AGENDA
CITY OF SHERIDAN
NOVEMBER 19, 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 with Volunteers of America.

4. Roll Call of Members

5. Approval of Agenda

6. Public Hearings

   A. Approval of Resolution #51-18 Skyview West Drainage Easement Release - Community Development Director Brian Craig

   B. Approval of Resolution #50-18 Sheridan Hi Tech Gateway III Minor Subdivision - Community Development Director Brian Craig

   C. Approval of Resolution #52-18 Q Minor Subdivision - Community Development Director Brian Craig

   D. Approval of New Application for Satellite Permit #4 - Weston Fine Spirits at 122 N. Main Street - City Clerk Cecilia Good

   E. Approval of the Transfer of Ownership for Main Street Tavern Retail License #19 - City Clerk Cecilia Good

   F. Approval of the Transfer of Ownership for Best Western Resort License #2 - City Clerk Cecilia Good

   G. Approval of the Transfer of Location for Gnehm Management, LLC Retail License #22 - City Clerk Cecilia Good

   H. Approval of Liquor License Renewals:
   Satellite Permit #4 - Weston Fine Spirits
   Retail License #22 (Gnehm Management) from 922 Coffeen Avenue to 635 Broadway St

7. Consent Agenda

A. Approval of Dean Sellars & Elizabeth Mayfield Pre-Annexation Agreement at 546 Absaraka Street - Utilities Director Dan Roberts

B. Approval of Terrance & Tamara Perrin Pre-Annexation Agreement for 10 High View Road - Utilities Director Dan Roberts

C. Minutes of Regular Council Meeting November 5th, 2018

D. Claims

8. Community Update

A. Small Business Proclamation - Downtown Sheridan Association Executive Director Zoila Perry

OLD BUSINESS

9. Approval of the Second Reading of Ordinance #2194 Woodland Creek Estates Annexation - Community Development Director Brian Craig

10. Approval of the Second Reading of Ordinance #2195 Adoption of the 2018 International Building Codes - Community Development Director Brian Craig and Building Official Kevin Bare

NEW BUSINESS

11. Acceptance of Mayor/Council Handbook

12. Award of Aerial Orthophotography Project to Aero-Graphics, Inc. - Community Development Director Brian Craig

13. Approval of Resolution #50-18 Sheridan Hi Tech Gateway III Minor Subdivision - Community Development Director Brian Craig

14. Approval of Resolution #52-18 Q Minor Subdivision - Community Development Director Brian Craig

15. Approval of Resolution #51-18 Skyview West Drainage Easement Release - Community Development Director Brian Craig

16. Approval of the Transfer of Ownership for Main Street Tavern Retail License #19 - City Clerk Cecilia Good

17. Approval of the New Application for Satellite Permit #4 - Weston Fine Spirits at 122 N. Main Street - City Clerk Cecilia Good

18. Approval of the Transfer of Ownership for Best Western Resort License #2 - City Clerk Cecilia Good

19. Approval of the Transfer of Location for Gnehm Management, LLC Retail License #22 - City Clerk Cecilia Good

20. Approval of Liquor License Renewals:
Satellite Permit #4 - Weston Fine Spirits
Retail License #22 (Gnehm Management) from 922 Coffeen Avenue to 635 Broadway St

21. Council Comments and Requests for Future Agenda Items

22. Comments from the Public

23. Executive Session per Wyoming State Statute 16-4-405, On matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party.

24. Adjournment

CITY OF SHERIDAN, WYOMING

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

Planning

MEMORANDUM

Project Name:	Approval of Resolution #51-18 Skyview West Drainage Easement Release - Community Development Director Brian Craig
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	11/05/2018

Recommendation:

Staff recommends the City Council approve Resolution 51-18, vacating a 10 foot drainage easement located on Lot 2B and 3A of the Skyview West - Phase 1- Subdivision. Located at 2045 and 2043 Skyview West Dr.

Potential Findings of Fact:

Vacation of platted right-of-way is governed by Sheridan City Code Appendix B §205. That section requires that in the case of an easement vacation the following be found to be true:

1. The vacation does not abridge or destroy any of the rights and privileges of other proprietors in the platted area.

2. The vacation does not close or obstruct any public highway.

3. Proper notification has occurred to impacted parties and private utilities.

Note: There are other requirements contained in this section which apply to situations when the vacation request involves vacating lots in a subdivision.

Background:

The owner, Phoenix Limited Partnership, is requesting a vacation of a 10 x 90.41 foot drainage easement at 2043 and 2045 Skyview West Drive (5 foot wide on each lot). During excavation and construction for new residential buildings on the lots at 2043 and 2045 Skyview West Drive the contractor determined that the lot slope and narrow rear yard made it difficult to create proper drainage between the proposed homes.

The contractor worked with City utility and engineering staff to propose an alternate drainage design and plan that would not require the use of the subject easement vacation to convey drainage

Discussion:

The City has approved a new engineered drainage report that redirects the drainage to the east pond. The standard 5 foot building setback will remain. Notifications were not sent out, as the applicant owns these two lots and the surrounding lots, and no utilities are affected by the vacation.

In evaluating whether or not the request meets the requirements of Sheridan City Code Appendix B §205, staff concluded the following.

1. ***The vacation does not abridge or destroy any of the rights and privileges of other proprietors in the platted area.***

In this case, the applicant owns both lots and the surrounding area.

2. ***The vacation does not close or obstruct any public highway.***

The vacation is not located in a public highway.

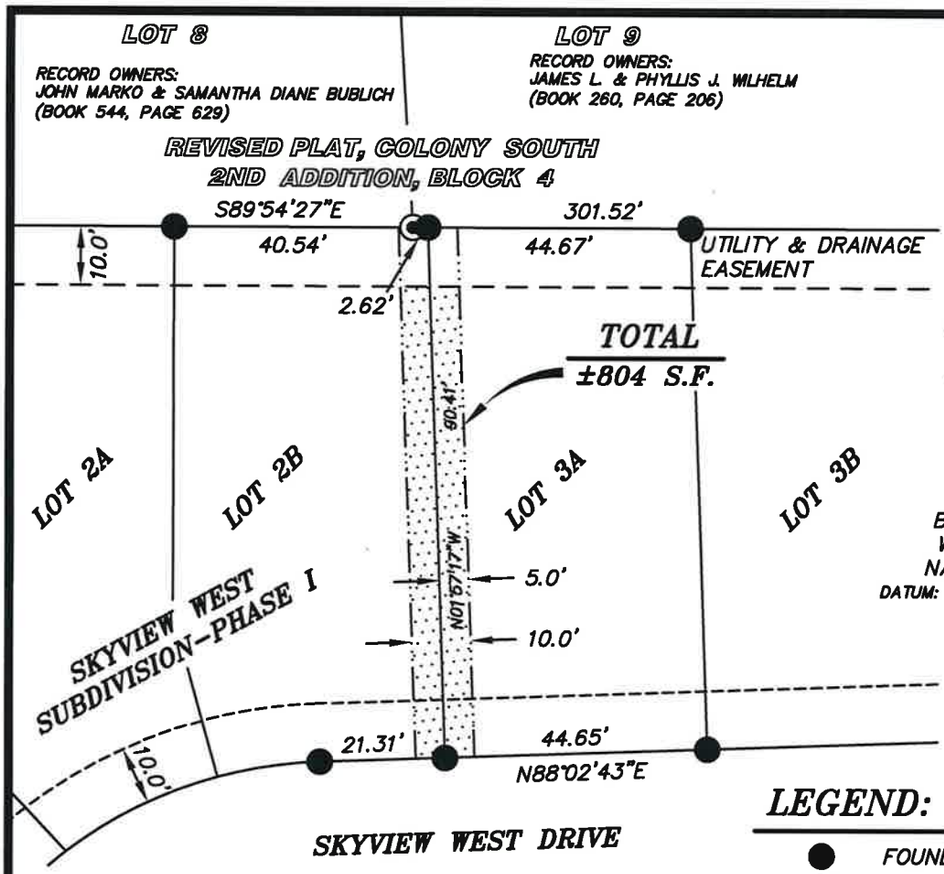
3. ***Proper notification has occurred to impacted parties and private utilities.***

The vacation is solely for drainage. No utilities are affected and thus no notification requirements are required with this proposal

Staff has no further comments at this time.

Attachments

Vacation exhibit
aerial
Resolution 51-18





SCALE: 1"=30'

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

LEGEND:

- FOUND 2" ALUMINUM CAP PER PLS 2615
- FOUND 1" PLASTIC CAP (UNMARKED)
- PROPERTY/LOT LINE
- DRAINAGE EASEMENT
- UTILITY EASEMENT
- UTILITY & DRAINAGE EASEMENT
- VACATED DRAINAGE EASEMENT ±804 S.F.

LEGAL DESCRIPTION
VACATED DRAINAGE EASEMENTS

VACATED DRAINAGE EASEMENT BEING A STRIP OF LAND FIVE (5.0) FEET WIDE WHEN MEASURED AT RIGHT ANGLES, BEING THE EAST FIVE (5.0) FEET OF LOT 2B, EXCEPTING THE NORTH TEN (10.0) FEET THEREOF, SKYVIEW WEST SUBDIVISION – PHASE I, TO THE CITY OF SHERIDAN, WYOMING.

SAID VACATED DRAINAGE EASEMENT CONTAINS 402 SQUARE FEET OF LAND, MORE OR LESS.

ALSO:

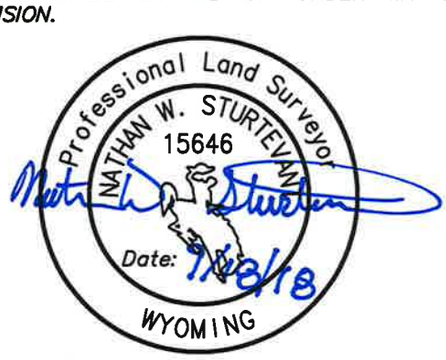
VACATED DRAINAGE EASEMENT BEING A STRIP OF LAND FIVE (5.0) FEET WIDE WHEN MEASURED AT RIGHT ANGLES, BEING THE WEST FIVE (5.0) FEET OF LOT 3A, EXCEPTING THE NORTH TEN (10.0) FEET THEREOF, SKYVIEW WEST SUBDIVISION – PHASE I, TO THE CITY OF SHERIDAN, WYOMING.

SAID VACATED DRAINAGE EASEMENT CONTAINS 402 SQUARE FEET OF LAND, MORE OR LESS.

SURVEYOR'S CERTIFICATE

STATE OF WYOMING :ss
COUNTY OF SHERIDAN

I, NATHAN W. STURTEVANT, 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"

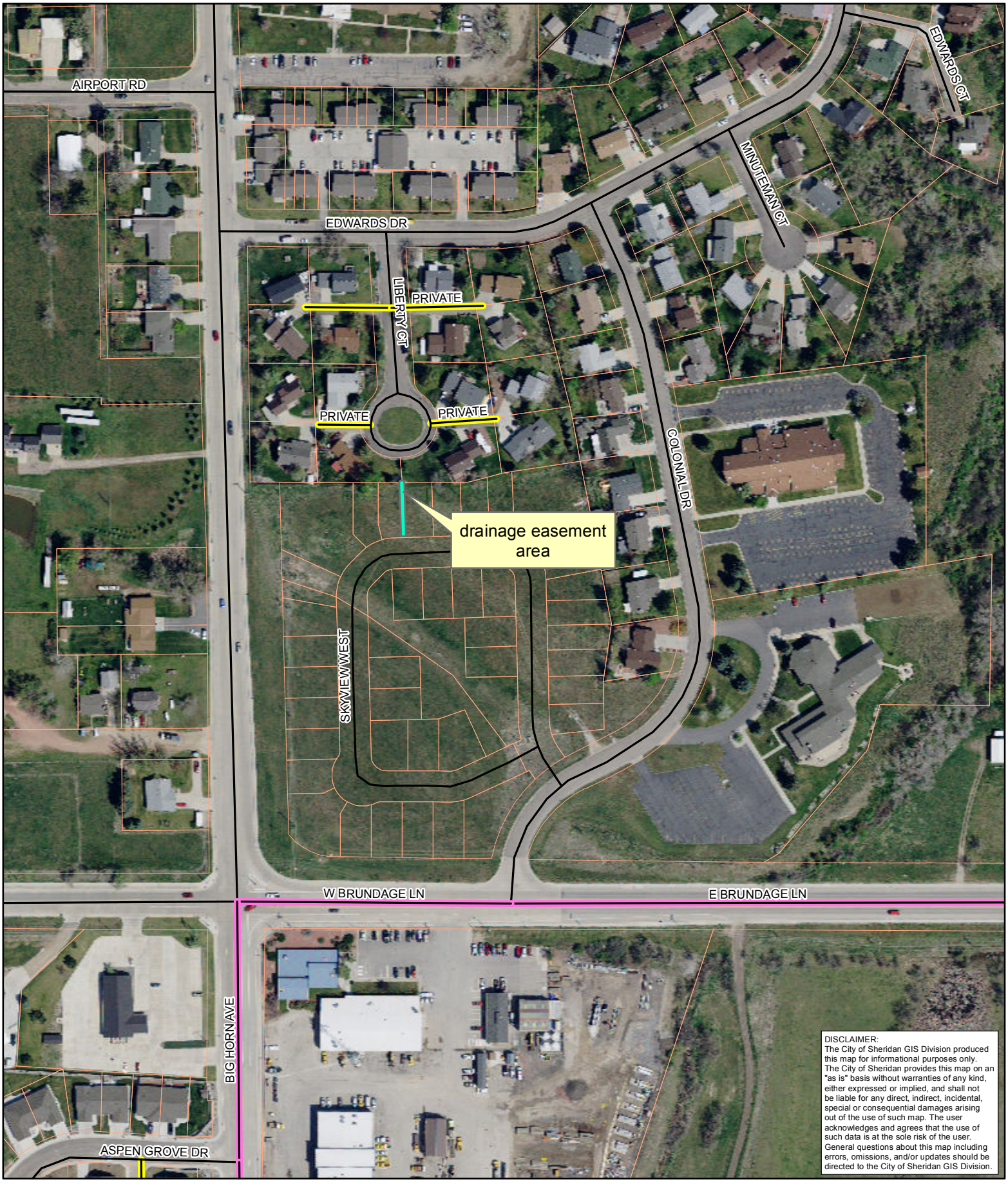
EXHIBIT
VACATION OF DRAINAGE EASEMENT

CLIENT: PHOENIX LIMITED PARTNERSHIP
KIM LOVE, OWNER

LOCATION: LOT 2B & LOT 3A, SKYVIEW WEST SUBDIVISION – PHASE I, CITY OF SHERIDAN, WYOMING

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

JN: 2011-018 SJ: 12
DN: 2011-018-E1-C3D
TAB: ROS
PF: T2011-018
REVIEWED BY: TDT
SEPTEMBER 18, 2018



DISCLAIMER:
The City of Sheridan GIS Division produced this map for informational purposes only. The City of Sheridan provides this map on an "as is" basis without warranties of any kind, either expressed or implied, and shall not be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of such map. The user acknowledges and agrees that the use of such data is at the sole risk of the user. General questions about this map including errors, omissions, and/or updates should be directed to the City of Sheridan GIS Division.

CITY OF Sheridan WYOMING

Drainage vacation

N

0 50 100 200 Feet

Name: sgoodman Date: 11/08/2018

CITY OF SHERIDAN
RESOLUTION 51-18

A RESOLUTION approving PL 18-40, a resolution vacating a ten foot (10') drainage easement located on Lots 2B and 3A of the Skyview West Subdivision –Phase I, City of Sheridan, Sheridan County, Wyoming as shown on the attached Exhibit A.

WHEREAS, this request for an easement vacation meets the requirements of Sheridan City Code §205; and

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

That the ten foot (10') drainage easement located on Lots 2B and 3A of the Skyview West Subdivision –Phase I, City of Sheridan, Sheridan County, Wyoming shown on the attached Exhibit A, is hereby vacated.

PASSED, APPROVED, AND ADOPTED this 19th day of November, 2018.

_____
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

Planning

MEMORANDUM

Project Name:	Approval of Resolution #50-18 Sheridan Hi Tech Gateway III Minor Subdivision - Community Development Director Brian Craig
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	10/19/2018

Recommendation:

Staff recommends the City Council approve Resolution #50-18, Sheridan High Tech Gateway III Subdivision. A request to subdivide one lot into 2, on +13.64 acres, zoned GD Gateway District. Also, a request to vacate any previously platted portions of Hi Tech Drive and Yellowtail Drive right-of-ways remaining within the boundaries of Lot 1 and 2. Located at 1550 Yellowtail Dr., north of Hi Tech Dr.

Planning Commission Action: The City of Sheridan Planning Commission recommended approval of Resolution #50-18 at their October 22, 2018 meeting.

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:

1. 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.

2. 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.

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

4. 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.

5. 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:

The applicant, Sheridan Economic and Education Development Authority (SEEDA), is requesting to divide an existing lot into two new lots. The site of the proposal is the new Weatherby Headquarters, which is currently under construction. This proposed plat would divide the lots such that Lot 2, a 4.11 acre piece of land, will be available for future development. Proposed Lot 2 does not contain any buildings or site improvements associated with the Weatherby project. It is staff's understanding that should Weatherby require some or all of Lot 2 for future expansion, they will likely receive favorable consideration from SEEDA.

This proposed plat also vacates any remaining portions of Hi Tech Drive and Yellowtail Drive right-of-ways that may lie within the boundaries of proposed Lots 1 and 2. This provision is included in the declaration language on the final plat and cleans up any possible overlaps that may have been inadvertently overlooked with previous replats and administrative replat actions.

Discussion:

Staff offers the following comments on final plat required findings:

1. *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.

2. *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.

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

There are no deviations from the Zoning Ordinance or Subdivision Regulations requested with this proposal.

4. *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 proposed subdivision is outside of the Airport influence area.

5. *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.*

These lots are currently served by water and sewer at an adequate capacity.

Attachments

plat
Site plan
aerial
Resolution 50-18

CERTIFICATE OF OWNER

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED SHERIDAN ECONOMIC AND EDUCATIONAL DEVELOPMENT AUTHORITY JOINT POWERS BOARD, BEING THE OWNER(S), PROPRIETOR(S) OR PARTY(S) ON INTEREST IN THE LAND SHOWN ON THIS PLAT, DO HEREBY CERTIFY:

THAT THE FOREGOING PLAT DESIGNATED AS SHERIDAN HIGH TECH GATEWAY III SUBDIVISION, IS A REPLAT OF TRACT 1 OF THE SHERIDAN HIGH TECH GATEWAY II SUBDIVISION, TO THE CITY OF SHERIDAN, WYOMING.

SAID REPLAT CONTAINS 13.64 ACRES, MORE OR LESS.

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 OWNER(S) AND PROPRIETOR(S); AND THAT THIS IS A CORRECT PLAT OF THE AREA AS IT IS DIVIDED INTO LOTS AND EASEMENTS AS SHOWN.

THAT THE UNDERSIGNED OWNER(S) OF THE LAND SHOWN AND DESCRIBED ON THIS PLAT DOES HEREBY DEDICATE TO THE CITY OF SHERIDAN AND ITS LICENSEES FOR PUBLIC USE FOR THE INDICATED PURPOSED, ALL STREETS, ALLEYS, EASEMENTS AND OTHER PUBLIC LAND WITHIN THE BOUNDARY LINES OF THE PLAT, AS INDICATED, AND NOT ALREADY OTHERWISE DEDICATED FOR PUBLIC USE.

UTILITY EASEMENTS, AS DEDICATED ON THIS PLAT, ARE HEREBY DEDICATED TO THE CITY OF SHERIDAN AND ITS LICENSEES FOR PUBLIC USE OF INSTALLING, REPAIRING, REINSTALLING, REPLACING AND MAINTAINING SEWERS, WATER LINES, GAS LINES, ELECTRIC LINES, CABLE TV 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.

_____.
DR. PAUL YOUNG, VICE CHAIR
SHERIDAN ECONOMIC AND EDUCATIONAL DEVELOPMENT AUTHORITY
JOINT POWERS BOARD

STATE OF WYOMING)
) SS
COUNTY OF SHERIDAN)

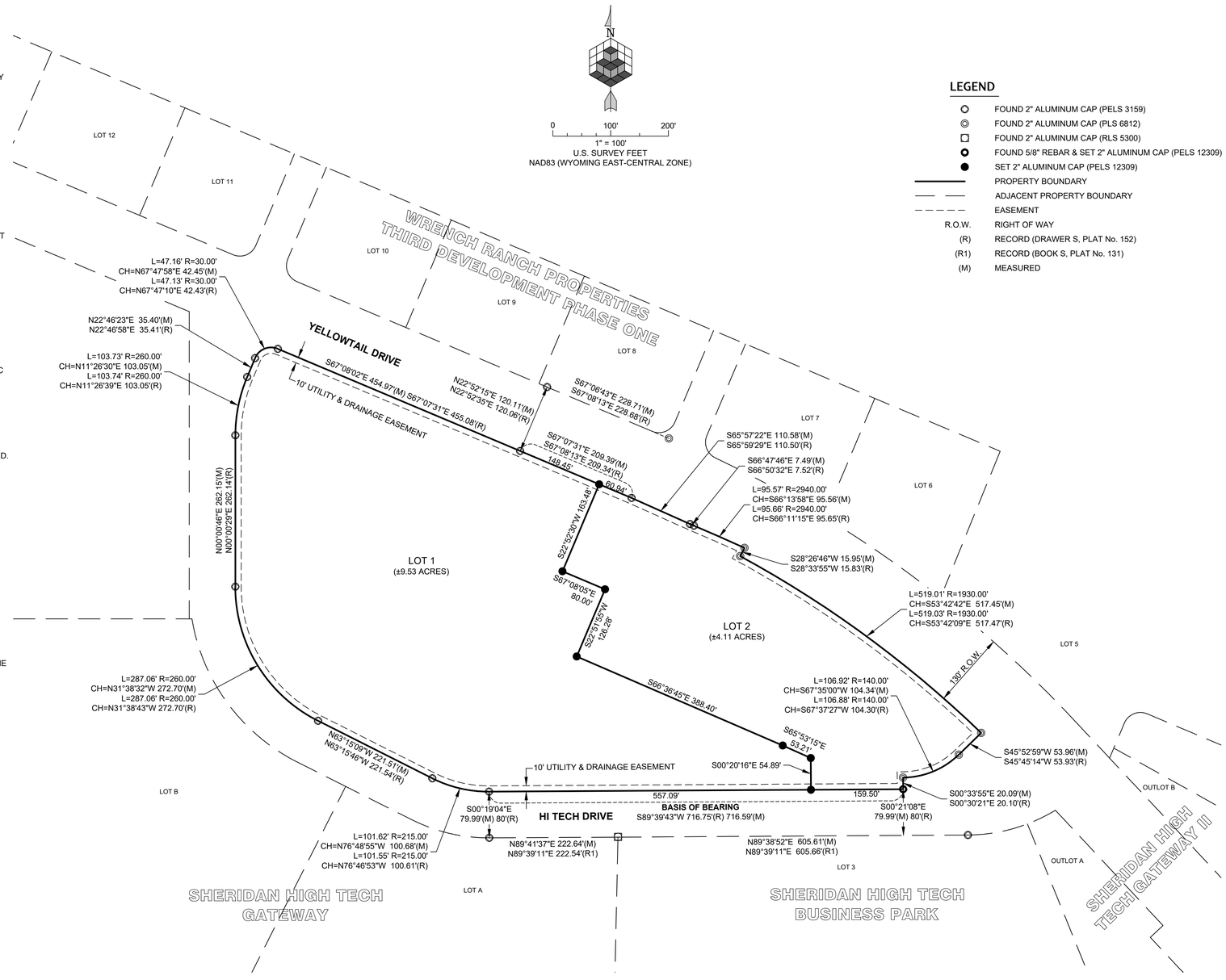
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY:

__DR. PAUL YOUNG__, BEING AN AUTHORIZED REPRESENTATIVE OF THE SHERIDAN ECONOMIC AND EDUCATIONAL DEVELOPMENT AUTHORITY JOINT POWERS BOARD

THIS _____DAY OF _____, 2018.

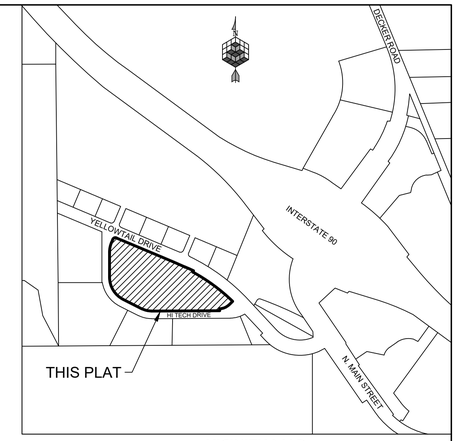
WITNESS MY HAND AND OFFICIAL SEAL _____.
NOTARY PUBLIC

MY COMMISSION EXPIRES:_____.



LEGEND

- FOUND 2" ALUMINUM CAP (PELS 3159)
- FOUND 2" ALUMINUM CAP (PLS 6812)
- FOUND 2" ALUMINUM CAP (RLS 5300)
- FOUND 5/8" REBAR & SET 2" ALUMINUM CAP (PELS 12309)
- SET 2" ALUMINUM CAP (PELS 12309)
- PROPERTY BOUNDARY
- ADJACENT PROPERTY BOUNDARY
- EASEMENT
- R.O.W. RIGHT OF WAY
- (R) RECORD (DRAWER S, PLAT No. 152)
- (R1) RECORD (BOOK S, PLAT No. 131)
- (M) MEASURED



VICINITY MAP
SCALE: 1" = 750'

GENERAL NOTES

1. BASIS OF BEARING IS S89°39'43"W PER THE RECORDED PLAT FOR THE SHERIDAN HIGH TECH GATEWAY II SUBDIVISION FOR THE SOUTHERN BOUNDARY ALONG HI TECH DRIVE BETWEEN A FOUND 5/8 INCH REBAR AND FOUND 2-INCH ALUMINUM CAP.
2. THE LAND SURVEY WAS PERFORMED IN U.S. SURVEY FEET AND USED GPS DATA COLLECTED AND PROCESSED WITH A DATUM ADJUSTMENT FACTOR OF 1.00023178371.
3. FOUND MONUMENTS WERE HELD TO REESTABLISH THE BOUNDARIES DEPICTED ON THE PLAT FOR THE SHERIDAN HIGH TECH GATEWAY II SUBDIVISION. THE CURVE RADIUSES FROM THIS PLAT WERE HELD TO REESTABLISH THE BOUNDARIES ALONG CURVES.

CERTIFICATE OF APPROVAL - DIRECTOR OF PUBLIC WORKS

THIS PLAT HAS BEEN PREPARED IN ACCORDANCE WITH THE REQUIREMENTS AND PROCEDURES OUTLINED IN THE SUBDIVISION REGULATIONS OF THE CITY OF SHERIDAN, AND CERTIFIED THIS _____ DAY OF _____, 2018, BY THE DIRECTOR OF PUBLIC WORKS OF SHERIDAN, WYOMING.

_____.
DIRECTOR OF PUBLIC WORKS

CERTIFICATE OF REVIEW - PLANNING COMMISSION

REVIEWED BY THE CITY OF SHERIDAN PLANNING COMMISSION

THIS _____ DAY OF _____, 2018.

_____ _____.
ATTEST: VICE-CHAIRMAN CHAIRMAN

CERTIFICATE OF APPROVAL - CITY COUNCIL

APPROVED BY THE CITY COUNCIL OF THE CITY OF SHERIDAN, WYOMING

THIS _____ DAY OF _____, 2018.

_____ _____.
ATTEST: CITY CLERK MAYOR

CERTIFICATE OF RECORDER

THIS PLAT WAS FILED IN THE OFFICE OF THE CLERK AND RECORDER

AT _____O'CLOCK ___M., THIS _____DAY OF _____, 2018,

AND IS DULY RECORDED IN BOOK _____, PLAT No. _____.

_____.
COUNTY CLERK

SURVEYOR'S CERTIFICATE

I, CRAIG SHAVLIK, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, LICENSED UNDER THE LAWS OF THE STATE OF WYOMING, THAT THIS PLAT IS A TRUE, CORRECT AND COMPLETE PLAT OF SHERIDAN HIGH TECH GATEWAY III SUBDIVISION, AS LAID OUT, PLATTED, DEDICATED AND SHOWN HEREON, THAT THIS PLAT WAS MADE FROM AN ACCURATE SURVEY OF SAID PROPERTY CONDUCTED BY ME OR UNDER MY SUPERVISION AND CORRECTLY SHOWS THE LOCATION AND DIMENSIONS OF ALL LOTS, EASEMENTS AND STREETS OF SAID SUBDIVISION IN COMPLIANCE WITH CITY OF SHERIDAN REGULATIONS GOVERNING THE SUBDIVISION OF LAND.



PLAT IS VALID ONLY IF PROFESSIONAL STAMP HAS ORIGINAL SIGNATURE AND IS DATED

DECLARATION VACATING PREVIOUS PLATTING

THIS PLAT IS THE RE-SUBDIVISION OF TRACT 1 OF THE SHERIDAN HIGH TECH GATEWAY II SUBDIVISION, TO THE CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING, AS RECORDED IN DRAWER S, PLAT No. 152 OF THE RECORDS OF THE SHERIDAN COUNTY CLERK. ALL EARLIER PLATS OR PORTIONS THEREOF ENCOMPASSED BY THE BOUNDARIES OF THIS PLAT ARE HEREBY VACATED INCLUDING ANY PORTION OF THE HI TECH DRIVE (A.K.A. HIGH TECH DRIVE) AND YELLOWTAIL DRIVE RIGHT-OF-WAYS WITHIN THE BOUNDARIES OF LOT 1 AND 2 OF THE SHERIDAN HIGH TECH BUSINESS PARK SUBDIVISION NOT PREVIOUSLY VACATED.

KL&A, Inc.
Engineers and Builders
150 S. Main Street
Buffalo, Wyoming 82834
P: (307) 621 7011 F: (307) 621 7011
Buffalo, WY - Carbondale, CO - Golden, CO - Loveland, CO

CLIENT: SHERIDAN ECONOMIC AND EDUCATIONAL DEVELOPMENT AUTHORITY JOINT POWERS BOARD	
DRAWN BY: CBS	PROJECT: N0019
REVIEWED BY: JDH	DATE: OCT. 10, 2018

FINAL PLAT OF

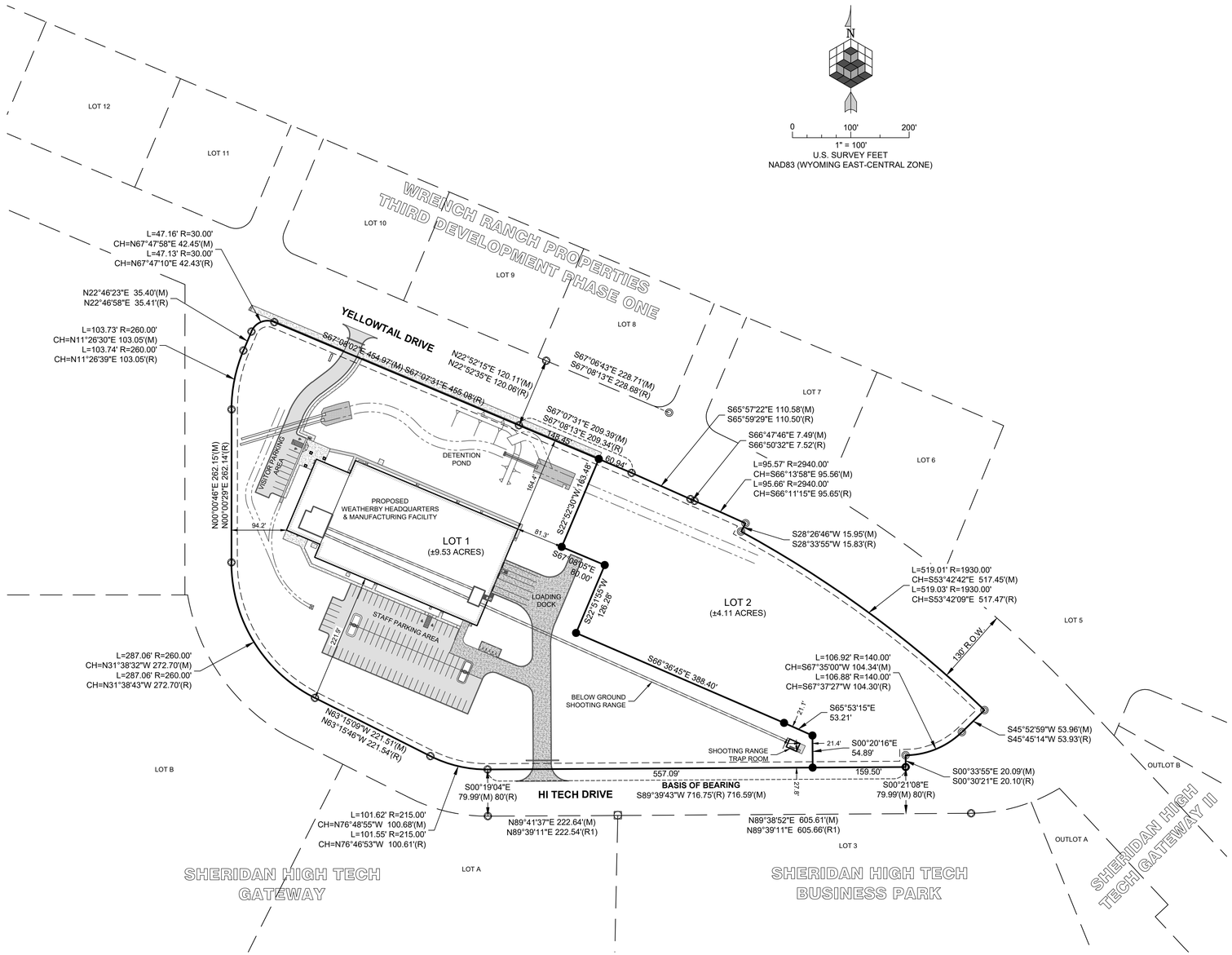
SHERIDAN HIGH TECH GATEWAY III SUBDIVISION

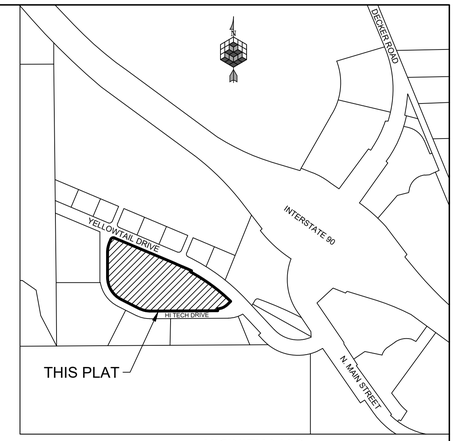
TO THE CITY OF SHERIDAN, WYOMING

REPLAT OF TRACT 1 OF THE SHERIDAN HIGH TECH GATEWAY II SUBDIVISION,
CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING

LOCATED WITHIN A PORTION OF THE SE1/4 OF SEC. 9, T56N, R84W, 6TH P.M.

(CONTAINING 13.64 ACRES, MORE OR LESS)





VICINITY MAP
SCALE: 1" = 750'

LEGEND

- FOUND 2" ALUMINUM CAP (PELS 3159)
- FOUND 2" ALUMINUM CAP (PLS 6812)
- FOUND 2" ALUMINUM CAP (RLS 5300)
- FOUND 5/8" REBAR & SET 2" ALUMINUM CAP (PELS 12309)
- SET 2" ALUMINUM CAP (PELS 12309)
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- ADJACENT PROPERTY BOUNDARY
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- R.O.W. RIGHT OF WAY
- (R) RECORD (DRAWER S, PLAT No. 152)
- (R1) RECORD (BOOK S, PLAT No. 131)
- (M) MEASURED
- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- PROPOSED CONCRETE

GENERAL NOTES

1. THE PROPOSED SITE PLAN IS BASED ON THE DESIGN DOCUMENTS PREPARED FOR THE WEATHERBY HEADQUARTERS & MANUFACTURING FACILITY PROJECT. THE CITY OF SHERIDAN HAS ISSUED THE PERMIT TO BUILD No. B-18-7 IN REFERENCE TO THESE PLANS.
2. THIS SITE PLAN IS SUBMITTED AS PART OF THE MINOR SUBDIVISION APPLICATION FOR THE SHERIDAN HIGH TECH GATEWAY III SUBDIVISION.

SURVEYOR'S CERTIFICATE

I, CRAIG SHAVLIK, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, LICENSED UNDER THE LAWS OF THE STATE OF WYOMING, THAT THIS SITE PLAN DEPICTS THE PROPOSED SITE IMPROVEMENTS IN RELATION TO THE PROPOSED PLAT OF THE SHERIDAN HIGH TECH GATEWAY III SUBDIVISION, AS SHOWN HEREON, THAT THIS SITE PLAN WAS MADE FROM AN ACCURATE SURVEY OF SAID PROPERTY CONDUCTED BY ME OR UNDER MY SUPERVISION.

Professional Engineer & Land Surveyor
CRAIG SHAVLIK
12309
09/14/2018
WYOMING

KL&A, Inc.
Engineers and Builders
150 S. Main Street
Buffalo, Wyoming 82834
P: (307) 621 7011 F: (307) 621 7011
Buffalo, WY ~ Carbondale, CO ~ Golden, CO ~ Loveland, CO

CLIENT: SHERIDAN ECONOMIC AND EDUCATIONAL DEVELOPMENT AUTHORITY JOINT POWERS BOARD	
DRAWN BY: CBS	PROJECT: N0019
REVIEWED BY: JDH	DATE: SEPT. 14, 2018

PROPOSED SITE PLAN OF

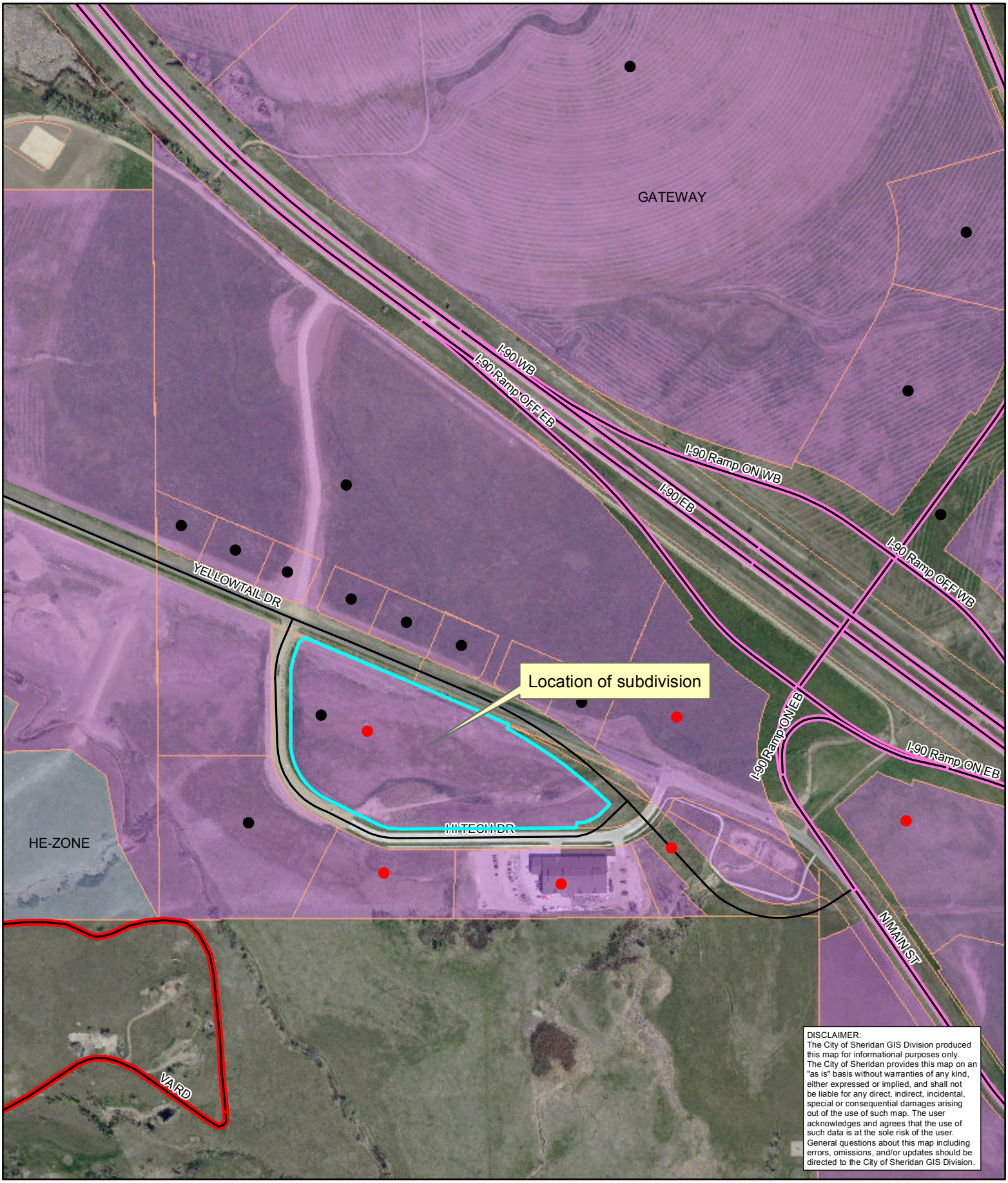
SHERIDAN HIGH TECH GATEWAY III SUBDIVISION

TO THE CITY OF SHERIDAN, WYOMING

REPLAT OF TRACT 1 OF THE SHERIDAN HIGH TECH GATEWAY II SUBDIVISION,
CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING

LOCATED WITHIN A PORTION OF THE SE1/4 OF SEC. 9, T56N, R84W, 6TH P.M.

(CONTAINING 13.64 ACRES, MORE OR LESS)



CITY OF Sheridan WYOMING

Subdivision area

N

0 125 250 500 Feet

Name: sgoodman Date: 10/03/2018

CITY OF SHERIDAN
RESOLUTION 50-18

A RESOLUTION approving PL 18-38, the final plat of the Sheridan High Tech Gateway III Minor Subdivision, dividing 1 lot of a total of +13.64 acres into 2 lots, zoned GD Gateway District. Also, approving a vacation any previously platted portions of Hi Tech Drive and Yellowtail Drive right-of-ways remaining within the boundaries of proposed Lots 1 and 2. Located at 1550 Yellowtail Dr., north of Hi Tech Dr.

WHEREAS, the final plat of the Sheridan High Tech Gateway III 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); and

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

That the final plat of the Sheridan High Tech Gateway III Minor Subdivision, dividing 1 lot of a total of +13.64 acres into 2 lots, zoned GD Gateway District and the vacation of any previously platted portions of Hi Tech Drive and Yellowtail Drive right-of-ways remaining within the boundaries of proposed Lots 1 and 2; Located at 1550 Yellowtail Dr., north of Hi Tech Dr.

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

In approving the Sheridan High Tech Gateway III 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 variances 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 19th day of November 2018.

_____
Roger Miller, Mayor

Attest:

_____
Cecilia Good, City Clerk

ATTEST:

_____
Cecilia Good, City Clerk

State of Wyoming)
)SS
County of Sheridan)

Subscribed and sworn to (or affirmed) before me this _____day of

_____, 2018 by _____.

_____
Notary Public

My commission expires _____.

CITY OF SHERIDAN, WYOMING

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

Planning

MEMORANDUM

Project Name:	Approval of Resolution #52-18 Q Minor Subdivision - Community Development Director Brian Craig
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	10/19/2018

Recommendation:

Staff recommends the City Council approve Resolution #52-18, the Q Subdivision, a request to subdivide ± 8899 sq feet into 2 lots, zoned R-3 Residence District. Located at 246 S. Sheridan Ave.

Planning Commission Action: At their November 13, 2018 meeting, the City Planning Commmission voted to recommend approval of Resolution #52-18.

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:

1. 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.

2. 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.

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

4. 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.

5. 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:

This proposed subdivision application seeks to create two lots. Lot 1 has an area of 4899 sq feet, with the potential of multifamily housing. Lot 2 has an existing house on it. No variances will be needed with this approval. The stated intent of the applicant is to construct a triplex unit on the new vacant lot similar to the structures across the alley to north on Sheridan Avenue that provides more moderate cost housing for the community.

Direct notification was sent to 48 property owners, in addition to newspaper notification. To date, no responses have been received.

Discussion:

Staff offers the following comments on final plat required findings:

1. *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.

2. *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.

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

The subdivision does not require a variance.

4. *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 proposed subdivision is outside of the Airport influence area.

5. *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.*

Water and sewer is readily available to both lots. Staff believe this project meets the goals of the Land Use Plan by utilizing infill opportunities to increase housing inventory and to add to the housing diversity in Sheridan.

Staff has no further comments at this time.

Attachments

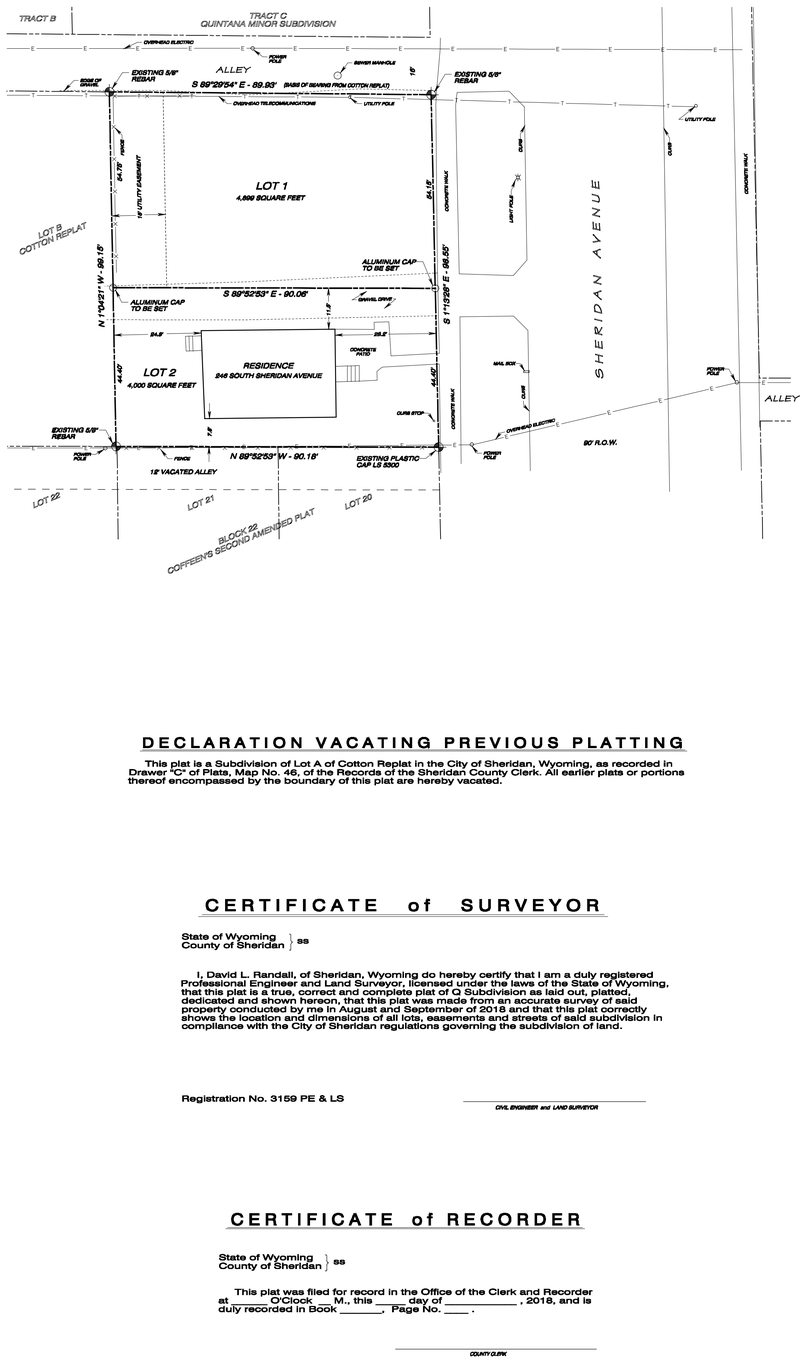
plat
aerial
Resolution 52-18

DETAIL

GRAPHIC SCALE 1"=20'

0 20 40 60

PROPERTY IS ZONED R - 3.



Q SUBDIVISION

CERTIFICATE of OWNERS

Know all men by these presents that the undersigned, Q Properties, LLC, a Wyoming Limited Liability Company, and First Federal Bank and Trust, being the owners, proprietors or parties of interest in the land shown on this plat, do hereby certify:

That the foregoing plat designated as Q Subdivision, being a Subdivision of Lot A of the Cotton Replat in the City of Sheridan, Sheridan County, Wyoming, and

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 TV lines and other froms 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:

Q Properties, LLC, a Wyoming limited liability company (Owner)
by _____ .

State of Wyoming }
County of Sheridan } ss

On this _____ day of _____ , 2018, before me personally appeared _____
to me personally known who, being duly sworn, did say that he is the _____ of Q Properties, LLC, a Wyoming limited liability company and that he does hereby acknowledge said instrument to be the free act and deed of said Q Properties, LLC, a Wyoming limited liability company.

_____
NOTARY PUBLIC

My commission expires: _____ .

Also executed by:

The undersigned First Federal Bank and Trust, hereinafter MORTGAGEE, holds a mortgage in and to the property embraced by this subdivision plat, which mortgage was filed with the Clerk of Sheridan County and Ex-Officio Recorder of Deeds in Book 988 of Mortgages, at Page 342. MORTGAGEE, by his signature on this plat, consents to the dedications made herein and specifically releases all streets, alley, parks, open spaces and other areas dedicated to the City of Sheridan for public use, as listed and described on this plat, from the aforementioned mortgage.

First Federal Bank and Trust (Mortgagee)
by _____ .

State of Wyoming }
County of Sheridan } ss

On this _____ day of _____ , 2018, before me personally appeared _____ to me personally known who, being duly sworn, did say that he is the _____ of First Federal Bank and Trust, and that the seal affixed to said instrument is the corporate seal of said corporation, and that said instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors and said _____ acknowledged said instrument to be the free act and deed of said corporation.

Given under my notarial seal this _____ day of _____,2018.

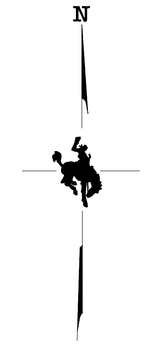
_____
NOTARY PUBLIC

My commission expires: _____ .

LOCATION

SCALE : 1" = 1000'





DECLARATION VACATING PREVIOUS PLATTING

This plat is a Subdivision of Lot A of Cotton Replat in the City of Sheridan, Wyoming, as recorded in Drawer "C" of Plats, Map No. 46, of the Records of the Sheridan County Clerk. All earlier plats or portions thereof encompassed by the boundary of this plat are hereby vacated.

CERTIFICATE of SURVEYOR

State of Wyoming }
County of Sheridan } ss

I, David L. Randall, of Sheridan, Wyoming do hereby certify that I am a duly registered Professional Engineer and Land Surveyor, licensed under the laws of the State of Wyoming, that this plat is a true, correct and complete plat of Q Subdivision as laid out, platted, dedicated and shown hereon, that this plat was made from an accurate survey of said property conducted by me in August and September of 2018 and that this plat correctly shows the location and dimensions of all lots, easements and streets of said subdivision in compliance with the City of Sheridan regulations governing the subdivision of land.

Registration No. 3159 PE & LS

_____
CIVIL ENGINEER and LAND SURVEYOR

CERTIFICATE of RECORDER

State of Wyoming }
County of Sheridan } ss

This plat was filed for record in the Office of the Clerk and Recorder at _____ O'Clock ___ M., this ___ day of _____ , 2018, and is duly recorded in Book _____, Page No. ___ .

_____
COUNTY CLERK

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 the CITY of SHERIDAN PLANNING COMMISSION

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

_____ _____
Attest: VICE-CHAIRMAN CHAIRMAN

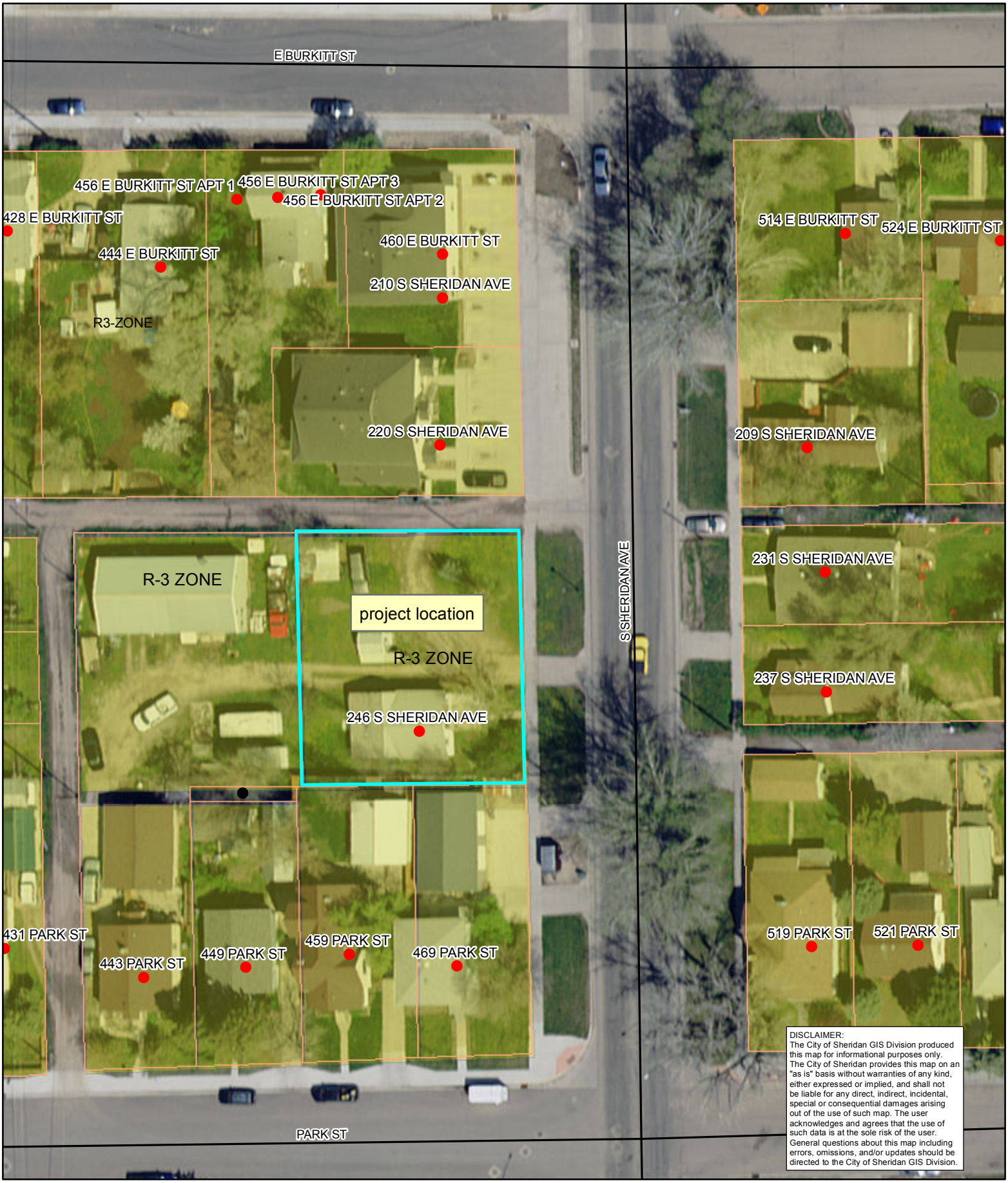
CITY of SHERIDAN CERTIFICATE of APPROVAL

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

_____ _____
Attest: CITY CLERK MAYOR

PLAT
of the
Q SUBDIVISION
being a SUBDIVISION of
LOT A of the COTTON REPLAT
in the
CITY of SHERIDAN
SHERIDAN COUNTY, WYOMING
addressed as
246 SOUTH SHERIDAN AVENUE
for
Q PROPERTIES, LLC
22 TIMM PLACE
SHERIDAN, WYOMING 82801

DRAWN BY REX RANDALL - SEPTEMBER 20, 2018
RANDALL ENGINEERING SURVEYS - SHERIDAN, WYOMING



CITY OF Sheridan WYOMING

Proposed Q Subdivision

N

0 15 30 60 Feet

Name: sgoodman Date: 10/29/2018

CITY OF SHERIDAN
RESOLUTION 52-18

A RESOLUTION approving PL 18-41, the final plat of the Q Minor Subdivision, dividing 1 lot of a total of 8899 square feet into 2 lots, zoned R-3 Residence District, located at 246 S. Sheridan Ave.

