Inspection Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17. Land Development Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18. Relocation Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19. Demolition and Removal Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20. Construction and Project Improvement Costs	\$119,179.62	\$119,179.62	\$107,261.66	\$4,767.18	\$7,150.78
21. Equipment Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22. Miscellaneous Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23. Total Cumulative to date (Sum of Rows 12-22)	\$119,179.62	\$119,179.62	\$107,261.66	\$4,767.18	\$7,150.78
24. State Funds Previously Requested					\$0.00
25. State funds Now Requested (Row 23 Minus Row 24)					\$7,150.78
26. Percent of State Grant Completed to Date (State Share in Row 23 Divided by Item 9)					42.60 %

**CERTIFICATION OF SPONSOR:**  
 I certify that to the best of my knowledge and belief the billed costs of disbursements are in accordance with the terms of the project and that the reimbursement represents the State share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the grant.

27. LOCAL GOVERNMENT REPRESENTATIVE (Sponsor)

Name:	Title:
Signature:	Date:

**WYDOT OFFICE USE ONLY:**

Name:	Title:
Division Approv: l:	Date:

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

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

<b>Project:</b>	Improve Auto Parking, Access Road and Fence
<b>RFR #:</b>	AER1012633 #1

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

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





WYOMING DEPARTMENT OF TRANSPORTATION  
 AERONAUTICS DIVISION  
 200 E. 8th Ave., Suite 101, Cheyenne, WY 82001  
 REQUEST FOR REIMBURSEMENT (RFR) OF STATE FUNDS  
 FOR  
 AIRPORT IMPROVEMENTS

1. State Project No: ASA004C

2. FAA Project No.: 3-56-0026-035-2021 Item 27)

3. WACIP Description:  
 Improve Auto Parking, Access Road and Fence

4. Payment Req. No: AER1012635 #1

5. Sponsor: TOWN OF SARATOGA

6. Request: Partial

7. Airport: Saratoga - Shively Field

8. Period Covered: 08/15/2022 To: 09/16/2022

9. Total State Grant Amount: \$10,600.00

10. Total FAA Grant Amount: \$159,000.00

			FEDERAL SHARE	SPONSOR SHARE	STATE SHARE
11. Grant Split	CURRENT COST INCURRED	COST INCURRED TO DATE	90.00 %	4.00 %	6.00 %
12. Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13. Preliminary/Planning Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14. Land/Structures/Right-of-Way Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15. Architectural/Engineering Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16. Project Inspection Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17. Land Development Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18. Relocation Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19. Demolition and Removal Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20. Construction and Project Improvement Costs	\$75,272.59	\$75,272.59	\$67,745.33	\$3,010.90	\$4,516.36
21. Equipment Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22. Miscellaneous Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23. Total Cumulative to date (Sum of Rows 12-22)	\$75,272.59	\$75,272.59	\$67,745.33	\$3,010.90	\$4,516.36
24. State Funds Previously Requested					\$0.00
25. State funds Now Requested (Row 23 Minus Row 24)					\$4,516.36
26. Percent of State Grant Completed to Date (State Share in Row 23 Divided by Item 9)					42.61 %

**CERTIFICATION OF SPONSOR:**  
 I certify that to the best of my knowledge and belief the billed costs of disbursements are in accordance with the terms of the project and that the reimbursement represents the State share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the grant.

27. LOCAL GOVERNMENT REPRESENTATIVE (Sponsor)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WYDOT OFFICE USE ONLY:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Division Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

<b>Project:</b>	Improve Auto Parking, Access Road and Fence
<b>RFR #:</b>	AER1012635 #1

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

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



WYOMING DEPARTMENT OF TRANSPORTATION  
 AERONAUTICS DIVISION  
 200 E. 8th Ave., Suite 101, Cheyenne, WY 82001  
 REQUEST FOR REIMBURSEMENT (RFR) OF STATE FUNDS  
 FOR  
 AIRPORT IMPROVEMENTS

1. State Project No:	ASA004D	Item 28)
2. FAA Project No. :	N/A	
3. WACIP Description:	Improve Auto Parking, Access Road and Fence: Sewer improvements and associated work.	
4. Payment Req. No:	AER1012634 #1	
5. Sponsor:	TOWN OF SARATOGA	
6. Request :	Partial	
7. Airport:	Saratoga - Shively Field	
8. Period Covered:	08/15/2022	To: 09/16/2022
9. Total State Grant Amount:	\$76,000.00	
10. Total FAA Grant Amount:	\$0.00	

