AGENDA
CITY OF SHERIDAN
JUNE 18, 2018
REGULAR COUNCIL MEETING START 7:00 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Invocation to be given by Gary Kopsa, VOA
4. Announcement from Council President Kelly Gooch
5. Roll Call of Members
6. Approval of Agenda
7. Public Hearings
   - A. Approval of Resolution 24-18, Fiscal Year 2019 Budget and Certification of Mill Levy - City Administrator Mark Collins and Interim Treasurer Todd Watkins
   - B. Approval of Resolution 23-18, The City of Sheridan Appropriations and Budget Revisions for Fiscal Year 2018 - Interim Treasurer Todd Watkins
   - C. Approval of Resolution 25-18 Holy Name Church Electronic Message Center - Community Development Director Brian Craig
8. Consent Agenda
   - A. Minutes of Regular Council Meeting June 4th, 2018
   - B. Minutes of Special Council Meeting June 11th, 2018
   - C. Approval of Croell Redi-Mix, Inc. Pre-Annexation Agreement
   - D. Approval of William Shosten 1707 Kroe Lane Pre-Annexation Agreement
   - E. Approval of Professional Services Agreement with Trihydro Corporation in the amount of $118,773 for Landfill Monitoring and Semi-Annual Reporting
   - F. Claims
9. Staff Update
   - A. **Proposed Approval of Resolution 19-18 - Supporting the Ballot Proposition for the Implementation of a 4% County-Wide Lodging Tax on the November 2018 General Election - Travel and Tourism Director Shawn Parker**

OLD BUSINESS

10. Third and Final Reading of Ordinance #2190 - Rezoning Blocks 5, 6, 7, 8 and 9 of Suburban Home Company Addition to B2 - Community Development Director Brian Craig

NEW BUSINESS

11. Approval of Resolution 20-18 Lincoln Drive Minor Subdivision - Community Development Director, Brian Craig
12. Approval of Resolution 25-18 Holy Name Church Electronic Message Center - Community Development Director Brian Craig
13. Approval of Change Order for Badger Street / Loucks Street Phase II Project - Public Works Director Lane Thompson
14. Approval of Resolution 17-18, Transportation Alternative Program (TAP) Grant Application for Gateway Park Natural Area to Connect Pathways - Public Works Director Lane Thompson
15. Approval of Resolution 24-18, Fiscal Year 2019 Budget and Certification of Mill Levy - City Administrator Mark Collins and Interim Treasurer Todd Watkins
16. Approval of Resolution 23-18, The City of Sheridan Appropriations and Budget Revisions for Fiscal Year 2018 - Interim Treasurer Todd Watkins
17. Approval of the One Year Contract Extension Between the City of Sheridan and the Sheridan Recreation District - Public Works Director Lane Thompson
18. Approval of Resolution 19-18 - Supporting the Ballot Proposition for the Implementation of a 4% County-Wide Lodging Tax on the November 2018 General Election **- Travel and Tourism Director Shawn Parker**
19. Approval of Resolution 21-18 Establishing Sewer Rates and Plant Investment Fees - Utilities Director Dan Roberts
20. Approval of Resolution 22-18 Landfill Tipping Fees and Residential and Commercial Sanitation Collection Rates - Utilities Director Dan Roberts
21. Comment from the Council and the Public
22. Adjournment

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Treasurer

MEMORANDUM

Project Name:	Approval of Resolution 24-18, Fiscal Year 2019 Budget and Certification of Mill Levy - City Administrator Mark Collins and Interim Treasurer Todd Watkins
From:	Todd Watkins, Assistant Treasurer
To:	Mayor and Council
CC:	
Date:	06/07/2018

Recommendation:

Staff recommends that Council approve Resolution 24-18 authorizing the appropriations for the FY2019 Budget and the approval of the 8 Mill Property Tax Levy for FY2019. Wyoming Statute allows for cities to adopt a one-year budget and a budget that includes up to 8 mills of property tax by resolution. During the work session in May 2018, the City Departments presented to Council their requests for expenditures for the FY2019 Budget. Resolution 24-18 is an accumulation of all the various City Departments requests for appropriations for the Fiscal Year ending June 30, 2019. The attached Schedule 1 shows the summation of those appropriation requests and the 8 mill property tax levy for the FY2019 budget.

Background:

Wyoming Statute allows for cities to adopt a one-year budget and a budget that includes up to 8 mills of property tax by resolution. During the work session in May 2018, the City Departments presented to Council their requests for expenditures for the FY2019 Budget. Resolution 24-18 is an accumulation of all the various City Departments requests for appropriations for the Fiscal Year ending June 30, 2019. The attached Schedule 1 shows the summation of those appropriation requests and the 8 mill property tax levy for the FY2019 budget.

Funding:

All funds are balanced with budgeted revenues, with the exception of the One Cent Fund and Sheridan Travel & Tourism Department which is accounted for in the Special Revenue Fund. Sheridan Travel & Tourism will use an additional $27,530 of cash reserves to balance its budget in FY2019. In 2015 the City committed $4 million to be paid the YMCA for the Aquatic Center. The final $2 million will be paid in FY2019, with $1 million coming from the current year's revenues and the remaining $1 million coming from cash reserves collected from previous years' revenues that were set aside for this specific purpose.

Attachments

Schedule 1 - Summary of FY2019 Budget

Resolution 24-18 - Budget FY19 & 8 Mill Levy

Schedule 1

SUMMARY OF FY2019 BUDGET

Fund	FY 2019 Budget Appropriations
GENERAL	12,153,933
SPECIAL REVENUE	18,882,982
ENTERPRISE	13,183,234
DEBT SERVICE	106,348
Total	44,326,497

Mill Levy - 8 Mills	1,520,000

CERTIFIED RECORD

OF

PROCEEDINGS OF THE GOVERNING BODY OF

THE CITY OF SHERIDAN, WYOMING

STATE OF WYOMING)
) ss.
COUNTY OF SHERIDAN)

A regular meeting of the governing body (the "Governing Body") of the City of Sheridan, State of Wyoming, was held at the regular meeting place of the Governing Body at 55 East Grinnell, Sheridan, Wyoming, on June 18, 2018, at the hour of 7:00 p.m. pursuant to notice and call duly given to each member of the Council.

The meeting was called to order by the Mayor, and upon roll call, the following members were present, constituting a quorum:

Mayor: _____
Council Members: _____
_____
_____
_____
_____
_____
Absent: _____

There was also present: _____

Thereupon the following proceedings, among others, were had and taken. The following resolution was

introduced and read by title only

RESOLUTION NO. 24-18

A RESOLUTION APPROVING THE FISCAL YEAR 2019 BUDGET AND CERTIFYING THE AMOUNT OF GENERAL TAX ASSESSMENT TO BE LEVIED ON TAXABLE PROPERTY WITHIN THE CITY OF SHERIDAN FOR THE FISCAL YEAR 2019

WHEREAS, Wyoming Statute 16-4-103(a) requires a budget for each fiscal year for any city or town or every other year as provided for in Wyoming Statue 16-4-104(h);

WHEREAS, the State of Wyoming Statutes allow for the City to adopt a budget that includes up to 8 mills of property tax by resolution;

WHEREAS, during May and June 2018 the budget making authority prepared and submitted to the Council a budget for Fiscal Year 2019 which included estimates of General Fund revenues from collections of the 8 mill property tax;

WHEREAS, a copy thereof was made available for public inspection at the Office of the City Clerk;

WHEREAS, a Notice of Public Hearing of such budget and on the 8 mill property tax, together with the summary of said budget and 8 mill property tax were published in the Sheridan Press, a legal newspaper and of general circulation in the County on the 11th of June, 2018;

WHEREAS, a Public Hearing was held on such budget and on the 8 mill property tax at the time and place specified in said Notice, and which time all interested parties were given an opportunity to be heard;

WHEREAS, following such Public Hearing, certain alterations and revisions were made in such proposed budget, all of which more fully appear in the Minutes of the Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL THAT:

1. The City of Sheridan Budget, as so revised and altered, be adopted as the Official City Budget for the Fiscal Year ending June 30, 2019. The budget appropriations are more specifically described on Exhibit A, attached hereto and incorporated herein.

2. The amount of general tax assessments to be levied upon the taxable property within the City of Sheridan for the Fiscal Year ending June 30, 2019, to meet expenses of said City for said Fiscal Year is hereby determined to be 8 mills, the same fixed and appropriated by the Council and which amounts are enumerated for the respective purposes as described on Exhibit A, attached hereto and incorporated herein.

3. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

4. All resolutions, or parts thereof, inconsistent with this Resolution or within any of the documents hereby approved, are hereby repealed only to the extent of such inconsistency. This repealer shall not be construed as reviving any resolution or part thereof.

5. This Resolution shall be in full force and effect upon its passage and adoption.

PASSED, ADOPTED AND APPROVED _____, 2018.

CITY OF SHERIDAN, WYOMING

By: _____
Mayor

ATTESTED:

By: _____
City Clerk

A motion was made by Council Member _____ that the foregoing resolution be passed and adopted, and Council Member _____ seconded the motion. The roll was called with following results:

Those voting YES: _____

Those voting NO: _____

A majority of the members elected to the Governing Body having voted for the passage and approval of the resolution, the Mayor declared the resolution duly passed and adopted. After consideration of other business to come before the Governing Body, the meeting was adjourned.

CITY OF SHERIDAN, WYOMING

_____
Mayor

ATTESTED:

_____
City Clerk

STATE OF WYOMING)
) ss.
COUNTY OF SHERIDAN)

I, _____, the duly appointed, qualified, and acting City Clerk of the City of Sheridan, Wyoming (the "City"), do hereby certify:

1. The foregoing pages are true, correct and complete copies of the record of the proceedings of the Governing Body of the City, had and taken at a regular meeting thereof held at the regular meeting place of the Council at 55 East Grinnell, Sheridan, Wyoming, on _____ _____, 2018, at the hour of 7:00 p.m., as recorded in the records of the Governing Body kept in my office.

2. The proceedings of the Governing Body were duly had and taken as therein shown, the meeting therein shown was duly held, due notice and call was given each member, and the persons therein named as present at the meeting were present as shown by the minutes.

3. Notice of the meeting has been given as required by statutes of the State of Wyoming relating to meetings of governmental agencies. (W.S. Sections 16-4-401 through 16-4-407.)

WITNESS my name and the seal of the City, on _____, 2018.

_____
City Clerk

EXHIBIT A

FY 2019 Budget Appropriations & 8 Mill Tax Levy

Fund	FY 2019 Budget
GENERAL	12,153,933
SPECIAL REVENUE	18,882,982
ENTERPRISE	13,183,234
DEBT SERVICE	106,348
Total	44,326,497
Mill Levy - 8 Mills	1,520,000

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Treasurer

MEMORANDUM

Project Name:	Approval of Resolution 23-18, The City of Sheridan Appropriations and Budget Revisions for Fiscal Year 2018 - Interim Treasurer Todd Watkins
From:	Todd Watkins, Assistant Treasurer
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	06/07/2018

Recommendation:

Staff recommends the approval of Resolution 23-18 authorizing adjustments to the FY2018 Budget.

Background:

During the year, unanticipated income and new grants are received creating amounts available to budget. Unexpected expenditures occurred that need to be funded. Transfer of appropriations and modifications of estimated revenues and appropriations are needed as the year progresses and more definitive information is obtained. Resolution 23-18 is an accumulation of the previously mentioned items which need to be accounted for in the FY2018 budget. The attached Schedule 1 shows the summarized amendments, revisions, and appropriations to the FY2018 Budget.

Funding:

All funds are balanced with FY2018 budgeted revenues.

Attachments

Schedule 1 - Summary of FY2018 Budget Revision Adjustments

Resolution 23-18

Schedule 1

SUMMARY OF FY2018 BUDGET REVISION ADJUSTMENTS

Fund	FY 2018 Current Budget Appropriations	Adjustments	FY2018 Revised Budget Appropriations
GENERAL	11,254,503	111,000	11,365,503
SPECIAL REVENUE	36,158,907	5,102,234	41,261,141
ENTERPRISE	12,968,108	85,483	13,053,591
DEBT SERVICE	114,448		114,448
Total	60,495,966	5,298,717	65,794,683

Mill Levy - 8 Mills	1,400,000		1,400,000

CERTIFIED RECORD

OF

PROCEEDINGS OF THE GOVERNING BODY OF

THE CITY OF SHERIDAN, WYOMING

STATE OF WYOMING)
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COUNTY OF SHERIDAN)

A regular meeting of the governing body (the "Governing Body") of the City of Sheridan, State of Wyoming, was held at the regular meeting place of the Governing Body at 55 East Grinnell, Sheridan, Wyoming, on June 18, 2018, at the hour of 7:00 p.m. pursuant to notice and call duly given to each member of the Council.

The meeting was called to order by the Mayor, and upon roll call, the following members were present, constituting a quorum:

Mayor: _____
Council Members: _____
_____
_____
_____
_____
_____
Absent: _____

There was also present: _____

Thereupon the following proceedings, among others, were had and taken. The following resolution was

introduced and read by title only

RESOLUTION NO. 23-18

A RESOLUTION ON FISCAL YEAR 2018 APPROPRIATIONS AND BUDGET REVISIONS

WHEREAS, the City of Sheridan adopted its FY2018 budget on June 20, 2016 _(the "Budget");

WHEREAS, the City's Budget, requires additional amendments, revisions, and appropriations;

WHEREAS, a Notice of Public Hearing of such budget, together with the summary of said budget amendments, revisions, and appropriations was published in the Sheridan Press, a legal newspaper and of general circulation in the County on the 11th of June, 2018;

WHEREAS, a Public Hearing was held on such budget at the time and place specified in said Notice, and which time all interested parties were given an opportunity to be heard;

WHEREAS, following such Public Hearing, certain alterations and revisions were made in such proposed budget, all of which more fully appear in the Minutes of the Council.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City of Sheridan adopts the additional amendments to the Budget with the year ending June 30, 2018, as the amendments, revisions and appropriations are more specifically described on Exhibit A, attached hereto and incorporated herein.
2. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.
3. All resolutions, or parts thereof, inconsistent with this Resolution or within any of the documents hereby approved, are hereby repealed only to the extent of such inconsistency. This repealer shall not be construed as reviving any resolution or part thereof.

4. This Resolution shall be in full force and effect upon its passage and adoption.

PASSED, ADOPTED AND APPROVED _____, 2018.

CITY OF SHERIDAN, WYOMING

By: _____
Mayor

ATTESTED:

By: _____
City Clerk

A motion was made by Council Member _____ that the foregoing resolution be passed and adopted, and Council Member _____ seconded the motion. The roll was called with following results:

Those voting YES: _____

Those voting NO: _____

A majority of the members elected to the Governing Body having voted for the passage and approval of the resolution, the Mayor declared the resolution duly passed and adopted. After consideration of other business to come before the Governing Body, the meeting was adjourned.

CITY OF SHERIDAN, WYOMING

_____
Mayor

ATTESTED:

_____
City Clerk

STATE OF WYOMING)
) ss.
COUNTY OF SHERIDAN)

I, _____, the duly appointed, qualified, and acting City Clerk of the City of Sheridan, Wyoming (the "City"), do hereby certify:

1. The foregoing pages are true, correct and complete copies of the record of the proceedings of the Governing Body of the City, had and taken at a regular meeting thereof held at the regular meeting place of the Council at 55 East Grinnell, Sheridan, Wyoming, on _____ _____, 2018, at the hour of 7:00 p.m., as recorded in the records of the Governing Body kept in my office.

2. The proceedings of the Governing Body were duly had and taken as therein shown, the meeting therein shown was duly held, due notice and call was given each member, and the persons therein named as present at the meeting were present as shown by the minutes.

3. Notice of the meeting has been given as required by statutes of the State of Wyoming relating to meetings of governmental agencies. (W.S. Sections 16-4-401 through 16-4-407.)

WITNESS my name and the seal of the City, on _____, 2018.

_____
City Clerk

EXHIBIT A

Summary of FY2018 Budget Revision Adjustments

Fund	FY 2018 Current Budget	Adjustments	FY 2018 Revised Appropriations
GENERAL	11,254,503	111,000	11,365,503
SPECIAL REVENUE	36,158,907	5,102,234	41,261,141
ENTERPRISE	12,968,108	85,483	13,053,591
DEBT SERVICE	114,448	0	114,448
TOTAL	60,495,966	5,298,717	67,794,683

Mill Levy - 8 Mills	1,400,000		1,400,000

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Public Works

MEMORANDUM

Project Name:	Approval of Resolution 25-18 Holy Name Church Electronic Message Center - Community Development Director Brian Craig
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	06/14/2018

Recommendation:

Staff recommends City Council approve Resolution #18-19, An Electronic Message Center at Holy Name Church located at 260 E Loucks St., zoned R-3 Residence District.

1. An EMC, or sign incorporating an EMC, installed as freestanding sign shall have a decorative base of masonry or stone.
2. Any information displayed on the Electronic Message Center (EMC) shall be static, and messages displayed shall not change more frequently than once per hour.
3. Messages displayed must be monochromatic (a single color, value and hue) and the background of the EMC must likewise be of a single color, value or hue.
4. The maximum pixel spacing (pixel pitch) shall not exceed 10 mm for a EMC-RGB or 20 mm EMC-Mono.
5. The minimum legal lot or parcel size for which an EMC, or sign incorporating an EMC, can be installed in a residential district is one acre.
6. The EMC will conform in all other ways with the provisions of this section and applicable city code.
7. Electronic message centers must be equipped with a sensor or other device which detects ambient light conditions and software which controls brightness for nighttime viewing and other lighting conditions, and may not display a message or be illuminated after 9:00 p.m.

Background:

The applicant has submitted a request to install an electronic sign to display church activities and hours, on the north side of the building between the church and the sidewalk. The sign numerals and symbols will be monochromatic color and the total area of the sign box is 10.8 square feet.

As part of the application process, staff contacted 31 nearest neighbors. Staff has heard neither positive nor negative comments in response to the mailings or press publication.

Discussion:

Staff offers the following comments on the criteria requirement for EMCs:

1. An EMC, or sign incorporating an EMC, installed as freestanding sign shall have a decorative base of masonry or stone.

This proposed signage will be enclosed with masonry.

2. *Any information displayed on the Electronic Message Center (EMC) shall be static, and messages displayed shall not change more frequently than once per hour.*

The applicant is aware of this requirement

3. Messages displayed must be monochromatic (a single color, value and hue) and the background of the EMC must likewise be of a single color, value or hue.
The applicant is aware of this requirement.

4. The maximum pixel spacing (pixel pitch) shall not exceed 10 mm for a EMC-RGB or 20 mm EMC-Mono.

The proposed sign is monochromatic and the illuminated portion is distributed evenly.

5. The minimum legal lot or parcel size for which an EMC, or sign incorporating an EMC, can be installed in a residential district is one acre.
The lot size is .55 acre. However, the church also owns adjacent land, which will bring the total to over an acre. See Exhibit A. If the Council allows the total area to include adjacent land, then this criteria is met.

6. The EMC will conform in all other ways with the provisions of this section and applicable city code.
At the time of the building permit, Building Department staff will ensure all applicable electrical and building codes are met.

7. Electronic message centers must be equipped with a sensor or other device which detects ambient light conditions and software which controls brightness for nighttime viewing and other lighting conditions, and may not display a message or be illuminated after 9:00 p.m.
Staff has listed this as a specific requirement for a condition of approval of the proposed sign.

Staff has no further comments at this time.

Attachments

Exhibit A
Resolution 25-18
Submittals
aerial

Holy Name EMC Exhibit A. Resolution #25-18



Church property outlined in light blue.

If the Board allows the total area to include adjacent land, then this criteria is met.

CITY OF SHERIDAN
RESOLUTION 25-18

A RESOLUTION approving PL 18-19, an electronic message center (EMC) sign or Holy Name Church, located at 260 East Loucks, zoned E-3 Residence District.

WHEREAS, the electronic sign has been reviewed for consistency with Chapter 3 (Advertising) and other applicable City Code; and

WHEREAS, all applicable requirements for an electronic sign have been approved and the procedure described in Chapter 3 (Advertising) §3-11A (a) have been met, and

WHEREAS, the Planning Commission recommended approval of the electronic message center (EMC) at their June 11, 2018 meeting, NOW THEREFORE

Be it resolved by the City Council of the City of Sheridan, Wyoming, that the electronic message center (EMC) sign for Holy Name Church, located at 260 E Loucks St. is hereby approved by vote of the City of Sheridan's City Council, with the following conditions:

1. An EMC, or sign incorporating an EMC, installed as freestanding sign shall have a decorative base of masonry or stone.
2. Any information displayed on the Electronic Message Center (EMC) shall be static, and messages displayed shall not change more frequently than once per hour.
3. Messages displayed must be monochromatic (a single color, value and hue) and the background of the EMC must likewise be of a single color, value or hue.
4. The maximum pixel spacing (pixel pitch) shall not exceed 10 mm for an EMC-RGB or 20 mm EMC-Mono.
5. The minimum legal lot or parcel size for which an EMC, or sign incorporating an EMC, can be installed in a residential district is one acre.
6. The EMC will conform in all other ways with the provisions of this section and applicable city code.
7. Electronic message centers must be equipped with a sensor or other device which detects ambient light conditions and software which controls brightness for nighttime viewing and other lighting conditions, and may not display a message or be illuminated after 9:00 p.m.

In approving the Electronic message center (EMC) sign for Holy Name Church, the City Council finds:

The sign has met the requirements of Chapter 3 (Advertising)

PASSED, APPROVED, AND ADOPTED this 18st day of June 2018.

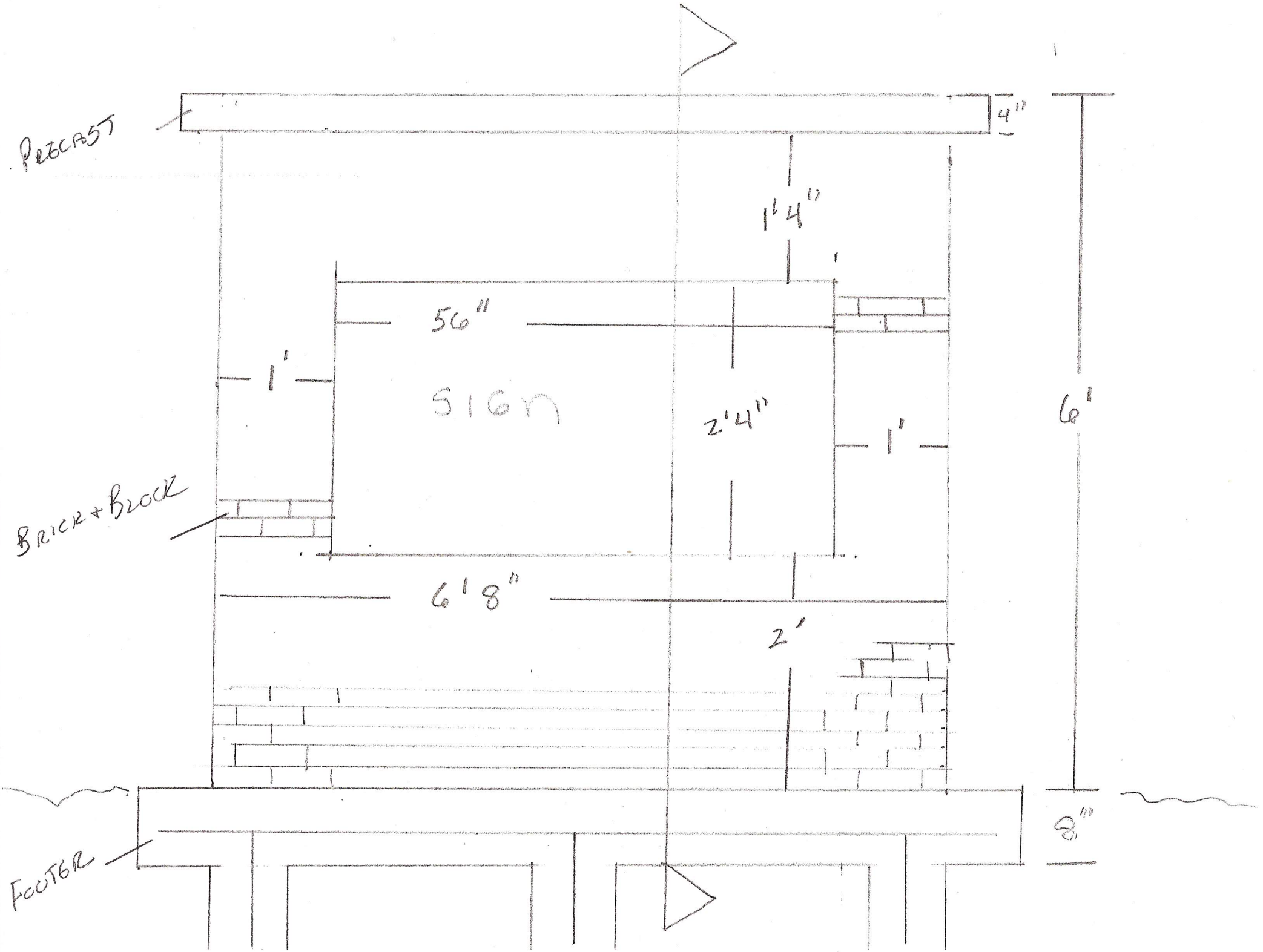
_____
Roger Miller, Mayor

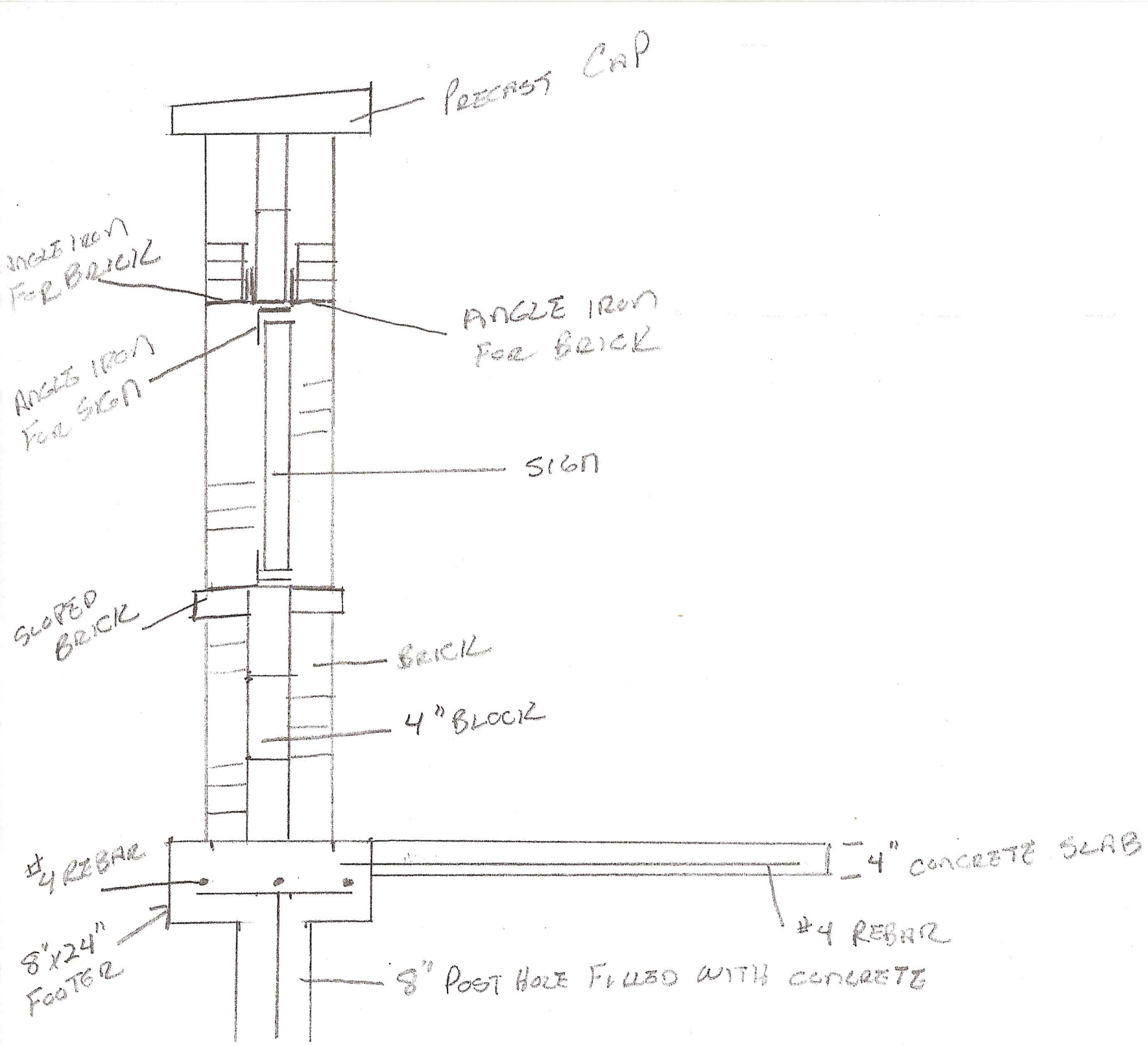
Attest:

_____
Cecilia Good, City Clerk

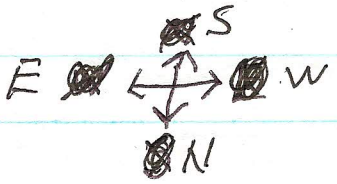

LY NAME CATHOLIC CHURCH
ITUR Y SC E ULE
MASS MON-THUR 7AM
8:20 S TURDAY 8AM 5PM
Y 8:10AM & 5 PM
CONCILIATION 3:45 SAT
VISITORS WELCOME
KIA


SCHOOL


PRECAST
4"
1'4"
56"
1'
SIGN
2'4"
1'
6'
BRICK + BLOCK
6'8"
2'
FOOTER
8"


PRECAST CAP
ANGLE IRON FOR BRICK
ANGLE IRON FOR BRICK
ANGLE IRON FOR SIGN
SIGN
SLOPED BRICK
BRICK
4" BLOCK
#4 REBAR
4" CONCRETE SLAB
#4 REBAR
8"x24" FOOTER
8" POST HOLE FILLED WITH CONCRETE

SITE PLAN FOR HOLY NAME CHURCH EMC SIGN



SOUTH CONNOR STREET

CHURCH

EMC MARQUIS SIGN

12'

3'

SIDEWALK

12'

EAST LOUCKS STREET



CITY OF Sheridan WYOMING

Electronic Sign location

N

0 25 50 100 Feet

Name: sgoodman Date: 05/24/2018

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Clerk

MEMORANDUM

Project Name:	Minutes of Regular Council Meeting June 4th, 2018
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	06/13/2018

Attachments

Minutes of Regular Council Meeting June 4th, 2018

CITY OF SHERIDAN, WYOMING
MINUTES OF REGULAR COUNCIL MEETING

COUNCIL CHAMBERS **7:00 P.M.** **June 4th, 2018**

1. Mayor Roger Miller called the meeting to order at 7:00 P.M.

2. The Pledge of Allegiance to the Flag was led by Mayor Roger Miller.

3. The invocation was given by Councilman Alex Lee.

4. The meeting was called to order with a quorum as follows: Mayor Roger Miller presiding with Councilors Alex Lee, Rich Bridger, Erin Hanke and Patrick Henderson, with Councilor Shafer and Councilor Gooch Absent. Members of staff present included Police Chief Rich Adriaens, City Clerk Cecilia Good, Human Resources Director Heather Doke, Community Development Director Brian Craig, Public Works Director Lane Thompson and various other City staff.

5. Councilor Hanke motioned to approve the agenda and Councilor Lee seconded approval of the agenda. Council approved the motion for approving the agenda: voice vote; unanimous.

6. Mayor Roger Miller called for a public hearing at 7:02 P.M. for comment regarding Ordinance #2190 - Rezoning Blocks 5, 6, 7, 8, and 9 of Suburban Home Company Addition to B2. A presentation was given by Community Development Director Brian Craig. Councilman Bridger asked about the requirements for the entryway corridor. Susan Osborne stated that she believed the project would be an asset to North Main. The public hearing was closed at 7:06P.M.