WHEREAS, the final plat of the Q 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); and

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

That the final plat of the Q Minor Subdivision, dividing 1 lot of a total of 8899 square feet into 2 lots, zoned R-3 Residence District, located at 246 S. Sheridan Ave.

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

In approving the Q 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 variances 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 19th day of November 2018.

_____
Roger Miller, Mayor

Attest:

_____
Cecilia Good, City Clerk

ATTEST:

_____

Cecilia Good, City Clerk

State of Wyoming)
)SS
County of Sheridan)

Subscribed and sworn to (or affirmed) before me this _____day of

_____, 2018 by _____.

_____
Notary Public

My commission expires _____.

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:	Approval of New Application for Satellite Permit #4 - Weston Fine Spirits at 122 N. Main Street - City Clerk Cecilia Good
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	11/07/2018

Background:

The license transfer application below has been reviewed by the State and the Sheridan Police Department for completion. The application meets all requirements of State Statute and City Ordinance.

This license will operate in alongside Weston Wineries, but will be a separate entity. There will be two point of sale systems and cash registers where wine sales will be under Weston Wineries register and sales for spirits will be under Vanatta Fine Liquor.

Attachments

New Application for Satellite Distillery License #4

WLD-31 (4/17)

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:		
Trf from:		
Reviewer:	Initials	Date
Agent:		/ /
Chief:		/ /

To be completed by City/County Clerk

Local License #: 4

License Fees
Annual Fee: $
Prorated Fee: $ 17.00
Transfer Fee: $
Publishing Fee: $ 90.00

Date filed with clerk: 10 / 16 / 2018

Advertising Dates: (2 Weeks)
10/24/2018 & 10/31/2018

Hearing Date: 11 / 19 / 2018

Publishing Fee Direct Billed to Applicant: ☐

License Term: 11 / 19 / 2018 (Month / Day / Year) Through 12 / 31 / 2018 (Month / Day / Year)

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: VANATTA FINE LIQUOR LLC

Trade/Business Name (dba): WESTON FINE SPIRITS

Building to be licensed/Building Address: 122 N MAIN ST (Number & Street)

SHERIDAN (City) WY (State) 82801 (Zip) SHERIDAN (County)

Mailing Address: 1 STEVENSON RD (Number & Street or P.O. Box)

LARAMIE (City) WY (State) 82070 (Zip)

Business Telephone Number: (307) 274-0333 Fax Number: (307) 240-2777

E-Mail Address: JESSICA@WESTONVENTURESINC.COM

Brief legal description and the zoning of the licensed building or site for licensed building: W.S. 12-4-102 (a) (vi)

LOT 13, BLOCK 2, ORIGINAL TOWN OF SHERIDAN, WY

FILING FOR
- ☒ NEW LICENSE
- ☐ TRANSFER OF LOCATION
- ☐ TRANSFER OWNERSHIP
- ☐ ASSIGNMENT LETTER ATTACHED

FORMERLY HELD BY:

FILING IN (CHOOSE ONLY ONE)
- ☐ CITY OF: SHERIDAN
- ☐ COUNTY OF: SHERIDAN

FILING AS (CHOOSE ONLY ONE)
- ☐ INDIVIDUAL
- ☐ PARTNERSHIP
- ☐ LP/LLP
- ☒ LLC
- ☐ CORPORATION
- ☐ LTD PARTNERSHIP
- ☐ ORGANIZATION
- ☐ OTHER

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

RETAIL LIQUOR LICENSE
- ☐ ON-PREMISE ONLY (BAR)
- ☐ OFF-PREMISE ONLY (PACKAGE STORE)
- ☐ COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)

- ☐ RESTAURANT LIQUOR LICENSE
- ☐ RESORT LIQUOR LICENSE
- ☐ BAR AND GRILL

LIMITED RETAIL (CLUB)
- ☐ VETERANS CLUB
- ☐ FRATERNAL CLUB
- ☐ GOLF CLUB
- ☐ SOCIAL CLUB

- ☐ MICROBREWERY
- ☐ WINERY
- ☒ DISTILLERY SATELLITE
- ☐ WINERY SATELLITE
- ☐ COUNTY RETAIL or SPECIAL MALT BEVERAGE PERMIT

SPECIAL DESIGNATIONS
- ☐ CONVENTION FACILITY
- ☐ CIVIC CENTER/EVENT CENTER/ PUBLIC AUDITORIUM
- ☐ GOLF CLUB
- ☐ GUEST RANCH
- ☐ RESORT

To Assist the Liquor Division with scheduling inspections: **WHEN DO YOU OPERATE?**

☒ FULL TIME (e.g. Jan through Dec) — (specify months of operation) from JANUARY to DECEMBER

☐ SEASONAL/PART-TIME — DAYS OF WEEK (e.g. Mon through Sat) from TUESDAY to SATURDAY

☐ NON-OPERATIONAL/PARKED — HOURS OF OPERATION (e.g. 10a - 2a) from 12:00 PM to 10:00 PM

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 6

1. BUILDING OWNERSHIP: Does the applicant? W.S. 12-4-103 (a) (iii)

(1) **OWN** the licensed building? ☐ YES (own)

(2) **LEASE** the licensed building? (Lease must be through the term of the liquor license) ☒ YES (lease)

If Yes, please submit a copy of the lease and indicate:

(A) When the lease expires, located on page 1 paragraph 3 of lease.

(B) Where the **Sales** provision for alcoholic or malt beverages is located, on page 2 paragraph 8 of lease. (MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601 (b) ☐ YES ☒ NO

3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403

   (a) Hold any interest in the license applied for? ☐ YES ☒ NO

   (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business? ☐ YES ☒ NO

   (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☐ YES ☒ NO

   (d) If you answered **YES** to any of the above, explain fully and submit any documents in connection there within:

   _____

4. Does the applicant have any interest or intent to acquire an interest in any other liquor license issued by **this** licensing authority? W.S. 12-4-103 (b) ☐ YES ☒ NO

   If "YES", explain: _____

5. **If applicant is filing as an Individual, Partnership or Club:** W.S. 12-4-102 (a) (ii) & (iii)

   Each individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip ***DO NOT LIST PO BOXES***	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application.)

6. **If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership:** W.S. 12-4-102 (a) (iv) & (v)

   Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, **and every officer**, **and every director** must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip ***DO NOT LIST PO BOXES***	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
ROBERT VANATTA	3/08/1988	1930 KOUNTZ AVE	307.257.0647	5.9 YRS	91%	YES ☐ NO ☒	YES ☐ NO ☒
WESTON VENTURES INC.	5/6/2011	1 STEVENSON RD LARAMIE, WY 82070	307.274.0333	0.5 YRS	9% OF VANATTA FINE LIQUOR LLC	YES ☐ NO ☒	YES ☐ NO ☒
JESSICA L. FLEENOR	2/6/1985	1 STEVENSON RD LARAMIE, WY 82070	307.274.0333	0.5 YRS	100% OF WESTON VENTURES INC.	YES ☐ NO ☒	YES ☐ NO ☒
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application)

7. BAR AND GRILL LICENSE:

Have you submitted a valid food service permit or application? W.S. 12-4-413 (a) ☐ YES ☐ NO

8. RESTAURANT LICENSE:

(a) Give a description of the dispensing room(s) and state where it is located in the building. W.S. 12-4-408 (b) (e.g. 10 x 12 room in SE corner of building):_____

_____

(b) Have you submitted a valid food service permit or application? W.S. 12-4-407 (a) ☐ YES ☐ NO

(c) Have you attached a drawing of the establishment that includes the restaurant dispensing room(s)? W.S. 12-4-410 (f) ☐ YES ☐ NO

9. RESORT LICENSE:

Does the resort complex:

(a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars ($1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) ☐ YES ☐ NO

(b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) ☐ YES ☐ NO

(c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) ☐ YES ☐ NO

(d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars ($10,000,000.00)? W.S. 12-4-401(b)(iv) ☐ YES ☐ NO

(e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)

1. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

10. MICROBREWERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ WINERY

(b) Do you self distribute your products? W.S. 12-2-201(a) (Requires wholesaler license with the Liquor Division) ☐ YES ☐ NO

(c) Do you distribute your products through an existing malt beverage wholesaler? W.S. 12-2-201(g)(i) (Requires authorization to sell license with the Liquor Division) ☐ YES ☐ NO

11. WINERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ MICROBREWERY

12. LIMITED RETAIL (CLUB) LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

(a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO

(b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO

13. LIMITED RETAIL (CLUB) LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

(a) Does the Veteran's organization hold a charter by the Congress of the United States? ☐ YES ☐ NO

(b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? ☐ YES ☐ NO

14. LIMITED RETAIL (CLUB) LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):

(a) Do you have more than fifty (50) bona fide members? ☐ YES ☐ NO

(b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? ☐ YES ☐ NO

(c) Are you a political subdivision of the state that owns, maintains, or operates a golf course? ☐ YES ☐ NO

1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g) ☐ YES ☐ NO
2. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

15. LIMITED RETAIL (CLUB) LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b):

(a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? ☐ YES ☐ NO

(b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? ☐ YES ☐ NO

(c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? ☐ YES ☐ NO

(d) Has the club been in continuous operation for a period of not less than one (1) year? ☐ YES ☐ NO

(e) Has the club received twenty-five dollars ($25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? ☐ YES ☐ NO

(f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? ☐ YES ☐ NO

(g) Have you filed a true copy of your bylaws with this application? ☐ YES ☐ NO

(h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached) ☐ YES ☐ NO

REQUIRED ATTACHMENTS:

☒ A statement indicating the financial condition and financial stability of the applicant W.S. 12-4-102 (a) (vi).

☐ Restaurants: include a drawing of the establishment that includes the dispensing room(s) W.S. 12-4-410 (f).

☒ Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a) (iii)/ W.S. 12-4-403(b)/W.S. 12-4-301(e).

☐ If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer W.S. 12-4-601 (b).

OATH OR VERIFICATION

*(Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers.) W.S. 12-4-102(b)*

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)
) SS.
COUNTY OF Sheridan *)*

Signed and sworn to before me on this 2 day of October, 2018 that the facts alleged in the foregoing instrument are true by the following:

	(Signature)	(Printed Name)	Title
1)	Jessica L. Fleenor	Jessica L. Fleenor	President of Member
2)			
3)			
4)			
5)			
6)			

Witness my hand and official seal:

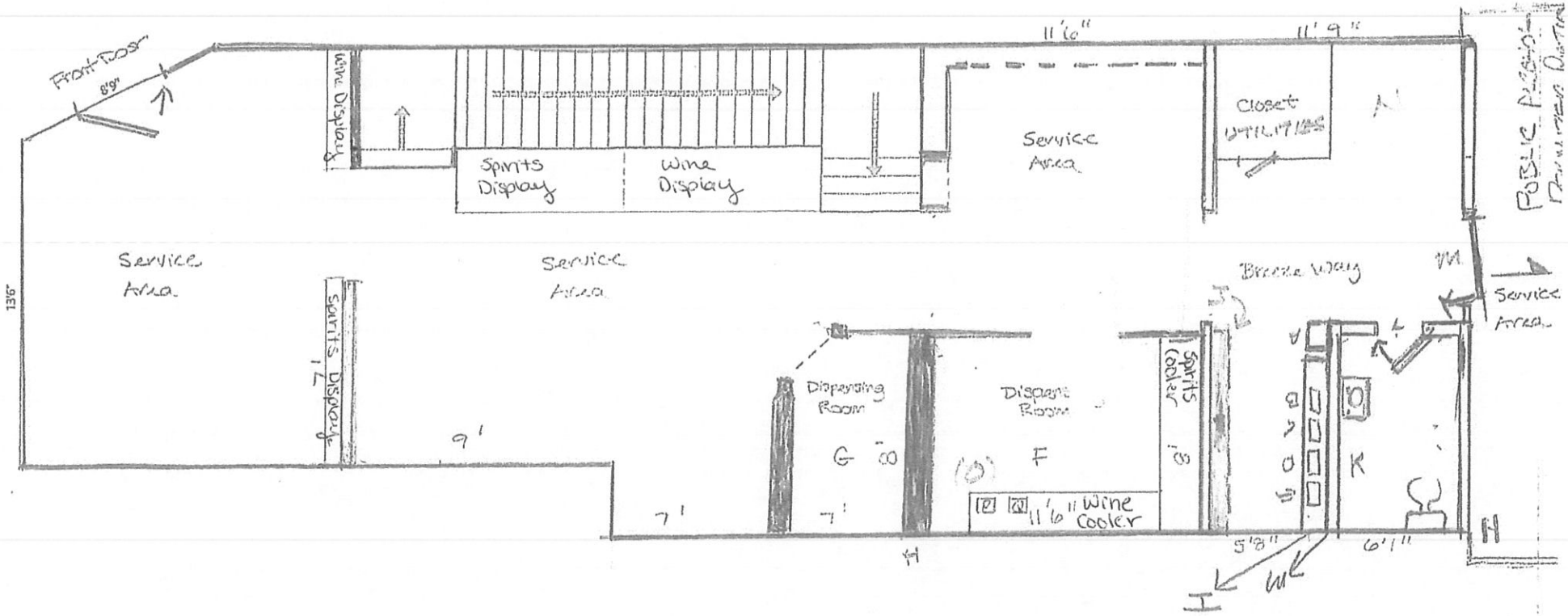
Renae K. Morris
Signature of Notary Public

(SEAL)

RENAE K. MORRIS NOTARY PUBLIC COUNTY OF SHERIDAN STATE OF WYOMING MY COMMISSION EXPIRES NOV. 14, 2021

My commission expires: Nov 14, 2021

WESTON WINERIES
SHERIDAN TASTING ROOM
WHEN PRINTED ON 11 X 17": SCALE 1/4" = 1'



A. Service Hand Sink
B. Dump Sink
C. Wash Sink
D. Rinse Sink
E. Sanitize Sink
F. Dispensing Room for Wine & Cider
G. Over 21 Area
H. Granite Bar Top

I. Glass Racks for Air Drying (Min. 40 glasses)
J. Dirty Glass Holders
K. Public Unisex Restroom
L. Door with Appropriate ADA Door Closures
M. Customer Access to Back Patio; Includes Screen Door
N. Wine & Employee Personal Item Storage
O. Linoleum flooring; plastic cove base
P. Winery Cash Register / POS
Q. Distillery Cash Register / POS

CITY OF SHERIDAN, WYOMING

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

Mayor Roger Miller City Administrator Mark Collins

LIQUOR LICENSE OPERATION PLAN

Name as it appears on license: VANATTA FINE LIQUOR LLC

Common Name (doing business as): WESTON FINE SPIRITS

Street Address: 122 N MAIN ST, SHERIDAN, WY 82801

Phone #: 307.274.0333

Type of License (circle): **Retail** **Limited** **Restaurant** **Bar & Grill** (Distillery Satellite)

Hours of Operation

Our planned hours of operation are:
HOURS CHANGE SEASONALLY, BUT TYPICAL HOURS TUESDAY - SATURDAY 12P - 10P

Last call will be 30 **minutes before closing and last service will be** 15 **minutes before closing.**

Format

The premises will be operated as:
SPIRITS TASTING ROOM IN CORRIDINATION WITH WESTON WINERIES WINE TASTING ROOM

Include:	Nature of business	Regular Events	Special Events
	Bar	Happy Hour	Competitions of Strength
	Package Liquor	Live Entertainment	Other Special Events
	Restaurant	SPIRITS TASTING ROOM	

(All outside events require and Malt Beverage or Catering Permit)

Security/ Crowd Control/ Capacity Limits

The Official Capacity limit for our business is:

CITY OF SHERIDAN, WYOMING

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

Mayor Roger Miller City Administrator Mark Collins

49 people

In order to comply with our capacity limits we shall:

Conduct a head count of customers in the tasting room during regular business hours and during special events.

We shall maintain peace and order in and around our business by:

All servers will be Tips trained and advised to ID any patron who appears under 40 years of age.

Should an incident arise, staff will notifiy law enforcement as soon as possible. Staff will encourage patrons who appear intoxicated to ride home with a friend, or take an Uber/taxi or safe ride program.

Rules of the establishment shall be enforced by:

The contracted tasting room manager.

Alcohol Management

To comply with laws regarding alcoholic and malt beverages, including the use of eighteen (18) to twenty (20) year old servers in restaurants if applicable, our establishment will:

Be TIPS trained or utilize other WLD approved alcohol training program certification and if not already certified become so within 45 days of start date. A log of all certifications will be kept in a 3-ring binder for inspection by licensing agents at the register.

Jessica L. Fleenor

Signature of License Holder

09/26/2018

Date

Jessica L. Fleenor, Member

Printed Name

Anthony L Tarver
Vice President Commercial Lending
Sr. Business Relationship Manager

Sheridan Business Banking
424 N Main St
Sheridan, WY 82801

Tel: 307 675 2862
Fax: 307 675 1146
Cell: 307 752 4059
anthony.l.tarver@wellsfargo.com

October 2, 2018

To: Wyoming Liquor Division

RE: Credit Reference Letter for:

Vanatta Fine Liquor, LLC
122 N Main St
Sheridan, WY 82801

To Whom It May Concern:

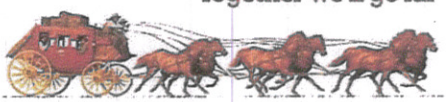
Vanatta Fine Liquor, LLC has a banking relationship with Wells Fargo Bank in Sheridan. Wyoming. All accounts have been handled as agreed and are in good standing.

If further information is required, please contact this office at (307)752-4059.

Sincerely,

Anthony Tarver
Senior Business Relationship Manager
Wells Fargo Bank, N.A.
Office: 307-675-2862
Cell: 307-752-4059

Together we'll go far



COMMERCIAL SHARED SUB-LEASE AGREEMENT
122 North Main Street
Sheridan, Wyoming 82801

WHEREAS "LESSOR," **307 Holdings, LLC**, or their assigns, agrees to lease the real property located at 122 N Main St, Sheridan, Wyoming, 82801, Sheridan County, Wyoming, the legal description of which is the North 22 feet of the South 27 feet of Lot 13, in Block 2 of the Original Town of Sheridan, Sheridan County, Wyoming, according to the reported plat thereof, to "LESSEE" **Vanatta Fine Liquor, LLC**, or it's assigns, under the following terms.

1. LESSOR and LESSEE are limited liability companies organized under the laws of the State of Wyoming and each of LESSOR and LESSEE represents and warrants that it is in good standing under the laws of the State of Wyoming and has full power and authority to enter into this Commercial Lease Agreement (hereinafter the "Lease").

2. PROPERTY. The LESSOR leases to LESSEE Property hereby referred to as "122 N Main St", the legal description of which is: the North 22 feet of the South 27 feet of Lot 13, in Block 2 of the Original Town of Sheridan, Sheridan County, Wyoming, according to the reported plat thereof. This includes the attached west outside courtyard including the fence attached to the west entrance onto the property, as well as all improvements, and the appurtenances.

   LESSEE acknowledges and agrees this premises is also leased to Weston Wineries LLC and that the two entities will share this leased premises according to their own drafted "Joint Tasting Room Standard Operating Agreement.

3. TERM AND RENEWAL. The term of this Lease is 2.5 years beginning on October 1, 2018 and ending March 31, 2020. Should LESSEE fail to give written notice to LESSOR of LESSEE'S intent to vacate on or before March 31, 2020, this Lease shall automatically renew for a period of 2 years beginning on April 1, 2020 and ending on March 31, 2022.

4. RENTAL AMOUNT. LESSEE agrees to pay LESSOR:
   [redacted] per month for both terms of this lease

   Monthly rent payments are due on the 1st of each month. Beginning the 15th of each month, LESSEE will be charged $25 per day for each day the monthly rental payment is late, not to exceed $750 (Seven Hundred Fifty Dollars) per monthly payment in late fees. If the current rent due plus any late fees charged is not paid by the last day of the month the rent is due, LESSOR may begin the due process to terminate the Lease pursuant to Wyoming Statutes.

5. SECURITY DEPOSIT. LESSOR acknowledges LESSEE will not pay a security deposit.

6. REMODEL AND IMPROVEMENTS. LESSOR and LESSEE acknowledge significant remodel and improvements must be completed to maximize financial feasibility of the Property and the business which reside within. LESSEE acknowledges that all structural improvements of remodel would remain with the

building if Lease is terminated. LESSEE acknowledges all improvements requiring governmental approval must also be approved by LESSOR. No reasonable request for alteration and remodel will be denied. LESSOR'S approval process may take into consideration financial feasibility, value of the Property and how the proposed alteration and remodel will affect the value of the Property, and local regulatory matters.

7. USE. LESSEE will be solely responsible for keeping all outside areas clean and in presentable condition and for maintaining current county licensing.

8. LEASE PROVISION. LESSOR acknowledges and agrees that LESSEE may sell alcoholic or malt beverage on the Property in accordance with W.S. 12-4-103 (a) (iii). LESSEE'S license is not held by any person employed by the state or a city, town or county as a law enforcement officer or who holds office as a law enforcement officer through election.

9. CONFIDENTIALITY AND SECURITY. LESSOR agrees and understands that tenants of the Property shall have confidential business and/or client information on the Property. LESSOR agrees that it will hold in strictest confidence any and all information it may obtain while on the Property, whether obtained accidentally or purposefully. LESSEE shall ensure that any employee, sub-lessee, or other party under its control will be held to the same standards of confidentiality and shall be held liable for any and all damages incurred by breaching such confidentiality. In addition, LESSOR acknowledges the importance of confidentiality and security and agrees to take reasonable steps to ensure the confidentiality and security of LESSEE'S business information and affairs. Nothing herein, however, shall affect LESSOR'S right to enforce its remedies under this Lease in the event of a default by LESSEE.

10. WASTE AND HAZARDOUS ACTIVITIES. LESSEE shall not commit or suffer to be committed any waste on the Property, nor shall LESSEE permit the Property to be used in any way which would be hazardous on account of fire, toxic chemicals or anything else which would in any way increase or render void any insurance on the Property.

11. SIGNS AND AWNINGS. LESSEE has the right to choose/regulate all signs and awnings on the building exterior with prior approval from LESSOR. All signs shall comply with the County of Sheridan sign laws and codes and shall be installed in a manner to avoid injury or defacement of the Property. Upon the expiration or sooner termination of this Lease , all signs placed by the LESSEE shall be removed and all damage caused by the erection, maintenance or removal of any of the signs shall be fully repaired at the expense of the LESSEE. All awnings shall remain on the Property and shall not be removed by LESSEE. All signage lighting installed by LESSEE shall conform to the County of Sheridan laws and codes.

12. UTILITIES. LESSEE will be responsible for electricity, gas, water, sewage, telephone, internet, or cable television service and other utilities as they pertain to the this Lease. LESSEE shall be responsible for the payment of utility services beginning as of April 1, 2019.

13. PROPERTY TAX. LESSOR's LESSOR will be responsible for property taxes, as well as any property taxes prorated as of April 1, 2019.

14. REPAIRS AND MAINTENANCE. LESSEE and LESSOR agree as follows:

    a. By accepting possession of the Property, LESSEE has accepted the Property in its present condition. LESSOR warrants Property is free of dangerous material and is structurally sound as of April 1, 2019.

    b. LESSOR shall maintain in good repair the structural exterior of the property, including but not limited to, structural components of the roof, exterior walls, and foundations. In the event repairs of the above or any uninsured casualty occurs LESSOR shall only be responsible for the first $100,000.00, thereafter LESSEE may pay (but not obligated to) for the additional costs of said repair or give notice to LESSOR of Intend to cancel in 30 days, thereafter this agreement is

cancelled in 30 days. LESSOR shall be responsible for maintenance and repair of all electrical, utility, and plumbing to the building from point of connection of utility sources to the leased Property, this includes connections to and repair of leech field or septic system. LESSOR shall also be responsible for removal, containment or other elimination of any harmful, hazardous, toxic material including, but not limited to, asbestos, lead paint, and radon gas, if it becomes mandatory by law, regulation or order and if these items were on property (premises) prior to April 1, 2015. During the term hereof, LESSEE shall give LESSOR written notice of the necessity for such repairs.

c. LESSEE agrees to maintain and be responsible for repair costs (including replacements) of all elements of the Property (excluding the structural components of exterior walls and foundations and items listed in Section 16(b), above, including the interior of the Property, all plumbing (including overhead sprinkler system, if any) heating, air conditioning, ventilating, electrical and lighting facilities and equipment, wiring, fixtures, walls, wall coverings, ceilings, floors, windows, doors, glass, and entrances.

d. LESSEE will be responsible for keeping exterior and interior of Property in good, clean and habitable condition, including trash and snow removal.

e. LESSEE shall not allow any damage to be committed on any portion of the Property, and on termination of the Lease, LESSEE shall deliver the Property to LESSOR in good condition, ordinary wear and tear excepted. All structural upgrades to the Property are to remain upon termination of the Lease.

f. All requests for repairs or maintenance that are the responsibility of LESSOR pursuant to any provision of this Lease must be made in writing by LESSEE to LESSOR or its designee at the address set forth below or as amended in writing from time to time. LESSOR acknowledges the time sensitivity of repairs which will be high priority. A signed and dated receipt from 307 Holdings, LLC will be returned to LESSEE acknowledging receipt of request(s).

307 Holdings, LLC
P.O. Box 824
Sheridan, Wyoming 82801

15. COMPLIANCE WITH LAWS, RULES AND REGULATIONS. LESSEE, at its sole cost and expense, shall comply with all laws, ordinances, orders, rules and regulations of state, federal, municipal or other agencies or bodies having jurisdiction relating to the use, condition, re-facing and non-re-structural remodeling, and occupancy of the Property by LESSEE and/or its Sub-lessees including ADA compliance.

16. CONDEMNATION. If, during the Term, all or a substantial part of the Property are taken for any public or quasi-public use under any governmental law, ordinance or regulation, or by right of eminent domain or by purchase in lieu thereof, and the taking would prevent or materially interfere with the use of the Property for the purpose for which they are then being used, this Lease shall terminate and the Rent shall be abated for the remaining portion of the Term, effective on the earlier of (i) the date physical possession is taken by the condemning authority or (ii) the date on which it is impracticable for LESSEE to conduct its business on the Property.

17. FIRE AND CASUALTY. If fire or other casualty destroys the Property, whether such loss is total or partial, this Lease Agreement shall proceed and the rent shall be paid upon receipt of insurance proceeds. LESSEE shall be obligated, to the full extent of the insurance proceeds and other sums recovered, to return the Property to its former condition, unless parties mutually agree in writing to another use of the insurance proceeds.

If the Property cannot for any reason, be restored to its former condition, then either LESSEE or LESSOR may terminate this Lease Agreement by delivering written notice to the appropriate party. Upon such

termination, insurance proceeds shall be distributed to LESSOR.

18. PROPERTY AND LIABILITY INSURANCE. LESSEE agrees as follows:

    a. LESSEE shall maintain a policy or policies of insurance insuring LESSOR'S interest in the Property against all risk of direct physical loss in an amount equal to the full replacement cost of the Property and value of the building. LESSEE will pay any premiums on such insurance when due.

    b. LESSEE agrees to carry adequate public liability insurance in the minimum amount of $1,000,000.00 with a $1,000,000.00 aggregate which provides protection against any injuries or damages sustained by individuals in the Property including, but not limited to, all interior hallways, stairways, elevators, restrooms, lobbies, doorways, and any and all interior rooms; also to include all exterior stairways, doorways, sidewalks, and any and all exterior spaces whatsoever.

    c. LESSEE may maintain insurance covering personal property against all risk of direct physical loss in an amount equal to the full replacement cost of the property as of the date of the loss. LESSEE shall maintain insurance pertinent to the operation of a spirits tasting room as well as all other businesses named in the Lease.

    d. LESSEE shall provide LESSOR certificates of insurance evidencing coverage as described above upon each annual renewal of agreed upon term by the LESSOR. Insurance to name 307 Holdings, LLC.

19. QUIET ENJOYMENT. LESSOR warrants that it has full right to execute and perform this Lease, and grant the leasehold estate, and that LESSEE, upon timely payment of the rent and performing the terms, conditions, covenants and agreements contained in this Lease, shall peaceably and quietly have, hold and enjoy the Property during the term of the Lease. However, LESSOR shall not be responsible for the acts or omissions of LESSEE or any third parties that may interfere with LESSEE'S use and enjoyment of the Property.

20. LESSOR'S RIGHT OF ENTRY. LESSOR shall have the right to enter the Property after giving twenty-four hours' notice, except in case of emergency, due to the confidential and/or sensitive client, customer, and ongoing business material stored or otherwise kept on the Property, for inspection, cleaning, making repairs, alterations or additions as LESSOR and LESSEE may deem necessary or desirable, and/or to show prospective buyers the Property.

21. SUBLEASE. LESSEE shall have the right to sublease without prior written approval from the LESSOR. In the event of any subletting, LESSEE shall nevertheless at all times remain fully responsible and liable for the payment of rent and for compliance with all of the other obligations under this Lease.

22. LESSEE'S EQUIPMENT. LESSOR acknowledges that LESSEE holds leases for equipment and consulting agreements for spirits tasting room and other equipment that in the event that LESSEE is in default and LESSOR terminates this lease, LESSEE will remove and take all leased equipment and consulting agreements upon vacating the Property.

23. DEFAULT BY LESSEE. The following actions shall constitute default by LESSEE under this Lease:

    a. LESSEE shall fail to knowingly comply with any term, provision or covenant of this Lease (other than the timely payment of all payments due as per sub-paragraph above) and the failure is not cured within 30 days after written notice to LESSEE.

24. REMEDIES FOR LESSEE'S DEFAULT. Upon the occurrence of any event of default set forth in this Lease, LESSOR shall have the option, in its sole discretion, to pursue any one or more of the following

remedies per any notice or demand to LESSEE pursuant to Wyoming state eviction laws:

a. Terminate this Lease, in which event LESSEE shall surrender the Property to LESSOR and, if LESSEE fails to surrender the Property, LESSOR may, without prejudice to any other remedy which it may have for possession or arrearages in rent, enter upon and take possession of the Property by force, if necessary, and remove LESSEE and, except as otherwise provided in this Lease, any other person who may be occupying all or any part of the Property. LESSEE agrees to pay upon demand the amount of all loss and damage, which LESSOR may suffer limited to the intended use of the Property in this Lease.

b. Enter upon and take possession of the Property as described above, without liability for any claim for damages, re-rent the Property on behalf of LESSEE and receive directly the rent by reason of the re-renting. LESSEE agrees to pay LESSOR on demand any deficiency that may arise by reason of any re-renting of the Property.

c. Enter upon the Property as described above, and do whatever LESSEE is obligated to do under the terms of this Lease. LESSEE agrees to reimburse LESSOR on demand for any expenses that LESSOR may incur in effecting compliance with LESSEE'S obligations under this Lease. Further, LESSEE agrees that LESSOR shall not be liable for any damages resulting to LESSEE from effecting compliance with LESSEE'S obligations under this Subsection caused by the negligence of LESSOR or otherwise.

d. Take assignment of all Lease payments and deposits from LESSEE'S subleases or assignees to guarantee payment of the terms of this Lease.

25. ACTS OF GOD. LESSOR shall not be required to perform any covenant or agreement in this Lease or be liable in damages to LESSEE, so long as the performance or non-performance of the covenant or obligation is caused by or prevented by an act of God or force majeure.

26. ATTORNEYS' FEES. If either LESSOR or Lessee shall commence any Legal proceedings against the other with respect to any of the terms and conditions of this Lease the non-prevailing party shall pay to the other all expenses of the litigation, including reasonable attorney fees as may be fixed by the court having jurisdiction over this matter. The parties agree that the State of Wyoming is the proper jurisdiction for litigation of any natters relating to this Lease and Sheridan County is the proper venue for such litigation and service sent by certified mail to the address of the parties set forth in this Lease shall be adequate service for this litigation.

27. HOLDING OVER. In the event of holding over by LESSEE after the expiration or termination of the Lease, the hold over shall be as a tenant-at-will and all of the terms and provisions of this Lease shall be applicable during that period, except that LESSEE shall pay LESSOR, as rental for the period of such hold over, an amount equal to one and one-half times the rent which would have been payable by LESSEE had the hold over period been a part of the Lease term. LESSEE agrees to immediately vacate and deliver the Property to LESSOR upon LESSEE'S receipt of notice from LESSOR to vacate. The rent payable during the hold over period shall be payable to LESSOR on demand. No holding over by LESSEE, whether with or without consent of LESSOR, shall operate to extend the term of the Lease.

28. SUCCESSORS. This Lease shall be binding upon and inure to the benefit of LESSOR and LESSEE, and their respective heirs, executors, administrators, personal representatives, successors and assigns.

29. ASSIGNMENT. LESSEE may assign, directly or indirectly, all or part of its rights or obligations under this Agreement with prior written consent of LESSOR, which consent shall not be unreasonably withheld or delayed.

30. HOLD HARMLESS AND NON-LIABILITY. LESSEE shall indemnify, defend, and hold harmless LESSOR, its agents and any and all affiliates of LESSOR, from and against any and all claims arising from

LESSEE'S operations, contracts, improvements and repairs to the premises, including mechanic's / materialmen's liens and notices, and injury to persons, loss of life or damage to property occurring in or about the Property and from and against any and all cost, expenses, and liabilities (including without limitation, reasonable attorneys' fees) incurred by the LESSOR or said affiliates in or in connection with any claim or proceeding based thereon, to the extent such injury, loss of life or damage arises out of the negligence or willful act or failure to act of (a) LESSEE, or any of its officers, employees, agents, contractors, or licenses or (b) any visitors, guests, or invitees of LESSEE while on the Property.

31. MISCELLANEOUS. The captions appearing in this Lease are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of such section. If any provisions of this Lease shall be held to be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of this Lease, and such other provisions shall continue in full force and effect.

32. NOTICE.

    a. Rent and other payments required to be made by LESSEE shall be payable to LESSOR from time to time into an account designated in writing by LESSOR, as amended from time to time.

    b. Any notice or document required or permitted to be delivered by this Lease shall be deemed to be delivered (whether or not actually received) when deposited in the United States mail, postage prepaid, certified mail, return receipt requested, addressed to the parties at the respective addresses set below. A signed and dated receipt from the receiving party will be returned to the sending party acknowledging receipt of notice.

LESSOR:
307 Holdings, LLC
P.O. Box 824
Sheridan, Wyoming 82801

LESSEE:
Vanatta Fine Liquor, LLC
1 Stevenson Rd
Laramie, WY 82070

33. ENTIRE AGREEMENT AND LIMITATION OF WARRANTIES. It is expressly agreed by LESSEE, as a material consideration for the execution of this Lease, that this Lease and associated documents are the entire agreement of the parties; that there are and were no verbal representations, warranties, understandings, stipulations, agreements or promises pertaining to this Lease not incorporated in writing in the Lease. LESSOR and LESSEE expressly agree that there are and shall be no implied warranties of

merchantability, habitability, fitness for a particular purpose or any other kind arising out of this Lease and there are no warranties which extend beyond those expressly set forth in this Lease. It is also agreed that this Lease may not be altered, waived, amended or extended except by an instrument in writing signed by both LESSOR and LESSEE.

Signed effective September 26, 2018

LESSOR:

307 HOLDINGS, LLC

BY: James "Butch" L. Jellis DATE: 09/26/2018
James "Butch" L. Jellis, Member

LESSEE:

VANATTA FINE LIQUOR, LLC

BY: Jessica L. Fleenor DATE: 09/26/2018
Jessica L. Fleenor, Member

WITNESS:

BY: John B. Harrison DATE: 09/26/2018

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:	Approval of the Transfer of Ownership for Main Street Tavern Retail License #19 - City Clerk Cecilia Good
From:	
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	

Recommendation:

Staff recommends that Mayor and Council approve the transfer of Resort License #2. This transfer is exchanging entities between the Retail License #19 and Resort License #2 held at the same location as an effort to correct a mistake made upon the original transfer.

Background:

The license transfer application below has been reviewed by the State and the Sheridan Police Department for completion. The application meets all requirements of State Statute and City Ordinance. This transfer will be made effective for the new licensing term 1/1/2019 to 12/31/2019.

Attachments

Transfer Application - Retail License #19

WLD-31 (4/17)

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:		
Trf from:		
Reviewer:	Initials	Date
Agent:		/ /
Chief:		/ /

To be completed by City/County Clerk

Local License #: 19

License Fees
Annual Fee: $_____
Prorated Fee: $_____
Transfer Fee: $100.00
Publishing Fee: $90.00

Date filed with clerk: 9 / 19 / 2018

Advertising Dates: (2 Weeks) 10/3/2018 & 10/10/2018

Hearing Date: 10 / 15 / 2018

Publishing Fee Direct Billed to Applicant: ☐

License Term: 1 (Month) / 1 (Day) / 2019 (Year) Through 12 (Month) / 31 (Day) / 2019 (Year)

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: Wyoming Resorts LLC

Trade/Business Name (dba): Main Street Tavern / Best Western Sheridan Center

Building to be licensed/Building Address: 612 N Main Street (Number & Street)
Sheridan (City) WY (State) 82801 (Zip) Sheridan (County)

Mailing Address: 612 N Main Street (Number & Street or P.O. Box)
Sheridan (City) WY (State) 82801 (Zip)

Business Telephone Number: (307) 674-7421 Fax Number: (307) 672-6250

E-Mail Address: andrewlayton7@gmail.com

Brief legal description and the zoning of the licensed building or site for licensed building: W.S. 12-4-102 (a) (vi)
See Attached Legal Description

FILING FOR
☐ NEW LICENSE
☐ TRANSFER OF LOCATION

FILING IN (CHOOSE ONLY ONE)
☒ CITY OF: Sheridan
☐ COUNTY OF: _____

FILING AS (CHOOSE ONLY ONE)
☐ INDIVIDUAL
☐ PARTNERSHIP
☐ LP/LLP
☒ LLC
☐ CORPORATION
☐ LTD PARTNERSHIP
☐ ORGANIZATION
☐ OTHER _____

☒ TRANSFER OWNERSHIP ☒ ASSIGNMENT LETTER ATTACHED
FORMERLY HELD BY: Sheridan Ventures LLC

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

RETAIL LIQUOR LICENSE
☒ ON-PREMISE ONLY (BAR)
☐ OFF-PREMISE ONLY (PACKAGE STORE)
☐ COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)

☐ RESTAURANT LIQUOR LICENSE
☐ RESORT LIQUOR LICENSE
☐ BAR AND GRILL

LIMITED RETAIL (CLUB)
☐ VETERANS CLUB
☐ FRATERNAL CLUB
☐ GOLF CLUB
☐ SOCIAL CLUB

☐ MICROBREWERY
☐ WINERY
☐ DISTILLERY SATELLITE
☐ WINERY SATELLITE
☐ COUNTY RETAIL or SPECIAL MALT BEVERAGE PERMIT

SPECIAL DESIGNATIONS
☐ CONVENTION FACILITY
☐ CIVIC CENTER/EVENT CENTER/ PUBLIC AUDITORIUM
☐ GOLF CLUB
☐ GUEST RANCH
☐ RESORT

To Assist the Liquor Division with scheduling inspections: **WHEN DO YOU OPERATE?**

☒ FULL TIME (e.g. Jan through Dec)
(specify months of operation) from Jan to Dec

☐ SEASONAL/PART-TIME
DAYS OF WEEK (e.g. Mon through Sat) from Mon to Sun

☐ NON-OPERATIONAL/PARKED
HOURS OF OPERATION (e.g. 10a - 2a) from 3pm to 10pm
Extended Hours for special events

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 6

1. BUILDING OWNERSHIP: Does the applicant? W.S. 12-4-103 (a) (iii)

(1) **OWN** the licensed building? ☒ YES (own)

(2) **LEASE** the licensed building? (Lease must be through the term of the liquor license) ☐ YES (lease)

If Yes, please submit a copy of the lease and indicate:

(A) When the lease expires, located on page_____paragraph_____of lease.

(B) Where the **Sales** provision for alcoholic or malt beverages is located, on page_____paragraph_____of lease. (MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601 (b) ☐ YES ☒ NO

3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403

   (a) Hold any interest in the license applied for? ☐ YES ☒ NO

   (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business? ☐ YES ☒ NO

   (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☐ YES ☐ NO

   (d) If you answered **YES** to any of the above, explain fully and submit any documents in connection there within:

   _____

4. Does the applicant have any interest or intent to acquire an interest in any other liquor license issued by **this** licensing authority? W.S. 12-4-103 (b) ☐ YES ☒ NO

   If "YES", explain: _____

5. **If applicant is filing as an Individual, Partnership or Club:** W.S. 12-4-102 (a) (ii) & (iii)

   Each individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip ***DO NOT LIST PO BOXES***	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application.)

6. **If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership:** W.S. 12-4-102 (a) (iv) & (v)

   Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, **and every officer**, **and every director** must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip ***DO NOT LIST PO BOXES***	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
		See Attached.				YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application)

7. BAR AND GRILL LICENSE:

Have you submitted a valid food service permit or application? W.S. 12-4-413 (a) ☐ YES ☐ NO

8. RESTAURANT LICENSE:

(a) Give a description of the dispensing room(s) and state where it is located in the building. W.S. 12-4-408 (b) (e.g. 10 x 12 room in SE corner of building):_____

_____

(b) Have you submitted a valid food service permit or application? W.S. 12-4-407 (a) ☐ YES ☐ NO

(c) Have you attached a drawing of the establishment that includes the restaurant dispensing room(s)? W.S. 12-4-410 (f) ☐ YES ☐ NO

9. RESORT LICENSE:

Does the resort complex:

(a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars ($1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) ☐ YES ☐ NO

(b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) ☐ YES ☐ NO

(c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) ☐ YES ☐ NO

(d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars ($10,000,000.00)? W.S. 12-4-401(b)(iv) ☐ YES ☐ NO

(e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)

1. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

10. MICROBREWERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ WINERY

(b) Do you self distribute your products? W.S. 12-2-201(a) (Requires wholesaler license with the Liquor Division) ☐ YES ☐ NO

(c) Do you distribute your products through an existing malt beverage wholesaler? W.S. 12-2-201(g)(i) (Requires authorization to sell license with the Liquor Division) ☐ YES ☐ NO

11. WINERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ MICROBREWERY

12. LIMITED RETAIL (CLUB) LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

(a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO

(b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO

13. LIMITED RETAIL (CLUB) LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

(a) Does the Veteran's organization hold a charter by the Congress of the United States? ☐ YES ☐ NO

(b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? ☐ YES ☐ NO

14. LIMITED RETAIL (CLUB) LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):

(a) Do you have more than fifty (50) bona fide members? ☐ YES ☐ NO

(b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? ☐ YES ☐ NO

(c) Are you a political subdivision of the state that owns, maintains, or operates a golf course? ☐ YES ☐ NO

1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g) ☐ YES ☐ NO
2. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

15. LIMITED RETAIL (CLUB) LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b):

(a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? ☐ YES ☐ NO

(b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? ☐ YES ☐ NO

(c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? ☐ YES ☐ NO

(d) Has the club been in continuous operation for a period of not less than one (1) year? ☐ YES ☐ NO

(e) Has the club received twenty-five dollars ($25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? ☐ YES ☐ NO

(f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? ☐ YES ☐ NO

(g) Have you filed a true copy of your bylaws with this application? ☐ YES ☐ NO

(h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached) ☐ YES ☐ NO

REQUIRED ATTACHMENTS:

☒ A statement indicating the financial condition and financial stability of the applicant W.S. 12-4-102 (a) (vi).

☒ Restaurants: include a drawing of the establishment that includes the dispensing room(s) W.S. 12-4-410 (f).

☐ Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a) (iii)/ W.S. 12-4-403(b)/W.S. 12-4-301(e).

☒ If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer W.S. 12-4-601 (b).

OATH OR VERIFICATION

*(Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers.) W.S. 12-4-102(b)*

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)
) SS.
COUNTY OF Sheridan *)*

Signed and sworn to before me on this 14 day of September, 2018, that the facts alleged in the foregoing instrument are true by the following:

	(Signature)	(Printed Name)	Title
1)	Andrew T Layton	Andrew Layton	Managing Member
2)			
3)			
4)			
5)			
6)			

RENAE K. MORRIS NOTARY PUBLIC COUNTY OF SHERIDAN STATE OF WYOMING MY COMMISSION EXPIRES NOV. 14, 2021

Witness my hand and official seal:

Renae K Morris
Signature of Notary Public

(SEAL)

My commission expires: Nov 14, 2021

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION
Wyoming Resorts LLC

6.

True and Correct Name	Date of Birth	Residence Address No & Street City, State & Zip	Residence Phone Number	No of Years in Corp or LLC	% of Coprorate Stock Held	Have you been Convicted of a felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
Andrew Layton	10/27/1955	14127 Farmview Lane NE Bainbridge Island, WA 98110	(206) 842-2711	10	47.70%	No √	No √
John Power	8/16/1962	282 Pilots Reach, The Sea Ranch CA 95497	(707) 775-1001	10	16.67%	No √	No √
Dave Brown	12/27/1962	10575 Morning Lane NE, Bainbridge Island WA 98110	(206) 855-9726	0	16.67%	No √	No √
Tom Perilstein	8/13/1956	12005 Arrow Point Drive, Bainbridge Island WA 98110	(206) 842-9042	0	16.67%	No √	No √
Patrick Layton	12/24/1987	90 Parker Ave #305, San Francisco CA 94118	(206) 963-8367	0	2.30%	No √	No √

WYOMING RESORTS LLC
Retail License

Legal Description

612 Main Street, Sheridan WY 82801

ALL LOTS 5-12, BLOCK 39, SHERIDAN LAND CO

FORM OF ASSIGNMENT

Sheridan Ventures LLC, dba Best Western Sheridan Center, ("Assignor") agrees to assign it's interest in the Retail Liquor License, (Local license number 19) to Wyoming Resorts LLC, dba Best Western Sheridan Center ("Assignee").

Transfer of ownership is subject to approval by the City of Sheridan

.
DATED this 14th day of September , 2018.

ASSIGNOR:

By: Andrew T Swayton
Sheridan Ventures LLC

ASSIGNEE:

By: Andrew T Swayton
Wyoming Resorts LLC

Pinnacle Bank

September 12, 2018

City of Sheridan
Cecilia Good
55 Grinnell Plaza, 3rd Floor
Sheridan WY 82801

RE: Wyoming Resorts LLC
Liquor License

Dear Ms. Good:

Please be advised that Pinnacle Bank – Wyoming has reviewed the financial condition of Wyoming Resorts LLC and is satisfied that the entity is in good and stable financial standing.

Thank you.

Sincerely,

Minnie L. Miller
Market President

EQUAL HOUSING LENDER

MEMBER FDIC

PO Box 1369
125 South 5th Street
Thermopolis, Wyoming 82443

PHONE: 307.864.5555
FAX: 307.864.5705
wypinnbank.com

CITY OF SHERIDAN, WYOMING

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

Mayor Roger Miller City Administrator Mark Collins

LIQUOR LICENSE OPERATION PLAN

Name as it appears on license: Wyoming Resorts LLC

Common Name (doing business as): Main Street Tavern / Best Western Sheridan Center

Street Address: 612 N Main street Sheridan Wy 82801

Phone #: (307) 674-7421

Type of License (circle): (Retail) Limited Restaurant Bar & Grill

Hours of Operation

Our planned hours of operation are: Mon – Sun 3pm - 10pm / Extended ours for special events and popular sports broadcasts

Last call will be 30 **minutes before closing and last service will be** 20 **minutes before closing.**

Format

The premises will be operated as: A bar that sells alcoholic beverages supplemented with food served from food trucks and / or caterers and deliveries from restaurants with take-out food provisions

Include: **Nature of business**
(Bar)
Package Liquor
Restaurant

Regular Events
(Happy Hour)
Live Entertainment

Special Events
Competitions of Strength
Other Special Events

(All outside events require and Malt Beverage or Catering Permit)

Security/ Crowd Control/ Capacity Limits

The Official Capacity limit for our business is:

CITY OF SHERIDAN, WYOMING

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

Mayor Roger Miller City Administrator Mark Collins

150 Occupants.

In order to comply with our capacity limits we shall:
Conduct a headcount of customers in the bar during regular business hours and special events

We shall maintain peace and order in and around our business by:
Having TIPS trained employees, staff to notify law enforcement immediately if potential problems arise. Staff will ID customers who appear to be under the age of 30.

Rules of the establishment shall be enforced by:
Hotel Manager/s or Bar Manager

Alcohol Management

To comply with laws regarding alcoholic and malt beverages, including the use of eighteen (18) to twenty (20) year old servers in restaurants if applicable, our establishment will:
Allow only TIPs certified employees who receive TIPS training within 60 days of employment to serve alcohol. TIPS log to be

Signature of License Holder
Andrew T Layton

Date
9-14-2018

Printed Name
Andrew Layton

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:	Approval of the Transfer of Ownership for Best Western Resort License #2 - City Clerk Cecilia Good
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	11/07/2018

Recommendation:

Staff recommends that Mayor and Council approve the transfer of Resort License #2. This transfer is exchanging entities between the Retail License #19 and Resort License #2 held at the same location as an effort to correct a mistake made upon the original transfer.

Background:

The license transfer application below has been reviewed by the State and the Sheridan Police Department for completion. The application meets all requirements of State Statute and City Ordinance. This transfer will be made effective for the new licensing term 1/1/2019 to 12/31/2019.

Attachments

Transfer Application - Resort License #2

WLD-31 (4/17)

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:		
Trf from:		
Reviewer:	Initials	Date
Agent:		/ /
Chief:		/ /

To be completed by City/County Clerk

Local License #: 2

License Fees
Annual Fee: $_____.____
Prorated Fee: $_____.____
Transfer Fee: $ 100 .00
Publishing Fee: $ 90 .00

Date filed with clerk: 9 / 19 / 2018

Advertising Dates: (2 Weeks) 10/3/2018 & 10/10/2018

Hearing Date: 10 / 15 / 2018

Publishing Fee Direct Billed to Applicant: ☐

License Term: 1 (Month) / 1 (Day) / 2019 (Year) Through 12 (Month) / 31 (Day) / 2019 (Year)

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: Sheridan Ventures LLC

Trade/Business Name (dba): Best Western Sheridan Center.

Building to be licensed/Building Address: 612 N Main Street (Number & Street)
Sheridan (City) WY (State) 82801 (Zip) _____ (County)

Mailing Address: 612 N Main Street (Number & Street or P.O. Box)
Sheridan (City) WY (State) 82801 (Zip)

Business Telephone Number: (307) 674-7421 Fax Number: (307) 672-6250

E-Mail Address: _____

Brief legal description and the zoning of the licensed building or site for licensed building: W.S. 12-4-102 (a) (vi)
See Attached Legal Description

FILING FOR
☐ NEW LICENSE
☐ TRANSFER OF LOCATION

FILING IN (CHOOSE ONLY ONE)
☒ CITY OF: Sheridan
☐ COUNTY OF: _____

FILING AS (CHOOSE ONLY ONE)
☐ INDIVIDUAL
☐ PARTNERSHIP
☐ LP/LLP
☒ LLC
☐ CORPORATION
☐ LTD PARTNERSHIP
☐ ORGANIZATION
☐ OTHER _____

☒ TRANSFER OWNERSHIP ☒ ASSIGNMENT LETTER ATTACHED
FORMERLY HELD BY: Wyoming Resorts LLC

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

RETAIL LIQUOR LICENSE
☐ ON-PREMISE ONLY (BAR)
☐ OFF-PREMISE ONLY (PACKAGE STORE)
☐ COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)

☐ RESTAURANT LIQUOR LICENSE
☒ RESORT LIQUOR LICENSE
☐ BAR AND GRILL

LIMITED RETAIL (CLUB)
☐ VETERANS CLUB
☐ FRATERNAL CLUB
☐ GOLF CLUB
☐ SOCIAL CLUB

☐ MICROBREWERY
☐ WINERY
☐ DISTILLERY SATELLITE
☐ WINERY SATELLITE
☐ COUNTY RETAIL or SPECIAL MALT BEVERAGE PERMIT

SPECIAL DESIGNATIONS
☐ CONVENTION FACILITY
☐ CIVIC CENTER/EVENT CENTER/ PUBLIC AUDITORIUM
☐ GOLF CLUB
☐ GUEST RANCH
☐ RESORT

To Assist the Liquor Division with scheduling inspections: **WHEN DO YOU OPERATE?**

☒ FULL TIME (e.g. Jan through Dec)
(specify months of operation) from Jan to Dec

☐ SEASONAL/PART-TIME
DAYS OF WEEK (e.g. Mon through Sat) from Mon to Sun

☐ NON-OPERATIONAL/PARKED
HOURS OF OPERATION (e.g. 10a - 2a) from 3pm to 10pm

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 6

1. BUILDING OWNERSHIP: Does the applicant? W.S. 12-4-103 (a) (iii)

(1) **OWN** the licensed building? ☐ YES (own)

(2) **LEASE** the licensed building? (Lease must be through the term of the liquor license) ☒ YES (lease)

If Yes, please submit a copy of the lease and indicate:

(A) When the lease expires, located on page I paragraph II of lease.

(B) Where the **Sales** provision for alcoholic or malt beverages is located, on page 2 paragraph IV of lease.
(MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601 (b) ☐ YES ☒ NO

3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403

   (a) Hold any interest in the license applied for? ☐ YES ☒ NO

   (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business? ☐ YES ☒ NO

   (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☐ YES ☒ NO

   (d) If you answered **YES** to any of the above, explain fully and submit any documents in connection there within:

   _____

4. Does the applicant have any interest or intent to acquire an interest in any other liquor license issued by **this** licensing authority? W.S. 12-4-103 (b) ☐ YES ☒ NO

   If "YES", explain: _____

5. **If applicant is filing as an Individual, Partnership or Club:** W.S. 12-4-102 (a) (ii) & (iii)

   Each individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip *DO NOT LIST PO BOXES*	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application.)