			FEDERAL SHARE	SPONSOR SHARE	STATE SHARE
11. Grant Split	CURRENT COST INCURRED	COST INCURRED TO DATE	0.00 %	20.00 %	80.00 %
12. Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13. Preliminary/Planning Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14. Land/Structures/Right-of-Way Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15. Architectural/Engineering Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16. Project Inspection Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17. Land Development Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18. Relocation Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19. Demolition and Removal Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20. Construction and Project Improvement Costs	\$81,686.70	\$81,686.70	\$0.00	\$16,337.34	\$65,349.36
21. Equipment Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22. Miscellaneous Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23. Total Cumulative to date (Sum of Rows 12-22)	\$81,686.70	\$81,686.70	\$0.00	\$16,337.34	\$65,349.36
24. State Funds Previously Requested					\$0.00
25. State funds Now Requested (Row 23 Minus Row 24)					\$65,349.36
26. Percent of State Grant Completed to Date (State Share in Row 23 Divided by Item 9)					85.99 %

**CERTIFICATION OF SPONSOR:**  
 I certify that to the best of my knowledge and belief the billed costs of disbursements are in accordance with the terms of the project and that the reimbursement represents the State share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the grant.

27. LOCAL GOVERNMENT REPRESENTATIVE (Sponsor)

Name:	Title:
Signature:	Date:

**WYDOT OFFICE USE ONLY:**

Name:	Title:
Division Approval:	Date:

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

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

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

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

**TOWN OF SARATOGA, WYOMING - SARATOGA MUNICIPAL AIRPORT/SHIVELY FIELD**  
 Entrance Road & Parking Area Improvement Project  
 A.I.P. Project Nos. 3-56-0026-031, 034, & 035 WYDOT Project Nos. ASA004B & D

Owner:  
 Town of Saratoga, Wyoming  
 P.O. Box 486  
 Saratoga, WY 82331

Contractor: Kilgore Companies, LLC  
 dba Lewis & Lewis, Inc.  
 370 A Blairtown Road  
 Rock Springs, WY 82901


Estimate Number One (1)  
 Construction Period: August 15 thru September 16, 2022

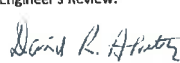
Date: 9/23/2022

Item	Unit	Plan Quantity	Quantity Complete This Estimate	Quantity Complete Previous	Total Quantity Complete	Percent Completed to Date -	Bid Price	Total Payable
<b>Schedule I</b>								
MOBILIZATION	LS	1	90%	0%	90%	90%	\$49,000.00	\$44,100.00
REMOVAL OF CATTLE GUARDS	EA	1	1	0	1	100%	\$7,000.00	\$7,000.00
REMOVAL OF FENCE	FT	800	805	0	805	101%	\$15.55	\$12,517.75
REMOVAL OF PIPE (INCL FE'S)	FT	30	30	0	30	100%	\$106.00	\$3,180.00
REMOVAL OF SURFACING	SY	1880	1970	0	1970	105%	\$9.55	\$18,813.50
REMOVAL OF SIDEWALK	SF	325	325	0	325	100%	\$11.35	\$3,688.75
REMOVAL OF CONCRETE	SF	1180	1180	0	1180	100%	\$5.15	\$6,077.00
UNCLASSIFIED EXCAVATION	CY	520	520	0	520	100%	\$56.00	\$29,120.00
TOPSOIL BORROW	CY	185	0	0	0	0%	\$83.45	\$0.00
SEEDING/LANDSCAPING	SY	1600	0	0	0	0%	\$1.90	\$0.00
COCONUT FIBER DITCH LINING	SY	350	0	0	0	0%	\$4.15	\$0.00
GEOTEXTILE, MATERIAL SEPARATION (NON-WOVEN)	SY	2000	0	0	0	0%	\$2.65	\$0.00
CRUSHED BASE	CY	425	0	0	0	0%	\$93.60	\$0.00
HOT PLANT MIX	TON	460	0	0	0	0%	\$200.00	\$0.00
ASPHALT BINDER (PG 64-28)	TON	29	0	0	0	0%	\$0.01	\$0.00
TACK COAT	GAL	205	0	0	0	0%	\$10.80	\$0.00
CMP 24 IN	FT	42	42	0	42	100%	\$195.35	\$8,204.70
CMP FE 24 IN	EA	2	2	0	2	100%	\$460.00	\$920.00
FENCE POST AND RAIL	FT	515	360	0	360	70%	\$20.45	\$7,362.00
FENCE, CHAIN LINK	FT	435	410	0	410	94%	\$107.80	\$44,198.00
GATES SINGLE SWING 48 IN	EA	1	0.75	0	0.75	75%	\$7,500.00	\$5,625.00
GATES DOUBLE SWING 20 FT	EA	1	0.90	0	0.90	90%	\$5,520.00	\$4,968.00
REMOVE AND RESET TILT GATE	EA	1	0.30	0	0.30	30%	\$57,500.00	\$17,250.00
SIDEWALK (CONC)	SY	166	0	0	0	0%	\$129.00	\$0.00
CURB AND GUTTER TYPE A	FT	830	0	0	0	0%	\$67.00	\$0.00
DOUBLE GUTTER	SY	50	0	0	0	0%	\$150.00	\$0.00
CONDUIT - IRRIGATION	FT	190	190	0	190	100%	\$49.45	\$9,395.50
CONDUIT - RIGID PVC 4 in	FT	670	670	0	670	100%	\$39.10	\$26,197.00
SIGN POST, SQ TUBULAR STEEL	EA	2	0	0	0	0%	\$623.00	\$0.00
SIGN PANELS, ALUMINUM	SF	5	0	0	0	0%	\$250.00	\$0.00
RELOCATE PLAQUE AND CANNON MONUMENT	LS	1	0	0	0	0%	\$1,150.00	\$0.00
RELOCATE SIGNS	LS	1	0	0	0	0%	\$1,250.00	\$0.00
PAVEMENT MARKING	SF	200	0	0	0	0%	\$23.00	\$0.00