7. Mayor Roger Miller then read aloud the consent items:

A. Minutes of Regular Council Meeting May 21st, 2018

B. Minutes of Special Council Meeting May 21st, 2018

C. Claims

Claims 06-05-18

Vendor Name	Description	Total
A & M Service & Supply Inc.	Repair to Records Printer-transfer belt	517.25
A Plus Plumbers & Appliance Repair	Replace shower valves in station Inv 8-1195	845.00
Ace Hardware-Newkirk	supplies	146.34
Advance Fence	Pool Fence Materials	260.07
Alex Nero	Deposit Refund/167 W 4th St	35.90
A-Line Roofing & Exteriors	Gutters for cabin and generator building	1,740.00
AlphaGraphics of Wyoming	Park 2 Park Event, 4 Banners/social media	2,490.09
American Maid	CSC - May cleaning services	400.00
American Welding & Gas, Inc.	Drill bit	191.77
Andrew Fried	Meals per diem-Loveland-CO May 18-20-2018	122.25
Anna Forister	Deposit Refund/137 Swan St.	18.16
Annalisa Jones	Replacement patrol boots	93.84
Axis Forensic Toxicology, Inc	Case #18P003194	275.00
B&B Leasing Company	Monthly Copier Lease for June 2018	155.43
Back Country Bicycles	Replacement Bike, repairs & clothing for bike patr	2,150.66
Big Horn Design	uniform shirts	888.50
Blake Barnhill	Deposit Refund/765 Absaraka St.	68.59
BVK	WOT Sticker Program	4,880.00
C & K Equipment	Back up camera for Unit 3-10 Sanitation	379.02
Carla Rossi	Deposit Refund/938 Highland Ave. #A	12.38
Carquest Auto Parts	parts and supplies	684.02
Caterpillar Financial	Compactor Landfill Payment #4/Motor Grader payment #3	126,672.03
CED- Consolidated Electrical Distributers Inc.	Polymer mixer parts	42.74
Cedars Health LLC	Drug Testing - April - Multiple Invoices	571.64

Collection Professionals Inc.	CPI Acct #2799 & 1885-4/1/18-4/30/18	486.53
Communication Technologies	Kussmaul auto pump AC/switch	731.48
Confluence Collaborative	STT Website Maintenance/Fly Sheridan Website	754.25
Craftco Metals Services, Inc	Repairs to Unit 3-13 Sanitation truck	7,812.05
Crescent Electric	Fuses	23.15
D.J. & Elizabeth Dearcorn	Deposit Refund/633 Avon St.	12.05
Dana Kepner Company	WDT Reconstruction Project- Misc #4725	3,269.90
Desert Mountain Corporation	Ice slicer chemical	12,581.05
Dixon Land Management and Consulting Inc	Mowing	2,270.00
Dodie Bomar or Terry Lenhart	Petty Cash Receipts from August-October-May	24.00
Ed Hammer Inc	Stop switch/check codes/rechrg battery/serv/inspec	343.51
Employ, LLC	Temporary Labor	9,023.67
Energy Laboratories, Inc	TOC Analysis 5/9/2018, WO# C18050476	160.00
Farmers Co-op Oil Co.	Fuel	17,577.09
Fastenal Industrial Supplies	Parts and supplies	405.47
First Interstate Bank	Retainage FBO O'Dell Const-100764562	1,264.00
Four Seasons Lawn Care, Inc.	Weed inspection and spraying at Landfill	1,000.00
Full Moon Design	Set Cemetery Sign Rock	250.00
Government Finance Officers Association	Renew Membership #300170049-Brett L Caiola	190.00
Grainger, Inc.	fan -12vDC/bulbs	80.18
Hach Company	Misc. lab chemicals and supplies, freight	3,569.92
Heather Ross	Deposit Refund/356 W Burkitt St.	69.82
High Land Inc.	Kendrick Park Irrigation Improvement - #5710	31,900.63
Hot Iron, Inc.	W Loucks St Reconstruction Phase II #4742	480,597.80
InfoSend, Inc.	Billing Statements & Postage - April 2018	4,477.65
Irene Winker	Balance Refund/409 Adkins St.	15.77
J.Marcos Almaraz	Deposit Refund/5118 Coffeen Ave.	41.56
Jack Cremer	2018 WARWS Spring Conference Per Diem	193.50
Jack's Truck & Equipment	Parts and repairs	1,952.00
John Deere Financial #1111308145	supplies	849.89
Justin Rawley	Balance Refund/914 W 10th St.	36.38
Ken Hirschman	Reimburement for trip to Cheyenne	58.00
Kilpatrick Creations Inc.	Park 2 Park Headgear, 149 White/Blk logo	1,395.75
Kismet Schadwill	Refund/1748 Yonkee Ave.	178.94
Kiwi Katering	Catering for long budget meeting	220.00
LJS Concrete & Excavating, LLC	Truck rentals	1,785.00
LJS Concrete and Excavating, LLC	Kendrick Park Road CA Imp #5710	33,364.49
LN Curtis & Sons	Replace 24 foot aluminum extension ladder CB	1,035.08
Luke A Goddard	Medical Doctor Coverage for June 2018	500.00
Lyle Signs, Inc.	Flagger paddles/signs	412.46
Madden Media	Spring Insert Campaign	7,409.50
MAP, LLC	Contractual Services	2,174.63
Mattie Fowler	Deposit Refund/327 S Tschirgi St.	6.20
McGrath Consulting Group, Inc.	Comprehensive Audit of Fire-EMS Services-Start	4,350.00
Memorial Hospital of Sheridan County	Case #18P003166	550.00
Mitchell S Godwin	2018 WARWS Spring Conference Per Diem	189.50
Moore Medical	Additional EMS Supplies for ambulances	72.32
Mullinax Concrete Service & Irrigation	Pea Gravel for the Parks Dept.	412.47
Napa Auto Parts	Supplies/Parts	614.45

Nathan Rager	Nathan Rager- Travel Expenses-RMAC- Denver, CO	580.50
New Environment, Inc.	Materials for 40 hour Hazwoper class	339.00
Norco, Inc	Supplies	175.24
Normont Equipment Co.	Router bits/spacers/carbide tips/traffic cones	1,799.15
O'Dell Construction Inc.	PR13&16 #3-Finishing 2nd & 3rd Floor WYO-Hallmark	11,376.00
Office Shop Inc	Engineering Copy count for 04/25 - 5/24/18	166.86
Olson's Pest Technicians	Monthly service- Intake & BGWTP	210.00
Pat Burke Trucking	Hauling glass to Denver for recycling	1,200.00
Peak Consulting	Harassment/Discrimination Training	700.00
Peterbilt of Wyoming	Steering gear for Unit 3-12 Sanitation	1,237.64
Powder River Power Co	Parts for Unit 3-10 Sanitation	15.08
Premier Design Properties	Deposit Refund/1371 Omarr Ave.	90.00
Public Engines, Inc.	Command Central Annual Subscription	3,588.00
Quentin Baccari	Deposit Refund/755 Harrison St.	8.94
Ramie Roadifer	Refund/326 Kilbourne St.	68.94
Randall Engineering Surveys	Survey leachate wells, settlement points - Landfil	3,558.50
Rhomar Industries, Inc.	Metal sealer/applicators	807.70
Ricoh USA, Inc.	May Copier Charges	479.58
Rita Lund	Deposit Refund/957 Emerson St.	13.44
Robert Ford Matsudaira IV	Magazine Ad Illustration	450.00
Rocky Mountain Ambulance Service LLC	Ambulance Services for June 2018	10,000.00
Secure Shred	Shredding - Invoice #13-1957	418.08
Security State Bank	W Loucks St Recon Phase II-Retanaige# 11193151	53,399.76
Servall Uniform and Linen, Inc	Rug Services	367.95
Shaunessey Reeves	Clean 4 Restrooms - May 7th -18th 2018	800.00
Sheridan Amateur Hockey Assoc	2018 PW A&B & HS State Hockey Tourn Grant	1,500.00
Sheridan Commercial Co.	Supplies	1,207.80
Sheridan Electric LLC	Install lighting in the Recycling Center for safet	4,425.00
Sheridan Media	Radio ads for Community Clean-up	560.00
Sheridan Motor Inc	Repair suspension/repair shift linkage	3,442.73
Sheridan Newspapers Inc	Weatherby Ad	490.00
Sheridan Seed Co., Inc.	Grass seed	100.00
Sound Water Services, Inc.	Streaming current monitor repairs	1,670.00
Source Office & Technology	supplies	659.57
Steve's Truck Service Inc	Parts for Unit 3-10 Sanitation	18.09
Stormy Redman	Deposit Refund/1446 S Main St.	39.57
Team Laboratory	Road patch	1,695.00
Tile Tech Inc	Replace shower tile and grout in mens-womens	13,322.00
Tire Rama	Tire purchase	65.43
Top Office Products Inc	Copy charges	434.05
TripaAdvisor LLC	Graphical advertising - April	2,382.43
Turn-Key Technologies, LLC	Voice mail services	157.99
Tyler Arndt	Tobacco Decoy - May 2018	250.00
U.S. Armor Corporation	Replacement Vest-Hartman, Hawkins, Phillips, Roger	3,200.00
Uline Shipping Supplies	Supplies for HHW facility	804.62
United Uniform Company, Inc.	Uniform Shirts & Pants for Kmett	315.00
UPS	Delivery of bat to state lab for testing	15.59
Verizon Wireless	Aircards for MDCs	578.94
Visionary Communications	Wireless Internet Dec 2017-May 2018	2,121.38
VRM	500 & 1000 hr. services to Units 4-86, 4-84	1,340.00

Water Products, Inc	Water	63.00
Way Oil Inc	Diesel exhaust fluid	668.80
Wilbur-Ellis LLC	Fertilizer/seed/insecticide/CREDIT	3,851.80
Winsupply of Sheridan Wy Co	Supplies	2,674.80
Wireless Advanced Communications, Inc	Charger Stalker II Can/VSS Cable `11	120.00
Wood Group USA, Inc	SCADA Programing, Neel Dhodapkar	12,270.00
WY Dept of Transportation	Administration fee for billboards	30.00
Wyoming Machinery Co	Parts for repair/maintenance Units 4-84 & 4-86 LF	1,048.18
Grand Total:		**933,704.90**

Prepaids 05-18-18

Vendor Name	Description	Total
Willard E. Cook, Jr. and Sarah F. Cook	earnest money	1,000.00
Grand Total:		**1,000.00**

Prepaids 05-24-18

Vendor Name	Description	Total
Montana Dakota Utilities	Pump stations	1,486.96
Grand Total:		**1,486.96**

Regular Payroll 05-25-18

Vendor Name	Total
497-874-NCPERS Wyoming	320.00
Aflac	1,419.54
Blue Cross Blue Shield of Wyoming	70,652.03
Child Support-Ohio	196.14
CITCO FCU	4,972.13
Collection Professionals Inc.	161.54
Colonial Supplemental Insurance	21.78
First Federal Savings Bank	9,808.72
HealthEquity, Inc.	2,627.12
ICMA Retirement Trust 300698	6,510.77
IRS 941	67,228.96
LOCAL 276, IAFF	800.00
Nationwide	52.13
Optum Bank, Inc.	1,131.27
Orchard Trust	2,240.00
Security State Bank	508.76
Sheridan County District Court	297.22
Sunlight Federal Credit Union	1,623.51
VSP	1,138.09
Workers' Safety &	9,361.29
Wyoming Retirement System	58,567.41
Wyoming State Disbursement	730.32

Unit

Grand Total: **240,368.73**

Councilor Henderson moved, seconded by Councilor Bridger, for the approval of the consent agenda. Council approved the motion for approval of the consent agenda: voice vote; unanimous.

8. Staff Update

A. Public Works Director Lane Thompson gave an update on the Hillside Stabilization Project Contract.

Old Business:

9. Councilor Lee moved, seconded by Councilor Henderson, for the Third and Final Reading of Ordinance #2188 - Highland Park Planned Unit Development (PUD) and Master Plan. Staff presentation was provided by Community Development Director Brian Craig. Council approved the motion: roll call vote: unanimous.

10. Councilor Henderson moved, seconded by Councilor Hanke, for the Approval of the Third and Final Reading of Ordinance #2185, the Adoption of Mobile Vending Ordinance. Staff presentation was provided by Community Development Director Brian Craig, which included proposed amendments to the Ordinance. Mayor Roger Miller asked about the revocation of a license. City Attorney Brendon Kerns discussed this further. John Fafoutakis stated concerns about the limitation of the Ordinance regarding serving near schools, and that it should be permissible. Antonia Armenta thanked Council for listening to input regarding the Ordinance. She also requested additional information on enforcement. Community Development Director Brian Craig stated that Planning and Building personnel will initially reach out to vendors before the Police Department is involved. Council approved the motion: roll call vote: unanimous.

Councilor Hanke moved, seconded by Councilor Henderson, for the Approval of the Amendments to Ordinance #2185 as presented. Council approved the motion: voice vote: unanimous.

New Business:

11. Councilor Bridger moved, seconded by Councilor Hanke, for the Approval of Fiscal Year 2019 Contract between City of Sheridan and IAFF Local #276. Staff presentation was provided by Human Resources Director Heather Doke. Council approved the motion: voice vote: unanimous.

12. Councilor Bridger moved, seconded by Councilor Henderson, for the First Reading of Ordinance #2190 - Rezoning Blocks 5, 6, 7, 8 and 9 of Suburban Home Company Addition to B2. Staff presentation was provided by Community Development Director Brian Craig during the public hearing. Council approved the motion: roll call vote: unanimous.

13. Councilor Henderson moved, seconded by Councilor Bridger, for the Approval of Resolution 11-18- 1% Optional Sales and Use Tax for Fiscal Year 2019. Staff presentation was provided by City Clerk Cecilia Good. Council approved the motion: voice vote: unanimous.

14. Councilor Henderson moved, seconded by Councilor Bridger, for the Approval of One Cent Funding Requests for Sheridan Public Arts Committee Coordinator Position and SEEDA Position. A presentation was provided by City Clerk Cecilia Good. Council approved the motion: voice vote: unanimous.

15. Councilor Lee moved, seconded by Councilor Hanke, for the Approval of Appointment of Interim Fire Chief for Sheridan Fire and Rescue. City Administrator Mark Collins introduced Interim Fire Chief Gary Harnish. Gary Harnish thanked Mayor and Council for the opportunity. Council approved the motion: voice vote: unanimous.

16. Comment from the Council and Public:

A. Mayor Roger Miller stated that the pay and benefits should be evaluated. Mr. Miller stated that he would request that staff review this further. He also discussed the Mayor/Council Handbook that requires updates, such as details regarding the roles and responsibilities of the Mayor.

17. Councilor Bridger moved, seconded by Councilor Henderson, to adjourn the meeting at 7:58 P.M. Council approved the motion: voice vote: unanimous.

APPROVED:

_____

Roger Miller, Mayor

ATTEST:

_____
City Clerk, Cecilia Good

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Clerk

MEMORANDUM

Project Name:	Minutes of Special Council Meeting June 11th, 2018
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	06/13/2018

Attachments

6/11/2018 Special Council Meeting Minutes

CITY OF SHERIDAN, WYOMING
MINUTES OF SPECIAL COUNCIL MEETING

COUNCIL CHAMBERS **5:30 P.M.** **June 11th, 2018**

1. Mayor Roger Miller called the meeting to order at 5:30 P.M.

2. The Pledge of Allegiance to the Flag was led by Mayor Roger Miller.

3. The meeting was called to order with a quorum as follows: Mayor Roger Miller presiding with Councilors Alex Lee, Rich Bridger, Thayer Shafer and Patrick Henderson; Councilor Hanke and Councilor Gooch were absent. Members of staff present included Police Chief Rich Adriaens, City Clerk Cecilia Good, Human Resources Director Heather Doke, Community Development Director Brian Craig, and Utilities Director Dan Roberts.

4. Staff presentation was provided by Community Development Director Brian Craig. Councilor Lee moved, seconded by Councilor Shafer, for the Second Reading of Ordinance #2190 - Rezoning Blocks 5, 6, 7, 8 and 9 of Suburban Home Company Addition to B2. Council approved the motion; roll call vote: unanimous.

5. Councilor Shafer moved, seconded by the Lee, to adjourn the meeting at 5:32P.M. Council approved the motion; voice vote: unanimous.

APPROVED:

_____
Roger Miller, Mayor

ATTEST:

_____
Cecilia Good, City Clerk

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Utilities

MEMORANDUM

Project Name:	Approval of Croell Redi-Mix, Inc. Pre-Annexation Agreement
From:	Dan Roberts, Utilities Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	06/11/2018

Recommendation:

Staff recommends that City Council approve and authorize the Mayor to sign the attached Pre-Annexation Agreement between Croell Redi-Mix, Inc. and the City of Sheridan to serve as authorization for Croell Redi-Mix, Inc. to extend a water main outside the city limits and tie into the City of Sheridan water system to serve property at 48 Industrial Lane.

Background:

The proposed property is located on Industrial Ln South of E 5th Street and East of East Ridge Rd. The lot is currently contiguous to the City. The landowner Croell Redi-Mix Inc., desires to be served by water from the City of Sheridan water system located on East 5th & Industrial Lane. (see attached map). The property is within the planned Urban Services Area boundary which means it is intended to receive City services at some point in the future. As such, this property would receive water service from the City, which has water system infrastructure in the area, versus the Sheridan Area Water Supply Joint Powers Board (SAWSJPB) which does not.

Resolution 73-07 establishes policy and requirements that must be met before City Council can authorize the extension of Sheridan's water and/or sewer system to serve lands outside the city limits. Staff has confirmed the requirements are satisfied by this application which are listed as follows:

1. Land is within the Urban Services Area.
2. The water service extension appear to be economically feasible.
3. The property to be served can be made to conform to City ordinances related to subdivisions and construction of Improvements.
4. The property to be served can be reasonably expected to be annexed within the foreseeable future and provided with other basic services available to City residents.
5. The water service extension will promote orderly growth and welfare to the City.
6. The landowner will obtain the required permits from the City prior to proceeding with construction.
7. The property to be served is not currently served by City water or sewer system.

In accordance with Resolution 73-07, City Council may authorize the extension of the City's water or sewer system to lands outside the city limits provided the landowner signs a Pre-Annexation Agreement and that agreement is filed at the courthouse to run with the land. The property at 48 Industrial Lane is outside the city limits; therefore, a prepared Pre-Annexation Agreement is being presented for City Council consideration.

Thank you for your consideration.

Attachments

Pre-Annexation Agreement & Petition
Croell Redi-Mix Map

PRE-ANNEXATION AGREEMENT AND PETITION

THIS ANNEXATION AGREEMENT, made this 9th day of May, 2018, by and between Croell Redi-Mix, Inc., and their heirs, successors in interests and assigns, hereinafter referred to as LANDOWNER, and the City of Sheridan, Wyoming, a municipal corporation and City of the First Class, hereinafter referred to as CITY.

WHEREAS, the LANDOWNER is the record owner of a certain tract of land, described as follows: See Exhibit A

This tract of land, or any smaller part or parcel which may be conveyed as a separate tract, whether or not subdivided, shall hereinafter be referred to as the LAND.

WHEREAS, the LAND is currently contiguous to the CITY; and

WHEREAS, the LANDOWNER desires to receive certain CITY services in exchange for a commitment to annex, at the direction of the CITY; and

NOW, THEREFORE, the parties above named have decided to set forth all of their agreements concerning the annexation of the property as follows:

1. The parties acknowledge that the LAND is currently contiguous to the City limits of the CITY and is within the natural growth area of the CITY. The LANDOWNER agrees and covenants for himself and his heirs, assigns and successors in interest to take all remaining actions at any time, and at the sole discretion of the CITY, to comply with State annexation law and to complete the annexation of the LAND into the CITY. The LANDOWNER, or any successor in interest, shall incorporate this requirement to annex into the CITY on each and every deed for any parcel of land existing or created within the LAND. The LANDOWNER shall adhere to the **City Comprehensive Plan**, appropriate restrictions pertaining thereto, and the **2001 City of Sheridan Traffic Study,** and all amendments thereto. All lands existent at the time of this AGREEMENT, if subdivided and approved by Sheridan County, along with any agreements, covenants, restrictions or zones, shall be submitted to the City Council for approval prior to the recording of the subdivision plat or a sale of any parcel. A commitment or restriction shall be included in every deed or land sale contract executed by the LANDOWNER, whether or not presently platted or subdivided, subsequent to the date of approval of this AGREEMENT, noting that the parcel "shall annex to the CITY without protest, at the discretion and direction of the Sheridan City Council". The commitment to annex shall be recorded as part of each deed and is a covenant running with the property known as the LAND, enforceable by the CITY.

2. This AGREEMENT does not relieve the LANDOWNER, or any successor in interest, from any requirements of the City of Sheridan Subdivision Regulations, when the LAND is further subdivided, and that the subdivision shall be in accordance with all relevant CITY ordinances and other regulations in effect at this time.

3. The LANDOWNER shall construct any and all new buildings or structures on the property in complete conformity with the current building codes and all other codes, as adopted by the City of Sheridan, and the LANDOWNER shall certify such compliance to the Building Official of the City of Sheridan.

4. Upon annexation to the CITY, the CITY shall provide municipal services on the same level as provided to other areas of the CITY, according to state statutes and local ordinances.

5. The parties acknowledge that all CITY utilities and services are required to service lands annexed to the CITY. The parties further acknowledge that this AGREEMENT is a petition to create a local improvement district, as specified in §15-6-203 W.S., 1977, and therefore, constitutes a waiver of the LANDOWNER's right to file protests and remonstrances, as provided by Wyo. Stat. Ann. §15-6-202(d) and §15-6-203. It is expressly understood that this AGREEMENT obligates the inclusion of the LAND, after annexation, in a district or districts which provide for the installation and construction of the following listed improvements, until all the improvements are constructed in compliance with City ordinances then in effect and accepted by the City Council. The improvements required are as follows:

LANDOWNER shall be required to install, at LANDOWNER'S sole cost, all water infrastructure and sewer infrastructure for the LAND required under City ordinances in effect at the time of such installation

for the benefit of the LAND so annexed. LANDOWNER further agrees to pay all costs and fees associated with the annexation and installation (eg., costs of producing required drawings, exhibits, maps, etc.; filing and review fees; and other typical fees charged in similar processes. If a district(s) is formed which includes lands in addition to LANDOWNER'S LAND, then the LANDOWNER shall pay the cost of any infrastructure assessed to the property as part of the local improvement district in addition to any costs described above.

6. The parties further agree to the following specific items: None

7. The LANDOWNER hereby petitions the Sheridan City Council to accept this AGREEMENT as a petition to annex all of the LAND previously described above into the CITY limits of the City of Sheridan. LANDOWNER is the owner of all LAND described above. LANDOWNER and CITY agree that this petition may be filed with the City and/or County Clerk at any time, and at the sole discretion of the CITY.

8. LANDOWNER agrees to sign any other petition or petitions or to take any other action whatsoever to comply with State annexation law as they may be required by the CITY to facilitate the annexation. LANDOWNER further waives any irregularities in the annexation process and specifically waives his right to protest the said annexation. The parties acknowledge that the CITY may choose not to complete the annexation of LANDOWNER's LAND until additional logical and adjacent properties may be annexed simultaneously. LANDOWNER agrees to provide an annexation plat, prepared by a Wyoming registered land surveyor, at his sole cost and expense, upon the request of the CITY. The LANDOWNER specifically agrees and acknowledges that the timing of the annexation is within the sole discretion of the CITY. The CITY may initiate the annexation of the LAND described above at any time and without notice to LANDOWNER.

9. This AGREEMENT, and every part thereof, shall constitute a covenant running with the LAND described above and may be enforced by the CITY by an action at law or equity.

10. This AGREEMENT shall inure to the benefit of, and be binding upon the parties hereto, their respective heirs, successors in interest and assigns. This AGREEMENT shall bind each and every successor in interest to the LAND or any portion or parcel thereof.

11. This AGREEMENT shall be governed by the laws of the State of Wyoming. The District Court of the Fourth Judicial District in Sheridan County, Wyoming, shall have venue and jurisdiction exclusively for any action in law or equity which may be instituted to enforce the terms of this AGREEMENT.

12. If any legal action is instituted to enforce any of the terms of this AGREEMENT, the unsuccessful party shall pay the successful party's reasonable attorneys' fees and all costs of the action including court costs, expert witness fees and all other actual expenses incurred in the prosecution of the action.

13. If any section, subsection, sentence, clause, phrase or portion of this AGREEMENT is for any reason held invalid or unconstitutional by any Court or other authority of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and shall not affect the validity of the remaining portions hereof, which shall remain in full force and effect.

DATED This 10 day of May, 2018

LANDOWNER:

B. Marcel Gm For Croell

STATE OF WYOMING)
Crook)ss.
COUNTY OF ~~SHERIDAN~~)

On 10th, 2018, personally appeared before me Brian Marchant whom I know personally, to be the signer of the above and he acknowledged that he signed it.

Kirby L. Harless
Notary Public
My Commission Expires: October 28, 2019

KIRBY L. HARLESS - NOTARY PUBLIC
COUNTY OF CROOK STATE OF WYOMING
My Commission Expires October 28, 2019

CITY OF SHERIDAN:

Roger Miller, Mayor

ATTEST:

Cecila Good City Clerk

STATE OF WYOMING)
)ss.
COUNTY OF SHERIDAN)

On _____, 20__, personally appeared before me Roger Miller, Mayor of the City of Sheridan, Wyoming, whom I know personally, to be the signer of the above and he acknowledged that he signed it.

Notary Public
My Commission Expires:

EXHIBIT A

2015-717785 2/26/2015 10:20 AM PAGE: 1 OF 3
BOOK: 552 PAGE: 36 FEES: $18.00 SM WARRANTY DEED
EDA SCHUNK THOMPSON, SHERIDAN COUNTY CLERK

WARRANTY DEED

WESTERN TRANSPORT, LLC, a Wyoming Limited Liability Company, with a physical address of 51 Industrial Lane, Sheridan, Wyoming 82801 (hereinafter "**Grantor**"), for and in consideration of Ten Dollars ($10.00) and other good and valuable consideration in hand paid, do hereby CONVEY AND WARRANT to **CROELL REDI-MIX, INC., an Iowa Corporation** of 2010 Kenwood Ave., P. O. Box 430, New Hampton, Iowa 50659 (hereinafter "**Grantee**") the following described real estate, situate in the County of Sheridan, and State of Wyoming, to wit:

A tract of land situated in the SW1/4 NE1/4 of Section 25, Township 56 North, Range 84, West of the 6th P.M., Sheridan County, Wyoming. Said area being more particularly described as follows:

Commending at the north quarter corner of said Section 25 (Monumented with a 3 1/4" Aluminum Cap per PLS 6594); thence S01'13'20"E, 1538.21 feet to the POINT OF BEGINNING of said area, said point being the northwest corner of a tract of land described in Book 511 of Deeds, Page 325; thence S89'05'43" E, 330.22 feet along the north line of said tract described in Book 511 of Deeds, Page 325 to a point; thence S01'12'33"E, 661.44 feet to a point; thence N89'05'43"W, 330.19 feet to a point, said point lying on the west line of said tract described in Book 511 of Deeds, Page 325; thence N01'12'43"W, 661.44 feet along said west line to the POINT OF BEGINNING of said area.

Said area contains 5.01 acres of land, more or less.

Bearings are based on the Wyoming Coordinate System, NAD 1983, East Central Zone.

Together with all improvements, fixtures, hereditaments and appurtenances thereto belonging or in anywise appertaining; and,

Subject to all exceptions, reservations, rights-of-way, easements, covenants, restrictions, encumbrances and rights of record and subject to building and zoning regulations and city, state and county subdivision laws and further subject to any state of facts which would be disclosed by an accurate survey or physical inspection of the premises, existing fence lines or encroachments, if any.

Fully releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming.

SHERIDAN COUNTY UNOFFICIAL COPY

2015-717785 2/26/2015 10:20 AM PAGE: 2 OF 3
BOOK: 552 PAGE: 37 FEES: $18.00 SM WARRANTY DEED
EDA SCHUNK THOMPSON, SHERIDAN COUNTY CLERK

By accepting delivery of this Deed, and consistent with the underlying purchase agreement, Grantee hereby expressly and fully waive and release Grantor from any and all disclosures, requirements, rights or claims otherwise available to them in any way or on any basis pursuant to W.S. § 34-1-151 (LexisNexis 2014 as amended).

WITNESS my hand on this 18th day of February, 2015.

GRANTORS:

Leo Henry Goss
Leo Henry Goss (Managing Member)

James Robinson Goss
James Robinson Goss (Managing Member)

Carean Lesley Goss
Carean Lesley Goss (Managing Member)

STATE OF WYOMING)
)
COUNTY OF Sheridan)

The above instrument was acknowledged before me this 18th day of February, 2015 by Leo Henry Goss as Managing Member for Western Transport, LLC.

Witness my hand and official seal.

Alisha Buszkiewic
Notary Public

My commission expires: March 19 2016

ALISHA BUSZKIEWIC NOTARY PUBLIC
COUNTY OF SHERIDAN STATE OF WYOMING
MY COMMISSION EXPIRES MARCH 19, 2016

SHERIDAN COUNTY UNOFFICIAL COPY

2015-717785 2/26/2015 10:20 AM PAGE: 3 OF 3
BOOK: 552 PAGE: 38 FEES: $18.00 SM WARRANTY DEED
EDA SCHUNK THOMPSON, SHERIDAN COUNTY CLERK

STATE OF WYOMING)
)
COUNTY OF Sheridan)

The above instrument was acknowledged before me this 18th day of February, 2015 by James Robinson Goss as Managing Member for Western Transport, LLC.

Witness my hand and official seal.

Alisha Buszkiewic
Notary Public

My commission expires: March 19 2016

ALISHA BUSZKIEWIC NOTARY PUBLIC
COUNTY OF SHERIDAN STATE OF WYOMING
MY COMMISSION EXPIRES MARCH 19, 2016

STATE OF WYOMING)
)
COUNTY OF Sheridan)

The above instrument was acknowledged before me this 18th day of February, 2015 by Carean Lesley Goss as Managing Member for Western Transport, LLC.

Witness my hand and official seal.

Alisha Buszkiewic
Notary Public

My commission expires: March 19, 2016

ALISHA BUSZKIEWIC NOTARY PUBLIC
COUNTY OF SHERIDAN STATE OF WYOMING
MY COMMISSION EXPIRES MARCH 19, 2016

SHERIDAN COUNTY
UNOFFICIAL COPY



CITY OF Sheridan
WYOMING

48 Industrial Ln

N

0 0.05 0.1 0.2 Miles

Name: mpeacock Date: 06/

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Utilities

MEMORANDUM

Project Name:	Approval of William Shosten 1707 Kroe Lane Pre-Annexation Agreement
From:	Dan Roberts, Utilities Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	05/11/2018

Recommendation:

Staff recommends that City Council approve the Mayor to sign the attached Pre-Annexation Agreement between William Shosten and the City of Sheridan to serve as authorization to tie into the City of Sheridan sewer system to serve lands located outside the city limits located at 1707 Kroe Lane.

Background:

The proposed property is located on Kroe Lane between Sheridan Ave and Eastridge Road. The lot is currently contiguous. The landowner, William Shosten desires to be served by the City of Sheridan sewer system located along his West lot line. (See attached map).

The conditions outlined in Resolution 73-07 that must be met before City Council can authorize the extension of Sheridan's water and sewer system to serve lands outside the city limits are satisfied with the following findings of fact:

1. The lands are within the Urban Services Area. They are anticipated to receive City services in the future with such growth considered in water and sewer system planning documents.
2. The sewer service extensions appear to be economically feasible with the costs being borne by the property owner.
3. The property to be served can be made to conform to City ordinances related to subdivisions and construction of Improvements.
4. The property to be served is within the Urban Services Area and can be reasonably expected to be annexed within the foreseeable future and provided with other basic services available to City residents.
5. The sewer service extension will promote orderly growth beginning with consistent sewer service and eliminate an existing septic system.
6. The landowner will obtain the required permits from the City prior to proceeding with construction and connection of said water and sewer service.
7. The property to be served is currently served by City water and will be served by the City of Sheridan sewer system.
8. Upon annexation of the property, no assets will be available to transfer to the City. The water and sewer tap and service would remain under the ownership of the property owner as a private service line upon completion.

In accordance with Policy Resolution 73-07, City Council may authorize the extension of the City's water and sewer system to lands outside the city limits provided the landowner signs a Pre-Annexation Agreement and that agreement is filed at the courthouse to run with the land. The property at 1707 Kroe Lane is contiguous; therefore, a Pre-Annexation Agreement is being presented to City Council to allow City of Sheridan water and sewer service and to demonstrate the landowner's commitment to annex at the future discretion of the City.

Thank you for your consideration.

Attachments

Annexation Agreement for 1707 Kroe Lane
1707 Kroe Lane Map

PRE-ANNEXATION AGREEMENT AND PETITION

THIS ANNEXATION AGREEMENT, made this 25 day of April, 2018, by and between _____, and their heirs, successors in interests and assigns, hereinafter referred to as LANDOWNER, and the City of Sheridan, Wyoming, a municipal corporation and City of the First Class, hereinafter referred to as CITY.

WHEREAS, the LANDOWNER is the record owner of a certain tract of land, described as follows: See Exhibit A William P Shorten

This tract of land, or any smaller part or parcel which may be conveyed as a separate tract, whether or not subdivided, shall hereinafter be referred to as the LAND.

WHEREAS, the LAND is currently contiguous to the CITY; and

WHEREAS, the LANDOWNER desires to receive certain CITY services in exchange for a commitment to annex, at the direction of the CITY; and

NOW, THEREFORE, the parties above named have decided to set forth all of their agreements concerning the annexation of the property as follows:

1. The parties acknowledge that the LAND is currently contiguous to the City limits of the CITY and is within the natural growth area of the CITY. The LANDOWNER agrees and covenants for himself and his heirs, assigns and successors in interest to take all remaining actions at any time, and at the sole discretion of the CITY, to comply with State annexation law and to complete the annexation of the LAND into the CITY. The LANDOWNER, or any successor in interest, shall incorporate this requirement to annex into the CITY on each and every deed for any parcel of land existing or created within the LAND. The LANDOWNER shall adhere to the **City Comprehensive Plan**, appropriate restrictions pertaining thereto, and the **2001 City of Sheridan Traffic Study,** and all amendments thereto. All lands existent at the time of this AGREEMENT, if subdivided and approved by Sheridan County, along with any agreements, covenants, restrictions or zones, shall be submitted to the City Council for approval prior to the recording of the subdivision plat or a sale of any parcel. A commitment or restriction shall be included in every deed or land sale contract executed by the LANDOWNER, whether or not presently platted or subdivided, subsequent to the date of approval of this AGREEMENT, noting that the parcel "shall annex to the CITY without protest, at the discretion and direction of the Sheridan City Council". The commitment to annex shall be recorded as part of each deed and is a covenant running with the property known as the LAND, enforceable by the CITY.

2. This AGREEMENT does not relieve the LANDOWNER, or any successor in interest, from any requirements of the City of Sheridan Subdivision Regulations, when the LAND is further subdivided, and that the subdivision shall be in accordance with all relevant CITY ordinances and other regulations in effect at this time.

3. The LANDOWNER shall construct any and all new buildings or structures on the property in complete conformity with the current building codes and all other codes, as adopted by the City of Sheridan, and the LANDOWNER shall certify such compliance to the Building Official of the City of Sheridan.

4. Upon annexation to the CITY, the CITY shall provide municipal services on the same level as provided to other areas of the CITY, according to state statutes and local ordinances.

5. The parties acknowledge that all CITY utilities and services are required to service lands annexed to the CITY. The parties further acknowledge that this AGREEMENT is a petition to create a local improvement district, as specified in §15-6-203 W.S., 1977, and therefore, constitutes a waiver of the LANDOWNER's right to file protests and remonstrances, as provided by Wyo. Stat. Ann. §15-6-202(d) and §15-6-203. It is expressly understood that this AGREEMENT obligates the inclusion of the LAND, after annexation, in a district or districts which provide for the installation and construction of the following listed improvements, until all the improvements are constructed in compliance with City ordinances then in effect and accepted by the City Council. The improvements required are as follows:

LANDOWNER shall be required to install, at LANDOWNER'S sole cost, all water infrastructure and sewer infrastructure for the LAND required under City ordinances in effect at the time of such installation

for the benefit of the LAND so annexed. LANDOWNER further agrees to pay all costs and fees associated with the annexation and installation (eg., costs of producing required drawings, exhibits, maps, etc.; filing and review fees; and other typical fees charged in similar processes. If a district(s) is formed which includes lands in addition to LANDOWNER'S LAND, then the LANDOWNER shall pay the cost of any infrastructure assessed to the property as part of the local improvement district in addition to any costs described above.

6. The parties further agree to the following specific items: None

7. The LANDOWNER hereby petitions the Sheridan City Council to accept this AGREEMENT as a petition to annex all of the LAND previously described above into the CITY limits of the City of Sheridan. LANDOWNER is the owner of all LAND described above. LANDOWNER and CITY agree that this petition may be filed with the City and/or County Clerk at any time, and at the sole discretion of the CITY.

8. LANDOWNER agrees to sign any other petition or petitions or to take any other action whatsoever to comply with State annexation law as they may be required by the CITY to facilitate the annexation. LANDOWNER further waives any irregularities in the annexation process and specifically waives his right to protest the said annexation. The parties acknowledge that the CITY may choose not to complete the annexation of LANDOWNER's LAND until additional logical and adjacent properties may be annexed simultaneously. LANDOWNER agrees to provide an annexation plat, prepared by a Wyoming registered land surveyor, at his sole cost and expense, upon the request of the CITY. The LANDOWNER specifically agrees and acknowledges that the timing of the annexation is within the sole discretion of the CITY. The CITY may initiate the annexation of the LAND described above at any time and without notice to LANDOWNER.

9. This AGREEMENT, and every part thereof, shall constitute a covenant running with the LAND described above and may be enforced by the CITY by an action at law or equity.

10. This AGREEMENT shall inure to the benefit of, and be binding upon the parties hereto, their respective heirs, successors in interest and assigns. This AGREEMENT shall bind each and every successor in interest to the LAND or any portion or parcel thereof.

11. This AGREEMENT shall be governed by the laws of the State of Wyoming. The District Court of the Fourth Judicial District in Sheridan County, Wyoming, shall have venue and jurisdiction exclusively for any action in law or equity which may be instituted to enforce the terms of this AGREEMENT.

12. If any legal action is instituted to enforce any of the terms of this AGREEMENT, the unsuccessful party shall pay the successful party's reasonable attorneys' fees and all costs of the action including court costs, expert witness fees and all other actual expenses incurred in the prosecution of the action.

13. If any section, subsection, sentence, clause, phrase or portion of this AGREEMENT is for any reason held invalid or unconstitutional by any Court or other authority of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and shall not affect the validity of the remaining portions hereof, which shall remain in full force and effect.

DATED This 25 day of April, 2018.

LANDOWNER:

William P Shorter

STATE OF WYOMING)
)ss.
COUNTY OF SHERIDAN)

On April 25, 2018 personally appeared before me William Shosten, whom I know personally, to be the signer of the above and he acknowledged that he signed it.

Notary Public
My Commission Expires: 8/8/2020

SUSAN E. NELSON - NOTARY PUBLIC
COUNTY OF SHERIDAN STATE OF WYOMING
MY COMMISSION EXPIRES: Aug. 8, 2020

CITY OF SHERIDAN:

Roger Miller, Mayor

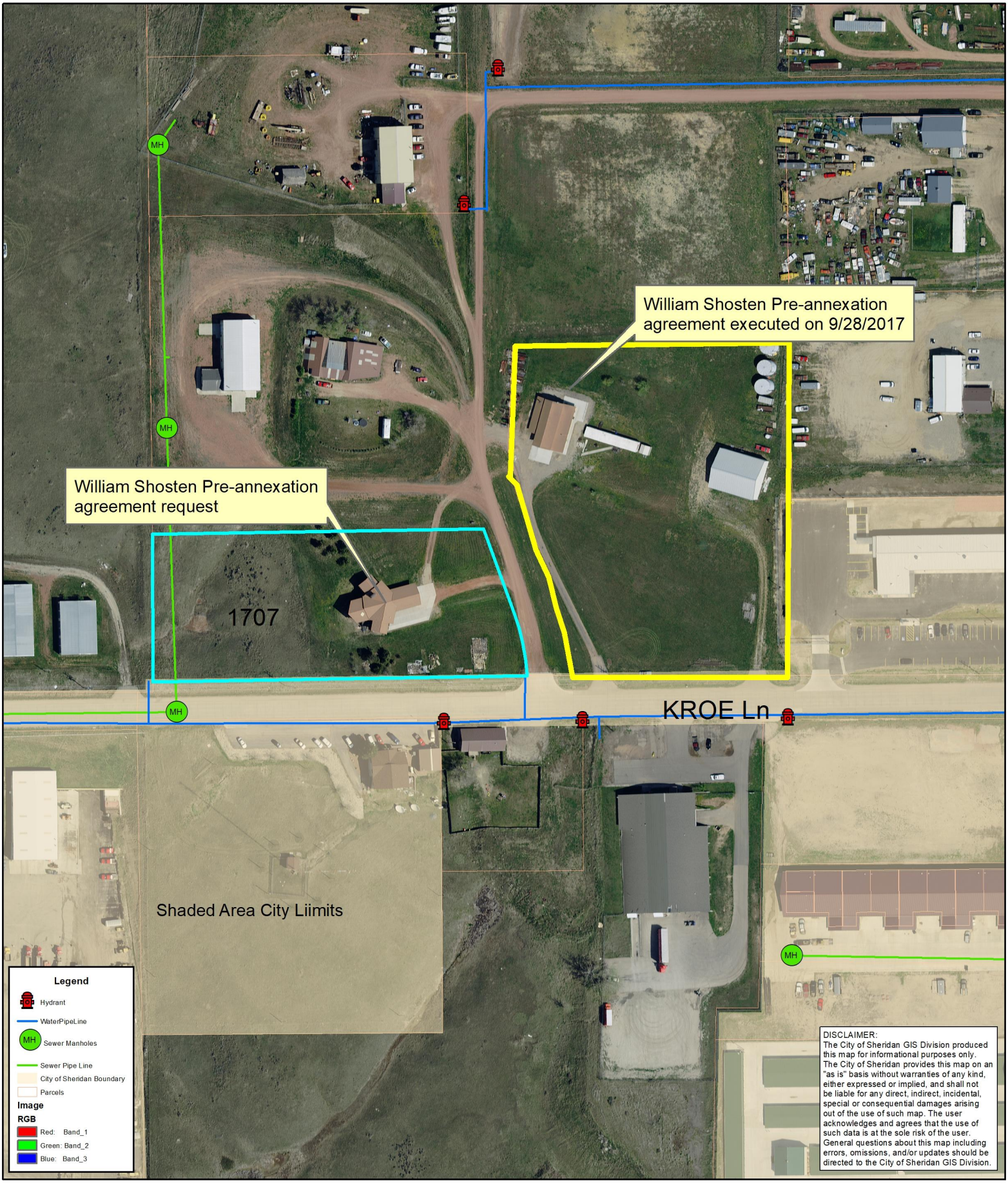
ATTEST:

Cecila Good City Clerk

STATE OF WYOMING)
)ss.
COUNTY OF SHERIDAN)

On _____, 20__, personally appeared before me Roger Miller, Mayor of the City of Sheridan, Wyoming, whom I know personally, to be the signer of the above and he acknowledged that he signed it.