6. **If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership:** W.S. 12-4-102 (a) (iv) & (v)

   Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, **and every officer**, **and every director** must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip *DO NOT LIST PO BOXES*	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
		See Attached				YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application)

7. BAR AND GRILL LICENSE:

Have you submitted a valid food service permit or application? W.S. 12-4-413 (a) ☐ YES ☐ NO

8. RESTAURANT LICENSE:

(a) Give a description of the dispensing room(s) and state where it is located in the building. W.S. 12-4-408 (b) (e.g. 10 x 12 room in SE corner of building):_____

_____

(b) Have you submitted a valid food service permit or application? W.S. 12-4-407 (a) ☐ YES ☐ NO

(c) Have you attached a drawing of the establishment that includes the restaurant dispensing room(s)? W.S. 12-4-410 (f) ☐ YES ☐ NO

9. RESORT LICENSE:

Does the resort complex:

(a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars ($1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) ☒ YES ☐ NO

(b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) ☒ YES ☐ NO

(c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) ☒ YES ☐ NO

(d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars ($10,000,000.00)? W.S. 12-4-401(b)(iv) ☐ YES ☒ NO

(e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)

1. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

10. MICROBREWERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ WINERY

(b) Do you self distribute your products? W.S. 12-2-201(a) (Requires wholesaler license with the Liquor Division) ☐ YES ☐ NO

(c) Do you distribute your products through an existing malt beverage wholesaler? W.S. 12-2-201(g)(i) (Requires authorization to sell license with the Liquor Division) ☐ YES ☐ NO

11. WINERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ MICROBREWERY

12. LIMITED RETAIL (CLUB) LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

(a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO

(b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO

13. LIMITED RETAIL (CLUB) LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

(a) Does the Veteran's organization hold a charter by the Congress of the United States? ☐ YES ☐ NO

(b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? ☐ YES ☐ NO

14. LIMITED RETAIL (CLUB) LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):

(a) Do you have more than fifty (50) bona fide members? ☐ YES ☐ NO

(b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? ☐ YES ☐ NO

(c) Are you a political subdivision of the state that owns, maintains, or operates a golf course? ☐ YES ☐ NO

1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g) ☐ YES ☐ NO
2. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

15. LIMITED RETAIL (CLUB) LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b):

(a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? ☐ YES ☐ NO

(b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? ☐ YES ☐ NO

(c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? ☐ YES ☐ NO

(d) Has the club been in continuous operation for a period of not less than one (1) year? ☐ YES ☐ NO

(e) Has the club received twenty-five dollars ($25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? ☐ YES ☐ NO

(f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? ☐ YES ☐ NO

(g) Have you filed a true copy of your bylaws with this application? ☐ YES ☐ NO

(h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached) ☐ YES ☐ NO

REQUIRED ATTACHMENTS:

☐ A statement indicating the financial condition and financial stability of the applicant W.S. 12-4-102 (a) (vi).

☐ Restaurants: include a drawing of the establishment that includes the dispensing room(s) W.S. 12-4-410 (f).

☐ Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a) (iii)/ W.S. 12-4-403(b)/W.S. 12-4-301(e).

☐ If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer W.S. 12-4-601 (b).

OATH OR VERIFICATION

*(Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers.) W.S. 12-4-102(b)*

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)
) SS.
COUNTY OF Sheridan *)*

Signed and sworn to before me on this 14 day of September, 2018 that the facts alleged in the foregoing instrument are true by the following:

	(Signature)	(Printed Name)	Title
1)	Andrew Clayton	Andrew Clayton	Managing Member
2)			
3)			
4)			
5)			
6)			

RENAE K. MORRIS NOTARY PUBLIC COUNTY OF SHERIDAN STATE OF WYOMING MY COMMISSION EXPIRES NOV. 14, 2021

Witness my hand and official seal:

Renae K Morris
Signature of Notary Public

(SEAL)

My commission expires: Nov 14, 2021

SHERIDAN VENTURES LLC
Resort License

Legal Description

612 Main Street, Sheridan WY 82801

LOTS 13 & 14, BLOCK 40, LOTS 1,2 &18-22 OF BLOCK 49, LOTS 3-16 OF BLOCK 39 & LOT 3 OF BLOCK 38, SHERIDAN LAND CO ADDITION, CITY OF SHERIDAN

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION
Sheridan Ventures LLC

6.

True and Correct Name	Date of Birth	Residence Address No & Street City, State & Zip	Residence Phone Number	No of Years in Corp or LLC	% of Coprorate Stock Held	Have you been Convicted of a felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
Andrew Layton	10/27/1955	14127 Farmview Lane NE Bainbridge Island, WA 98110	(206) 842-2711	10	47.70%	No √	No √
John Power	8/16/1962	282 Pilots Reach, The Sea Ranch CA 95497	(707) 775-1001	10	16.67%	No √	No √
Dave Brown	12/27/1962	10575 Morning Lane NE, Bainbridge Island WA 98110	(206) 855-9726	0	16.67%	No √	No √
Tom Perilstein	8/13/1956	12005 Arrow Point Drive, Bainbridge Island WA 98110	(206) 842-9042	0	16.67%	No √	No √
Patrick Layton	12/24/1987	90 Parker Ave #305, San Francisco CA 94118	(206) 963-8367	0	2.30%	No √	No √

LEASE AGREEMENT

THIS AGREEMENT is entered into this day by and between Wyoming Resorts LLC, dba Best Western Center, ("Lessor") and Sheridan Ventures LLC, dba Best Western Sheridan Center ("Lessee"), and in consideration of the rents, covenants and agreements contained herein, the Lessor and Lessee wish to enter into this lease agreement, and do hereby agree as follows:

I.
PROPERTY DESCRIPTION

Pursuant to the terms of this agreement, Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the following real property (hereinafter the "leased premises"):

All of the property known as Best Western Sheridan Center Hotel excluding 1,963 square feet, including a 350 square foot alcohol dispensing area, in the southeast corner of the Best Western Center, 612 North Main Street, Sheridan, Wyoming

II.
TERM

The term of this lease shall commence on May 1, 2018, and shall continue for a period of ten (10) years. The lease shall be extended for periods of ten (10) years or as the parties may agree.

III.

RENTAL

Lessee agrees to pay, without demand, to Lessor as rent for the leased premises the sum of Ten Dollars ($10.00) per month in advance due on the first day of May, 2018, and the first day of each and every month thereafter for the Term of this lease.

IV.
SALE OF ALCOHOL

Lessee has the express authority to sell alcohol in the leased premises.
DATED this 14th day of September , 2018.

LESSOR:

By:_____
Wyoming Resorts LLC, dba Best Western Sheridan Center

LESSEE:

By:_____
Sheridan Ventures LLC

Pinnacle Bank

September 12, 2018

City of Sheridan
Cecilia Good
55 Grinnell Plaza, 3rd Floor
Sheridan WY 82801

RE: Sheridan Ventures LLC
Liquor License

Dear Ms. Good:

Please be advised that Pinnacle Bank – Wyoming has reviewed the financial condition of Sheridan Ventures LLC and is satisfied that the entity is in good and stable financial standing.

Thank you.

Sincerely,

Minnie L. Miller
Market President

FORM OF ASSIGNMENT

Wyoming Resorts LLC, dba Best Western Center, ("Assignor") agrees to assign it's interest in the Resort License, (Local license number 2) and Sheridan Ventures LLC, dba Best Western Sheridan Center ("Assignee").

Transfer of ownership is subject to approval by the City of Sheridan

.
DATED this 14th day of September , 2018.

ASSIGNOR:

By:_____
Wyoming Resorts LLC, dba Best Western Sheridan Center

ASSIGNEE:

By:_____
Sheridan Ventures LLC

CITY OF SHERIDAN, WYOMING

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

Mayor Roger Miller City Administrator Mark Collins

LIQUOR LICENSE OPERATION PLAN

Name as it appears on license: Sheridan Ventures LLC

Common Name (doing business as): Best Western Sheridan Center

Street Address: 612 N Main St, Sheridan WY 82801

Phone #: (307) 674 - 7421

Type of License (circle): Retail Limited Restaurant Bar & Grill Resort

Hours of Operation

Our planned hours of operation are:

Sunday Noon - 9pm extended hours for special events
Mon - Sat 11am - 10pm "

Last call will be 30 **minutes before closing and last service will be** 20 **minutes before closing.**

Format

The premises will be operated as:

Banquet Space for Weddings, business events, associations and organization meetings

Include:

Nature of business	Regular Events	Special Events
Bar	Happy Hour	Competitions of Strength
Package Liquor	Live Entertainment	Other Special Events
Restaurant		

(All outside events require and Malt Beverage or Catering Permit)

Security/ Crowd Control/ Capacity Limits

The Official Capacity limit for our business is:

CITY OF SHERIDAN, WYOMING

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

Mayor Roger Miller City Administrator Mark Collins

300 occupants

In order to comply with our capacity limits we shall:
Conduct a headcount during special events

We shall maintain peace and order in and around our business by:
TIPS certified employees, staff or designated security personnel will notify law enforcement as soon as potential problems arise
ID customers who appear to be 30 or under

Rules of the establishment shall be enforced by:
General Manager, bar Manager, banquet Manage

Alcohol Management

To comply with laws regarding alcoholic and malt beverages, including the use of eighteen (18) to twenty (20) year old servers in restaurants if applicable, our establishment will:
Only TIPS certified employees within 60 days of employment

Signature of License Holder
Andrew J Layton

Date
9/18/2018

Printed Name
Andrew Layton

Alcohol Server Education/Certification Log

Name of Employee	Date of Hire	Certification Number	Certification Date	Additional Training Received
Brian Bales	5/14/2018	4724977	2/7/2018	
Bruce Salyards	5/14/2018	466 5413	11/06/2017	
Charise Webb	5/14/2018	4665424	11/06/2017	
Julan Vela	5/14/2018	4665429	11/06/2017	
Tamara Jelly	5/14/2018	4579836	7/18/2017	

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:	Approval of the Transfer of Location for Gnehm Management, LLC Retail License #22 - City Clerk Cecilia Good
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	11/07/2018

Recommendation:

Staff recommends the approval of the transfer of location for Gnehm Management's Retail Liquor License #22 from 922 Coffeen Avenue to 635 Broadway.

Background:

The license transfer application below has been reviewed by the State and the Sheridan Police Department for completion. The application meets all requirements based off of State Statute and City Ordinance.

The new retail space will operate on a by-appointment basis with regular operating hours between 8:30 am to 11:30 am every Tuesday.

Attachments

Transfer Application - Gnehm Management

WLD-31 (4/17)

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:		
Trf from:		
Reviewer:	Initials	Date
Agent:		/ /
Chief:		/ /

To be completed by City/County Clerk

Local License #: 22

License Fees
Annual Fee: $ 100.00
Prorated Fee: $
Transfer Fee: $
Publishing Fee: $ 90.00

Date filed with clerk: 10 / 04 / 2018

Advertising Dates: (2 Weeks)
10/24/2018 & 10/31/2018

Hearing Date: 11 / 19 / 2018

Publishing Fee Direct Billed to Applicant: ☐

License Term: 01 (Month) / 01 (Day) / 2019 (Year) Through 12 (Month) / 31 (Day) / 2019 (Year)

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: Gnehm Management LLC

Trade/Business Name (dba): Gnehm Management LLC

Building to be licensed/Building Address: 635 Broadway (Number & Street)

Sheridan (City) WY (State) 82801 (Zip) Sheridan (County)

Mailing Address: 1674 Hillcrest Dr (Number & Street or P.O. Box)

Sheridan (City) WY (State) 82801 (Zip)

Business Telephone Number: (307) 655-5655 Fax Number: ( )

E-Mail Address: egnehm@gmail.com

Brief legal description and the zoning of the licensed building or site for licensed building: W.S. 12-4-102 (a) (vi)

WEST GLACIER PARK ADDITION BLOCK 2 LOT 03

FILING FOR
- ☐ NEW LICENSE
- ☒ TRANSFER OF LOCATION
- ☐ TRANSFER OWNERSHIP
- ☐ ASSIGNMENT LETTER ATTACHED

FORMERLY HELD BY:

FILING IN (CHOOSE ONLY ONE)
- ☒ CITY OF: Sheridan
- ☐ COUNTY OF:

FILING AS (CHOOSE ONLY ONE)
- ☐ INDIVIDUAL
- ☐ PARTNERSHIP
- ☐ LP/LLP
- ☒ LLC
- ☐ CORPORATION
- ☐ LTD PARTNERSHIP
- ☐ ORGANIZATION
- ☐ OTHER

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

RETAIL LIQUOR LICENSE
- ☐ ON-PREMISE ONLY (BAR)
- ☒ OFF-PREMISE ONLY (PACKAGE STORE)
- ☐ COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)

- ☐ RESTAURANT LIQUOR LICENSE
- ☐ RESORT LIQUOR LICENSE
- ☐ BAR AND GRILL

LIMITED RETAIL (CLUB)
- ☐ VETERANS CLUB
- ☐ FRATERNAL CLUB
- ☐ GOLF CLUB
- ☐ SOCIAL CLUB

- ☐ MICROBREWERY
- ☐ WINERY
- ☐ DISTILLERY SATELLITE
- ☐ WINERY SATELLITE
- ☐ COUNTY RETAIL or SPECIAL MALT BEVERAGE PERMIT

SPECIAL DESIGNATIONS
- ☐ CONVENTION FACILITY
- ☐ CIVIC CENTER/EVENT CENTER/ PUBLIC AUDITORIUM
- ☐ GOLF CLUB
- ☐ GUEST RANCH
- ☐ RESORT

To Assist the Liquor Division with scheduling inspections: **WHEN DO YOU OPERATE?**

- ☐ FULL TIME (e.g. Jan through Dec) (specify months of operation) from Jan to Dec
- ☒ SEASONAL/PART-TIME DAYS OF WEEK (e.g. Mon through Sat) from Mon to Sat
- ☐ NON-OPERATIONAL/PARKED HOURS OF OPERATION (e.g. 10a - 2a) from ____ to By appointment and on Tuesdays from 8:30 am to 11:30 am

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 6

1. BUILDING OWNERSHIP: Does the applicant? W.S. 12-4-103 (a) (iii)

(1) **OWN** the licensed building? ☐ YES (own)

(2) **LEASE** the licensed building? (Lease must be through the term of the liquor license) ☒ YES (lease)

If Yes, please submit a copy of the lease and indicate:

(A) When the lease expires, located on page 1 paragraph 2 of lease.

(B) Where the **Sales** provision for alcoholic or malt beverages is located, on page 1 paragraph 4 of lease. (MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601 (b) ☐ YES ☒ NO

3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403

   (a) Hold any interest in the license applied for? ☐ YES ☒ NO

   (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business? ☐ YES ☒ NO

   (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☐ YES ☒ NO

   (d) If you answered **YES** to any of the above, explain fully and submit any documents in connection there within:

   _____

4. Does the applicant have any interest or intent to acquire an interest in any other liquor license issued by **this** licensing authority? W.S. 12-4-103 (b) ☐ YES ☒ NO

   If "YES", explain: _____

5. **If applicant is filing as an Individual, Partnership or Club:** W.S. 12-4-102 (a) (ii) & (iii)

   Each individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip ***DO NOT LIST PO BOXES***	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application.)

6. **If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership:** W.S. 12-4-102 (a) (iv) & (v)

   Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, **and every officer**, **and every director** must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip ***DO NOT LIST PO BOXES***	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
Wendy K Gnehm	8/29/76	1674 Hillcrest Dr Sheridan, WY 82801	307-655-5655	6	51%	YES ☐ NO ☒	YES ☐ NO ☒
Edward W Gnehm III	10/30/74	1674 Hillcrest Dr Sheridan, WY 82801	307-655-5655	6	49%	YES ☐ NO ☒	YES ☒ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application)

7. BAR AND GRILL LICENSE:

Have you submitted a valid food service permit or application? W.S. 12-4-413 (a) ☐ YES ☐ NO

8. RESTAURANT LICENSE:

(a) Give a description of the dispensing room(s) and state where it is located in the building. W.S. 12-4-408 (b) (e.g. 10 x 12 room in SE corner of building):_____

_____

(b) Have you submitted a valid food service permit or application? W.S. 12-4-407 (a) ☐ YES ☐ NO

(c) Have you attached a drawing of the establishment that includes the restaurant dispensing room(s)? W.S. 12-4-410 (f) ☐ YES ☐ NO

9. RESORT LICENSE:

Does the resort complex:

(a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars ($1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) ☐ YES ☐ NO

(b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) ☐ YES ☐ NO

(c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) ☐ YES ☐ NO

(d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars ($10,000,000.00)? W.S. 12-4-401(b)(iv) ☐ YES ☐ NO

(e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)

1. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

10. MICROBREWERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ WINERY

(b) Do you self distribute your products? W.S. 12-2-201(a) (Requires wholesaler license with the Liquor Division) ☐ YES ☐ NO

(c) Do you distribute your products through an existing malt beverage wholesaler? W.S. 12-2-201(g)(i) (Requires authorization to sell license with the Liquor Division) ☐ YES ☐ NO

11. WINERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ MICROBREWERY

12. LIMITED RETAIL (CLUB) LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

(a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO

(b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO

13. LIMITED RETAIL (CLUB) LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

(a) Does the Veteran's organization hold a charter by the Congress of the United States? ☐ YES ☐ NO

(b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? ☐ YES ☐ NO

14. LIMITED RETAIL (CLUB) LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):

(a) Do you have more than fifty (50) bona fide members? ☐ YES ☐ NO

(b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? ☐ YES ☐ NO

(c) Are you a political subdivision of the state that owns, maintains, or operates a golf course? ☐ YES ☐ NO

1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g) ☐ YES ☐ NO
2. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

15. LIMITED RETAIL (CLUB) LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b):

(a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? ☐ YES ☐ NO

(b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? ☐ YES ☐ NO

(c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? ☐ YES ☐ NO

(d) Has the club been in continuous operation for a period of not less than one (1) year? ☐ YES ☐ NO

(e) Has the club received twenty-five dollars ($25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? ☐ YES ☐ NO

(f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? ☐ YES ☐ NO

(g) Have you filed a true copy of your bylaws with this application? ☐ YES ☐ NO

(h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached) ☐ YES ☐ NO

REQUIRED ATTACHMENTS:

☒ A statement indicating the financial condition and financial stability of the applicant W.S. 12-4-102 (a) (vi).

☐ Restaurants: include a drawing of the establishment that includes the dispensing room(s) W.S. 12-4-410 (f).

☒ Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a) (iii)/ W.S. 12-4-403(b)/W.S. 12-4-301(e).

☐ If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer W.S. 12-4-601 (b).

OATH OR VERIFICATION

*(Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers.) W.S. 12-4-102(b)*

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)
) *SS.*
COUNTY OF Sheridan)

Signed and sworn to before me on this 28 day of September 2018, 2018 that the facts alleged in the foregoing instrument are true by the following:

	(Signature)	(Printed Name)	Title
1)	Wendy Gnehm	Wendy K Gnehm	Owner
2)		Edward W Gnehm III	Owner
3)			
4)			
5)			
6)			

Witness my hand and official seal:

LOURDES WEIKEL
Notary Public - Wyoming
Sheridan County
My Commission Expires Nov 3, 2020

(SEAL)

Signature of Notary Public

My commission expires: 11-03-2020

Alcohol Server Education/Certification Log				
Name of Employee	Date of Hire	Certification Number	Certification Date	Additional Training Received
Edward Gachm	7/15/2012	4599463	8/10/2017	

LIQUOR LICENSE OPERATION PLAN

Name as it appears on license: Gaehm Management

Common Name (doing business as): ~~[illegible]~~ None

Street Address: 635 Broadway

Phone #: 307-655-5655

Type of License (circle): (Retail) Limited Restaurant Bar & Grill

Hours of Operation

Our planned hours of operation are: By appointment only.

Last call will be 0 **minutes before closing and last service will be** 0 **minutes before closing.** Will not serve on premises.

Format

The premises will be operated as: Operated as a ~~retail store~~ package liquor store pre-ordered and by appointment.

Include: Nature of business

- Bar
- (Package Liquor)
- Restaurant

Regular Events

- Happy Hour
- Live Entertainment

Special Events

- Competitions of Strength
- Other Special Events

(All outside events require and Malt Beverage or Catering Permit)

Security/ Crowd Control/ Capacity Limits

The Official Capacity limit for our business is:

N/A Do not expect more then 3 to 5 people at a time.

In order to comply with our capacity limits we shall:

Arrange appointments to maintain capacity.

We shall maintain peace and order in and around our business by:

By using rear entry door on train tracks side thereby limiting impacts on neighborhood.

Rules of the establishment shall be enforced by:

Owners.

Alcohol Management

To comply with laws regarding alcoholic and malt beverages, including the use of eighteen (18) to twenty (20) year old servers in restaurants if applicable, our establishment will:

no employ under 21 year olds.

Signature of License Holder 6/20/2018 **Date**

Edward Graham
Printed Name

LEASE

Lessor: Tomahawk Pipeline LLC
Lessee: Gnehm Management LLC

Leased Property: The East room with overhead door of 635 Broadway Sheridan, Wyoming.

Term: From May 1, 2018 to November 30, 2020.

Rent: One ($1) Dollar plus other good and valuable consideration

Purpose: The property shall be used for the retail sale of cases or large lots of liquor or malt beverages and to comply with all City and State laws for the use of Sheridan, Wyoming City Liquor License # 21. Lessee will not sale any liquor or malt beverages which are intended to be consumed on the property.

Indemnity: Lessee shall indemnify Lessor and owner from all liability, loss or other damages claims or obligations resulting from Lessee use of the property.

Dated this 16 day of May, 2016.

Gnehm Management LLC

Tomahawk Pipeline LLC

Owner Approved John C. Waggoner, Trustee

BANK OF THE WEST

September 25, 2018

Gnehm Management LLC

1674 Hillcrest Drive

Sheridan, WY 82801

To Whom It May Concern:

This letter certifies that Gnehm Management LLC has an active account with Bank of the West and the account is in good standing.

Jade Stanley

Jade Elizabeth Stanley
Universal Banker I

NMLS #1732057
2 N Main St, Sheridan, WY 82801
Tel: (307) 674-4411 Direct: (307) 461-6024 Fax: (307) 672-6886
E-mail: jade.stanley@bankofthewest.com

CITY OF SHERIDAN, WYOMING

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

Mayor Roger Miller City Administrator Mark Collins

LIQUOR LICENSE OPERATION PLAN

Name as it appears on license:_____Gnehm Management LLC_____

Common Name (doing business as): _____Gnehm Management_____

Street Address: _____635 Broadway, East Room_____

Phone #: __307-655-5655_____

Type of License (circle): Retail Limited Restaurant Bar & Grill

Hours of Operation

Our planned hours of operation are:
_____Tuesdays 8:30am to 11:30am, and by appointment. _____
_____

Last call will be _N/A__ minutes before closing and last service will be _N/A__ minutes before closing. (Note: will not serve on premises.)

Format

The premises will be operated as: _____Special order Retail. _____
_____
_____

Include:

Nature of business	Regular Events	Special Events
Bar	Happy Hour	Competitions of Strength
Package Liquor	Live Entertainment	Other Special Events
Restaurant		

(All outside events require and Malt Beverage or Catering Permit)

CITY OF SHERIDAN, WYOMING

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

Mayor Roger Miller City Administrator Mark Collins

Security/ Crowd Control/ Capacity Limits

The Official Capacity limit for our business is:
_____aprox 20 people._____
_____

In order to comply with our capacity limits we shall:
_____Stagger appointments and for walkins we will schedule a future appointment if capacity is over. _____
_____

We shall maintain peace and order in and around our business by:
_____Limiting the number of customers assisted at a given time. _____
_____

Rules of the establishment shall be enforced by:
_____Management and designated trained staff. _____
_____

Alcohol Management

To comply with laws regarding alcoholic and malt beverages, including the use of eighteen (18) to twenty (20) year old servers in restaurants if applicable, our establishment will:
_____Only hire 21+ employees that are certified buy TIPS. _____
_____

Signature of License Holder

10/24/2018
Date

Edward Grehm III
Printed Name

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:	Approval of Liquor License Renewals: Satellite Permit #4 - Weston Fine Spirits Retail License #22 (Gnehm Management) from 922 Coffeen Avenue to 635 Broadway St
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	11/07/2018

Recommendation:

Staff Recommends that the Mayor and City Council approve the liquor license renewals for Gnehm Management and Vanatta Fine Liquors.

Background:

The license renewal applications below has been reviewed by the State and the Sheridan Police Department for completion. The application meets all requirements based off of State Statute and City Ordinance.

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 Dean Sellars & Elizabeth Mayfield Pre-Annexation Agreement at 546 Absaraka Street - Utilities Director Dan Roberts
From:	Dan Roberts, Utilities Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	11/13/2018

Recommendation:

Staff recommends that City Council approve and authorize the Mayor to sign the attached Pre-Annexation Agreement between Dean Sellars and Elizabeth Mayfield, and the City of Sheridan to serve as authorization for Dean Sellars and Elizabeth Mayfield to tie into the City of Sheridan water and sewer system to serve lands outside the City limits located at 546 Absaraka Street.

Background:

The proposed property is located South of Absaraka and West of Desmet Ave. The property is currently contiguous to the City. The landowners Dean Sellars and Elizabeth Mayfield desire water and sewer service from the City of Sheridan through its water system located on Absaraka Street and its sewer system located along their East property line (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 should receive water and sewer service from the City of Sheridan.

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 and sewer service extensions 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 and sewer service extensions 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 546 Absaraka Street 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
Map of 546 Absaraka Street

PRE-ANNEXATION AGREEMENT AND PETITION

THIS ANNEXATION AGREEMENT, made this 1st day of October, 2018, by and between Elizabeth Mayfield + Dean Sillas 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 18 day of October, 2018

LANDOWNER:

Elizabeth Mayfield

STATE OF WYOMING)
)ss.
COUNTY OF SHERIDAN)

On October 1, 2018 personally appeared before me Dean Evan Sears and Elizabeth Mayfield whom I know personally, to be the signer of the above and he acknowledged that he signed it.

Jehri Montoya
Notary Public
My Commission Expires: 10/31/2019

JEHRI MONTOYA
COMM. #2132328
Notary Public - California
Kern County
My Comm. Expires Oct. 31, 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

West half (W½) of Lots 1, 2, 3 and 4, of the Amended Plat of Krohn Subdivision, Sheridan County, Wyoming.

EXCEPTING THEREFROM that certain parcel of land as conveyed to Michael S. Marquette, Jr. and Jennifer P. Marquette, husband and wife, as contained in Warranty Deed recorded October 5, 1994.


679 ABSARAKA ST
BIRCH ST
ABSARAKA ST
1500 DE SMET AVE APT 3D
451 ABSARAKA ST
433 ABSARAKA ST
421 ABSARAKA ST
407 ABSARAKA ST
732 ABSARAKA ST
718 ABSARAKA ST
674 ABSARAKA ST
640 ABSARAKA ST
630 ABSARAKA ST
Signed & recorded annexation agreement
1605 DE SMET AVE
414 ABSARAKA ST
1615 DE SMET AVE
1620 MARTIN AVE
1630 DE SMET AVE
1634 MARTIN AVE
Shaded area City Limits
Signed & recorded annexation agreement
1646 DE SMET AVE
1643 DE SMET AVE
1650 MARTIN AVE
1655 DE SMET AVE
564 ABSARAKA ST
Proposed agreement 546 Absaraka
1662 MARTIN AVE
DE SMET AVE
MARTIN AVE
1676 DE SMET AVE
409 NAVAJO ST
1661 DE SMET AVE
NAVAJO ST
1690 DE SMET AVE
1700 MARTIN AVE
1709 DE SMET AVE
1720 DE SMET AVE
1716 DE SMET AVE
1720 MARTIN AVE
1723 DE SMET AVE
1749 ZUNI DR
1748 ZUNI DR
533 KAILUA PL
1736 MARTIN AVE
MH

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 Terrance & Tamara Perrin Pre-Annexation Agreement for 10 High View Road - Utilities Director Dan Roberts
From:	Dan Roberts, Utilities Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	10/08/2018

Recommendation:

Staff recommends that City Council approve and authorize the Mayor to sign the attached Pre-Annexation Agreement between Terrance and Tamara Perrin, and the City of Sheridan to serve as authorization for Terrance and Tamara Perrin to tie into the City of Sheridan sewer system to serve lands outside the City limits located at 10 High View Road.

Background:

The proposed property is located South of High View Road and East of Coffeen Avenue. The property is currently not contiguous to the City. The landowners, Terrance and Tamara Perrin, desire to be served by the City of Sheridan's sewer system which crosses their property (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 should receive sewer service from the City and water service from the Sheridan Area Water Supply Joint Powers Board (SAWSJPB) .

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 sewer service extension appears 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 sewer 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 10 High View Road 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
Map of 10 High View Road

PRE-ANNEXATION AGREEMENT AND PETITION

THIS ANNEXATION AGREEMENT, made this 14th day of September, 2018, by and between Terrance + Tamara Perrin, 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.

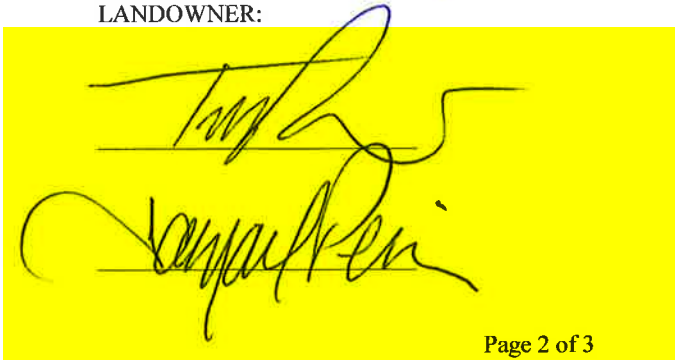
11. This AGREEMENT shall be governed by the laws of the State of Wyoming. The District Court of the Fourth Judicial District in Sheridan County, Wyoming, shall have venue and jurisdiction exclusively for any action in law or equity which may be instituted to enforce the terms of this AGREEMENT.

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 14 day of September, 2018.

LANDOWNER:



STATE OF WYOMING)
)ss.
COUNTY OF SHERIDAN)

On 9/4/, 2018, personally appeared before me ~~Tanny~~ Tammy OB + Terrance Perrin whom I know personally, to be the signer of the above and he acknowledged that he signed it.

Notary Public
My Commission Expires:

DANIEL A. BENNETT - NOTARY PUBLIC
COUNTY OF SHERIDAN STATE OF WYOMING
My Commission Expires October 2, 2021

CITY OF SHERIDAN:

Roger Miller, Mayor

ATTEST:

Cecila Good City Clerk

STATE OF WYOMING)
)ss.
COUNTY OF SHERIDAN)

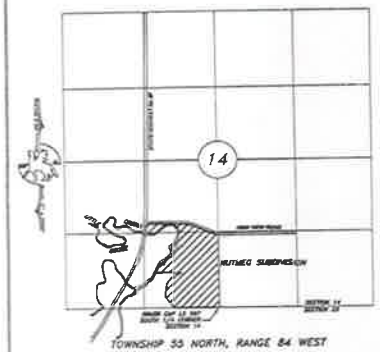
On _____, 20__, personally appeared before me Roger Miller, Mayor of the City of Sheridan, Wyoming, whom I know personally, to be the signer of the above and he acknowledged that he signed it.

Notary Public
My Commission Expires:

Exhibit A

FINAL PLAT OF
NUTMEG SUBDIVISION

BEING A SUBDIVISION OF A TRACT OF LAND LOCATED IN THE
EV2 SW1/4 SECTION 14, T 55 N, R 84 W
OF THE 6TH P.M., SHERIDAN COUNTY, WYOMING
AREA = 27.13 ACRES
TOTAL NO. OF LOTS = 4



LOCATION MAP
SCALE: 1" = 1000'
NO LEGEND

NOTES:

1. NO PROPOSED PUBLIC SEWAGE DISPOSAL SYSTEM.
2. NO PUBLIC MAINTENANCE OF STREETS OR ROADS.
3. ANY PURCHASER DOES NOT HAVE THE RIGHT TO THE NATURAL FLOW OF ANY STREAM WITHIN, OR ADJACENT TO THE SUBDIVISION, SINCE WYOMING WATER ADMINISTRATION LAWS DO NOT RECOGNIZE ANY RIPARIAN RIGHTS WITH REGARD TO NATURAL FLOW FOR PERSONS LIVING ON THE BANK OF ANY STREAM OR RIVER.
4. ALL NEW CONSTRUCTION, REMODELING, ADDITIONS OR REPAIRS TO ANY PUBLIC OR PRIVATE BUILDINGS WITHIN THE SUBDIVISION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE SHERIDAN COUNTY BUILDING STANDARDS RESOLUTION AND BUILDING PERMITS AND INSPECTIONS ARE REQUIRED.
5. BASIS OF BEARING: WYOMING STATE PLANE COORDINATE SYSTEM (EAST CENTRAL ZONE) NAD 27
6. THERE SHALL BE NO FURTHER SUBDIVIDING OF LOT 3 UNTIL A 60' PUBLICLY DEDICATED R.O.W. IS ACQUIRED.

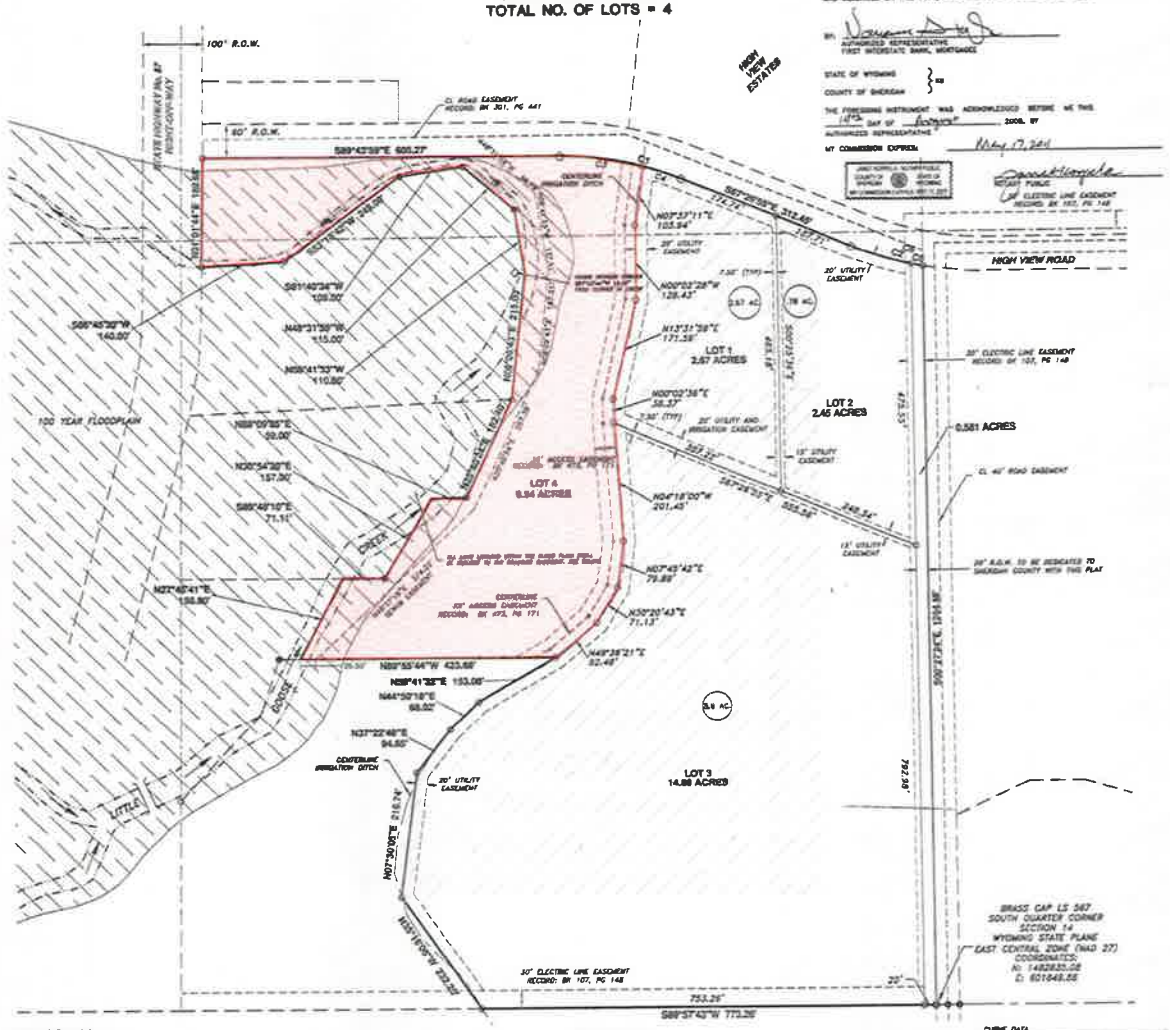


LANDS UNDER THE RALPH DRAINAGE APPROPRIATION, TERRITORIAL APPROPRIATION, D.R. 15 P.153, C.R. 88, P.100 PROOF NO. 717, DIVERTING FROM LITTLE GOOSE CREEK THROUGH THE BURN CLEVICH DITCH, WITH PRIORITY OF OCTOBER 25,1881= 13.0 ACRES AS CHANGED TO THE SODENE PUMP

FLOODPLAIN AS REFERENCED ON COMMUNITY-PANEL NUMBER 560029 0005 C FLOOD INSURANCE RATE MAP

ALL OF LOT 4 IS LAND UNDER THE MARSHALL FARM TRUST, ET AL. APPROPRIATION, TERRITORIAL APPROPRIATION, D.R. 48, P. C.R. 51, P.65, DIVERTING FROM LITTLE GOOSE CREEK THROUGH THE BURN CLEVICH DITCH, WITH PRIORITY OF OCTOBER 26,1881=514.5 ACRES.

ENGINEERING, INC.
Consulting Engineers and Land Surveyors
BILLINGS • BOZEMAN • SHERIDAN



DRAINAGE EASEMENT

THIS PLAT IS HEREBY ADOPTED BY THE OWNERS AND APPROVED BY SHERIDAN COUNTY AND THE CITY OF SHERIDAN SUBJECT TO THE FOLLOWING CONDITIONS WHICH SHALL BE BINDING UPON THE OWNERS, THEIR HEIRS, GRANTEES, SUCCESSORS AND ASSIGNS. ALL DRAINAGE EASEMENTS SHOWN HEREON ARE HEREBY DEDICATED TO SHERIDAN COUNTY (AND THE CITY OF SHERIDAN IF ANNEXED) FOREVER FOR DRAINAGE AND FLOODWAY PURPOSES. THE OWNERS SHALL NOT OBSTRUCT THE NATURAL FLOW OF STREAMS OR POTENTIAL STORM WATER RUN-OFF BY THE CONSTRUCTION OF ANY TYPE OF BUILDING, FENCE, OR ANY OTHER STRUCTURE; NOR STORAGE, PLACEMENT OR PARKING OF VEHICLES, RECREATIONAL VEHICLES, TRAILERS, BUILDING MATERIALS, YARD WASTE, SCRAP OR OTHER SALVAGE ITEMS WITHIN SAID DRAINAGE EASEMENTS. THE COUNTY (OR CITY IF ANNEXED) SHALL AT ALL TIMES HAVE THE RIGHT TO ENTER UPON THE DRAINAGE EASEMENT, AT ANY POINT, OR POINTS, WITH ALL RIGHTS OF INGRESS OR EGRESS, TO INVESTIGATE, SURVEY, ERECT, CONSTRUCT AND MAINTAIN ANY FACILITY DEEMED NECESSARY BY THE COUNTY (OR CITY IF ANNEXED) FOR DRAINAGE PURPOSES. IN NO EVENT SHALL THE COUNTY (OR CITY IF ANNEXED) BE OBLIGATED TO CONSTRUCT ANY DRAINAGE EASEMENT STRUCTURE, OR TO MAINTAIN THE PROPERTY ENCUMBERED BY SUCH EASEMENTS. THE DRAINAGE CHANNELS AND DITCHES ARE SUBJECT TO STORM WATER OVERFLOW AND NATURAL RAINS EROSION TO AN EXTENT THAT CANNOT BE SATISFACTILY DEFINED. THE COUNTY OR CITY SHALL NOT BE HELD LIABLE FOR ANY DAMAGES OR INJURIES OF ANY NATURE RESULTING FROM THE OCCURRENCE OF THESE NATURAL PHENOMENA, NOR RESULTING FROM THE FAILURE OF ANY DRAINAGE EASEMENT STRUCTURE, AND THE OWNERS HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS THE COUNTY AND CITY FROM ANY SUCH DAMAGES AND INJURIES.

LEGEND

- 1/6 SECTION LINE
- 1/4 1/4 SECTION LINE
- SUBDIVISION BOUNDARY LINE
- SUBDIVISION LOT LINE
- EASEMENT (UTILITY, IRRIGATION, DRAINAGE)
- ADJACENT PROPERTY LINE AND/OR DEDICATED R.O.W.
- ○ SET REBAR AND 2" ALUMINUM CAP - PE/LS 3964
- ● FOUND REBAR, SET 2" ALUMINUM CAP - PE/LS 3964
- ◆ FOUND BRASS CAP - LS 567
- ○ FOUND ALUMINUM CAP - PE/LS 3964
- △ FOUND ALUMINUM CAP -LS 192

CURVE DATA

CURVE #	RADIUS	CENTRAL ANGLE	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	1482.50'	07°00'01"	181.20'	S70°57'39"E	181.09'
C2	1482.50'	07°00'01"	181.20'	S70°57'39"E	181.09'
C3	1482.50'	07°00'01"	181.20'	S70°57'39"E	181.09'
C4	1482.50'	07°00'01"	181.20'	S70°57'39"E	181.09'
C5	1482.50'	07°00'01"	181.20'	S70°57'39"E	181.09'
C6	1482.50'	07°00'01"	181.20'	S70°57'39"E	181.09'
C7	1482.50'	07°00'01"	181.20'	S70°57'39"E	181.09'
C8	1482.50'	07°00'01"	181.20'	S70°57'39"E	181.09'
C9	1482.50'	07°00'01"	181.20'	S70°57'39"E	181.09'
C10	1482.50'	07°00'01"	181.20'	S70°57'39"E	181.09'

PREPARED FOR:
RICHARD BODINE
20' HIGH VIEW ROAD
SHERIDAN, WYOMING 82801

PREPARED BY:
ENGINEERING INC.
1095 SUGAR VIEW DRIVE
SHERIDAN, WYOMING 82801

CERTIFICATE OF DEDICATION
NUTMEG SUBDIVISION

THE ABOVE OF FOREGOING SUBDIVISION OF A TRACT OF LAND LOCATED IN THE EAST HALF (E1/2) OF THE SOUTHWEST QUARTER OF SECTION 14, TOWNSHIP 55 NORTH, RANGE 84 WEST, OF THE SIXTH PRINCIPAL MERIDIAN, SHERIDAN COUNTY, WYOMING BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTH QUARTER CORNER OF SAID SECTION 14; THENCE ALONG THE SOUTH LINE OF SAID SECTION 14 S89°57'43"W, 773.26 FEET; THENCE LEAVING SAID SOUTH LINE N33°40'51"W, 233.22 FEET; THENCE N07°30'05"E, 216.24 FEET; THENCE N37°22'48"E, 94.55 FEET; THENCE N44°52'18"E, 68.52 FEET; THENCE N89°41'38"E, 153.06 FEET; THENCE N89°55'44"W, 423.68 FEET; THENCE N27°40'41"E, 156.80 FEET; THENCE N07°45'42"E, 79.88 FEET; THENCE N04°18'20"W, 201.45 FEET; THENCE N00°02'28"W, 186.00 FEET; THENCE N13°31'39"E, 171.58 FEET; THENCE N48°31'39"W, 115.00 FEET; THENCE N39°41'39"W, 110.00 FEET; THENCE N06°45'39"W, 140.00 FEET; THENCE N01°40'24"E, 109.20 FEET; THENCE N00°54'39"E, 157.00 FEET; THENCE N89°09'55"E, 99.00 FEET; THENCE S89°46'16"E, 71.15 FEET; THENCE N27°40'41"E, 156.80 FEET; THENCE N30°20'43"E, 71.13 FEET; THENCE S89°55'44"E, 423.68 FEET; THENCE N89°41'38"E, 153.06 FEET; THENCE N44°52'18"E, 68.52 FEET; THENCE N37°22'48"E, 94.55 FEET; THENCE N07°30'05"E, 216.24 FEET; THENCE N33°40'51"W, 233.22 FEET; THENCE S89°57'43"W, 773.26 FEET TO THE POINT OF BEGINNING, SAID TRACT CONTAINING 27.13 ACRES, MORE OR LESS.

AS APPEARS ON THIS PLAT, IS WITH FREE CONSENT, AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETORS, CONTAINING 27.13± ACRES MORE OR LESS, THAT WE HAVE BY THESE PRESENTS LAID OUT, SURVEYED AS NUTMEG SUBDIVISION, AND DO HEREBY DEDICATE AND CONVEY TO, AND FOR THE PUBLIC USE FOREVER HEREAFTER THE STREETS AS ARE LAID OUT AND DESIGNATED ON THIS PLAT; AND DO ALSO RESERVE PERPETUAL EASEMENTS FOR THE INSTALLATION AND MAINTENANCE OF UTILITIES AND FOR IRRIGATION AND DRAINAGE FACILITIES AS ARE LAID OUT AND DESIGNATED ON THIS PLAT HEREBY RELEASING AND WAIVING ALL HOMESTEAD RIGHTS.

EXECUTED THIS 14th DAY OF August 2008.

BY: RICHARD P. BODINE, TRUSTEE

BY: Charlene L. Bodine
CHARLENE L. BODINE, TRUSTEE

STATE OF WYOMING }ss
COUNTY OF SHERIDAN }

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 18th DAY OF August 2008, BY RICHARD P. BODINE AND CHARLENE L. BODINE, TRUSTEES OF THE RICHARD P. BODINE TRUST, DATED DECEMBER 28, 1988.
MY COMMISSION EXPIRES: May 17, 2011

NOTARY PUBLIC

CERTIFICATE OF SURVEYOR

STATE OF WYOMING }ss
COUNTY OF SHERIDAN }

I, WILLIAM A. MONTOCK, OF SHERIDAN, WYOMING, A DULY REGISTERED PROFESSIONAL ENGINEER AND LAND SURVEYOR, DO HEREBY CERTIFY THAT THIS PLAT OF NUTMEG SUBDIVISION TRULY AND CORRECTLY REPRESENTS THE RESULTS OF A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION.

WILLIAM A. MONTOCK P.E. & L.S. No. 3964

DIRECTOR OF PUBLIC WORKS
CERTIFICATE OF APPROVAL

THIS PLAT HAS BEEN PREPARED IN ACCORDANCE WITH THE REQUIREMENTS AND PROVISIONS OUTLINED IN THE SUBDIVISION REGULATIONS OF THE CITY OF SHERIDAN, AND APPROVED THIS 14th DAY OF August 2008, BY THE DIRECTOR OF PUBLIC WORKS OF SHERIDAN, WYOMING.

DIRECTOR OF PUBLIC WORKS
CITY OF SHERIDAN

SHERIDAN PLANNING COMMISSION
CERTIFICATE OF APPROVAL

REVIEWED BY THE CITY OF SHERIDAN PLANNING COMMISSION THIS 22 DAY OF June 2008.

ATTEST: VICE-CHAIRMAN — CHAIRMAN

CITY COUNCIL OF SHERIDAN
CERTIFICATE OF APPROVAL

APPROVED BY THE CITY COUNCIL OF THE CITY OF SHERIDAN, THIS 21 DAY OF July 2008.

ATTEST: CITY CLERK — MAYOR

BOARD OF COUNTY COMMISSIONERS OF SHERIDAN COUNTY
CERTIFICATE OF APPROVAL

PLAT APPROVED AND SUBDIVISION PERMIT ISSUED BY THE BOARD OF COUNTY COMMISSIONERS OF SHERIDAN COUNTY, WYOMING, THIS 5th DAY OF August 2008.

ATTEST: CLERK OF THE BOARD, Deputy — CHAIRMAN

CERTIFICATE OF COUNTY CLERK AND RECORDER

STATE OF WYOMING }ss
COUNTY OF SHERIDAN }

I HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN MY OFFICE AT 3:30 O'CLOCK THIS 25 DAY OF Sept 2008, AND FILED IN DRAWER 4 PLAT NUMBER 8
INSTRUMENT No. 622259 FEE $0.00

COUNTY CLERK — DEPUTY COUNTY CLERK

SEAL

JULY 31, 2008 04314 NUTMEG SUBDIVISION NEW (TIF).dwg


JOHNSON LN
PINYON PL
FLEMING BLVD
ROSEWOOD CT
EWOODLAND PARK RD
COFFEEN AVE
KYLE DR
HIGH VIEW RD
City Limits
Terrance & Tamara
Perrin Property

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 November 5th, 2018
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	City Administrator Mark Collins
Date:	11/15/2018

Attachments

Minutes of Regular Council Meeting 11-5-18

CITY OF SHERIDAN, WYOMING
MINUTES OF REGULAR COUNCIL MEETING

COUNCIL CHAMBERS **7:00 P.M.** **November 5th, 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 Ryan Koltiska with Sheridan Kids Life.

4. The meeting was called to order with a quorum as follows: Mayor Roger Miller presiding with Councilors Erin Hanke, Patrick Henderson, Thayer Shafer, and Alex Lee, with Councilor Rich Bridger absent. Members of staff present included City Administrator Mark Collins, Police Chief Richard Adriaens, City Clerk Cecilia Good, Community Development Director Brian Craig, Public Works Director Lane Thompson, Fire Chief Gary Harnish, Travel and Tourism Director Shawn Parker and various other City staff.

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

6. Public Hearings

A. Mayor Roger Miller called for a public hearing at 7:02 P.M. for comment regarding the Approval of Resolution 53-18 Budget Revisions for FY19. A presentation was provided by Interim Treasurer Todd Watkins. The public hearing was closed at 7:11 P.M.

B. Mayor Roger Miller called for a public hearing at 7:11 P.M. for comment regarding the Approval of the First Reading of Ordinance #2195 Adoption of the 2018 International Building Codes. A presentation was provided by Building Official Kevin Bare. Ron Patterson stated that the Big Horn Home Builders Association is in agreement to the code adoption with the fire sprinkler requirement removed. JD Gamble with Life Safety Solutions addressed the Council regarding his concerns with not including fire sprinkler system requirements within the update to residential code. Mayor Miller and Councilor Shafer asked Mr. Gamble about the cost savings and maintenance costs of fire sprinklers, which he addressed. Community Development Director Brian Craig stated that no other community in Wyoming is requiring fire sprinkler installation in residential housing. This has made it difficult to identify real numbers on the installation costs. The public hearing was closed at 7:33 P.M.

C. Mayor Roger Miller called for a public hearing at 7:33 P.M. for comment regarding the Approval of Resolution 40-18 Saddlecrest Major Subdivision. A presentation was provided by Community Development Director Brian Craig. Tom Pilch with Pilch Engineering addressed questions regarding building height restrictions. The applicant has signed a pre-annexation agreement. There is no indication that in the near future the City of Sheridan would annex the location. The public hearing was closed at 7:39 P.M.

D. Mayor Roger Miller called for a public hearing at 7:39 P.M. for comment regarding the Approval of the Liquor License Renewals as listed below. A presentation was provided by City Clerk Cecilia Good. There were no additional comments from Council or the public. The public hearing was closed at 7:41 P.M.

E. Mayor Roger Miller called for a public hearing at 7:41 P.M. for comment regarding the Approval of the First Reading of Ordinance #2194 Woodland Creek Estates Annexation. A presentation was provided by Community Development Director Brian Craig. There were no additional comments from Council or the public. The public hearing was closed at 7:43 P.M.