<b>Schedule III - State/Local (ASA004D) Only</b>								
MOBILIZATION	LS	1	90%	0%	90%	90%	\$8,000.00	\$7,200.00
SANITARY SEWER MAIN 8-IN PVC	LF	360	360	0	360	100%	\$160.75	\$57,870.00
MANHOLE	EA	2	2	0	2	100%	\$10,458.00	\$20,916.00

Total Payable To Date	\$334,603.20
Project Completed To Date - Based on Cost	52%
Less 5% Retainage	\$ 16,730.16
Less Previous Payments	\$ -
<b>Amount Due Contractor This Estimate</b>	<b>\$317,873.04</b>

Request for Payment Submitted By:   
 Lewis & Lewis, Inc.

Engineer's Review:   
 David R. Shultz  
 Sage Civil Engineering

Owner's Review: \_\_\_\_\_  
 Creed James  
 Mayor





**SAGE CIVIL ENGINEERING**  
ENGINEERS | SURVEYORS

2824 Big Horn Ave.  
Cody, WY 82414  
P: 307-527-0915  
www.sagecivilengineering.com

Item 30)

Date	Invoice #
9/27/2022	3443

Bill To

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

Account #	Project			Due Date
2020-066	Entrance Rd/Parking Area - Construction			10/27/2022
Description	Qty	Rate	Amount	
Entrance Road & Parking Area Improvement Project Construction Phase Services 8/9/22 - 9/23/22 FAA Project No. AIP 3-56-0026-031-2021				
Pre-Construction Coordination				
Project Manager	12	110.00	1,320.00	
Resident Project Representative	22	90.00	1,980.00	
Construction Observation Services (Off-Site)				
Project Manager	31	110.00	3,410.00	
Resident Project Representative	10	90.00	900.00	
Resident Project Representative Overtime	48	115.00	5,520.00	
Construction Observation Services (On-Site)				
Direct Labor				
Project Manager	7	35.00	245.00	
Resident Project Representative	195	25.00	4,875.00	
Resident Project Representative Overtime	28	37.50	1,050.00	
Indirect Labor (Overhead: Direct Labor x 1.5)	1	9,255.00	9,255.00	
Fixed Fee (Total Labor x 0.25)	1	3,856.25	3,856.25	
Construction Support Services				
Project Manager	39.5	110.00	4,345.00	
Administrative Assistant	2	60.00	120.00	
Reimbursables				
Vehicle Mileage	4,800	0.75	3,600.00	
Per Diem	29	150.00	4,350.00	
Thank you for your business!			<b>Total</b>	\$44,826.25