Notary Public
My Commission Expires:



CITY OF Sheridan WYOMING

1707 Kroe Ln

N

0 0.01 0.02 0.04 Miles

Name: mpeacock Date: 06/05/2018

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Utilities

MEMORANDUM

Project Name:	Approval of Professional Services Agreement with Trihydro Corporation in the amount of $118,773 for Landfill Monitoring and Semi-Annual Reporting
From:	Dan Roberts, Utilities Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	05/21/2018

Recommendation:

Staff recommends that City Council approve a Professional Services Agreement with Trihydro Corporation, in the amount of $118,773, for consulting services to perform landfill environmental monitoring as required under Wyoming Department of Environmental Quality (WDEQ) rules and regulations.

Background:

The City has historically utilized an environmental consulting firm to perform a high degree of technical, analytical, and reporting skills required to meet Chapter 2 of the Municipal Solid Waste Landfill Regulations established by the WDEQ. Environmental monitoring is generally performed semi-annually (July and December) with some minor monthly monitoring performed quarterly and monthly. The current contract with Burns & McDonnell expires with completion of the most recent monitoring and reporting event conducted in December of 2017.

City staff prepared a Request for Proposals (RFP) describing a very detailed scope of work, objectives and deliverables desired to provide environmental monitoring services and other related tasks for the City. The RFP detailed very specific things we were looking to have addressed in the proposals. It also listed the specific criteria and process by which the Selection Committee would review, evaluate and select the successful consultant.

The RFP was solicited through local advertisement, to include advertisement through the Chamber of Commerce, and direct mail to over 20 local and non-local consultants that we knew could, or might be able to, provide the services requested in the RFP.

The City received nine (9) responses to the RFP as follows (not in any specific order):

1. WWC Engineering
2. Backburn Environmental
3. Inburg-Miller
4. Terricon
5. SCS Engineering
6. Burns & McDonnell
7. WENK
8. MC2 Engineering
9. Trihydro Corporation

The proposals of each firm were reviewed individually by each person of a three member selection committee

comprised of Dan Roberts, Charles Martineau, and Shawn Stevens. The process evaluated sixteen (16), weighted criteria distributed over four (4) categories by which each member scored the nine proposals. A total score for each firm/proposal was determined.

Trihydro Corporation ended up being the highest scoring and number one selection by the selection committee. Burns & McDonnell was second. Reference checks confirmed the selection committee's scoring and the selection of Trihydro Corporation as the recommended firm for award.

Attached for City Council consideration and approval, is a Contract for Professional Services Agreement (Agreement) with Trihydro Corporation establishing the contract terms, scope of work, fee, and project schedule. The Mayor and City Council's approval of the Agreement will authorize Trihydro Corporation to conduct the City of Sheridan's Landfill Environmental Monitoring program as explained in the RFP.

Funding:

A total of $120,000 in funding for this work has been proposed in the FY 19 budget within the Landfill's professional services line item:

- Professional Services : 52.6340.4652.0000 - $120,000

Thank you for your consideration.

Attachments

Trihydro Corporation Contract for Services

CONTRACT FOR PROFESSIONAL SERVICES

FOR

2018 Environmental Monitoring, Groundwater and Reporting Services

THIS CONTRACT, made and entered into _____, by and between the following:

CITY OF SHERIDAN, a Municipal Corporation, Sheridan, Wyoming 82801, hereinafter designated the Owner

and

Trihydro Corporation, a professional corporation, hereinafter designated the Consultant.

WITNESSETH:

WHEREAS, the Owner has need for an Engineering Consultant and;

WHEREAS, the Owner has authority to contract for consulting engineering services, and;

WHEREAS, the Consultant represents that he is qualified to perform such services, is in compliance with the Wyoming Statutes relating to the registration of professional engineers and land surveyors and is willing to furnish such services to the Owner;

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein, or attached and incorporated herein, the Parties hereto agree as follows:

1. **CONSULTANT RIGHTS AND DUTIES**: the Consultant's duties and responsibilities include the following:

   A. To furnish all labor, materials, equipment, supplies, and incidentals necessary to conduct and complete the Consultant's portion of the project as defined in Section 3 - Scope of Work, and to prepare and deliver to the Owner all plans, specifications, bid documents and other material as designated herein.

   B. Ascertain such information as may have a bearing on the work from local units of government, utility companies and private organizations and shall be authorized to procure information from other authorities besides the Owner, but shall keep the Owner advised as to the extent of these contacts and the results thereof.

   C. Prepare and present such information as may be pertinent and necessary, in order for the Owner to pass critical judgment on the features of the work. The Consultant shall make changes, amendments or revisions in the detail of the work as may be required by the Owner. When alternates are being considered, the Owner shall have the right of selection.

   D. Consultant's work shall be in accordance with the standards of sound engineering and present Owner, State and National standards and policies currently in use.

   E. Conform to the requirements of the State of Wyoming applicable to providing professional services including codes and standards nationally recognized.

   F. To perform professional services in connection with the project and will serve as the Owner's representative in those phases of the project to which this agreement applies.

   G. Where federal funds are involved, the necessary provisions to meet all requirements will be complied with and documents secured and placed in the bidding documents.

H. Submit an estimated progress schedule as to time and costs at the beginning of the work, and monthly progress reports thereafter until complete. The reports will include any problems, potential problems, and delays as foreseen by the Consultant. Reports will be submitted in a timely manner to permit prompt resolution of problems.

I. The Owner shall have the right of review and examination of the Consultant's work and records pertaining to this project accounting at all times.

J. Name a Project Manager who shall be the liaison between the Owner and the Consultant. For this project the Project Manager designated is Travis Evans, PE.

2. **OWNER RIGHTS AND DUTIES:** The Owner's duties are set forth as follows:

A. To furnish all labor, materials, equipment, supplies and incidentals necessary to conduct and complete the Owner's portion of the project as designated in the scope of work.

B. Name a Project Manager who shall be the liaison between the Consultant and the Owner. For this project the Project Manager designated is Charles Martineau.

3. **SCOPE OF WORK**: The professional services to be provided by the Consultant under this Agreement shall be as necessary to furnish environmental monitoring services and other items incidental and necessary to implement the Project as described in the Owner's Environmental Monitoring, Groundwater, and Reporting Services RFP dated April 2, 2018 and the Consultant's technical and cost proposal dated April 20, 2018. Monitoring shall be conducted in accordance with the applicable current permits, and shall be in accordance with the City's policies and procedures and applicable federal or state laws, guidelines and standards. The Consultant shall perform the work covered by this agreement which includes:

A. The Project shall consist of the following components:
   (1) Task 1: Annual Review & Update of the EMP
   (2) Task 2: Monitoring Well Sampling & Reporting
   (3) Task 3: Methane Monitoring
   (4) Task 4: Landfill Gas Data Management, Sampling, and Reporting
   (5) Task 5: MSW Leachate Sampling and Reporting
   (6) Task 6: Special Sampling and Reporting
   (7) Task 7: Training of City Staff on Sampling, Monitoring, and Permit Competency
   (8) Task 8: General Environmental & Hydrogeological Consulting

B. <u>Task 1: Annual Review & Update of the EMP</u>
   (1) Summarize environmental monitoring findings and changed conditions during the course of the year.
   (2) Verify annually that the EMP is up-to-date with current methods, regulations, on-site conditions, or any other improvements, especially as pertaining to possible modifications to streamline the program and/or reduce costs.
   (3) Prepare a written draft of recommendations to the City for consideration.
   (4) Prepare a related minor modification letter to WDEQ, if requested.

C. <u>Task 2: Monitoring Well Sampling and Reporting</u>
   (1) Coordinate with City Solid Waste Superintendent and Landfill Manager regarding scheduling and access for each monitoring event.
   (2) Provide a daily summary of monitoring activities, to be left at the Scale House at the end of each day.
   (3) Conduct semi-annual groundwater sampling at the Closed Landfill #1 and Existing Landfill #2 in July and December, with measurement of field parameters and analysis of baseline, detection and/or assessment constituents as required during even or odd years.
   (4) Sample in accordance with schedules provided in RFP or most up-to-date EMP.
   (5) Gauge all sampled groundwater monitoring wells on a quarterly basis.

(6) Review laboratory analytical data to evaluate its usability and suitability for decision making.
(7) Update data management system, Project Direct®, to efficiently manage analytical data.
(8) Complete semiannual reports as required by the EMP and submit to City for review within 90 days following the sampling event.
(9) Submit semiannual report to WDEQ within 120 days following the sampling event.
(10) Include the following items in each Semiannual Environmental Monitoring Report:
- Narrative of field, laboratory, data validation, and statistical analysis
- Narrative of observations, conclusions, and recommendations
- Tables of current field data, including methane data, and significant statistical analysis results

(11) Figures of site location, site, and potentiometric surface.
(12) Attachments of field forms, lab report, data validation, statistical reports, and electronic data deliverables (EDDs) in the WDEQ/SHWD-specified format.
(13) Provide immediate notification to the City and WDEQ in the case of statistically significant detections above groundwater protection standards.
(14) Conduct monthly water level measurements in 22 expansion area wells.
- Prepare monthly spreadsheet reports for City within 15-30 days of event.

(15) Conduct leachate sampling, as described in Task 5, below.

D. Task 3: Methane Monitoring
(1) Coordinate with City Solid Waste Superintendent and Landfill Manager regarding scheduling and access for each monitoring event.
(2) Provide a daily summary of monitoring activities, to be left at the Scale House at the end of each day.
(3) Schedule methane monitoring events to coincide with groundwater monitoring events scheduled (e.g., June, September, December, and March).
(4) Conduct quarterly methane monitoring for 18 wells at Landfill #1, 7 wells at Landfill #2, and all on-site structures, including the scale house, maintenance shop, fueling facility, hazardous waste storage buildings, public drop-off area, and other equipment and storage buildings.
(5) Measure methane concentrations using a calibrated gas meter capable of monitoring oxygen concentrations, methane concentrations, and the percent of the lower explosive limit (%LEL).
(6) Prepare quarterly reports for City within 30 days of completing the monitoring event or no later than the 15th of the following month.
(7) Include quarterly methane data in the next Semiannual Environmental Monitoring Report for WDEQ.
(8) Provide immediate notification to the City and WDEQ if any detections of methane exceed 25 % LEL in any of the facility structures or if any detections of methane register 100% LEL at any of the methane monitoring wells.

E. Task 4: Landfill Gas Data Management, Sampling, and Reporting
(1) Coordinate with City Solid Waste Superintendent and Landfill Manager regarding scheduling and access for each monitoring event.
(2) Confirm approval to access the landfill gas compressor building; obtain any related training and/or equipment to operate safely within the environment.
(3) Provide a daily summary of monitoring activities, to be left at the Scale House at the end of each day.
(4) Schedule landfill gas system (LGS) monitoring events to coincide with other environmental monitoring events scheduled (e.g., groundwater and methane monitoring).
(5) Conduct quarterly monitoring and sampling of the LGS venting system for fixed gases and VOCs using EPA Methods 3C and 25C.
(6) Evaluate system performance during each monitoring event and report trends, potential performance issues, and recommendations for optimizing the system.
(7) Prepare and submit quarterly LGS performance reports to the City for review, and then WDEQ, once approved; reports must be submitted to WDEQ within 30 days after end of quarter.

(8) Provide LGS technical support and/or training to City staff, described under Tasks 7 and 8, below.

F. Task 5: MSW Leachate Sampling and Reporting
(1) Coordinate with City Solid Waste Superintendent and Landfill Manager regarding scheduling and access for each monitoring event, with special consideration given to access to leachate collection system and health & safety.
(2) Provide a daily summary of monitoring activities, to be left at the Scale House at the end of each day.
(3) Conduct semiannual sampling of leachate in July and December from:
i. One location at Landfill #1, with analysis of baseline constituents and assessment VOCs (even years only); and,
ii. Three locations at Landfill #2, with analysis of baseline constituents and assessment inorganics and VOCs.
iii. Measure and report field parameters at each leachate sampling location.
(4) Sample in accordance with schedules provided in RFP or most up-to-date EMP.
(5) Review laboratory analytical data to evaluate its usability and suitability for decision making.
(6) Update data management system, Project Direct®, to efficiently manage analytical data.
(7) Include data in groundwater monitoring semiannual reports as required by the EMP and submit to City for review within 90 days following the sampling event.
(8) Submit semiannual report to WDEQ and City of Sheridan Wastewater Treatment Facility within 120 days of sampling event.
(9) Include the following items in each Semiannual Environmental Monitoring Report:
(10)Narrative of field, laboratory, and data validation of leachate data;
i. Narrative of observations, conclusions, and/or recommendations, if applicable;
ii. Figures of site location and site; and,
iii. Attachments of field forms, lab report, data validation, and electronic data deliverables (EDDs) in the WDEQ/SHWD-specified format.

G. Task 6: Special Sampling and Reporting
(1) Coordinate, mobilize, and sample as directed by the City for any unexpected events.
(2) Complete with 24-hour notice and request laboratory analysis with as close to 24-hour laboratory turnaround times as practicable.
(3) Analyze samples for specific analyte list, as provided in the RFP, to include VOCs and a subset of metals, inorganics, and other general chemistry parameters.
(4) Work with the City to determine reporting requirements; prepare and submit report.

H. Task 7: Training of City Staff on Sampling, Monitoring, and Permit Competency
(1) Provide training to City staff, as requested, to perform any of the tasks required to fulfill the environmental monitoring program or others.
(2) Provide annual review to applicable City staff regarding any permit modifications to the environmental monitoring programs.
(3) Conduct training face-to-face and prepare task-oriented handouts whenever practicable.

I. Task 8: General Environmental & Hydrogeologic Consulting
(1) Provide engineering, hydrogeologic, and regulatory technical support as requested by Landfill Management.
(2) Support the City as a liaison with WDEQ, when requested.
(3) Other technical or regulatory assistance may include meetings, work plans, site work, laboratory analysis, reports, permit modifications, EMP modification, or other services requested.
(4) As a courtesy, identify and communicate landfill-related regulatory or environmental changes to City as pertaining to new or changed scope that may need to be addressed.

4. **PROJECT COMPLETION**: The completion date for the Consultant's work shall be by the following schedule:

TASK	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19
Task 1: Annual Review and Update of EMP												
Task 2: Monitoring Well Sampling & Reporting												
Field Event Coordination												
Semiannual Sampling for Established Network												
Quarterly Fluid-Level Gauging												
Data Management & Statistical Analysis												
Semiannual Reporting				Client	WDEQ				Client	WDEQ		
Task 3: Methane Monitoring												
Field Event Coordination												
Quarterly Methane Monitoring												
Quarterly Reporting to City												
Semiannual Reporting to WDEQ												
Task 4: LFG Data Management, Sampling, and Reporting												
Field Event Coordination												
Quarterly LFG Sampling												
Quarterly LFG Data Management & Reporting												
Task 5: MSW Leachate Sampling & Reporting												
Field Event Coordination												
Semiannual Leachate Sampling												
Semiannual Leachate Reporting				Client	WDEQ			Client	WDEQ			
Tasks 6, 7, & 8: As Requested by City												

EMP = Environmental Monitoring Plan LFG = Landfill Gas MSW = Muncipal Solid Waste WDEQ = Wyoming Department of Environmental Quality Lighter Shades Indicate Field Events

The established completion dates shall not be extended because of any unwarranted delays attributed to the Consultant, but may be extended by the Owner in the event of a delay attributed to the Owner or because of unavoidable delays due to severe weather, street conditions, or by any natural catastrophe or governmental action or conditions beyond the control of the Consultant.

Delays affecting the completion of the work within the time specified for the completion by more than ninety (90) days, not attributable to or caused by the Parties hereto, may be considered as cause for the renegotiation or termination of this Contract.

If the Consultant is behind on this Contract due to no fault of the Owner, then the Consultant hereby acknowledges the right of the Owner to withhold future Contracts to the Consultant in addition to any other remedy until this Contract is brought back on schedule or otherwise resolved.

5. **PAYMENT**: The work of the Consultant, as outlined in the scope of work, shall be accomplished for the fees as detailed below:

A. Lump Sum Method

The Owner shall pay the Consultant for basic services for the overall Environmental Monitoring, Groundwater, and Reporting Services under Section 3 and as defined in Attachments A1 and A2 of this Agreement, a total basic lump sum of $ 118,773 with breakdown and progress payments as herein described.

(a) For services rendered for Tasks 1-5, Sections 3B-3F, the Consultant shall be paid on a time and materials basis for services rendered, not to exceed a total amount of $107,373.

Partial Payment shall be paid to the Consultant upon receipt of the Consultant's pay estimate, said estimate being proportioned to the work completed by the Consultant. Payment shall be made within 30 days of the receipt of invoice.

(b) For services rendered for Tasks 6-7, Section 3G-3I, the Consultant shall be paid on a time and materials basis for services rendered, not to exceed a total of $ 11,400.

Actual costs incurred for these tasks will vary depending upon scope of services requested by the City.

Partial Payment shall be paid to the Consultant upon receipt of the Consultant's pay estimate, said estimate being proportioned to the work completed by the Consultant. Payment shall be made within 30 days of the receipt of invoice.

B. **INSPECTION AND AUDIT**: All books, papers, records, payrolls, vouchers, and invoices relating to costs and expenditures incurred in the performance of the services by the Consultant hereunder shall be made available to the Owner, or their authorized representatives, for audit and review at the Consultant's respective offices at all reasonable times during the contract period and for three (3) years from the date of final payment.

The above figures are based on expected salary costs during the coming year. If delay in portions of the work occurs, higher costs may result. These cost increases, if any, shall become effective only on the mutual agreement of the Owner and Consultant and shall be made a part of this agreement by means of an amendment.

The Consultant shall submit statements to the Owner at monthly intervals for interim payment of that portion of the work completed. Such estimates shall include costs incurred to date.

In the event this Contract is terminated prior to completion, copies of the Consultant's data, recommendations, plans, specifications, analysis and other related documents prepared by the Consultant prior to said termination, shall be delivered to and become part of the property of the Owner.

C. **ADDITIONAL SERVICES NOT COVERED BY THIS AGREEMENT**: If authorized by the Owner in writing, the Consultant will provide additional Professional Services in connection with the project as set forth below.

(1) Services due to changes in the scope of the project or its design, including, but not limited to, changes in size, complexity, schedule, or character.

(2) Revising studies, reports, design documents, drawings or specifications which have previously been approved by the Owner or when such revisions are due to causes beyond the control of the Consultant.

(3) Preparation of documents for out-of-sequence work requested by the Owner.

(4) Preparation of detailed renderings, exhibits, or scale models of the project.

(5) Providing services as an expert witness for the Owner in connection with litigation or other proceedings involving the project.

(6) Providing other services not otherwise provided for in the agreement, including services normally furnished by the Owner as elsewhere herein described.

6. **EMPLOYMENT**: The Consultant warrants that he has not employed or retained any company or persons, other than a bona fide employee, working solely for the Consultant, to solicit or secure this Contract, and that he has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Consultant, any commission, percentage, brokerage fee, gifts or any other considerations contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the Owner shall have the right to annul this Contract without liability, or at its discretion to deduct from the Consultant fee, or otherwise recover the full amount of such commission, percentage, brokerage fee, gift or contingent fee.

Any and all employees of the Consultant or other persons while engaged in the performance of any work or services required by the Consultant shall be considered employees of the Consultant only and not of the Owner, and any and all claims that may arise under the Workman's Compensation Act on behalf of said employees or other persons while so engaged and any and all claims made by a third party as a consequence of any act or omission on the part of the Consultant's employees or other persons while so engaged on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the Consultant.

The Consultant shall be subject to and comply with Title VI of the Civil Rights Act of 1964; Section 140, Title 23, United States Code, and all regulations promulgated thereunder.

The Consultant shall comply with all provisions of Equal Employment Opportunity (EEO) and Disadvantaged Business Act (DBA - Minority and Women's Business Enterprises), and the Owner's implementation plan of this act.

7. **DECLARATION OF NO FINANCIAL INTEREST**: The Consultant hereby declares that the Consultant's partners, principal shareholders, officers and professional engineers assigned to or otherwise working on the projects or in any way associated with Consultant does not own any equitable or legal rights to property within the project, whether public or private, or have any interest either directly or indirectly in the project except for the renumeration provided herein: none.

8. **SUCCESSORS AND ASSIGNS**: This agreement and all of the covenants hereof shall inure to the benefit of and be binding upon the Owner and the Consultant respectively and his partners, successors, assigns and legal representatives. Neither the Owner nor the Consultant shall have the right to assign, transfer or sublet his interest or obligations hereunder without written consent of the other party.

9. **CHANGES IN WORK**: The Consultant shall make such revisions in the reports, plans, and specifications which have been completed, approved and accepted by the Owner as are necessary to correct the Consultant's errors or omissions when required to do so by the Owner, without additional compensation therefor.

Any change in the scope of work as stated in this Contract for whatever reason, will be negotiated between the Owner and the Consultant and an amendment to the Contract will be issued with the appropriate change of work and Contract fee noted.

10. **LEGAL RELATIONS**: The Consultant shall comply with all Federal, State and local laws and ordinances applicable to the work to be done.

11. **INSURANCE**: The Consultant shall secure and furnish to the Owner Certificate of Liability Insurance, therein, naming the Owner as an additional named insured, to include thirty (30) days notice of cancellation or non-renewal. In case of joint ventures, all entities must be named. The limit of liability for Bodily Injury and Property Damage to be One Million Dollars ($1,000,000) single limits to include underground excavation, with any insurance company authorized to do business in the State of Wyoming. The Consultant shall also furnish the Owner proof of Error and Omission Insurance Coverage.

12. **TERMINATION OF AGREEMENT**: The right is reserved by the Owner to terminate this Contract at any time upon not less than thirty (30) days written notice to the Consultant.

In the event this Contract is terminated by the Owner, the Consultant shall be paid for the amount of work performed or services rendered to date of termination per the Contract fee.

In the event this Contract is terminated prior to completion, the originals of all plans shall remain the property of the Consultant. All information relating to the project and prepared under the terms of this Contract, including schedules, reports, data, recommendations, exhibits, analyses, plans, and specifications, shall be deemed the property of the Owner. Reproducibles of all notes, reports, plans, and specifications shall be made available at the Owner's request.

13. **ENDORSEMENTS**: The Consultant shall furnish professional stamps, statements, or other suitable means to signify responsible endorsement of work, on all drawings and reports furnished by him.

14. **OWNERSHIP OF DOCUMENTS**: The original tracings of all plans shall remain the property of the Consultant. All information relating to the project and prepared under the terms of this Contract, including schedules, reports, data, recommendations, exhibits, analysis, plans, and specifications, shall be deemed the property of the Owner. Reproducibles of all notes, reports, plans, and specifications shall be made available at the Owner's request.

15. **PUBLIC INFORMATION**: The Consultant shall not issue any statements, releases or information for public dissemination without prior approval of the Owner.

16. **PROPRIETARY RIGHTS**: If patentable discoveries or inventions should result from work required herein, all rights accruing from such discoveries or inventions shall be the property of the Owner.

17. **RECORDS**: The Consultant shall maintain accounting records and other evidence pertaining to the cost incurred and to make the records available at all times during the Contract term and for three (3) years from the date of final payment. Such accounting records and other evidence pertaining to the cost incurred will be made available for inspections authorized by the Owner and copies thereof shall be furnished if requested.

18. **ATTORNEY's FEES AND COSTS**: That in the event it becomes necessary for either Party to this Contract to retain an attorney to enforce any of the terms or conditions of this Contract or to give any notice required herein, then the prevailing Party or the Party giving notice shall be entitled to reasonable attorney's fees and costs.

19. **LITIGATION LOCATION**: In the event litigation is pursued under this contract it will be in the 4th Judicial District of the State of Wyoming.

20. **ADMINISTRATION MEDIATION**: Any disputes concerning the Consultant's performance of the work between the Consultant and the Owner shall be referred for determination to the City Administrator of the City before commencing any legal action to resolve the same.

21. **MODIFICATION AND AMENDMENTS**: That any amendment or modifications of this Contract or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this contract.

22. **HOLD HARMLESS PROVISION**: The Consultant shall only be liable for professional services stated specifically under the scope of this Agreement. The Consultant shall be indemnified and held harmless for any claims, damages, or liabilities arising from any act, neglect, default or mismanagement by the Owner, its Contractors, and their agents or employees.

The Consultant hereby agrees to indemnify and hold the Owner harmless from all claims and liability to the extent caused by the negligent activities of the Consultant, their agents, employees, or both, in performing the work required.

CONSULTANT

NAME: Deby L. Ferry, Esq.

BY: Deby L Ferry

TITLE: Senior VP of Risk Management

DATE: 6/15/2018

CITY OF SHERIDAN, WYOMING

BY: _____
{Insert Official Name Here}

DATE: _____

Attachments:

Attachment A-1. Trihydro Cost Proposal
Attachment A-2Intermountain Labs Cost Proposal

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Treasurer

MEMORANDUM

Project Name:	Claims
From:	
To:	Mayor and Council
CC:	
Date:	06/14/2018

Attachments

Claims
Prepaids
Payroll

City of Sheridan
Claims paid on 06/19/18

Sum of Amount		
Vendor Name	Description	Total
A Plus Plumbers & Appliance Repair	Cleaning of floor drain in mechanical room	88.00
ABC Signs & Specialties	N Sheridan Interchange Misc #4729	1,717.50
Ace Hardware-Newkirk	Supplies	145.25
ACT Communications	Telephone and internet	215.73
Advocacy & Resource Ctr	Justice 3D Training/4th QTR one Cent	4,669.00
ALICE Training Institute, LLC	Year 2 of Contract - Invoice# 20128	2,050.00
AlphaGraphics of Wyoming	Sheridan Sell Sheets/Fly Sheridan	716.49
Altitude Recycling Equipment, LLC	Repairs/Maintenance - 2 balers @ Recycling Center	3,550.00
American Maid	UM May cleaning	400.00
American Welding & Gas, Inc.	welding gas and supplies	280.11
Andrew & Ruth Pilch	Balance Refund/1747Sagebrush dr.	62.04
Andrew Lermuseaux	Deposit Refund/1047 Illinois St.	15.55
Arete Design Group	Const Admin & Proj Mgmt of Hallmark Bldg	3,278.06
Axis Forensic Toxicology, Inc	Blood tests	725.00
B&B Leasing Company	Lease payment #20 Sharp Copier	334.74
Babcock Laboratories, Inc	UCMR4 Testing- City of Sheridan, May	700.00
Babe's Flowers	Flowers for Dispatch during Dispatch Week	54.00
Benjamin Myers	Deposit Refund/311 E Loucks St.	6.49
Big Horn Design	Jacket/vest (R.Barney)	120.00
Big Horn Sanitation	3 Portable toilets, setup & delivery	200.00
Bino's Wholesale, LLC	Cleaning Supplies for station	822.88
Bloedorn Lumber	Concrete mix	210.00
Burns & Mc Donnell	Groundwater Monitoring-closed & existing landfills	6,692.89
C & K Equipment	Grasshopper mower w/mulcher; Bobcat utility vehicl	22,597.00
Caleb Keller	Alcohol Decoy Payments	370.00
Carolyn A. Byrd	PC and BOA secretary	175.00
Carquest Auto Parts	Parts for repairs / maintenance	1,459.38
Cecilia Good	IIMC Conference Per Diem	331.50
CED- Consolidated Electrical Distributers Inc.	Cable cutter (tool)/connectors, parts	257.93
CH Diagnostics and Consulting	Crypto and Giardia Analysis, Sampling apparatus	2,000.00
Charter Communications, Inc.	Monthly Bill	14.78
Child Development Center	4th Quarter Report One Cent Funding FY18	1,669.00
City Dwellings	Balance Refund/341 E Works St.	63.33
City of Sheridan	Balance Refund/Gary Mcleod	398.30
Coca-Cola Bottling Company High Country	Pallet of water - Recycling Center	319.20
Codi Edwards	Deposit Refund/1943 Edwards Dr. #B	44.28
Compass - Center for Families	4th Quarter Report One Cent Funding FY18	1,669.00
Confluence Collaborative	Website Maintenance	870.85
Cortney Teagle	Deposit Refund/1055 N Gould St. #B	52.31
Country Bounty	Advertising - compost and Memorial Day hours	399.00
Craftco Metals Services, Inc	Repairs to door on old baler	713.70
Crescent Electric	shld low cap, electrical fittings,conduit	693.70
Dakota Fence Company	Playground & Cemetery Fencing	5,491.00
Dana Kepner Company	Meter parts/tapping machine/meter spuds	3,897.04
Direct Electric	Loucks St. Reconstruction - Misc #4742	135.00
Dixon Land Management and Consulting Inc	Mowing Parks around Sheridan	2,810.00
Dowl	Leopard St Waterline Connection/Design/N End Infrastructure Extension	23,177.50
Downtown Sheridan Assoc	4th Quarter Report One Cent Funding FY18	6,669.00
DPC Industries, Inc.	Demurrage/rental fee for choline tanks (2)	100.00
DR & G Services, LLC	Hydrant Depost Refund/DR & G Serv	518.32
DXP Enterprises, Inc.	SCBA flow tests- safety labor kits (4)	401.35
Eagle Microsystems, Inc.	Soda ash feeder FD3	6,114.47
EMH Pro Cleaning	May Janitorial - April and May Gym Janitorial	1,550.00
Emily Louis	Deposit Refund/236 W 8th St.	28.47
Employ, LLC	Temporary Labor	9,134.81
Employers Council	Recycling Background Check	260.00
Entech, Inc.	Loucks St Reconstruction Phase II CA- #4742	126,484.50
Farmers Co-op Oil Co.	Fuel	18,253.72
Fastenal Industrial Supplies	Supplies	3,355.55
Forward Sheridan, Inc	4th Quarter Report One Cent Funding FY18	4,449.00
Four Seasons Lawn Care, Inc.	Fertilizer and weed control-2nd application	538.00
Galls, LLC	3 Handheld alco-sensors	1,757.00

Vendor Name	Description	Total
Gary Foster	Reimburse CDL renewal fee	40.00
Government Finance Officers Association	Membership renewal TW - 7/01/18-6/30/19	150.00
Green Carpet Sod Co	Sod for Parks/Cemetery Project	1,365.00
Hach Company	TISAB solution, stir bar, electrode filling soln/lab supplies	1,127.54
Hawkins Inc	chemicals	4,344.90
HDR Engineering, Inc	WWTP CWSRF Dewatering Project- Design #4504	4,279.39
Heidi Montano	Deposit Refund/645 Lewis St.	13.87
Hill Enterprises West, LLC	Honorarium 2018 Baseball Daze	1,000.00
Inner Tree, LLC	Trim & Removal of Trees Pool Area	3,850.00
Inter-Mountain Laboratories Inc	E.Coli Analysis 5/8/2018, WO# S1805140	60.00
Iron Fusion, LLC	Honorarium 2018 Wing Meditation Bench	1,000.00
Jacob Morgan	Balance Refund/535 W Works St.	73.60
Jacob Novinger	Honorarium 2018 The Copper Scroll	1,000.00
Jade Fieldgrove	Deposit Refund/125 W Nebraska St.	46.67
Jennifer Rizer	Misc. Supplies/Speakers	85.23
Jerold Smiley	fix Rhino Sculpture with bronze birds	315.00
Jim Johnson	Honorarium 2018 Cold Wet Eagle	1,000.00
Joe Bryl	Balance Refund/1635 N Main St.	22.14
John Deere Financial #1111308145	Uniforms and supplies	1,229.15
Johnstone Supply	Supplies for freon extraction	129.54
Jonathan Snoozy	Per Diem - Training in Jackson	333.00
Joseph & Natalie Steger	Balance Refund/925 N Sheridan Ave.	5.00
Josh Law	May City Council Mtgs` PI Commission-N Trampe	1,200.00
Karla Rogers	Per Diem - Training in Jackson	333.00
KCoe Isom, LLP	Sheridan Renewable Engery Assessment- #5313	8,940.00
Kerns Law Office, LLC	Legal Services May 2018 Firefighter mobile vending	10,676.25
Kilpatrick Creations Inc.	Clothing for Firemen Inv 183940	1,139.40
Knecht Home Center	Trimmer Service Kit Parks - Adam	142.66
Kois Brothers Equipment, Co.	Dual motor controller	1,977.47
Kyle Bradley Knudson	Balance Refund/180 E Montana St.	120.00
L J Wright Ironworks & Design, Inc.	Sch 40 3 inch pipe 6 foot	53.94
Landon's Greenhouse & Nursery, Inc.	Trees for Parks Project	4,116.39
Landscaping Services Inc.	Landscaping at the cemetery/contract	5,950.00
Latasha Weiferich	Deposit Refund/2256 Papago Ct.	5.17
LinkeSculpture.com	Honorarium 2018 Dancing Flame	1,000.00
Lyle Signs, Inc.	Street/directional signs	429.20
Malory Hart	Deposit Refund/746 Marion St. #B	17.71
MAP, LLC	Contractual Services	2,174.63
Mark Dziewior	Honorarium 2018 Unbreakable Bond	1,000.00
Mark Simmons	Deposit Refund/120 Arapahoe St.	17.60
Matt Burtis	Per diem for 2018 WARWS Spring Conference	154.50
Matt Hill	Balance Refund/1815 Val Vista St.	29.52
Max Fire Apparatus, Inc.	Vehicle parts for Engine 2 GJohnston	1,094.21
MCM General Contractors	N Sheridan Interchange Misc #4729	1,815.60
Memorial Hospital of Sheridan County	Medical Supplies for ambulances	822.21
Michelle M Johnson	Deposit Refund/135 N. Thurmond St.	46.67
Midwest Laboratories, Inc.	Shipping charges for compost testing	12.00
Mike's Electric Inc	Electrical demo/new install Hot Plant Control Bldg	6,156.50
Modern Electric	WWTP Emergency Generator- Retainage Release #4508	47,558.40
Money Land Surveying, LLC	N Sheridan Interchange Misc #4729	2,255.00
Morrison-Maierle, Inc.	5th St Waterline Replacement/Mydland Rd Dome PRV	946.00
Mullinax Concrete Service & Irrigation	Washed rock	3,611.11
Napa Auto Parts	Parts for repairs	968.69
Nicholas Kaminski	Black shoes for bicycle patrol	47.97
Noah Bradley	Deposit Refund/1305 Emerson St.	49.71
Norco, Inc	Supplies	705.79
Normont Equipment Co.	Cutting teeth/pins	739.58
North Main Association	4th Quarter Report One Cent Funding FY18	11,111.00
Northern Underground LLC	Water 16 inch Creek Crossing CA #4743	11,240.00
Northern Wyoming Mental Health Center, Inc	4th Quarter Report One Cent Funding FY18	1,111.00
Novus Glass	Windsheild for Chev Trailblazer LIC #3584	265.00
Office Shop Inc	Canon Toner Cartridges	216.37
Office Shop Leasing	Lease Payment 14 of 60 #338	92.57
OMP Engineering Inc.	Hydropower Project/SCADA maint. And support	3,937.50
One-Call of Wyoming	Tickets for May CDC Code CSH	397.50
O'Reilly Auto Parts	Fog Capsule - Hawkins	4.94
Pat Burke Trucking	Hauling tires to MT for disposal	600.00
Paul M Juergens	Reimb radio holder-nomex hood PJuergens	139.57