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

A. Appointment of John Dick to the Sheridan Public Arts Committee

B. Approval of Final Acceptance of Cloud Peak 17 Phase 1 Subdivision Infrastructure

C. Approval of Final Acceptance of Skyview West Phase II Subdivision Infrastructure

D. Minutes of Regular Council Meeting October 15th, 2018

E. Claims

Claims 11-06-18

Vendor Name	Description	Total
307 Homes, LLC	Balance Refund/559 Coffeen Ave.	9.13
A Plus Plumbers & Appliance Repair	Boiler Repair-Leopard St Waterline Replacement	1,416.94
Ace Hardware-Newkirk	Cemetery shop supplies	258.18
ACT Communications	Internet and Phone	179.60
AlphaGraphics of Wyoming	Winter Poster/flyers/business cards	543.25
American Water Works Association	2019 AWWA Membership Renewal	1,975.00
Andi's Coffee & Bakery, LLC	Hazmat Refresher Training Catering Oct 15-18	491.00
Andrew & Jennifer Kiehl	Balance Refund/1055 N Gould St. #B	24.81
Andrew Farrell	Balance Refund/499 Airport Rd.	87.70
Andrew W Lindberg	Reimb mileage-Gillette-WY pickup hazmat trailer/hazmat materials	301.04
Annette W. Everett	Purchase - The World is Mine - Sculpture	4,500.00
Anthony & Trish Kost	Balance Refund/910 W Loucks St.	54.10
Anthony Schuman	Temp CDL license/exam (A.Schuman)	122.50
Arete Design Group	Review blinds bid & search for Carpet-City Hall	390.00
Association of State Floodplain Managers	ASFM membership	160.00
Atlantic Roofing	Roof membrane replacement on station	11,000.00
Automationdirect.com	thermostat	64.66
Axis Forensic Toxicology, Inc	Lab Results - 18P007913 and 18P008013	450.00
B&B Leasing Company	UM Sept lease	96.65
Bighorn Design	Uniform shirts	1,059.00
Bighorn Design Studio	Map frames for atrium	1,500.00
Bloedorn Lumber	Blacktooth Sign project, cemetery shop supplies/fencing	3,249.99
Bob's Super Clean	8th street repair	547.75
Bradley G. Taylor	Balance Refund/1643 Pond View Ct.	27.65
Bronc Builders	Weed Eating of Cemetery September	476.63
Buffalo Computer Consulting, LLC	1 Svr;13 Dsktop;14 Desktop Adv;3 Laptop;1 Chrome box	25,600.00
C & K Equipment	Parts for Unit 7-18 Sanitation truck/credits	82.09
Carl Massengill	Balance Refund/1353 N Gould St.	7.18
Carquest Auto Parts	Filters and parts for repairs	1,302.64
Carroll Realty	Balance Refunds	94.52
Caterpillar Financial	CAT D6T Dozer Payment #2	55,232.02
CED- Consolidated Electrical Distributers Inc.	City Hall Light Bulb for City Hall LED Change Out	218.00
Cedars Health LLC	September Drug and Alcohol Testing	536.34
Chris Dooley	Balance Refund/430 W 11th St.	62.14
Christina Oien	SPAC Coordinator Position -September- October 2018	2,000.00
CHS Inc., By-Products	Hot plant oil/asphalt oil	18,444.64
City of Sheridan	Deposit Refund/Acct#00016128	90.00
CMI-Teco	Parts for Unit 7-18 Sanitation	60.23
Coca-Cola Bottling Company High Country	Pallets of water - Recycling Center	319.20
Collection Professionals Inc.	CPI Collections 9/1/18-9/30/18	1,407.02
Communication Technologies	Radio repair	591.34
Comtronix	Alarm monitoring - Nov thru Jan	324.00
Confluence Collaborative	Website Maintenance/Fly Sheridan	394.25
Connie's Glass, Inc.	replacement glass for sand blaster	50.00
Dana Kepner Company	clamps, shell cutter	2,668.65
David H Turner	Rising Rainbow/Large Stalking Fox/Fox on Alert	20,000.00
Deb's Art LLC	Purchase - A Feather`s Flight - sculpture	6,712.50
DeDecker Sculpture Inc	"Best of Friends"-Sculpture Honorarium	1,000.00
Dixon Land Management and Consulting Inc	Remove trees/shrubs on Goose Creek Levee/Mowing	3,110.00
Donald & Jill McGraw	Balance Refund/426 Shadow Ridge Blvd.	129.74
Doug Carlton	Balance Refund/819 Delphi Ave.	53.47
Dowl	Sheridan N End Water & Sewer/Leopard St/Other projects	62,839.30
Downtown Sheridan Assoc	Third Thursday Sponsorship	2,000.00
Elks Youth Rodeo	Elks Youth Rodeo Grant	1,500.00
Employ, LLC	Temporary Labor	7,976.49
Farmers Co-op Oil Co.	Fuel	19,273.93
Fastenal Industrial Supplies	Screws/nuts/bolts/step ladder	186.01

Fedex Freight West Inc	Shipping charges for grant paperwork	26.43
Fort Bend Services, Inc	polymer	3,344.61
Fremont Motor Company	Balance Refund/103 N. Gould St.	295.56
Fremont Motor Sheridan	UM radiator 2-6	277.99
Galls, LLC	Uniform Shirts - Keller	100.50
Gary Harnish	Reimb fuel Casper-Meeting 10-9-18	40.15
Grainger, Inc.	adhesive, fire sign adhesive, fire sign	224.94
Hach Company	Buffer pillows for lab	109.15
Health Education Design Solutions, Inc	First-Aid-BLS CPR-CPR Classes for September 2018	584.00
Hill Enterprises West, LLC	Purchase - Small Talk - Sculpture	11,250.00
Hot Iron, Inc.	Loucks Phase 2 Construction - #4742	555,070.75
HUB International Mountain States Limited	Muni Court Bond Renewal - Kessner	100.00
Hub Int'l Mountain States LTD	Bond Renewal Asst Treasurer Watkins	263.00
InfoSend, Inc.	Billing Statements & Postage - September 2018	2,298.92
Inland Northwest Health Services	Transfer 6 instructors from HEDS to INHS	240.00
Interstate Power Systems	Filter kit for Unit 3-14 Sanitation	130.08
Isabelle Moelle	Balance Refund/607 Frank St.	54.73
J C Contracting Inc	Leopard St Waterline Replacement - Misc #4741	2,389.20
J P E, Inc.	Deposit Refund/Acc t#00008054	90.00
Jack's Truck & Equipment	DEF cap for Unit 3-7 Sanitation truck	153.94
Jared Dutka	Balance Refund/1340 Victoria St.	62.69
Jeffrey Shanor	FAM Meal Reimbursement	46.34
John Deere Financial #1111308145	Uniforms	1,172.60
Jon Halvorson	Balance Refund/14 Green Meadows Dr.	47.96
Jon Syring	Reimb weight belt for Syring	24.94
Jonathan Snoozy	Per Diem to Colorado for Training	137.50
Kaitlin Ilgen	Balance Refund/1218 S Sheridan Ave.	100.31
KCR Enterprises LLC	Microtorch kit w/pliers	89.83
Kilpatrick Creations Inc.	Uniforms - SWD	670.20
Kois Brothers Equipment, Co.	Arm rest Unit 3-12 Sanitation	111.62
Kristy Buckley	Wellness Participation Reimbursement	150.00
KXK Concrete	Kilbourse and 5th repair	3,200.00
KXK Construction	removal and new placement of Lions Park Pads	5,170.00
L J Wright Ironworks & Design, Inc.	Rebuild vacuum chute	1,719.98
Landon's Greenhouse & Nursery, Inc.	flowers and supplies for Parklet planters	447.98
LanguageLine Services, Inc.	Over the phone 911 interpretation	94.28
Larry Storo Jr.	Balance Refund/1718 Park Side Ct.	10.77
Leslie McGovern	Balance Refund/814 N Custer St. #101	55.34
Lily Bliss	Balance Refund/5 Moore Ln.	25.21
Linda Holwell	Balance Refund/236 W 10th St.	52.08
Lisa & Kevin Lucy	Deposit Refund/1007 Illinois St.	5.90
LJS Concrete and Excavating, LLC	WDT Reconstruction Project - #4725	188,389.72
Luke A Goddard	Medical Doctor Coverage for November 2018	500.00
Lyle Signs, Inc.	Signs for Recycling	279.28
Mac's Moving Acquisition, Inc	moving tables out and desk into office for Bev	100.00
MAP, LLC	Contractual Services	4,349.26
Mark A. Collins	Per Diem Reimbursement for ICMA Conference	263.75
Memorial Hospital of Sheridan County	Wellness Testing/Drug and Alcohol screening	199.35
Midwest Laboratories, Inc.	Testing services - Landfill	2,282.00
Monnit Corp	Cellular data for compost monitoring	20.00
Montana Air Cartage, Inc.	Shipping freon tanks	90.43
Montana Dakota Utilities	N Sheridan Interchange Misc #4729	31.12
Mueller Systems	Meter Replacement/Data Software Renewal	83,926.00
Mullinax Concrete Service & Irrigation	Pea gravel (durapatcher aggregate)	90.89
Napa Auto Parts	Parts and supplies for repairs	1,327.74
Navarro Bronze Works	Purchase - Spirit of the Thunderbird - Sculpture	4,725.00
Newman Traffic Signs	Bill Redle Traffic Sign	44.59
Norco, Inc	Supplies	777.12
Northern Wyoming Community College	SEEDA Administrator Contribution - September 2018	3,631.90
O'Dell Construction Inc.	Curb/gutter Highland Ave (SMH)	1,912.00

Office Shop Inc	Copy counts	694.10
Pat Burke Trucking	Hauling glass to Denver for recycling	1,200.00
Peaks to Plains Design, PC	Master Plan Update for Parks, Rec & Open Space	6,221.75
Plains Tire & Battery	Tires for Units 3-32 and 3-8 and 3-20	2,216.55
Post and Associates	Pre-employment Psych Exam - Willett	400.00
Powder River Power Co	Parts for Unit 3-18 Sanitation	90.79
Premier Design Properties	Balance Refund/38 Pinehurst Dr.	52.08
Prestfeldt Surveying LLC	Survey Horsley Easement & Vacation of Old Easement	196.00
Proforce Law Enforcement	POF P15 Constable 556 Rifle 11.5 BBL 30Rd	2,257.43
Radwell International, Inc	module for analog output	357.60
Railroad Management Company III, LLC	Water pipeline crossing lease	235.41
Rebecca Dolzadelli	Alcohol Compliance Checks	180.00
Regan Haswell	Balance Refund/2016 Skyview West Dr.	31.58
Respond First Aid Systems of Wyoming	Clean, inspect and refill first aid kit - Landfill	82.26
RF Communications, Inc.	Portable and mobile radios for SFR RDobbs	13,964.80
Rhonda M Gould	Patches sewn on shirts for Keller	15.00
Ricoh USA, Inc.	October Copier Charges	99.64
Rita Taylor	Balance Refund/1529 N Main St.	54.13
River Oaks Communications Corporation	Aug Inv-Discuss/Correspondence Re: Centurylink	4,000.50
Robert E. Ratty	Building and delivery of 4 benches for parklet	450.00
Robert Guilford	Balance Refund/971 Pinyon Pl.	64.10
Rodney Swaney	Per Diem and Fuel to Cheyenne for training	378.81
Sage Kehrer	Balance Refund/1353 N Main St.	53.92
Secure Shred	Shredding services	44.10
Servall Uniform and Linen, Inc	Rugs	586.86
Shaunessey Reeves	Cleaning of 5 park bathrooms and cemetery office	1,050.00
Sheridan College Booster Club	Volleyfall Classic Grant	250.00
Sheridan Commercial Co.	Hand Cleaner/supplies	154.08
Sheridan Computers LLC	Booster repair/Battery back up	279.98
Sheridan County Chamber of Commerce	Suds n Spurs Brewfest Grant	2,000.00
Sheridan Econ-O-Wash	laundry services	56.00
Sheridan Fire Equipment	5 lb fire extinguishers	120.00
Sheridan Lock & Key	Keys for range	86.50
Sheridan Media	Fly Sheridan Marketing	235.00
Sheridan Motor Inc	Battery/transmitter/headlamp/skid plate/serv/brake	1,823.71
Sheridan Pilots Association	Sheridan Pilots Assoc Fly In Grant	750.00
Sheridan Printing Inc	500 Business Cards for Fire Chief Harnish	133.00
Sheridan Recreation District	July - September 2018 Quarterly Payment (35%)	60,025.00
Sheridan Seed Co., Inc.	25lbs P.R. Dryland	100.00
Sheridan Transportation Taxi	Safe Rides - September	1,992.00
Sherwin Williams	Radia paint shaker	5,055.00
Source Office & Technology	Supplies	688.84
State of Wyo Office of Emergency Medical Service	SFR annual ambulance license for 2019	20.00
State of Wyoming	Loan JPA-15584 Payment #4	69,909.83
Steve's Truck Service Inc	UM vac truck repairs	1,526.97
Sue Goodman	WYGEO/WYOPASS 2018 fall conference travel expenses	319.50
Team Laboratory	Road patch materials	847.50
Ted's Towing, LLC	Towing charges	125.00
Terry Kruse	Balance Refund/369 2nd W Parkway	111.06
The Country Hospital for Animals	Laceration Repair for K-9 Charlie	631.00
The Lamar Companies	Billboards	2,909.00
The Park Catalog	Two (2) Bike repair stands w/pumps & air guage	2,472.00
The Trophy Case	name plate/plaque/engraved signs	823.58
Thomas & Barbara Hurst	Balance Refund/747 Big Horn Ave.	76.06
Thomas J Klepperich	Municipal Court Judge Billing October 2018	1,740.00
Tire Rama	Dismount and mount tires/Tires	1,996.00
Tires for Reclamation, Inc.	Tire disposal 8.23.18	1,163.75
Top Office Products Inc	Copy Charges - October 2018	342.73
TripaAdvisor LLC	Graphical Advertising September	345.30
UPS Store	Box for shipping	1.91

Verizon Wireless	Aircards for MDC`s	578.82
VRM	Replacement conveyor belt for Grinder/Pipe/Service	3,894.66
Water Products, Inc	Water	49.95
Way Oil Inc	Hydraulic oil/antifreeze	1,556.10
Western States Arts Federation	2019 Historic Downtown Juried Sculpture Exhibit	450.00
Wilbur-Ellis LLC	Chemicals/fertilizer	1,178.50
Winsupply of Sheridan Wy Co	Parts for Ag Bag updates/valve box extension	580.89
Wood Group USA, Inc	SCADA revision for dewatering project	5,568.00
WWC Engineering, A Division of	Piezometer Install, Monitor for ACOE 1135 Study	850.00
Wyoming Bank & Trust	SID #77 Principal, Interest & Fee	41,831.25
Wyoming Demolition, Inc.	Release of Retainage 27-29 Decker Rd Cleanup	9,095.00
Wyoming Machinery Co	Oil for Unit/Parts	840.14
Wyoming Water Quality	WWQPCA conference	1,360.00
Xerox Corporation	Copier lease and copies - September	161.16
Zowada Plumbing & Heating Inc	City Hall Water Cooler Maintenance needs reset	123.00
Grand Total:		**1,408,836.09**

Prepaids 10-11-18

Vendor Name	Description	Total
Montana Dakota Utilities	Numerous Electric Bills/Pump Stations	20,400.32
Grand Total:		**20,400.32**

Prepaids 10-19-18

Vendor Name	Description	Total
CenturyLink Communications, LLC	SCADA Lines and Extensions	961.43
Montana Dakota Utilities	Pump stations/Numerous electric bills	22,668.37
Wyoming State Treasurer	Unclaimed Property FY2018	1,360.68
Grand Total:		**24,990.48**

Prepaids 10-25-18

Vendor Name	Description	Total
Montana Dakota Utilities	Pump stations/Numerous electric bills	1,243.47
Pitney Bowes Inc	Postage for City Hall for September/October 2018	1,220.99
Todd Watkins or Brett Caiola	Petty Cash Reimbursement 09.04.18 to 10.24.18	309.60
Grand Total:		**2,774.06**

Regular Payroll 10-26-18

Vendor Name	Total
497-874-NCPERS Wyoming	304.00
Aflac	1,500.24
Blue Cross Blue Shield of Wyoming	70,386.28
Child Support-Ohio	196.14
CITCO FCU	3,352.63
First Federal Savings Bank	9,388.29
HealthEquity, Inc.	2,731.29
ICMA Retirement Trust 300698	6,778.23
IRS 941	70,462.05
LOCAL 276, IAFF	750.00
Nationwide	64.52
Optum Bank, Inc.	1,022.93
Orchard Trust	2,170.00
Security State Bank	404.59
Sunlight Federal Credit Union	1,788.77
VSP	1,031.21
Workers' Safety &	9,890.69

Wyoming Retirement System	63,808.32
Wyoming State Disbursement Unit	923.70
Grand Total:	**246,953.88**

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

8. Community Update

A. Executive Director Paul Demple gave a Northern Wyoming Mental Health Update. Councilor Lee requested that Mr. Demple send an email containing a list of requirements from the One Cent application that caused hesitation in applying for the funding.

B. Bev Leichtnam read the Vietnam Women's 25th Memorial Anniversary Proclamation.

C. Councilmember Alex Lee read the Sheridan Apprenticeship Week Proclamation.

9. Staff Update

A. Travel and Tourism Executive Director Shawn Parker gave a CAST and Sheridan Travel and Tourism Update.

B. City Administrator Mark Collins gave a Council Strategic Plan Overview.

C. City Administrator Mark Collins gave a FY19 1st Quarter Financial Update.

Old Business:

There was no Old Business.

New Business:

10. Councilor Hanke moved, seconded by Councilor Lee, for the Approval of Resolution 53-18 Budget Revisions for FY19. Council approved the motion: voice vote: unanimous.

11. Fire Chief Gary Harnish delivered a presentation. Bruce Edwards discussed the plan further. Councilor Shafer moved, seconded by Councilor Henderson, for the Approval of Resolution 55-18 Renewing the Sheridan County Hazard Mitigation Plan. Council approved the motion: voice vote: unanimous.

12. Councilor Lee moved, seconded by Councilor Shafer, for the Approval of Liquor License Renewal Applications. The following licenses were renewed:

Retail

#1 Pony Grill & Bar
#2 Railroad Grill
#3 Rendezvous Liquor & Lounge
#4 Coffeen Liquors
#5 Trails End Firewater Lounge
#6 Star Liquor Tasting Library
#7 Beaver Creek Saloon
#8 The Mint Bar
#9 Oles Pizza & Spaghetti House
#10 Cloud Peak Lanes
#11 No.10 LLC
#12 Common Cents Foodstore
#13 Rainbow Bar
#14 No Name Bar
#15 Little Goose Liquors
#16 Suttons Tavern
#17 Wyoming Cattle & Creek Company
#18 Ok Corral City Liquor
#20 T and C Liquors
#21 Killys Smokehouse Deli

Club

#1 Kalif Shrine Temple
#2 Sheridan Elk's Lodge #520
#3 American Legion Post 7

#4 Fraternal Order of Eagles
#5 Veterans of Foreign Wars Post 1560
#6 WYO Theater
#7 Kendrick Municipal Golf Course
#8 Big Horn Mountain Eagles Foe #4169
#9 The Hidden Bridge Golf Club
#10 Foundry

Resort

#1 Holiday Inn Sheridan

Bar & Grill

#1 Wyoming Rib & Chop House
#2 Powder River Pizza Company
#3 Frackeltons
#4 Open Range Bar & Grill
#5 Sanford's Grub & Pub

Restaurant

#1 Pizza Hut of Sheridan
#3 Golden China Restaurant
#5 P.O. News & Flagstaff Cafe
#7 Dragon Wall
#8 Wyoming Culinary Institute
#9 Kim's Family Restaurant
#10 El Tapatio Dos
#11 Las Delicias
#12 Cowboy Cafe
#14 Sapporo Japanese Steakhouse
#15 Birch

Microbrewery

#1 Smith Alley Brewing Company
#2 Black Tooth Brewing Company
#3 Luminous Brewhouse

Satellite

#1 Koltiska Distillery Satellite
#2 Weston Wineries Satellite
#3 Table Mountain Vineyards Satellite

Council approved the motion: voice vote: unanimous.

13. Public Works Director Lane Thompson delivered a presentation. Councilor Henderson moved, seconded by Councilor Shafer, for the Approval of Double Day Indemnification Agreement. Council approved the motion: voice vote: unanimous.

14. City Administrator Mark Collins introduced Karen Burtis. Councilor Hanke moved, seconded by Councilor Shafer, for the Approval of Confirmation of New City Treasurer Karen Burtis. Council approved the motion: voice vote: unanimous.

15. Councilor Lee moved, seconded by Councilor Shafer, for the Approval of Resolution #40-18 Saddlecrest Major Subdivision. Council approved the motion: voice vote: unanimous.

16. Community Development Director Brian Craig delivered a presentation. Councilor Shafer moved, seconded by Councilor Lee, for the Approval of Saddlecrest Pre-Annexation Agreement. Council approved the motion: voice vote: unanimous.

17. Councilor Hanke moved, seconded by Councilor Shafer, for the Approval of the First Reading of Ordinance #2194 Woodland Creek Estates Annexation. Council approved the motion: roll call vote: unanimous.

18. Councilor Henderson moved, seconded by Councilor Shafer, for the Approval of First Reading of Ordinance #2195 Adoption of the 2018 International Building Codes. Council approved the motion: roll call vote: unanimous.

19. Council Comments and Requests for Future Agenda Items.

A. Councilor Patrick Henderson thanked Todd Watkins for all of his hard work. He also praised the Sheridan Broncs on their wins this season.

B. Councilor Thayer Shafer wanted to point out again that the exemption on the sprinkler systems is something that we can add to that ordinance at any time. Council will want to see the examples built before a final decision is made. The ACOE approved and released funds for planning the Goose Creek Restoration Program.

C. Councilor Alex Lee addressed City Administrator Mark Collins and stated that revenue update speaks volumes to the performance of staff. He also mentioned that it is the eve of Election Day, encouraged people to exercise their right to vote.

20. Comment from the Public:

A. John Fafoutakis discussed fluoride.

21. Councilor Hanke moved, seconded by Councilor Shafer, to adjourn the meeting at 9:10 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

Treasurer

MEMORANDUM

Project Name:	Claims
From:	Todd Watkins, Interim Treasurer
To:	Mayor and Council
CC:	City Administrator Mark Collins
Date:	11/15/2018

Attachments

Claims 11-20-18
Combined Prepaids
Regular Payroll 11-09-18

City of Sheridan
Claims paid on 11/20/18

Sum of Amount		
Vendor Name	Description	Total
3-D Specialties, Inc.	Posts/reflectors	568.90
A & M Service & Supply Inc.	Printer Drum Unit	267.00
A Clear View Inc.	City Hall window cleaning	2,650.00
Ace Hardware-Newkirk	Supplies	1,212.50
ACRO, Inc.	Software Systems Update Cecilia and Emily	106.25
ACT Communications	Telephone and internet	215.58
Alex Patterson	CDL license reimbursement	40.00
AlphaGraphics of Wyoming	Posters for Visitor Center/Job postings/Poster	430.67
Amber Edwards	Deposit Refund/507 Jackson Ave.	68.02
Ameri -Tech Equipment Company	Monroe plow 12` loader/grader plow	15,955.00
American Maid	October Cleaning	4,125.00
American Welding & Gas, Inc.	Supplies	141.50
Anna Litt	Deposit Refund/1004 Illinois St.	51.71
Arete Design Group	Carpet & Blinds Review for City Hall	1,300.00
Axis Forensic Toxicology, Inc	Lab Results - 18P008753/18P008513	550.00
B&B Leasing Company	Copier lease payment	334.74
Bentley Systems	Flowmaster/Water Gems Software	990.75
Bloedorn Lumber	lumber and supplies	396.12
Brad Adams	Wyoming CDL license (B.Adams)	52.50
Brian James Golf Proffessional LLC	City reimbursement for maintenance of golf course	2,843.70
Brian's Boot & Shoe	Uniform Boots	598.30
Bryan Opitz	Deposit Refund/2094 Featherbed Ln.	62.28
Burton Highland Home Owners Assoc.	Balance Refund/918 Highland Ave. #A S.T.	63.95
Canyon Industries, Inc.	Hydropower- #4552	10,749.63
Carol Schroeder	Deposit Refund/348 E 2nd St.	16.86
Carol Sims	Wellness Program Participation Reimbursement	100.00
Carolyn A. Byrd	Planning and BOA secretary minutes	175.00
Carquest Auto Parts	Parts for Repair maintenance	998.79
Carroll Realty	Balance Refund/493 Blue Sky Ct.	7.52
CED- Consolidated Electrical Distributers Inc.	Replace cabinet handle/Fuses/Tools	290.95
Cedars Health LLC	October Drug and Alcohol Testing	450.11
CH Diagnostics and Consulting	Crypto and Giardia Analysis 9/26/2018	1,040.00
Charles Roberts	Munsick Shoot Assistance	50.00
Charter Communications, Inc.	Monthly Fee	14.82
Chemtrade Chemicals US LLC	1 truckload alum	6,344.88
CHS Inc., By-Products	Hot plant oil	8,646.29
Circle S Sanitation	Empty dumpster at BGWTP 8-9-2018	85.00
Clement Communications, Inc	Safe procedures safety poster program- 1 year	695.82
Collection Professionals Inc.	CPI Accts-Collections	762.11
Comtronix	City Hall Alarm Trip repair	132.00
Connie's Glass, Inc.	Repair Handicap Entrance City Hall Basement	55.00
Country Bounty	Advertising - Leaf Collection	168.00
Crescent Electric	Timer switch, support grip, lights. light bulbs	380.15
Dairy Queen	Balance Refund/544 N Main St.	810.22
Dale C & Cindy L Reeser	Balance Refund/6 Green Meadows Dr.	28.05
Dana Kepner Company	meter adapters,hydrant parts,corb stop	2,811.45
Danette Baldacci	Deposit Refund/836 Laclede St.	67.08
Dixon Land Management and Consulting Inc	mowing of city property week of oct 22,2018	800.00
Don Hauf	IMSA traffic signal training (D.Hauf)	266.00
Dowl	Sheridan N End Water & Sewer /Other Projects	58,503.49
DPC Industries, Inc.	Demurrage/rental fee- 1 tank chlorine	1,208.25
Duke's Root Control, Inc	2018 Chemical root control/application	69,991.41
DXP Enterprises, Inc.	Calibration gas (pentane) for air monitors	257.75
Ed Hammer Inc	Glow plug assembly	25.86
Emily Erickson	Refund/1406 Warren Ave.	90.92
Empathia, Inc	EAP Services Nov - Jan	934.50
Employ, LLC	Temporary Labor - Recycling	6,593.40
Employers Council	Pre-Employment Background Checks	936.00
Energy Laboratories, Inc	TOC Analysis 10/16/2018, WO# C18100399, fees	218.00
Entech, Inc.	Loucks St Reconstruction Phase II CA-/5th St Sewer Creek	74,547.10
Erlene Roush	Balance Refund/624 Burton St.	141.47
Farmers Co-op Oil Co.	Fuel	36,452.38
Fastenal Industrial Supplies	Supplies	1,218.41
Fedex Freight West Inc	FedEx for WTP	221.42
Fletcher Construction	Hydrant Deposit Refund-Fletcher Construction	286.20
Fletcher Construction Co	crane service	140.00
Fremont Motor Sheridan	2-6 repairs	257.95
Vendor Name	Description	Total
Gabriel Koltiska	Deposit Refund/3844 Coffeen Ave.	22.31
Galls, LLC	names tag, uniform pant and long sleeve shirt	153.68
Glenn Manry	Travel for WARM Cyber Security Summit, G. Manry	70.85
Greg Ecoff	Balance Refund/349 S Tschirgi St.	91.36
Hach Company	Annual Service Agreement Renewal	16,099.00

Harris Computer Systems	ICIS Support 1/1/2019 to 12/31/2019	15,503.30
Hawkins Inc	Hypochlorite and bisulfite chemical	14,955.89
Hayward Baker Inc.	Hillslides Project- Engineering Service #5317	90,907.42
Holiday Inn	Job Recrutiment Costs	188.00
Hot Iron, Inc.	Hydrant Deposit Refund-Hot Iron Loucks Phase 2 Construction- #4742	600.00 165,549.71
Inter-Mountain Laboratories Inc	Bacteria Analysis 10/9/2018, WO# S1810174	370.00
Investments LLC Mheirtbar	Deposit Refund/1984 Pima Dr.	148.96
Ira Stimpson	Deposit Refund/855 W Loucks St	67.39
Jack Cremer	Travel Exp Reimb, WWQ/PCA Conf, J. Cremer	121.50
Jack's Auto Body Specialist	Hail Damage Repair to Police Car	11,975.35
James Riesen	WWQPCA conference	92.00
Jasmine Borner	Deposit Refund/507 Airport Rd.	23.79
Jason Neavill	WWQPCA conference	92.00
Jeanne Knox	Deposit Refund/534 W Works St.	44.48
Jodeen Showers	Balance Refund/1728 Yonkee Ave.	60.56
Jody Campbell	Deposit Refund/341 E Works St.	57.84
John Deere Financial #1111308145	Supplies/Uniforms	839.71
Justin Will	Balance Refund/403 E 6th St.	54.06
Kacey Outland	WWQPCA conference	92.00
KCoe Isom, LLP	Sheridan Renewable Engery Assessment- #5313	9,100.00
Kenneth & Deborah Shurter	Deposit Refund/831 Gladstone St #A	90.00
Kerns Law Office, LLC	Legal Services for October	3,543.75
Kilpatrick Creations Inc.	Uniforms - Don G.	96.25
Kinnaird Law Office, PC	Muni Court Prosecution Fee, Oct 2018	210.00
Knecht Home Center	Materials	360.49
Levi Whitaker	Deposit Refund/715 W 11th St. #B	75.26
Lindsay Cook	Deposit Refund/903 Big Horn Ave.	5.71
Lisa & Drew Milner	Balance Refund/2093 Pheasant Draw Rd.	118.20
Local Govt Liability Pool	Liabiliby Insurance Deductible	1,000.00
Lomco Inc	Trucking of Hot Plant oil	1,093.18
Madden Media	Google SEM - October	1,458.33
MAP, LLC	Contractual Services	2,174.63
Margaret Pilch	Balance Refund/181 Scott Dr.	33.64
Marie Lowe	Balance Refund/515 Val Vista St.	48.29
McGrath Consulting Group, Inc.	Fire Service Study Final Payment Inv 1054	2,900.00
Midwest Laboratories, Inc.	Compost testing	375.00
Mike Peacock	Travel Reimb for WWQ & PCA Conf, M. Peacock	83.00
Montana Air Cartage, Inc.	transport of electric motor for repairs	63.36
Morrison-Maierle, Inc.	N Sher Interchange -Utilites & Enhance CA #4729	45,733.16
Mullinax Concrete Service & Irrigation	Loucks St. Reconstruction - Misc #4742	224.00
Napa Auto Parts	Parts and Supplies	409.88
Natasha Miller	Balance Refund/1037 Illinois St	126.60
Nicholas Angeloff	Deposit Refund/767 Clarendon Ave.	45.01
Norco, Inc	Supplies	1,208.21
Office Shop Inc	Building Dept Contract Copier Contract	304.18
Office Shop Leasing	Lease Pymts	370.28
Olson's Pest Technicians	Monthly service- BGWTP & Intake	420.00
One-Call of Wyoming	Tickets for October CDC Code CSH	248.25
Parker & Bekka Hendrickson	Deposit Refund/1204 Marion St.	46.72
Pat Burke Trucking	Hauling tires to MT for proper disposal	700.00
Pavement Markings LLC	Striping (Connor & Grinnell Sts)	750.00
Peak Consulting	Fire Chief Assessment Center	3,553.00
Peaks to Plains Design, PC	Facilitate Mtgs, Prepare Community Survey	15,447.85
Pert's Towing	Tow Vehicle #18 to Sheridan Motors	75.00
Peterbilt of Wyoming	Air conditioner compressor	481.67
Plains Tire & Battery	Tires and Repair	2,484.02
Post and Associates	Pre-employment Exam and Protocol - Philipp	400.00
Powder River Heating & Air Conditioning, Inc	Winterize Chiller City Hall/Service calls for C&C Shop	1,845.20
Powder River Power Co	Parts	493.82
Preston Wisenbaker	Deposit Refund/774 E 8th St.	6.57
Rachael Pacheco	IA Transcription	367.25
Radwell International, Inc	replacement of failed input module	1,407.00
Ramkota Hotel & Conference Center-Casper, WY	Hotel room for J. Cremer- WWQ/PCA Conference	240.00
Randall Engineering Surveys	Leopard St (Pipe Bursting Lee`s)- CA #4741	880.00
Redline Contractors	Hydrant Deposit Refund-Redline Contractors	600.00
Richard Warren	Balance Refund/523 S Main St.	62.89
Ridgepoint Consulting, LLC	Meter Replacement/R&O	30,422.50
Vendor Name	Description	Total
River Oaks Communications Corporation	Sept Inv-Discuss/Correspondence Re: CenturyLink	7,339.50
Robert Lenzi	Deposit Refund/1961 Edwards Dr. #B	24.48
Roll 'N' Rite Doors Inc	Installation of Receiver and Keyless Entry-barn	223.54
RSCI	WWTP CWSRF Dewarting Project- Misc- # 4504	17,708.00
Russell Industries Inc.	Flap valve, North lift repair, Maintenance	3,357.79
Scott Badley	Mounting of Shields in lobby and break room	154.56
SEPI Marketing	KOA Advertising	419.00
Servall Uniform and Linen, Inc	Rug Service	367.80
Seth Ulvestad	Deposit Refund/1854 Frackleton St.	75.26

Shaunessey Reeves	cleaning of 4 parks and office mid-end october	1,400.00
Sheridan Commercial Co.	Supplies	1,839.51
Sheridan County Public Health	Hep A & B vaccination (I.Pierce)	40.00
Sheridan Lock & Key	Range Keys	9.60
Sheridan Media	Fly Sheridan Marketing	235.00
Sheridan Newspapers Inc	ADS	4,772.00
Sheridan Seed Co., Inc.	turf for parks	265.00
Sheridan Transportation Taxi	Safe Ride - October	2,081.00
Source Office & Technology	Office Supplies	793.10
Star Video Audio	Remote start UM	675.00
State of WY - Judicial Systems Automation Acct	Court Automation Fund-October 2018	3,275.00
Tanya Waunder	Deposit Refund/1344 Circle 3 Dr.	90.00
Ted's Towing, LLC	Vehicle 27 Tow from Family Dollar	75.00
Thatcher Company	Invoice #1445109 debit memo freight correction	2,560.00
The Lamar Companies	Wyoming billboards 11/2 - 11/29	1,680.00
Tire Rama	Mount/dismount tires	1,638.95
Tires for Reclamation, Inc.	Tire disposal 11.9.2018	1,163.75
Titan Machinery Inc.	Curtain set/hydraulic motor/gutter brooms	13,321.17
Top Office Products Inc	Copy charges	290.94
Transaction Warehouse, Inc	Web Payment Transaction Fee, Oct 2018	3,044.70
Tri State Truck & Equipment, Inc	Broom core wires	1,315.21
Trihydro Corporation	WDT Reconstruction Project/Landfill Monitoring	28,618.58
Triple Creek, LLC	4MG Storage Tank Repair Construction - #4502 Hydrant Deposit Refund-Triple Creek	9,221.98 555.86
Tyler Gay	WWQPCA conference	92.00
USA Blue Book	Chemical injection quill, freight	256.40
Valencia Luckman	Deposit Refund/29 S Carlin St.	42.33
Victim Services	Crime Victims Fund-October 2018	400.00
Vince Klinkhammer	Deposit Refund/271 E College Ave.	69.83
Visionary Communications	BGWTP & Intake- Internet 11/1-12/1/2018	401.82
Visit.Com Inc.	Monthly Support Fee - October	300.00
VRM	Pressure wash under carriage compactor, dozer	1,100.00
Wamco Lab Inc.	Toxicity test	1,700.00
Wanda Burton	Permit refund job was in the county	150.00
Warner Services LLC	Maintencane of HVAC Equip City Hall Roof Top Units	767.00
Water Products, Inc	Bottled Water	45.00
Way Oil Inc	Oil product/synthetic oil	4,026.46
Weed Warriors	Brushhog ski path on S Park	375.00
Wells Fargo Bank-CC	October Credit Card Charges	28,623.07
Wilbur-Ellis LLC	grass seed and supplies for Golf Course	1,178.50
Wilson Bros. Construction, Inc.	Sheridan North End Utilites/West Works	321,544.04
Winsupply of Sheridan Wy Co	Repair parts	6,011.82
Wood Group USA, Inc	GIS professional services Sept 2018	2,343.75
World Wide Consultant Group LLC	N Sheridan Interchange Misc #4729	240.00
Wyoming Assoc Rural Water	Training - KH, AP, TG, TG	596.00
Wyoming Department of Workforce Services	Unemployment Insurance for 3rd Qtr - 2018	3,912.00
Wyoming Dept of Revenue	Sales Tax Return 43-1 for October 2018	1.20
Wyoming Machinery Co	Parts for Unit 4-84	75.70
Wyoming Rents, LLC	Utility roller rental	440.00
Xerox Corporation	Xerox lease and copies - October	160.27
Yonkee & Toner, LLP	Legal Services for October	400.00
Zowada Recycling & Steel, LLC	Stormwater inlet repair @ WWC parking lot	382.65
Grand Total		1,255,624.14

City of Sheridan
Prepaids paid on 11/01/18

Sum of Amount		
Vendor Name	**Description**	Total
Arete Design Group	Weatherby Building CA - #5315	**27,993.78**
Dick Anderson Construction Inc.	Weatherby Building Construction - #5315	**1,099,378.67**
First Interstate Bank	Vacutech Retainage Acct#100764562	**3,336.20**
Giorgis Properties, LLC	November Rent - Office Lease - Weatherby	**4,791.36**
Law Office of Rex O. Arney	Tax Exemption Research, Gateway easements	**1,360.00**
O'Dell Construction Inc.	Vacutech Building Design - #5314	**30,025.80**
Willard E. Cook, Jr. and Sarah F. Cook	November 2018 Rent on Old C&C property	**2,500.00**
Grand Total		**1,169,385.81**

City of Sheridan
Prepaids paid on 11/08/18

Sum of Amount		
Vendor Name	**Description**	Total
CenturyLink Communications, LLC	SCADA Lines and Extensions	**793.29**
Montana Dakota Utilities	Utilities/Numerous Electric bills	**36,531.82**
Grand Total		**37,325.11**

City of Sheridan
Prepaids paid on 11/15/18

Sum of Amount		
Vendor Name	**Description**	Total
CenturyLink Communications, LLC	SCADA and Extension Lines	**961.45**
Montana Dakota Utilities	Pump stations/Numerous electric bills	**21,364.39**
Wilcox Abstract &Title	Purchase of C&C Property from Willard E. Cook	**825,358.01**
Grand Total		**847,683.85**

City of Sheridan
Regular Payroll paid on 11/09/18

Sum of Amount		
Vendor Name	Description	Total
497-874-NCPERS Wyoming	Regular Payroll 11.09.18	304.00
Aflac	Regular Payroll 11.09.18	1,564.56
Blue Cross Blue Shield of Wyoming	Regular Payroll 11.09.18	82,637.62
Child Support-Ohio	Regular Payroll 11.09.18	196.14
CITCO FCU	Regular Payroll 11.09.18	3,352.63
First Federal Savings Bank	Regular Payroll 11.09.18	9,544.55
HealthEquity, Inc.	Regular Payroll 11.09.18	2,731.29
ICMA Retirement Trust 300698	Regular Payroll 11.09.18	7,135.51
IRS 941	Regular Payroll 11.09.18	68,242.48
LegalShield	Regular Payroll 11.09.18	45.85
LOCAL 276, IAFF	Regular Payroll 11.09.18	800.00
Nationwide	Regular Payroll 11.09.18	72.12
Optum Bank, Inc.	Regular Payroll 11.09.18	1,022.93
Orchard Trust	Regular Payroll 11.09.18	2,170.00
Police Protective Assoc.	Regular Payroll 11.09.18	60.00
Security State Bank	Regular Payroll 11.09.18	404.59
Sunlight Federal Credit Union	Regular Payroll 11.09.18	1,788.77
VSP	Regular Payroll 11.09.18	1,043.33
Workers' Safety &	Regular Payroll 11.09.18	9,517.32
Wyo Educator's Benefit Trust	Regular Payroll 11.09.18	1,140.23
Wyoming Retirement System	Regular Payroll 11.09.18	61,251.86
Wyoming State Disbursement Unit	Regular Payroll 11.09.18	923.70
Grand Total		255,949.48

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:	Small Business Proclamation - Downtown Sheridan Association Executive Director Zoila Perry
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	City Administrator Mark Collins
Date:	11/16/2018

Attachments

Small Business Saturday Proclamation

SMALL BUSINESS SATURDAY PROCLAMATION
November 24th 2018

WHEREAS, the government of Sheridan, WY, celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are currently 30.2 million small businesses in the United States, they represent 99.7 percent of all businesses with employees in the United States, are responsible for 65.9 percent of net new jobs created from 2000 to 2017; and

WHEREAS, small businesses employ 47.5 percent of the employees in the private sector in the United States; and

WHEREAS, 90% of consumers in the United States say Small Business Saturday has had a positive impact on their community; and

WHEREAS, 89% of consumers who are aware of Small Business Saturday said the day encourages them to Shop Small all year long; and

WHEREAS, 73% of consumers who reportedly Shopped Small at independently-owned retailers and restaurants on Small Business Saturday did so with friends or family; and

WHEREAS, the most reported reason for consumers aware of the day to shop and dine at small, independently-owned businesses was to support their community (64%); and

WHEREAS, Sheridan, WY supports our local businesses that create jobs, boost our local economy and preserve our communities; and

WHEREAS, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

NOW, THEREFORE, I, Roger Miller, Mayor of the City of Sheridan, do hereby proclaim November 24th 2018 to be SMALL BUSINESS SATURDAY in Sheridan, Wy, and urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.



Roger Miller, *Mayor*
City of Sheridan

CITY OF SHERIDAN, WYOMING

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

Planning

MEMORANDUM

Project Name:	Approval of the Second Reading of Ordinance #2194 Woodland Creek Estates Annexation - Community Development Director Brian Craig
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	10/19/2018

Recommendation:

Staff recommends the City Council approve Ordinance # 2194, Woodland Creek III Annexation, annexing approximately 18,669 square feet into the City of Sheridan. Zoning said 18,669 sq ft as part of the Woodland Creek Estates Subdivision PUD, Planned Unit Development. Located at 4746 Coffeen Ave and including Creek Drive.

Planning Commission Action:

The Planning Commission recommended approval of the Woodland Creek Annexation their October 22, 2018 meeting.

Potential Findings of Fact:

With respect to the proposed annexation, the City Council should make the following findings based on the requirements of state statute and City Code:

For the Annexation (From WS §15-1-402):

1. An annexation of the area is for the protection of the health, safety and welfare of the persons residing in the area and in the city or town;

2. The urban development of the area sought to be annexed would constitute a natural, geographical, economical and social part of the annexing city or town;

3. The area sought to be annexed is a logical and feasible addition to the annexing city or town and the extension of basic and other services customarily available to residents of the city or town shall, within reason, be available to the area proposed to be annexed;

4. The area sought to be annexed is contiguous with or adjacent to the annexing city or town, or the area meets the requirements of W.S. 15-1-407;

5. If the city or town does not own or operate its own electric utility, its governing body is prepared to issue one (1) or more franchises as necessary to serve the annexed area pursuant to W.S. 15-1-410; and

6. The annexing city or town, not less than twenty (20) business days prior to the public hearing required by W.S. 15-1-405(a), has sent by certified mail to all landowners and affected public utilities within the territory a summary of the proposed annexation report as required under subsection (c) of this section and notice of the time, date and location of the public hearing required by W.S. 15-1-405(a).

Neither state statute, nor city code, contain required findings to be made in assigning zoning during the annexation process. However, the following general zoning requirements from state statute should be kept in mind:

WS §15-1-601(d)

d) All regulations shall be made:

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

1. *Lessen congestion in the streets;*
2. *Secure safety from fire, panic and other dangers;*
3. *Promote health and general welfare;*
4. *Provide adequate light and air;*
5. *Prevent the overcrowding of land;*
6. *Avoid undue concentration of population; and*
7. *Facilitate adequate provisions for transportation, water, sewerage, schools, parks and other public requirements.*

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

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

4. *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:

The property owner, Woodland Creek Estates, LLC., has formally petitioned for the annexation of 18,669 square feet of unplatted land located at the northwest corner of the intersection of Coffeen Ave. and Creek Dr. The private property portion of the annexation is approximately 11,227 square feet and the adjacent portion of Creek Drive is 7,442 square feet.

This property is currently vacant land near the entrance to the Woodland Creek subdivision. Previously this property contained a rural residential use. City staff has recommended Planned Unit Development (PUD) zoning for the property. Any further development proposal is subject to consistency with the proposed amended PUD development design report and City of Sheridan review and approval. Development density and land use will be governed by the zoning requirements contained in the PUD design report. An amended PUD Master Plan will be considered alongside the third reading of this annexation request to add this new property to the overall Master Plan. Additionally, the adjacent roadway, Creek Drive, will be dedicated by separate instrument to the City with the third and final reading of this request. Lastly, the minor subdivision of land that accompanies this annexation request will also be considered with the third reading of the annexation.

Discussion:

The City Council must make the findings outlined in WS §15-1-402 in adopting an annexation ordinance. Staff's review indicates that the proposed annexation meets these criteria.

An annexation of the area is for the protection of the health, safety and welfare of the persons residing in the area and in the city or town.

New structures built within this areas will be thoroughly inspected for compliance with International Building Code Standards, reducing risk of fire or other adverse damage. Also expanded access to centralized water and sewer service will help protect water quality. Annexation of the roadway aids in development of long range plans for maintenance and improvement

The urban development of the area sought to be annexed would constitute a natural, geographical, economical and social part of the annexing city or town.

The property and roadway are adjacent to the city limits to the west.

The area sought to be annexed is a logical and feasible addition to the annexing city or town and the extension of basic and other services customarily available to residents of the city or town shall, within reason, be available to the area proposed to be annexed.

Water and sewer are available in Creek Drive and were installed and inspected with City approved Woodland Creek project. All other customary services can already be provided to the adjacent neighborhood to which this will be an addition.

The area sought to be annexed is contiguous with or adjacent to the annexing city or town, or the area meets the requirements of W.S. 15-1-407.

As outlined above, the property is adjacent to the city limits to the west .

If the city or town does not own or operate its own electric utility, its governing body is prepared to issue one (1) or more franchises as necessary to serve the annexed area pursuant to W.S. 15-1-410.

The City will honor its franchise agreements with existing electrical utilities.

The annexing city or town, not less than twenty (20) business days prior to the public hearing required by W.S. 15-1-405(a), has sent by certified mail to all landowners and affected public utilities within the territory a summary of the proposed annexation report as required under subsection (c) of this section and notice of the time, date and location of the public hearing required by W.S. 15-1-405(a).

At the date of the preparation of this annexation report, the city staff has, and will continue to abide by the state notification requirements.

ZONING

In considering the newly assigned zoning designation to be applied with any annexation staff considers the following criteria, which aligns with state statutory mandates and city code 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

The private property is presently zoned with County Zoning of Urban Residential. County parcels in the immediate area are also zoned Urban Residential . There is City PUD zoning to the west with the adjacent neighborhood, and B-1 across Coffeen Avenue, which is used for agriculture at the moment.

Land uses in the area are predominately residential with an elementary across Coffeen Avenue.

Impacts to Surrounding Properties

The impact to surrounding uses is minor as the intended use and plat shows attached single-family residential units that blends with the PUD layout already approved.

Consistency with Adopted Planning Documents

The *Sheridan Joint Planning Area Land Use Plan* identifies the use in this area as residential. The uses allowed by proposed zoning would be detached and attached residential. The PUD Master Plan is being amended with this annexation request to bring in this property; the designation is for a 5-plex residential structure.

Infrastructure

Water, sewer, storm sewer, and street infrastructure are complete for this property and no extension of service or road improvements are necessary for the development of the proposed 5 lots.

Staff believes this property meets state and local criteria for annexation. The zoning requested is appropriate given the historic land use of surrounding properties. Staff has no further comments at this time.

Attachments

Annexation petition and exhibit

aerial

PUD layout

PUD concept report

exhibit

Ordinance 2194

PETITION FOR ANNEXATON

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

Pursuant to the provision of W.S. 15-1-403 et. seq. and other applicable statutes, the undersigned land owner(s) respectfully petition and show the City Council as follows:

1. This is a petition for the annexation of eligible territory as determined by W.S. 15-1-402 adjacent to the City of Sheridan, Wyoming with the legal description attached hereto, marked for exhibit, and made a part hereof.

2. Woodland Creek Estates, LLC is the sole owner(s) of said described property proposed to be annexed, and therefore constitute a majority (ALL) of the landowners owning a majority (ALL) of the area sought to be annexed.

3. A map of the area sought to be annexed is attached hereto, marked for exhibit, and made a part hereof.

4. Petitioners hereby request that said land be zoned _____PUD_____ upon annexation.

5. Petitioners hereby waived the Annexation Report as per W.S. 15-1-402 (c)

WHEREFORE, petitioners pray that said territory be annexed into the City of Sheridan, Wyoming, pursuant to, and in accordance with the applicable Wyoming Statutes, and that said lands be zoned ____PUD_____.

Date this 30 day of July, 2018.

Woodland Creek Estates LLC.

By:_____
Graham Hurley, Member

Subscribed and sworn before me this 30 day of July, 2018.

Marla Lloyd
Notary Public

My Commission Expires July 9, 2020

MARLA LLOYD - NOTARY PUBLIC
County of Sheridan
State of Wyoming
My Commission Expires July 9, 2020

Amendment of the
Planned Unit Development Design Report
for
Woodland Estates Subdivision

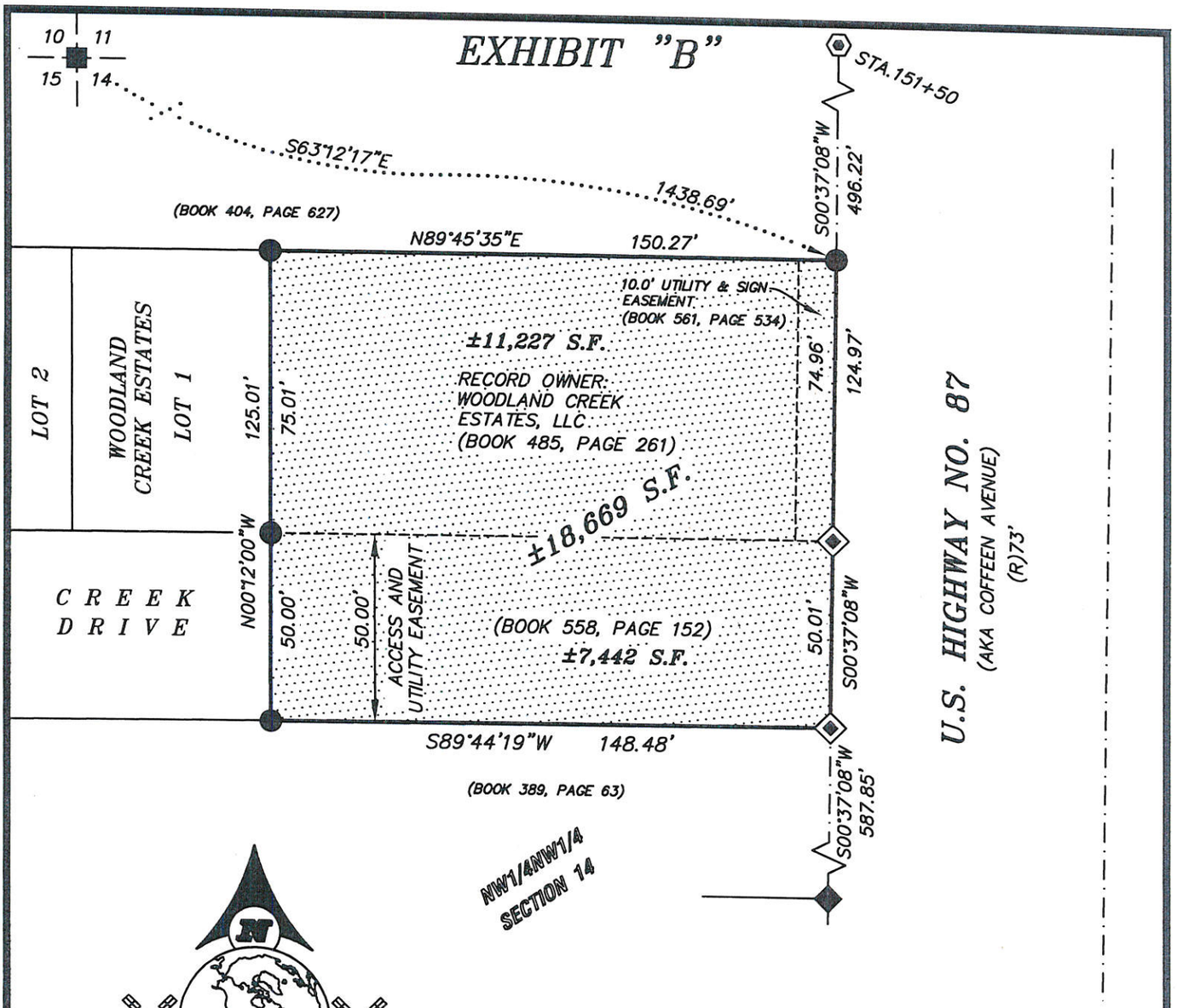
PROJECT LOCATION AND DESCRIPTION

The project is located near the intersection of U.S. Highway No. 87 (A.K.A. Coffeen Avenue) and Woodland Park Road, and is partially in the City of Sheridan, Wyoming and partially in Sheridan County, Wyoming. The property is located within the limits of the City of Sheridan and is situated in the $NW^1/_4NW^1/_4$ of Section 15, Township 55 North, Range 84 West of the 6th Principal Meridian.

OTHER APPLICABLE RESTRICTIONS

Maximum Building Height:	30'
Allowable Storage:	1-2 Stories Maximum
Primary Access:	Coffeen Avenue (50' ROW)
Secondary Access:	Woodland Park Road (30' ROW)
Road Widths:	50' Public ROW access and single family homes (Creek Drive, Creek Court and Creek Circle; 30' Private ROW duplex/patio homes (Brookie Path, Minnow Path, Trout Lane)
Building Setbacks Lots 1-26:	0' side lot adjacent to lots (if duplexes are constructed; 10' side lot adjacent to roads; 10' front and rear
Building Setbacks Lots 27, 36-51:	5' side lot adjacent to lots; 15' side lot adjacent to roads; 15' front and rear
Building Setbacks Lots 28-29, A-E:	0' side lot adjacent to lots (if multi-family structures are constructed; 10' side lot adjacent to roads; 10' front and rear

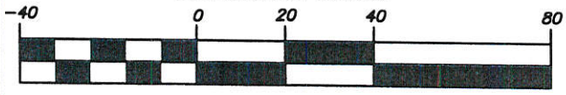
EXHIBIT "B"



SCALE: 1"=40'

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



(U.S. SURVEY FEET)

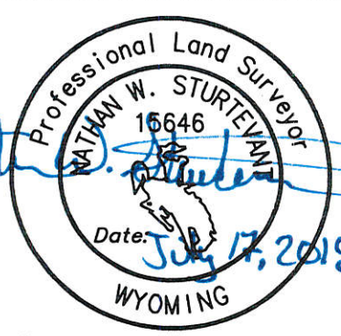
LEGEND:

- SET 2" ALUMINUM CAP PER PLS 15646
- FOUND 3-1/4" ALUMINUM CAP PER PLS 2615
- FOUND 2" ALUMINUM CAP PER PLS 6812
- FOUND 1-1/2" ALUMINUM CAP PER PLS 2615
- FOUND HIGHWAY RIGHT-OF-WAY MONUMENT
- CALCULATED: NOTHING FOUND/NOTHING SET
- ANNEXATION LINE
- LOT/PROPERTY LINE
- EASEMENT LINE AS NOTED
- HIGHWAY RIGHT-OF-WAY LINE
- ANNEXED INTO THE CITY OF SHERIDAN

SURVEYOR'S CERTIFICATE

STATE OF WYOMING
COUNTY OF SHERIDAN : ss

I, NATHAN W. STURTEVANT, 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"
ANNEXATION & DEDICATION PLAT

CLIENT: MC2 ENGINEERING AND CONSTRUCTION, PC

LOCATION: NW1/4NW1/4, SECTION 14, TOWNSHIP 55 NORTH, RANGE 84 WEST, 6TH P.M., SHERIDAN COUNTY, WYOMING

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

JN: 2014-012 SJ: 4
DN: 2014-012_SJ4-C3D
TAB: ANNEX
PF: T2014-012
JULY 13, 2018

LEGAL DESCRIPTION
EXHIBIT "A"

Record Owner: ***Woodland Creek Estates, LLC***
July 13, 2018

Re: ANNEXATION

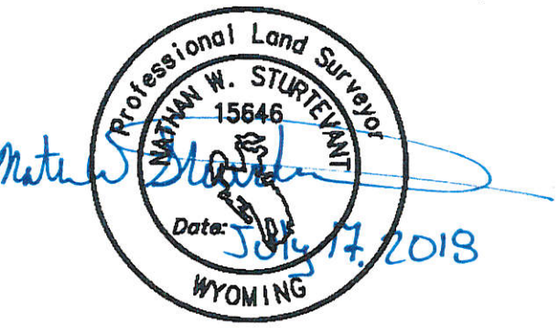
A tract of land situated in the NW1/4NW1/4 of Section 14, Township 55 North, Range 84 West, 6th P.M., Sheridan County, Wyoming, as shown on **EXHIBIT "B"** attached hereto and by this reference made a part hereof; said tract of land being more particularly described as follows:

Commencing at the northwest corner of said Section 14 (Monumented with a 3¼" Aluminum Cap per PLS 2615); thence S63°12'17"E, 1438.69 feet to the **POINT OF BEGINNING** of said tract, said point being the southeast corner of a tract of described in Book 404 of Deeds, Page 627, and lying on the west right-of-way line of U.S. Highway No. 87 (AKA Coffeen Avenue) (Monumented with a 2" Aluminum Cap per PLS 6812); thence S00°37'08"W, 124.97 feet along said U.S. Highway No. 87 to a point, said point being the northeast corner of a tract of land described in Book 389 of Deeds, Page 63) (Monumented with a 2" Aluminum Cap per PLS 6812); thence S89°44'19"W, 148.48 feet along the north line of said tract described in Book 389 of Deeds, Page 63 to a point, said point being the southeast corner of Creek Drive, Woodland Creek Estates (Monumented with a 2" Aluminum Cap per PLS 6812); thence N00°12'00"W, 125.01 feet along the east line of said Woodland Creek Estates to a point, said point being the northeast corner of Lot 1, Woodland Creek Estates, and lying on the south line of said tract described in Book 404 of Deeds, Page 627 (Monumented with a 2" Aluminum Cap per PLS 6812); thence N89°45'35"E, 150.27 feet along said south line of said tract described in Book 404 of Deeds, Page 627 to the **POINT OF BEGINNING** of said tract.