Vendor Name	Description	Total
PC House Call, LLC	Contract Services June 2018	8,000.00
Pert's Towing	Towing - 18P002225	125.00
Peterbilt of Wyoming	Air filter	141.98
Peterson Pacific Corporation,	Parts for repairs to grinder	1,031.26
Powder River Power Co	Parts for repairs	651.97
Quality Code Publishing	Services Sheridan Municipal Code Supp No 38	2,184.91
Rhonda M Gould	Embroidery of Logos on shirts for Hartman/Johnson	35.00
Rick Orlandi	Void Demo Permit	40.00
Ridgepoint Consulting, LLC	Water 20 inch Creek Crossing/R&O & Meter Replacement	45,204.00
River Oaks Communications Corporation	WCF Ordinance Invoices, April and May	8,954.25
Robert Adsit	Balance Refund/52 Cottonwood dr.	38.81
Robert Marron	Balance Refund/1320 Laclede St	62.12
Servall Uniform and Linen, Inc	Rug cleaning	598.36
Shaunessey Reeves	Clean Cemetery Office - Restrooms	100.00
Sheridan Commercial Co.	Supplies	1,774.73
Sheridan Community Land Trust	4th Quarter Report One Cent Funding FY18	3,331.00
Sheridan County Business Office	One Cent Cap Tax Website Updates Conf Coll	1,903.00
Sheridan County Chamber of Commerce	4th Quarter Report One Cent Funding FY18	4,449.00
Sheridan County Conservation District	Stormwater Public Education re: runoff	692.73
Sheridan County Historical Society	4th Quarter Report One Cent Funding FY18	4,889.00
Sheridan County Juvenile Justice	4th Quarter Report One Cent Funding FY18	28,889.00
Sheridan County Public Health	Employee immunizations / 4th QTR one cent funding	1,656.00
Sheridan Econ-O-Wash	May laundry services	102.00
Sheridan Electric LLC	Parts	1,909.50
Sheridan Fire Equipment	fire extinguisher parts	42.00
Sheridan Health Center	4th Quarter Report One Cent Funding FY18	889.00
Sheridan Lock & Key	Re Key Cook Ford Bldg	60.00
Sheridan Motor Inc	Battery/engine misfire/rotate tires/serv/lube/insp	959.45
Sheridan Newspapers Inc	Fly Sheridan Marketing/Legal ads	4,518.79
Sheridan Stationery	Roberts Rules book for Planning Commission	33.96
Sheridan Transportation Taxi	Safe Ride May 2018	4,414.00
Source Office & Technology	Office Supplies	779.72
Spillman Technologies, Inc.	Barcode Equipment and Bundle for Evidence	2,611.00
Steve Hyatt	Reimbursement for uniform work pants (2 pair)	70.00
Steve's Truck Service Inc	Repairs	3,284.64
Swagit Productions, LLC	Video Streaming Services May 2018	950.00
Tanyon Gray	Deposit Refund/1550 Bowman Ave.	43.64
Tele-Works, Inc	Prepaid Minutes Package, June 2018	1,215.00
The Country Hospital for Animals	Colt exam and vaccinations, Charlie boarding	170.00
The Lamar Companies	Billboards	2,878.00
Theresa's Kitchen	Mobile Vending Refund/Theresa`s Kitchen	120.00
Thomas J Klepperich	Municipal Court Judge Billing May 2018	1,480.00
Tire Rama	Tire repair/tube	80.45
Tires for Reclamation, Inc.	Tire disposal	1,163.75
Tom Manolis	Per Diem- Cheyenne Trip Consultant Interviews	127.50
Top Office Products Inc	Hanging folders/hi-lighters	84.92
Transaction Warehouse, Inc	Web Payment Transaction Fee, May 2018	2,846.70
Trihydro Corporation	WDT Reconstruction Project- #4725	873.00
Triple Creek, LLC	20 inch Water Main Improvements Kentucky Ave #4743	19,386.50
Turn-Key Technologies, LLC	Reprogram phone	50.00
United Uniform Company, Inc.	Uniform Shirts	226.00
UPS	Shipment to State Vet Lab	15.59
UPS Store	Shipping methane samples 6.6.18	105.17
Valley Landscaping & Sprinklers, Inc.	N Sheridan Interchange Misc #4729	84.00
Valmont Composite Structures	Replacement base covers	5,104.00
Vertical Door Solutions, Inc.	Install new spring in garage door	204.10
Visit.Com Inc.	Booking engine - April	300.00
Volunteers of America	4th Quarter Report One Cent Funding FY18	1,111.00
VRM	Emergency repairs - compost screen, compactor	2,259.08
WAMCAT	WAMCAT Membership - Cecilia G.	65.00
Wamco Lab Inc.	lab tests	1,880.00
Warehouse Market, Inc	Safety BBQ Catering	960.89
Warne Chemical & Equipment	Weed & Pest - Chemical	2,310.00
Water Products, Inc	Bottled water	7.00
Watt Properties, LLC	Balance Refund/715 W 11th St. #B	14.61
Way Oil Inc	Universal antifreeze/URSA 15W-40 product/hydraulic oil	2,802.02
Wells Fargo Bank-CC	Credit Card Charges for May 2018	42,294.65
Wenck Associates, Inc.	2018 Stream Monitoring labor & Reimburseables	10,283.58

Vendor Name	Description	Total
Winsupply of Sheridan Wy Co	plumbing repair parts	847.91
WY Dept of Transportation	5th St-Mydland to End of Pavement West #4750	60.77
Wyo Ag Services, LLC	Remove & Replace Pasture Fence near Pool	2,214.45
Wyoming Machinery Co	Repair transmission/parts	1,379.19
Wyoming Rents, LLC	Saw blades (utility cuts)	436.00
Wyoming Society of Certified	WY CPAs Membership Dues - TW 5/1/18-4/30/19	155.00
Wyoming Travel and Tourism	Denver/Boulder Media Events	350.00
Xerox Corporation	Copier lease and copies - May	157.97
YMCA	Contribution to living our cause Aquatic Campaign	250,000.00
Yonkee & Toner, LLP	Legal Services Municipal Court Judge	500.00
Grand Total		925,192.70

City of Sheridan
Prepaids paid on 05/31/18

Sum of Amount		
Vendor Name	**Description**	Total
CenturyLink Communications, LLC	SCADA Lines and Extensions	**790.89**
Law Office of Rex O. Arney	SEEDA review fees & review Weatherby agreements	**300.00**
Montana Dakota Utilities	Pump stations, UM shop/Numerous Electric bills	**18,231.37**
Powder River Heating & Air Conditioning, Inc	HVAC System Annual Maintenance - Child`s Center	**1,079.17**
Willard E. Cook, Jr. and Sarah F. Cook	Rent on Old C&C property - June 2018	**1,834.00**
Grand Total		**22,235.43**

City of Sheridan
Prepaids paid on 05/31/18

Sum of Amount		
Vendor Name	**Description**	Total
Giorgis Properties, LLC	June Rent-Office Lease-Weatherby	**4,791.36**
Grand Total		**4,791.36**

City of Sheridan
Prepaids paid on 06/06/18

Sum of Amount		
Vendor Name	**Description**	Total
Arete Design Group	Weatherby Building Design & CA-5315	**48,404.89**
Dick Anderson Construction Inc.	Weatherby Building Construction -# 5315	**431,567.54**
Grand Total		**479,972.43**

City of Sheridan
Regular Payroll paid on 06/08/18

Sum of Amount		
Vendor Name	Description	Total
497-874-NCPERS Wyoming	Regular Payroll 06.08.18	320.00
Aflac	Regular Payroll 06.08.18	1,419.54
Blue Cross Blue Shield of Wyoming	Regular Payroll 06.08.18	83,184.01
Child Support-Ohio	Regular Payroll 06.08.18	196.14
CITCO FCU	Regular Payroll 06.08.18	4,972.13
Collection Professionals Inc.	Regular Payroll 06.08.18	161.54
Colonial Supplemental Insurance	Regular Payroll 06.08.18	21.78
First Federal Savings Bank	Regular Payroll 06.08.18	9,668.65
HealthEquity, Inc.	Regular Payroll 06.08.18	2,627.12
ICMA Retirement Trust 300698	Regular Payroll 06.08.18	6,544.71
IRS 941	Regular Payroll 06.08.18	68,577.98
LegalShield	Regular Payroll 06.08.18	45.85
LOCAL 276, IAFF	Regular Payroll 06.08.18	750.00
Nationwide	Regular Payroll 06.08.18	52.13
Optum Bank, Inc.	Regular Payroll 06.08.18	1,027.10
Orchard Trust	Regular Payroll 06.08.18	2,240.00
Police Protective Assoc.	Regular Payroll 06.08.18	75.00
Security State Bank	Regular Payroll 06.08.18	508.76
Sunlight Federal Credit Union	Regular Payroll 06.08.18	1,623.51
VSP	Regular Payroll 06.08.18	1,057.93
Workers' Safety &	Regular Payroll 06.08.18	9,419.62
Wyo Educator's Benefit Trust	Regular Payroll 06.08.18	1,109.58
Wyoming Retirement System	Regular Payroll 06.08.18	58,852.14
Wyoming State Disbursement Unit	Regular Payroll 06.08.18	730.32
Grand Total		255,185.54

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Public Works

MEMORANDUM

Project Name:	Third and Final Reading of Ordinance #2190 - Rezoning Blocks 5, 6, 7, 8 and 9 of Suburban Home Company Addition to B2 - Community Development Director Brian Craig
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	06/04/2018

Recommendation:

Staff recommends the City Council approve Ordinance #2190, Suburban Homes Subdivision Rezone, a request to rezone 9.03 acres including portions of Blocks 5, 6, 7, 8, and 9, and vacated streets and alleys, from a B-1 Business District to a B-2 Business District, located at 2571 N. Main St.

Planning Commission Action: The Planning Commission recommended approval of Ordinance #2190 at their May 14, 2018 regular meeting.

Potential Findings of Fact:

Neither state statute nor city code contains required findings that must be made in changing a property's zoning designation. State statute does provide some requirements for zoning regulations in general, which the City Council should be aware of:

WS §15-1-601(d)

d) All regulations shall be made:

i. *In accordance with a comprehensive plan and designed to:*

A. *Lessen congestion in the streets;*
B. *Secure safety from fire, panic and other dangers;*
C. *Promote health and general welfare;*
D. *Provide adequate light and air;*
E. *Prevent the overcrowding of land;*
F. *Avoid undue concentration of population; and*
G. *Facilitate adequate provisions for transportation, water, sewerage, schools, parks and other public requirements.*

ii. *With reasonable consideration, among other things, of the character of the district and its peculiar suitability for particular uses;*

iii. *With a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the city or town; and*

iv. *With consideration given to the historic integrity of certain neighborhoods or districts and a view to preserving, rehabilitating and maintaining historic properties and encouraging compatible uses within the neighborhoods or districts, but no regulation made to carry out the purposes of this paragraph is valid to the extent it constitutes an unconstitutional taking without compensation.*

The Preamble of the City's Zoning Ordinance (Appendix A) states that the purpose of the zoning ordinance is to, "*promoting the health, safety, morals and general welfare of the inhabitants of the City of Sheridan by lessening congestion in the streets; securing safety from fire, panic and other dangers providing adequate light and air; preventing the overcrowding of land; avoiding the undue concentration of population, facilitating the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements.* "

Background:

This site is the former K-mart property. The K-mart building is currently vacant, but has recently been purchased by the applicant for the purpose of reuse as a light manufacturing and corporate office facility for Emit Technologies. The applicant has expressed a desire to add buildings in the future and turn this site into a corporate campus centralizing most of their operations. The current B-1 zoning does not allow light manufacturing and thus the applicant is seeking to rezone to B-2, which would allow light manufacturing and other uses associated with the Emit occupation of the property. Light manufacturing has become a prominent activity in the North Main area of our community. Appendix A of City Code lists the allowed and prohibited uses for zoning districts. The B-2 district allows for enclosed light industry uses and related office, shipping, and receiving. Appendix A lists a string of uses that are prohibited in B-2, which include heavy industry, unenclosed processing, and many uses that create noise, dust, and other external nuisances.

As part of the request to rezone this property, staff sent notice to the 9 property owners within 300 feet. Staff has received a letter of support for this request from the North Main Association, which is attached to this packet.

Discussion:

In reviewing any zoning proposal, Staff considers the following factors; which are aligned with addressing state statutory mandates regarding zoning preserving the character, health, and safety of neighborhoods:

- The zoning of surrounding parcels.
- The actual land use of surrounding parcels.
- Impacts to surrounding properties.
- Consistency with adopted planning documents.
- The ability of existing infrastructure to handle the potential uses

Zoning and Land Use

Zoning in this area is primary B-1 Business District to the southwest and west and County zoned Commercial 1 to the south and east. Land use in the area includes restaurant, commercial, and industrial. Additionally, the property is buffered by the interstate to the north and a rail line along the east.

Impacts to Surrounding Properties

The proposed light manufacturing use will be occurring internal to the structure. As the campus expands and additional buildings are added, the property will also be enhanced with landscaping and other elements required in the entryway corridor. The use will also create daytime employment which could benefit the nearby restaurants and commercial/retail centers.

Consistency with the Sheridan Land Use Plan
The Sheridan Land Use Plan identifies this area as commercial, which is the same land use designation for the Hi-Tech Park where Vacutech and the future Weatherby facility are located. The Land Use Plan states that industrial areas should be located where they have good access to public utilities, railroad lines, I-90, and existing infrastructure. This property fits the bill for light manufacturing use and is compatible with the surrounding uses and the budding light industry on this end of the community.

Infrastructure
Water, sewer, and street infrastructure are available to the property adequately sized for the proposed reuse of the building and future growth of the corporate campus.

Given the above, staff does not believe the rezoning request is inappropriate or incompatible with existing conditions.

Attachments

Ordinance 2190
Rezoning Petition
Aerial Image of Project
North Main Support Ltr

ORDINANCE NO 2190

AN ORDINANCE amending Ordinance No. 826, the Zoning Ordinance of the City of Sheridan, to zone the entirety of the land more particularly described in Section 1., and shown on the attached **Exhibit A**, from a B-1 Business District to a B-2 Business District.

WHEREAS, the owner of the following described land has petitioned the City Council to rezone the same from a B-1 Business District to a B-2 Business District, and a public hearing having been held thereon by the City Council; THEREFORE

BE IT ORDAINED BY THE CITY COUNCIL OF SHERIDAN, WYOMING:

Section 1. The following described land is hereby rezoned from a B-1 Business District to a B-2 Business District, to wit:

A tract of land situated in Blocks 5, 6, 7, 8, and 9, and including the vacated alleys, Stevens and Lonabough Avenues and Canfield Street, Suburban Homes Company Addition to the City of Sheridan, Wyoming, as shown on **EXHIBIT "B"** attached hereto and by this reference made a part hereof; said tract of land being more particularly described as follows:

BEGINNING at the southeast corner of Lot 1, Block 6, Suburban Homes Company Addition (Before Streets were Vacated) and lying on the east line of a tract of land described in Book 489 of Deeds, Page 662, Parcel 2, (Monumented with a 1" Iron Pipe); thence S08°40'02"E, 288.13 feet along the east line of said tract described in Book 489 of Deeds, Page 662, Parcel 2 to a point, said point being the southeast corner of said tract described in Book 489 of Deeds, Page 662, Parcel 2; thence S67°13'34"W, 66.74 feet along the southerly line of said tract described in Book 489 of Deeds, Page 662, Parcel 2 to a point, said point being the southeast corner of a tract of land described in Book 489 of Deeds, Page 665; thence S67°12'39"W, 524.53 feet along the southerly line of said tract described in Book 489 of Deeds, Page 665 to a point, said point being the southwest corner of said tract described in Book 489 of Deeds, Page 665 (Monumented with a 1½" Aluminum Cap, unmarked); thence N23°13'55"W, 179.87 feet along the westerly line of said tract described in Book 489 of Deeds, Page 665 to a point, said point being the southeast corner of a tract of land described in Book 559 of Deeds, Page 561, Parcel No. 39B; thence, N22°13'17"W, 141.07 feet along the east line of said tract described in Book 559 of Deeds, Page 561, Parcel No. 39B to a point, said point being the northeast corner of said tract described in Book 559 of Deeds, Page 561, Parcel No. 39B and lying on the westerly line of said tract described in Book 489 of Deeds, Page 665; thence N01°07'13"E, 189.60 feet along said westerly line of said tract described in Book 489 of Deeds, Page 665 and the westerly line of a tract of land described in Book 489 of Deeds, Page 662, Parcel 1 to a point (Monumented with a Brass Cap Concrete Right-of-Way Monument); thence N26°24'57"E, 251.93 feet along said westerly line of said tract described in Book 489 of Deeds, Page 662, Parcel 1 to a point (Monumented with a Brass Cap Concrete Right-of-Way Monument); thence, along the northerly line of said tract described in Book 489 of Deeds, Page 662, Parcel 1 and Parcel 2 through a non-tangent curve to the right, having a central angle of 104°55'28", a radius of 180.00 feet, an arc length of 329.63 feet, a chord bearing of N70°59'44"E, and a chord length of 285.46 feet to a point, said point lying on the southwesterly right-of-way line of Interstate 90 (Monumented with a Brass Cap Concrete Right-of-Way Monument); thence S53°46'02"E, 273.65 feet along said southwesterly right-of-way line of Interstate 90 and the northerly line of said tract described in Book 489 of Deeds, Page 662, Parcel 2 to a point, said point being the northeast corner of said tract described in Book 489 of Deeds, Page 662, Parcel 2 (Monumented with a Brass Cap Concrete Right-of-Way Monument); thence S08°40'02"E, 129.92 feet along said east line of said tract described in Book 489 of Deeds, Page 662, Parcel 2 to the **POINT OF BEGINNING** of said tract.

Said tract contains 9.03 acres of land, more or less.

Section 2. That Ordinance No. 826, The Zoning Ordinance of the City of Sheridan is hereby amended to conform herewith.

Section 3. That this ordinance shall be in full force and effect immediately upon its passage and publication as by law provided.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2018

_____
Roger Miller, Mayor

ATTEST:

_____
Cecilia Good, City Clerk

Planning Department
P.O. Box 848
55 Grinnell Plaza
Sheridan, WY 82801

Phone: 307.675.4226
Fax: 307.674•2195
Sheridanwy.net

REZONING APPLICATION

Property Owner*: Seven Pillars Resources Limited Liability Company Address: PO Box 2091 City/State/Zip: Sheridan, WY 82801 Phone: 307.751.7512 Fax: 307.673.0886 Email: osborns@sevenpillarsresources.com	Agent: Address: City/State/Zip: Phone: Fax: Email:
Surveyor: Prestfeldt Surveying Address: 2340 Wetlands Drive City/State/Zip: Sheridan, WY 82801 Phone: 307.672.7415 Fax: Email: Thomas@prestfeldt.com	Engineer: Address: City/State/Zip: Phone: Fax: Email:

* If necessary, please attach separate sheet for additional owners. Unless otherwise specified all written correspondence will be sent to the listed agent. If no agent is specified, all correspondence will be sent to the property owner.

PROPERTY INFORMATION

Address or Property Location: 2571 N. Main Street, Sheridan, WY 82801

Subdivision Name: Suburban Homes Company Addition

Lot(s): Lots 1-15; Lots 1-6; Lots 1-5 Block(s): Block 5; Block 6; Block 7

Total Property Area (to nearest 1/10th of an acre or sq. ft.): 9.1 acres

Present Zoning: B1 Present Use of Property: Vacant Commercial Building and Parking Lot

Adjacent Land Uses

North: Interstate South: County/Junkyard

East: Interstate/Railroad West: Commercial

Requested Zoning: B2

Justification for Rezone Request (Use existing adopted community planning documents if possible): To utilize existing building for light manufacturing facility desiring to assist in the revitalization of North Main Street.

SIGNATURE

I hereby certify that the information in this application is true and correct. I have read this application and understand that other review processes and fees may be required prior to applying for and receiving Building Permits and/or final plat approval. I hereby authorize the listed agent to act on my behalf throughout the City review and approval process for this application and supporting documents. I understand that all communication regarding this application and supporting documents will be transmitted to my listed agent, unless I specify differently in writing.

Seven Pellets Resources Limited Liability Company — 4-24-18
(Signature of Property Owner) Susan Osborn Authorized Member — (Date)

(Signature of Property Owner) — (Date)

APPLICATION INFORMATION

Pre-application Conference

Pre-application conferences are required prior to submittal of all rezone requests. The purpose of these meetings is to discuss the proposed rezone and to become familiar with city code requirements and procedures. Applicants are strongly encouraged to avail themselves of the City's Development Review Committee (DRC), which allows the applicant to speak with all of the City divisions that may review the rezone request. Pre-application and DRC appointments can be scheduled by contacting Sue Goodman, Planning Technician, at (307) 675-4226 or by email at sgoodman@sheridanwy.net.

Submission review

All applications are subject to completeness review prior to acceptance by the Planning Office for routing and review. The rezone checklist details the required number of copies and documents needed to complete the application submittal. In order to ensure clarity and efficiency in the review process, application submissions will be received **by appointment only**. The applicable checklist must be submitted with this application. Incomplete application submissions will not be accepted, and will be returned to the applicant.

Public Hearings and Notice

Amendments to zoning designations require passage of an ordinance. This process requires one hearing before the Planning Commission and three readings before the City Council. Public hearings require notice through both newspaper legal notice, and nearby property mailings, subject to requirements of state statute. This involves notifying all property owners within 140 feet, and a legal notice appearing at least 15 days prior to a public hearing.

The City Planning Division will submit the ad for the paper and notify nearby property owners. Due to press publishing requirements, legal notification must be placed approximately 20 days prior to the public hearing. No public hearing will be scheduled until the application has been deemed complete, and staff review comments have been addressed.

Rezone Submittal Checklist*

Description: A rezone application is a request to change the zoning designation for a parcel of property and amend the city's zoning map.

Submittal Items:

- ☐ A completed Rezone application.
- ☐ A completed Rezone submittal checklist.
- ☐ An executed (signed and notarized) petition for rezoning.
- ☐ An application review fee.

The applicant shall also submit the following items in electronic format.

- ☐ An electronic file listing the names and addresses of all property owners within three hundred feet from the boundary of the proposed rezone (List must be obtained from the Sheridan County Planning Office and be no more than 14 days old at the time of submittal).
- ☐ A rezone exhibit showing the following information:
  A written legal description, boundaries of the property drawn to scale and showing all bearings and distances, existing zoning and adjacent zoning within 1000 feet, existing structures, title, scale, scale bar, north arrow, name and address of the petitioners, name and address of the preparer along with surveyor's signature and seal (licensed within the State of Wyoming).
- ☐ Certificate of Title or other documentation specifically verifying ownership or enforceable proprietary interest in the site.
- ☐ Other documents that may be determined as part of the pre-application meeting, or staff review.

Packet material:

- ☐ An additional 10 copies for Planning Commission packets and 2 copies for City Council. These copies should be submitted independently of the staff review copies to allow the applicant to make revisions if necessary.

Post Approval/Plat Filing Items:

- ☐ Mylar of Rezone Exhibit

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* All applicants must attend a pre-application meeting prior to submitting a rezone application.
Last Revised: 12-10-2015

PETITION FOR REZONING

TO THE CITY COUNCIL OF THE CITY OF SHERIDAN, WYOMING:

Pursuant to the provisions of W.S. 15-1-601, 15-1-602, 15-1-603 et. seq., and other applicable statutes, and Appendix A, Sec. 16 of the Sheridan City Code, the undersigned landowner(s) respectfully petition and show the City Council as follows:

1. This is a petition for the rezoning of parcels of land within the city limits of Sheridan, Wyoming, having a legal description as follows:
   See Exhibit A.

2. Seven Pillars Resources Limited Liability Company are the owners or authorized agents of said described land proposed to be rezoned.

3. A map of the area sought to be rezoned is attached hereto and made a part hereof.

4. Petitioners hereby request that said lands be zoned B2.

Therefore, Petitioners pray said parcel(s) be rezoned B2, pursuant to and in accordance with the applicable Wyoming Statutes and City Ordinances after proper notice and public hearing.

Dated this 24th day of April, 2018

Signed by the Petitioners:

Seven Pillars Resources Limited Liability Company
Susan Osborn Authorized Member

Subscribed and Sworn before me this 24 day of April, 2018

Erin J. Weekly
Notary Public

ERIN J. WEEKLY - NOTARY PUBLIC
COUNTY OF SHERIDAN
STATE OF WYOMING
MY COMMISSION EXPIRES MAY 1, 2021

My commission expires: May 1, 2021

LEGAL DESCRIPTION
EXHIBIT "A"

Record Owner: ***SEVEN PILLARS RESOURCES, LLC***
April 24, 2018

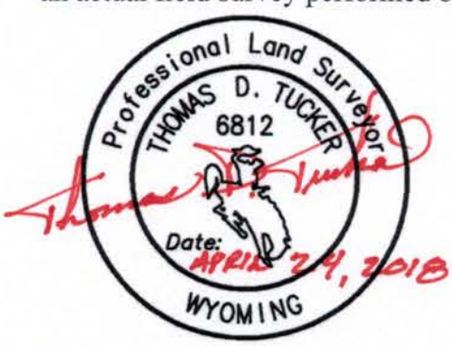
RE: ***ZONING CHANGE FROM*** **B-1** ***TO*** **B-2**

A tract of land situated in Blocks 5, 6, 7, 8 and 9, including the vacated alleys, Stevens and Lonabaugh Avenues and Canfield Street, Suburban Homes Company Addition to the City of Sheridan, Wyoming, as shown on **EXHIBIT "B"** attached hereto and by this reference made a part hereof; said tract of land being more particularly described as follows:

BEGINNING at the southeast corner of Lot 1, Block 6, Suburban Homes Company Addition (Before Streets were Vacated) and lying on the east line of a tract of land described in Book 489 of Deeds, Page 662, Parcel 2, (Monumented with a 1" Iron Pipe); thence S08°40'02"E, 288.13 feet along the east line of said tract described in Book 489 of Deeds, Page 662, Parcel 2 to a point, said point being the southeast corner of said tract described in Book 489 of Deeds, Page 662, Parcel 2; thence S67°13'34"W, 66.74 feet along the southerly line of said tract described in Book 489 of Deeds, Page 662, Parcel 2 to a point, said point being the southeast corner of a tract of land described in Book 489 of Deeds, Page 665; thence S67°12'39"W, 524.53 feet along the southerly line of said tract described in Book 489 of Deeds, Page 665 to a point, said point being the southwest corner of said tract described in Book 489 of Deeds, Page 665 (Monumented with a 1½" Aluminum Cap, unmarked); thence N23°13'55"W, 179.87 feet along the westerly line of said tract described in Book 489 of Deeds, Page 665 to a point, said point being the southeast corner of a tract of land described in Book 559 of Deeds, Page 561, Parcel No. 39B; thence, N22°13'17"W, 141.07 feet along the east line of said tract described in Book 559 of Deeds, Page 561, Parcel No. 39B to a point, said point being the northeast corner of said tract described in Book 559 of Deeds, Page 561, Parcel No. 39B and lying on the westerly line of said tract described in Book 489 of Deeds, Page 665; thence N01°07'13"E, 189.60 feet along said westerly line of said tract described in Book 489 of Deeds, Page 665 and the westerly line of a tract of land described in Book 489 of Deeds, Page 662, Parcel 1 to a point (Monumented with a Brass Cap Concrete Right-of-Way Monument); thence N26°24'57"E, 251.93 feet along said westerly line of said tract described in Book 489 of Deeds, Page 662, Parcel 1 to a point (Monumented with a Brass Cap Concrete Right-of-Way Monument); thence, along the northerly line of said tract described in Book 489 of Deeds, Page 662, Parcel 1 and Parcel 2 through a non-tangent curve to the right, having a central angle of 104°55'28", a radius of 180.00 feet, an arc length of 329.63 feet, a chord bearing of N70°59'44"E, and a chord length of 285.46 feet to a point, said point lying on the southwesterly right-of-way line of Interstate 90 (Monumented with a Brass Cap Concrete Right-of-Way Monument); thence S53°46'02"E, 273.65 feet along said southwesterly right-of-way line of Interstate 90 and the northerly line of said tract described in Book 489 of Deeds, Page 662, Parcel 2 to a point, said point being the northeast corner of said tract described in Book 489 of Deeds, Page 662, Parcel 2 (Monumented with a Brass Cap Concrete Right-of-Way Monument); thence S08°40'02"E, 129.92 feet along said east line of said tract described in Book 489 of Deeds, Page 662, Parcel 2 to the **POINT OF BEGINNING** of said tract.

Said tract contains 9.03 acres of land, more or less.
Bearings are Based on the Wyoming Coordinate System, NAD 1983, East Central Zone.

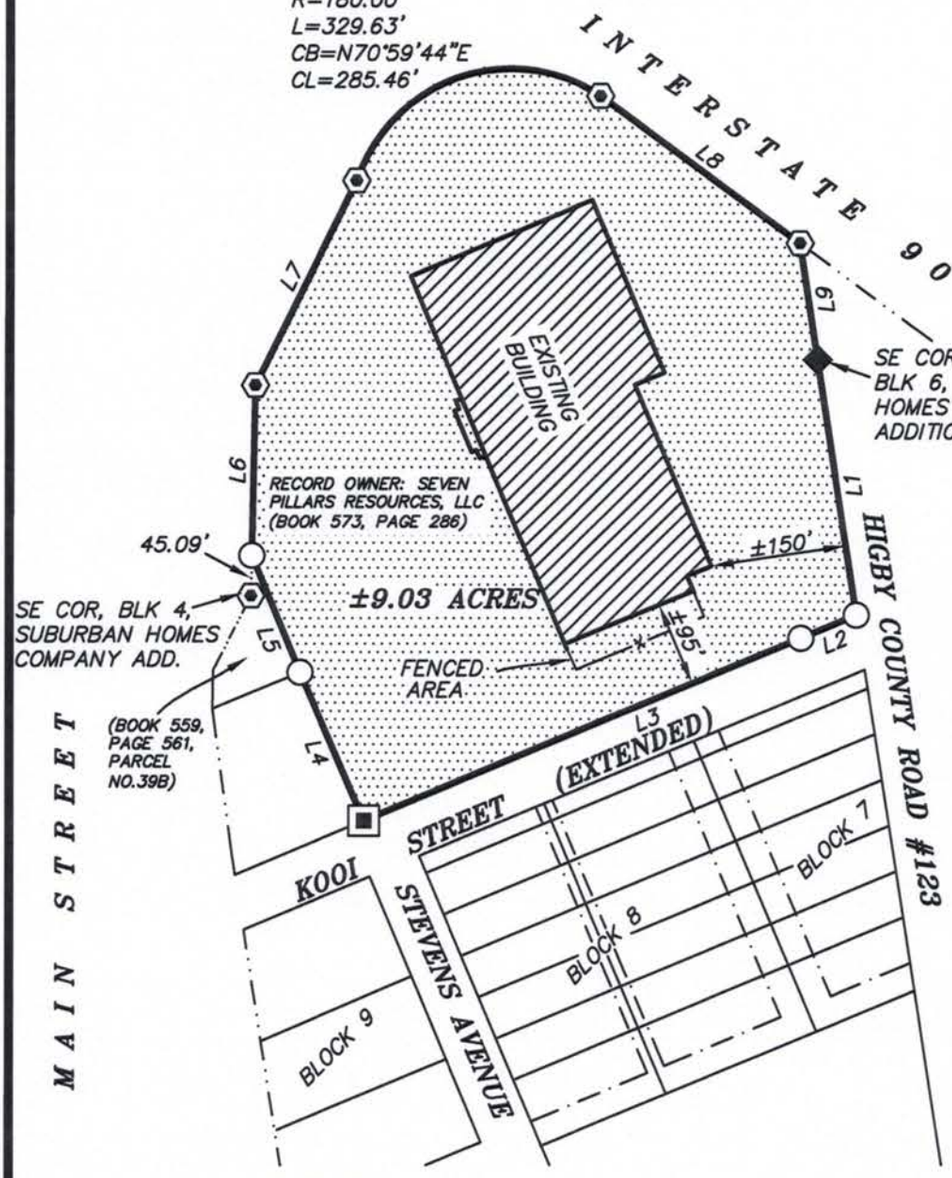
SURVEYOR'S STATEMENT
I, Thomas D, Tucker, do hereby state that this legal description was prepared from notes taken during an actual field survey performed by me or under my direct supervision.



Modification in any way of the above or foregoing legal description terminates liability of the surveyor.

H:\WP\LD\CITY\2018\2018-030-RZ.rtf

EXHIBIT "B"



NOTE:

THIS IS NOT A BOUNDARY SURVEY, WHILE THIS SURVEY DOES INCORPORATED FOUND MONUMENTATION AND DEEDS OF RECORD, THE BOUNDARY MAY CHANGE SLIGHTLY IF A RETRACEMENT SURVEY IS PERFORMED.

LINE TABLE		
LINE	BEARING	LENGTH
L1	S08°40'02"E	288.13
L2	S67°13'34"W	66.74
L3	S67°12'39"W	524.53
L4	N23°13'55"W	179.87
L5	N22°13'17"W	141.07
L6	N01°07'13"E	189.60
L7	N26°24'57"E	251.93
L8	S53°46'02"E	273.65
L9	S08°40'02"E	129.92

LEGEND:

- HIGHWAY RIGHT-OF-WAY MONUMENT
- 1" IRON PIPE (PREVIOUS SURVEY)
- 1-1/2" ALUMINUM CAP (UNMARKED)
- CALCULATED: NOTHING FOUND/NOTHING SET
- PROPERTY/LOT/BLOCK LINE
- BOUNDARY LINE
- HIGHWAY RIGHT-OF-WAY LINE
- VACATED STREET/ALLEY LINE

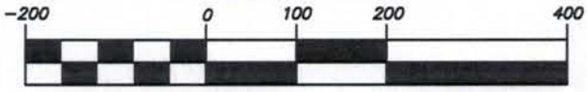
ZONING CHANGE

ZONING CHANGED FROM B-1 TO B-2
±9.03 ACRES



SCALE: 1"=200'

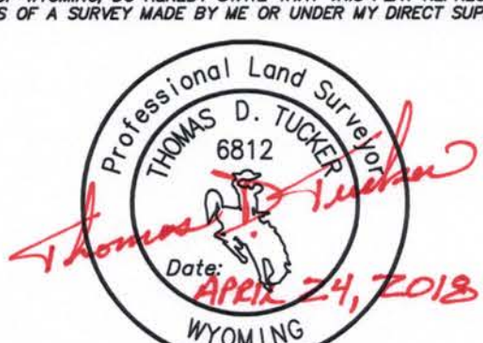
BEARINGS ARE BASED ON THE WYOMING COORDINATE SYSTEM NAD 1983, EAST CENTRAL ZONE
DATUM: NAD 83(1993), NAVD 88 (U.S. SURVEY FEET)
DAF: 1.000235
DISTANCES ARE SURFACE



SURVEYOR'S CERTIFICATE

STATE OF WYOMING :ss
COUNTY OF SHERIDAN

I, THOMAS D. TUCKER, A DULY REGISTERED LAND SURVEYOR IN THE STATE OF WYOMING, DO HEREBY STATE THAT THIS PLAT REPRESENTS THE RESULTS OF A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION.



"PLAT IS VALID ONLY IF PRINT HAS ORIGINAL SIGNATURE OF SURVEYOR SIGNED AND DATED"

EXHIBIT "B"

ZONING CHANGE FROM B-1 TO B-2

CLIENT & PETITIONER: SEVEN PILLARS RESOURCES, LLC
P.O. BOX 2091, SHERIDAN, WY 82801

LOCATION: BLOCKS 5,6,7,8 & 9, AND PORTIONS OF VACATED STREETS, STEVENS AND LONABOUGH AVENUES, CANFIELD STREET, AND PORTIONS OF VACATED ALLEYS, SUBURBAN HOMES COMPANY ADDITION, CITY OF SHERIDAN, WYOMING

PRESTFELDT SURVEYING
2340 WETLANDS DR., SUITE 100
PO BOX 3082
SHERIDAN, WY 82801
307-672-7415

JN: 2018-030
DN: 2018-030D
TAB: RE-ZONE
PF: T2018-030
APRIL 24, 2018
REVISED: OWNER

2018-741790 4/20/2018 3:59 PM PAGE: 1 OF 2
BOOK: 573 PAGE: 286 FEES: $15.00 HM WARRANTY DEED
EDA SCHUNK THOMPSON, SHERIDAN COUNTY CLERK

WARRANTY DEED

North Fork Partners LLC, a Wyoming limited liability company, GRANTOR, for and in consideration of Ten Dollars ($10.00) and other good and valuable consideration, in hand paid, receipt whereof is hereby acknowledged, CONVEYS AND WARRANTS to **Seven Pillars Resources, Limited Liability Company**, a Wyoming limited liability company, whose address is PO Box 2091, Sheridan, WY 82801, GRANTEES, the following described real estate situate in the County of Sheridan, State of Wyoming, to-wit:

All that portion of Blocks 5, 6, 7, 8 and 9, including vacated alleys, Stevens and Lonabaugh Avenues and Canfield Street, Suburban Homes Company Addition to the City of Sheridan, Sheridan County, Wyoming, described as follows:

Beginning at the southeast corner of Block 4 of said Suburban Homes Company Addition, said corner being marked with a highway right of way brass cap set in concrete; thence N. 0°39'26" E., 58.96 feet to an iron pin; thence N. 66°41'00" E., 519.06 feet to an iron pin; thence S. 23°19'00"E., 333.66 feet to an iron pin; thence S. 66°41'00" W., 524.59 feet to a point; thence N. 23°45'34" W., 179.87 feet to a point; thence S. 66°41'00" W., 103.00 feet to a point; thence N. 7°20'43" W., 41.61 feet to a highway right of way brass cap set in concrete; thence N. 27°52'13" E., 95.62 feet to the point of beginning.

AND

All that portion of Blocks 5 and 6, including alleys, Stevens and Lonabaugh Avenues, Suburban Homes Company Addition to the City of Sheridan, Sheridan County, Wyoming, described as follows:

Beginning at a point located N 0°39'26" E., 58.96 feet from the southeast corner of Block 4 of said Suburban Homes Company Addition, said corner being marked with a highway right of way brass cap set in concrete; thence N 0°30'26" E., 175.55 feet to a highway right of way brass cap set in concrete; thence N 25°45'11" E., 252.20 feet to a highway right of way brass cap set in concrete; thence through a curve to the right having a central angle of 90°59'17" and a radius of 80.00 feet for a curve length of 285.85 feet, the chord of which bears N 63°19'39" E., 257.64 feet to an iron pin; thence S 23°19'00" E., 340.72 feet to an iron pin; thence S 66°41'00" W., 519.06 feet to the point of beginning.