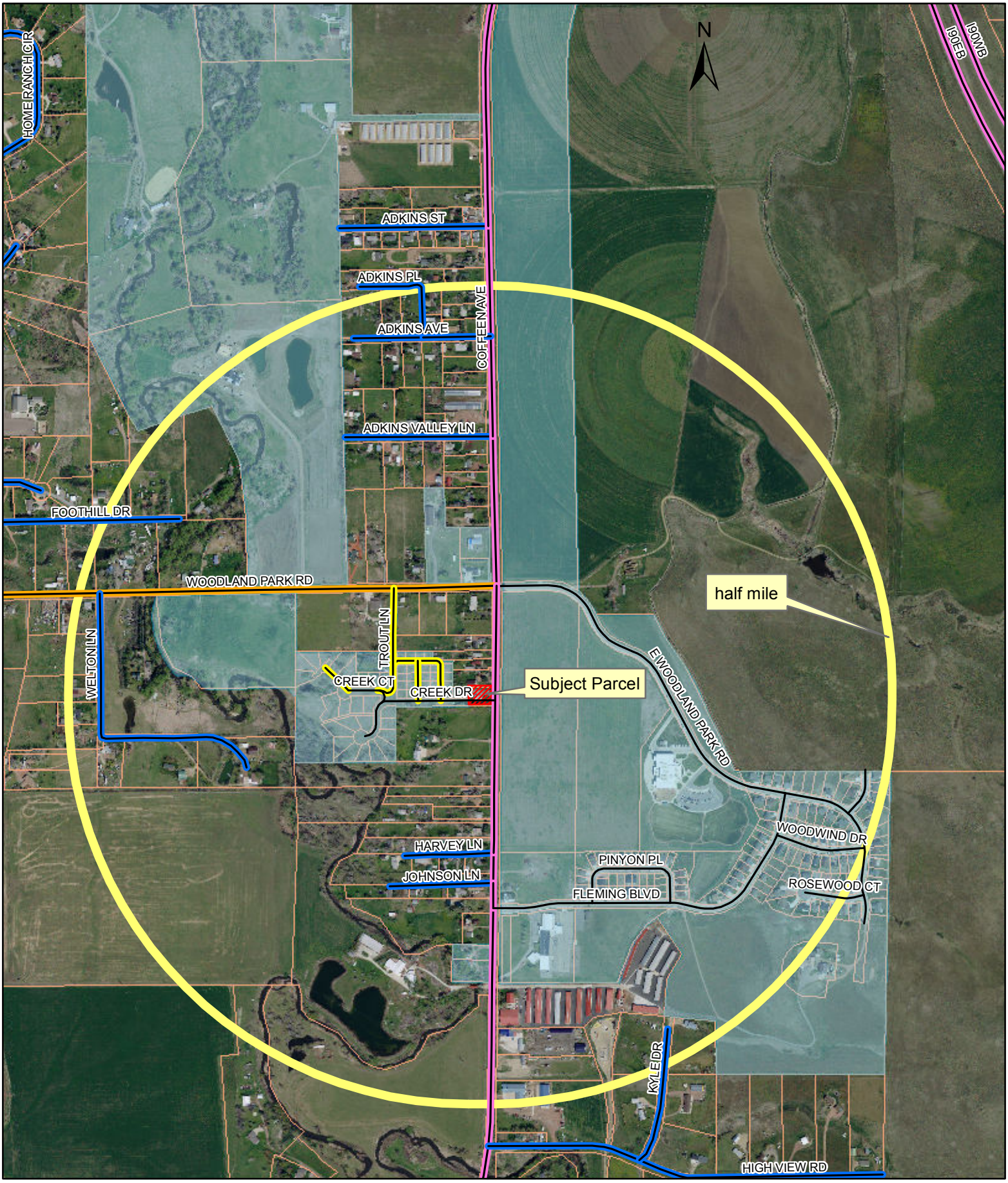
Said tract contains 18,669 square feet or 0.43 acres of land, more or less.
Bearings are Based on the Wyoming Coordinate System, NAD 1983, East Central Zone.

SURVEYOR'S STATEMENT

I, Nathan W. Sturtevant, 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.



CITY OF Sheridan WYOMING

Woodland Creek Estates III annexation

0 375 750 1,500 Feet

Name: sgoodman Date: 09/21/2018

PUD LAYOUT PLAN FOR WOODLAND CREEK ESTATES

LEGAL DESCRIPTION

LOT 2, JCM SUBDIVISION AND A PORTION OF THE NW1/4NW1/4 , SECTION 14, TOWNSHIP 55 NORTH, RANGE 84 WEST, 6TH PRINCIPAL MERIDIAN, SHERIDAN COUNTY, WYOMING

UTILITY USAGE:

WATER:	AVERAGE DAY DEMAND:	18.59 GPM
	PEAK DAY DEMAND:	49.27 GPM
SEWER:	AVERAGE DAY DEMAND:	8.85 GPM
	PEAK DAY DEMAND:	21.50 GPM
	8" LINE HAS A CAPACITY OF 453 GPM	
TRAFFIC:	AVERAGE DAY:	383 VEHICLES/DAY
	MORNING PEAK:	30 VEHICLES
	AFTERNOON PEAK:	37 VEHICLES

GENERAL NOTES

EXISTING CITY ZONING:	R3-ZONE
EXISTING COUNTY ZONING	UR-ZONE
ADJACENT ZONING:	UR-ZONE (COUNTY)
TOTAL LAND AREA:	14.24 ACRES PUD
TOTAL BUILDING AREA:	8.16 ACRES = 57%
BUILDING HEIGHT:	30' MAXIMUM
STORIES:	1 - 2 STORIES MAXIMUM
TOTAL PARKING SPACES:	102 SPACES MINIMUM (GARAGE AND DRIVEWAY)
TOTAL ROAD AREA:	2.95 ACRES = 21%
TOTAL OPEN SPACE AREA:	2.87 ACRES = 20%

LOTS 1 - 26: PATIO HOMES OR DUPLEXES
LOTS 27 , 36 - 49: SINGLE FAMILY CUSTOM HOMES
LOTS 28-29, A-E, LOTS 1-5 OF WOODLAND CREEK III: SINGLE FAMILY CUSTOM HOMES OR MULTI FAMILY BUILDING AND CAN HAVE MORE THAN A 2.5:1 DEPTH TO FRONT RATIO.

OPEN SPACE/PARK/LANDSCAPED AREA

SIDEWALK

BUILDABLE AREA

FLOODWAY - NO BUILD AREA

BUILDING SETBACK

FLOODWAY - NO BUILD AREA

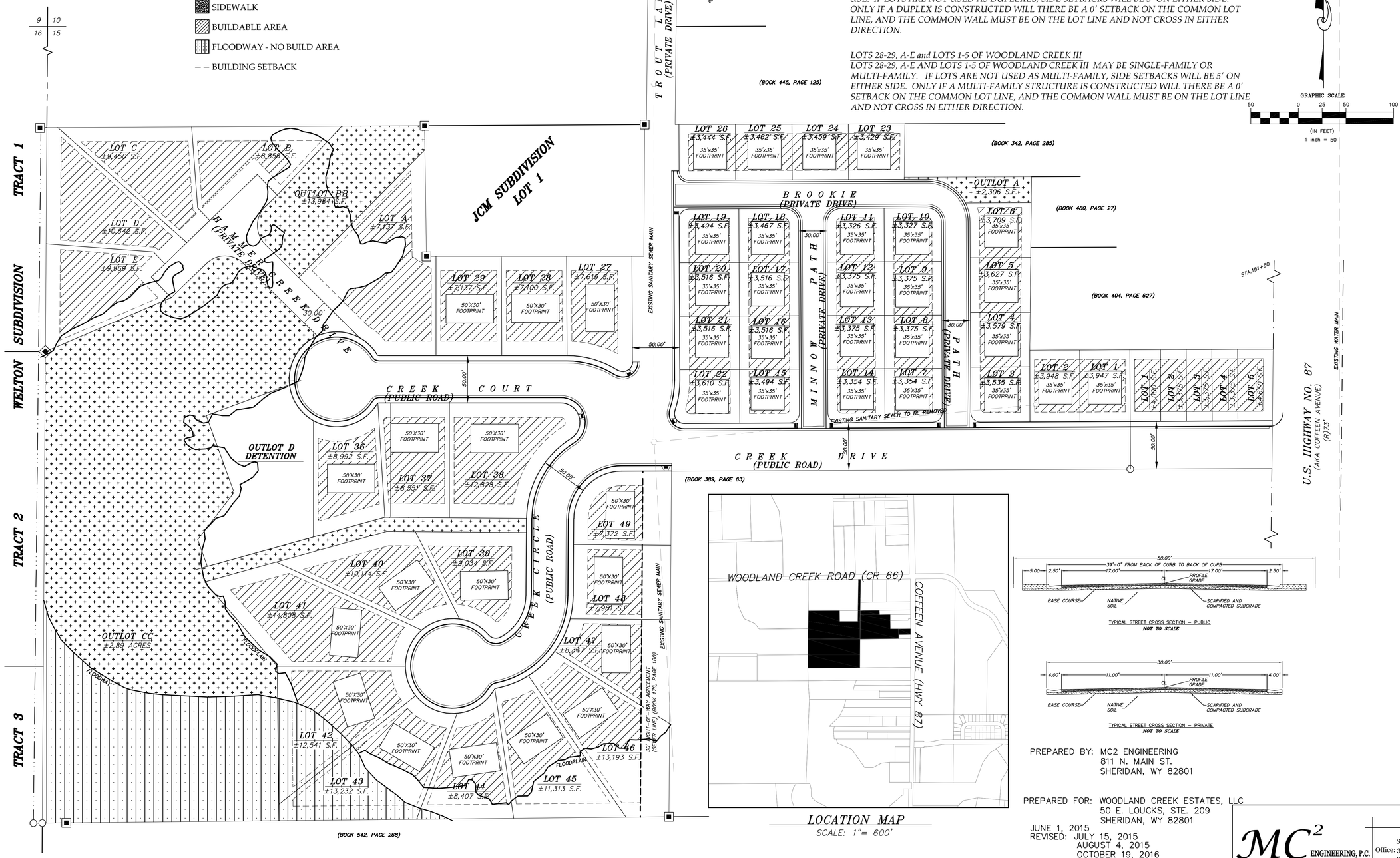
FOR THOSE LANDS DESIGNATED HEREON AS A FLOODWAY EASEMENT, DEVELOPER COVENANTS FOR ITSELF AND ALL SUCCESSORS IN TITLE, SHALL STATE THAT THERE SHALL BE NO CHANGE IN GRADE, NO FILL ADDED AND NO TEMPORARY OR PERMANENT STRUCTURES PLACED IN THIS EASEMENT AREA DESIGNATED ON THE PLAT. THIS EASEMENT SHALL BE MARKED ON THE PROPERTY WITH PERMANENT MONUMENTS SHOWING THE LOCATION OF THE EASEMENT, AND IT SHALL BE THE RESPONSIBILITY OF THE OWNER OF THE RESPECTIVE LOT TO ENSURE THE MONUMENTS REMAIN IN PLACE. IF THE MONUMENTS ARE MOVED OR LOST, THE CITY O F SHERIDAN MAY REQUIRE PROPERTY OWNERS TO HAVE A SURVEYOR REPLACE AT THEIR COST.

LOTS 1 - 26

AT THIS TIME IT HAS NOT BEEN DETERMINED IF LOTS 1-26 WILL BE DUPLEX LOTS OR PATIO HOME LOTS. A COMMON THEME WILL BE USED FOR AN ENTIRE BLOCK. FOR EXAMPLE - LOTS 7-22 WOULD ALL BE DUPLEX OR ALL BE PATIO. LOTS 1-6 AND LOTS 23-26 WOULD ALL BE DUPLEX OR ALL BE PATIO. COVENANTS WILL BE PREPARED TO ADDRESS THIS MIXTURE OF USE. IF LOTS ARE NOT USED AS DUPLEXES, SIDE SETBACKS WILL BE 5' ON EITHER SIDE. ONLY IF A DUPLEX IS CONSTRUCTED WILL THERE BE A 0' SETBACK ON THE COMMON LOT LINE, AND THE COMMON WALL MUST BE ON THE LOT LINE AND NOT CROSS IN EITHER DIRECTION.

LOTS 28-29, A-E and LOTS 1-5 OF WOODLAND CREEK III

LOTS 28-29, A-E AND LOTS 1-5 OF WOODLAND CREEK III MAY BE SINGLE-FAMILY OR MULTI-FAMILY. IF LOTS ARE NOT USED AS MULTI-FAMILY, SIDE SETBACKS WILL BE 5' ON EITHER SIDE. ONLY IF A MULTI-FAMILY STRUCTURE IS CONSTRUCTED WILL THERE BE A 0' SETBACK ON THE COMMON LOT LINE, AND THE COMMON WALL MUST BE ON THE LOT LINE AND NOT CROSS IN EITHER DIRECTION.



LOCATION MAP
SCALE: 1"= 600'

GRAPHIC SCALE
50 0 25 50 100
(IN FEET)
1 inch = 50

TYPICAL STREET CROSS SECTION – PUBLIC
NOT TO SCALE

TYPICAL STREET CROSS SECTION – PRIVATE
NOT TO SCALE

PREPARED BY: MC2 ENGINEERING
811 N. MAIN ST.
SHERIDAN, WY 82801

PREPARED FOR: WOODLAND CREEK ESTATES, LLC
50 E. LOUCKS, STE. 209
SHERIDAN, WY 82801

JUNE 1, 2015
REVISED: JULY 15, 2015
AUGUST 4, 2015
OCTOBER 19, 2016
AUGUST 16, 2018
OCTOBER 3, 2018

MC² ENGINEERING, P.C.
811 North Main Street
Sheridan, Wyoming 82801
Office: 307.673.7350 Fax: 307.673.5156
www.mc2engineering.com

Amendment of the
Planned Unit Development Design Report
for
Woodland Estates Subdivision

PROJECT LOCATION AND DESCRIPTION

The project is located near the intersection of U.S. Highway No. 87 (A.K.A. Coffeen Avenue) and Woodland Park Road, and is partially in the City of Sheridan, Wyoming and partially in Sheridan County, Wyoming. The property is located within the limits of the City of Sheridan and is situated in the $NW^1/_4NW^1/_4$ of Section 15, Township 55 North, Range 84 West of the 6^{th} Principal Meridian.

USES ALLOWED

This proposed PUD is for single family use. The larger lots to the west are intended for larger, single family custom homes. The smaller lots on the east side of the proposed development are intended for single family patio homes or possible duplexes. Lots A-E of Woodland Creek Estates II and Lots 1-5 of Woodland Creek Estates III are intended for single family patio homes, duplexes or multi-family structures. The open space provided will be for the enjoyment of the property owners in Woodland Creek Estates I-III.

ARCHITECTURAL THEME

The architectural theme planned for this neighborhood will be divided between the three different types of lots planned for the subdivision. The single family homes will be custom contemporary homes with similarity to the other newer subdivisions in the Sheridan area. Covenants will be in place ensuring that the homes have a certain percentage of masonry on the front of them giving the subdivision a coherent look to it. The lots on the east side of the property are proposed to be patio homes with a smaller craftsman home look to them. This type of architectural will complement the more dense area. A similar neighborhood utilizing this type of architecture would be Bridgecreek. The lots in Woodland Creek Estates II and III have an allowable use of multi-family. The architecture of these units will be designed to resemble the custom and patio home that have already been constructed.

DWELLING UNITS

The dwelling units are single family homes, with varying building footprints on lots 27-51, and patio homes or duplexes on lots 1-26. Woodland Creek II, Lots A-E and Woodland Creek III, Lots 1-5 may be constructed as multifamily units.

ACREAGES

Total Land Area:	14.50 Acres
Total Buildable Lot Area:	8.42 Acres (58%)
Total ROW Area:	2.95 Acres (20%)
Total Open Space Area:	2.87 Acres (20%)

OTHER APPLICABLE RESTRICTIONS

Maximum Building Height:	30’
Allowable Storage:	1-2 Stories Maximum
Primary Access:	Coffeen Avenue (50’ ROW)
Secondary Access:	Woodland Park Road (30’ ROW)
Road Widths:	50’ Public ROW access and single family homes (Creek Drive, Creek Court and Creek Circle; 30’ Private ROW duplex/patio homes (Brookie Path, Minnow Path, Trout Lane)
Building Setbacks Lots 1-26:	0’ side lot adjacent to lots (if duplexes are constructed; 10’ side lot adjacent to roads; 10’ front and rear
Building Setbacks Lots 27, 36-51:	5’ side lot adjacent to lots; 15’ side lot adjacent to roads; 15’ front and rear

Building Setbacks Lots 28-29, Woodland Creek II A-E, Woodland Creek III, Lots 1-5: 0’ side lot adjacent to lots (if multi-family structures are constructed; 10’ side lot adjacent to roads; 10’ front and rear

DENSITY

The entire area being platted is 14.50 acres. The site will be platted into 56 dwelling units, with a density of 3.58 units per acre. There is a total of 2.87 acres (125,017.2 square feet) designated as outlots, which totals 20% of the PUD. There is also 2.95 acres (128,502 square feet) of road in the subdivision.

II. Description of Project

Woodland Creek is conceived as a "pocket neighborhood", also often described as an urban infill project. The homes will be single family dwellings of both one and two stories with no basements. The current zoning of the property is R-3, and prior to being zoned into the City it was Urban Residential. Both of these zoning classifications anticipated this property being developed into a dense neighborhood. With an R-3 zoning designation, the lots can be as small as 4000 square feet for a single family dwelling, 2000 square feet for a two-family dwelling and 800 square feet for a three or four family dwelling unit. The developers determined the best fit for this subdivision to

blend with the surrounding properties was to have larger lots that the minimum allowed and reduce the area of roads by creating 50’ and 30’ street sections. The proposed lot sizes range from 7100 square feet to 14800 square feet in the single family portion, 3300 square feet to 3900 square feet in the patio home portion and 2024 square feet to 2754 square feet in the multi-family portion (Woodland Creek II and III).

FINAL PLAT OF
WOODLAND CREEK ESTATES III

A PLANNED UNIT DEVELOPMENT BEING A PORTION OF THE NW1/4NW1/4,
SECTION 14, TOWNSHIP 55 NORTH, RANGE 84 WEST, 6TH PRINCIPAL MERIDIAN,
CITY OF SHERIDAN, WYOMING

TOTAL AREA = ±18,669 S.F.
AREA OF 5 LOTS = ±11,227 S.F.
AREA OF ROAD = ±7,442 S.F.

CITY OF SHERIDAN ZONING = PLANNED UNIT DEVELOPMENT (PUD)

N

S

SCALE: 1"= 20'

BEARINGS ARE BASED ON THE
WYOMING COORDINATE SYSTEM NAD 1983, EAST CENTRAL ZONE
DISTANCES ARE SURFACE

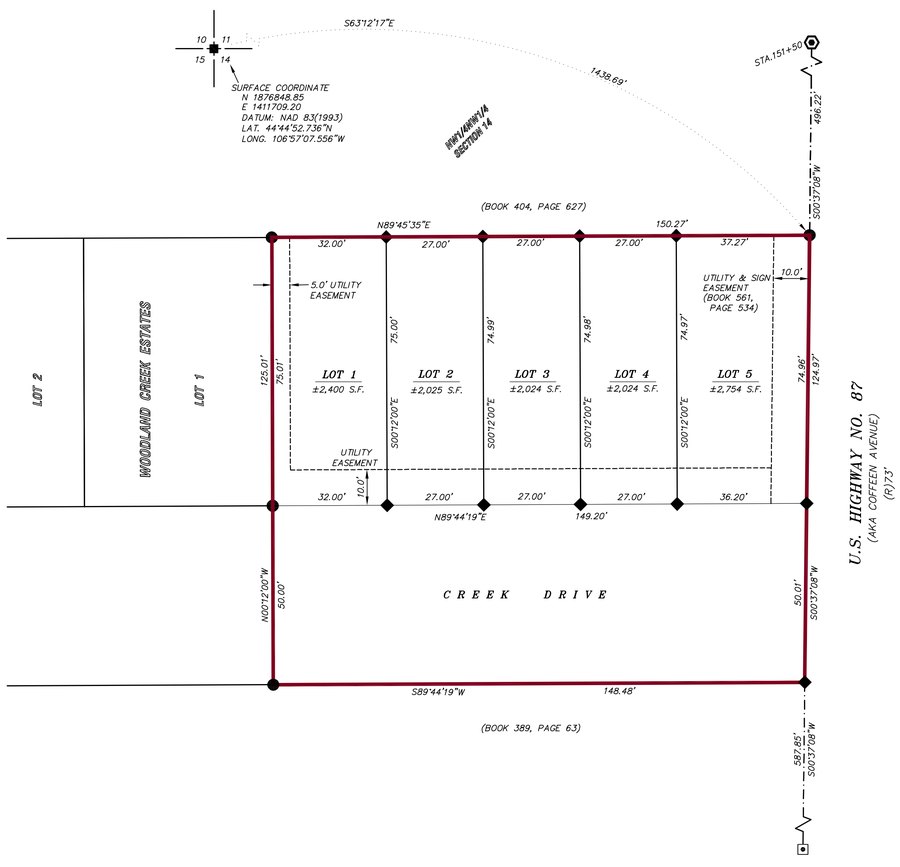
GRAPHIC SCALE

-20 0 10 20 40 80

(U.S. SURVEY FEET)
1 inch = 20 foot

DATUM:

NAD 83(1993), NAVD 88 (U.S. SURVEY FEET)
DATUM ADJUSTMENT FACTOR (DAF): 1.000235
DIVIDE SURFACE COORDINATES BY DAF TO CALCULATE
THE WYOMING COORDINATE SYSTEM NAD 1983,
EAST CENTRAL ZONE, COORDINATES



LEGEND:

- FOUND 3-1/4" ALUMINUM CAP PER PLS 2615
- SET 2" ALUMINUM CAP PER PLS 15646
- FOUND 2" ALUMINUM CAP PER PLS 6812
- FOUND 1-1/2" ALUMINUM CAP PER PLS 2615
- FOUND HIGHWAY RIGHT-OF-WAY MONUMENT
- CALCULATED: NOTHING FOUND/NOTHING SET
- BOUNDARY LINE
- PROPERTY/LOT LINE
- HIGHWAY RIGHT-OF-WAY LINE
- EASEMENT LINE AS NOTED

CERTIFICATE OF DEDICATION

THE ABOVE OR FORGOING SUBDIVISION BEING A TRACT OF LAND SITUATED IN THE NW1/4NW1/4 OF SECTION 14, TOWNSHIP 55 NORTH, RANGE 84 WEST, 6TH P.M., CITY OF SHERIDAN, WYOMING; SAID TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 14 (MONUMENTED WITH A 3¼" ALUMINUM CAP PER PLS 2615); THENCE S63°12'17"E, 1438.69 FEET TO THE **POINT OF BEGINNING** OF SAID TRACT, SAID POINT BEING THE SOUTHEAST CORNER OF A TRACT OF DESCRIBED IN BOOK 404 OF DEEDS, PAGE 627, AND LYING ON THE WEST RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 87 (AKA COFFEEN AVENUE) (MONUMENTED WITH A 2" ALUMINUM CAP PER PLS 6812); THENCE S00°37'08"W, 124.97 FEET ALONG SAID U.S. HIGHWAY NO. 87 TO A POINT, SAID POINT BEING THE NORTHEAST CORNER OF A TRACT OF LAND DESCRIBED IN BOOK 389 OF DEEDS, PAGE 63 (MONUMENTED WITH A 2" ALUMINUM CAP PER PLS 6812); THENCE S89°44'19"W, 148.48 FEET ALONG THE NORTH LINE OF SAID TRACT DESCRIBED IN BOOK 389 OF DEEDS, PAGE 63 TO A POINT, SAID POINT BEING THE SOUTHEAST CORNER OF CREEK DRIVE, WOODLAND CREEK ESTATES (MONUMENTED WITH A 2" ALUMINUM CAP PER PLS 6812); THENCE N00°12'00"W, 125.01 FEET ALONG THE EAST LINE OF SAID WOODLAND CREEK ESTATES TO A POINT, SAID POINT BEING THE NORTHEAST CORNER OF LOT 1, WOODLAND CREEK ESTATES, AND LYING ON THE SOUTH LINE OF SAID TRACT DESCRIBED IN BOOK 404 OF DEEDS, PAGE 627 (MONUMENTED WITH A 2" ALUMINUM CAP PER PLS 6812); THENCE N89°45'35"E, 150.27 FEET ALONG SAID SOUTH LINE OF SAID TRACT DESCRIBED IN BOOK 404 OF DEEDS, PAGE 627 TO THE **POINT OF BEGINNING** OF SAID TRACT.

AS APPEARS ON THIS PLAT, IS WITH FREE CONSENT, AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER(S) AND PROPRIETORS; CONTAINING 18,669 SQUARE FEET OF LAND, MORE OR LESS; HAVE BY THESE PRESENTS LAID OUT AND SURVEYED AS THE ***WOODLAND CREEK ESTATES III, A PLANNED UNIT DEVELOPMENT*** AND DO HEREBY DEDICATE AND CONVEY TO AND FOR THE PUBLIC USE HEREAFTER THE STREET (CREEK DRIVE) AS SHOWN AND DEDICATED ON THIS PLAT; AND DO ALSO RESERVE PERPETUAL EASEMENTS FOR THE INSTALLATION AND MAINTENANCE OF ALL PUBLIC & PRIVATE UTILITIES INCLUDING TV CABLES AS ARE LAID OUT AND DESIGNATED ON THIS PLAT HEREBY RELEASING AND WAIVING ALL HOMESTEAD RIGHTS.

IN TESTIMONY WHEREOF:

ALL RIGHTS UNDER AND BY VIRTUE OF THE HOMESTEAD EXEMPTION LAWS OF THE STATE OF WYOMING ARE HEREBY WAIVED AND RELEASED.

THE UNDERSIGNED HAVE CAUSED THESE PRESENTS TO BE SIGNED THIS _____ DAY OF _____ , _____.

_____
WOODLAND CREEK ESTATES, LLC
C/O ROBERT BARRY KING, MEMBER

STATE OF WYOMING)
) SS
COUNTY OF SHERIDAN)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, _____ BY ROBERT BARRY KING, MEMBER.

WITNESS MY HAND AND OFFICIAL SEAL.

_____ MY COMMISSION EXPIRES: _____
NOTARY PUBLIC

SURVEYOR'S CERTIFICATE

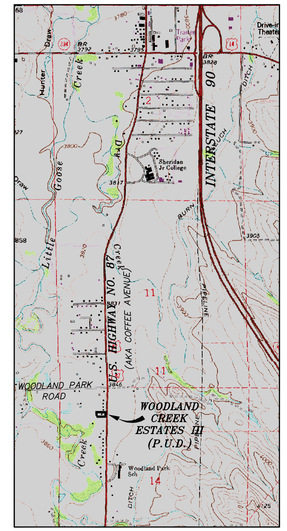
STATE OF WYOMING)
) ss
COUNTY OF SHERIDAN)

I, NATHAN W. STURTEVANT, DO HEREBY STATE THAT I AM A REGISTERED LAND SURVEYOR, LICENSED UNDER THE LAWS OF THE STATE OF WYOMING, THAT THIS PLAT IS A TRUE, CORRECT AND COMPLETE PLAT OF ***WOODLAND CREEK ESTATES III***, AS LAID OUT, PLATTED, DEDICATED AND SHOWN HEREON, THAT THIS PLAT WAS MADE FROM AN ACCURATE SURVEY OF SAID PROPERTY CONDUCTED BY ME OR UNDER MY DIRECT SUPERVISION AND CORRECTLY SHOWS THE LOCATION AND DIMENSIONS OF ALL LOTS, EASEMENTS AND STREETS OF SAID SUBDIVISION IN COMPLIANCE WITH THE CITY OF SHERIDAN REGULATIONS GOVERNING THE SUBDIVISION OF LAND.

Professional Land Surveyor
NATHAN W. STURTEVANT
15646
Date: 7-13-18
WYOMING
DRAFT

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

TOWNSHIP 55 NORTH, RANGE 84 WEST



LOCATION MAP
SCALE: 1"=2000'

CITY OF SHERIDAN CERTIFICATES OF APPROVAL

REVIEWED BY THE CITY OF SHERIDAN PLANNING COMMISSION THIS _____ DAY OF _____ , 20____.

_____ _____
ATTEST: VICE-CHAIRMAN CHAIRMAN

THIS PLAT HAS BEEN PREPARED IN ACCORDANCE WITH THE REQUIREMENTS AND PROCEDURES OUTLINED IN THE SUBDIVISION REGULATIONS OF THE CITY OF SHERIDAN, AND CERTIFIED THIS _____ DAY OF _____, _____, BY THE DIRECTOR OF PUBLIC WORKS OF SHERIDAN, WYOMING.

_____
DIRECTOR OF PUBLIC WORKS

APPROVED BY THE CITY COUNCIL OF THE CITY OF SHERIDAN, WYOMING, THIS _____ DAY OF _____ , 20____.

_____ _____
ATTEST: CITY CLERK MAYOR

CERTIFICATE OF RECORDER

STATE OF WYOMING :ss
COUNTY OF SHERIDAN

THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK AND RECORDER AT _____ O'CLOCK ___M.,
THIS _____, DAY OF _____ , 20 _____, AND IS DULY RECORDED IN DRAWER _____, PLAT NO. _____
FEE $ _____

_____ STAMP RECEIVING NUMBER _____
COUNTY CLERK

FINAL PLAT
OF
WOODLAND CREEK ESTATES III

A PLANNED UNIT DEVELOPMENT BEING A PORTION OF THE NW1/4NW1/4, SECTION 14, TOWNSHIP 55 NORTH, RANGE 84 WEST, 6TH PRINCIPAL MERIDIAN, CITY OF SHERIDAN, WYOMING

OWNER: WOODLAND CREEK ESTATES, LLC

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

MC² ENGINEERING, P.C.
811 NORTH MAIN STREET
Sheridan, Wyoming 82801
Office: 307.673.7350 Fax: 307.673.5156
mcrow@mc2engineering.com

JN: 2014-012 SJ:6
DN: 2014-012_SJ6-C3D
TAB: PLAT
PF: T2014-012
REVIEWED BY: TDT
JULY 13, 2018

ORDINANCE NO. 2194

AN ORDINANCE annexing a parcel of land, including portions of the Creek Drive right-of-way, located in the NW¼NW¼ of Section 14, Township 55 North, Range 84 West of the 6th P.M. Sheridan County Wyoming being more particularly described below and shown on the attached Exhibit A; and zoning said parcel as part of the Woodland Creek Planned Unit Development (PUD).

WHEREAS, the owner of the below described land have petitioned the City Council for the annexation of the following described land into the City of Sheridan; and

WHEREAS, the owner has requested same said property to be zoned as part of the Woodland Creek PUD; and

WHEREAS, the Planning Commission of the City of Sheridan has recommended to the City Council that said tracts of land be annexed to the City, and that the same be zoned as part of the Woodland Creek PUD; THEREFORE,

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

Section 1. ANNEXATION.

That the following described land is hereby annexed into the City of Sheridan, to wit:

> Commencing at the northwest corner of said Section 14 (Monumented with a 3¼" Aluminum Cap per PLS 2615); thence S63°12'17"E, 1438.69 feet to the **POINT OF BEGINNING** of said tract, said point being the southeast corner of a tract of described in Book 404 of Deeds, Page 627, and lying on the west right-of-way line of U.S. Highway No. 87 (AKA Coffeen Avenue) (Monumented with a 2" Aluminum Cap per PLS 6812); thence S00°37'08"W, 124.97 feet along said U.S. Highway No. 87 to a point, said point being the northeast corner of a tract of land described in Book 389 of Deeds, Page 63) (Monumented with a 2" Aluminum Cap per PLS 6812); thence S89°44'19"W, 148.48 feet along the north line of said tract described in Book 389 of Deeds, Page 63 to a point, said point being the southeast corner of Creek Drive, Woodland Creek Estates (Monumented with a 2" Aluminum Cap per PLS 6812); thence N00°12'00"W, 125.01 feet along the east line of said Woodland Creek Estates to a point, said point being the northeast corner of Lot 1, Woodland Creek Estates, and lying on the south line of said tract described in Book 404 of Deeds, Page 627 (Monumented with a 2" Aluminum Cap per PLS 6812); thence N89°45'35"E, 150.27 feet along said south line of said tract described in Book 404 of Deeds, Page 627 to the **POINT OF BEGINNING** of said tract.
>
> Said tract contains 18,669 square feet or 0.43 acres of land, more or less.
> Bearings are Based on the Wyoming Coordinate System, NAD 1983, East Central Zone.

Section 2. ZONING

That the above described land be zoned as part of the Woodland Creek Planned Unit Development.

Section 3. FINDINGS.

That the City Council resolves and makes the following findings in accordance with Wyoming State Statute 15-1-402 and Sheridan City Code Appendix B§804:

Annexation

(i.) The annexation of the area is for the protection of the health, safety and welfare of the persons residing in the area and in the city or town;

(ii) The urban development of the area sought to be annexed would constitute a natural, geographical, economical and social part of the annexing city or town;

(iii) The area sought to be annexed is a logical and feasible addition to the annexing city or town and the extension of basic and other services customarily available to residents of the city or town shall, within reason, be available to the area proposed to be annexed;

(iv) The area sought to be annexed is contiguous with or adjacent to the annexing city or town, or the area meets the requirements of W.S. 15-1-407;

(v) If the city or town does not own or operate its own electric utility, its governing body is prepared to issue one (1) or more franchises as necessary to serve the annexed area pursuant to W.S. 15-1-410; and

(vi) The annexing city or town, not less than twenty (20) business days prior to the public hearing required by W.S. 15-1-405(a), has sent by certified mail to all landowners and affected public utilities within the territory a summary of the proposed annexation report as required under subsection (c) of this section and notice of the time, date and location of the public hearing required by W.S. 15-1405(a).

Section 4. SEVERABILITY.

If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, than all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 5. EFFECTIVE DATE.

That this ordinance shall be in full force on December 7, 2018.

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

_____
Roger Miller, Mayor

ATTEST:

_____
Cecilia Good, City Clerk

State of Wyoming)
)SS

County of Sheridan)

Subscribed and sworn to (or affirmed) before me this _____day of

_____, 2018 by _____.

_____
Notary Public

My commission expires _____.

CITY OF SHERIDAN, WYOMING

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

Planning

MEMORANDUM

Project Name:	Approval of the Second Reading of Ordinance #2195 Adoption of the 2018 International Building Codes - Community Development Director Brian Craig and Building Official Kevin Bare
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	10/19/2018

Recommendation:

Staff recommends the City Council approved Ordinance #2195, the adoption of the 2018 International Building Codes as amended.

Background:

Construction activity is regulated by a series of codes adopted by local jurisdictions. The City of Sheridan, like nearly all other communities in Wyoming and elsewhere in the country, utilizes the International Code Council (ICC) series of building codes for all but electrical codes. Electrical codes are not being updated at this time. ICC releases code updates every three years; the most recent code available is the 2018 series. Sheridan is current on the 2015 code series. The State Fire Marshal's office is resposible for adopting commercial building and fire codes at the state level. Once the State Fire Marshal adopts a new code series the cities and towns with delegated authority have a responsibility to adopt the same new codes within six months. The state recently adopted the 2018 series ICC codes and asked the local jurisdictions to follow suit by January 1, 2019. The State's most recent adoption of the International Code family includes the Fire Code, Mechanical, Code, Existing Building Code, Fuel Gas Code, and Building Code. In addition to the mandatory codes adopted by the state most jurisdictions, including Sheridan, adopt additional codes to assist with the oversight of plan review and inspections in other trades. The additional codes also offer more ability to make an educated and informed decision using the newest technologies and methods. These other codes include the Property Maintenance Code, Energy Efficiency Code, Plumbing Code, and the Residential Code.

A letter of support for this adoption has been provided by Sheridan Memorial Hospital facilities division. Additional letters of support are anticipated prior to the third and final reading of the ordinance.

Discussion:

Code updates are necessary to ensure the most current set of technical codes are available for our community. Notwithstanding, the City benefits from retaining delegated authority for state owned and operated facilities in regard to permitting, plan review and inspection. The City is not allowed to adopt a technical code that is less stringent than that adopted by the State.

Initially staff was exploring the idea of retaining the residential fire sprinkler requirement in the code. However, after healthy public involvement and community feedback staff concurs the requirement should be removed from the proposed update at this time. Since removing the requirement for residential fire sprinklers and returning to a code that mirrors what the City has today, staff believes the proposed code changes and amendments appear to be

innocuous and generally supported. In addition to the technical codes for the Building Department, Ordinance 2195 also adopts updated technical codes for the Fire Department, which is contained in Chapter 11 of City Ordinance. The proposed ordinance is attached.

Attachments

Ord 2195

ORDINANCE NO 2195

AN ORDINANCE revising Chapter 7-2 of the Sheridan Municipal Code to adopt 2018 International Building Codes

WHEREAS, pursuant to W.S. § 35-9-121 the City must adopt minimum technical codes as established by the State of Wyoming to retain delegated authority; and

WHEREAS, the City has adopted the 2015 International Building Codes published by the International Code Council; and

WHEREAS, the City has reviewed the 2018 series of International Building Codes published by the International Code Council which have been adopted by the State of Wyoming; and

WHEREAS, the City has provided necessary revisions for the application of the updated building codes in Sheridan;

Now Therefore,

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

Section 1. That the 2018 International Building Code, International Residential Code, Existing Building Code, International Fuel Gas Code, International Plumbing Code, International Mechanical Code, International Fire Code, International Energy Efficiency Code, and the International Property Maintenance Code are hereby adopted by vote of the City of Sheridan's City Council with the following revisions as written.

7-2 Technical codes—Adopted.

(a) The following technical codes are hereby adopted with the intent and purpose of replacing the outdated technical codes currently adopted by the City, with the following updated technical codes establishing the rules and regulations for all buildings, structures, site development and maintenance, and construction in the City in place thereof, except as amended in subsection (b) of this section, as follows:

(1) The "International Building Code," 2018 Edition, published by the International Code Council, as amended;

(2) The "International Residential Code," 2018 Edition, published by the International Code Council, as amended;

(3) The "International Existing Building Code," 2018 Edition, published by the International Code Council, as amended;

(4) The "International Fuel Gas Code," 2018 Edition, published by the International Code Council, as amended;

(5) The "International Plumbing Code," 2018 Edition, in its entirety, published by the International Code Council, as amended;

(6) The "International Mechanical Code," 2018 Edition, published by the International Code Council, as amended;

(7) The "Uniform Code for the Abatement of Dangerous Buildings," 1997 Edition, as adopted and published by the International Conference of Building Officials, as amended;

(8) The "National Electrical Code," 2017 Edition, as adopted and published by the National Fire Protection Association, as amended;

(9) The "International Fire Code," 2018 Edition, published by the International Code Council, including Appendix Divisions D, E, F, G and I and current supplements thereto as amended;

(10) The IECC 2018 Edition, adopting minimum insulation standards only;

(11) The "International Property Management Code" 2018 Edition, published by the International Code Council, Chapters 1, 2, 3.

(b) Amendments to adopted technical codes. The following specific provisions are adopted as amendments and modifications to the above-described Codes, as follows:

(1) The 2018 Edition of the International Residential Code as adopted by the City Council shall be amended as follows:

(A) Section R302.6 all references to one-half-inch gypsum board in this section shall be changed to five-eighths-inch Type X gypsum board.

(B) Section R310. add:

All bonus rooms meeting the requirements of habitable space and accessed by a compliant stairway shall be considered a bedroom and contain at least one emergency rescue and escape window and smoke alarm.

(C) R311.3.2 omit exception.

(D) Omit Section R313 and all sections requiring residential sprinkler systems.

(E) R403.1.6 omit exceptions 1 and 2.

(F) Section R408.3.2.4 omit this section and reference to it

(G) Section 507.3.1 allow the use of calculated footing dimensions from the IRC 2015 or the currently adopted footing tables found in this section.

(H) Figure R602.10.6.2 omit figure and all Code references to it.

(I) Section R602.10.6.2 omit this section and all Code references to it.

(J) Section M1503.4 shall be changed to allow for short circuiting of kitchen hoods, >400 CFM, with the use of interlocked makeup air dampers.

(K) Section G2404.11 shall be omitted to not allow for water shutoff devices on fuel burning appliances.

(L) Section G2406.2(6) omit this section and all Code references to it.

(M) Section G2411 (310) omitted to say: All CSST shall be bonded when gas piping is altered, repaired, or new.

(N) Section G2415.2 shall be omitted to say: All Corrugated Stainless Steel shall be install per the manufactures listings and instructions. CSST shall be prohibited for being installed under concrete slabs inside the foundation of all structures.

(O) Section G2527 shall be omitted to say:

Venting and combustion air piping for high efficiency fuel burning appliances shall be solid, schedule 40 PVC, unless prohibited by the manufacture. Where primer is required, it shall be non-contrasting.

(P) Section G2439.7.2 shall be amended to prohibit the use of mechanical fasteners in dryer ducts.

(Q) Section P2502.1 and P2503.4 shall be changed to say:

Existing building sewer and building drain lines shall be videoed only when 3 inches or greater.

(R) Section P2717 shall require evidence that the appliance is listed to protect against backflow or backflow devices shall be provided.

(S) Section P2905 shall be amended to exclude heat trace on water piping.

(T) Section P3103.2 shall be changed to say:

(U) Adopt Appendix Q allowing for tiny homes.

Where 97.5-percent value of outside design temperature is 0°F (-18°C) or less, vent extensions through a roof or wall shall not be less than 3 inches (76 mm) in diameter.

(2) The 2018 Edition of the International Building Code as adopted by the city council shall be amended as follows:

(A) Section 105.2 Building Item 1 shall be changed to read:

One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet.

(B) Section 406.3.4.1 all references to one-half-inch gypsum board in this section shall be changed to five-eighths-inch Type X gypsum board.

(C) International Building Code Section 406.4.5.1 shall be amended to read:

Floor surfaces shall be of noncombustible, nonabsorbent materials. Floors shall drain to an approved oil separator or trap discharging to sewers in accordance with the plumbing code and the city utilities department.

(D) Section 1010.1.7 omit Exception.

(E) Section 1030 add:

All bonus rooms meeting the requirements of habitable space and accessed by a compliant stairway shall be considered a bedroom and contain at least one emergency escape and rescue window and smoke alarm.

(F) Section 2308.6.5.2 omit this section and all Code references to it.

(G) Figure 2308.6.5.. omit this figure and all Code references to it.

(3) The 2018 Edition(s) of the International Mechanical Code and the International Fuel Gas Code as adopted by the city council shall be amended as follows:

(A) Section 303.3(6) omit this section and all references to it.

(B) Section 305 Table 305.4 of the IMC will be replaced with the IFGC Table 415.1 to provide more restrictive hanger spacing for steel pipe.

(C) Sections 306.3.1, 306.4.1, and 306.5.2 of the IMC and any reference to the “Electric Code” will be interpreted as the National Electric Code.

(D) Section 310.2 IFGC shall be omitted to say: All CSST shall be bonded when gas piping is altered, repaired, or new.

(E) Section 307.2.3 of the IMC and Section 307.6 of the IFGC shall be omitted so as to not require water level shut-off devices.

(F) Section 402 part B will be omitted and the IMC Section 403 will be used only.

(G) Section 404.14 IFGC shall be omitted to say: All Corrugated Stainless Steel shall be install per the manufactures listings and instructions. CSST shall be prohibited for being installed under concrete slabs inside the foundation of all structures.

(H) Section 406.4.1 shall be amended to say:

Pressure tests on threaded gas piping shall be 10 lbs. for 15 minutes.

(I) Section 503.4.1 of the IFGC shall be amended to say:

Venting and combustion air piping for high efficiency fuel burning appliances shall be solid, schedule 40 PVC, unless prohibited by the manufacture. Where primer is required, it shall not be required to be contrasting.

(J) Section 504.1 of the IMC omitting the exception for the installation of ductless clothes dryers.

(K) Section 504.8.2 omitted to prohibit the use of mechanical fasteners in dryer ducts.

(L) Sections 507.1.1 and 508.1.2 shall be omitted to allow for verification of air balancing on type 1 hoods by an engineer.

(M) Section 701.2 shall include alarms for combustion air dampers, proving operation or an alternative; trapped combustion air.

(N) Chapter 9 of the IMC shall be omitted disallowing the installation of unvented gas appliances.

(O) Section 1102.3 omitted to not require locking caps on A/C condensers.

(4) The 2018 Edition of the International Plumbing Code as adopted by city council shall be amended as follows:

(A) In addition to the venting requirements in Chapter 9 of the IPC at least one atmospheric vent shall be installed to serve each level or floor.

(B) Section 202 omit collected rain water to say:

Collected rain water shall be stored above grade and shall overflow to its natural runoff location.

(C) Section 308.5 shall be amended to say:

Piping shall be supported in accordance with Table 308.5 and allow for plumbers strap to be used as a mid-story guide.

(D) Sections 406.1 and 409.2 shall require evidence that the appliance is listed to protect against backflow or a backflow device shall be provided.

(E) Sections 607.2.1 and 903.2 amended to exclude heat trace as hot water or tempered water sources.

(F) Section 603.3 omit this section and all references to it.

(G) Section 705.16.4 omit this section and all references to it.

(H) Sections 802.1, 802.1.1, and 802.1.8 shall be amended to prohibit separate drains for triple sinks.

(I) Section 903.2 omit this section and all reference to it.

(J) Section 918.8 shall prohibit the use of air admittance valves used in outdoor and unconditioned locations.

(K) Section 1003.3.3 omit this section and all references to it.

(5) The 2017 Edition of the National Electric Code as adopted by the city council shall be amended as follows:

(A) Section 230.70(A)(1) is amended to read:

The service disconnecting means shall be installed at a readily accessible location outside of the building nearest the point of entrance of the service conductors. Feeders to other buildings or structures will require a disconnect means on the exterior.

(6) The 2018 Edition of the International Fire Code as adopted by the city council shall be amended as follows:

(A) Section 101.1 Title.

These regulations shall be known as the Fire Code of the City of Sheridan.

(B) Section 109.4 Violation penalties.

Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than seven hundred fifty dollars or by imprisonment not exceeding 180 days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

(C) Section 111.4 Failure to comply.

Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition shall be liable to a fine of not less than fifty dollars or more than seven hundred fifty dollars.

(D) Section 503.2.7 Grade.

The grade of fire apparatus access roads shall be established pursuant to the provisions of Sheridan City Code, Appendix B, Article 5.

(E) Section 506.1 shall be omitted to say: Knox boxes shall be required on all commercial occupancies.

(F) Section 5504.3.1.1 of the International Fire Code in which storage of flammable cryogenic fluids in stationary containers outside of buildings is restricted is hereby established as the corporate limits of the city except for those areas that are zoned M-1, industrial district, and which have been granted approval by the board of adjustments as per Appendix A, Section 9 of the City Code.

(G) Section 5704.2.9.6.1 (Above-ground tanks) of the International Fire Code in which storage of Class I and II liquids in above-ground tanks outside of buildings is restricted is hereby established as the corporate limits of the city except for those areas that are zoned M-1, industrial district, and which have been granted approval by the board of adjustments as per Appendix A, Section 9 of the City Code.

(H) Section 5706.2.4.4 (Farms and construction sites) of the International Fire Code in which storage of Class I and II liquids in above-ground tanks outside of buildings is restricted is hereby established as the corporate limits of the city except for those areas that are zoned M-1, industrial district, and which have been granted approval by the board of adjustments as per Appendix A, Section 9 of the City Code.

(I) Section 6104.2 of the International Fire Code in which storage of liquefied petroleum gas is restricted is hereby established as the corporate limits of the city except for those areas that are zoned M-1, industrial district, and which have been granted approval by the board of adjustments as per Appendix A, Section 9 of the City Code. In other areas of the city of Sheridan, the maximum capacity of above-ground liquefied petroleum tanks shall be one hundred twenty-five gallons. The maximum capacity of underground liquefied petroleum tanks shall be five hundred gallons. The maximum capacity of above-ground liquefied petroleum tanks attached to RVs, fifth wheel camping trailers, campers, and similar units shall be a single one hundred gallon tank.

(J) Chapter 80 Reference Standards. This chapter lists the standards that are referenced in various sections of this Code. The standards are listed herein by the promulgating agency of the standard, the standard identification, the effective date and title, and the section or sections of this document that referenced the standard. The "effective date" of the referenced standard shall mean the latest edition of such standard available to the city of Sheridan. The application of the referenced standards shall be as specified in Section 102.7.

(K) Appendix D, section D103.2 Grade. Fire apparatus access roads shall be at the grades as established pursuant to Sheridan City Code, Appendix B, Article 5.

(L) Wherever the International Fire Code references the ICC Electrical Code, it shall mean the latest adopted electrical code of the city of Sheridan.

(M) Wherever the International Fire Code references the International Plumbing Code, it shall mean the latest adopted plumbing code of the city of Sheridan.

(N) Wherever the International Fire Code references the International Mechanical Code, it shall mean the latest adopted mechanical code of the city of Sheridan.

(O) The city of Sheridan Code, Appendix B, Article 5, section 504, shall be amended by inserting immediately after the table labeled "Street Classification," the following provision:

As to any particular project, that portion of the Street Classification Table above which specifies maximum grades may be modified with the approval of the Director of Public Works to allow for greater grade, depending upon factors including by way of illustration and not limitation: a lack of structures or access at points off that portion of the road having an excess grade; design of lower grade areas at the top and bottom of grade to accommodate reasonable and safe traffic flow; absence of intersections in the high grade portions of the road; the grade at which the fire department's apparatus can

reasonably provide fire protection and the difficulties of safety operations on steep grades; the increased costs to the community of street operations and maintenance on steep grades; and other commonly recognized practices or standards for safe and appropriate road design.

(P) With respect to any reference in the International Fire Code relating to the requirement of two separate and approved fire apparatus roads, or similar language including, but limited to, that language used in IFC Appendix D, sections D104, D106 and D107, approval of a project's secondary access pursuant to and in accord with the city of Sheridan Ordinance 2015 shall be deemed to satisfy the International Fire Code requirements relating to two separate and approved fire apparatus roads.

(Q) Section 903.2.1 Group A, Exception shall be amended to say:

This section shall not apply to a grade level story without a shared Exit or Exit access components.

(7) These changes shall specifically address the International Existing Building Code as stated below:

(A) Section 804.2.2 Groups A, E, F-1, H, I, M, R-1, R-2, R-4, S-1 and S-2.

In buildings with occupancies in Groups A, E, F-1, H, I, M, R-1, R-2, R-4, S-1, and S-2, work areas that include exits or corridors shared by more than one tenant or that serve an occupant load greater than 30 shall be provided with automatic sprinkler protection where all of the following conditions occur:

1. The work area is required to be provided with automatic sprinkler protection in accordance with the International Building Code as applicable to new construction; Exception: Buildings containing an A-2 occupancy are not required to have an automatic sprinkler system if the occupant load is less than 300, as determined by the International Building Code, Table 1004.1.1;
2. The work area exceeds 50 percent of the floor area; and

(c) Any person who shall violate the provisions of the adopted technical codes shall be guilty of a misdemeanor. Each noncompliant condition shall constitute a separate violation.

(d) The application of penalties described in subsection (c) of this section shall not prevent the forced abatement of dangerous or prohibited conditions.

(e) The method of appeal of any determination of the building official and Fire Code official in the administration of the adopted technical codes shall be as stated in Chapter 29 of Sheridan City Code.

(f) If any section, paragraph, clause, or provision of any of the adopted technical codes shall be for any reason 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 the adopted technical codes, the intent being that the various provisions found therein are severable in as much as they have been adopted by the city council.

(g) These changes shall specifically address the International Property Management Code:

(1) Strike section 103.1.

(2) Strike section 103.4.

(3) Strike section 103.4.1.

(4) Strike section 106.2.

(5) Strike section 107 in its entirety.

(6) Strike section 109.6.

(7) Strike section 111 in its entirety.

(8) Section 106.3 Any reference to Section 107 is to be deleted.

(9) Section 108.3 Notice: Whenever the code official has condemned a structure or equipment under the provisions of this section, notice shall be posted in a conspicuous place in or about the structure affected by such notice and served on the

owner, owner's authorized agent or the person or persons responsible for the structure or equipment. Service of the notice may be made by personal delivery or by certified mail.

(10) Amend Section 302.5 to state:

Rodent and/or Pigeon (Bird) Harborage. Structures and *exterior property* shall be kept free from rodent and/or pigeon harborage and/or *infestation*. When rodents and/or pigeons are found, they shall be promptly exterminated by *approved* processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent and/or pigeon harborage and/or prevent reinfestation.

(11) Strike section 302.8.
(12) Strike section 304.2.
(13) Strike section 304.4.
(14) Strike section 304.5.
(15) Strike section 304.6.
(16) Strike section 304.8.
(17) Strike section 304.9.
(18) Strike section 304.10.
(19) Strike section 304.12.
(20) Strike section 304.13 in its entirety.
(21) Strike section 304.14.
(22) Strike section 304.15.
(23) Strike section 304.17.
(24) Strike section 304.18 in its entirety.
(25) Strike section 305 in its entirety.
(26) Strike section 306 in its entirety.
(27) Strike section 307 in its entirety.

11-9 Adoption of International Fire Code.

There is adopted by the City Council of the City of Sheridan for the purposes of prescribing regulations governing conditions hazardous to life and property from fire, explosion and hazardous materials release, that certain codes and standards known as the International Fire Code, including Appendix Divisions D, E, F, G, and I published by the International Code Council, being particularly the 2018 Edition and current supplements thereto and the whole thereof, save and except portions as are herein after deleted, modified, or amended by Section 11-9.5, of which Code and Standards one copy has been and is now filed in the office of the clerk of the City of Sheridan and the same are hereby adopted and incorporated as fully as if set out at length herein, and from the date on which the ordinance codified in this section shall take effect, the provision thereof shall be controlling within the limits of the City of Sheridan.

11-9.1 Definitions.

(a) Wherever the word "jurisdiction" is used in the International Fire Code, it shall be held to mean the corporate limits of the City of Sheridan.

(b) Wherever the term "fire code official" is used in the International Fire Code, it shall be held to mean the "emergency services director" or designated agent for the City of Sheridan.

11-9.5 Amendments to International Fire Code.

The International Fire Code and appendices thereto, adopted by section 11-9 and of this Code are amended as follows:

(a) Section 101.1. Title. These regulations shall be known as the Fire Code of the City of Sheridan, hereinafter referred as "this code."

(b) Section 105.1. Permits required. Permits required by the fire code official shall be in accordance with Section 105. Permit fees, if any, shall be paid prior to issuance of the permit.

(c) Section 109.4. Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than seven hundred fifty dollars or by imprisonment not exceeding 180 days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

(d) Section 111.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition shall be liable to a fine of not less than fifty dollars or more than seven hundred fifty dollars.