AND

All that portion of Blocks 6 and 7, Lonabaugh Avenue and Canfield Street, Suburban Homes Company Addition to the City of Sheridan, Sheridan County, Wyoming, described as follows:

Beginning at an iron pin which is located N 0°39'26" E., 58.96 feet and N 66°41'00" E., 519.06 feet from the southeast corner of Block 4, of said Suburban Homes Company Addition, said corner being a highway right of way brass cap set in concrete; thence N 23°19'00" W., 340.72 feet to a point on the highway right of way curve, said point being an iron pin; thence along the highway right of way curve through a central angle of 14°8'36" and a radius of 180 feet for a curve length of 44.43 feet, the chord of which bears S 62°31'30" E., 44.32 feet to a highway right of way brass cap set in concrete; thence S 54°25'45" E., 273.30 feet to a highway right of way brass cap set in concrete; thence S 9°35'00" E., 418.00 feet along the west edge of a county road to an iron pipe; thence S66°41'00" W., 70 feet to an iron pin; thence N 23°19'00" W., 333.66 feet to the point of beginning.

EXCEPTING THEREFROM that certain parcel of land as contained in Warranty Deed conveyed to The City of Sheridan, recorded May 5, 2016, Book 559, Page 561.

TOGETHER with all improvements situate thereon, and all appurtenances and

2018-741790 4/20/2018 3:59 PM PAGE: 2 OF 2
BOOK: 573 PAGE: 287 FEES: $15.00 HM WARRANTY DEED
EDA SCHUNK THOMPSON, SHERIDAN COUNTY CLERK

hereditaments appertaining thereto.

SUBJECT to all exceptions, reservations, rights-of-way, easements, covenants, restrictions and rights of record.

Hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming.

DATED this 20th day of April, 2018.

North Fork Partners LLC

By: Paul R Del Rossi

Title: MANAGING MEMBER

STATE OF WYOMING)
) ss.
County of Sheridan)

The foregoing instrument was acknowledged before me this 20th day of April, 2018, by Paul R. Del Rossi as Managing Member of **North Fork Partners LLC.**

WITNESS my hand and official seal.

Notary Public

My Commission Expires: 5-13-18.

BRIAN T. KINNISON
NOTARY PUBLIC
My Commission Expires May 13, 2018
SHERIDAN COUNTY, WYOMING

NO. 2018-741790 WARRANTY DEED
EDA SCHUNK THOMPSON, SHERIDAN COUNTY CLERK
WILCOX AGENCY
SHERIDAN WY 82801



CITY OF Sheridan WYOMING

rezone project

N

0 0.0175 0.035 0.07 Miles

Name: sgoodman Date: 05/03/2018

May 11, 2018

Planning and Zoning Commission
City Hall
55 East Grinnell Plaza
Sheridan, WY 82801

Dear Commission Members:

Please accept this letter as our utmost support for the rezoning of the former Kmart area from a B-1 Business District to B-2.

EMIT Technologies, Inc. has long been a vested member of Sheridan's business community and we welcome their expansion into North Main. Allowing them to repurpose the vacant Kmart building while adding two more structures is the very expression of economic development that North Main Association has been championing for the last 10 years.

EMIT will be the most recent business along the North Main corridor to bring added employment opportunities to Sheridan. Taken in consideration with the VA, North Main is becoming the hub for the best paying jobs in the county. EMIT employees will number over 100, Vacutech is approaching 175, Weatherby and Ramaco together will be adding another 150-200 positions. These increases will generate additional tax revenue, a boost to the entry level real estate market and expanded general sales. This is a cornerstone of the NMA strategic vision and another key to sustainable economic growth, not only along North Main but throughout our city.

And finally, we can be assured that EMIT will bring a superior design aesthetic to their new campus that will greatly complement the wonderful new I-90 interchange project that is at the core of the City's plans for the future.

Thank you for the opportunity to weigh in on this opportunity to bring new construction, employment and tax dollars into Sheridan.

Sincerely,

North Main Association
David Kinskey, Board President
Nancy Silla, Board Treasurer
Nancy Drummond, Board Secretary
Kathy Arnold
Jesse Bennick
Curtiss Johnson
Bob Utter

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Public Works

MEMORANDUM

Project Name:	Approval of Resolution 20-18 Lincoln Drive Minor Subdivision - Community Development Director, Brian Craig
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	05/31/2018

Recommendation:

Staff recommends the City Council approve Resolution #20-18, the Lincoln Drive Subdivision, a minor subdivision, dividing one lot into 3 lots, zoned B-1 Business District.

Potential Findings of Fact:

Prior to approving the final plat, the City Council will need to make the following findings per Sheridan City Code Appendix B §202:

A. The City shall not approve any proposed subdivision of land which, by itself, or as a part of a larger tract, is contiguous to or completely surrounded by the boundaries of the City, unless the application is accompanied by a properly-acknowledged petition for annexation to the City.

B. The City shall not approve any proposed subdivision of land which is within one mile of the corporate limits of Sheridan but not, at the time of submittal, eligible for annexation, unless the application is accompanied by a properly acknowledged agreement not to contest future annexation proceedings.

C. Every plat shall conform to the Zoning Ordinance currently adopted at the time of final plat approval.

D. All new subdivision developments within the Airport Influence Area within the city limits of the City of Sheridan shall grant an Avigation Easement to the Sheridan County Airport.

E. No subdivision shall be approved within the corporate limits of the City of Sheridan, or one mile thereof, unless City Public Works staff concludes that an adequate long-term water supply exists to support the proposed use and density of the subdivision In accordance with City adopted policy. City elected officials acting as Council representatives on other boards or committees that review development shall likewise consider long-range water supply in making any determination.

Background:

Originally platted as the Shining Mountain Subdivision in 2005, the new owner seeks to subdivide a 0.39 acre lot into 3 new lots. The new layout will meet minimum lot area per family of 4000 square feet, if the applicant elects to construct single-family homes on the new lots. No variances are requested. The preexisting twenty foot (20') drainage easement on Lot 1 will remain. Additionally, Lot 1 is significantly larger than the other two lots, but due to the shape of the lot and the existing drainage easement the buildable area is consistent with those of Lots 2 and 3.

Staff has received input from adjacent neighbors on this proposal. Mr. Kim who owns and resides at 825 Lincoln Drive expressed concern regarding the proposed subdivision. He is against the smaller lots, which will only allow for smaller houses or businesses. Mr. Gordon Peterson who owns lots 3 and 4 of Shining Mountain Subdivision across the street from this proposal has also expressed concern that the lots are too small, street parking is a problem and the small houses and limited parking would be an issue. A letter was provided, signed by Mr. Peterson, Mr. Kim and four other property owners opposing this request; the letter is attached to this packet. Direct notification was sent to 17 property owners, in addition to newspaper notification.

Discussion:

Staff offers the following comments on final plat required findings:

A. *The City shall not approve any proposed subdivision of land which, by itself, or as a part of a larger tract, is contiguous to or completely surrounded by the boundaries of the City, unless the application is accompanied by a properly-acknowledged petition for annexation to the City.*

This property falls completely within the City limits, so this condition does not apply.

B. *The City shall not approve any proposed subdivision of land which is within one mile of the corporate limits of Sheridan but not, at the time of submittal, eligible for annexation, unless the application is accompanied by a properly acknowledged agreement not to contest future annexation proceedings.*

Again, not applicable in this case, the property is within the city limits.

C. *Every plat shall conform to the Zoning Ordinance currently adopted at the time of final plat approval.*

The propsoed lots will allow for adeqaute setbacks and development on the lot for single-family residential or modest business uses. The property is zoned B-1 Business District and falls into the Entryway Corridor. Any future improvement will be reviewed and approved through the building permit process as required.

D. *All new subdivision developments within the Airport Influence Area within the city limits of the City of Sheridan shall grant an Avigation Easement to the Sheridan County Airport.*

This subdivision is outside of the Airport influence area.

E. *No subdivision shall be approved within the corporate limits of the City of Sheridan, or one mile thereof, unless City Public Works staff concludes that an adequate long-term water supply exists to support the proposed use and density of the subdivision In accordance with City adopted policy. City elected officials acting as Council representatives on other boards or committees that review development shall likewise*

consider long-range water supply in making any determination.

The existing water and sewer service will go to Lot 1. The Utilities Department has determined there is adequate water and sewer capacity to serve Lots 2 and 3; new taps will need to be constructed to those lots and associated fees paid.

Attachments

Resolution 20-18
Lincoln Drive Application
Lincoln Drive Plat
Lincoln Drive Project Aerial
Opposition Letter

CITY OF SHERIDAN
RESOLUTION 18-18

A RESOLUTION approving PL 18-17, the final plat of the Lincoln Drive Minor Subdivision, platting a parcel of land into three lots, being in total 0.39acres, located at 855 Lincoln Drive.

WHEREAS, the final plat of the Lincoln Drive Minor Subdivision has been reviewed for consistency with Appendix B (Subdivision Regulations) and other applicable City code; and

WHEREAS, all applicable requirements for a final plat, have been met and all documents meet the applicable requirements in Appendix B (Subdivision Regulations) with the exception of the variance from Sheridan City Code Appendix B §502(C)(1) below; and

Now, therefore, be it resolved by the City Council of the City of Sheridan:

That the final plat of the Lincoln Drive Minor Subdivision, platting a parcel of land into three lots, being in total 0.39 acres, located at 855 Lincoln Drive,

Is hereby approved by vote of the City of Sheridan's City Council.

In approving the Lincoln Drive Minor Subdivision, the City Council finds the following as required by Sheridan City Code Appendix B §202:

A. The property is already within the corporate limits of the City and requires no further action as pertains to annexation.

B. The lots as platted conform to the requirements of the City Zoning Ordinance with the exception of the variance granted.

C. The subdivision falls outside of the Airport Influence Area.

D. As concluded by City Public Works staff, there is adequate long-term water supply to serve this subdivision as of the time of this resolution.

PASSED, APPROVED, AND ADOPTED this 18st day of June 2018.

_____
Roger Miller, Mayor

Attest:

_____
Cecilia Good, City Clerk

PL-18-17

Planning Department
P.O. Box 848
55 Grinnell Plaza
Sheridan, WY 82801

CITY OF Sheridan
WYOMING

Phone: 307.675.4226
Fax: 307.674-2195
Sheridanwy.net

MINOR SUBDIVISION APPLICATION

APPLICANT INFORMATION

Property Owner: Jason & Steve Miller, SMC, LLC	Agent:
Address: Po box 39	Address:
City/State/Zip: Sheridan, WY 82801	City/State/Zip:
Phone: 307-763-1220	Phone:
Fax:	Fax:
Email: jasonmiller.wyo@gmail.com	Email:
Surveyor: Arrow Survey Group, Inc.	Engineer:
Address: PO Box 7197	Address:
City/State/Zip: Sheridan, WY 82801	City/State/Zip:
Phone: 307-751-7543	Phone:
Fax:	Fax:
Email: jason.levanen@arrowsgi.com	Email:

* If necessary, Please attach separate sheet for additional owners. Unless otherwise specified all written correspondence will be sent to the listed agent. If no agent is specified, all correspondence will be sent to the property owner.

PROPERTY INFORMATION

Address or Property Location: 855 Lincoln Drive

Present Subdivision Name: Shining Mountain Subdivision

Lot(s): 5 Block(s):

Total Property Area (to nearest 1/10th of an acre or sq. ft.): 16,988.4

Present Zoning: B1 Flood Zone Category:

Number of current platted lots: 1 Proposed number of lots and outlots 3

Proposed Use of Property: Residential, 3 single family

Existing Structures: Yes (No)

Existing easement(s) to be modified or vacated: Yes (No)

SIGNATURE

I hereby certify that the information in this application is true and correct. I have read this application and understand that other review processes and fees may be required prior to applying for and receiving Building Permits and/or final plat approval. I hereby authorize the listed agent to act on my behalf throughout the City review and approval process for this application and supporting documents. I understand that all communication regarding this application and supporting documents will be transmitted to my listed agent, unless I specify differently in writing.

(Signature of Property Owner) 4-10-18 (Date)

(Signature of Property Owner) 4/10/18 (Date)

APPLICATION INFORMATION

Pre-application Conference ✓

Pre-application conferences are required prior to submittal of all subdivision requests. The purpose of these meetings is to discuss the proposed development and to become familiar with city code requirements and procedures. Applicants are strongly encouraged to avail themselves of the City's Development Review Committee (DRC), which allows the applicant to speak with all of the City divisions that may review the subdivision application. Pre-application and DRC appointments can be scheduled by contacting Sue Goodman, Planning Technician, at (307) 675-4226 or by email at sgoodman@sheridanwy.net.

Submission review

All applications are subject to completeness review prior to acceptance by the Planning Office for routing and review. The minor subdivision checklist details the required number of copies and documents needed to complete the application submittal. In order to ensure clarity and efficiency in the review process, application submissions will be received **by appointment only**. The applicable checklist must be submitted with this application. Incomplete application submissions will not be accepted, and will be returned to the applicant.

Public Hearings and Notice

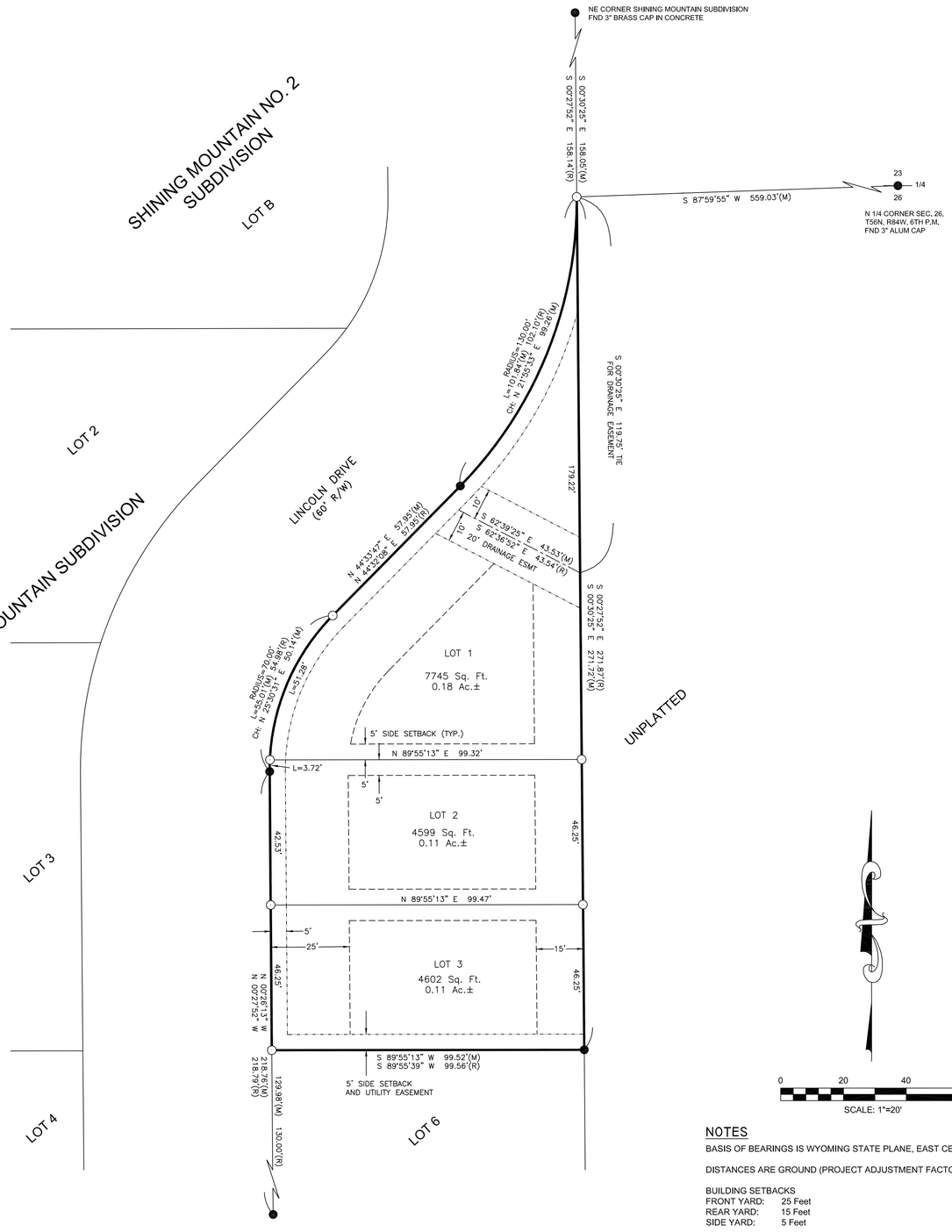
Minor subdivisions require a single hearing before both the Planning Commission and City Council. Public hearings require notice through both newspaper legal ads and nearby property mailings. The City Planning Division will submit the ad for the paper and notify nearby property owners. Due to press requirements, legal notification must be placed approximately two weeks prior to the public hearing. Applications which propose modifying existing public easements or rights-of-way will require an additional 30 days to allow for certified mailings to impacted parties. No public hearing will be scheduled until the application has been deemed complete, and staff review comments have been addressed.

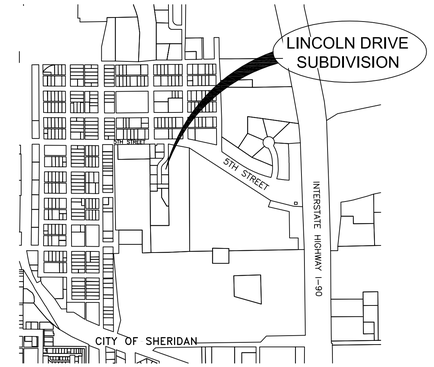
PLAT OF

LINCOLN DRIVE SUBDIVISION

A REPLAT OF LOT 5 OF THE SHINING MOUNTAIN SUBDIVISION,

BEING PART OF THE SE1/4 OF THE SW1/4 OF SECTION 23, AND PART OF THE NE1/4 OF THE NW1/4 OF SECTION 26,
TOWNSHIP 56 NORTH, RANGE 84 WEST, OF THE 6TH PRINCIPAL MERIDIAN, SHERIDAN COUNTY, WYOMING
TOTAL ACREAGE = 0.39 ACRES±





LOCATION MAP
SCALE: 1"=1000'

DECLARATION VACATING PREVIOUS PLATTING

This plat is a replat of Lot 5 of the Shining Mountain Subdivision,being part of the SE¼ of the SW¼ of Section 23, and part of the NE¼ of the NW¼ of Section 26, Township 56 North, Range 84 West of the 6th Principal Meridian, Sheridan County, Wyoming, as recorded in Drawer "5", Plat No. 111, Instrument No. 519076 of the Records of the Sheridan County Clerk. All earlier plats or portions thereof encompassed by the boundaries of this plat are hereby vacated.

CERTIFICATE OF OWNER

Know all men by these presents that the undersigned, SMC,LLC., being the owner, proprietor, or party of interest in the land shown on this plat, does hereby certify:

That the foregoing plat is designated as Lincoln Drive Subdivision, being a Replat of Lot 5 of the Shining Mountain Subdivision, being a part of the SE ¼ of the SW¼ of Section 23, and part of the NE¼ of the NW¼ of Section 26, Township 56 North, Range 84 West of the 6th Principal Meridian, Sheridan County, Wyoming.

That this subdivision, as it is described and as it appears on this plat, is made with the free consent and in accordance with the desires of the undersigned owners and proprietors, and that this is a correct plat of the area as it is divided into lots, blocks, streets and easements; and

That the undersigned owners of the land shown and described on this plat do hereby dedicate to the City of Sheridan and its licensees for public use for the indicated purposes all streets, alleys, easements and other public lands within the boundary lines of the plat, as indicated, and not already otherwise dedicated for public use.

Utility easements, as designated on this plat, are hereby dedicated to the City of Sheridan and its licensees for public use for the purpose of installing, repairing, reinstalling, replacing and maintaining sewers, water lines, gas lines, electric lines, telephone lines, cable television lines, and other forms and types of public utilities now or hereafter generally utilized by the public.

All rights under and by virtue of the Homestead Exemption Laws of the State of Wyoming are hereby waived and released.

Executed this _____ day of _____, 2018 by:

Steve Miller
Jason Miller

_____

STATE OF WYOMING)
) SS:
COUNTY OF SHERIDAN)

On this, the _____ day of _____, 2018, before me, the undersigned officer, personally appeared SMC,LLC., known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same for the purpose described herein.

In witness hereof, I set my hand and official seal.

_____
Notary Public

CITY OF SHERIDAN CITY COUNCIL CERTIFICATE OF APPROVAL

Approved by the City Council of the City of Sheridan this ____ day of _____, 2018.

_____ _____
Attest: City Clerk Mayor

CITY OF SHERIDAN PLANNING COMMISSION CERTIFICATE OF APPROVAL

Reviewed by the City of Sheridan Planning Commission this ____ day of _____, 2018.

_____ _____
Attest: Vice-Chairman Chairman

DIRECTOR OF PUBLIC WORKS CERTIFICATE OF APPROVAL

This plat has been prepared in accordance with the requirements and procedures outlined in the Subdivision Regulations of the City of Sheridan, Wyoming, and certified this ____ day of _____, 2018, by the Director of Public Works of Sheridan, Wyoming.

_____
Director of Public Works

CERTIFICATE OF RECORDER

STATE OF WYOMING

COUNTY OF SHERIDAN

This plat was filed for record in the Office of the Clerk and Recorder at _____o'clock this ____ day of _____, 2018, and is duly recorded in Book _____ Page _____.

_____
County Clerk

LEGEND:

- ○ - *SET 1.5" ALUM CAP PER PLS#10287*
- ● - *FOUND 2" ALUM CAP PER PELS#3864 UNLESS NOTED*
- *(M) - MEASURED*
- *(R) - RECORD*
- *- - - - UTILITY EASEMENT*
- *— — — SETBACK LINE*

NOTES

BASIS OF BEARINGS IS WYOMING STATE PLANE, EAST CENTRAL ZONE, NAD 83

DISTANCES ARE GROUND (PROJECT ADJUSTMENT FACTOR: 1.000235)

BUILDING SETBACKS
FRONT YARD: 25 Feet
REAR YARD: 15 Feet
SIDE YARD: 5 Feet

SURVEYOR'S CERTIFICATE

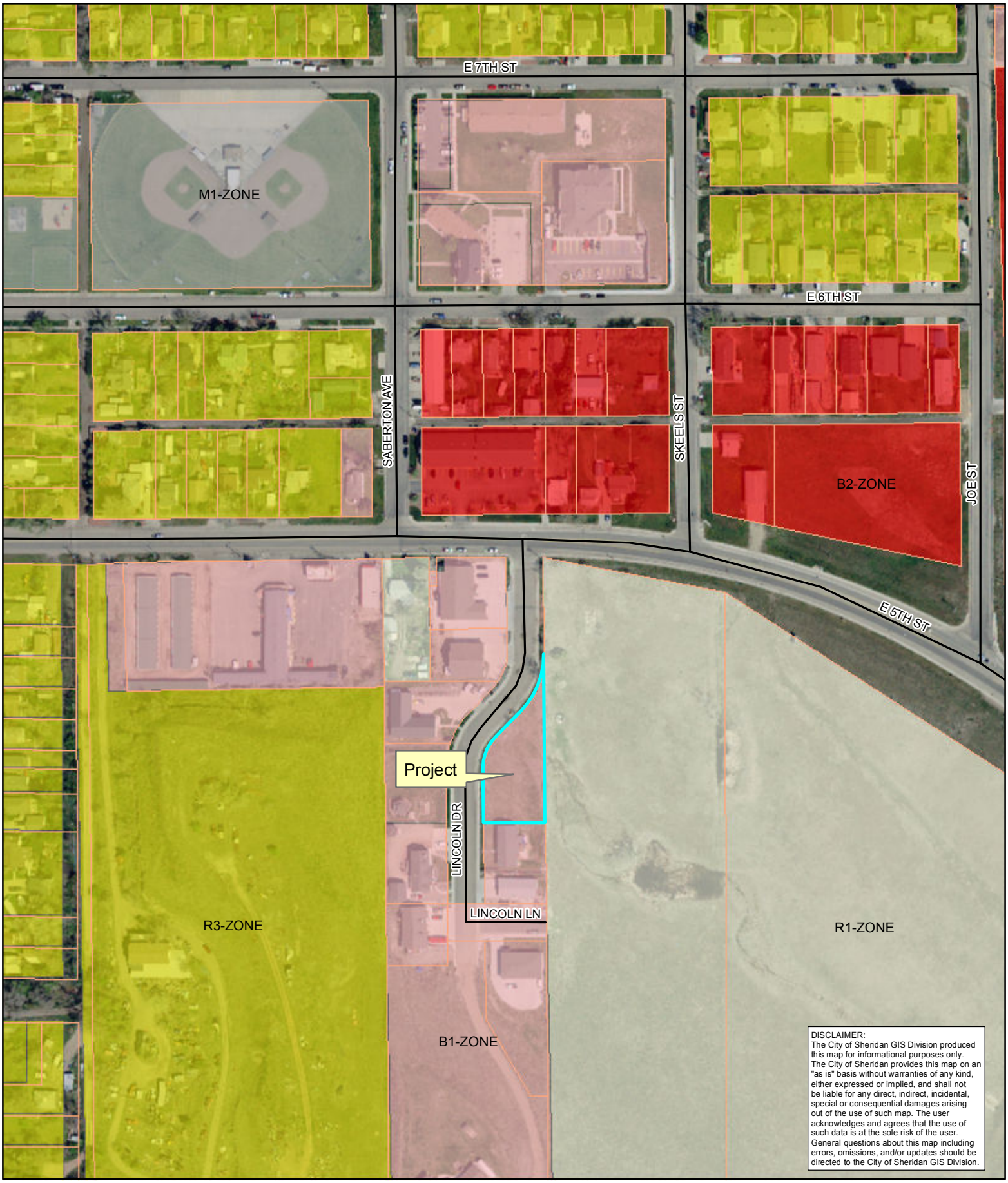
I, Jason D. Levanen, a duly registered Land Surveyor in the State of Wyoming, do hereby certify that this plat of the Lincoln Drive Subdivision truly and correctly represents the results of a survey made by me or under my direct supervision.

Professional Land Surveyor
JASON D. LEVANEN
LS 10287
Date
WYOMING

Prepared for:
SMC, LLC.
P.O. BOX 6112
SHERIDAN, WY 82801

Prepared by:
Arrow Survey Group, Inc.
Sheridan, WY 82801 (307)751-7543

DP: C:\ARROW\...\18-039 Replat | Date: 3/22/2018
Rev: 3/30/2018, 4/13/2018, 5/01/2018 | Sheet 1 of 1



CITY OF Sheridan WYOMING

Lincoln Dr. Subdivision

N

0 50 100 200 Feet

Name: sgoodman Date: 05/04/2018

May 21, 2018

Re: Objection to Application to Divide Lot on Lincoln Drive

Mr. Mayor and City Council Members,

We live at 822 Lincoln Drive and were out of town from May 1 to May 17, 2018. We returned to find a letter from the City Planning Division informing us of an application to divide the lot across from us into three tiny lots. This letter, dated May 4, invited us to a hearing on May 14 to share our opinions. I immediately went down to City Hall and The Planning Department on the 17th to voice my concern. I was informed the Planning Division had already approved the application and my only recourse was to contact you.

Everyone who owns a lot in this subdivision liked the area and the size of the lots. All the lots except one have been sold and developed as planned. Now a developer wants to change the landscape of the entire subdivision by dividing the last lot into three tiny lots. In my experience as a licensed land surveyor who has worked on many subdivisions; 4600 square foot lots are not what people want to buy. How many recent subdivisions approved in the City of Sheridan have 4600 square foot lots?

When I was a member of a City Planning and Zoning Board, our job was to protect the rights and expectations of the existing land owners in the immediate area. In a matter as significant as this, we want to make sure our voices and concerns are heard, and this is the first opportunity I have had to do so. I have visited with the landowners involved, and as shown by their signatures below; we agree this is not what we want in our neighborhood. We also would hope the City would not want this in their 500 foot Entry Corridor.

As landowners, we have the right to expect the original subdivision be left as is without changes by the City Planning Division without our consent. The consensus that the lot not be divided was agreed to by all of the landowners listed below. Please feel free to contact any of us.

Thank you for your time and concern.

Gordon & Eunice Peterson
822 Lincoln Drive
307-746-5103

Gordon L Peterson
Eunice Peterson

Joon Kee and Sun OK Kim
825 Lincoln Drive
307-461-0664

Joon Kee Kim
Sun OK Kim

Jeff and Crystal O'Brien
802 Lincoln Drive
307-752-6743

Jeff O'Brien 5/25/18
Crystal L O'Brien 5/27/18

Larry and Rae Bridger
775 Lincoln Drive
307-752-3042

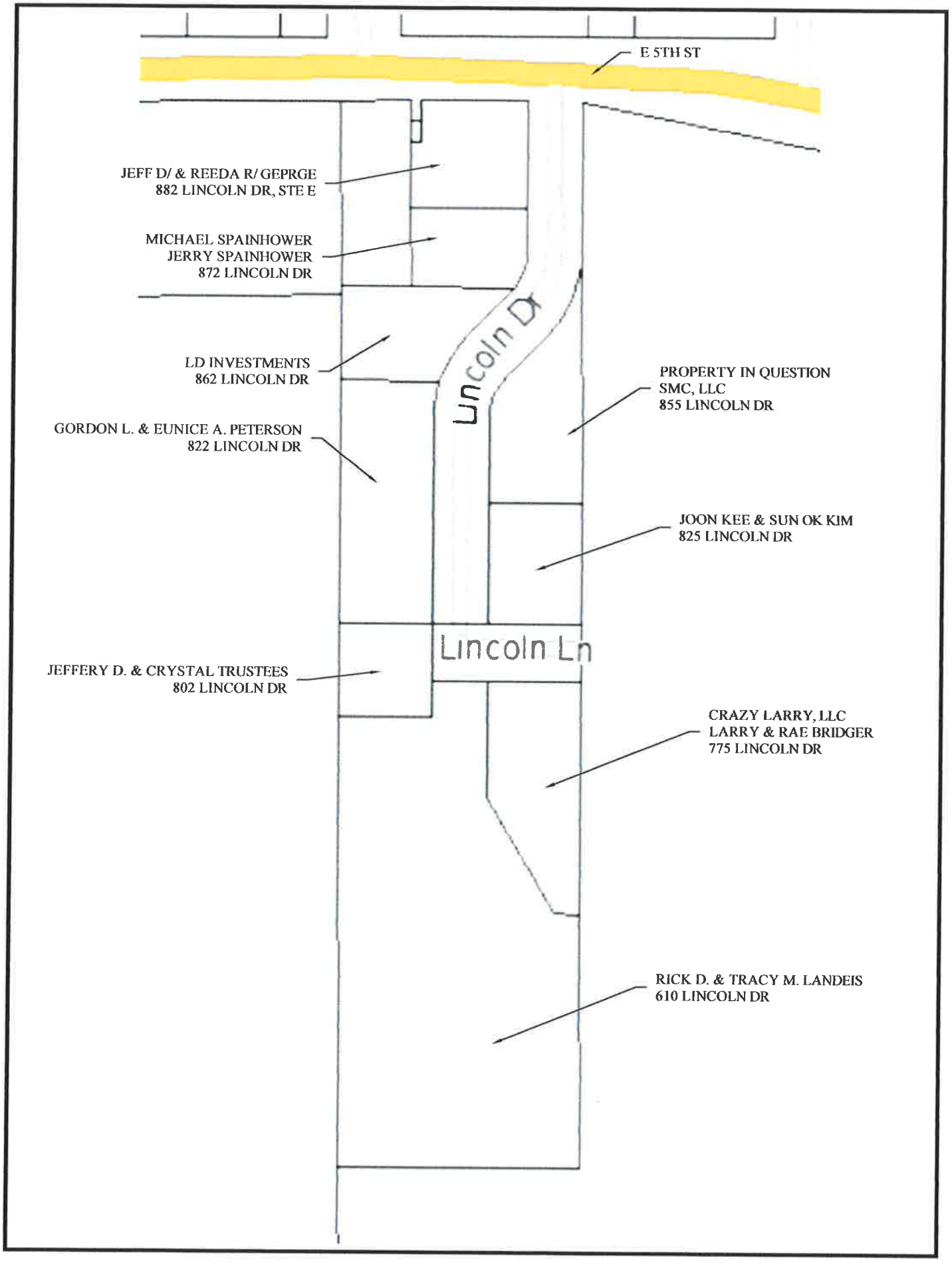
Larry W Bridger 5/24/2018
Rae L Bridger 5/24/18

Leo Oneyear & Diana Moraites
862 Lincoln Drive
307-672-0777

Leo Oneyear
Diana M Moraites

Jerry Spainhower
872 Lincoln Drive
307-672-6985

Jerry Spainhower
JS Machine


E 5TH ST
JEFF D/ & REEDA R/ GEPRGE
882 LINCOLN DR, STE E
MICHAEL SPAINHOWER
JERRY SPAINHOWER
872 LINCOLN DR
LD INVESTMENTS
862 LINCOLN DR
GORDON L. & EUNICE A. PETERSON
822 LINCOLN DR
Lincoln Dr
PROPERTY IN QUESTION
SMC, LLC
855 LINCOLN DR
JOON KEE & SUN OK KIM
825 LINCOLN DR
Lincoln Ln
JEFFERY D. & CRYSTAL TRUSTEES
802 LINCOLN DR
CRAZY LARRY, LLC
LARRY & RAE BRIDGER
775 LINCOLN DR
RICK D. & TRACY M. LANDEIS
610 LINCOLN DR

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Public Works

MEMORANDUM

Project Name:	Approval of Resolution 25-18 Holy Name Church Electronic Message Center - Community Development Director Brian Craig
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	06/14/2018

Recommendation:

Staff recommends City Council approve Resolution #18-19, An Electronic Message Center at Holy Name Church located at 260 E Loucks St., zoned R-3 Residence District.

1. An EMC, or sign incorporating an EMC, installed as freestanding sign shall have a decorative base of masonry or stone.
2. Any information displayed on the Electronic Message Center (EMC) shall be static, and messages displayed shall not change more frequently than once per hour.
3. Messages displayed must be monochromatic (a single color, value and hue) and the background of the EMC must likewise be of a single color, value or hue.
4. The maximum pixel spacing (pixel pitch) shall not exceed 10 mm for a EMC-RGB or 20 mm EMC-Mono.
5. The minimum legal lot or parcel size for which an EMC, or sign incorporating an EMC, can be installed in a residential district is one acre.
6. EMC will conform in all other ways with the provisions of this section and applicable city code.
7. Electronic message centers must be equipped with a sensor or other device which detects ambient light conditions and software which controls brightness for nighttime viewing and other lighting conditions, and may not display a message or be illuminated after 9:00 p.m.

Background:

The applicant has submitted a request to install an electronic sign to display church activities and hours, on the north side of the building between the church and the sidewalk. The sign numerals and symbols will be monochromatic color and the total area of the sign box is 10.8 square feet.

As part of the application process, staff contacted 31 nearest neighbors. Staff hs heard neither positive nor negative comments in response to the mailings or press publication.

Discussion:

Staff offers the following comments on the criteria requirement for EMCs:

1. An EMC, or sign incorporating an EMC, installed as freestanding sign shall have a decorative base of masonry or stone.

This proposed signage will be enclosed with masonry.

2. Any information displayed on the Electronic Message Center (EMC) shall be static, and messages displayed shall not change more frequently than once per hour.
Staff has listed this as a specific requirement for a condition of approval of the proposed sign.

3. Messages displayed must be monochromatic (a single color, value and hue) and the background of the EMC must likewise be of a single color, value or hue.
Staff has listed this as a specific requirement for a condition of approval of the proposed sign.

4. The maximum pixel spacing (pixel pitch) shall not exceed 10 mm for a EMC-RGB or 20 mm EMC-Mono.
Staff has listed this as a specific requirement for a condition of approval of the proposed sign.

5. The minimum legal lot or parcel size for which an EMC, or sign incorporating an EMC, can be installed in a residential district is one acre.
The lot size is .55 acre. However, the church also owns adjacent land, which will bring the total to over an acre. See Exhibit A. If the Council allows the total area to include adjacent land, then this criteria is met.

6. The EMC will conform in all other ways with the provisions of this section and applicable city code.
At the time of the building permit, Building Department staff will ensure all applicable electrical and building codes are met.

7. Electronic message centers must be equipped with a sensor or other device which detects ambient light conditions and software which controls brightness for nighttime viewing and other lighting conditions, and may not display a message or be illuminated after 9:00 p.m.
Staff has listed this as a specific requirement for a condition of approval of the proposed sign.

Staff has no further comments at this time.

Attachments

Exhibit A
Resolution 25-18
Submittals
aerial

Holy Name EMC Exhibit A. Resolution #25-18



Church property outlined in light blue.

If the Board allows the total area to include adjacent land, then this criteria is met.

CITY OF SHERIDAN
RESOLUTION 25-18

A RESOLUTION approving PL 18-19, an electronic message center (EMC) sign or Holy Name Church, located at 260 East Loucks, zoned E-3 Residence District.

WHEREAS, the electronic sign has been reviewed for consistency with Chapter 3 (Advertising) and other applicable City Code; and

WHEREAS, all applicable requirements for an electronic sign have been approved and the procedure described in Chapter 3 (Advertising) §3-11A (a) have been met, and

WHEREAS, the Planning Commission recommended approval of the electronic message center (EMC) at their June 11, 2018 meeting, NOW THEREFORE

Be it resolved by the City Council of the City of Sheridan, Wyoming, that the electronic message center (EMC) sign for Holy Name Church, located at 260 E Loucks St. is hereby approved by vote of the City of Sheridan's City Council, with the following conditions:

1. An EMC, or sign incorporating an EMC, installed as freestanding sign shall have a decorative base of masonry or stone.
2. Any information displayed on the Electronic Message Center (EMC) shall be static, and messages displayed shall not change more frequently than once per hour.
3. Messages displayed must be monochromatic (a single color, value and hue) and the background of the EMC must likewise be of a single color, value or hue.
4. The maximum pixel spacing (pixel pitch) shall not exceed 10 mm for an EMC-RGB or 20 mm EMC-Mono.
5. The minimum legal lot or parcel size for which an EMC, or sign incorporating an EMC, can be installed in a residential district is one acre.
6. The EMC will conform in all other ways with the provisions of this section and applicable city code.
7. Electronic message centers must be equipped with a sensor or other device which detects ambient light conditions and software which controls brightness for nighttime viewing and other lighting conditions, and may not display a message or be illuminated after 9:00 p.m.

In approving the Electronic message center (EMC) sign for Holy Name Church, the City Council finds:

The sign has met the requirements of Chapter 3 (Advertising)

PASSED, APPROVED, AND ADOPTED this 18st day of June 2018.

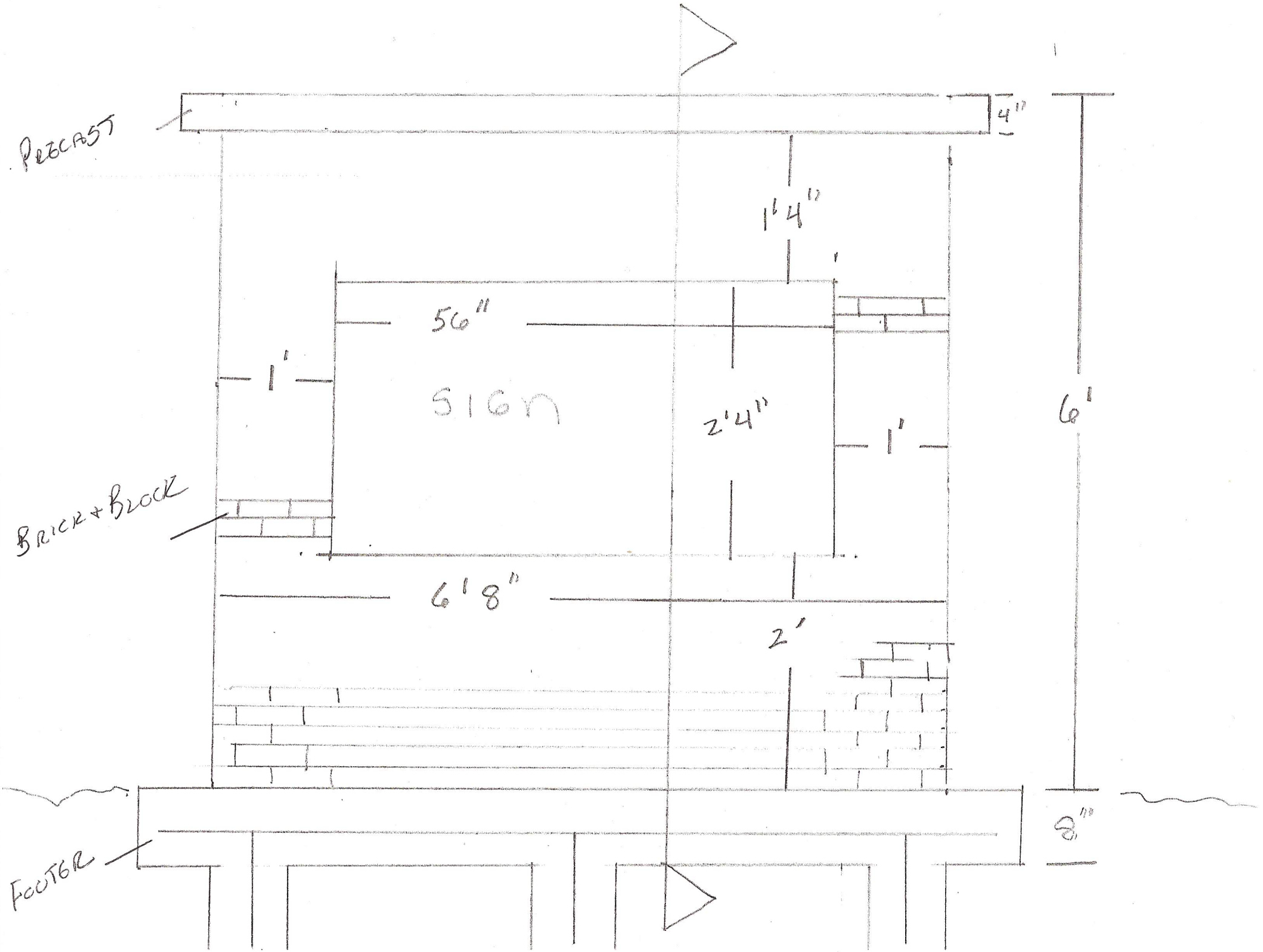
_____
Roger Miller, Mayor

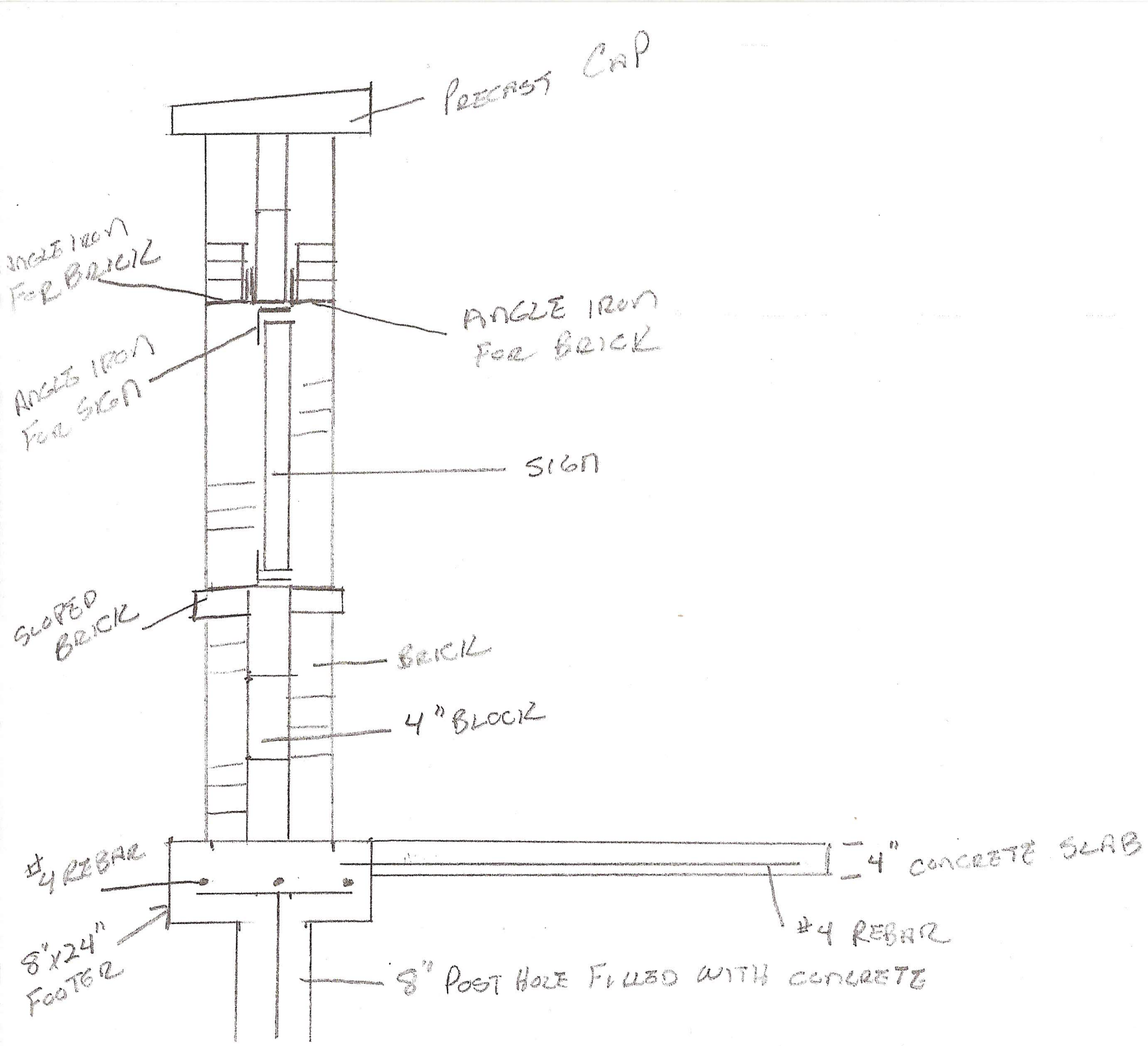
Attest:

_____
Cecilia Good, City Clerk

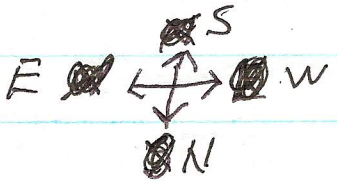

LY NAME CATHOLIC CHURCH
ITUR Y SC E ULE
MASS MON-THUR 7AM
8:20 S TURDAY 8AM 5PM
Y 8:10AM & 5 PM
CONCILIATION 3:45 SAT
VISITORS WELCOME
KIA


SCHOOL


PRECAST
4"
1'4"
56"
1'
SIGN
2'4"
1'
6'
BRICK + BLOCK
6'8"
2'
FOOTER
8"


PRECAST CAP
ANGLE IRON FOR BRICK
ANGLE IRON FOR BRICK
ANGLE IRON FOR SIGN
SIGN
SLOPED BRICK
BRICK
4" BLOCK
#4 REBAR
4" CONCRETE SLAB
#4 REBAR
8"x24" FOOTER
8" POST HOLE FILLED WITH CONCRETE

SITE PLAN FOR HOLY NAME CHURCH EMC SIGN



SOUTH CONNOR STREET

CHURCH

EMC MARQUIS SIGN

12'

3'

SIDEWALK

12'

EAST LOUCKS STREET



CITY OF Sheridan WYOMING

Electronic Sign location

N

0 25 50 100 Feet

Name: sgoodman Date: 05/24/2018

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Public Works

MEMORANDUM

Project Name:	Approval of Change Order for Badger Street / Loucks Street Phase II Project - Public Works Director Lane Thompson
From:	Lane Thompson, Public Works Director
To:	Mayor and Council
CC:	Mark Collins
Date:	06/06/2018

Recommendation:

Staff recommends Mayor and City Council approve change order number one for the Loucks Street Reconstruction Project for reconstructing Badger Street from Loucks Street to the entrance of Kendrick Park which is estimated to be $400,000. This would amend the current contract agreement between Hot Iron, Inc. to a total dollar amount of $3,271,025.00.

Background:

The Badger Street Change Order will be a complete reconstruction of Badger, from W. Loucks to the new Kendrick Park entrance (see attached map). The existing asphalt and aging water and sewer mains are in very poor condition and are in need of being replaced. Change Order 1 includes replacement of the existing asphalt, curb & gutter, sidewalk, storm drain, water main, water service lines, sanitary sewer main, and sewer service lines to the Right Of Way (ROW) line.

In addition to reconstructing Badger St., a free right turn lane will be added to Badger St. coming out of Kendrick Park and onto Loucks St. This allows the vehicles leaving Kendrick park to turn right (west) onto Loucks St. easier than before. Badger St will also be widened on the east side of the existing ROW for additional parallel parking to the neighborhood. The improvements with the Badger St. change order will help provide improved traffic flow for some of the busiest activities held within Kendrick Park.
Additionally, to help with the frequent water ponding that occurs during rain events along Badger St, new storm drain will be installed to help minimize the ponding.

The existing waterline main is an aging cast iron pipe that is susceptible to corrosion. A new 8" PVC waterline will eliminate the corrosion issues for many years to come. The existing sanitary sewer mains are vitrified clay and are prone to infiltration and have low slopes which cause maintenance problems. Two existing sanitary sewer lines will be replaced with PVC lines that are much easier to maintain and will provide significantly better flow characteristics. As for schedule, construction is anticipated to take place in September, beginning after Labor Day.

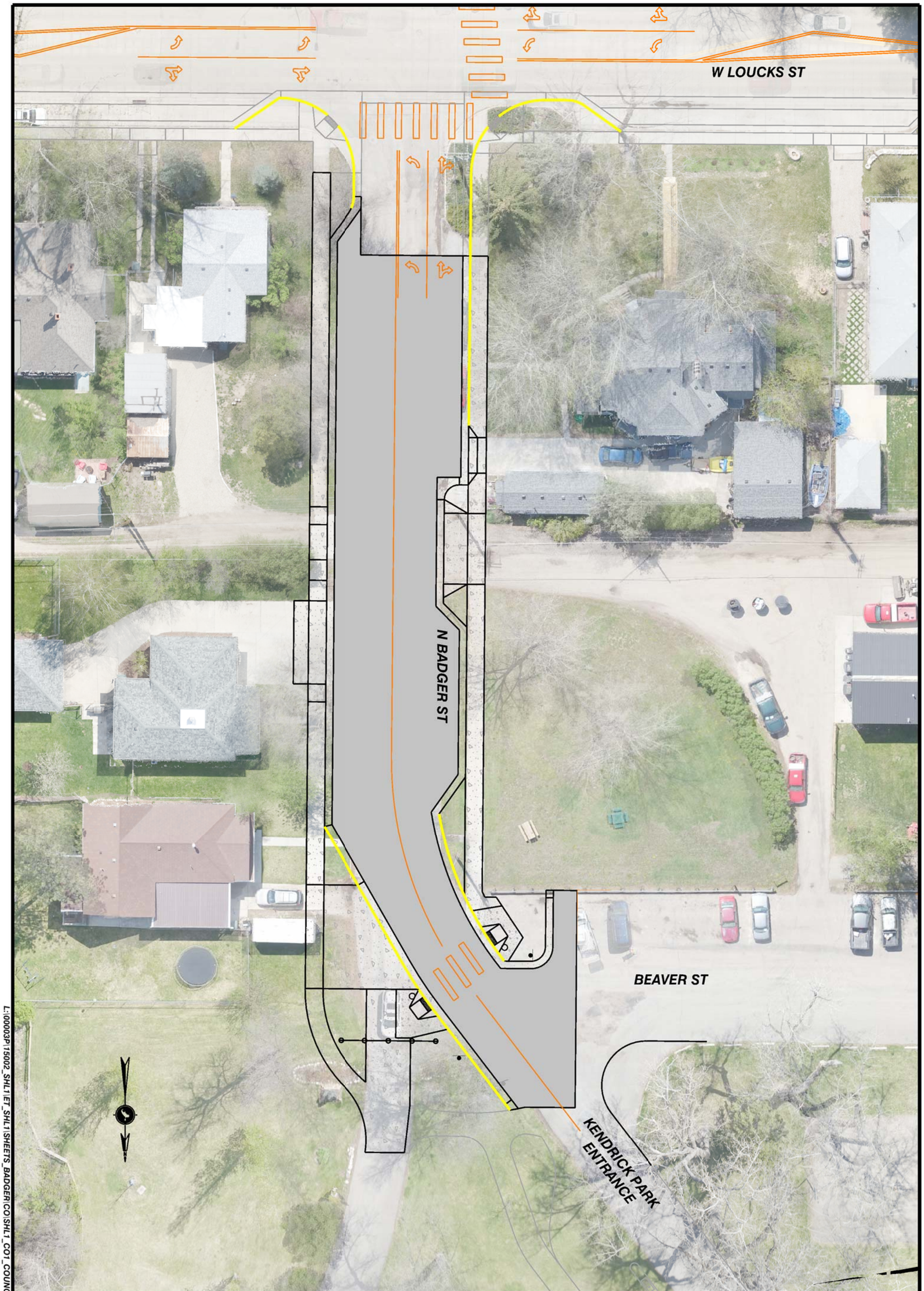
Funding:

This change order is fully funded from the Capital Facilities Tax with the breakdown of:
The existing project is anticipated to have a project savings of $50,000 for the Loucks St Project.
Fiscal Year 2019 budget has $200,000 allocated of Cap Tax monies
Fiscal Year 2019 budget has $100,000 allocated of Public Benefit monies.
Fiscal Year 2018, the East Downtown Project will transfer $50,000 to cover the remaining costs to the change order.

Attachments

Badger St Improvements map

Badger St Budget Summary



CO1

EnTech Inc.
Professional Engineers
1949 Sugarland Drive, Suite 205
Sheridan, WY 82801
307-673-1542
FAX 307-673-1547
entech@entechusa.net

CITY OF SHERIDAN
WEST LOUCKS STREET
RECONSTRUCTION
PHASE II

CHANGE ORDER 1

DESIGN	NO.	AMENDMENT	DATE	INT.
EDH				
CHECK				
MWE				
DATE				
6/18				

PROJECT NO. 15002

L:\00003P\15002_SHL1\ET_SHL1\SHEETS_BADGER\CO\SHL1_CO1_COUNCIL_20180614_non-utilities.dgn
6/14/2018 10:50:02 AM

Badger St Change Order Summary

Cost of Change Order

Utilities Replacement	$180,000
Street and Sidewalk Replacement	$220,000
Total Cost	$400,000

Funding of Change Order

Loucks St Project Savings	$50,000
FY 2019 Budget Public Benefit	$100,000
FY 2019 Budget Cap Tax Revenues	$200,000
FY 2018 East Downtown Project transfer from Water Fund	$50,000
Total Funds Available	$400,000

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Public Works

MEMORANDUM

Project Name:	Approval of Resolution 17-18, Transportation Alternative Program (TAP) Grant Application for Gateway Park Natural Area to Connect Pathways - Public Works Director Lane Thompson
From:	Lane Thompson, Public Works Director
To:	Mayor and Council
CC:	Mark Collins
Date:	06/06/2018

Recommendation:

Staff recommends that Mayor and City Council approve Resolution 17-18 to seek Transportation Alternative Program (TAP) grant funding from the Wyoming Department of Transportation (WYDOT) to connect the existing pathway in the North Park Natural area to the new Sheridan I-90 North/South Interchange Pathways and Natural Areas.

Background:

The Wyoming Department of Transportation (WYDOT) opens the application period for the Transportation Alternative Program (TAP) funding, annually, from June 1st to July 17th. This program is funded through the Federal Highway Administration (FHWA). The City of Sheridan historically applies for one of the following programs:

Sidewalks, walkways or curb ramps, bike lane striping, wide paved shoulders, bike parking and bus racks, traffic calming, off-road trails, bike and pedestrian bridges and underpasses, and ADA compliance.

For 2018, staff recommends submitting our application for the Pedestrian & Bicycle Facilities program to extend and connect the existing pathway in the North Park Natural Area to the new North Sheridan I-90 Interchange pathway that WYDOT has proposed for the new interchange area.

The City of Sheridan's cost sharing with WYDOT to build 1.31 miles of 10' wide concrete sidewalks/pathway along North Main to the Interchange is approximately $860,600 (subject to bids received).

Funding:

NORTH SHERIDAN INTERCHANGE - PATHWAY FUNDING SOURCES

APPLICATION - COST OF PROJECT **$860,000.00**

	OPTIONAL 1%	PUBLIC BENEFIT	TAP GRANT
2019	**$190,000.00**	**$150,000.00**	**$250,000.00**
2020	**$70,000.00**	**$200,000.00**	

TOTAL FUNDING	**$260,000.00**	**$350,000.00**	**$250,000.00**	**$860,000.00**

Attachments

Resolution 17-18 TAP Grant Application for Gateway Park Pathways

TAP grant map

Resolution 17- 18

WYDOT Transportation Alternatives Program (TAP) Grant Application

A Pathway Extension from: ***The City of Sheridan North Park Natural Area existing pathway to the new Sheridan I-90 North/South Interchange Pathways and Natural area.*** (see attached map).

A RESOLUTION authorizing the submission of a WYDOT TAP Grant application seeking federal matching funds for the construction of: *The City of Sheridan North Park Natural Area existing pathway to the new Sheridan I-90 North/South Interchange Pathways and Natural area.* and

WHEREAS the City of Sheridan wishes to continue construction of its pathways projects in accordance with the 2014 "Parks, Pathways & Recreation Master Plan"; and

WHEREAS the City of Sheridan has been involved in the WYDOT TAP Grant Application in conjunction with City pathways construction in the past; and

WHEREAS the City of Sheridan has budgeted matching funds for the construction of the aforementioned pathways project; and

WHEREAS the City of Sheridan agrees to abide by all requirements set forth in fulfilling all obligations outlined in the WYDOT TAP Grant agreement as required for the project;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHERIDAN:

1. That City of Sheridan Director of Public Works, Lane Thompson, is authorized to submit a WYDOT TAP Grant application for $250,000 matching funds to be used in the construction of: *The City of Sheridan North Park Natural Area existing pathway to the new Sheridan I-90 North/South Interchange Pathways and Natural area.*;

2. That Lane Thompson will ensure that all state and federal requirements set forth in any subsequent grant agreement be met.

3. That Lane Thompson will be the City's contact person for this project.

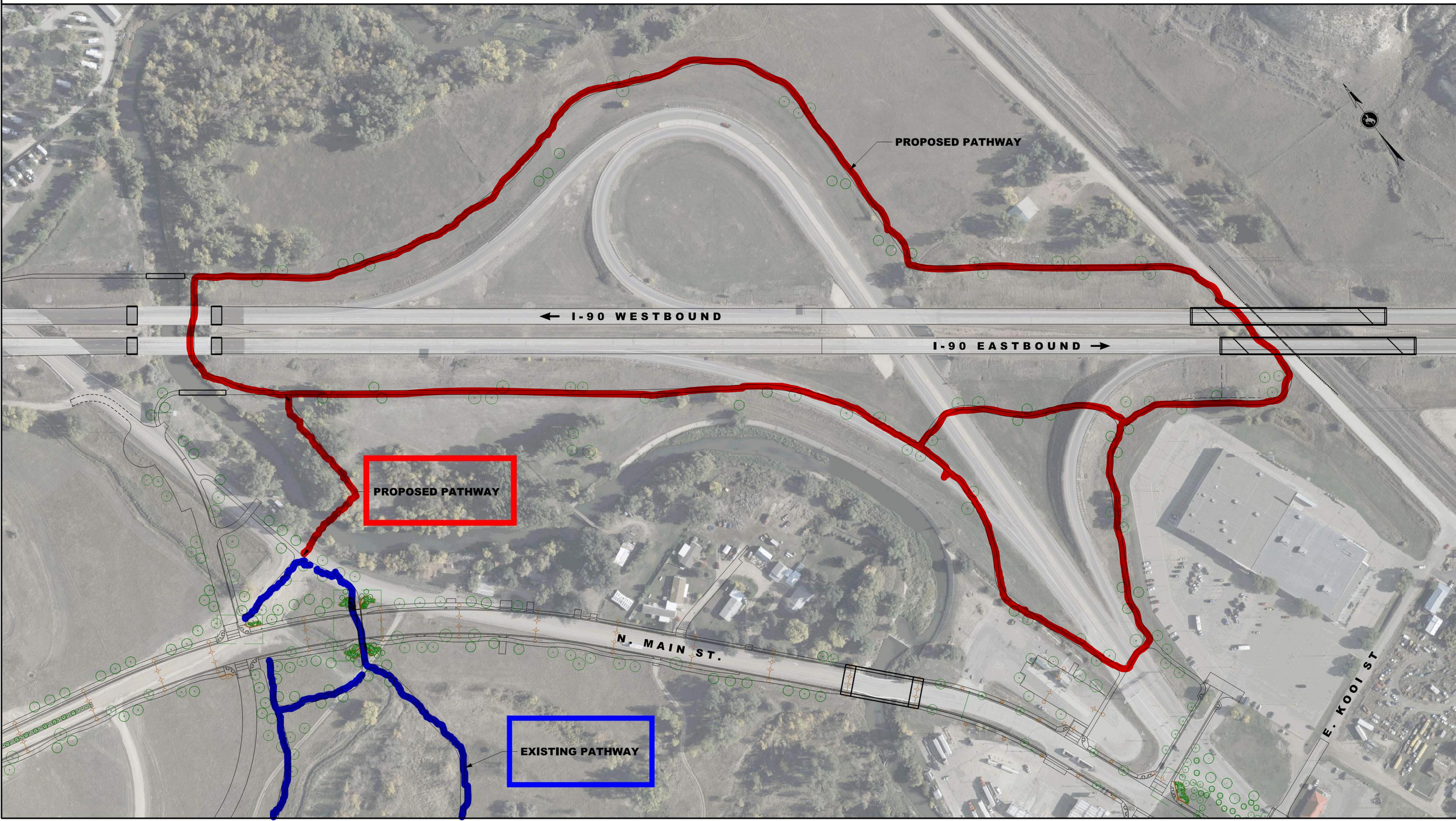
PASSED, APPROVED AND ADOPTED this 18th day of June, 2018

_____
Roger Miller, Mayor

ATTEST:

_____
Cecilia Good, CityClerk

NORTH SHERIDAN INTERCHANGE - GATEWAY PARK



CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Treasurer

MEMORANDUM

Project Name:	Approval of Resolution 24-18, Fiscal Year 2019 Budget and Certification of Mill Levy - City Administrator Mark Collins and Interim Treasurer Todd Watkins
From:	Todd Watkins, Assistant Treasurer
To:	Mayor and Council
CC:	
Date:	06/07/2018

Recommendation:

Staff recommends that Council approve Resolution 24-18 authorizing the appropriations for the FY2019 Budget and the approval of the 8 Mill Property Tax Levy for FY2019. Wyoming Statute allows for cities to adopt a one-year budget and a budget that includes up to 8 mills of property tax by resolution. During the work session in May 2018, the City Departments presented to Council their requests for expenditures for the FY2019 Budget. Resolution 24-18 is an accumulation of all the various City Departments requests for appropriations for the Fiscal Year ending June 30, 2019. The attached Schedule 1 shows the summation of those appropriation requests and the 8 mill property tax levy for the FY2019 budget.

Background:

Wyoming Statute allows for cities to adopt a one-year budget and a budget that includes up to 8 mills of property tax by resolution. During the work session in May 2018, the City Departments presented to Council their requests for expenditures for the FY2019 Budget. Resolution 24-18 is an accumulation of all the various City Departments requests for appropriations for the Fiscal Year ending June 30, 2019. The attached Schedule 1 shows the summation of those appropriation requests and the 8 mill property tax levy for the FY2019 budget.

Funding:

All funds are balanced with budgeted revenues, with the exception of the One Cent Fund and Sheridan Travel & Tourism Department which is accounted for in the Special Revenue Fund. Sheridan Travel & Tourism will use an additional $27,530 of cash reserves to balance its budget in FY2019. In 2015 the City committed $4 million to be paid the YMCA for the Aquatic Center. The final $2 million will be paid in FY2019, with $1 million coming from the current year's revenues and the remaining $1 million coming from cash reserves collected from previous years' revenues that were set aside for this specific purpose.

Attachments

Schedule 1 - Summary of FY2019 Budget

Resolution 24-18 - Budget FY19 & 8 Mill Levy

Schedule 1

SUMMARY OF FY2019 BUDGET

Fund	FY 2019 Budget Appropriations
GENERAL	12,153,933
SPECIAL REVENUE	18,882,982
ENTERPRISE	13,183,234
DEBT SERVICE	106,348
Total	44,326,497

Mill Levy - 8 Mills	1,520,000

CERTIFIED RECORD

OF

PROCEEDINGS OF THE GOVERNING BODY OF

THE CITY OF SHERIDAN, WYOMING

STATE OF WYOMING)
) ss.
COUNTY OF SHERIDAN)

A regular meeting of the governing body (the "Governing Body") of the City of Sheridan, State of Wyoming, was held at the regular meeting place of the Governing Body at 55 East Grinnell, Sheridan, Wyoming, on June 18, 2018, at the hour of 7:00 p.m. pursuant to notice and call duly given to each member of the Council.

The meeting was called to order by the Mayor, and upon roll call, the following members were present, constituting a quorum:

Mayor: _____
Council Members: _____
_____
_____
_____
_____
_____
Absent: _____

There was also present: _____

Thereupon the following proceedings, among others, were had and taken. The following resolution was

introduced and read by title only

RESOLUTION NO. 24-18

A RESOLUTION APPROVING THE FISCAL YEAR 2019 BUDGET AND CERTIFYING THE AMOUNT OF GENERAL TAX ASSESSMENT TO BE LEVIED ON TAXABLE PROPERTY WITHIN THE CITY OF SHERIDAN FOR THE FISCAL YEAR 2019

WHEREAS, Wyoming Statute 16-4-103(a) requires a budget for each fiscal year for any city or town or every other year as provided for in Wyoming Statue 16-4-104(h);

WHEREAS, the State of Wyoming Statutes allow for the City to adopt a budget that includes up to 8 mills of property tax by resolution;

WHEREAS, during May and June 2018 the budget making authority prepared and submitted to the Council a budget for Fiscal Year 2019 which included estimates of General Fund revenues from collections of the 8 mill property tax;

WHEREAS, a copy thereof was made available for public inspection at the Office of the City Clerk;

WHEREAS, a Notice of Public Hearing of such budget and on the 8 mill property tax, together with the summary of said budget and 8 mill property tax were published in the Sheridan Press, a legal newspaper and of general circulation in the County on the 11th of June, 2018;

WHEREAS, a Public Hearing was held on such budget and on the 8 mill property tax at the time and place specified in said Notice, and which time all interested parties were given an opportunity to be heard;

WHEREAS, following such Public Hearing, certain alterations and revisions were made in such proposed budget, all of which more fully appear in the Minutes of the Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL THAT:

1. The City of Sheridan Budget, as so revised and altered, be adopted as the Official City Budget for the Fiscal Year ending June 30, 2019. The budget appropriations are more specifically described on Exhibit A, attached hereto and incorporated herein.

2. The amount of general tax assessments to be levied upon the taxable property within the City of Sheridan for the Fiscal Year ending June 30, 2019, to meet expenses of said City for said Fiscal Year is hereby determined to be 8 mills, the same fixed and appropriated by the Council and which amounts are enumerated for the respective purposes as described on Exhibit A, attached hereto and incorporated herein.

3. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

4. All resolutions, or parts thereof, inconsistent with this Resolution or within any of the documents hereby approved, are hereby repealed only to the extent of such inconsistency. This repealer shall not be construed as reviving any resolution or part thereof.

5. This Resolution shall be in full force and effect upon its passage and adoption.

PASSED, ADOPTED AND APPROVED _____, 2018.

CITY OF SHERIDAN, WYOMING

By: _____
Mayor

ATTESTED:

By: _____
City Clerk

A motion was made by Council Member _____ that the foregoing resolution be passed and adopted, and Council Member _____ seconded the motion. The roll was called with following results:

Those voting YES: _____

Those voting NO: _____

A majority of the members elected to the Governing Body having voted for the passage and approval of the resolution, the Mayor declared the resolution duly passed and adopted. After consideration of other business to come before the Governing Body, the meeting was adjourned.

CITY OF SHERIDAN, WYOMING

_____
Mayor

ATTESTED:

_____
City Clerk

STATE OF WYOMING)
) ss.
COUNTY OF SHERIDAN)

I, _____, the duly appointed, qualified, and acting City Clerk of the City of Sheridan, Wyoming (the "City"), do hereby certify:

1. The foregoing pages are true, correct and complete copies of the record of the proceedings of the Governing Body of the City, had and taken at a regular meeting thereof held at the regular meeting place of the Council at 55 East Grinnell, Sheridan, Wyoming, on _____ _____, 2018, at the hour of 7:00 p.m., as recorded in the records of the Governing Body kept in my office.

2. The proceedings of the Governing Body were duly had and taken as therein shown, the meeting therein shown was duly held, due notice and call was given each member, and the persons therein named as present at the meeting were present as shown by the minutes.

3. Notice of the meeting has been given as required by statutes of the State of Wyoming relating to meetings of governmental agencies. (W.S. Sections 16-4-401 through 16-4-407.)

WITNESS my name and the seal of the City, on _____, 2018.

_____
City Clerk

EXHIBIT A

FY 2019 Budget Appropriations & 8 Mill Tax Levy

Fund	FY 2019 Budget
GENERAL	12,153,933
SPECIAL REVENUE	18,882,982
ENTERPRISE	13,183,234
DEBT SERVICE	106,348
Total	44,326,497
Mill Levy - 8 Mills	1,520,000

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Treasurer

MEMORANDUM

Project Name:	Approval of Resolution 23-18, The City of Sheridan Appropriations and Budget Revisions for Fiscal Year 2018 - Interim Treasurer Todd Watkins
From:	Todd Watkins, Assistant Treasurer
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	06/07/2018

Recommendation:

Staff recommends the approval of Resolution 23-18 authorizing adjustments to the FY2018 Budget.

Background:

During the year, unanticipated income and new grants are received creating amounts available to budget. Unexpected expenditures occurred that need to be funded. Transfer of appropriations and modifications of estimated revenues and appropriations are needed as the year progresses and more definitive information is obtained. Resolution 23-18 is an accumulation of the previously mentioned items which need to be accounted for in the FY2018 budget. The attached Schedule 1 shows the summarized amendments, revisions, and appropriations to the FY2018 Budget.

Funding:

All funds are balanced with FY2018 budgeted revenues.

Attachments

Schedule 1 - Summary of FY2018 Budget Revision Adjustments

Resolution 23-18

Schedule 1

SUMMARY OF FY2018 BUDGET REVISION ADJUSTMENTS

Fund	FY 2018 Current Budget Appropriations	Adjustments	FY2018 Revised Budget Appropriations
GENERAL	11,254,503	111,000	11,365,503
SPECIAL REVENUE	36,158,907	5,102,234	41,261,141
ENTERPRISE	12,968,108	85,483	13,053,591
DEBT SERVICE	114,448		114,448
Total	60,495,966	5,298,717	65,794,683

Mill Levy - 8 Mills	1,400,000		1,400,000

CERTIFIED RECORD

OF

PROCEEDINGS OF THE GOVERNING BODY OF

THE CITY OF SHERIDAN, WYOMING

STATE OF WYOMING)
) ss.
COUNTY OF SHERIDAN)

A regular meeting of the governing body (the "Governing Body") of the City of Sheridan, State of Wyoming, was held at the regular meeting place of the Governing Body at 55 East Grinnell, Sheridan, Wyoming, on June 18, 2018, at the hour of 7:00 p.m. pursuant to notice and call duly given to each member of the Council.

The meeting was called to order by the Mayor, and upon roll call, the following members were present, constituting a quorum:

Mayor: _____
Council Members: _____
_____
_____
_____
_____
_____
Absent: _____

There was also present: _____

Thereupon the following proceedings, among others, were had and taken. The following resolution was

introduced and read by title only

RESOLUTION NO. 23-18

A RESOLUTION ON FISCAL YEAR 2018 APPROPRIATIONS AND BUDGET REVISIONS

WHEREAS, the City of Sheridan adopted its FY2018 budget on June 20, 2016 _(the "Budget");

WHEREAS, the City's Budget, requires additional amendments, revisions, and appropriations;

WHEREAS, a Notice of Public Hearing of such budget, together with the summary of said budget amendments, revisions, and appropriations was published in the Sheridan Press, a legal newspaper and of general circulation in the County on the 11th of June, 2018;

WHEREAS, a Public Hearing was held on such budget at the time and place specified in said Notice, and which time all interested parties were given an opportunity to be heard;

WHEREAS, following such Public Hearing, certain alterations and revisions were made in such proposed budget, all of which more fully appear in the Minutes of the Council.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City of Sheridan adopts the additional amendments to the Budget with the year ending June 30, 2018, as the amendments, revisions and appropriations are more specifically described on Exhibit A, attached hereto and incorporated herein.
2. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.
3. All resolutions, or parts thereof, inconsistent with this Resolution or within any of the documents hereby approved, are hereby repealed only to the extent of such inconsistency. This repealer shall not be construed as reviving any resolution or part thereof.

4. This Resolution shall be in full force and effect upon its passage and adoption.

PASSED, ADOPTED AND APPROVED _____, 2018.

CITY OF SHERIDAN, WYOMING

By: _____
Mayor

ATTESTED:

By: _____
City Clerk

A motion was made by Council Member _____ that the foregoing resolution be passed and adopted, and Council Member _____ seconded the motion. The roll was called with following results:

Those voting YES: _____

Those voting NO: _____

A majority of the members elected to the Governing Body having voted for the passage and approval of the resolution, the Mayor declared the resolution duly passed and adopted. After consideration of other business to come before the Governing Body, the meeting was adjourned.

CITY OF SHERIDAN, WYOMING

_____
Mayor

ATTESTED:

_____
City Clerk

STATE OF WYOMING)
) ss.
COUNTY OF SHERIDAN)

I, _____, the duly appointed, qualified, and acting City Clerk of the City of Sheridan, Wyoming (the "City"), do hereby certify:

1. The foregoing pages are true, correct and complete copies of the record of the proceedings of the Governing Body of the City, had and taken at a regular meeting thereof held at the regular meeting place of the Council at 55 East Grinnell, Sheridan, Wyoming, on _____ _____, 2018, at the hour of 7:00 p.m., as recorded in the records of the Governing Body kept in my office.