(e) Section 307.4.3, Exception deleted.

(f) Section 506.1 Shall be omitted to say: Key boxes shall be required on all commercial occupancies.

(g) Section 6104.2 Maximum capacity within established limits. Within the limits established by law restricting the storage of liquefied petroleum gas for the protection of heavily populated or congested areas, the aggregate capacity of any one installation shall not exceed a water capacity of 500 gallons.

Section 2. That this ordinance shall be in full force and effect immediately beginning on January 1, 2019.

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

_____
Roger Miller, Mayor

ATTEST:

_____
Cecilia Good, City Clerk

State of Wyoming)
)SS
County of Sheridan)

Subscribed and sworn to (or affirmed) before me this _____day of

_____, 2018 by _____.

_____
Notary Public

My commission expires _____.

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:	Acceptance of Mayor/Council Handbook
From:	
To:	Mayor and Council
CC:	
Date:	

Attachments

Mayor/Council Handbook

2018

MAYOR/COUNCIL HANDBOOK

CITY OF Sheridan

WYOMING

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INTRODUCTION

Purpose of the Handbook

The City of Sheridan has prepared this manual to assist the Governing Body by explaining accepted practices, procedures, regulations, and by clarifying expectations. Government is a unique enterprise. What works in private business does not always work in government. This manual and other resource materials listed within it will help you, the elected official, with the complex task of governing.

Definitions

City Council:
The six elected members of the Governing Body who constitute the legislature for the City.

Governing Body:
The governing body is the elected legislative body of the City including the Mayor, who is the presiding officer.

Mayor:
The person elected by popular vote to exercise the powers of the office and to be presiding officer of the governing body.

Overview of Basic City Documents

This handbook provides a summary of important aspects of Governing Body activities.
However, it cannot incorporate all material and information necessary for conducting the business of a local Governing Body. Many other laws, plans, and documents bind the Governing Body to certain courses of action and practices. A summary of the most notable resource documents is provided below.

City Code:
The City Municipal Code contains local laws and regulations adopted by the governing body. The City Code contains sections for General Provisions,

Administration, Advertising, Alcoholic Beverages, Amusements, Animals and Fowl, Buildings and Building Regulations, Cable and Telecommunications, Canvassers, Peddlers. and Transient Merchants and Manufacturers, Courts, Fines and Imprisonment, Elections, Fire Protection, Garbage and Refuse Disposal, Health and Sanitation, Hotels, Rooming Houses and Similar Establishments, Employee Relations, Motor Vehicles and Traffic, Municipal Cemetery, Nuisances Generally, Offenses - Miscellaneous, Pawnbrokers and Secondhand Dealers, Poles and Wires, Police Department, Streets and Sidewalks, Recreational Vehicles and Recreational Vehicle Parks, Utility Occupation Tax, Water, Sewer and Electric Services, Appeal Procedure for Building and Development Processes, Zoning, Subdivision Regulations, Mobile and Manufactured Home Parks.



The Code is available online and may be accessed from the City website at www.sheridanwy.net. Physical copies of City Code are available in all City offices, including the Mayor's office the City Administrator's Office and the Clerk's Office.

Wyoming State Statutes:
The Wyoming State Statutes contain many requirements pertaining to the operation of City government. Copies of the Wyoming State Statutes are available in the City Clerk's, City Attorney's offices and on the Google Shared Drive referenced herein.

The Mayor-Council Handbook published by the Wyoming Association of Municipalities (WAM), provides a summary of many important State Statutes and addresses the following topics:

- Wyoming Municipal Corporations
- Incorporation, Corporate Powers, Annexation and Exclusion of Land, Annexation of Cities or Towns, and Dissolution
- The Office of Mayor
- The Office of Council member
- Meetings of the Governing Body
- Ordinances and Charter Ordinances
- Alternative Forms of Government
- Nominations, Elections, Initiative and Referendum, and Recall

- City and Town Finance
- Financial Administration, Budgeting, Auditing, and Purchasing
- Local Improvements
- Public Improvements
- Planning, Subdivision Control, Zoning, Solar Access, Urban Renewal, Housing, Downtown
- Development, Railroad Line, and State Control of Industrial Developments
- Other Services Provided by City and Town Governments
- Cooperation with Other Units of Government:The Wyoming Administrative Procedure Act
- Optional Sales and Use Tax

Annual Budget:
The City's annual budget book provides a description of City services and the resources used to provide services. This document contains a broad overview of the budget as well as descriptions of programs offered within each division of the organization. The Mayor and each Council member receive a copy of the annual budget. The process of developing the budget is explained more thoroughly in the Google Shared Drive.

Department Specific Documents:
Copies are stored in an electronic format. The Clerk's Office will ensure that every member of Council has access to these documents on a Google Share Drive.

Orientation

It's important for all members of the Governing Body to gain an understanding of the full range of services and programs provided by the City. As a new member of the Governing Body, you can receive preliminary briefings on this handbook and an overview of City operations. Department Heads are available to further discuss operations and provide you with tours of facilities. It is very important that each member fully understand their duties and responsibilities in order to be able to serve competently in their capacity as a Council member .

Chapter 1 - Governing Body General Powers and Responsibilities

Mayor, Council, and Administrator Form of Government

The City of Sheridan is a Home Rule City operating under the statutes of the State of Wyoming and Municipal Codes. The organizational structure for the City can be characterized as a Mayor-Council form of local government with a City Administrator. Authority is vested in an elected Mayor and City Council which, in turn, hires an appoints the City Administrator. The Governing Body is composed of seven members elected at large from the City on a non-partisan basis to serve overlapping four-year terms. The Mayor is elected at-large to serve a four-year term as the presiding officer of the City Council. The official head of the City is required to perform specific roles and responsibilities as directed by ordinance and statute.

The Governing Body is the City's legislative and policy-making body. The Governing Body is responsible for passing ordinances and orders necessary for governing the City, as well as for setting City policy.

The City Administrator is appointed by the Governing Body, and serves at the pleasure of that body. The City Administrator is responsible for the day to day administration and operation of the City, and the implementation of policies set by the City Council. The City Administrator, with the help of City staff, provides the Governing Body with the information needed to fulfill its policy-making role. The Mayor is required to review the performance of the City Administrator and if requested or necessary, report the review to the City Council.



The Governing Body

The Governing Body is the legislative and policy making entity of the City. It is the Governing Body's responsibility to

enact ordinances, resolutions and orders necessary for governing the affairs of the City as outlined in the City Charter Ordinance 2158 and State Statute, to approve or amend the annual budget, to authorize certain contracts on behalf of the City, to act as the final appeal body on rulings of some boards and commissions, to appoint and evaluate the City Administrator, approve the appointment of all members of the various boards and commissions, and to submit propositions to the electors at any election[1].

Formal Authorities of the Mayor

The Mayor has certain duties and authorities which are required or implied by Municipal Code and Wyoming State Statute. They include:

- Presides at all meetings of the Governing Body[2]
- Administers oaths of office[3]
- Signs commissions, oaths, appointments to Boards, Commissions, and Committees per Statute, City Ordinance, and Bylaws[4]
- Executes contracts per Statute, City Ordinance, or as Authorized by Council[5]
- The Mayor has one (1) vote on all matters voted on by the Governing Body, except to override a veto and the confirmation of Mayoral appointments[6]
- May veto any ordinance, order, bylaw, resolution, award, or vote by Council to enter into any contract, or the allowance of any claim or any item of appropriation[7]
- Recommends policies to the governing body[8]
- Recommends board and commission appointments to Council[9]
- Appoints a City Attorney and Municipal Judge with City Council consent and can remove these appointments with notice to Council[10]
- Appraises the performance of the City Administrator and if necessary or requested report the findings to the City Council[11]

[1] W.S. § 15-1-103 et. al.
[2] Sheridan Ordinance 2-8
[3] W.S. § 15-1-108(a)(iv)
[4] See generally, W.S. § 15-1-108(a)(iv)+(v); Ordinance 2-83, 2-12
[5] See generally, W.S. § 15-1-108(a)(iv)+(v); Ordinance 2-83, 2-12
[6] Sheridan Ordinance 2-8; W.S. § 15-3-201
[7] W.S. § 15-3-201; Ordinance 2-8
[8] See generally, W.S. § 15-1-101 et.al.; Charter Ordinance 2158
[9] See generally, W.S. § 15-1-108(a)(iv)+(v); Ordinance 2-83, 2-12
[10] Charter Ordinance 2158 Section 4
[11] Charter Ordinance 2158 Section 1(b)

- May call for a Special Council Meeting[12]
- Authorizes and execute bonds, levies, final plats, cemetery deeds and contracts[13]
- Exercising superintending control over the City Administrator's performance to ensure the City Administrator is performing the following duties:[14]
    - Developing a yearly budget to be presented to Council;
    - Provides oversight concerning the actions of City Staff, City Departments, and the Employees;
    - Ensures that the Ordinances and regulations of the City of Sheridan are enforced;
    - Ensures that internal policies and regulations for each Department are being followed;
    - Implements the policies, goals and directives of the City Council;
    - Handles and addresses all personnel issues, the hiring of employees and the appointment of Department Heads per the Employee Handbook and Ordinance.

Performance Expectations of the Mayor

The Mayor is elected at-large within the City and serves a four-year term. The Mayor has many unofficial performance expectations which vary from issue to issue. Some of those include the following:

- Is the ceremonial head of the City.
- Is the ambassador of goodwill and the City's representative at official functions.
- Provides leadership and encourages citizen participation in City activities and issues.
- Leads the governing body in addressing political matters, needs, goals, and a vision for the community.
- Represents the City at the local, state and federal levels on matters impacting the City
- Meets regularly with the City Administrator to provide policy guidance relative to actions of the governing body, to prepare the agenda for matters coming before the governing body and to monitor the administrative implementation of Council policies

[12] W.S. § 16-4-404(b); Ordinance 2-2
[13] W.S § 15-1-108(a)(v); Ordinance 17-2
[14] W.S. 15-1-108(a)(ii); Charter Ordinance 2158

The City Council

The City of Sheridan City Council is composed of six members individually elected on a non-partisan basis from the City residents to serve four-year overlapping terms. The Mayor is also part of the City Council, elected separately to form the Governing Body as defined by Wyoming State Statute. Municipal elections are held every even-numbered year, with three Council members selected at one election and three at the next, unless a vacancy has occurred[15]. At the first regular Council meeting in January, following the November general election, the newly elected and qualified Council members are sworn in and assume the duties of their office[16].

While the Mayor serves as the Council's presiding officer, the City Council selects a President and Vice President from its own membership to serve in the absence of the Mayor. The President and Vice President assist the Mayor in recommending agenda items, agenda setting and monitoring the implementation of Council policies[17]. The Mayor, however, sets the final agenda. The President and Vice President of the Council, positions that have historically rotated among Council members, are selected through a consensus of the Council and serve a one-year term.

Formal Authorities of the City Council

- All general powers listed in W.S. § 15-1-103 through 15-1-1100, those listed in W.S. § 15-5 through 15-10 and the authority to act under home rule
- Commits the City to a policy course of action including appropriation of funds
- Exercises an oversight role over the conduct of City affairs
- Confirms appointments to boards, commissions and certain appointed positions such as City Administrator, City Attorney and City Judges
- Determines personnel policies and conditions of employment
- Approves rules and regulations
- Oversees the finances of the City of Sheridan
- Approves zoning changes, subdivisions, plats and annexations
- Establishes City operational fees

[15] W.S. § 15-11-103
[16] W.S. § 22-23-404
[17] W.S. § 15-3-203

Performance Expectations of the City Council

- Focuses on long range planning and policy development for the community and the City organization.
- Establishes goals and objectives for the community and authorize programs that address the needs of the entire community.
- Provides oversight and assessment of the effectiveness of goals, policies, programs and services rendered to citizens.
- Receives citizen complaints and information requests and forwards to the City Administrator for appropriate action.

Responsibilities of the Council for Public Leadership

Exercising responsible public leadership is a difficult and delicate task. Although it is the primary responsibility of the Mayor to provide public leadership on City issues, it is also a fundamental role of the Council. While the Mayor may be the “point person” in the City’s efforts to generate and promote support for community-wide programs, the individual serving in that position cannot effectively do so without the support and active involvement of the members of the City Council. The presentation of policy decisions to the public in a consistent manner is a critical component of the Council’s ability to function effectively as a team. The extent to which the community accepts a policy decision by the Council will be limited to the Council’s ability to reconcile diverse interests in the context of its decision-making. Given that every policy decision the Council makes has the potential for conflict, the Council’s success in this area is critical to its exhibiting successful public leadership.



Chapter 2 - City Council Meetings

Meeting Schedule

Regular meetings are held in the Council Chambers at City Hall, 55 Grinnell Plaza on the first and third Monday of each month at 7:00 p.m. If a meeting date falls on a holiday or special event the Governing Body may elect to not to hold a meeting or to move the meeting to another date. Council Workshops are held the second Monday of each month at 5:30 p.m. in Council Chambers[18].

Placing Items on the Agenda

The Mayor, a Council member, Citizen, or staff member may request an item be considered on a future agenda. All requests for additions to the agenda are turned into the City Clerk's office no later than 5 p.m. on Monday the week before the meeting. The City Administrator, Mayor, Council President and Council Vice President will review the agenda before it is distributed. The Mayor may add or delete agenda items before its official distribution. Agendas are distributed by 5 p.m. on the Friday before the Council meeting. Items may be added or deleted by Council at the Council meeting by majority vote.

Order of Business

This section summarizes each meeting component listed on the Council agenda.

Meeting Called to Order:
The Mayor will call the meeting to order and will lead the Pledge of Allegiance.

Approval of the Agenda:
Council votes to approve items on the agenda. Items can be removed from the agenda with a majority vote.

Public Hearings:

[18] City Ordinance 2-1

When materials are presented during public hearings, they should be submitted before the public hearing is closed on the item.

Consents Agenda:
Items on the Council agenda, which are considered to be of a routine and non-controversial nature by the Mayor, may be placed on the Consent Agenda. These items shall be approved, adopted, accepted, etc., by one motion of the Council. For example: approval of minutes, claims, contracts, renewing services, etc. Council members may request that any item listed under Consent Agenda be removed from the Consent Agenda, and Council will then take action separately on this item.

Staff Reports:
The City Administrator and Department Heads are given time to present a report to Council.

Community Update:
Members of the community are provided time to give reports, make announcements, and read proclamations.

Ordinances:
An ordinance, or amendment to an ordinance, is a legislative act by the Governing Body and must be read at three regular business meetings before it can be adopted. It becomes effective when it is published in the newspaper, or at a later designated date[19]. Emergency ordinances provide for the immediate preservation of public peace, property, health, safety and welfare. An emergency ordinance requires an affirmative vote of two-thirds Council majority and becomes effective upon its passing[20].

Resolutions:
The term resolution is usually employed to denote the adoption of a motion, the subject matter of which would not properly constitute an ordinance (law). Such as: a mere expression of opinion; an alteration of the rules; a vote of thanks or censure; establishment of administrative policies and the adoption of the budget; etc.

The chief distinction between a ‘resolution’ and an 'ordinance’ is that an ordinance generally controls and affects citizens' life, liberty, or property while a resolution does not.

[19] W.S. § 15-1-101(a)(ix); W.S. § 15-1-115
[20] W.S. § 15-1-115(d)

General Meeting Procedures

The procedures utilized by the City Council during their meetings originate in the State Constitution, Chapter 15 of the Wyoming Statutes and the Sheridan City Code and are designed to promote uniformity, clarity and efficiency in the dispatch of public business.

Robert's Rules is a general guide to parliamentary procedure that provides a context for Council action. The following summary of the City's treatment of some broad topics in Robert's Rules will provide a basic understanding of City Council meeting procedures. Also see Appendix A containing an abbreviated summary for Robert's Rules of Order.

Presiding Officer:
The Mayor is the Presiding Officer and Chair at Council Meetings[21]. In the absence or incapacity of the Mayor, the President or Vice President of the Council serves as the Presiding Officer[22].

Quorum:
A majority of Council members shall constitute a quorum to do business. A majority is determined by the number of filled City Council seats. A quorum does not require a member to be physically present. Consequently, as will be later discussed in the section concerning Open Meetings, a quorum can occur by telephone, email or other manner.

Obtaining the Floor:
A member of the City Council or staff shall first address the Mayor and gain recognition to obtain the floor. Comments and questions should be limited to the issue before the Council. Cross-exchange between Council members and public should be avoided.

Questions to Staff:
A Council member shall, after recognition by the Mayor, address questions to the designated staff member.

[21] Sheridan Ordinance 2-8
[22] Sheridan Ordinance 2-9

Voting Procedures

When present, all Council members are required to vote. Failure of a seated member to orally express a vote constitutes an affirmative vote.

No ordinance, resolution, or motion shall be passed or become effective without the affirmative vote of a majority of those members of the Governing Body present[23]. A conflict of interest shall be declared whenever appropriate and in compliance with state law[24]. The affected Council member will not vote on the item at hand. It is left up to the Council member's discretion whether or not they leave the room, or take a seat in the audience during discussion and voting on the item of conflict.

Upon the request of any Council member, a roll call vote will be taken and recorded.

A tie vote is equivalent to a vote which has failed. The Presiding Officer may publicly explain the effect of the tie vote for the audience or may direct a member of the staff to do so.

Reconsideration of an item shall be allowed in accordance with the following Council guidelines. Re-submittal of issues previously acted upon is discouraged, however, a matter can be reconsidered or rescinded at any meeting provided that there are as many members present as there were when the vote was originally taken[25]. A member of the prevailing majority must make a motion for reconsideration when the previous vote was taken.

Wyoming Open Meetings Act - Effective July 1, 2018

Since its adoption, the overriding principle of the Open Meetings Act (Act) is that government should conduct its business in a transparent manner. The Act's statement of purpose states: "The agencies of Wyoming exist to conduct public business. Certain deliberations and actions shall be taken openly as provided by this act." The Act expressly provides that "all meetings of the governing body of an agency are open to the public at all times, except as otherwise provided[26]." Governmental boards and commissions are essentially engaged in the public's

[23] W.S. § 15-1-115
[24] W.S. § 15-1-127; W.S. § 6-5-106
[25] W.S. § 15-1-117
[26] W.S. § 16-4-403

business and holding public meetings ensures that all affected people are permitted an opportunity to be heard.

Under the Act, all meetings of the governing body of an agency, or government, are public meetings, open to the public at all times, unless otherwise specified in the Act. Unless otherwise provided by the Act, the governing body may only take action at a properly noticed public meeting[27]. The act contemplates fair and reasonable advance notice of meetings. The Act also contemplates that minutes will be taken at all meetings, regardless of whether official action is taken[28]. The day-to-day administrative activities of the City are not subject to the Act's notice and open meeting requirements. The Act also provides a list of issues the City Council may consider in executive session and the proper procedure for convening and conducting such a session.

Relevant Statutes:
What constitutes a meeting and when action may be taken:

A "Meeting" is defined as "an assembly of at least a quorum of the governing body of an agency which has been called by proper authority of the agency for the expressed purpose of discussion, deliberation, presentation of information or taking action regarding public business[29]."



The 2012 legislation defined the term "Assembly." Assembly "means communicating in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able to communicate with each other contemporaneously[30]." Examples might include instant messaging, video conferencing, and conference calls. If a quorum of the members of a governing body are going to participate in such communication for the purpose of discussion,

[27] W.S. § 16-4-403
[28] W.S. § 15-1-110; W.S. § 16-4-403(c)
[29] W.S. § 16-4-402(a)(iii)
[30] W.S. § 16-4-402(a)(iv)

deliberation, presentation of information, or taking action regarding public business, the agency must give proper notice of a meeting and allow for public attendance.

In addition to the definition of “assembly,” “no meeting shall be conducted by electronic means or any other form of communication that does not permit the public to hear, read or otherwise discern meeting discussions contemporaneously. Communications outside a meeting, including but not limited to, sequential communications among members of an agency, shall not be used to circumvent the purpose of this act[31]." Thus, if the governing body of an agency wishes to conduct a meeting by electronic means, the agency must also assure that members of the public are able to attend the meeting and discern the meeting discussions in real time. This provision also clarifies that e-mail or other forms of sequential communications cannot be used to thwart the purposes of the Act.

Notice of Meetings:
An agency is required to provide notice of its meetings to any person who requests notice. The request may be made for the dates and times of future meetings of the agency[32].

Regular Meetings:
The regular scheduled meeting is set by ordinance or resolution and may be amended or changed by Council at any Council meeting[33].

Special Meetings:
Special meetings may be called by the presiding officer of a governing body by giving verbal, electronic or written notice of a meeting to each member of the governing body and to each newspaper of general circulation, radio or television station requesting the notice. The notice shall specify the time and place of the special meeting and the business to be transacted and shall be issued at least eight (8) hours prior to the commencement of the meeting. No other business shall be considered at the special meeting. Proof of delivery of verbal notice to the newspaper of general circulation, radio or television station may be made by affidavit of the clerk or other employees or officer of the agency charged or responsible for distribution of the notice of the meeting[34].

Emergency Meetings:

[31] W.S. § 16-4-403(d)
[32] W.S. § 16-4-404
[33] Sheridan Ordinance 2-1; W.S. § 16-4-404(a)
[34] Sheridan Ordinance 2-2; W.S. § 16-4-404(b)

An Emergency meeting may be called without notice but any action is deemed temporary. All action taken at an emergency meeting must be reconsidered and acted upon at an open public meeting within 48 hours, “excluding weekends and holidays, unless the event constituting the emergency continues to exist after forty-eight (48) hours. In such case the governing body may reconsider and act upon the temporary action at the next regularly scheduled meeting of the agency, but in no event later than thirty (30) days from the date of the emergency action[35]."

Executive Session:
The Act allows an agency to hold an executive session for several reasons. The executive session may only be called by a proper motion and seconded with a majority of the members in attendance. Minutes of the meeting are also required to be kept. The matters which may be discussed in executive session are strictly limited to[36]:

1. Matters that may pose a threat to the security of public or private property or a threat to the public’s right of access provided the City Attorney, Chief of Police or designee is present.
2. Consider the appointment, employment, right to practice or dismissal of a public officer, professional person or employee, or to hear complaint/charges against an employee or professional person, unless the employee requests a public hearing.
3. Matters of litigation which the City may be a party to.
4. When considering the purchase of real estate when the publicity regarding the consideration would cause a likelihood of an increase in price.
5. To consider gifts, donations and bequests which have been requested by the donor to be kept confidential.
6. To receive, or consider privileged information.

Public Input:
The public has an opportunity to address the Governing Body on any item of interest to the public that is within the jurisdiction of the Governing Body. The City has the right to establish time limits on speakers and the total time allocated for a particular issue.

Public Disruptions:
A portion, or all of the public, may be removed if willful disruption makes conducting the meeting “unfeasible." The press may remain unless they participate in the

[35] W.S. § 16-4-404(d)
[36] W.S. § 15-1-105

disruption[37].

No person may disturb meetings by engaging in disruptive actions. This includes applauding, yelling, speaking without obtaining the floor or similar behavior deemed improper by the chair. The Mayor may call to order such person(s) demonstrating rude, boisterous, profane or similar behavior. If such conduct continues, the Mayor will call a recess, request removal of such person(s) from the council chambers, adjourn the meeting, or take other appropriate action as permitted by law[38]. Proper decorum must be observed and courtesy given to members of the governing body, city staff and members of the public.

[37] W.S. § 16-4-406
[38] W.S. § 16-4-406

Chapter 3 - Support Provided to the Governing Body

Staff/Administrative Support

General staff and administrative support to the Mayor and Council members is provided through the Government Relations Administrative Specialist. Scheduling of appointments, document preparation, travel arrangements and other assistance are available from the Government Relations Administrative Specialist. The Government Relations Administrative Specialist is also charged with obtaining documentation and research as requested by the Mayor and Council members.

Governing Body/City Administrator Relationship

The Governing Body includes both Council members and the Mayor. The employment relationship between the Governing Body and the City Administrator honors the fact that the City Administrator implements Governing Body policies and administers the daily operations of the City[39].

The Governing Body should avoid situations that result in City staff being directed, intentionally or unintentionally, by one or more members of the Governing Body. Regular communication between the Governing Body and the City Administrator is important in maintaining open communications.

The Mayor, as required by the Charter Ordinance through the Mayor's superintending power, is to evaluate the City Administrator on an annual basis to ensure that both the Governing Body and the City Administrator are in agreement about the performance and goals based on mutual trust and common objectives[40]. That review may be presented to the City Council as needed or requested.

As in any professional relationship, it is important that the City Administrator keep the Governing Body informed[41]. The City Administrator respects and is sensitive to

[39] See Generally City of Sheridan Employee Handbook
[40] Charter Ordinance 2158 Section 1(b)
[41] Charter Ordinance 2158 Section 2(b) + (f)

the political responsibility of the Governing Body and acknowledges that the final responsibility for establishing the policy direction of the City is held by the Governing Body[42]. The City Administrator communicates with the Governing Body in various ways (e.g., memos, e-mail, weekly meetings, and through the Mayor whose responsibility it is to maintain open and effective communication with Council members, etc.). It is the City Administrator's responsibility to relay information and ensure that the Mayor and City Council members are up to date on all City matters.

The City Administrator is tasked with meeting regularly with the Mayor, the Governing Body conduit, and City Council members as may be necessary. Meetings with the City Administrator, Mayor and two Council Persons will be held once per week. During these meetings, the City Administrator will present the Mayor and Council members with the Staff's proposed meeting agenda, discuss ongoing issues, and address concerns and questions of the Governing Body.

Legal Services

Should a Council member have legal questions relating to any topic relevant to the City, it is important and prudent to pose those questions to the Mayor or primarily during regular meetings held with the Mayor, City Administrator, City Council President, and City Council Vice President.

Office Equipment, Computers, E-mail, Phones

The Governing Body has access to laptops that will be provided during City Council meetings. E-mail accounts will also be provided to conduct City business. All computers, email, phones and other equipment should be used solely for City business as those devices will be subject to public record requests per Wyoming law[43].

[42] Charter Ordinance 2158 Section 2(a)
[43] W.S. 16-4-201(a)(v)

Chapter 4 - Compensation and Expenses

Governing Body Compensation

Currently, the Mayor receives an annual salary of $24,000[44]. Council members receive $500 monthly[45]. A seated Governing Body may not increase its own salary[46]. They may only pass an ordinance to raise the salary of an incoming Governing Body.

Expenditure Allowance

The annual budget includes allocations for Mayor and Council expenses associated with official City business.

Eligible expenses include:

- Attendance at conferences, seminars, and meetings
- Travel expenses including meals (City policy does not allow reimbursement for alcohol)
- Mileage reimbursement for City business.

Refer to the Human Resources Department with any additional questions.

Expenditure Guidelines

It is very important to note that all expenses must be related to City business. Public property and funds may not be used for private or personal purposes[47].

City budgetary practices and accounting controls apply to expenditures within the Legislative Budget. The Governing Body should plan expenditures that allow them to remain within their annual allocations.

[44] Sheridan Ordinance 2122
[45] Sheridan Ordinance 2038
[46] W.S. § 15-3-213
[47] W.S. § 6-5-110 through 111

Chapter 5 - Communications

Overview

Perhaps the most fundamental role of a member of the Governing Body is communication; communication with the public to assess community opinions and needs, and communication with staff to provide policy direction and to gain an understanding of the implications of various policy alternatives.

Because the Governing Body performs as a unit (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking for the group. Equally important, when members are expressing personal views and not those of the Governing Body, the public should be so advised.

Correspondence from Members of the Governing Body

On occasion, members may wish to transmit correspondence on an issue which the Governing Body has yet to take a position, or about an issue for which the Governing Body has no position. In these circumstances, members should clearly indicate within the letter that they are not speaking for the Governing Body as a whole, but for themselves as one individual member of the Governing Body.

After the Governing Body has taken a position on an issue, official correspondence should reflect this position. While members who may disagree with a position are free to prepare correspondence on such issues as private citizens, City letterhead, official City title, and staff support should not be utilized. In addition, City letterhead and staff support cannot be utilized for personal or political purposes.

Speaking “for the City”

Similar to written correspondence, when members are requested to speak to groups or are asked the Governing Body’s position on an issue, the response should reflect the position of the Governing Body as a whole. Of course, a member may clarify his/her vote on a matter by stating, “While I voted against X, the Governing Body voted in support of it.” When representing the City at meetings or other venues, it is

important that those in attendance gain an understanding of the Governing Body's position, rather than that of an individual member.



Chapter 6 - Conflicts and Liability

Conflicts of Interest

The Governing Body is governed by the Ethics and Disclosure Act and other statutes[48] . The purpose of this Act is to ensure that all actions of the Governing Body are taken in the public interest. Those topics include:

- Use of title, position and prestige of public office to influence organizations, groups, or employers
- Nepotism
- Misuse of office
- Official decisions and votes
- Actions taken while negotiating for employment
- Penalties for violating the Act
- Bribery
- Contract fixing
- Misuse of Public Property
- Use of position for gain, to include gain for one's employer

Correspondence from Members of the Governing Body

The City is a large organization, which offers a variety of services and may often find itself subject to claims and lawsuits. For example, if a wind-blown trash container damages a private vehicle, the vehicle owner may file a claim against the City for the damages. The City must always approach its responsibilities in a manner which reduces risk, as much as possible, to all involved.

The City's liability claims are handled through the Local Government Liability Pool (LGLP). Administrators of the pool review claims within the parameters of the Governmental Claims Act. Essentially, a governmental entity will be liable for damages caused by the negligence of public employees while acting within the scope of their duties. If there is no negligence, LGLP will deny the claim.

It is important to note that violations of certain laws and regulations by individual members of the Governing Body may result in that member being personally liable

[48] W.S. § 9-13-101 et. seq. (excluding 9-13-108); W.S. 6-5-101 et. seq.

for damages which would not be covered by the City's insurance or liability pool. Examples may include discrimination, harassment, theft, failure to disclose conflicts of interests, or fraud.

Discrimination and Harassment

Federal law, state law, and City policies prohibit discrimination (gender, age, race, etc.) and harassment. The City's Employee Handbook contains various discrimination and harassment policies. For applicable federal laws, contact the Human Resources Department or the City Attorney.

Chapter 7 - City Departments

City Administrator's Office

The Administration Department is comprised of the City Administrator and an Administrative Assistant. The Administration Department's main functions are to manage the City's business and carry out Governing Body policies. The City Administrator coordinates the work of all City departments and employees, ensures the enforcement of laws and City ordinances, presents the annual City budget to the Mayor and City Council members for adoption, and expends budget funds as authorized by the Governing Body. The City Administrator makes recommendations to the Governing Body on issues concerning legislation, financial programs, capital improvements, and City services.

Under the direction of the City Administrator, staff supervises and administers the programs and services provided by all departments within the City of Sheridan. Specifically, the City Administrator's office performs the following:

- Administers policies and programs approved by the Governing Body.
- Evaluates and monitors staff progress on established policies and programs and fosters greater employee awareness of City problems, programs, and priorities.
- Acts as liaison/coordinator between the Mayor, City Council, and staff.
- Oversees the activities of all department heads and makes upper level management decisions involving departmental workloads.
- Coordinates overall planning and review of all City operations with the aid of department heads.
- Exercises authority to hire and remove department heads per Ordinance with notice to the Governing Body
- Exercises authority to hire and remove City employees per the Employee Handbook.
- Provides timely information to the Governing Body concerning state, local, or federal legislation which may impact the City. Analyzes trends and programs for enhanced service delivery. Presents ideas, concepts, and potential options to enhance organizational and community vitality and viability.

- Responds to and follows up on citizen and/or Governing Body inquiries regarding City programs and services.
- Acts as liaison and works to resolve mutual local problems through various inter-governmental regional agencies.
- Makes necessary recommendations and expediently resolves issues that come before the Mayor and/or the Governing Body.
- Prepares, with the Mayor, the agendas of the City Council Meetings and Workshops.
- Prepares plans and programs for the Governing Body's consideration in anticipation of future needs and services.
- Oversees the annual preparation of the budget and submits it to the Mayor and the Governing Body for their review, amendment, and adoption. Supervises its administration after adoption.
- Reviews and evaluates the City's organizational structure and operational functions, ensuring full utilization of manpower and resources in service to the public.

Clerk's Office

Responsibilities of the City Clerk include the execution of official city documents, administration of liquor licenses, maintenance of municipal code, retention and management of City records and documents, cemetery deed preparation, the licensing and registration of City vehicles, publication of legal notices, and the provision of administrative assistance to the City Administrator. The City Clerk also attends meetings of the Governing Body, prepares minutes and agendas for these meetings and acts as the Council Parliamentarian. The Clerk's Office interacts on a daily basis with the citizens, organizations, governmental agencies, and employees of the City by providing public information and other essential services.

Finance

The Treasurer's Department is comprised of the Treasurer, Assistant Treasurer, Staff Accountant, Accounting Technician, and Accounts Payable/Payroll Technician. The following list represents the main functions of the Treasurer's Department:

- Maintains the accounting records for the City
- Assists other City Departments in the preparation of the City's annual budget
- Coordinates the annual audit with the City's auditors and assists with the preparation of the annual financial reports
- Processes and pays vendor invoices
- Records daily receipts of payments for utility bills and other City revenues

- Prepares monthly financial reports
- Assists in grant applications, compliance and reporting
- Invests City funds
- Performs bi-weekly payroll functions
- Processes quarterly and annual payroll reports
- Assists and backups the HR Department

Audits
In accordance with W.S. 16-4-121, annual audits of the City's finances and property are required and must be filed with the County and Wyoming Department of Audit. The audits are conducted by independent auditors in accordance with generally accepted auditing standards as promulgated by the AICPA. The audit procedures are performed in accordance with "Government Auditing Standards". The City is also required to have a single audit performed by an independent CPA on all federal funds received of $750,000 or more in any one year to be on compliance with the provisions of the Federal Single Audit Act.. The annual financial statements and single audit report are sent to each agency the City received federal funds from during the year to be in compliance with Federal requirements.

Porter, Muirhead, Cornia, & Howard, a corporation of certified public accountants, has performed the City's annual audit since FY2005. The City is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States. It is the auditor's responsibility to express opinions and recommendations based on these financial statements.

Budget
For the last two years, spending for the City was between $55 and $57 million. Each year's budget varies depending on the major capital projects during any given year.

Funds
The City of Sheridan's resources are allocated to individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. There are three major categories. These categories are governmental, proprietary, and fiduciary.

Governmental funds are used to record and balance all the City's basic services, such as streets, public safety, special construction projects, and general administration. Governmental funds are then divided into the following subcategories:

General fund:
The City's primary operating fund is used for all financial resources of the general government, except those required to be accounted for in another fund.

Special revenue fund:
This fund is used to account for proceeds from specific revenue sources, which are required to be accounted for separately and used for specific purposes.

One cent fund:
This fund is a special revenue fund which accounts for the resources collected through the optional one cent sales and use tax and the expenditures of those funds.

Capital tax fund:
This fund is a special revenue fund which accounts for the resources collected through the specific purpose 1% capital facilities tax and the expenditures of those funds.

Public benefit fund:
This fund is a special revenue fund which accounts for the resources collected through the franchise tax and the expenditures of those funds.

Debt service fund:
This fund accounts for resources to pay back long-term debt, which includes special assessment debt and lease purchase agreements of the City.

Proprietary funds operate like a business. They provide goods or services to the general public. They cover services which are important, but not essential to the way a government runs. The City uses the following proprietary funds:

Sewer fund:
This fund accounts for revenue and expenses of the departments responsible for maintaining a dependable system for collecting and treating wastewater in the City.

Water fund:
This fund accounts for revenue and expenses of the departments responsible for providing a safe, potable water supply adequate for fire protection, domestic and industrial usage.

Solid waste fund:

This fund accounts for revenue and expenses of the department responsible for maintaining a dependable system for collecting and disposing of solid waste material in the City.

Golf fund:
This fund accounts for revenue and expenses associated with the operation and maintenance of the Sheridan Municipal Golf Course.

Weed and pest fund: This fund accounts for revenue and expenses associated with services related to weed and pest control in the City.

Fiduciary funds are funds held in agency or trust for others. These funds are recorded separately and are not included in the City's activities because they cannot be used to finance its operations. The City uses the following fiduciary funds:

Agency fund: This fund is used to account for the funds that are collected on behalf of other entities that have not yet been remitted. They are custodial in nature (assets equal liabilities) and do not involve measurement or results of operations.

Fire and Rescue Department

Sheridan Fire-Rescue exists as an all-hazards response department. It offers a professional emergency response to structure fires, wildland fires, emergency medical incidents, hazardous materials incidents , swift water rescue, and high and low angle rope rescue. The Department also provides automatic aid countywide for structure fires and mutual aid as requested on all other responses. The department is staffed with three (3) shifts of five firefighter/EMTs working a "Modified Kelly Schedule" of 24 hour shifts, minimum daily manning is four (4). Additional personnel include a Senior Office Associate and a Fire Chief.

The current fire station was dedicated in 1983 and added on to in 2002. The station houses all apparatus, equipment, personnel, and administration offices.

Sheridan Fire-Rescue actively pursues a community risk reduction program through:

- Public education
- Code enforcement
- Fire Investigation

Firefighters provide fire safety classes for pre-schools, elementary schools, the high school, Sheridan College, and senior groups. Code enforcement is accomplished through a schedule of maintenance inspections completed on basis of life-safety classification. Licensed Daycares, schools, and motels are completed on a yearly basis. Other occupancies may be completed every other year or every third year. International Fire Code as adopted requires that all fires that occur within the City of Sheridan are investigated for the origin and cause. This is accomplished through a team of firefighters who have either been certified as investigators or they are actively pursuing this certification (typically a 4+ year process).

Wyoming State Statute mandates collective bargaining with paid firefighters. Sheridan Fire-Rescue firefighters are represented by Local 276 of the International Association of Firefighters. Contracts are normally done yearly but have been negotiated as a two year contract on occasion.

Human Resources Department

The Human Resources Department is responsible for facilitating human resource activities for the City, including proposing policy and procedure changes, overseeing the recruiting and training of personnel, administering benefits, and enforcing regulations. This also includes overseeing the performance appraisal process, overseeing property and liability insurance and claims, tracking workers compensation claims and overseeing the City's Social Media contract. There are two employees in the Human Resources Department.

Police Department

The primary mission of the Police Department is to prevent crime and disorder. In order to accomplish this mission, the Police Department operates with a problem oriented policing philosophy. Police deal with a range of community problems, many of which are not strictly criminal in nature.

Arrest and prosecution alone, the traditional functions of the criminal justice system, do not always effectively resolve problems. Giving officers, who have great insight into community problems, the discretion to design solutions is extremely valuable to solving the problems. Police use a variety of methods to redress recurrent problems. Community policing is a subset of P.O.P.; the community values police involvement in non-criminal problems and recognizes the contribution the police can make to solving these problems. Working together always gives the best result. SPD has a trained Subject Matter Expert in Data Driven Approaches to Crime and Traffic Safety

(DDACTS). DDACTS is a nationally recognized program based on Problem Oriented Policing that focuses on citizen safety and crime prevention. DDACTS integrates location-based crime and traffic data to establish effective and efficient methods for deploying law enforcement and other resources. DDACTS uses traffic enforcement strategies that play a dual role in fighting crime and reducing crashes and traffic violations. SPD is the recognized go-to agency at the state level and provides training on this topic.

The Communications Center is staffed and operated on a twenty-four (24) hour basis to provide continuous communications and support services to all of Sheridan County, including all 911 calls. This includes the Sheridan Police Department, Sheridan County Sheriff's Office (including after hours support), nine (9) fire/ems agencies, providing support services for six (6) additional law enforcement agencies and the Sheridan County Prosecutor's Office.

The budgeted staff for the SPD is 30 sworn officers, 10 communications officers, 2 community service officers, 4 administrative services and records staff, and 1 evidence technician for a total of 47 staff members.

Public Works Department

The Public Works Department is made up of the following City divisions: Engineering, Planning, Building, Streets and Signs, Parks and Cemetery, Weed Pest and Arborist, and the Kendrick Municipal Golf Course. Each of these divisions have their own organizational chart and all departments report to the Public Works Director.

The Engineering Department is in charge of managing the Capital Improvement Plan, which includes planning and financing for major capital projects. Engineering works closely with State agencies to provide funding for projects such as the Wyoming State Revolving Fund and Mineral Royalty Grants. The department also finds other funding sources to help out the Capital Improvement Plan.The Engineering Department is also responsible to reviewing all City infrastructure and private development, like subdivisions within the City. In addition, the department provides construction support to all divisions within the City. This includes overseeing the design and construction of all utility projects before they are passed on to the Utilities Department to maintain.

The Planning Department is responsible for orderly development of the community. Staff interprets, enforces, and applies the zoning, subdivision, and sign ordinances for the City. Subdivisions of land, changes of zone, and annexations are items the

planning staff reviews and then prepares reports for Planning Commission and City Council consideration. Staff also reviews building permits for compliance with applicable zoning and sign codes. The Planning Department maintains and updates a variety of plans, to include the overall Land Use Plan and several area plans and Planned Unit Development (PUD) master plans. Planning staff currently includes one planning technician and the Community Development Director who oversees both the Planning Division and the Building Departments.



The Building Department is responsible for the safety and integrity of new construction. The Building Department adopts and enforces the International Building Code, which includes fire, plumbing, mechanical, structural, and related codes. The Building Department also adopts and enforces the National Electric Code. The Building Department operates the one-stop shop permit counter from 7:00 AM to 5:00 PM Monday through Friday. Projects are evaluated in the plan review stage and once approved are inspected through the construction with periodic scheduled inspections.

The Building Department also assists with facilities maintenance management for many of the City owned buildings and properties. The Building Department staff includes one building official, one permit technician, one plans examiner, and two inspectors. The city retains home rule on fire and electrical inspections and plan reviews by maintaining adequate certifications through our employees.

The Street and Sign Division is responsible for the maintenance of all public street lights and signage. They maintain all public roads, sidewalks, levee systems, and storm sewers within the City of Sheridan. In addition, the Street and Sign Division works closely with the Engineering Department on all rotomill, overlay and chipseal projects within the City. The Streets Department is usually one of the first called in during any major storm event. During winter months, the Department is responsible for all snow removal and pick up, road sanding, and plowing.

The Parks and Cemetery Division is responsible for the maintenance, improvement, and beautification of all City parks, open spaces and the structures within these areas. This includes, but is not limited to: mowing, cleaning and maintenance of public parks and pathways, maintenance and winterization of all City sprinkler systems, and general upkeep of all of the City's greenspace. In winter months, the Parks Department is in charge of snow removal on all public pathways, bridges, and any City owned sidewalks or properties. The Cemetery personnel are responsible for maintenance and beautification of the Cemetery grounds. Additionally, the Cemetery Department is responsible for coordination and communication for burials and plot sales. When able, they assist the Parks Department with duties.

The Weed, Pest, and Arborist Department is responsible for controlling weeds and pests within the City. This includes spraying for mosquitoes in the spring and summer, and spraying to maintain control of weeds within City green spaces. Additionally, the Arborist is in charge of upkeeping all City street and park trees to maintain Sheridan's urban forest.

The Public Works Department is also tasked with managing the contract with the Golf Pro at the Kendrick Municipal Golf Course. All capital improvement and significant changes to the Golf Course must be approved by the Public Works Director. The Kendrick Municipal Golf Course is an 18-hole, 72 Par, course built in 1934. The course spans over 6,000 yards and includes a Clubhouse, Driving range, and a choice to play either 9 or 18 holes.

In conclusion, the Department of Public Works is involved in many aspects of the maintenance and development of the City of Sheridan. Some examples of work Public Works has been involved with include: the remodel of the Police Department, Senior Center, Blackbox Theatre, Hallmark Building, and the UM Service Center. Nearly all aspects of development within the City of Sheridan can be tied back to involvement with the Public Works Department, as it is an integral part of our City Government.

Travel and Tourism

MISSION

Efficiently leverage 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.

VISION
Promote the icons, outlaws, adventures and epic stories of the WYLD WEST.

IDENTITY
A breathtaking vision of the New West, Sheridan is Wyoming's emerald city. This is a place where cowboys convene over craft beer and coffee, where antelope spring over canvasses colored with Indian Paintbrush, and where the majestic peaks of northern Wyoming stand forever proud. Cradled by the iconic Bighorn Mountains, Sheridan extends a warm hospitality as legendary as the streets of historic downtown. Fabled cowboys once kicked up their boots at the Sheridan Inn, while modern mavericks revel in Old West charm at Sheridan's bistros, cafes and brewpubs. From the stage of the WYO Theater and the fine art lining the walls of the Brinton Museum to the multitude of Indian battle sites, former military outposts and historic attractions, arts and culture are alive and thriving throughout Sheridan.

Utilities

The City of Sheridan Utilities Department (Department) provides many critical services to the community consisting of Water Supply and Treatment, Wastewater Treatment, Solid Waste Collection and Disposal, and a comprehensive range of services to our citizens provided through our Customer Service Division. The Department is comprised of seven (7) individual divisions, consisting of sixty-five (65) employees all which serve key roles in delivering these services in an efficient, effective manner with an emphasis on providing exceptional customer service. The divisions and services making up the Department are described as follows and visually associated in the Department's organizational chart.

Department Structure & Functions
Utilities Administration - This division is located on first floor, City Hall, consists of four (4) staff members, and provides administration of Department operations to include utility focused budgeting, planning, permitting, regulating, and technical services.

Water Supply & Treatment - This division is comprised of ten (10) staff members which are state certified operators that oversee and operate two water treatment plants (WTP), a freshwater intake facility and the City's water storage reservoir in the Big Horn National Forest referred to as Twin Lakes. They are responsible for providing safe, clean drinking water to the City and Sheridan Area Water Supply Joint Powers Board (SAWSJPB) in compliance with the Safe Drinking Water Act under the

regulation of the Environmental Protection Agency (EPA).

Wastewater Treatment - This division is comprised of seven (7) staff members, which are state certified operators in wastewater treatment, that oversee the operations of the City's wastewater treatment plant (WWTP) located on Fort Road. They are responsible for treating Sheridan's wastewater to a standard in compliance with the Clean Water Act under the regulation of the Wyoming Department of Environmental Quality (WDEQ).

Utility Maintenance - This division is comprised of eleven (11) staff members which are state certified operators in water distribution and wastewater collection, that oversee the operations and maintenance of the water distribution system for the City and SAWS as well as the wastewater collection system for the City. Their operations facility is located on Kroe Lane. They ensure the systems they manage deliver clean water from the WTP's safety and effectively to the customer, and that the wastewater generated by our customers is delivered responsibly and effectively to the WWTP. They do this in compliance with WDEQ regulations for water distribution and wastewater collection systems.

Solid Waste - This division consists of Solid Waste Administration (2 staff), Sanitation/Recycling Collection (19 staff), and Landfill Operations (10 staff). These operations facilities are located on Kroe Lane (Sanitation/Recycling) and Eastridge Road (Administration and Landfill). They oversee the operations of the City's residential and commercial solid waste collection and disposal operations to include curbside recycling collection, drop-site recycling collection, recycling center operation, and operation of a landfill that serves all of Sheridan County. They are responsible for operating the landfill in compliance with the rules and regulations established by the WDEQ Solid and Hazardous Waste Division.

Customer Service - This division consists of five (5) staff members and is located on first floor City Hall. Their primary services are performing all utility billing, collections, and municipal Clerk of Court functions. They provide customer service support to the entire organization by serving as a convenient and accessible resource for our customers/citizens to get the majority of their needs addressed and business handled. This division is funded from the City's general fund: however it resides within the Utilities Department under the supervision and management of the Utilities Director.

Information Technology - This division was established in July 2018 and consists of a single staff member the IT Division Manager. This division provides IT network

administration, overall systems management, and system support for the entire organization. This division is funded from the City's general fund; however, it resides within the Utilities Department under the supervision and management of the Utilities Director.

Budgets & Financial Responsibility

The Utilities Department consists of three (3) enterprise funds which provide for the continued operation of the associated divisions to ensure provision of their key services to the community. These enterprise funds operate on a cash basis where revenues are received and collected through user rates and fees. The three enterprise funds supporting the Utilities Department operations are the Water Fund, Sewer Fund, and Solid Waste Fund. The financial stability and health of each of these funds is evaluated through rate studies and financial plans for each conducted every three years, yet are updated/confirmed annually by Utilities Administration leading into the annual budget process. The health of each utility enterprise fund along with recommended rates for future years can be found in the executive summaries of each enterprise fund's updates to their rate study and financial plans. Each division within the Utilities Department is led by a Supervisor or Superintendent that establishes their division's annual budget and are responsible for managing those budgets throughout the fiscal year. Utilities Administration is responsible for all the division budgets and the fiscal health of all enterprise funds as well as the two (2) general fund divisions that make up the Utilities Department.

Governing Regulations

The City of Sheridan (City) is committed to providing safe drinking water, wastewater treatment, and landfill services to the community. The provision of these services is under federal regulation administered by the Environmental Protection Agency (EPA) and Wyoming Department of Environmental Quality (WDEQ). The EPA directly regulates the City's water treatment processes in compliance with the Safe Drinking Water Act. The WDEQ regulates our wastewater treatment and landfill operations to be in compliance with the Clean Water Act.

WDEQ establishes standards for design, permitting and construction of water distribution and and sewer collection systems. Primacy of administering these standards and the permitting process has been granted to the City of Sheridan with the Utilities Director designated as the regulating authority. This authority is per the "Delegation Agreement" between the City and WDEQ (Appendix U). In keeping with this agreement, the City has developed and maintains a set of Public Infrastructure Design Standards and Construction Specifications which are used by staff and the

Utilities Director to regulate the design, permitting, and construction of all public infrastructure within the City of Sheridan.

Chapter 8 - Boards and Commissions

Introduction

The various boards, commissions and joint powers board which will be discussed have been created by Wyoming State Statute or City Ordinance. These Boards and Commissions are different than a City Council Committee which may be created periodically for the purpose of researching or discussing a specific topic. The Boards and Commissions discussed below are ongoing and continuous. They are created by Statute Statute, like the Board of Adjustment, by Ordinance , like the Tree Board, or by a Joint Powers Agreement, like the Sheridan Economic & Education Development Commission (SEEDA). There is little difference between a board, committee or commission and the terms are often used interchangeably. Each board and commission is a public agency required to follow the same open meeting rules as the City Council.

This document is a brief overview of the Boards and Commissions associated with the City of Sheridan. Further information on each may be found in the electronic file containing all bylaws for these Boards and Commissions.

Some of these Boards and Commissions have members which are required to be part of the Governing Body. The positions on these Boards and Commissions come up for availability periodically. The means of appointment vary but typically they are appointed by the Mayor with consent of Council. The Boards and Commissions which include a member of the Governing Body are: Sheridan Area Water System (SAWS), Sheridan Economic and Education Development Authority (SEEDA), Juvenile Joint Powers Board, Employee Relations Committee, Forward Sheridan, NEW Growth Alliance (NEWGA), Northeast Wyoming Municipal Leaders (NEWY), Sheridan Travel and Tourism (STT), Sheridan Public Arts Committee (SPAC), Sheridan-Johnson Critical Air Service Team (CAST), Tree Board, Fire Civil Service Commission, Police Civil Service Commission, Sheridan County Recreation District, Downtown Development Authority (DDA), and Downtown Sheridan Association (DSA).

Board of Adjustment

Purpose of the Board of Adjustment

The Board of Adjustment (BOA) hears appeals on decisions made by any administrative official in enforcing the City's zoning ordinance, hears special exemption requests, hears zoning ordinance variance requests, may authorize the continuance of any nonconforming use if no enforcement action has occurred within five years, and takes action on any other matter required by a local jurisdiction's ordinance[49].

The BOA is to interpret the City's zoning map, grant temporary use variances in certain conditions, allows for the extension of a preexisting nonconforming building, grant variances to public and private utilities, and grant sign ordinance variances in the downtown[50].

The Board of Adjustment is a quasi-judicial board. It's decisions may only be overturned through an appeal to the Fourth Judicial District Court[51].

Finding of Fact and Conclusions of Law

Anytime the Board of Adjustment makes a decision it must make findings of fact. Findings of fact are required by state law. Findings of fact are any pieces of information that the Board holds to be "true." Conclusions of law are the determination that the board makes based on its findings, and applicable state law and City Code[52].

City Code requires that findings are not contrary to the public interest, that special conditions create a situation where a literal enforcement of the provisions of the effected ordinance will result in unnecessary hardship, and that the spirit of the zoning ordinance is being met[53].

City Code requires findings for special exemptions. The Board must consider whether the exemption requested is listed as an allowed special exemption within the zoning district in which the property is located, that the use is consistent with the goals, policies, and recommend future land use of the adopted master plan, that the granting of the exemption is in harmony with the general purposes and intent of

[49] W.S. 15-1-607 + 608
[50] Ordinance Appendix A Section 14
[51] W.S. 15-1-609
[52] See generally: W.S. 15-1-608;
[53] Ordinance Appendix A Section 14

the ordinance and the exemption will not be injurious to the neighborhood or otherwise detrimental to the public welfare[54].

Appointments

The board shall consist of five members to be appointed by the Mayor with consent of the City Council[55]. The term of each member shall be three years. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant. The members of the Board shall elect annually from among their number a chairman to serve for a term of one year. The City Council shall have the power to remove any member of the Board for cause upon written charges and after public hearing[56].

[54] Ordinance Appendix A Section 14
[55] W.S. 15-1-605; Ordinance Appendix A Section 14
* The Sheridan Ordinance only references appointment by Council which is contrary to Statute and therefore Statute controls
[56] W.S. 15-1-605; Ordinance Appendix A Section 14

Board of Appeals

Purpose of the Board of Appeals

The Board of Appeals hears determinations made by City officials regarding the City of Sheridan building and fire codes during a building or construction process[57].

The Board further promulgates rules and regulations as it deems advisable for the administration of its affairs, subject to confirmation by the City Council prior to final promulgation[58].

Standard of Review

The standard of review by which the Board will evaluate issue(s) brought to it on appeal shall be primarily based on the intent of City of Sheridan Code within a standard of reasonableness and consideration given to alternative methods which may reasonably satisfy the intent. Any alternative method, means or material proposed by the appellant to reasonably satisfy the intent of the City Code and which reasonably satisfies the intent and purpose of the building and/or fire codes adopted by the City of Sheridan will be considered by the Board[59].

Appeals to the Board shall be in writing and delivered to the City Clerk's office. The Board shall consider the appeal within fifteen business days of the filing of notice of appeal, and shall issue its decision on the appeal no later than five business days thereafter[60].

Appointments

The Board shall be appointed by the Mayor with the confirmation of the City Council. The Board shall consist of five area residents who are qualified by experience or training in the construction or development industry and process, such as general contractors, developers or tradesmen. The term of each member shall be three years. A quorum shall consist of a majority of the Board Members[61].

[57] Ordinance 29-2
[58] Ordinance 29-2(c)
[59] Ordinance 29-2(d)
[60] Ordinance 29-2(e)
[61] Ordinance 29-2 (b)

Critical Air Service Team

Purpose of the Critical Air Service Team
CAST is a collaborative venture between stakeholders in Sheridan and Johnson Counties to ensure the people of these communities have reliable, affordable and easy-to-access air service. As regional hubs, air service is a critical component to both economic development and quality of life in these communities.

The air service partnership with Denver Air Connection is truly unique in the industry. Unlike air service in other communities, the partnership with Denver Air Connection allows the communities of Sheridan and Johnson Counties an unprecedented level of control over terms of the air service, particularly when it comes to setting the rates for airfare.

Appointments
Per CAST Bylaws, the Board of Directors shall consist of up to fifteen Directors. The Board of Directors may also designate any number of ex-officio, non-voting members who shall not be counted for the purpose of determining the quorum but are able to serve the organization in an advisory capacity. The appointed Directors and ex-officio members of the Board of Directors may include but are not limited to:

- The Mayor or his or her designee of any incorporated community in Sheridan County and Johnson County;
- A representative of the Board of Commissioners of Sheridan County and Johnson County;
- A representative of the Sheridan County Chamber of Commerce;
- A representative of the Buffalo Chamber of Commerce and, or JOCO Economic Development;
- A representative of Forward Sheridan, Inc;
- A representative of Sheridan Travel and Tourism;
- The manager of the Sheridan County Airport;
- Other individuals with expertise or interest in the maintenance and improvement of commercial air service in the community including individuals representing various business and industry sectors, civic and cultural organizations, and educational institutions.

For further references, please see CAST Bylaws

Downtown Development Authority

Purpose of the Downtown Development Authority

The Sheridan Downtown Development Authority is a development agency responsible for making improvements in the downtown Sheridan area. Working in partnership with the Downtown Sheridan Association, the Authority focuses on projects that benefit the entire community. The mission of the SDDA is to grow, strengthen, and promote the economic health and vitality of downtown Sheridan[62].

The SDDA builds public and private investment partnerships that promote the economic growth of Sheridan. To do this, SDDA uses tools such as tax increment financing, which captures a defined portion of the property revenues in a designated area in Sheridan[63].

A five-member board and one City Councilor work hand in hand with the DSA to implement downtown Sheridan's development plan. One member of the SDDA also serves on the DSA board to ensure communication and success between the two groups[64].

Services and Initiatives:

- Pursue capital projects
- Acquire and dispose of property
- Create public/private partnerships for development projects
- Provide funding stream for development projects
- Parking management
- Marketing
- Downtown maintenance and appearance
- Business support
- Committing to long-term economic stability

[62] W.S. 15-9-207; See generally Ordinance 2-76
[63] W.S. 15-9-207 through 15-9-222; Ordinance 2-77
[64] Ordinance 2-73

Creation of the Downtown Development Authority
The authority is allowed by Wyoming Statute to be created by a municipality. Its creations requires that it be established in a manner which allows it to act similarly to a private corporation. The area which is part of the SDDA is set by ordinance.

Powers and Duties of the Authority
(a) The board, subject to the provisions of the Act and other applicable provisions of law, shall have all powers customarily vested in the board of directors of a corporation. It shall exercise supervisory control over the activities of the director and the staff of the authority in carrying out its authorized powers. The Board may also[65]:

(1) Appoint and remove a director and other staff members, who shall be employed upon recommendation of the director, and prescribe their duties and fix their compensation;

(2) At the request of the governing body, prepare an analysis of economic changes taking place in the central business district of the municipality;

(3) Study and analyze the impact of metropolitan growth upon the central business district;

(4) Plan and propose, within the downtown development area, plans of development for public facilities and other improvements to public or private property of all kinds, including removal, site preparation, renovation, repair, remodeling, reconstruction or other changes in existing buildings which may be necessary or appropriate to the execution of any development plan which in the opinion of the Board will aid and improve the downtown development area;

(5) Implement any plan of development, whether economic or physical, in the downtown development area as is necessary to carry out its functions;

(6) In cooperation with the planning board and the planning department of the municipality, develop long-range plans designed to carry out the purposes of the authority and to promote the economic growth of the district, and implement education and public relations programs to persuade property owners and business proprietors to implement such plans to the fullest extent possible;

(7) Retain and fix the compensation of legal counsel to advise the Board in the

[65] W.S. 15-9-203; W.S. 15-9-207 through 209; Ordinance 2-76

proper performance of its duties;

(8) Make and enter into all contracts necessary or incidental to the exercise of its powers and the performance of its duties.

(9) Additionally, the authority shall have all other powers and duties enumerated in or reasonably implied from the Act and any Wyoming Statutes[66].

Appointments
The authority shall be under the direct supervision and control of a Board consisting of five members appointed by Sheridan City Council. A majority of the members of the authority, except any member from the City Council, shall reside, be a lessee or own property within the designated downtown development district[67].
The board shall be constituted as follows:

At least one member shall be a member of the City Council, appointed to serve at the pleasure of the City Council.

Appointments to fill vacancies shall be for unexpired term, and shall be made within thirty days after the occurrence of said vacancy[68].

The Board shall adopt and promulgate rules and/or bylaws governing its procedure, including election of officers. The rules/bylaws shall be filed in the office of the Sheridan City Clerk. The Board shall hold regular or special meetings in the manner provided by the Board. All meetings of the Board shall be open to the public except those dealing with land acquisition or sales, personnel matters, legal matters or other matters exempted from the public meeting laws of the State of Wyoming. Members of the Board shall serve without compensation, but they may be reimbursed for actual and necessary expenses[69].

[66] W.S. 15-9-203; W.S. 15-9-207 through 209; Ordinance 2-76
[67] W.S. 15-9-205; Ordinance 2-73
[68] W.S. 15-9-205; Ordinance 2-73
[69] W.S. 15-9-206(c); Ordinance 2-73

Downtown Sheridan Association

Purpose of the Downtown Sheridan Association

The purpose of the Downtown Sheridan Association is to promote the economic life and well-being of the business district of Sheridan through the organization of various community groups, by conducting seminars and other educational programs concerning the improvement of Sheridan's business district, the promotion of the business district as the center for the Sheridan Community, the use of design by enhancing the visual quality of the business district and economic restructuring of the downtown economy through the diversification and recruitment of new stores and the conversion of unused space into usable space and to solicit, hold, and invest money, property, both real and personal, including money and property received by gift contribution, bequest, or devise; to sell and convert property both real and personal into cash; and to use these funds for the purpose for which this corporation was formed.

Appointments

The number of Directors of the Association shall be an uneven number with no less than 11 and no more than 17. Directors shall serve terms of three years. Directors shall be nominated by action of the then serving members of the Board; and elected at the annual meeting of the members. If vacancies occur between annual meetings, the vacant positions may be filled by action of the Board with such positions to be held until confirmed or replaced by action of the members at the next annual meeting. By a majority vote of the Board of Directors, its membership may be increased to include no more than four non-voting board members as ex-officio members. A majority of the Board of Directors constitutes a quorum.

For References, please see the DSA Bylaws.

Employee Relations Committee

Purpose of the Employee Relations Committee

The Employee Relations Committee's mission is to exchange information and concerns that may affect either the City or employees and to promote a harmonious relationship. The Committee may discuss any topic of interest to its members, and shall endeavor to be a genuine avenue of communication between employees and the governing body[70].

The underlying purposes of the Committee and related Ordinances are to[71]:

(1) To provide public employees the option to meet and confer with the City;

(2) To promote harmonious, peaceful and cooperative relationships between public employees and the City;

(3) To protect the public interest by assuring, at all times, the safe, orderly, efficient and timely operation of all City departments, delivery of services and instrumentalities of local government

Appointments

The Employee Relations Committee shall be a standing committee and shall consist of two members of the governing body selected by the City Council, two exempt City employees, and two nonexempt City employees from each public safety (police or fire/rescue), public works, and administration. The overall goal is an evenly balanced committee that represents all City employees[72].

The Committee shall meet at the request of any committee member, but not more often than monthly, or less often than quarterly.

Employees of each respective department shall nominate members for the Committee. If more candidates are nominated then there are positions to fill, those so nominated shall agree among themselves as to which two shall serve . Members shall serve for one year.

[70] Ordinance 14B-12
[71] Ordinance 14B-12
[72] Ordinance 14B-12(b)

Fire Civil Service Commission

Purpose of the Fire Civil Service Commission

Wyoming State Statute 15-5-101 defines and requires the establishment of a fire department civil service commission. The purpose of the Fire Civil Service Commission is to certify a list of eligible persons to the governing body for hire. More details may be obtained from the Rules and Regulations Packet for the City of Sheridan provided by the Human Resources Department.

Appointments

Each commission consists of three (3) members who shall be appointed by the City Administrator and confirmed by the governing body. Each commissioner shall be a qualified elector of the City and serve without compensation for a term of three (3) years and until his successor is appointed and qualified. Not more than one (1) commissioner may be appointed from the governing body, and no officer or employee in the fire or police department is eligible to appointment or service as a commissioner. In the case of a vacancy or disqualification of any commissioner, the City Administrator, with the consent of the governing body, may appoint a person to serve during the unexpired portion of the term and until a commissioner is appointed and qualified[73].

Before entering on the duties of their offices, all commissioners shall take and subscribe before the City of Sheridan Clerk, an oath or affirmation that they will not appoint or remove any person because of his political opinions or for any reason other than the person's fitness or unfitness. The oaths or affirmations shall be filed with the City Clerk[74].

[73] W.S. 15-5-103, Charter Ordinance 2158
[74] W.S. 15-5-103(b)

Forward Sheridan

Purpose of Forward Sheridan

Forward Sheridan is the professional business organization of invested partners whose purposes are to maintain, develop, and support economic vitality in Sheridan County. Forward Sheridan's vision is to be the "go to" organization for business entities at start up, expansion, or relocation providing local leadership, and productive governmental relationships.

Appointments

The City of Sheridan shall have one seat on the Forward Sheridan Board of Directors.

For References, please see the Economic Development Agreement between Forward Sheridan and City of Sheridan.

Juvenile Justice Joint Powers Board

Purpose of the Juvenile Justice Joint Powers Board
To develop a comprehensive plan for the prevention of juvenile crime, assess and nurture existing and appropriate programs of intervention and the establishment of additional programs of intervention in cases of juvenile crime or where a child's welfare is at risk, and the construction and implementation of facilities, programs and policies essential for the needs of youth in the Sheridan County community.

Appointments
The Juvenile Justice Joint Powers Board has seven (7) board members serving three year terms. The members consist of a member from each of the following governing bodies: the Sheridan City Council, the Sheridan County Board of County Commissioners, ,the Ranchester Town Council, the Dayton Town Council, and a representative of the Town of Clearmont. Two additional members shall be selected by the combined determination of the participating agencies.

A vacancy in term shall be filled within thirty days from the date the vacancy occurs by appointment of the participating agency which appointed the member with respect to whom the vacancy occurred. The appointment shall be for the unexpired portion of the term of the member who was replaced.

For References, please see the Sheridan Juvenile Justice Commission Joint Powers Agreement

Planning Commission

Purpose of the Planning Commission

The Planning Commission was created to plan for and regulate the orderly development of the incorporated and unincorporated areas in and around the City of Sheridan. The Commission prepares and recommends to the City Council a comprehensive plan for development of the City, reviews zoning and development proposals for compliance, prepares regulations governing the subdivision of land for recommendation to the City Council, advises the City Council on proposed changes to the zoning regulations or the Zoning Map, and cooperates with and assists other planning commissions, boards, and agencies as required[75].

Meetings

All Commission meetings are public meetings and held in compliance with Wyoming law. Notice shall be posted giving the time and place of the meeting and the scheduled agenda. Notice includes advertising in a newspaper of general circulation at least one week prior to the regularly scheduled meeting and mailing notice of the date and time of the Commission meeting to all property owners within three hundred feet of the boundaries of the proposed project[76].



A quorum for the Committee will consist of a majority of the appointed members of the Commission. A member declaring conflict of interest is counted as present for the purpose of determining a quorum[77].

Appointments

The Commission shall consist of seven members, all residents of the City of Sheridan, duly appointed by the Mayor and confirmed by the City Council. No

[75] W.S. 15-1-502; Ordinance 2-10; Ordinance 996; Ordinance 1090; Ordinance 1358
[76] W.S. 15-1-503 + 509
[77] Ordinance 2-17

member of the City Council, Board of Adjustments, nor City employee shall serve on the Planning Commission[78].

Members are to be appointed to three year terms[79]. Members may be reappointed for consecutive terms, but it is recommended that no member should be reappointed after having served 12 years consecutively.

If a vacancy occurs, the Mayor shall fill the vacancy by appointment, as confirmed by the Council, for the unexpired term[80]. Attending less than fifty percent of the regular meetings in any calendar year or missing three or more consecutive regular meetings without notification are causes for removal from the Commission.

[78] W.S. 15-1-502; Ordinance 2-10 + 11
[79] Ordinance 2-11
[80] Ordinance 2-12

Police Civil Service Commission

Purpose of the Police Civil Service Commission
Wyoming State Statute 15-5-101 defines a police department civil service commission.

Appointments
The Police Civil Service Commission shall consists of three (3) members who shall be appointed by the mayor and confirmed by the governing body. Each commissioner shall be a qualified elector of the city and serve without compensation for a term of three (3) years and until his successor is appointed and qualified. Not more than one (1) commissioner may be appointed from the governing body, and no officer or employee in the fire or police department is eligible to appointment or service as a commissioner. In the case of a vacancy or disqualification of any commissioner, the Mayor, with the consent of the governing body, may appoint a person to serve during the unexpired portion of the term and until a commissioner is appointed and qualified[81].

Before entering on the duties of their offices, all commissioners shall take and subscribe before the Clerk of the municipality, an oath or affirmation that in no event will they
appoint or remove any person because of his political opinions or for any reason other than the person's fitness or unfitness. The oaths or affirmations shall be filed with the City Clerk[82].

[81] W.S. 15-5-103; Ordinance 22-5
[82] W.S. 15-5-103(b)

Sheridan Economic and Educational Development Joint Powers Board

Purpose of the SEEDA JPB

The purpose of SEEDA is to create an entity by which the participating agencies (the City of Sheridan and the Northern Wyoming Community College District) can collaborate on the financing and development of capital projects, workforce training, or job creation initiatives in Sheridan County for purposes of economic and educational development of the Sheridan Community.

SEEDA is intended to provide a mechanism to facilitate grants; provide a mechanism for nonprofit entities, associations, foundations, and others to make investments in projects; provide a mechanism for the participating agencies to jointly finance, develop, own, manage, lease, buy and sell real property assets to facilitate development of which will provide educational, business, cultural and social service opportunities; provide long-term stability in the management of assets without disruption by shorter term political and personnel changes in the participating agencies; and provide for the financing and development of workforce training or job creation initiatives.

Appointments

The composition of the SEEDA JPB shall consist of the following:

(a) Each of the two participating agencies shall appoint one member from its governing body;

(b) Each of the two participating agencies shall appoint one member at large;

(c) The final member shall be appointed by unanimous consent of the governing bodies of the two participating agencies; and

(d) All persons appointed to serve on the Joint Powers Board shall be qualified electors of Sheridan County, Wyoming.

Members of the board shall serve three year terms.

For References, please see the Amended and Restated SEEDA Joint Powers Agreement

Sheridan Area Water Supply Joint Powers Board

Purpose of the SAWS JPB

The Sheridan Area Water Supply JPB (City of Sheridan and Sheridan County) is the rural water system surrounding the City of Sheridan. SAWS takes applications to connect to the water system, prepares water service agreements with developers, and administers board business such as monthly meetings, budget and finances, and contracts with consultants and contractors. The JPB maintains records, conducts future planning, and coordinates with the City of Sheridan for billing and maintenance of the water system.

The physical system of reservoirs, intakes, treatment plants, water storage tanks, pumping stations, transmission mains, distribution mains and meters are operated and maintained by the City of Sheridan Utility Department. The City of Sheridan also is responsible for billings SAWS customers and collecting and depositing the revenues to the SAWS operating account.

Appointments

The Joint Powers Board consists of six members consisting of qualified electors of Sheridan County, at least three of which shall be residents of the City of Sheridan. Three of the members shall be appointed by the Sheridan City Council , and three of the members shall be appointed by the Sheridan County Commissioners. The three members to be appointed by the City Council shall be the Mayor and two members of the City Council. The three members to be appointed by the Board of County Commissioners shall be three Commissioners.

For References, please see the SAWS Joint Powers Board Agreement and Amendments

Sheridan Recreation District

Purpose of the Sheridan Recreation District

The Sheridan Recreation District was created per Wyoming Statute 18-9-202 between the City of Sheridan and Sheridan School District #2. The mission of the Sheridan Recreation District is to provide a wide range of opportunities to meet the needs of all segments of the community. This includes the provision of group and individual programming to promote positive, constructive social, cultural, physiological, emotional and psychological development within the population served. It also includes provisional of safe, clean, well maintained and functional facilities for active and passive use by constituents. A further mission is to contribute to the economic climate of the community through provisions of programs and facilities that attract regional and national participation and travelers to the Sheridan area.

Appointments

The Board shall be comprised of seven (7) members with staggered terms and an alternating majority. The parties exchange the majority each year in accordance with the appointment schedule. The City and the School may appoint as their respective representatives any person of legal age residing within the boundaries of the appointing entity, including elected members of the City Council or the School Board. The District Board shall at all times have at, least one (1) member from the City Council and one (1) member from the School Board. The terms of office for each appointee shall be three (3) years, and no appointee shall serve more than nine (9) years in succession. If vacancies occur, the entity which originally made the vacated appointment shall reappoint a person to fill the unexpired term. All District Board members shall comply with the Sheridan Recreation District Rules and Regulations, which shall be reviewed annually. Appointments to the District Board shall be made by the appointing entity in June of each year with the appointees to begin their term at the District Board's regular meeting in July of the same year.



For References, see Rec. District By-Laws, see Rec. District Operating Agreement, please see the City of Sheridan and Sheridan County School District #2 Agreement

Sheridan Public Arts Committee

Purpose of the Sheridan Public Arts Committee
The purpose of the Sheridan Public Arts Committee is to select and manage visual works of art displayed in an outdoor City-owned area, on the exterior of any City-owned facility, inside any City-owned facility in areas open to the public, or on non-City property open to the public if the work of art is financed, either wholly or in part, with City funds or grants procured by the City. Art is vitally important to the quality of life of the citizens of the City, and the program is intended to encourage and enhance artistic expression and appreciation and to add value to the community through acquiring, exhibiting and maintaining public art.

Appointments
The SPAC board consists of up to to 15 members who serve 3 year terms. Members are appointed by the Mayor with consent of the City Council. Vacancies may be declared by the SPAC chair for any member who has three or more unexcused meeting absences within a year.

For References, please see Resolution 46-18



Sheridan Travel and Tourism

Purpose of Sheridan Travel and Tourism

The Sheridan Travel & Tourism Board is allowed per Wyoming Statute. Currently, this Board is solely a City of Sheridan Board. Should the lodging tax pass in November 2018, a new Joint Powers Board will be created between the County and all the municipalities. The purpose of Sheridan Travel and Tourism is to promote, invite, and encourage all types of state, regional and national conventions, travelers and tourists to visit the City of Sheridan.



Appointments

The Sheridan Travel and Tourism Board of Commissioners are appointed by the Mayor of the City of Sheridan to represent the local travel and tourism industry. Each appointed member shall serve for a term of three years from the date of appointment, except when filling an incomplete term. No appointed member shall serve more than two consecutive full terms.

For References, please see Ordinance 1993

Tree Board

Purpose of the Tree Board

It shall be the responsibility of the City Tree Board to study, investigate, counsel, and develop written standards, rules, and regulations for the care, preservation, pruning, planting, replanting, removal, or disposition of trees and shrubs in public ways, streets and alleys. Such standards will be presented to the City Council, and approval, shall constitute the official city tree rules, regulations, the comprehensive City tree plan. The Tree Board, when requested by City Council, shall consider, investigate, make findings, report, and recommend upon any special matter or question coming within the scope of its responsibilities[83].

Appointments

The Tree Board consists of the Public Works Director and/or one of his or her representatives, and up to six members at large who are residents or conduct business in Sheridan. One member must be an arborist certified by the International Society of Arboriculture (ISA). The members are appointed by the Mayor with the approval of City Council. The term of the members, other than that of the Public Works Director, shall be two years. In the event of a vacancy during the term of any appointed member, his or her successor shall be appointed by the Mayor for the unexpired portion of the term. At large members of the board shall serve without compensation.

[83] City of Sheridan Ordinance 26-2

Additional Resources - Google Shared Drive

Administration

A1 - Charter Ordinance 2158 (City Administrator)
A2 - City Administrator Contract
A3 - Organizational Chart

Attorney

AT1 - Agreement for City Attorney Services
AT2 - City Attorney Summary

Board and Commission Bylaws and Agreement

BC1 - Board of Adjustment
BC2 - Board of Appeals
BC3 - Critical Air Service Team
BC4 - Downtown Development Authority
BC5 - Downtown Sheridan Association
BC6 - Employee Relations Committee
BC7 - Fire Civil Service Commission
BC8 - Forward Sheridan
BC9 - Juvenile Justice Board
BC10 - Law Enforcement Center Joint Powers
BC11 - Planning Commission
BC12 - Police Civil Service Commission
BC13 - Safety Committee
BC14 - SEEDA
BC15 - Sheridan Area Water Supply Joint Powers Board
BC16 - Sheridan Public Arts Committee
BC17 - Sheridan Recreation District
BC18 - Sheridan Travel and Tourism
BC19 - Tree Board
BC20 - NEWGA
BC21 - NEWY

Finance

F1 - 2017 Audit Report
F2 - 2018 Budget

Fire Department

FD1 - Fire Civil Service Rules 2014
FD2 - Fire Civil Service Rules Edits 2018
FD3 - Fire Contract 2018-2019

Human Resources

HR1 - City of Sheridan Benefits Overview
HR2 - Drug and Alcohol Plan
HR3 - Employee Handbook
HR4 - Job Classification and Compensation Plan

Mayor and Council

MC1 - Council Vacancy Memo
MC2 - Line Item Veto Memo
MC3 - Resolution 3-14, Appointment of Council Seat When Vacant

Municipal Court

MCOURT1 - Municipal Court Summary

Police Department

PD1 - Police Civil Service Rules

Public Works

PW1 - Building
- PW1.1 - Contractor License Procedures
- PW1.2 - Fee Resolution 18-17
- PW1.3 - Journeyman Carpenter Information

PW1.4 - Downtown Development Incentive Resolution 6-17

PW2 - Engineering
- PW2.1 - 2014 Capital Improvement Plan
- PW2.2 - City Specification Book
- PW2.3 - City of Sheridan Design Standards
- PW2.4 - Engineering Design Standards
- PW2.5 - Flood Insurance Rate Study
- PW2.6 - Storm Drainage Manual
- PW2.7 - Transportation Policy Plan

PW3 - Parks, Cemetery, Weed and Pest
- PW3.1 - Evergreen Cemetery Map
- PW3.2 - Lodges Cemetery Map
- PW3.3 - Cemetery Committee Recommendation Report
- PW3.4 - Kendrick Park Master Plan
- PW3.5 - Pathways and Parks Map
- PW3.6 - 5th St Park Conceptual Views
- PW3.7 - Parks and Recreation Draft Plan
- PW3.8 - South Park Final Report
- PW3.9 - Thorne Rider Park Final Report

PW4 - Planning and Community Development
- PW4.1 - 5th St Corridor Plan
- PW4.2 - Developer Handbook
- PW4.3 - Entryway Design Standards
- PW4.4 - High Tech Park Design Standards
- PW4.5 - Kendrick Park Master Plan
- PW4.6 - North Main Master Plan
- PW4.7 - Sheridan Land Use Plan
- PW4.8 - Sheridan Joint Land Use Plan
- PW4.9 - Wrench Ranch Master Plan

PW5 - Streets
- PW5.1 - Sheridan Snow and Ice Control Plan
- PW5.2 - Snow Maintenance Map
- PW5.3 - Snow Pickup Map
- PW5.4 - Street Map

State Statue

Title 12 - Alcoholic Beverages

Title 15 - Cities and Towns

Title 16 - City, County, State, and Local Powers
Title 22 - Elections
Title 39 - Taxation and Revenue

Sheridan Travel and Tourism

STT1 - Marketing Strategy
STT2 - County Wide Primer
STT3 - Visitor Guide

Utilities

U1 - Utilities Governing Rules and Regulations
    U1.1 - Clean Water Act
    U1.2 - Solid Waste Rules and Regulations
    U1.3 - City of Sheridan Public Infrastructure Design Standards
    U1.4 - Safe Drinking Water Act
U2 - County/City Agreement for Sheridan Wastewater Treatment Facilities
U3 - Long Term Water Supply Plan
U4 - Long Term Water Supply Plan First Priority Evaluation
U5 - Organizational Chart
U6 - Water and Sewer Rate Study and Financial Plan
U7 - Water System Master Plan

WAM Documents

2018 Mayor/Council Handbook
FY2019 Budget Handbook
Municipal Finance Report 2016
Municipal Finance Report 2017

CITY OF SHERIDAN, WYOMING

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

Planning

MEMORANDUM

Project Name:	Award of Aerial Orthophotography Project to Aero-Graphics, Inc. - Community Development Director Brian Craig
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	10/19/2018

Recommendation:

Staff recommneds the Mayor and City Council approve the selection of Aero-Graphics, Inc. as the vendor for 2019 aerial orthophotography imagery in the amount of $45,215.

Background:

The City utilizes Geographic Information Systems (GIS) maps and data for a variety of operational and planning purposes. The City is continually adding data layers to its system and enhancing the utilization by internal and external customers. One important layer in the GIS software is aerial imagery or orthorphotography as it is also known, which indicates it has been orthorectified to align with ground location markers for accuracy. Aerial imagery is used by nearly all divisions of the City and by many in the community. Aerial orthophotography is updated by Sheridan, like many communities across the country, every three to five years to capture the most current data. The current City aerial imagery is from 2014. During the budget sessions for fiscal year 2019, updating the local aerial photography was approved for funding by the City Council. This proposal comes in under budget and is funded in partnership with Sheridan Area Water Supply (SAWS) as the aerial flight will cover not only the city limits, but also the SAWS water customer area.

Discussion:

The City released a Request for Proposals (RFP) for aerial orthophotography seeking bids on both three inch (3") and six inch (6") resolution. The current aerial imagery from 2014 is 6" resolution. Three inch (3") resolution is a higher quality image and allows for increased image clarity and accuracy. Several bids submitted came in under budget for the project at the 3" resolution alternative. The lowest bidder for our project was Aero-Graphics, Inc. from Salt Lake City, UT. Aero-Graphics is an experienced firm with industry leading certifications and is well qualified for this project. Their bid is attached to this report. Staff anticipates the flight being performed at the earliest opportunity in spring 2019. Best practice indicates timing the flight between final snow melt and prior to substantial vegetation growth.

Funding:

This aerial photography project is budgeted in the Geographic Information Systems (GIS) budget and will be funded in addition to a contribution of $10,000 from Sheridan Area Water Supply (SAWS) joint powers board budget from the following City accounts:

51.6340.4660.0000 - Professional Services (Water) - $3,000
50.6340.4660.0000 - Professional Services (Sewer) - $2,000

20.6340.4631.1020 - Professional Services (GIS) - $30,215

Attachments

Aero-Graphics Bid Proposal

aero-graphics
GEOSPATIAL SERVICES



Aero-Graphics, Inc.

Kelly Francis, CP, PMP
40 West Oakland Avenue
Salt Lake City, UT 84115
tel: 801.428.3102
fax: 801.487.3313
email: kfrancis@aero-graphics.com

City of Sheridan, WY

2019 GIS Digital Orthophotography Project

September 28, 2018

September 28, 2018

City of Sheridan, WY
Attn: Brian Craig
PO Box 848
Sheridan, WY 82801

Subject: Digital Orthoimagery for the City of Sheridan, Wyoming

Reference: RFP received September 5, 2018

Dear Brian:

I have prepared the following brief proposal to furnish digital orthorectified imagery for Sheridan, Wyoming. Aero-Graphics understands the requirements of this project and has taken a conservative technical approach to assure delivery of accurate mapping compliant with your specifications. As you evaluate our proposal, please consider the following strengths that uniquely qualify Aero-Graphics for this project:

- Aero-Graphics has performed aerial mapping projects for multiple municipalities and counties in Wyoming, including Teton County, City of Rock Springs, Sublette County and others. We are very familiar with the challenges associated with this project. Every effort will be made to insure a high-quality product is delivered on-time and to the City's satisfaction.

- Aero-Graphics' large-formal UltraCam Eagle digital camera system offers superior image quality and one of the longest cross-track image formats available. Also, with multiple workstations and state-of-the-art orthorectification software, Aero-Graphics has the capacity to undertake large projects requiring prompt turnarounds.

Should you have any questions or require further information, please call me at (801) 428-3102. I am also available at your convenience for further discussions in Sheridan.

Yours truly,

AERO-GRAPHICS, INC.

Kelly Francis, CP, PMP
President
Email: kfrancis@aero-graphics.com
D: 801.438.3102

Aero-Graphics, Inc.
40 W. Oakland Ave.
Salt Lake City, UT 84115
Tel: (801) 487-3273

Firm Information



Aero-Graphics, Inc.
40 West Oakland Avenue
Salt Lake City, UT 84115
tel: 801.487.3273
www.aero-graphics.com

Qualifications

Aero-Graphics, Inc. is a privately-owned geospatial services company located in Salt Lake City, Utah. Incorporated in 1965, Aero-Graphics has established a nationwide reputation for providing high-quality aerial mapping services on schedule at competitive prices. Aero-Graphics makes a concerted effort to remain at the forefront of mapping technology to provide clients with services that most appropriately meet their needs.

We own and operate a full-time aerial acquisition service with a fleet of four (4) aircraft and employ educated, talented in-house production personnel. Our twin-engine Cessna T310R will be the primary aircraft assigned to this project, providing excellent reliability and faster acquisition times. These advantages, coupled with being invested in reliable, state-of-the-art equipment, help our schedule to virtually never slip.

Aero-Graphics completed its **ISO 9001:2015** certification in October 2016. We are pleased to contribute our quality services to Sheridan's GIS Orthophotography Project through this certification, which, among other important audits, includes process accountability, continuous documented improvement on those processes, and procedural document control. This lends increased confidence in reliable results.

Aero-Graphics prides itself on employing the most intelligent and skilled people in the geospatial industry, including one (1) Project Management Professional, two (2) in-house professional land surveyors, seven (7) in-house certified photogrammetrists and two (2) GISCI certified GIS professionals (GISP). These professionals supervise acquisition and production tasks and ensure that quality standards are met.

Team Member Summary Table

Name	Project Role	Years of Experience (w/Firm)	Education	Certifications/ Licenses
Kelly Francis	Team Leader, Project Management & Scheduling	23 (23)	B.S.	CP #R1372 PMP #1742748
John Francis	Ground Control Surveying	49 (47)		UT PLS #368357
Bernie Doud	QA/QC Implementation, GIS Database Creation	16 (10)	B.S. M.B.A.	CP #R1449 GISP #52260
Emilio Sanchez	Flight Planning, Flight Crew Oversight	17 (2)		
Jim Hoddenbach	Aircraft Operation, Pilot Oversight	32 (3)		
Karl Jensen	ABGPS/IMU Data Processing, AT Oversight	17 (17)	A.S. B.A.	CP #R1374 CO PLS #0038527
Joe Belliston	Digital Orthoimagery Processing Oversight	10 (10)	B.S.	PT #1559PT

References

The following orthophoto and topographic mapping projects have been successfully **completed by Aero-Graphics' production staff within the last two (2) years:**

Client:	**Teton County, Wyoming**
Project Name:	**2017 Teton County Digital Orthoimagery Project**
Contact:	Rich Greenwood, GIS Coordinator
Email Address:	rich@greenwoodmap.com
Phone:	307.733.0203
Address:	320 South King St., Jackson, WY 83001
Completion:	July 2017
Total Area:	274 mi^2
Resolution:	6-inch

In the spring of 2017, Teton County, Wyoming hired Aero-Graphics to again fly the bi-annual update for its color orthophotography. Aero-Graphics has successfully performed Teton County's aerial mapping requirements *since 2003*. Teton County's engineers, surveyors, and architects all rely heavily on the accuracy and quality of this imagery via the County's Map Server. Data production was completed in Salt Lake City.

Client:	**Pitkin County, Colorado**
Project Name:	**2018 Aerial Photography Services for Pitkin County**
Contact:	Mary Lackner, GIS Manager
Email Address:	mary.lackner@pitkincounty.com
Phone:	970.920.5106
Address:	123 Emma Rd., Suite #106, Basalt, CO 81621
Completion:	August 2018
Total Area:	311 mi^2
Resolution:	6-inch

Aspen/Pitkin GIS hired Aero-Graphics in the spring of 2018 to acquire and produce color orthorectified imagery covering critical portions of Pitkin County and the Town of Basalt. Aero-Graphics has successfully performed aerial flights for the County *since 2010.* This project presented unique challenges with the steep mountain terrain and heavy air traffic in and out of Aspen-Pitkin County Airport. The project also required careful flight planning to ensure proper stereo side overlap, and thorough, efficient ortho surface creation to avoid smearing in cliff areas. At the client's request, Aero-Graphics completed two mobilizations – one in spring for the lower areas, which enabled earlier ortho production, and one in summer to accommodate for snow in the higher areas. Data production was completed entirely in Salt Lake City.

Schedule

This schedule is based upon the assumption that no significant weather delays will occur.

Aerial photography acquisition: Completion by April 30, 2019
Orthorectified imagery: Completion within six (6) weeks after acquisition

If desired, partial deliveries of high priority areas can be made as they are completed.

Description of Services



The general scope of this project is to produce 4-band color orthorectified imagery for the Area of Interest totaling approximately 186 square-miles. Our twin-engine Cessna T310R is the primary aircraft assigned to this project, allowing faster mobilizations and more easements acquired per day. Our top-of-the-line **Microsoft UltraCam Eagle** digital camera system will be utilized for this acquisition. As we were one of the first in the West to acquire an UltraCam system in 2008, we're well-versed in its efficient use.

Deliverables will include:

1. **RGB Image Files:** delivered in uncompressed, 24-bit color GeoTIFF and MrSID formats with associated world files.
2. **RGB Image Mosaic:** delivered in MrSID format for the entire Project Area.
3. **Flight Plan:** delivered in KMZ format.
4. **Ortho Tile Index:** delivered in PDF and Shape File format.
5. **Final Project Report:** detailing flight, control, and accuracy specifications in PDF format.

Fee Schedule

3-inch Resolution Ortho Imagery ..... $45,215.
Add classified LiDAR, 2' contours, and DEMs..... $69,840.

Pricing is valid for 90 days. Terms are Net 30 days with partial invoices submitted for completed work.

In the event any party to this Agreement defaults in the performance of any of its obligations and duties hereunder, including without limitation the payment of any fees due hereunder, such defaulting party agrees to pay all costs and expenses, including reasonable attorney's fees and expenses, incurred by the non-defaulting party in exercising, pursuing, or protecting any right or remedy available to it as a result of such

default, or in interpreting or enforcing any term of this Agreement, whether such costs and expenses are incurred prior to, during, or subsequent to any arbitration, litigation, bankruptcy, reorganization, receivership, appellate, or other proceeding.

If you are in agreement with this proposal and would like Aero-Graphics to proceed with this project, please sign and return this proposal, keeping a copy for your records.

Should you have any questions or require further information, please call me at (801) 428-3102. Thank you for considering Aero-Graphics for this project.

Accepted by:

Date: _____

By: _____(Name) _____ (Signature)

PO #: _____

CITY OF SHERIDAN, WYOMING

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

Planning

MEMORANDUM

Project Name:	Approval of Resolution #50-18 Sheridan Hi Tech Gateway III Minor Subdivision - Community Development Director Brian Craig
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	10/19/2018

Recommendation:

Staff recommends the City Council approve Resolution #50-18, Sheridan High Tech Gateway III Subdivision. A request to subdivide one lot into 2, on +13.64 acres, zoned GD Gateway District. Also, a request to vacate any previously platted portions of Hi Tech Drive and Yellowtail Drive right-of-ways remaining within the boundaries of Lot 1 and 2. Located at 1550 Yellowtail Dr., north of Hi Tech Dr.

Planning Commission Action: The City of Sheridan Planning Commission recommended approval of Resolution #50-18 at their October 22, 2018 meeting.

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:

1. 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.

2. 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.

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

4. 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.

5. 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:

The applicant, Sheridan Economic and Education Development Authority (SEEDA), is requesting to divide an existing lot into two new lots. The site of the proposal is the new Weatherby Headquarters, which is currently under construction. This proposed plat would divide the lots such that Lot 2, a 4.11 acre piece of land, will be available for future development. Proposed Lot 2 does not contain any buildings or site improvements associated with the Weatherby project. It is staff's understanding that should Weatherby require some or all of Lot 2 for future expansion, they will likely receive favorable consideration from SEEDA.

This proposed plat also vacates any remaining portions of Hi Tech Drive and Yellowtail Drive right-of-ways that may lie within the boundaries of proposed Lots 1 and 2. This provision is included in the declaration language on the final plat and cleans up any possible overlaps that may have been inadvertently overlooked with previous replats and administrative replat actions.

Discussion:

Staff offers the following comments on final plat required findings:

1. *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.

2. *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.

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

There are no deviations from the Zoning Ordinance or Subdivision Regulations requested with this proposal.

4. *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 proposed subdivision is outside of the Airport influence area.

5. *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.*

These lots are currently served by water and sewer at an adequate capacity.

Attachments

plat
Site plan
aerial
Resolution 50-18

CERTIFICATE OF OWNER

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED SHERIDAN ECONOMIC AND EDUCATIONAL DEVELOPMENT AUTHORITY JOINT POWERS BOARD, BEING THE OWNER(S), PROPRIETOR(S) OR PARTY(S) ON INTEREST IN THE LAND SHOWN ON THIS PLAT, DO HEREBY CERTIFY:

THAT THE FOREGOING PLAT DESIGNATED AS SHERIDAN HIGH TECH GATEWAY III SUBDIVISION, IS A REPLAT OF TRACT 1 OF THE SHERIDAN HIGH TECH GATEWAY II SUBDIVISION, TO THE CITY OF SHERIDAN, WYOMING.

SAID REPLAT CONTAINS 13.64 ACRES, MORE OR LESS.

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 OWNER(S) AND PROPRIETOR(S); AND THAT THIS IS A CORRECT PLAT OF THE AREA AS IT IS DIVIDED INTO LOTS AND EASEMENTS AS SHOWN.

THAT THE UNDERSIGNED OWNER(S) OF THE LAND SHOWN AND DESCRIBED ON THIS PLAT DOES HEREBY DEDICATE TO THE CITY OF SHERIDAN AND ITS LICENSEES FOR PUBLIC USE FOR THE INDICATED PURPOSED, ALL STREETS, ALLEYS, EASEMENTS AND OTHER PUBLIC LAND WITHIN THE BOUNDARY LINES OF THE PLAT, AS INDICATED, AND NOT ALREADY OTHERWISE DEDICATED FOR PUBLIC USE.

UTILITY EASEMENTS, AS DEDICATED ON THIS PLAT, ARE HEREBY DEDICATED TO THE CITY OF SHERIDAN AND ITS LICENSEES FOR PUBLIC USE OF INSTALLING, REPAIRING, REINSTALLING, REPLACING AND MAINTAINING SEWERS, WATER LINES, GAS LINES, ELECTRIC LINES, CABLE TV 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.

_____.
DR. PAUL YOUNG, VICE CHAIR
SHERIDAN ECONOMIC AND EDUCATIONAL DEVELOPMENT AUTHORITY
JOINT POWERS BOARD

STATE OF WYOMING)
) SS
COUNTY OF SHERIDAN)

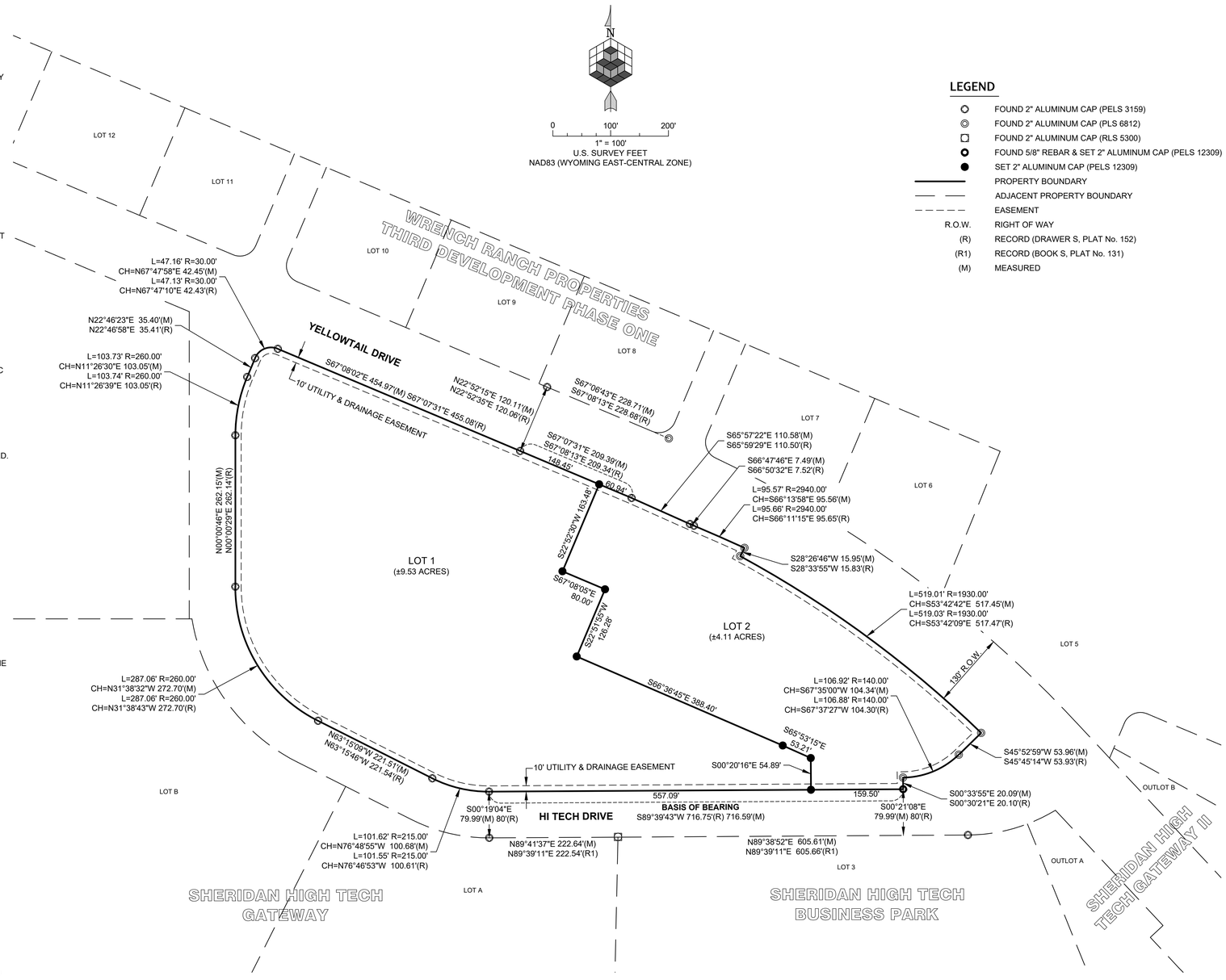
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY:

__DR. PAUL YOUNG__, BEING AN AUTHORIZED REPRESENTATIVE OF THE SHERIDAN ECONOMIC AND EDUCATIONAL DEVELOPMENT AUTHORITY JOINT POWERS BOARD

THIS _____DAY OF _____, 2018.

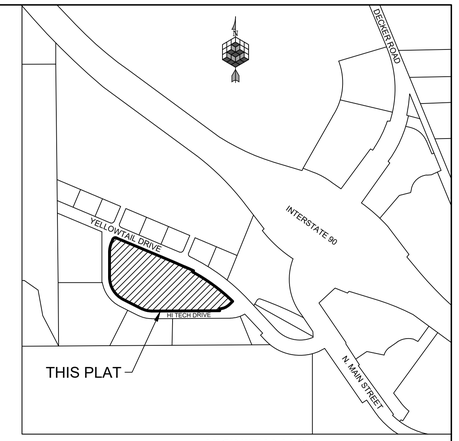
WITNESS MY HAND AND OFFICIAL SEAL _____.
NOTARY PUBLIC

MY COMMISSION EXPIRES:_____.



LEGEND

- FOUND 2" ALUMINUM CAP (PELS 3159)
- FOUND 2" ALUMINUM CAP (PLS 6812)
- FOUND 2" ALUMINUM CAP (RLS 5300)
- FOUND 5/8" REBAR & SET 2" ALUMINUM CAP (PELS 12309)
- SET 2" ALUMINUM CAP (PELS 12309)
- PROPERTY BOUNDARY
- ADJACENT PROPERTY BOUNDARY
- EASEMENT
- R.O.W. RIGHT OF WAY
- (R) RECORD (DRAWER S, PLAT No. 152)
- (R1) RECORD (BOOK S, PLAT No. 131)
- (M) MEASURED



VICINITY MAP
SCALE: 1" = 750'

GENERAL NOTES

1. BASIS OF BEARING IS S89°39'43"W PER THE RECORDED PLAT FOR THE SHERIDAN HIGH TECH GATEWAY II SUBDIVISION FOR THE SOUTHERN BOUNDARY ALONG HI TECH DRIVE BETWEEN A FOUND 5/8 INCH REBAR AND FOUND 2-INCH ALUMINUM CAP.
2. THE LAND SURVEY WAS PERFORMED IN U.S. SURVEY FEET AND USED GPS DATA COLLECTED AND PROCESSED WITH A DATUM ADJUSTMENT FACTOR OF 1.00023178371.
3. FOUND MONUMENTS WERE HELD TO REESTABLISH THE BOUNDARIES DEPICTED ON THE PLAT FOR THE SHERIDAN HIGH TECH GATEWAY II SUBDIVISION. THE CURVE RADIUSES FROM THIS PLAT WERE HELD TO REESTABLISH THE BOUNDARIES ALONG CURVES.

CERTIFICATE OF APPROVAL - DIRECTOR OF PUBLIC WORKS

THIS PLAT HAS BEEN PREPARED IN ACCORDANCE WITH THE REQUIREMENTS AND PROCEDURES OUTLINED IN THE SUBDIVISION REGULATIONS OF THE CITY OF SHERIDAN, AND CERTIFIED THIS _____ DAY OF _____, 2018, BY THE DIRECTOR OF PUBLIC WORKS OF SHERIDAN, WYOMING.

_____.
DIRECTOR OF PUBLIC WORKS

CERTIFICATE OF REVIEW - PLANNING COMMISSION

REVIEWED BY THE CITY OF SHERIDAN PLANNING COMMISSION

THIS _____ DAY OF _____, 2018.

_____ _____.
ATTEST: VICE-CHAIRMAN CHAIRMAN

CERTIFICATE OF APPROVAL - CITY COUNCIL

APPROVED BY THE CITY COUNCIL OF THE CITY OF SHERIDAN, WYOMING

THIS _____ DAY OF _____, 2018.

_____ _____.
ATTEST: CITY CLERK MAYOR

CERTIFICATE OF RECORDER

THIS PLAT WAS FILED IN THE OFFICE OF THE CLERK AND RECORDER

AT _____O'CLOCK ___M., THIS _____DAY OF _____, 2018,

AND IS DULY RECORDED IN BOOK _____, PLAT No. _____.

_____.
COUNTY CLERK

SURVEYOR'S CERTIFICATE

I, CRAIG SHAVLIK, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, LICENSED UNDER THE LAWS OF THE STATE OF WYOMING, THAT THIS PLAT IS A TRUE, CORRECT AND COMPLETE PLAT OF SHERIDAN HIGH TECH GATEWAY III SUBDIVISION, AS LAID OUT, PLATTED, DEDICATED AND SHOWN HEREON, THAT THIS PLAT WAS MADE FROM AN ACCURATE SURVEY OF SAID PROPERTY CONDUCTED BY ME OR UNDER MY SUPERVISION AND CORRECTLY SHOWS THE LOCATION AND DIMENSIONS OF ALL LOTS, EASEMENTS AND STREETS OF SAID SUBDIVISION IN COMPLIANCE WITH CITY OF SHERIDAN REGULATIONS GOVERNING THE SUBDIVISION OF LAND.



PLAT IS VALID ONLY IF PROFESSIONAL STAMP HAS ORIGINAL SIGNATURE AND IS DATED

DECLARATION VACATING PREVIOUS PLATTING

THIS PLAT IS THE RE-SUBDIVISION OF TRACT 1 OF THE SHERIDAN HIGH TECH GATEWAY II SUBDIVISION, TO THE CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING, AS RECORDED IN DRAWER S, PLAT No. 152 OF THE RECORDS OF THE SHERIDAN COUNTY CLERK. ALL EARLIER PLATS OR PORTIONS THEREOF ENCOMPASSED BY THE BOUNDARIES OF THIS PLAT ARE HEREBY VACATED INCLUDING ANY PORTION OF THE HI TECH DRIVE (A.K.A. HIGH TECH DRIVE) AND YELLOWTAIL DRIVE RIGHT-OF-WAYS WITHIN THE BOUNDARIES OF LOT 1 AND 2 OF THE SHERIDAN HIGH TECH BUSINESS PARK SUBDIVISION NOT PREVIOUSLY VACATED.

KL&A, Inc.
Engineers and Builders
150 S. Main Street
Buffalo, Wyoming 82834
P: (307) 621 7011 F: (307) 621 7011
Buffalo, WY - Carbondale, CO - Golden, CO - Loveland, CO

CLIENT: SHERIDAN ECONOMIC AND EDUCATIONAL DEVELOPMENT AUTHORITY JOINT POWERS BOARD	
DRAWN BY: CBS	PROJECT: N0019
REVIEWED BY: JDH	DATE: OCT. 10, 2018

FINAL PLAT OF

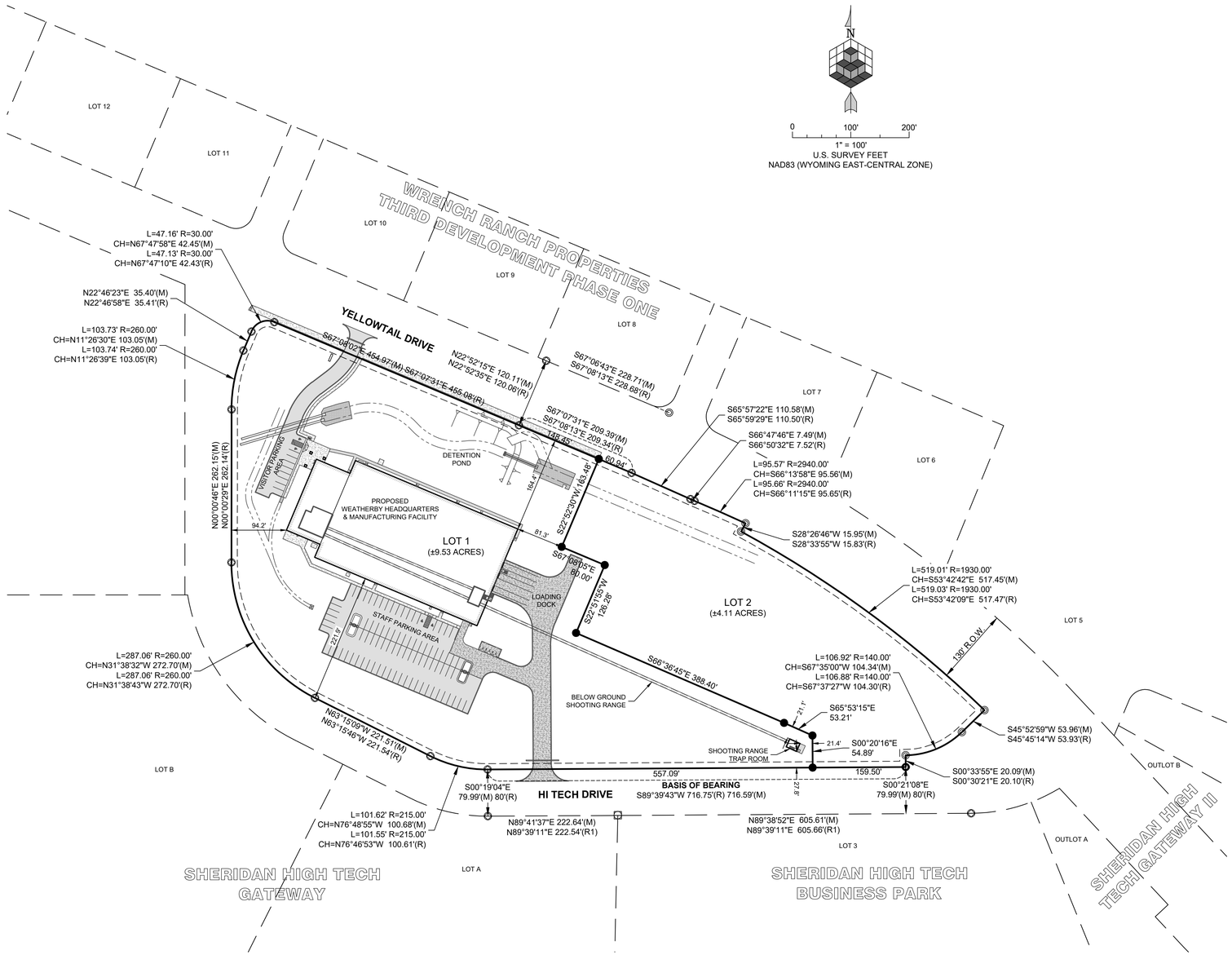
SHERIDAN HIGH TECH GATEWAY III SUBDIVISION

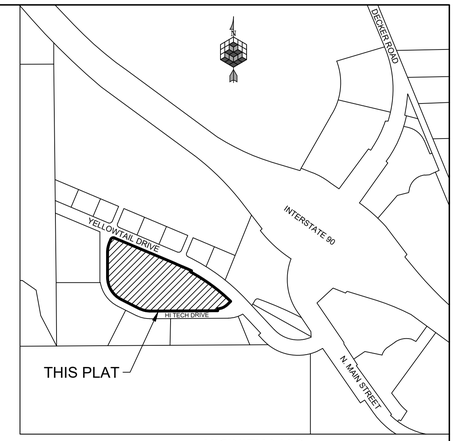
TO THE CITY OF SHERIDAN, WYOMING

REPLAT OF TRACT 1 OF THE SHERIDAN HIGH TECH GATEWAY II SUBDIVISION,
CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING

LOCATED WITHIN A PORTION OF THE SE1/4 OF SEC. 9, T56N, R84W, 6TH P.M.

(CONTAINING 13.64 ACRES, MORE OR LESS)





VICINITY MAP
SCALE: 1" = 750'

LEGEND

- FOUND 2" ALUMINUM CAP (PELS 3159)
- FOUND 2" ALUMINUM CAP (PLS 6812)
- FOUND 2" ALUMINUM CAP (RLS 5300)
- FOUND 5/8" REBAR & SET 2" ALUMINUM CAP (PELS 12309)
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- R.O.W. RIGHT OF WAY
- (R) RECORD (DRAWER S, PLAT No. 152)
- (R1) RECORD (BOOK S, PLAT No. 131)
- (M) MEASURED
- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- PROPOSED CONCRETE

GENERAL NOTES

1. THE PROPOSED SITE PLAN IS BASED ON THE DESIGN DOCUMENTS PREPARED FOR THE WEATHERBY HEADQUARTERS & MANUFACTURING FACILITY PROJECT. THE CITY OF SHERIDAN HAS ISSUED THE PERMIT TO BUILD No. B-18-7 IN REFERENCE TO THESE PLANS.
2. THIS SITE PLAN IS SUBMITTED AS PART OF THE MINOR SUBDIVISION APPLICATION FOR THE SHERIDAN HIGH TECH GATEWAY III SUBDIVISION.