2. The proceedings of the Governing Body were duly had and taken as therein shown, the meeting therein shown was duly held, due notice and call was given each member, and the persons therein named as present at the meeting were present as shown by the minutes.

3. Notice of the meeting has been given as required by statutes of the State of Wyoming relating to meetings of governmental agencies. (W.S. Sections 16-4-401 through 16-4-407.)

WITNESS my name and the seal of the City, on _____, 2018.

_____
City Clerk

EXHIBIT A

Summary of FY2018 Budget Revision Adjustments

Fund	FY 2018 Current Budget	Adjustments	FY 2018 Revised Appropriations
GENERAL	11,254,503	111,000	11,365,503
SPECIAL REVENUE	36,158,907	5,102,234	41,261,141
ENTERPRISE	12,968,108	85,483	13,053,591
DEBT SERVICE	114,448	0	114,448
TOTAL	60,495,966	5,298,717	67,794,683

Mill Levy - 8 Mills	1,400,000		1,400,000

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Public Works

MEMORANDUM

Project Name:	Approval of the One Year Contract Extension Between the City of Sheridan and the Sheridan Recreation District - Public Works Director Lane Thompson
From:	Joe Schoen, Assistant City Engineer
To:	Mayor and Council
CC:	
Date:	

Recommendation:

Staff recommends council to extend the current agreement between the Sheridan Recreation District and the City of Sheridan for 1 year.

Background:

At this time, staff is recommending to extend the current Sheridan Recreation District agreement by 1 year as the agreement states. In the past, the current agreement was extended for a timeframe of 5 years. At this time, staff is working with the Sheridan Recreation District to update the current agreement. The existing agreement was originally put in place in 1997 and needs updating of the language of the agreement. Staff will work with the Sheridan Recreation District to bring forth an updated agreement for council approval within this upcoming year.

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Sheridan Travel & Tourism

MEMORANDUM

Project Name:	Approval of Resolution 19-18 - Supporting the Ballot Proposition for the Implementation of a 4% County-Wide Lodging Tax on the November 2018 General Election **- Travel and Tourism Director Shawn Parker**
From:	Shawn Parker, Sheridan Travel & Tourism Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	06/14/2018

Recommendation:

Staff recommends that Mayor and Council approve Resolution 19-18 supporting the ballot proposition for the implementation of a 4% county-wide lodging tax on the November general election.

Background:

In order to place the county-wide lodgin tax question on the ballot for this upcoming General Election on November 6th, 2/3 of municipalities within Sheridan County will have to pass resolutions in support of this initiative. Each municipality will be presented with a similar resolution in support of placing the tax question on the ballot within the next several weeks. The deadline for submitting the approved resolutions to the County is July 18th.

Included within this packet material is a description of how the lodging tax will impact Sheridan County, background information on the tax, and how the tax will operate from a legal perspective.

Attachments

County Wide Lodging Tax Informational Handout

Legal Memo

Resolution 19-18



Sheridan

—WYOMING—

2018 COUNTY—WIDE 4% LODGING TAX INFORMATION PACKET



THIS IS SHERIDAN COUNTY, WYOMING.

The world comes out west expecting to see cowboys driving horses through the streets of downtown; pronghorn butting heads on windswept bluffs; clouds encircling the towering granite pinnacles of the Bighorn Mountains; and endless expanses of wild, open country. These are some of the fibers that have been stitched together over time to create the patchwork quilt of Sheridan's identity, each part and parcel to the Wyoming experience. But what you may not have been expecting when you came way out West was a thriving, historic downtown district, with western allure, hospitality and good graces to spare; a vibrant art scene; bombastic craft culture; postcard-perfect small towns; a robust festival and events calendar; and living history from one corner of the County to the next.

At first blush, picturesque Sheridan County is all archetypal mountain verve and Wyoming vigor, but there's an artistic dynamism and cultural allure here that belies its cow town reputation. Sheridan's ranching roots run centuries deep, but so too does its polo legacy. The flagship Sheridan WYO Rodeo draws nearly 30,000 visitors to town every July, while the WYO Theater, Brinton Museum and the Whitney Center for the Arts have become artistic touchstones with significant regional cache. National attractions abound – the Historic Sheridan Inn is a siren song to the legend and lore of the Wild West; the ancient Medicine Wheel, at an altitude of 9,462-feet, lords over the mountains with a mystical presence that defies explanation; and Indian battle sites like Fort Phil Kearny, the Fetterman Fight, and the Wagon Box Fight, all located along the Bozeman Trail, offer endless educational and historical attractions.

There's an undercurrent of the carefree in Sheridan County, and the legendary hospitality of its proud residents is worn like a badge of honor. Blessed by mountain topography and evenly spaced between Yellowstone National Park and Mount Rushmore and Badlands National Park, there's a sense about town that Sheridan is poised to be the Next Big Thing, though those in the know understand that it always has been. It has been the greatest honor of my career to work to further develop Sheridan's travel and tourism industry, and I know that together we can foster significant economic development that benefits each and every citizen in Sheridan County.

SHAWN PARKER, EXECUTIVE DIRECTOR
SHERIDAN TRAVEL & TOURISM
SHAWN@SHERIDANWYOMING.ORG
SHERIDANWYOMING.ORG
307-673-7120

Sheridan
WYOMING

EXECUTIVE SUMMARY:

1. The Sheridan Travel & Tourism Board of Commissioners voted unanimously in favor of implementing a 4% County-Wide Lodging Tax across Sheridan County. The current 4% Lodging Tax applies only to lodging establishments in the City of Sheridan.

2. The Board of Commissioners is asking for support from local municipalities in this effort by allowing citizens to vote on the Lodging Tax in the November 2018 General Election.

3. Local Lodging Tax funds are used to market, promote and advertise Sheridan and its attractions and events to potential visitors from domestic and international markets.

4. LOCALS DO NOT PAY THE LODGING TAX. The Lodging Tax is paid only by visitors staying overnight in hotels, motels, RV parks, campgrounds, guest ranches and B&Bs. The Lodging Tax has always been and will remain a tax that locals do not pay.

5. Tourism is the second-largest industry in Wyoming and is critical to the diversification of the State's economy. Travel & Tourism spending in Sheridan County is worth more than $100 million per year.

6. County-Wide Lodging Tax revenue spending would be governed by a Joint Powers Board, with representation from each of Sheridan County's municipalities. The Joint Powers Board details contained in this document are based on a standard State of Wyoming template.

7. The Lodging-Tax vote does not jeopardize other initiatives like the 1-Cent Optional Sales Tax vote. Historically, both initiatives receive overwhelmingly positive community support. The City-Wide Lodging Tax passed with nearly 76% of the vote in the 2016 General Election.

8. Only four counties in Wyoming do not have a County-Wide Lodging Tax. Park, Campbell, Teton, Natrona and other major tourism destinations across Wyoming have implemented County-Wide Lodging Tax.

9. County-Wide Lodging Tax collections would begin July 1, 2019.

Sheridan



Sheridan

CITY-WIDE LODGING TAX

Sheridan Travel & Tourism is funded by the 4% Lodging Tax collected by City of Sheridan hotels, motels, B&Bs, cottages, and RV parks. The Lodging Tax was initially approved by voters in 1992 and has been approved every four years since. Sheridan Travel & Tourism efficiently leverages Lodging Tax funds to unify, inspire, and lead the local travel industry in marketing Sheridan, Wyoming as a year-round, individual, meeting, incentive and group destination to both domestic and international markets, in a manner that is consistent with Sheridan's community values.

This tax is not paid by hotel, resort, RV, guest ranch, camp site or motel owners. This tax is not paid by local residents. It is paid only by visitors staying in overnight accommodations. Nearly 76% of voters supported the City-Wide Lodging Tax in the 2016 General Election.

Of Wyoming's 23 counties Sheridan is one of only four without a County-Wide Lodging Tax. Of these four counties, Sheridan is the most populous, and most heavily reliant on travel and tourism spending.

WYOMING COUNTIES WITH NO COUNTY-WIDE LODGING TAX	Big Horn County, Wyoming	Sheridan County, Wyoming	Uinta County, Wyoming	Sublette County, Wyoming	Niobrara County, Wyoming
Population estimates, July 1, 2017, (V2017)	**11,906**	**30,210**	**20,495**	**9,799**	**2,397**
PEOPLE					
Population					
Population estimates, July 1, 2017, (V2017)	**11,906**	**30,210**	**20,495**	**9,799**	**2,397**
Population estimates, July 1, 2016, (V2016)	12,005	30,200	20,773	9,769	2,480
Population estimates base, April 1, 2010, (V2017)	11,668	29,116	21,118	10,247	2,484
Population estimates base, April 1, 2010, (V2016)	11,668	29,116	21,118	10,247	2,484
Population, percent change - April 1, 2010 (estimates base) to July 1, 2017, (V2017)	2.0%	3.8%	-3.0%	-4.4%	-3.5%
Population, percent change - April 1, 2010 (estimates base) to July 1, 2016, (V2016)	2.9%	3.7%	-1.6%	-4.7%	-0.2%
Population, Census, April 1, 2010	11,668	29,116	21,118	10,247	2,484

SHERIDAN TRAVEL & TOURISM BOARD OF COMMISSIONERS

The seven members of the Sheridan Travel & Tourism Board of Commissioners voted unanimously in favor of requesting that the City of Sheridan and the towns of Clearmont, Dayton and Ranchester approve a resolution that will allow the Sheridan County Commissioners to pose to the voting public whether they favor a County-Wide Lodging Tax during November 2018's General Election.

Additional Lodging Tax revenue will allow Sheridan Travel & Tourism to expand marketing efforts on behalf of Sheridan County in an effort to continue diversifying the local economy, spur economic development, and recruit, retain and attract new businesses.

WHY A COUNTY-WIDE LODGING TAX?

The lack of a County-Wide Lodging Tax puts Sheridan County at a competitive disadvantage with regards to marketing and advertising against other regional tourism destinations such as Bozeman and Deadwood, and even much larger cities, like Billings, Denver and Rapid City.

Sheridan County-based attractions have expressed a desire for marketing assistance and support for a County-Wide Lodging Tax.

Sheridan Travel & Tourism has demonstrated an ability to effectively market attractions across Sheridan County to regional, national and international visitors. Additional funds will allow STT to continue strengthening these marketing efforts to positively impact local businesses.



TRAVEL IS AN ECONOMIC ENGINE

WHY TRAVEL MATTERS TO SHERIDAN COUNTY

TRAVEL-GENERATED SPENDING
$108.5 MILLION

TRAVEL-GENERATED JOBS
1,050 JOBS

TRAVEL-GENERATED TAXES
$6.2 MILLION

TRAVEL & TOURISM WORKS FOR SHERIDAN COUNTY *2017 data*

- In 2017, Sheridan County welcomed **378,000** overnight visitors.
- Domestic and international travelers spent $108.5 million in Sheridan County and contributed $2.4 million in sales taxes or 12% of all sales tax collections. Travel generated tax revenues help support infrastructure and public services.
- If not for the taxes generated by the travel and tourism industry, the average household in Sheridan County would pay **$494** more in taxes for existing government services.
- The **1,050** jobs created by travelers represent **5%** of Sheridan County's total private industry employment.
- Without the jobs generated by the travel industry, the 2016 Sheridan County unemployment rate of **5%** would have been **10%.**

TRAVEL & TOURISM IS CRITICAL TO WYOMING'S ECONOMY *2017 data*

Travel and Tourism is Wyoming's Second-Largest Industry

- Wyoming welcomed **8.7 million** overnight visitors.
- Domestic and international visitors in Wyoming spent over **$3.5 billion** in 2017. This is equivalent to $9.8 million per day, $407,648 per hour, $6,794 per minute and $113 per second.
- Visitor spending directly affected Wyoming's economy by generating **$188 million** in local and state tax revenue.
- Each Wyoming household would pay approximately **$804** more in taxes without the tax revenue generated by the travel and tourism industry.
- **3.7%** of Wyoming's gross domestic product (GDP) is attributed to travel and tourism.

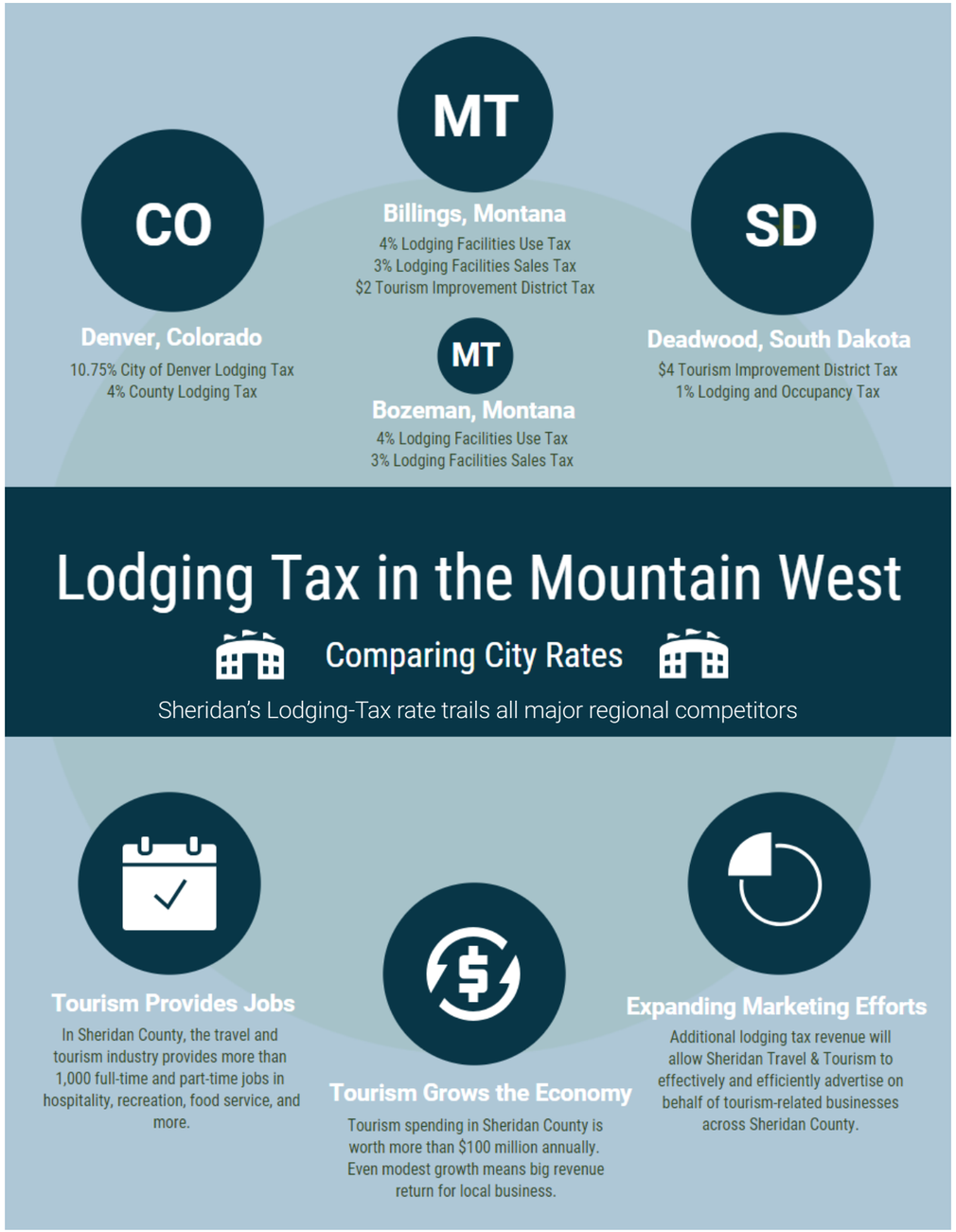
Travel and Tourism is One of Wyoming's Largest Employers

- Travelers to the state supported **45,690** jobs in Wyoming, including 32,120 directly in the industry and 13,570 in other industries.
- Travel spending directly generated **$923 million** in payroll for those employed in the Wyoming travel industry.
- **1 in every 8** Wyoming non-farm jobs is supported (directly, indirectly or induced) by the leisure and hospitality industry.
- Leisure and hospitality is the **largest employer** among all private industries in Wyoming.
- Without travel and tourism jobs, Wyoming's 2016 unemployment rate would have gone from **4.2%** to **15.1%**.

Source: Dean Runyan Associates, Travel Impact Report, April 2017; U.S. Bureau of Economic Analysis; U.S. Bureau of Labor Statistics

Office of Tourism

TRAVELWYOMING.COM | #THATSWY | #NTTW17 | CONNECT WITH US

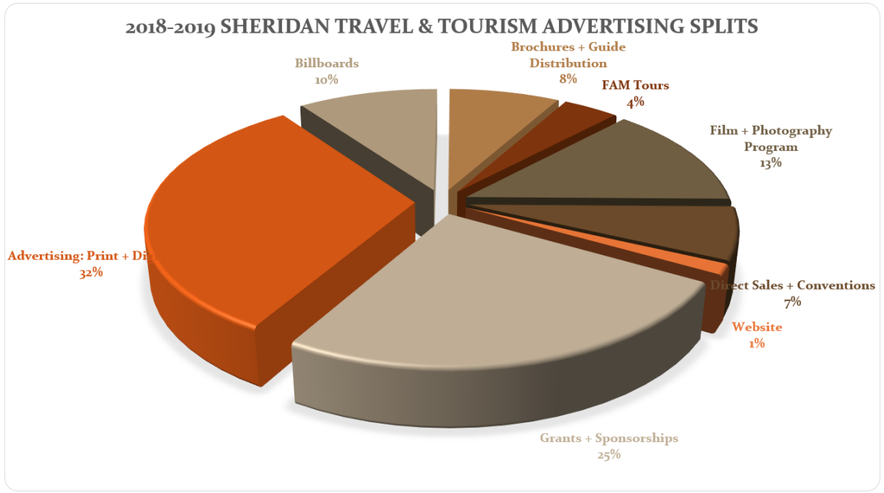




2018-2019 PROMOTIONAL BUDGET SPLITS
CURRENT TRAVEL & TOURISM BUDGET

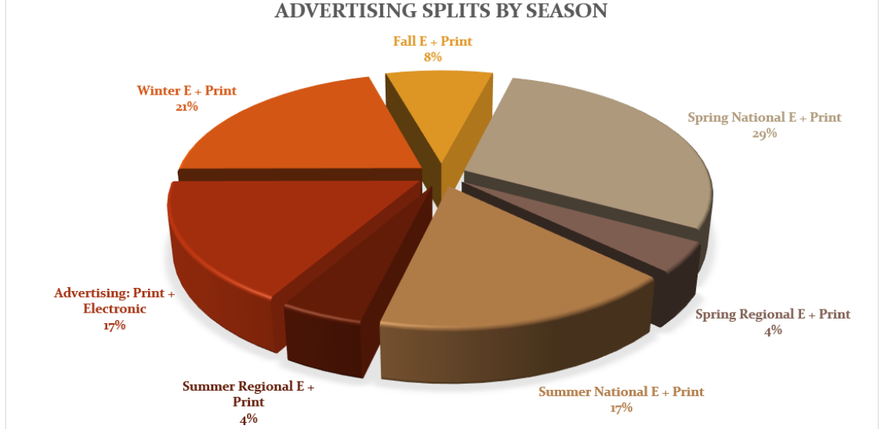
Asset Type	Amount
Advertising: Print + Digital	$ 120,500
Billboards	$ 38,000
Brochures + Guide Distribution	$ 30,000
FAM Tours	$ 15,000
Photography Program	$ 50,000
Direct Sales + Conventions	$ 25,500
Website	$ 5,000
Grants + Sponsorships	$ 95,000

TOTAL: **$379,000**



Asset Type	Amount
Advertising: Print + Electronic	$ 20,000
Winter E + Print	$ 25,000
Fall E + Print	$ 10,000
Spring National E + Print	$ 35,000
Spring Regional E + Print	$ 5,000
Summer National E + Print	$ 20,000
Summer Regional E + Print	$ 5,500

TOTAL: $120,500



COUNTY-WIDE REVENUE ESTIMATES AND MARKETING AND ADVERTISING SUMMARY

SHERIDAN COUNTY-WIDE LODGING TAX REVENUE ESTIMATES			
Sheridan County Lodging Inventory	Total Rooms: 414	Average Daily Rate (ADR):	$146
	Lodging Tax / room / day		$5.84
	Lodging Tax / County / day / 100% capacity		$2,417.76
	Lodging tax / county / year / 100% capacity		$882,482.40
	Lodging tax / county / year / 50% capacity		$441,241.20
	Lodging tax / county / year / 25% capacity		$220.620.60

MARKETING EFFORTS WITH COUNTY LODGING TAX REVENUE

Sheridan County does not have an official marketing agency - marketing duties have always been performed by Sheridan Travel & Tourism. An increase in funding would allow STT to further promote the community in the following ways:

- Increase international marketing presences. Focus on: Germany, England, China and Canada with consumer-focused campaigns that highlight Sheridan's unique history and cultural legacy (polo, ranching, outdoor recreation, wildlife viewing, the arts, etc). With additional revenue, we will:
    1) generate a significant presence at international trade and tour operator conferences
    2) Launch strategic digital marketing campaigns, in language, in these markets

- Increase Brand USA and Wyoming Office of Tourism strategic partnerships.
    1) increase our visibility in print and digital campaigns across the nation with major publications and promotions
    2) Increase frequency and scope of Sheridan Storytellers and WYLD WEST promotional campaigns

- Generate additional brand partnerships and FAM relationships with media, tour operators, and businesses.
    1) Increase frequency of large-scale partnerships - Rolls-Royce, Motor Trend, Society of American Travel Writers, AAA, National Geographic, and more.
    2) Host additional media and tour operators on Familiarization Tours.
    3) Purchase advertorials and ads in major outlets like American Cowboy, National Geographic Traveler, etc.

- Continue investing in events that draw unique user groups to Sheridan County throughout the year.

- Continue to build our film industry relations and partnerships, create more promotional videos, and host additional film industry location scouts, producers, directors, and writers. Create our own regionally-focused film incentive program.

- Build on shoulder season and winter marketing efforts when working extensively with the mountain lodges, ranches, etc. on programs that target their shoulder season needs.

- We do not anticipate hiring new staff with these funds: all additional marketing efforts will be implemented across Sheridan Travel & Tourism's campaigns and programs.

Sheridan



Sheridan

CREATING A JOINT POWERS BOARD



JOINT POWERS BOARD

A Joint Powers Board (JPB) governing the use of County-Wide Lodging Tax funds would be created following the General Election vote in November 2018.

This JPB would be comprised of members of the local tourism industry representing each of Sheridan County's municipalities. By Wyoming State Statute, a travel and tourism JPB's membership is split by revenue participation. Members of the JPB would be selected by the City of Sheridan and Sheridan County.

The current Sheridan Travel & Tourism Board of Commissioners consists of seven members of the local travel and tourism industry. According to state statute, a JPB will likewise consist of members of the local travel and tourism industry, with representatives appointed by the City of Sheridan, the towns of Dayton, Clearmont and Ranchester, and Sheridan County. Statute requires that

The Executive Director of Sheridan Travel & Tourism would report to the Sheridan Travel & Tourism Joint Powers Board.

VOTING ON THE LODGING TAX

Residents vote on the City-Wide Lodging Tax every four years. State Statute allows for a County-Wide vote in 2018 that DOES NOT jeopardize the City-Wide Tax that was renewed in 2016.

The 2018 November General Election will include a vote on the 1% Optional Sales Tax, while the 2020 General Election will include a vote on the Capital Facilities Tax.



WHAT DOES SHERIDAN LOOK LIKE WITHOUT A LODGING TAX?

ECONOMIC DEVELOPMENT

Lodging tax funds are an integral piece of the Economic Development pie in Sheridan. Without these funds, all aspects of the travel and tourism economy would be negatively impacted. Sheridan Travel & Tourism is a major driving force behind marketing and advertising Fly Sheridan and the Critical Air Service Team. Sheridan Travel & Tourism staff regularly work with the City, County and State of Wyoming on recruiting and expanding local business - efforts include the successful recruitment of Weatherby Inc.

Sheridan Travel & Tourism's Grants and Sponsorship program supports dozens of community events, including:

- Sheridan WYO Rodeo
- 3rd Thursday Street Festivals
- Snickers Big Horn Soccer Cup
- Bike MS Wyoming
- The Whitney Center for the Arts
- Dead Swede Mountain Bike Races
- Suds n Spurs Brewfest
- Hoop Jam
- Sheridan Recreation Dept. Events

... and many more.

Programs that would not exist without the lodging tax:

- Advertising Campaigns: 40+ International, National and Regional Magazines
- Billboards: 15+ across the Mountain West region
- Social media program: 150,000+ impressions per week
- Newsletter program: 17,500+ high-value leads reached each newsletter
- Conference and event recruitment would be significantly diminished
- Outreach: trade shows, seminars, etc., both regionally and nationally
- 15,000 informational packets mailed annually
- 50,000 brochures distributed annually
- #1 ranked Visitor's Center in the State of Wyoming
    - 120,000+ visitors per year (20,000 per month during summer months)

SOCIAL MEDIA REACH 47,750 FACEBOOK FANS	# OF OVERNIGHT VISITORS 378,000 IN 2017	FORBES MAGAZINE "WY'S COOLEST SMALL TOWN"
AVG. SUMMER OCCUPANCY +73.5%	USA TODAY NATIONAL STORY WINTER IN THE BIGHORNS	AAA MAGAZINE NATIONAL STORY EATON'S RANCH

Sheridan



Sheridan



Sheridan Travel & Tourism has always worked tirelessly to promote the attractions of Sheridan County. Guest ranches, the Bighorn Mountains, events like the Dead Swede and Bighorn Trail Run, the Brinton Museum, Fort Phil Kearny and many other destinations are essential components of the Sheridan experience, and routinely feature in the marketing efforts of Sheridan Travel & Tourism.

Familiarization and media tours have included County partners like Canyon and Eaton's Ranch, Bear Lodge, Forest Service tours of Sibley Lake, Steamboat Point and Tongue River Canyon, visits to restaurants, galleries and shops in Dayton and Ranchester, cooperative marketing efforts with The Ranch at UCross, and more. County attractions feature prominently in our print, digital and social media marketing in both domestic and international markets.

The following pages feature just some of the advertising material we have created that feature Sheridan County events, destinations and attractions.







BEAUTIFUL HIKING TRAILS

Hike 22 miles of the Cloud Peak Wilderness, from the Coffeen Park Trailhead to Lake Geneva, Crystal Lake, and on to Robin Lake, on one of the most scenic hikes in WY.

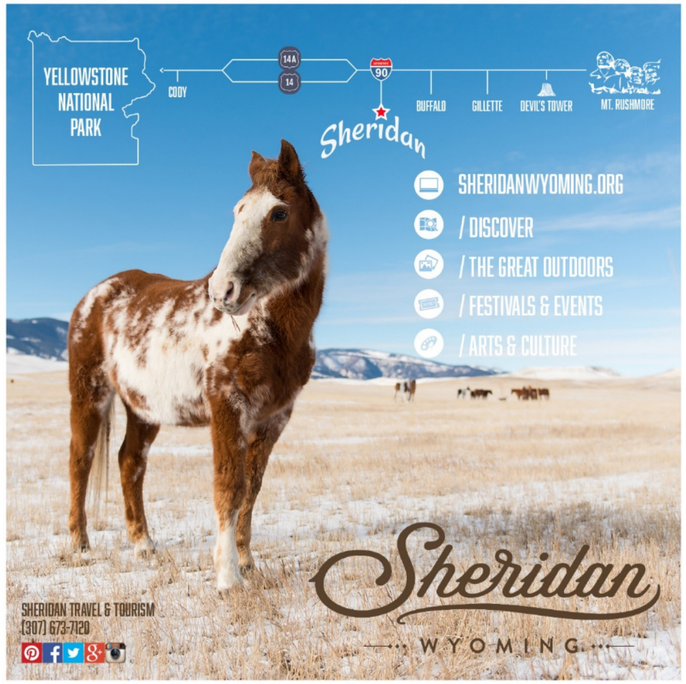
EPIC CLIMBING ROUTES

Edward's Crack, a 5.9 in Tongue River Canyon, features traditional protection, and a lower grade and striking splitter that make it one of WY's best limestone climbs.

WILD RUNNING TRAILS

The 18M course of the Bighorn Mountain Run begins at the head of the Dry Fork and crests at Camp Creek Ridge at 8,100 feet before descending through the mountains.





Sheridan
WYOMING

FREQUENTLY ASKED QUESTIONS

FOR CONSIDERATION:

Question: Will voting on a 4% County-Wide Lodging Tax jeopardize the 1-Cent Optional Sales Tax?
Answer: No. The current 4% City-Wide Lodging Tax is already voted on every four years. The 1-Cent Optional Sales Tax and the Lodging Tax benefit from strong public support and strong educational campaigns that promote the positive uses and economic impacts of these measures.

Q: How do we know that Lodging Tax revenue will be used to effectively market attractions and communities across Sheridan County?
A: The Joint Powers Board, comprised of members from across Sheridan County, oversee the marketing and advertising efforts of Sheridan Travel & Tourism to ensure that each community is represented fairly and adequately.

Q: What can Sheridan Travel & Tourism do with additional revenue that it cannot do now?
A: Sheridan Travel & Tourism's current budget is small when compared against other communities that rely heavily on tourism spending. An increase in revenue will allow STT to reach potential visitors in additional domestic markets (Washington State, Oregon, Illinois, Minnesota, Texas) and international markets (France, Germany, UK, China) based on demand for and interest in western experiences and attractions. STT will increase digital marketing efforts, be able to further assist in developing and supporting major events in outdoor recreation, culture and the arts, and youth sports. An increase in visitation and development in the local tourism industry will result in additional revenue for local business owners, additional jobs across Sheridan County, and organic growth for Sheridan that will help ensure vibrancy. For more information see page 6.

Q: Why should local communities agree to more taxes?
A: It is important to remember that the Lodging Tax is only paid by overnight guests staying in hotels, motels, RV parks, guest ranches and camp grounds. It is not paid by local residents. Keep in mind that legislators in the State of Wyoming are already considering a State-Wide Lodging Tax; controlling a County-Wide Lodging Tax allows local communities to control their own advertising, marketing and promotional messaging.

Q: Who will decide how money is spent?
A: Sheridan Travel & Tourism is responsible for preparing an annual budget that must be approved by the members of the Joint Powers Board before it is executed each year.

Sheridan



Sheridan



Sheridan

—WYOMING—

2018

BEST SMALL TOWN CULTURAL SCENE, 4TH PLACE – USA TODAY

BEST CRAFT BEER BAR IN WYOMING, BLACK TOOTH – CRAFTBEER.COM

2017

BEST PLACE TO LIVE LIKE AN OLD WEST COWBOY – TRUE WEST MAGAZINE

BEST PROMOTION OF AN HISTORIC PLACE – TRUE WEST MAGAZINE

THE WEST'S BEST MAIN STREETS, RUNNER UP – SUNSET MAGAZINE

1,000 PLACES TO SEE IN THE US AND CANADA BEFORE YOU DIE

BEST WYOMING ATTRACTION, 3RD PLACE – USA TODAY

25 HAPPIEST SMALL TOWNS IN AMERICA – COUNTRY LIVING MAGAZINE

2016

TOP WESTERN TOWNS: WHERE HISTORY LIVES – TRUE WEST MAGAZINE

BEST PLACE TO RAISE AN OUTDOOR FAMILY, RUNNER UP – ELEVATION OUTDOORS

2015

BEST TOWN IN AMERICA, FINALIST – OUTSIDE MAGAZINE

TOP 100 SMALL TOWNS IN THE USA – LIVABILITY MAGAZINE

2014

BEST PLACE TO LIVE LIKE AN OLD WEST COWBOY – TRUE WEST MAGAZINE

BEST TOWN IN AMERICA, FINALIST – OUTSIDE MAGAZINE

TOP 10 MOUNTAIN TOWNS IN THE USA – NORTH AMERICAN HUNTER MAGAZINE

TOP 20 SMALL TOWNS IN THE USA, #2 – CITY DESCRIBED

TOP 15 TRAILS IN THE WEST – SNOWEST

2013

BEST SMALL TOWNS – BEST OF THE ROAD

TOP 15 TRAILS IN THE WEST – SNOWEST

2012

TOP 100 ADVENTURE TOWNS – NATIONAL GEOGRAPHIC ADVENTURE

TOP 10 BEST SMALL TOWNS – LIVABILITY

TOP 15 TRAILS IN THE WEST – SNOWEST

PRODUCED BY SHAWN PARKER 2018.06.08

KERNS LAW OFFICE, LLC
30 GRINNELL PLAZA
P.O. BOX 6669
SHERIDAN, WYOMING 82801

BRENDON E. KERNS *

TELEPHONE (307) 655-8600
FACSIMILE (307) 655-8602

**Also admitted in Montana*

June 14, 2018

City of Sheridan
55 Grinnell Plaza
Sheridan, WY 82801

RE: 4% Lodging Tax Ballot Initiative

Dear City Council and City Staff,

It has been requested that I supply the City a memorandum concerning the legal ramifications and effects of the proposed 4% Lodging Tax Ballot Initiative. The Executive Director of Sheridan Travel and Tourism will be providing additional information regarding proposed uses, expected revenue generation and benefits of the initiative. My purpose will be limited to explaining how the tax will operate.

Lodging taxes are allowed to be collected per W.S. § 39-15-204(a)(ii). This lodging tax may be collected by a County or City. The tax rate which may be charged can occur in 1% increments with a cap of 4%. The City of Sheridan has already adopted a 4% lodging tax. Thus, the proposed ballot initiative will have no effect on the lodging service industry located in the City Limits of Sheridan. The lodging tax has not been adopted County wide.

The County may also adopt a lodging tax but only with the approval of 2/3 of the municipalities and the County passing a resolution to place the matter on the ballet. Thus, three of the four municipalities in Sheridan County will need to adopt a resolution. Once the municipalities have approved a resolution, the County shall ensure that the matter is placed on the November ballot. W.S. § 39-15-203(a)(i)(A).

Should the matter be passed by a majority of the electorate, a Joint Powers Board will be created with the approval of the majority of the incorporated municipalities in the County. W.S. § 39-15-211(a)(ii)(B)(I). Thus, three of the four municipalities located in Sheridan County will have to approve the Joint Powers Board's creation to establish a majority. The Joint Powers Board is not established until after the November election.

The County and each municipality that chooses to participate will form a Joint Powers Board with a minimum of one representative from each governmental entity and a majority of other board members from the travel and tourism industry. W.S. § 39-15-211(a)(ii)(B)(I). This will require attorneys and representatives from each governmental entity to meet and negotiate the terms of the Board. Only participating members must approve the Agreement. The revenue generated will not be distributed by the State until the Joint Powers Board has been created.

Fund uses and distribution are controlled by Statute. During the first year of the tax, 2% of revenue generated will go to the State to cover the cost of administration and then 1% for every year thereafter. W.S. § 39-15-211(a)(ii)(A). The remaining revenue is further divided so that 90% of the remaining funds are distributed to the Joint Powers Board. These funds may be used to promote travel and tourism but is limited to promotional materials, television, radio, print advertising, promotion of tours and other specific tourism related activities. No more than $40,000.00 may be used to match State matching funds programs. None of the funds will be available for capital construction or improvements. W.S. § 39-15-211(a)(ii)(B)(I). All other Counties which have adopted this tax interpret promotion of tourism to include the necessary administrative cost.

The remaining 10% of available funds are distributed to the County and municipalities proportionally related to percentage of amounts collected. These amounts are disbursed to the governmental entities' general fund and may be used in any manner chosen by that respective entity. W.S. § 39-15-211(a)(ii)(B(II).

The formula of distribution discussed above changes based on the amount generated. If $2,000,000.00 is generated in lodging tax revenue a change in distribution would occur. All estimates show that Sheridan County will be substantially under this number and therefore the method of distribution will not be addressed.

If you have any questions, please feel free to contact me at your convenience.

Sincerely,
KERNS LAW OFFICE, LLC

Brendon Kerns

Resolution 19-18

A Resolution Supporting the Ballot Proposition for the Implementation of a 4% County-Wide Lodging Tax on the November 2018 General Election

WHEREAS, the Sheridan Travel & Tourism Board of Commissioners voted unanimously to pursue a County-Wide Lodging Tax for the upcoming 2018 election; and

WHEREAS, the lodging tax is the sole means of funding for Sheridan Travel & Tourism; and

WHEREAS, a 4% tax on accommodations has been in place within the City of Sheridan since 1989; and

WHEREAS, increased revenue for Sheridan Travel & Tourism shall be allocated to further promoting the County of Sheridan as a whole; and

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SHERIDAN, WYOMING:

1. That the City Council of the City of Sheridan endorses the ballot initiative to be put forth at the next general election in November 2018 asking voters if Sheridan County should adopt a 4% County-Wide Lodging Tax.

PASSED, APPROVED AND ADOPTED THIS 18th day of June, 2018.

City of Sheridan

_____
Roger Miller, Mayor

Attest:

_____
Cecilia Good
City Clerk

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Utilities

MEMORANDUM

Project Name:	Approval of Resolution 21-18 Establishing Sewer Rates and Plant Investment Fees - Utilities Director Dan Roberts
From:	Dan Roberts, Utilities Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	05/23/2018

Recommendation:

Staff recommends that the Mayor and City Council approve Resolution 21-18 establishing sewer rates and plant investment fees as defined and authorized by Sections 28-1, 4.6, and 43 of the Sheridan City Code. This Resolution supersedes prior resolutions establishing the same and would be effective January 1, 2019.

Background:

The City has historically conducted financial plan updates for its Water and Sewer Enterprise Funds every three years. In November 2017, the City retained Raftelis, a financial consultant, to conduct a review and update of our water and sewer rates and plant investment fees (PIF). The financial plan was developed and updated utilizing industry standard rate analysis practices. The study included the update/development of our existing 10-year financial plan and rate model for the water and sewer utilities. The update to the rate model involved a thorough evaluation of present and future fiscal obligations of the Water and Sewer Funds and determined the rate adjustments necessary for the City of Sheridan to effectively operate and maintain each utility system long into the future.

In conclusion of the study, Raftelis has recommended annual increases of 2.75% to sewer rates and a reduction of sewer plant investment fees. A 2.75% increase equates to a $.50 increase on the average, monthly sewer bill. Sewer PIF's are presently charged based on water meter size. The PIF recommended by Raftellis for a ¾" water meter is $2500 which is a reduction of $500 from existing. All other PIF's are recommended to be reduced based on their meter size ratio to a ¾" meter. For example, a 4" water meter has a meter ratio of 21.00 (21 times the flow capacity), so the 4" sewer PIF is proposed to be reduced by $10,500 ($500 x 21).

The current sewer rates and plant investments fees were established in Resolution 30-17. The proposed sewer rates and PIF's in Resolution 21-18 would be effective January 1, 2019 and will supersede those same rates established in prior resolutions.

Thank you for your consideration.

Attachments

Resolution 21-18 Establishing Sewer Rates and Plant Investment Fees

Resolution 21-18 Establishing Sewer Rates and Plant Investment Fees

RESOLUTION 21-18

CONNECTION CHARGES, PLANT INVESTMENT FEES, AND UTILITY RATES
FOR
SEWER SERVICE

RESOLUTION establishing and directing the levy, charge, and collection of connection charges, plant investment fees, and utility rates for sewer service as defined and authorized by Sections 28-1, 4.6, and 43 of the Sheridan City Code, 1959. This Resolution supersedes plant investment fees and sewer rates previously established by resolutions containing the same. The effective date of this Resolution is January 1, 2019, unless otherwise provided within.

WHEREAS, Resolution 30-17 establishes connection charges, plant investment fees, and utility rates for City water and sewer service; and

WHEREAS, Resolution 21-18 will supersede all connection charges, plant investment fees, and utility rates for sewer service established in prior resolutions containing the same; and

WHEREAS, Resolution 30-17 which establishes connection charges, plant investment fees, and utility rates for water service will remain in effect and unchanged.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHERIDAN HEREBY ESTABLISH:

Section 1.

Plant Investment Fee for Connection to the Municipal Sewer System

All persons hereinafter applying for permission to connect to the municipal sewer system or to increase the size or number of connections thereto, shall first pay to the city a sewer plant investment fee for each premises to be served, based upon the size and number of water meters installed, to be installed or which would be required upon the premises to be served, in accordance with the amount or amounts set forth in the following schedule:

Water Meter Size	*Customer Class*	*AWWA M22 Max Flow Rates (gpm)*	*3/4" equivalency ratio*	*Sewer Plant Investment Fee*	
				Inside City	*Outside City*
¾”	Small Commercial	30	0.41	$ 1,020.00	$ 2,040.00
¾”	Small Multi-Family	30	0.66	1,650.00	3,300.00
¾”	Single-Family Residential & All Other	30	1.00	2,500.00	5,000.00
1”	All	50	1.67	4,180.00	8,360.00
1½”	All	100	3.33	8,320.00	16,640.00
2”	All	160	5.33	13,320.00	26,640.00
3”	All	350	11.67	29,180.00	58,360.00
4”	All	630	21.00	52,500.00	105,000.00
6”	All	1,300	43.33	108,320.00	216,640.00
8”	All	2,400	80.00	200,000.00	400,000.00

Provided where the “small multi-family” customer class is defined as duplexes, mixed use developments (like commercial businesses that possess residential apartments), mobile home parks, trailer courts, motels, hotels and all other multi-family apartment units that share a single tap and service line from the City’s sewer main.

Provided where the “small commercial” customer class is defined as office buildings that are served by a single tap and service line.

Where the size or number of meters upon any premises is to be increased, the plant investment fee shall be an amount equal to the difference between the scheduled amount for the existing meter or meters and the scheduled amount for the meter or meters to be installed.

Where the premises to be served do not have municipal water service, and where water from private sources is to be discharged to the municipal sewer, the plant investment fee for sewer service shall be computed on the basis of the size or number of meters which would have been required to service the premises with municipal water.

Section 2.

The following rates are established, and shall be charged and paid on a monthly basis for all sanitary sewer service from the municipal sanitary sewer system. Rates are effective January 1, 2019.

SEWER UTILITY RATES
Minimum Charges

Water Meter Size (inches)	*Sewer Contributions Allowed With Minimum (Gallons)*	*Monthly Minimum Charge*	
		Inside City	*Outside City*
¾	1,496	$13.05	$26.10
1	2,992	19.89	39.81
1½	5,984	30.93	61.85
2	8,976	41.88	83.75
3	22,440	90.38	180.08
4	37,400	145.01	290.01
6	74,800	282.51	565.03
8	149,600	565.03	1,130.07

(a) For sewer use in excess of the minimum sewer contribution included in the minimum charge, the following charges shall be made. Rates are effective January 1, 2019:

Charge Per 748 Gallons	
Inside City	*Outside City*
$1.97	$3.95

(b) The charges for private sewer discharge at the city wastewater treatment plant are as follows:

Septage Disposal	$ 75.00	per 1,000 gallons
Grease Disposal	$ 275.00	per 1,000 gallons

(c) The customer's monthly sewage contribution for residential and multi-unit customers is to be based upon the customer's water usage during the winter for four billing periods in the months of December, January, February and March and redetermined annually on or about April 1st.

(d) Sewer service charges for other than residential and multi-unit customers are to be based upon the indicated water usage plus any water contributed from private wells. In the event that any customer can show (by meter) that a portion of the metered water does not enter the sanitary sewer system, the customer(s) are to be charged for only that volume entering the sanitary sewers. The customer may be required to install a meter in his system to record the difference between sewage and non-sewage flows.

(e) A surcharge is to be imposed on individual, commercial and/or industrial customers for contributed sewage strength in excess of two hundred twenty-five mg/l five-day biochemical oxygen demand and two hundred twenty-five mg/l suspended solids. If the industrial waste is delivered to the wastewater treatment plant for private sewer discharge, this surcharge shall be in addition to the fee identified in (c) above. The surcharge is to be based upon the following formula:

$$S = V_s \times (Z (BOD_5 - 225) + Y (SS - 225))$$

Where:

S	=	Surcharge in dollars.
V_s	=	Sewage volume in 1000 gallons.
Z	=	Unit charge for BOD (Z = 0.0007273).
BOD_5	=	Five-day biochemical strength index in milligrams per liter (mg/l) by weight.
255	=	Allowed BOD_5 strength in mg/l by weight.

Y	=	Unit charge for suspended solids (Y = 0.001818).
SS	=	Suspended solids strength index in mg/l by weight.
225	=	Allowed SS strength in mg/l by weight.

(f) A statement for charges for sewer service shall be dated and sent out to users at regular intervals. Such statements shall be added to and made a part of the water bill, if customers receive water service from the city or by separate billing if water service is from other than the city. Provisions of this code relative to the payment of delinquent water bills shall also apply to delinquent sewer bills in all aspects, including the discontinuance of water service for nonpayment of sewer charges. Any payment received for combined water and sewer bills which are for less than the sum of the water and sewer bills shall be first applied to the sewer charge, and any remainder to the water charge.

For customers not receiving city water service, these same provisions shall apply, except that instead of discontinuance of water, a one-dollar late charge shall be added to the next bill at the time of billing, to cover additional accounting costs. If a sewer charge is not paid in nine months a lien shall be filed on the property for the balance then due, plus filing fees. If the lien is not paid in fifteen months, the service line shall be disconnected from the city's main and plugged. Service shall not be restored until the account is paid in full plus the actual cost of disconnecting the service line. Reconnection shall be the responsibility of the owner. If such disconnection is required, the city shall notify the agency furnishing water to the premises of the action to be taken.

(g) Owners or agents in charge of business blocks or other buildings occupied by more than one tenant using water from the same service pipe and/or discharging sewage through the same service sewer shall be required to pay the same rate for the whole of such building, unless a separate water meter is installed for each tenant. In case of a delinquent bill by a tenant the owner shall be responsible for the charges.

(h) If the city executed all agreements with the owner or developer of property, wherein utility facilities are installed with sufficient excess capacities in order to serve other properties, the city shall be entitled to collect from the owners or developer of such other properties served, amounts proportionate to the service rendered. Such collection shall be for the benefit of the party contracting for, and installing, the oversized facility.

Such agreements shall be for a fixed period of time and may include interest or other charges above the amount expended. The city Utilities Director is empowered to execute such agreements on behalf of the city.

(i) These rates and charges are established so that each user class pays its proportionate share of the costs of wastewater treatment services and the city Utilities Director is directed to annually review the charge structure to assure that proportionality between user classes is maintained and to recommend modifications as appropriate. Each user shall be notified annually by the city of its user charges.

PASSED, ADOPTED, AND APPROVED this 18th day of June 2018.

_____
Roger Miller, Mayor

ATTEST:

_____
Cecilia Good, Deputy City Clerk

RESOLUTION 21-18

CONNECTION CHARGES, PLANT INVESTMENT FEES, AND UTILITY RATES
FOR
SEWER SERVICE

RESOLUTION establishing and directing the levy, charge, and collection of connection charges, plant investment fees, and utility rates for sewer service as defined and authorized by Sections 28-1, 4.6, and 43 of the Sheridan City Code, 1959. This Resolution supersedes plant investment fees and sewer rates previously established by resolutions containing the same. The effective date of this Resolution is January 1, 2019, unless otherwise provided within.

WHEREAS, Resolution 30-17 establishes connection charges, plant investment fees, and utility rates for City water and sewer service; and

WHEREAS, Resolution 21-18 will supersede all connection charges, plant investment fees, and utility rates for sewer service established in prior resolutions containing the same; and

WHEREAS, Resolution 30-17 which establishes connection charges, plant investment fees, and utility rates for water service will remain in effect and unchanged.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHERIDAN HEREBY ESTABLISH:

Section 1.

Plant Investment Fee for Connection to the Municipal Sewer System

All persons hereinafter applying for permission to connect to the municipal sewer system or to increase the size or number of connections thereto, shall first pay to the city a sewer plant investment fee for each premises to be served, based upon the size and number of water meters installed, to be installed or which would be required upon the premises to be served, in accordance with the amount or amounts set forth in the following schedule:

Water Meter Size	*Customer Class*	*AWWA M22 Max Flow Rates (gpm)*	*3/4" equivalency ratio*	*Sewer Plant Investment Fee*	
				Inside City	*Outside City*
¾”	Small Commercial	30	0.41	$ 1,020.00	$ 2,040.00
¾”	Small Multi-Family	30	0.66	1,650.00	3,300.00
¾”	Single-Family Residential & All Other	30	1.00	2,500.00	5,000.00
1”	All	50	1.67	4,180.00	8,360.00
1½”	All	100	3.33	8,320.00	16,640.00
2”	All	160	5.33	13,320.00	26,640.00
3”	All	350	11.67	29,180.00	58,360.00
4”	All	630	21.00	52,500.00	105,000.00
6”	All	1,300	43.33	108,320.00	216,640.00
8”	All	2,400	80.00	200,000.00	400,000.00

Provided where the “small multi-family” customer class is defined as duplexes, mixed use developments (like commercial businesses that possess residential apartments), mobile home parks, trailer courts, motels, hotels and all other multi-family apartment units that share a single tap and service line from the City’s sewer main.

Provided where the “small commercial” customer class is defined as office buildings that are served by a single tap and service line.

Where the size or number of meters upon any premises is to be increased, the plant investment fee shall be an amount equal to the difference between the scheduled amount for the existing meter or meters and the scheduled amount for the meter or meters to be installed.

Where the premises to be served do not have municipal water service, and where water from private sources is to be discharged to the municipal sewer, the plant investment fee for sewer service shall be computed on the basis of the size or number of meters which would have been required to service the premises with municipal water.

Section 2.

The following rates are established, and shall be charged and paid on a monthly basis for all sanitary sewer service from the municipal sanitary sewer system. Rates are effective January 1, 2019.

SEWER UTILITY RATES
Minimum Charges

Water Meter Size (inches)	*Sewer Contributions Allowed With Minimum (Gallons)*	*Monthly Minimum Charge*	
		Inside City	*Outside City*
¾	1,496	$13.05	$26.10
1	2,992	19.89	39.81
1½	5,984	30.93	61.85
2	8,976	41.88	83.75
3	22,440	90.38	180.08
4	37,400	145.01	290.01
6	74,800	282.51	565.03
8	149,600	565.03	1,130.07

(a) For sewer use in excess of the minimum sewer contribution included in the minimum charge, the following charges shall be made. Rates are effective January 1, 2019:

Charge Per 748 Gallons	
Inside City	*Outside City*
$1.97	$3.95

(b) The charges for private sewer discharge at the city wastewater treatment plant are as follows:

Septage Disposal	$ 75.00	per 1,000 gallons
Grease Disposal	$ 275.00	per 1,000 gallons

(c) The customer's monthly sewage contribution for residential and multi-unit customers is to be based upon the customer's water usage during the winter for four billing periods in the months of December, January, February and March and redetermined annually on or about April 1st.

(d) Sewer service charges for other than residential and multi-unit customers are to be based upon the indicated water usage plus any water contributed from private wells. In the event that any customer can show (by meter) that a portion of the metered water does not enter the sanitary sewer system, the customer(s) are to be charged for only that volume entering the sanitary sewers. The customer may be required to install a meter in his system to record the difference between sewage and non-sewage flows.

(e) A surcharge is to be imposed on individual, commercial and/or industrial customers for contributed sewage strength in excess of two hundred twenty-five mg/l five-day biochemical oxygen demand and two hundred twenty-five mg/l suspended solids. If the industrial waste is delivered to the wastewater treatment plant for private sewer discharge, this surcharge shall be in addition to the fee identified in (c) above. The surcharge is to be based upon the following formula:

$$S = V_s \times (Z (BOD_5 - 225) + Y (SS - 225))$$

Where:

S	=	Surcharge in dollars.
V_s	=	Sewage volume in 1000 gallons.
Z	=	Unit charge for BOD (Z = 0.0007273).
BOD_5	=	Five-day biochemical strength index in milligrams per liter (mg/l) by weight.
255	=	Allowed BOD_5 strength in mg/l by weight.

Y	=	Unit charge for suspended solids (Y = 0.001818).
SS	=	Suspended solids strength index in mg/l by weight.
225	=	Allowed SS strength in mg/l by weight.

(f) A statement for charges for sewer service shall be dated and sent out to users at regular intervals. Such statements shall be added to and made a part of the water bill, if customers receive water service from the city or by separate billing if water service is from other than the city. Provisions of this code relative to the payment of delinquent water bills shall also apply to delinquent sewer bills in all aspects, including the discontinuance of water service for nonpayment of sewer charges. Any payment received for combined water and sewer bills which are for less than the sum of the water and sewer bills shall be first applied to the sewer charge, and any remainder to the water charge.

For customers not receiving city water service, these same provisions shall apply, except that instead of discontinuance of water, a one-dollar late charge shall be added to the next bill at the time of billing, to cover additional accounting costs. If a sewer charge is not paid in nine months a lien shall be filed on the property for the balance then due, plus filing fees. If the lien is not paid in fifteen months, the service line shall be disconnected from the city's main and plugged. Service shall not be restored until the account is paid in full plus the actual cost of disconnecting the service line. Reconnection shall be the responsibility of the owner. If such disconnection is required, the city shall notify the agency furnishing water to the premises of the action to be taken.

(g) Owners or agents in charge of business blocks or other buildings occupied by more than one tenant using water from the same service pipe and/or discharging sewage through the same service sewer shall be required to pay the same rate for the whole of such building, unless a separate water meter is installed for each tenant. In case of a delinquent bill by a tenant the owner shall be responsible for the charges.

(h) If the city executed all agreements with the owner or developer of property, wherein utility facilities are installed with sufficient excess capacities in order to serve other properties, the city shall be entitled to collect from the owners or developer of such other properties served, amounts proportionate to the service rendered. Such collection shall be for the benefit of the party contracting for, and installing, the oversized facility.

Such agreements shall be for a fixed period of time and may include interest or other charges above the amount expended. The city Utilities Director is empowered to execute such agreements on behalf of the city.

(i) These rates and charges are established so that each user class pays its proportionate share of the costs of wastewater treatment services and the city Utilities Director is directed to annually review the charge structure to assure that proportionality between user classes is maintained and to recommend modifications as appropriate. Each user shall be notified annually by the city of its user charges.

PASSED, ADOPTED, AND APPROVED this 18th day of June 2018.

_____
Roger Miller, Mayor

ATTEST:

_____
Cecilia Good, Deputy City Clerk

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Utilities

MEMORANDUM

Project Name:	Approval of Resolution 22-18 Landfill Tipping Fees and Residential and Commercial Sanitation Collection Rates - Utilities Director Dan Roberts
From:	Dan Roberts, Utilities Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	05/31/2018

Recommendation:

Staff recommends that the Mayor and City Council approve Resolution 22-18 establishing and directing the collection of rates, fees, and charges for municipal solid waste and recycling services as defined and authorized by Sections 12-2 and 12-3 of the Sheridan City Code. This Resolution supersedes previous Resolution 22-17 establishing the same and would be effective July 1, 2018.

Background:

The City has annually maintained a Solid Waste Enterprise Fund financial plan and rate model originally prepared and developed by staff and Burns & McDonnell (our landfill consultant). The financial plan and rate model was last updated in 2016 and is proposed in the budget to be updated once again in FY 2019.

This financial plan has been developed and updated utilizing industry standard rate analysis and practices. The rate model represents a thorough evaluation of present and future fiscal obligations of the Solid Waste Enterprise and determines the revenue requirements and corresponding rate adjustments necessary for the City of Sheridan to effectively operate and maintain its solid waste collection and disposal services long into the future.

The current financial plan and rate model demonstrates that increases to residential collection rates, commercial collection rates, and landfill tipping (disposal) fees are necessary in order to maintain adequate operating reserve balances while building Capital Replacement and Reserve Fund and Closure/Post Closure Fund balances to address looming landfill costs of $3M for closing T7 & T8 in year 2020, $3.5M for a new Cell 10 in 2025, and $3.2M for Cell 9 closure in 2026. Recently developed information regarding the specific requirements of these projects both in terms of scope, timing, and cost has been updated in the solid waste rate model. Staff has subsequently projected the rate adjustments needed to meet the current, established fiscal obligations of the enterprises through the 2026 planning period. These projected rate adjustments are as follows:

	Fiscal Year							
Rate Type	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Residential Collection	2.5%	2.5%	2.5%	2.5%	2.5%	0%	0%	0%
Commercial Collection	2.5%	2.5%	2.5%	2.5%	2.5%	0%	0%	0%
Landfill	3.5%	3.5%	3.5%	3.5%	3.5%	0%	0%	0%

The fiscal obligations identified and used in developing these projected rate adjustments are based on many factors involving revenue projections, grant and loan proceeds, O & M expenses, reserve fund balance requirements (operating, closure/post closure, and capital reserves) and necessary capital expenditures. As such, these factors must be evaluated and adjusted/truthed annually in order to confirm rate adjustments projected for future years (years beyond next FY) before being presented to City Council for formal approval through resolution.

Resolution 22-18 establishes solid waste rates, fees, and charges in consideration of only the recommendations for FY 2019, to go into effect on July 1, 2018. A summary of the impact of the recommended adjustments on some typical rate types is as follows:

Rate Type	Current Rates	Proposed FY 2019	$ Change from Current	% Change from Current
Residential Collection - $/ mo.	$19.27	$19.75	$0.48/mo.	2.50%
Commercial Collection- $/ mo. basic 2 yd container, once per week	$86.54	$88.70	$2.16/mo.	2.50%
Landfill Tipping Fee - $/Ton	$105.57	$109.26	$3.69/Ton	3.50%

The current solid waste rates were established in Resolution 22-17. The proposed rates in Resolution 22-18 would be effective July 1, 2018 and will supersede those same rates established in prior resolutions.

Thank you for your consideration.

Attachments

Resolution 22-18 Establishing Solid Waste Fees

RESOLUTION 22-18

LANDFILL TIPPING FEES AND RESIDENTIAL AND COMMERCIAL SANITATION COLLECTION RATES

RESOLUTION establishing and directing the levy, charge and collection of service fees for the supervision and removal of ashes, garbage or refuse as defined and authorized by section 12-2 and 3, of the Sheridan City Code, and for the collection and marketing of recyclable material collected by the City of Sheridan Solid Waste Division. This resolution supersedes rates and service fees previously established by resolutions containing the same. The effective date of this Resolution is July 1, 2018, unless otherwise stated herein.

WHEREAS, Resolution 22-17 establishes Landfill tipping fees and Residential and Commercial Sanitation Collection Rates; and

WHEREAS, Resolution 22-18 shall supersede rates and service fees established in prior resolutions containing the same.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHERIDAN HEREBY ESTABLISH::

Section 1:

A. COMMERCIAL: The City of Sheridan will collect and dispose of solid waste six days per week. Routine collections shall be made once per week per account. Additional Collections within the week may be scheduled and will be charged in accordance with Section 2.

All refuse must be deposited in approved containers (see Section 5). It shall be the duty of every owner, agent, lessee, renter, or purchaser of any building or premises (excluding vacant lots) within the corporate limits, to maintain in good order and clean condition, for the exclusive use of such building or premises any approved containers provided by the City of Sheridan Sanitation Department.

In order to facilitate a smooth transition from businesses providing the metal 2 yard containers to the City of Sheridan providing more efficient larger containers, businesses shall continue using their containers until new containers can be provided by the City of Sheridan Solid Waste Division.

If one container is not sufficient to hold the quantity of garbage accumulated between collections, larger or additional approved container(s) shall be provided by the City of Sheridan Sanitation Department. No such approved container(s) shall be allowed to overflow, or be so maintained that refuse may be blown or scattered about in any way.

B. RESIDENTIAL: The City of Sheridan will provide once per week collection for residential customers. All refuse must be deposited in approved containers. Approved containers will be provided by the City of Sheridan Sanitation Department at the general frequency of 90-gallon capacity per residence. If a resident requests an additional approved container(s) an additional $8.88/month/90-gallon added capacity shall be assessed (see Section 2).

Section 2:

Starting July 1, 2018, The following service fees shall be levied, charged and collected by the City of Sheridan for the supervision and removal of ashes, garbage or refuse as defined and authorized by sections 12-2 and 3 of the Sheridan City Code, 1959 to wit:

A. PRIVATE HAULERS

1. A licensed solid waste hauler may provide collection service under terms and conditions as specified in the license issued by the City Clerk:
per year $210.13

B. RESIDENTIAL SANITATION & RECYCLING

1. Single family, once per week collection:
per month $19.75

Additional container once per week collection:
per month, per 90-gallon capacity $8.88

2. Multi-family, including apartments and mobile home parks with individual account billings per unit, once per week collection for each individual unit:
per month..... $19.75

3. Multi-family, including apartments and mobile home parks, once per week collection for the entire facility, at one collection point, paid by one person as one account per month:
   for first unit ……$19.75
   plus, each additional unit……$8.88

   OR at owner's request, at the commercial rate specified in Section 2 (C) below.

4. Residential customers desiring a temporary 20-yard roll-off container shall follow the fee schedule outlined in Section 2 (C) below.

C. COMMERCIAL REFUSE & RECYCLING

1. Businesses with 2 cubic yard containers or larger.

   The monthly charge for businesses with 2 cubic yard containers or larger shall be in accordance with the following formula:

   (a) ($10.235 X C X P X 52 weeks) / 12 Months

   Where C = Container size in cubic yards and P = Number of collection times per week (i.e. a 2 cubic yard container picked up one time per week will be billed as $10.235X 2 X 1 x 52 / 12 = $88.70 per month)

   (b) Multi container discount: Accounts currently having multiple containers that are 2 cubic yards or greater in size shall receive 10% discount off the total monthly sanitation bill.

   (c) Businesses shall provide adequate space for 4 cubic yard containers or larger as needed for refuse and shall provide adequate space for collection vehicles to safely service each container as scheduled. If adequate space cannot be provided due to the physical characteristics (i.e.: overhead wires, confined space, or limited access) of existing sites that have been established prior to July 1, 2007; and,

      I. reasonable alternate locations cannot be established, as determined by the Solid Waste Manager, and

      II. in good faith the owner, agent, lessee, renter, or purchaser of any building or establishment or premises has demonstrated willingness to comply, or

      III. demonstrates unreasonable hardship to comply

   may petition the City Solid Waste Manager to use a 2 yard container or less for weekly collection and may qualify for the "Multi container" discount listed in section 2 C -1- (b) if the container size is 2 cubic yards.

   (d) Accounts which have a signed "Recycling Agreement" with the City of Sheridan on file, to recycle cardboard, paper, plastics, and other recyclable materials that are regularly collected by the City of Sheridan Recycling Division,

      I. or can provide satisfactory proof of internal recycling within their business

      II. or can provide proof that their established business produces minimal or no recyclable materials,

      III. or disposes of material that has been deemed unsuitable in quantity and/or quality by the Recycling Department

   May be discounted 20% off the monthly sanitation bill. Violation of the "Recycling Agreement" will remove the discount from the monthly billing.

   (e) The Sanitation/Recycling Division may from time to time verify that adequate recycling as agreed upon under section 2-C-1-(d) is occurring and that the recycling agreement is in compliance.

   (f) Businesses with front-load or rear-load recycling container furnished by the City of Sheridan shall be charged a $10.51 per month rental fee per container.

   (g) Businesses with roll-off recycling containers furnished by the City of Sheridan shall be charged $1.58 per cubic yard per month rental fee per container.

Accounts without adequate containers with more than five minutes pickup time will be charged $78.80 per hour based on time accounting by the Sanitation Department.

2. Businesses with 15-gallon to 32-gallon containers, once per week collection, per container:……..……$23.06 per month

   Additional collections per week will be performed at customer's request and charged a service charge of $20.64 per additional collection. When, as determined by the Solid Waste Manager, there is not adequate room for a 2-yard container, charges may not exceed those equivalent to 4, 15-gallon to 32-gallon containers.

3. Businesses that share containers or have no containers shall be charged at a base rate:……$23.06 per month

4. Businesses on routes serviced by automated containers:

   a. At the discretion of the Solid Waste Manager, Businesses may use a 300-gallon container when accessibility, ease of collection, safety of employees, or aesthetics are considered to be the best interest of the City and the business.

   b. Businesses who share a 300-gallon automated container or use a 90-gallon roll-out, once per week collection, per container:……..$23.06 per month

   c. Businesses who have sole use of 300-gallon automated container, once per week collection, per container:……$46.07 per month

      Additional collections per week will be performed at customer's request and charged a service charge of $46.07 per additional collection.

   d. Businesses operated from a residence that occupy less than twenty percent (20%) of the square footage of the residence shall be considered incidental to the residence and no additional commercial rate will be assessed to the account.

5. Businesses in the Downtown District whose buildings include secondary dwelling units or apartments shall be charged at the appropriate commercial rate. No additional fees shall be assessed for the incidental residential use in these buildings.

6. Seasonal businesses, such as RV Parks, which operate six (6) continuous months during the year, or less, may reduce sanitation rates during non-business season by discontinuing water service or by changing its account to a residential basis.

7. The monthly charge for businesses and contractors for 20-yard roll-off containers shall be in accordance with the following Schedule:

   a. Initial delivery fee……..$48.12 per container, ± plus

   b. Hook fee for each time the container is emptied……$165.48, ± plus

   c. Landfill tipping fee……..Listed Landfill Tipping Fee

   d. If a container is not emptied for a two week period (14 days), a container rental fee of $6.88 per day shall be charged beginning with the last date of disposal service for that container and continuing until the container is removed or serviced.

D. SPECIAL PICK-UPS

   Non-scheduled pick-ups will be charged $78.80 per hour for truck and two staff members, with a minimum charge of $39.40 (see Section 5).

E. NOTIFICATION OF ACCOUNT CHANGES

   It shall be the responsibility of each account holder to notify the City of Sheridan Billing Department regarding any change in status of a business or building that results in a change in sanitation charges. The City will from time to time confirm charges to accounts based on collection frequency and number and types of containers. Billing adjustments will be made as necessary.

Section 3:

The following rules, regulations practices and charges shall apply at the City of Sheridan Solid Waste Disposal Facility (SWDF) for the delivery and disposal of municipal solid wastes.

A. All waste delivered to the City of Sheridan SWDF will be secured, covered or in a closed container. Materials delivered which are not secured, covered or in a closed container will be assessed the following surcharge per load:

Cars and pickup trucks = $10.71
All other vehicles (includes trailers) = $53.04

B. Charge accounts must be established in writing at the Landfill office prior to use at the SWDF.

C. The SWDF will be open Monday through Saturday from 7:30 AM to 5:30 PM all year and Sundays from 1:00 PM to 4:00 PM from April 1st through October 31st.

The SWDF will be closed Sundays from November 1st through March 31st and on the following holidays:

New Years Day	Veteran's Day
President's Day	Thanksgiving
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

D. Scale Weights & Special Services:

Municipal Solid Waste……$109.26 per ton

Construction & Demolition Material

Tier 1 – Disposal of demolition waste for projects located within the City Limits that have a valid demolition permit issued by the City of Sheridan, Building Department. The Tier 1 rate applies only to demolition waste material suitable to be ground. "Suitable to be ground" is defined as free of concrete, steel, large rock, asphalt, asbestos, treated lumber, or other materials deemed unsafe or unsuitable to grind……NO CHARGE

Tier 2 – Other grindable construction and demolition waste material suitable to be ground, characterized as free of concrete, steel, large rock, asphalt, asbestos, treated lumber, or other materials deemed unsafe or unsuitable to grind……$48.21

Tier 3 – Disposal of construction and demolition material that cannot be run through the grinder without sorting, or not at all……$109.26

Concrete (limited to no rebar only)……$21.42 per ton

Tires ……$0.075 per pound

HDPE Pipe …… $21.42 per ton

Special Service Fee …… $21.42 per ton (min. $21.42)

Tires must be removed from the rim. No truck or oversized tires will be accepted.

Minimum charge will be $5.46 for 100 pounds or less of any chargeable material brought into the SWDF.

E. Miscellaneous

Regulated hazardous materials will not be accepted at the SWDF.

Compostables, grass clippings, tree branches (24" Max. Diameter) leaves, etc……NO CHARGE

Certified decommissioned white goods, abandoned vehicles or parts thereof, lawn mowers, motorcycles and clean scrap metal, free from any and all liquid……NO CHARGE

Un-decommissioned refrigerators, etc……$26.79/each

Waste Oil, five gallon limit/visit (Residential)……NO CHARGE

Waste Oil, five gallon limit/visit (Commercial) ……Cost + 25%

F. Purchase from the Landfill & Compost Yard

Screened Compost $32.14 per ton or pound for pound exchange of green waste for compost.

Unscreened compost $16.07 per ton or pound for pound exchange of green waste for compost.

Coarse Wood Chips ……$5.36 per cubic yard

Medium Wood Chips ……$10.71 per cubic yard

Fine Wood Chips ……$16.07 per cubic yard

Evergreen Chips per cubic yard……$7.50 per cubic yard

G. Salvaging by private individuals is prohibited at the City of Sheridan SWDF.

H. Description of New Fees

Tipping Fees

E-Waste(Residential)……No Charge

E-Waste (CESQG Commercial)……Cost + 25%

Household Hazardous Waste (Residential)……No Charge

Household Hazardous Waste (CESQG Commercial)……Cost + 25%

Asbestos (Friable)……$109.26 per ton

Asbestos(Non-Friable)……$109.26 per ton

Petroleum Contaminated Soil……$42.85 per ton

Brick and Cinder Block (no Concrete)……$5.36 per ton

Landfill Items for Sale

Crushed Concrete/Asphalt……$10.71 per ton

Whole brick……$0.27 each

Crushed brick……$10.71 per ton

Landfill Reuse Items

In a cooperative effort with nonprofit organizations to reduce, reuse, and recycle usable items that are in good condition (as determined by landfill staff) may be donated by landfill customers to the landfill for resale or reuse and the landfill may sell or donate reusable donated materials to nonprofit organizations for resale or reuse.

Reuse items may be sold or donated at the discretion of the Solid Waste Manager. Item to be sold as follows:

Pallets/Lots……$5.36 per pallet/lot

Large Individual items (Not including metal items)……$5.36 each

Large Metal Items like appliances……Cost of current metal bid + 25% per ton

Section 4:

Special conditions which apply to all sanitation services provided by the City of Sheridan.

A. Any collection service rendered to a non-resident of the City shall be billed at twice the fee charged a resident of the City for the same type and class of service.

B. When it is requested that City personnel enter upon private property to carry out trash or refuse, any rate established by these schedules shall be increased by 50%.

C. Free use of the SWDF may be granted to those individuals and/or organizations under the following conditions:

1. Any person receiving and paying for regular scheduled sanitation services wishing to deposit unusual trash and refuse at the SWDF without payment of the regular disposal fee shall present proof of residency within the City of Sheridan by providing the following items as a form of ID.
    a. Current City water bill with complete name, address, and account number listed; or
    b. Current gas/electric bill with name and address listed; and

c. Photo ID (such as Drivers License)

A database shall be maintained and updated monthly to reflect owner/tenant changes to each address and to track the number of times customers use this service. Customers may use this service a maximum of 6 times per year to dispose of up to 1 ton of unusual trash per visit. This service shall begin January 1st of each year and shall expire on December 31st of each year.

Residential customers that do not receive either a water bill or a gas/electric bill (such as apartments and trailer courts) may participate in this program if the managers of such facilities sign up for the service by contacting the Landfill staff and completing the necessary signup information.

Unusual refuse and trash is defined as that resulting from seasonal or periodic clean up of the owner's premises, garden trash, lawn, hedge or tree trimmings, discarded furniture, fixtures, appliances, automotive parts, or other articles not ordinarily considered normal household or business waste.

2. An individual or organization, who's unusual trash or refuse comprises more than a single load from a single project during the utility billing period, may solicit and use the current utility billing receipts from other's utility accounts under the following conditions:

   a. There is a demonstrated need and the project enhances the health, safety and welfare of the community;

   b. The project is not for profit and no individuals involved in trash or refuse handling or disposal are paid for these services;

   c. Approval shall be granted for a single project only. No ongoing free use of the SWDF shall be allowed under this provision;

   d. The specific utility accounts to be used in the project shall be identified and provided to City Staff prior to any free disposal. One free use of the SWDF shall be allowed for each billing receipt; and

   e. The project receives approval from the City Council at a regularly scheduled meeting.

3. The City Council may, at its discretion, waive all landfill fees for an individual or organization with a demonstrated special need.

4. Persons enjoying the privilege of the free use of the SWDF shall segregate waste in accordance with SWDF guidelines and dispose waste at the direction of SWDF personnel.

5. No free use of the SWDF shall be furnished to any person engaged in a business wherein the disposal of waste, trash or other materials is a requirement or part of the service furnished by said business, except for those materials incorporated into the composting process.

   Examples: Wrecking or salvaging operations, construction trash and debris, dead animal disposal, etc.

6. Free use of the SWDF will be provided during the months of Sept., Oct. and Nov. for the disposal of game animals or the remains of game animals.

D. No hazardous materials will be collected by the Sanitation Department including but not limited to:

   Waste oil, white goods, vehicles or parts, lawn mowers, motorcycles, scrap metal, toxic liquids, or any regulated materials precluded by regulation to be disposed in the municipal waste stream.

Section 5: Definitions

All containers must be approved by the Utilities Director.

A. COMMERCIAL: 2 cubic yards, 4 cubic yards, 6 cubic yards, and 8 cubic yards, metal refuse containers with plastic lids and swivel wheels (if needed). Containers will be provided by the City of Sheridan.
B. AUTOMATED RESIDENTIAL AREAS: 90-gallon or 100-gallon durable plastic roll-outs, or 300-gallon durable plastic containers. Approved containers will be provided

by the City of Sheridan Sanitation Department at no charge to the customer at the frequency of 100-gallon capacity per one residential unit.

Additional approved containers will be provided as requested by the customer and an additional collection fee charged (see Section 2).

C. NON-AUTOMATED RESIDENTIAL AREAS AND COMMERCIAL AREAS WITHOUT ADEQUATE SPACE AS DETERMINED BY THE UTILITIES DIRECTOR:

1. Containers shall be of metal or durable plastic and shall be equipped with close fitting lids or covers to render them wind proof, water proof, and rodent proof. Such containers shall be kept covered at all times and any security necessary to prevent upsetting or pilfering by dogs or other animals shall be provided by the owner.

2. Containers shall not be less than 15-gallons in size and capacity, nor more than 32-gallons in size and capacity, and full weight shall be less than 75 pounds.

PASSED, APPROVED AND ADOPTED this **18th** day of **June** 2018.

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Roger Miller, Mayor

ATTEST:

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Cecilia Good,
Deputy City Clerk