SURVEYOR'S CERTIFICATE

I, CRAIG SHAVLIK, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, LICENSED UNDER THE LAWS OF THE STATE OF WYOMING, THAT THIS SITE PLAN DEPICTS THE PROPOSED SITE IMPROVEMENTS IN RELATION TO THE PROPOSED PLAT OF THE SHERIDAN HIGH TECH GATEWAY III SUBDIVISION, AS SHOWN HEREON, THAT THIS SITE PLAN WAS MADE FROM AN ACCURATE SURVEY OF SAID PROPERTY CONDUCTED BY ME OR UNDER MY SUPERVISION.

Professional Engineer & Land Surveyor
CRAIG SHAVLIK
12309
09/14/2018
WYOMING

KL&A, Inc.
Engineers and Builders
150 S. Main Street
Buffalo, Wyoming 82834
P: (307) 621 7011 F: (307) 621 7011
Buffalo, WY ~ Carbondale, CO ~ Golden, CO ~ Loveland, CO

CLIENT: SHERIDAN ECONOMIC AND EDUCATIONAL DEVELOPMENT AUTHORITY JOINT POWERS BOARD	
DRAWN BY: CBS	PROJECT: N0019
REVIEWED BY: JDH	DATE: SEPT. 14, 2018

PROPOSED SITE PLAN OF

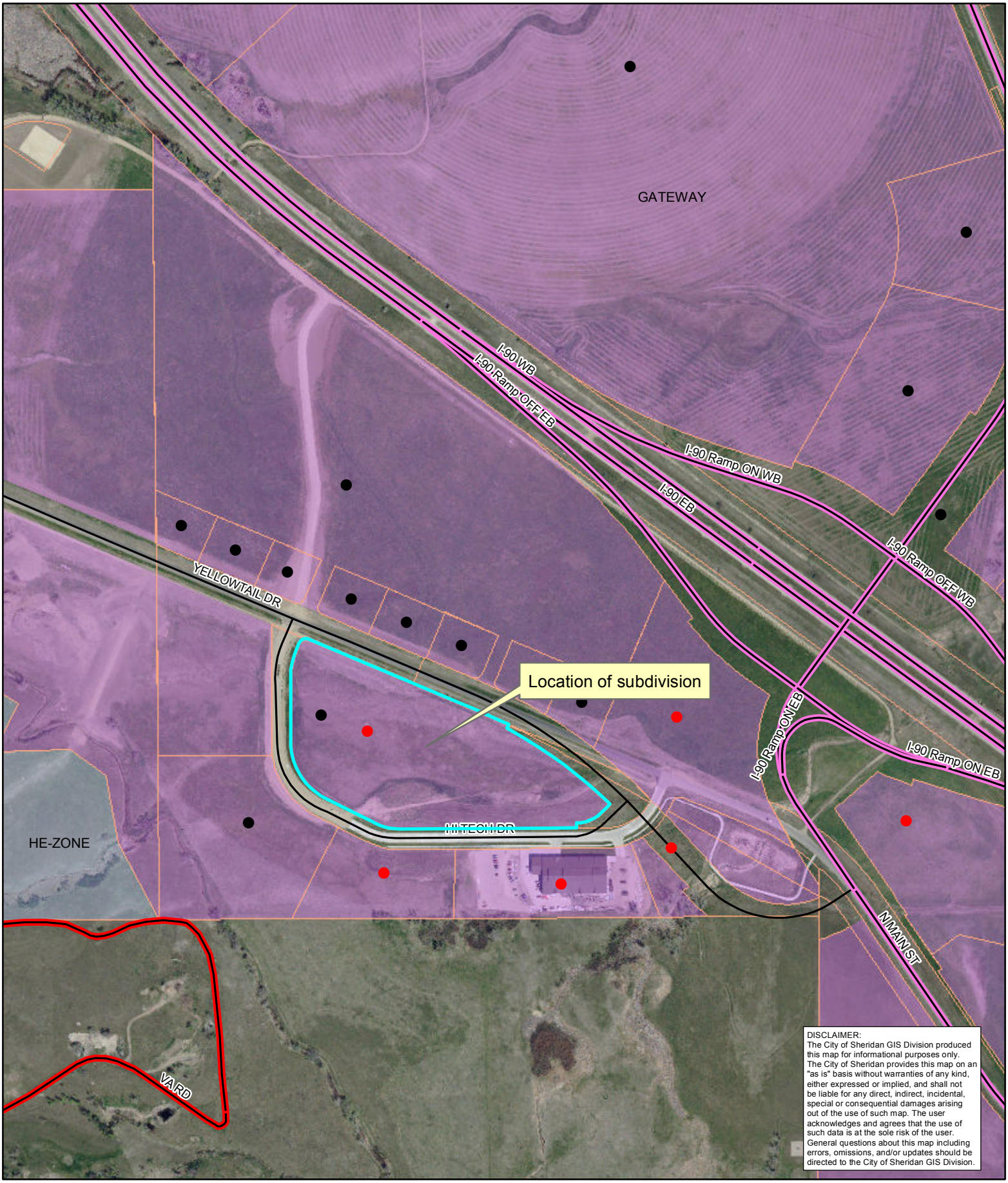
SHERIDAN HIGH TECH GATEWAY III SUBDIVISION

TO THE CITY OF SHERIDAN, WYOMING

REPLAT OF TRACT 1 OF THE SHERIDAN HIGH TECH GATEWAY II SUBDIVISION,
CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING

LOCATED WITHIN A PORTION OF THE SE1/4 OF SEC. 9, T56N, R84W, 6TH P.M.

(CONTAINING 13.64 ACRES, MORE OR LESS)



CITY OF Sheridan WYOMING

Subdivision area

N

0 125 250 500 Feet

Name: sgoodman Date: 10/03/2018

CITY OF SHERIDAN
RESOLUTION 50-18

A RESOLUTION approving PL 18-38, the final plat of the Sheridan High Tech Gateway III Minor Subdivision, dividing 1 lot of a total of +13.64 acres into 2 lots, zoned GD Gateway District. Also, approving a vacation any previously platted portions of Hi Tech Drive and Yellowtail Drive right-of-ways remaining within the boundaries of proposed Lots 1 and 2. Located at 1550 Yellowtail Dr., north of Hi Tech Dr.

WHEREAS, the final plat of the Sheridan High Tech Gateway III 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); and

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

That the final plat of the Sheridan High Tech Gateway III Minor Subdivision, dividing 1 lot of a total of +13.64 acres into 2 lots, zoned GD Gateway District and the vacation of any previously platted portions of Hi Tech Drive and Yellowtail Drive right-of-ways remaining within the boundaries of proposed Lots 1 and 2; Located at 1550 Yellowtail Dr., north of Hi Tech Dr.

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

In approving the Sheridan High Tech Gateway III 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 variances 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 19th day of November 2018.

_____
Roger Miller, Mayor

Attest:

_____
Cecilia Good, City Clerk

ATTEST:

_____
Cecilia Good, City Clerk

State of Wyoming)
)SS
County of Sheridan)

Subscribed and sworn to (or affirmed) before me this _____day of

_____, 2018 by _____.

_____
Notary Public

My commission expires _____.

CITY OF SHERIDAN, WYOMING

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

Planning

MEMORANDUM

Project Name:	Approval of Resolution #52-18 Q Minor Subdivision - Community Development Director Brian Craig
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	10/19/2018

Recommendation:

Staff recommends the City Council approve Resolution #52-18, the Q Subdivision, a request to subdivide ± 8899 sq feet into 2 lots, zoned R-3 Residence District. Located at 246 S. Sheridan Ave.

Planning Commission Action: At their November 13, 2018 meeting, the City Planning Commission voted to recommend approval of Resolution #52-18.

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:

1. 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.

2. 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.

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

4. 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.

5. 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:

This proposed subdivision application seeks to create two lots. Lot 1 has an area of 4899 sq feet, with the potential of multifamily housing. Lot 2 has an existing house on it. No variances will be needed with this approval. The stated intent of the applicant is to construct a triplex unit on the new vacant lot similar to the structures across the alley to north on Sheridan Avenue that provides more moderate cost housing for the community.

Direct notification was sent to 48 property owners, in addition to newspaper notification. To date, no responses have been received.

Discussion:

Staff offers the following comments on final plat required findings:

1. *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.

2. *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.

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

The subdivision does not require a variance.

4. *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 proposed subdivision is outside of the Airport influence area.

5. *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.*

Water and sewer is readily available to both lots. Staff believe this project meets the goals of the Land Use Plan by utilizing infill opportunities to increase housing inventory and to add to the housing diversity in Sheridan.

Staff has no further comments at this time.

Attachments

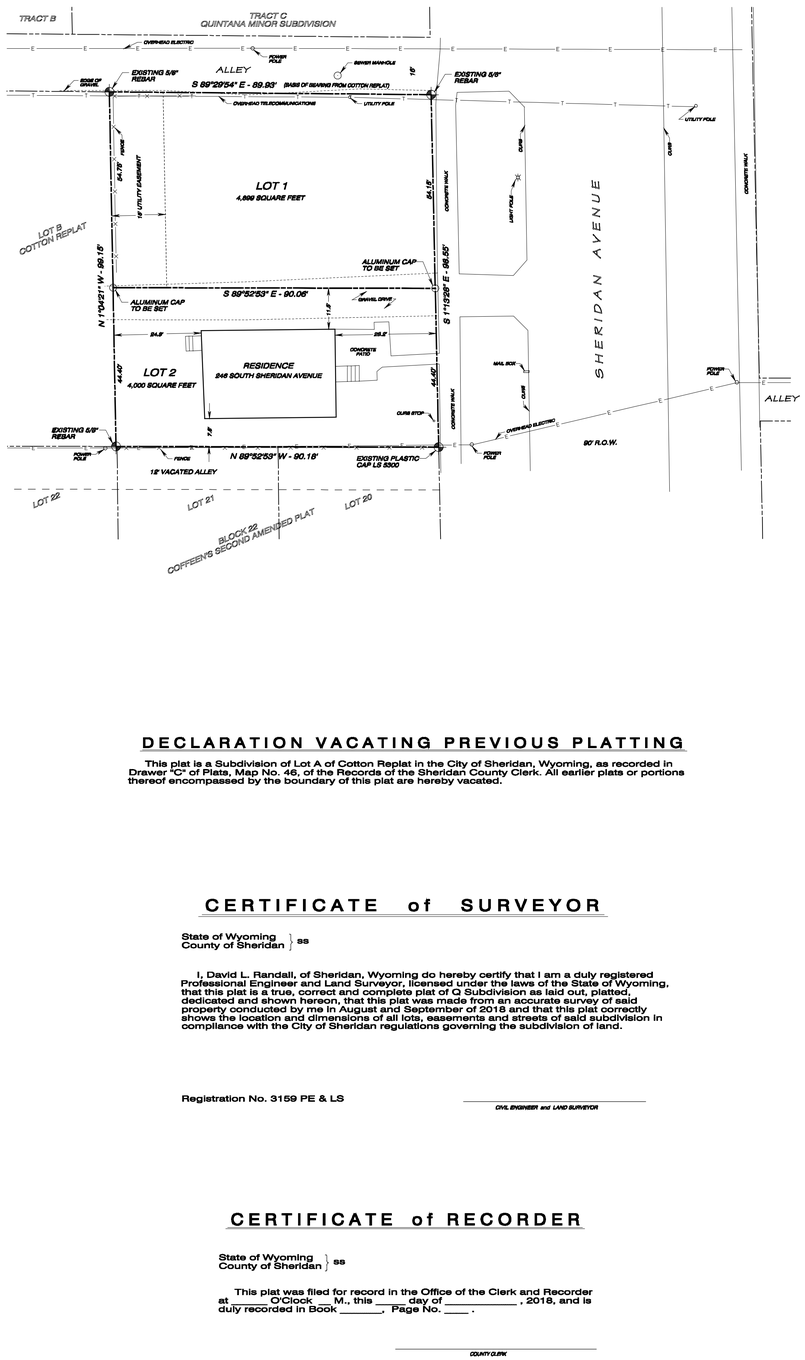
plat
aerial
Resolution 52-18

DETAIL

GRAPHIC SCALE 1"=20'

0 20 40 60

PROPERTY IS ZONED R - 3.



Q SUBDIVISION

CERTIFICATE of OWNERS

Know all men by these presents that the undersigned, Q Properties, LLC, a Wyoming Limited Liability Company, and First Federal Bank and Trust, being the owners, proprietors or parties of interest in the land shown on this plat, do hereby certify:

That the foregoing plat designated as Q Subdivision, being a Subdivision of Lot A of the Cotton Replat in the City of Sheridan, Sheridan County, Wyoming, and

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 TV lines and other froms 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:

Q Properties, LLC, a Wyoming limited liability company (Owner)
by _____ .

State of Wyoming }
County of Sheridan } ss

On this _____ day of _____ , 2018, before me personally appeared _____
to me personally known who, being duly sworn, did say that he is the _____ of Q Properties, LLC, a Wyoming limited liability company and that he does hereby acknowledge said instrument to be the free act and deed of said Q Properties, LLC, a Wyoming limited liability company.

_____
NOTARY PUBLIC

My commission expires: _____ .

Also executed by:

The undersigned First Federal Bank and Trust, hereinafter MORTGAGEE, holds a mortgage in and to the property embraced by this subdivision plat, which mortgage was filed with the Clerk of Sheridan County and Ex-Officio Recorder of Deeds in Book 988 of Mortgages, at Page 342. MORTGAGEE, by his signature on this plat, consents to the dedications made herein and specifically releases all streets, alley, parks, open spaces and other areas dedicated to the City of Sheridan for public use, as listed and described on this plat, from the aforementioned mortgage.

First Federal Bank and Trust (Mortgagee)
by _____ .

State of Wyoming }
County of Sheridan } ss

On this _____ day of _____ , 2018, before me personally appeared _____ to me personally known who, being duly sworn, did say that he is the _____ of First Federal Bank and Trust, and that the seal affixed to said instrument is the corporate seal of said corporation, and that said instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors and said _____ acknowledged said instrument to be the free act and deed of said corporation.

Given under my notarial seal this _____ day of _____,2018.

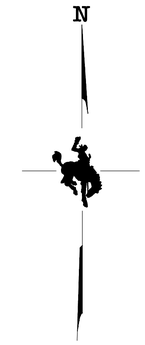
_____
NOTARY PUBLIC

My commission expires: _____ .

LOCATION

SCALE : 1" = 1000'





DECLARATION VACATING PREVIOUS PLATTING

This plat is a Subdivision of Lot A of Cotton Replat in the City of Sheridan, Wyoming, as recorded in Drawer "C" of Plats, Map No. 46, of the Records of the Sheridan County Clerk. All earlier plats or portions thereof encompassed by the boundary of this plat are hereby vacated.

CERTIFICATE of SURVEYOR

State of Wyoming }
County of Sheridan } ss

I, David L. Randall, of Sheridan, Wyoming do hereby certify that I am a duly registered Professional Engineer and Land Surveyor, licensed under the laws of the State of Wyoming, that this plat is a true, correct and complete plat of Q Subdivision as laid out, platted, dedicated and shown hereon, that this plat was made from an accurate survey of said property conducted by me in August and September of 2018 and that this plat correctly shows the location and dimensions of all lots, easements and streets of said subdivision in compliance with the City of Sheridan regulations governing the subdivision of land.

Registration No. 3159 PE & LS

_____
CIVIL ENGINEER and LAND SURVEYOR

CERTIFICATE of RECORDER

State of Wyoming }
County of Sheridan } ss

This plat was filed for record in the Office of the Clerk and Recorder at _____ O'Clock ___ M., this ___ day of _____ , 2018, and is duly recorded in Book _____, Page No. ___ .

_____
COUNTY CLERK

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 the CITY of SHERIDAN PLANNING COMMISSION

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

_____ _____
Attest: VICE-CHAIRMAN CHAIRMAN

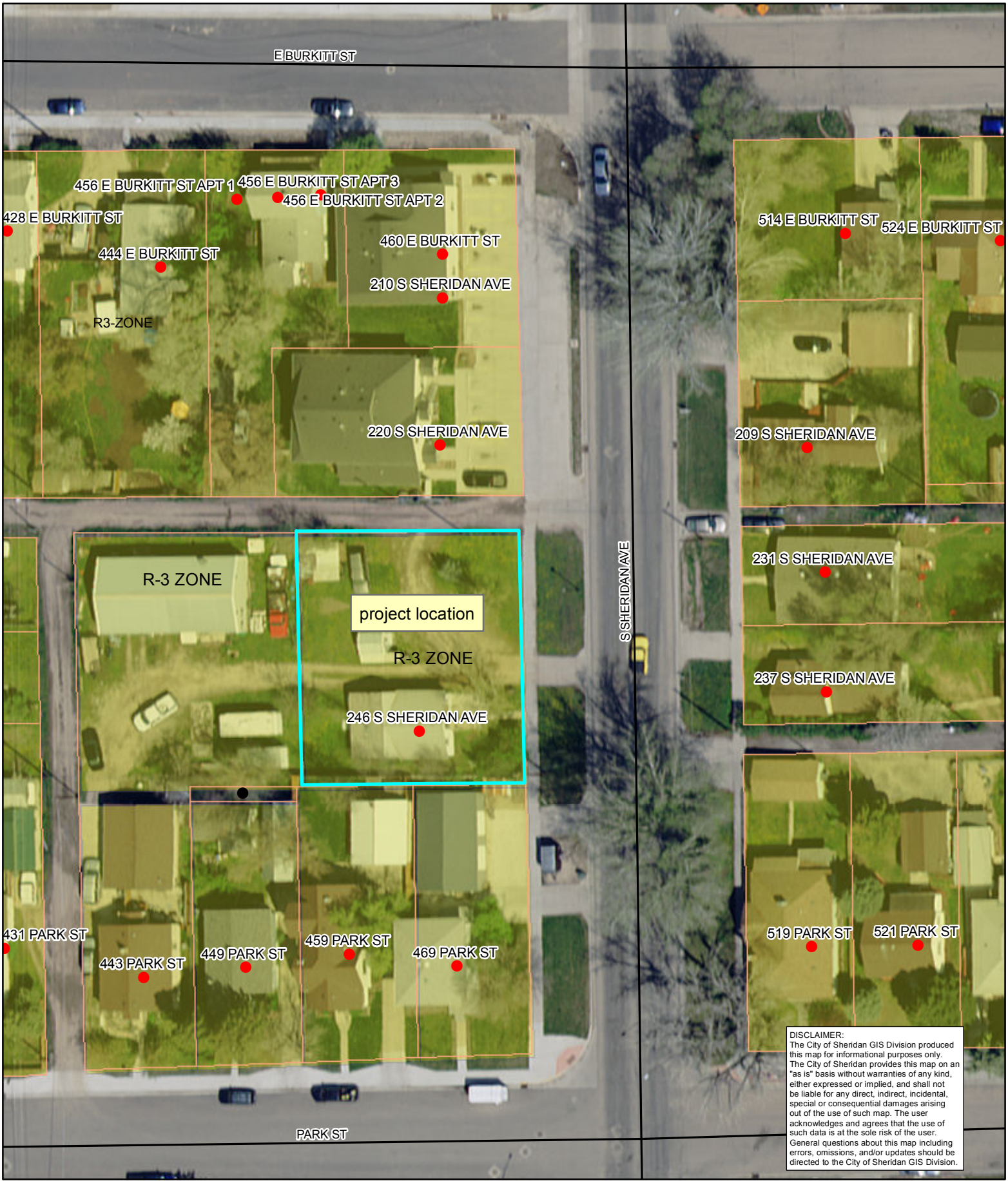
CITY of SHERIDAN CERTIFICATE of APPROVAL

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

_____ _____
Attest: CITY CLERK MAYOR

PLAT
of the
Q SUBDIVISION
being a SUBDIVISION of
LOT A of the COTTON REPLAT
in the
CITY of SHERIDAN
SHERIDAN COUNTY, WYOMING
addressed as
246 SOUTH SHERIDAN AVENUE
for
Q PROPERTIES, LLC
22 TIMM PLACE
SHERIDAN, WYOMING 82801

DRAWN BY REX RANDALL - SEPTEMBER 20, 2018
RANDALL ENGINEERING SURVEYS - SHERIDAN, WYOMING



CITY OF Sheridan WYOMING

Proposed Q Subdivision

N

0 15 30 60 Feet

Name: sgoodman Date: 10/29/2018

CITY OF SHERIDAN
RESOLUTION 52-18

A RESOLUTION approving PL 18-41, the final plat of the Q Minor Subdivision, dividing 1 lot of a total of 8899 square feet into 2 lots, zoned R-3 Residence District, located at 246 S. Sheridan Ave.

WHEREAS, the final plat of the Q 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); and

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

That the final plat of the Q Minor Subdivision, dividing 1 lot of a total of 8899 square feet into 2 lots, zoned R-3 Residence District, located at 246 S. Sheridan Ave.

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

In approving the Q 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 variances 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 19th day of November 2018.

_____
Roger Miller, Mayor

Attest:

_____
Cecilia Good, City Clerk

ATTEST:

_____

Cecilia Good, City Clerk

State of Wyoming)
)SS
County of Sheridan)

Subscribed and sworn to (or affirmed) before me this _____day of

_____, 2018 by _____.

_____
Notary Public

My commission expires _____.

CITY OF SHERIDAN, WYOMING

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

Planning

MEMORANDUM

Project Name:	Approval of Resolution #51-18 Skyview West Drainage Easement Release - Community Development Director Brian Craig
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	10/19/2018

Recommendation:

Staff recommends the City Council approve Resolution 51-18, vacating a 10 foot drainage easement located on Lot 2B and 3A of the Skyview West - Phase 1- Subdivision. Located at 2045 and 2043 Skyview West Dr.

Potential Findings of Fact:

Vacation of platted right-of-way is governed by Sheridan City Code Appendix B §205. That section requires that in the case of an easement vacation the following be found to be true:

1. The vacation does not abridge or destroy any of the rights and privileges of other proprietors in the platted area.

2. The vacation does not close or obstruct any public highway.

3. Proper notification has occurred to impacted parties and private utilities.

Note: There are other requirements contained in this section which apply to situations when the vacation request involves vacating lots in a subdivision.

Background:

The owner, Phoenix Limited Partnership, is requesting a vacation of a 10 x 90.41 foot drainage easement at 2043 and 2045 Skyview West Drive (5 foot wide on each lot). During excavation and construction for new residential buildings on the lots at 2043 and 2045 Skyview West Drive the contractor determined that the lot slope and narrow rear yard made it difficult to create proper drainage between the proposed homes.

The contractor worked with City utility and engineering staff to propose an alternate drainage design and plan that would not require the use of the subject easement vacation to convey drainage.

Discussion:

The City has approved a new engineered drainage report that redirects the drainage to the east pond. The standard 5 foot building setback will remain. Notifications were not sent out, as the applicant owns these two lots and the surrounding lots, and no utilities are affected by the vacation.

In evaluating whether or not the request meets the requirements of Sheridan City Code Appendix B §205, staff concluded the following.

1. ***The vacation does not abridge or destroy any of the rights and privileges of other proprietors in the platted area.***

In this case, the applicant owns both lots and the surrounding area.

2. ***The vacation does not close or obstruct any public highway.***

The vacation is not located in a public highway.

3. ***Proper notification has occurred to impacted parties and private utilities.***

The vacation is solely for drainage. No utilities are affected and thus no notification requirements are required with this proposal

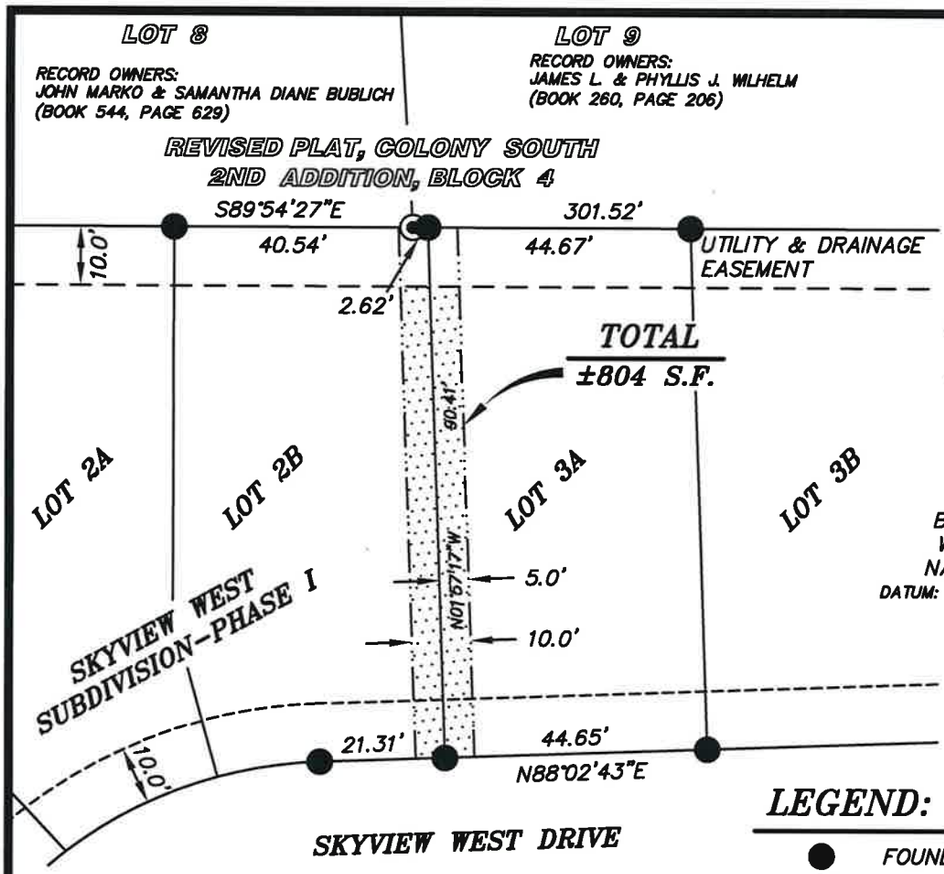
Staff has no further comments at this time.

Attachments

Vacation exhibit

aerial

Res 51-18





SCALE: 1"=30'

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

LEGEND:

- FOUND 2" ALUMINUM CAP PER PLS 2615
- FOUND 1" PLASTIC CAP (UNMARKED)
- PROPERTY/LOT LINE
- DRAINAGE EASEMENT
- UTILITY EASEMENT
- UTILITY & DRAINAGE EASEMENT
- VACATED DRAINAGE EASEMENT ±804 S.F.

LEGAL DESCRIPTION
VACATED DRAINAGE EASEMENTS

VACATED DRAINAGE EASEMENT BEING A STRIP OF LAND FIVE (5.0) FEET WIDE WHEN MEASURED AT RIGHT ANGLES, BEING THE EAST FIVE (5.0) FEET OF LOT 2B, EXCEPTING THE NORTH TEN (10.0) FEET THEREOF, SKYVIEW WEST SUBDIVISION – PHASE I, TO THE CITY OF SHERIDAN, WYOMING.

SAID VACATED DRAINAGE EASEMENT CONTAINS 402 SQUARE FEET OF LAND, MORE OR LESS.

ALSO:

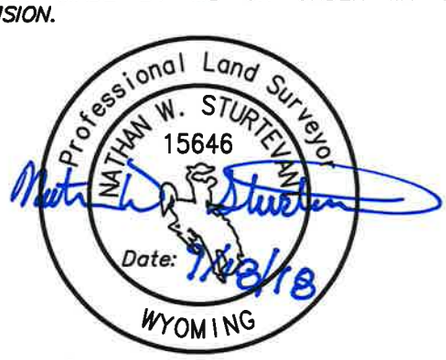
VACATED DRAINAGE EASEMENT BEING A STRIP OF LAND FIVE (5.0) FEET WIDE WHEN MEASURED AT RIGHT ANGLES, BEING THE WEST FIVE (5.0) FEET OF LOT 3A, EXCEPTING THE NORTH TEN (10.0) FEET THEREOF, SKYVIEW WEST SUBDIVISION – PHASE I, TO THE CITY OF SHERIDAN, WYOMING.

SAID VACATED DRAINAGE EASEMENT CONTAINS 402 SQUARE FEET OF LAND, MORE OR LESS.

SURVEYOR'S CERTIFICATE

STATE OF WYOMING :ss
COUNTY OF SHERIDAN

I, NATHAN W. STURTEVANT, 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"

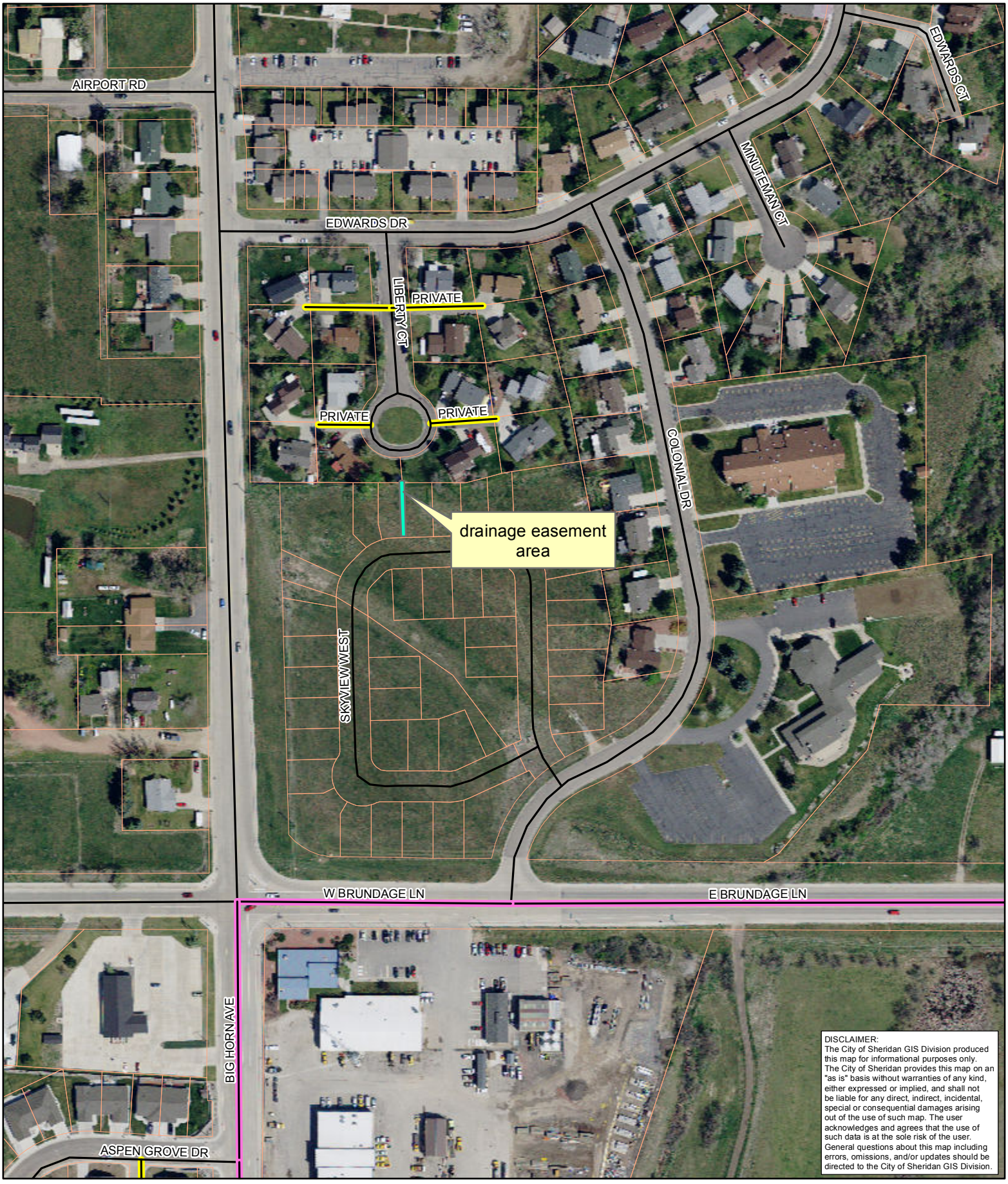
EXHIBIT
VACATION OF DRAINAGE EASEMENT

CLIENT: PHOENIX LIMITED PARTNERSHIP
KIM LOVE, OWNER

LOCATION: LOT 2B & LOT 3A, SKYVIEW WEST SUBDIVISION – PHASE I, CITY OF SHERIDAN, WYOMING

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

JN: 2011-018 SJ: 12
DN: 2011-018-E1-C3D
TAB: ROS
PF: T2011-018
REVIEWED BY: TDT
SEPTEMBER 18, 2018



DISCLAIMER:
The City of Sheridan GIS Division produced this map for informational purposes only. The City of Sheridan provides this map on an "as is" basis without warranties of any kind, either expressed or implied, and shall not be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of such map. The user acknowledges and agrees that the use of such data is at the sole risk of the user. General questions about this map including errors, omissions, and/or updates should be directed to the City of Sheridan GIS Division.

CITY OF Sheridan WYOMING

Drainage vacation

N

0 50 100 200 Feet

Name: sgoodman Date: 11/08/2018

CITY OF SHERIDAN
RESOLUTION 51-18

A RESOLUTION approving PL 18-40, a resolution vacating a ten foot (10') drainage easement located on Lots 2B and 3A of the Skyview West Subdivision –Phase I, City of Sheridan, Sheridan County, Wyoming as shown on the attached Exhibit A.

WHEREAS, this request for an easement vacation meets the requirements of Sheridan City Code §205; and

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

That the ten foot (10') drainage easement located on Lots 2B and 3A of the Skyview West Subdivision –Phase I, City of Sheridan, Sheridan County, Wyoming shown on the attached Exhibit A, is hereby vacated.

PASSED, APPROVED, AND ADOPTED this 19th day of November, 2018.

_____
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

Clerk

MEMORANDUM

Project Name:	Approval of the Transfer of Ownership for Main Street Tavern Retail License #19 - City Clerk Cecilia Good
From:	
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	

Recommendation:

Staff recommends that Mayor and Council approve the transfer of Resort License #2. This transfer is exchanging entities between the Retail License #19 and Resort License #2 held at the same location as an effort to correct a mistake made upon the original transfer.

Background:

The license transfer application below has been reviewed by the State and the Sheridan Police Department for completion. The application meets all requirements of State Statute and City Ordinance. This transfer will be made effective for the new licensing term 1/1/2019 to 12/31/2019.

Attachments

Transfer Application - Retail License #19

WLD-31 (4/17)

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:		
Trf from:		
Reviewer:	Initials	Date
Agent:		/ /
Chief:		/ /

To be completed by City/County Clerk

Local License #: 19

License Fees
Annual Fee: $_____
Prorated Fee: $_____
Transfer Fee: $100.00
Publishing Fee: $90.00

Date filed with clerk: 9 / 19 / 2018

Advertising Dates: (2 Weeks) 10/3/2018 & 10/10/2018

Hearing Date: 10 / 15 / 2018

Publishing Fee Direct Billed to Applicant: ☐

License Term: 1 (Month) / 1 (Day) / 2019 (Year) Through 12 (Month) / 31 (Day) / 2019 (Year)

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: Wyoming Resorts LLC

Trade/Business Name (dba): Main Street Tavern / Best Western Sheridan Center

Building to be licensed/Building Address: 612 N Main Street (Number & Street)
Sheridan (City) WY (State) 82801 (Zip) Sheridan (County)

Mailing Address: 612 N Main Street (Number & Street or P.O. Box)
Sheridan (City) WY (State) 82801 (Zip)

Business Telephone Number: (307) 674-7421 Fax Number: (307) 672-6250

E-Mail Address: andrewlayton7@gmail.com

Brief legal description and the zoning of the licensed building or site for licensed building: W.S. 12-4-102 (a) (vi)
See Attached Legal Description

FILING FOR
☐ NEW LICENSE
☐ TRANSFER OF LOCATION

FILING IN (CHOOSE ONLY ONE)
☒ CITY OF: Sheridan
☐ COUNTY OF: _____

FILING AS (CHOOSE ONLY ONE)
☐ INDIVIDUAL
☐ PARTNERSHIP
☐ LP/LLP
☒ LLC
☐ CORPORATION
☐ LTD PARTNERSHIP
☐ ORGANIZATION
☐ OTHER _____

☒ TRANSFER OWNERSHIP ☒ ASSIGNMENT LETTER ATTACHED
FORMERLY HELD BY: Sheridan Ventures LLC

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

RETAIL LIQUOR LICENSE
☒ ON-PREMISE ONLY (BAR)
☐ OFF-PREMISE ONLY (PACKAGE STORE)
☐ COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)

☐ RESTAURANT LIQUOR LICENSE
☐ RESORT LIQUOR LICENSE
☐ BAR AND GRILL

LIMITED RETAIL (CLUB)
☐ VETERANS CLUB
☐ FRATERNAL CLUB
☐ GOLF CLUB
☐ SOCIAL CLUB

☐ MICROBREWERY
☐ WINERY
☐ DISTILLERY SATELLITE
☐ WINERY SATELLITE
☐ COUNTY RETAIL or SPECIAL MALT BEVERAGE PERMIT

SPECIAL DESIGNATIONS
☐ CONVENTION FACILITY
☐ CIVIC CENTER/EVENT CENTER/ PUBLIC AUDITORIUM
☐ GOLF CLUB
☐ GUEST RANCH
☐ RESORT

To Assist the Liquor Division with scheduling inspections: **WHEN DO YOU OPERATE?**

☒ FULL TIME (e.g. Jan through Dec)
(specify months of operation) from Jan to Dec

☐ SEASONAL/PART-TIME
DAYS OF WEEK (e.g. Mon through Sat) from Mon to Sun

☐ NON-OPERATIONAL/PARKED
HOURS OF OPERATION (e.g. 10a - 2a) from 3pm to 10pm
Extended Hours for special events

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 6

1. BUILDING OWNERSHIP: Does the applicant? W.S. 12-4-103 (a) (iii)

(1) **OWN** the licensed building? ☒ YES (own)

(2) **LEASE** the licensed building? (Lease must be through the term of the liquor license) ☐ YES (lease)

If Yes, please submit a copy of the lease and indicate:

(A) When the lease expires, located on page_____paragraph_____of lease.

(B) Where the **Sales** provision for alcoholic or malt beverages is located, on page_____paragraph_____of lease. (MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601 (b) ☐ YES ☒ NO

3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403

   (a) Hold any interest in the license applied for? ☐ YES ☒ NO

   (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business? ☐ YES ☒ NO

   (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☐ YES ☐ NO

   (d) If you answered **YES** to any of the above, explain fully and submit any documents in connection there within:

   _____

4. Does the applicant have any interest or intent to acquire an interest in any other liquor license issued by **this** licensing authority? W.S. 12-4-103 (b) ☐ YES ☒ NO

   If "YES", explain: _____

5. **If applicant is filing as an Individual, Partnership or Club:** W.S. 12-4-102 (a) (ii) & (iii)

   Each individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip ***DO NOT LIST PO BOXES***	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application.)

6. **If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership:** W.S. 12-4-102 (a) (iv) & (v)

   Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, **and every officer**, **and every director** must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip ***DO NOT LIST PO BOXES***	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
		See Attached.				YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application)

7. BAR AND GRILL LICENSE:

Have you submitted a valid food service permit or application? W.S. 12-4-413 (a) ☐ YES ☐ NO

8. RESTAURANT LICENSE:

(a) Give a description of the dispensing room(s) and state where it is located in the building. W.S. 12-4-408 (b) (e.g. 10 x 12 room in SE corner of building):_____

_____

(b) Have you submitted a valid food service permit or application? W.S. 12-4-407 (a) ☐ YES ☐ NO

(c) Have you attached a drawing of the establishment that includes the restaurant dispensing room(s)? W.S. 12-4-410 (f) ☐ YES ☐ NO

9. RESORT LICENSE:

Does the resort complex:

(a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars ($1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) ☐ YES ☐ NO

(b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) ☐ YES ☐ NO

(c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) ☐ YES ☐ NO

(d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars ($10,000,000.00)? W.S. 12-4-401(b)(iv) ☐ YES ☐ NO

(e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)

1. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

10. MICROBREWERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ WINERY

(b) Do you self distribute your products? W.S. 12-2-201(a) (Requires wholesaler license with the Liquor Division) ☐ YES ☐ NO

(c) Do you distribute your products through an existing malt beverage wholesaler? W.S. 12-2-201(g)(i) (Requires authorization to sell license with the Liquor Division) ☐ YES ☐ NO

11. WINERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ MICROBREWERY

12. LIMITED RETAIL (CLUB) LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

(a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO

(b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO

13. LIMITED RETAIL (CLUB) LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

(a) Does the Veteran's organization hold a charter by the Congress of the United States? ☐ YES ☐ NO

(b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? ☐ YES ☐ NO

14. LIMITED RETAIL (CLUB) LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):

(a) Do you have more than fifty (50) bona fide members? ☐ YES ☐ NO

(b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? ☐ YES ☐ NO

(c) Are you a political subdivision of the state that owns, maintains, or operates a golf course? ☐ YES ☐ NO

1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g) ☐ YES ☐ NO
2. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

15. LIMITED RETAIL (CLUB) LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b):

(a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? ☐ YES ☐ NO

(b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? ☐ YES ☐ NO

(c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? ☐ YES ☐ NO

(d) Has the club been in continuous operation for a period of not less than one (1) year? ☐ YES ☐ NO

(e) Has the club received twenty-five dollars ($25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? ☐ YES ☐ NO

(f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? ☐ YES ☐ NO

(g) Have you filed a true copy of your bylaws with this application? ☐ YES ☐ NO

(h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached) ☐ YES ☐ NO

REQUIRED ATTACHMENTS:

☒ A statement indicating the financial condition and financial stability of the applicant W.S. 12-4-102 (a) (vi).

☒ Restaurants: include a drawing of the establishment that includes the dispensing room(s) W.S. 12-4-410 (f).

☐ Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a) (iii)/ W.S. 12-4-403(b)/W.S. 12-4-301(e).

☒ If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer W.S. 12-4-601 (b).

OATH OR VERIFICATION

*(Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers.) W.S. 12-4-102(b)*

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)
) SS.
COUNTY OF Sheridan *)*

Signed and sworn to before me on this 14 day of September, 2018, that the facts alleged in the foregoing instrument are true by the following:

	(Signature)	(Printed Name)	Title
1)	Andrew T Layton	Andrew Layton	Managing Member
2)			
3)			
4)			
5)			
6)			

RENAE K. MORRIS NOTARY PUBLIC COUNTY OF SHERIDAN STATE OF WYOMING MY COMMISSION EXPIRES NOV. 14, 2021

Witness my hand and official seal:

Renae K Morris
Signature of Notary Public

(SEAL)

My commission expires: Nov 14, 2021

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION
Wyoming Resorts LLC

6.

True and Correct Name	Date of Birth	Residence Address No & Street City, State & Zip	Residence Phone Number	No of Years in Corp or LLC	% of Coprorate Stock Held	Have you been Convicted of a felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
Andrew Layton	10/27/1955	14127 Farmview Lane NE Bainbridge Island, WA 98110	(206) 842-2711	10	47.70%	No √	No √
John Power	8/16/1962	282 Pilots Reach, The Sea Ranch CA 95497	(707) 775-1001	10	16.67%	No √	No √
Dave Brown	12/27/1962	10575 Morning Lane NE, Bainbridge Island WA 98110	(206) 855-9726	0	16.67%	No √	No √
Tom Perilstein	8/13/1956	12005 Arrow Point Drive, Bainbridge Island WA 98110	(206) 842-9042	0	16.67%	No √	No √
Patrick Layton	12/24/1987	90 Parker Ave #305, San Francisco CA 94118	(206) 963-8367	0	2.30%	No √	No √

WYOMING RESORTS LLC
Retail License

Legal Description

612 Main Street, Sheridan WY 82801

ALL LOTS 5-12, BLOCK 39, SHERIDAN LAND CO

FORM OF ASSIGNMENT

Sheridan Ventures LLC, dba Best Western Sheridan Center, ("Assignor") agrees to assign it's interest in the Retail Liquor License, (Local license number 19) to Wyoming Resorts LLC, dba Best Western Sheridan Center ("Assignee").

Transfer of ownership is subject to approval by the City of Sheridan

.
DATED this 14th day of September , 2018.

ASSIGNOR:

By: Andrew T Swayton
Sheridan Ventures LLC

ASSIGNEE:

By: Andrew T Swayton
Wyoming Resorts LLC

Pinnacle Bank

September 12, 2018

City of Sheridan
Cecilia Good
55 Grinnell Plaza, 3rd Floor
Sheridan WY 82801

RE: Wyoming Resorts LLC
Liquor License

Dear Ms. Good:

Please be advised that Pinnacle Bank – Wyoming has reviewed the financial condition of Wyoming Resorts LLC and is satisfied that the entity is in good and stable financial standing.

Thank you.

Sincerely,

Minnie L. Miller
Market President

EQUAL HOUSING LENDER

MEMBER FDIC

PO Box 1369
125 South 5th Street
Thermopolis, Wyoming 82443

PHONE: 307.864.5555
FAX: 307.864.5705
wypinnbank.com

CITY OF SHERIDAN, WYOMING

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

Mayor Roger Miller City Administrator Mark Collins

LIQUOR LICENSE OPERATION PLAN

Name as it appears on license: Wyoming Resorts LLC

Common Name (doing business as): Main Street Tavern / Best Western Sheridan Center

Street Address: 612 N Main street Sheridan Wy 82801

Phone #: (307) 674-7421

Type of License (circle): (Retail) Limited Restaurant Bar & Grill

Hours of Operation

Our planned hours of operation are: Mon – Sun 3pm - 10pm / Extended ours for special events and popular sports broadcasts

Last call will be 30 **minutes before closing and last service will be** 20 **minutes before closing.**

Format

The premises will be operated as: A bar that sells alcoholic beverages supplemented with food served from food trucks and / or caterers and deliveries from restaurants with take-out food provisions

Include: **Nature of business**
(Bar)
Package Liquor
Restaurant

Regular Events
(Happy Hour)
Live Entertainment

Special Events
Competitions of Strength
Other Special Events

(All outside events require and Malt Beverage or Catering Permit)

Security/ Crowd Control/ Capacity Limits

The Official Capacity limit for our business is:

CITY OF SHERIDAN, WYOMING

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

Mayor Roger Miller City Administrator Mark Collins

150 Occupants.

In order to comply with our capacity limits we shall:
Conduct a headcount of customers in the bar during regular business hours and special events

We shall maintain peace and order in and around our business by:
Having TIPS trained employees, staff to notify law enforcement immediately if potential problems arise. Staff will ID customers who appear to be under the age of 30.

Rules of the establishment shall be enforced by:
Hotel Manager/s or Bar Manager

Alcohol Management

To comply with laws regarding alcoholic and malt beverages, including the use of eighteen (18) to twenty (20) year old servers in restaurants if applicable, our establishment will:
Allow only TIPs certified employees who receive TIPS training within 60 days of employment to serve alcohol. TIPS log to be

Signature of License Holder
Andrew T Layton

Date
9-14-2018

Printed Name
Andrew Layton

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:	Approval of the New Application for Satellite Permit #4 - Weston Fine Spirits at 122 N. Main Street - City Clerk Cecilia Good
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	11/07/2018

Background:

The license transfer application below has been reviewed by the State and the Sheridan Police Department for completion. The application meets all requirements of State Statute and City Ordinance.

This license will operate in alongside Weston Wineries, but will be a separate entity. There will be two point of sale systems and cash registers where wine sales will be under Weston Wineries register and sales for spirits will be under Vanatta Fine Liquor.

Attachments

New Application for Satellite Distillery License #4

WLD-31 (4/17)

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:		
Trf from:		
Reviewer:	Initials	Date
Agent:		/ /
Chief:		/ /

To be completed by City/County Clerk

Local License #: 4

License Fees
Annual Fee: $
Prorated Fee: $ 17.00
Transfer Fee: $
Publishing Fee: $ 90.00

Date filed with clerk: 10 / 16 / 2018

Advertising Dates: (2 Weeks)
10/24/2018 & 10/31/2018

Hearing Date: 11 / 19 / 2018

Publishing Fee Direct Billed to Applicant: ☐

License Term: 11 / 19 / 2018 (Month / Day / Year) Through 12 / 31 / 2018 (Month / Day / Year)

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: VANATTA FINE LIQUOR LLC

Trade/Business Name (dba): WESTON FINE SPIRITS

Building to be licensed/Building Address: 122 N MAIN ST (Number & Street)

SHERIDAN (City) WY (State) 82801 (Zip) SHERIDAN (County)

Mailing Address: 1 STEVENSON RD (Number & Street or P.O. Box)

LARAMIE (City) WY (State) 82070 (Zip)

Business Telephone Number: (307) 274-0333 Fax Number: (307) 240-2777

E-Mail Address: JESSICA@WESTONVENTURESINC.COM

Brief legal description and the zoning of the licensed building or site for licensed building: W.S. 12-4-102 (a) (vi)

LOT 13, BLOCK 2, ORIGINAL TOWN OF SHERIDAN, WY

FILING FOR
- ☒ NEW LICENSE
- ☐ TRANSFER OF LOCATION
- ☐ TRANSFER OWNERSHIP
- ☐ ASSIGNMENT LETTER ATTACHED

FORMERLY HELD BY:

FILING IN (CHOOSE ONLY ONE)
- ☐ CITY OF: SHERIDAN
- ☐ COUNTY OF: SHERIDAN

FILING AS (CHOOSE ONLY ONE)
- ☐ INDIVIDUAL
- ☐ PARTNERSHIP
- ☐ LP/LLP
- ☒ LLC
- ☐ CORPORATION
- ☐ LTD PARTNERSHIP
- ☐ ORGANIZATION
- ☐ OTHER

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

RETAIL LIQUOR LICENSE
- ☐ ON-PREMISE ONLY (BAR)
- ☐ OFF-PREMISE ONLY (PACKAGE STORE)
- ☐ COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)

- ☐ RESTAURANT LIQUOR LICENSE
- ☐ RESORT LIQUOR LICENSE
- ☐ BAR AND GRILL

LIMITED RETAIL (CLUB)
- ☐ VETERANS CLUB
- ☐ FRATERNAL CLUB
- ☐ GOLF CLUB
- ☐ SOCIAL CLUB

- ☐ MICROBREWERY
- ☐ WINERY
- ☒ DISTILLERY SATELLITE
- ☐ WINERY SATELLITE
- ☐ COUNTY RETAIL or SPECIAL MALT BEVERAGE PERMIT

SPECIAL DESIGNATIONS
- ☐ CONVENTION FACILITY
- ☐ CIVIC CENTER/EVENT CENTER/ PUBLIC AUDITORIUM
- ☐ GOLF CLUB
- ☐ GUEST RANCH
- ☐ RESORT

To Assist the Liquor Division with scheduling inspections: **WHEN DO YOU OPERATE?**

☒ FULL TIME (e.g. Jan through Dec) — (specify months of operation) from JANUARY to DECEMBER

☐ SEASONAL/PART-TIME — DAYS OF WEEK (e.g. Mon through Sat) from TUESDAY to SATURDAY

☐ NON-OPERATIONAL/PARKED — HOURS OF OPERATION (e.g. 10a - 2a) from 12:00 PM to 10:00 PM

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 6

1. BUILDING OWNERSHIP: Does the applicant? W.S. 12-4-103 (a) (iii)

(1) **OWN** the licensed building? ☐ YES (own)

(2) **LEASE** the licensed building? (Lease must be through the term of the liquor license) ☒ YES (lease)

If Yes, please submit a copy of the lease and indicate:

(A) When the lease expires, located on page 1 paragraph 3 of lease.

(B) Where the **Sales** provision for alcoholic or malt beverages is located, on page 2 paragraph 8 of lease. (MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601 (b) ☐ YES ☒ NO

3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403

   (a) Hold any interest in the license applied for? ☐ YES ☒ NO

   (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business? ☐ YES ☒ NO

   (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☐ YES ☒ NO

   (d) If you answered **YES** to any of the above, explain fully and submit any documents in connection there within:

   _____

4. Does the applicant have any interest or intent to acquire an interest in any other liquor license issued by **this** licensing authority? W.S. 12-4-103 (b) ☐ YES ☒ NO

   If "YES", explain: _____

5. **If applicant is filing as an Individual, Partnership or Club:** W.S. 12-4-102 (a) (ii) & (iii)

   Each individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip ***DO NOT LIST PO BOXES***	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application.)

6. **If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership:** W.S. 12-4-102 (a) (iv) & (v)

   Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, **and every officer**, **and every director** must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip ***DO NOT LIST PO BOXES***	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
ROBERT VANATTA	3/08/1988	1930 KOUNTZ AVE	307.257.0647	5.9 YRS	91%	YES ☐ NO ☒	YES ☐ NO ☒
WESTON VENTURES INC.	5/6/2011	1 STEVENSON RD LARAMIE, WY 82070	307.274.0333	0.5 YRS	9% OF VANATTA FINE LIQUOR LLC	YES ☐ NO ☒	YES ☐ NO ☒
JESSICA L. FLEENOR	2/6/1985	1 STEVENSON RD LARAMIE, WY 82070	307.274.0333	0.5 YRS	100% OF WESTON VENTURES INC.	YES ☐ NO ☒	YES ☐ NO ☒
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application)

7. BAR AND GRILL LICENSE:

Have you submitted a valid food service permit or application? W.S. 12-4-413 (a) ☐ YES ☐ NO

8. RESTAURANT LICENSE:

(a) Give a description of the dispensing room(s) and state where it is located in the building. W.S. 12-4-408 (b) (e.g. 10 x 12 room in SE corner of building):_____

_____

(b) Have you submitted a valid food service permit or application? W.S. 12-4-407 (a) ☐ YES ☐ NO

(c) Have you attached a drawing of the establishment that includes the restaurant dispensing room(s)? W.S. 12-4-410 (f) ☐ YES ☐ NO

9. RESORT LICENSE:

Does the resort complex:

(a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars ($1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) ☐ YES ☐ NO

(b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) ☐ YES ☐ NO

(c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) ☐ YES ☐ NO

(d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars ($10,000,000.00)? W.S. 12-4-401(b)(iv) ☐ YES ☐ NO

(e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)

1. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

10. MICROBREWERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ WINERY

(b) Do you self distribute your products? W.S. 12-2-201(a) (Requires wholesaler license with the Liquor Division) ☐ YES ☐ NO

(c) Do you distribute your products through an existing malt beverage wholesaler? W.S. 12-2-201(g)(i) (Requires authorization to sell license with the Liquor Division) ☐ YES ☐ NO

11. WINERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ MICROBREWERY

12. LIMITED RETAIL (CLUB) LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

(a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO

(b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO

13. LIMITED RETAIL (CLUB) LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

(a) Does the Veteran's organization hold a charter by the Congress of the United States? ☐ YES ☐ NO

(b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? ☐ YES ☐ NO

14. LIMITED RETAIL (CLUB) LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):

(a) Do you have more than fifty (50) bona fide members? ☐ YES ☐ NO

(b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? ☐ YES ☐ NO

(c) Are you a political subdivision of the state that owns, maintains, or operates a golf course? ☐ YES ☐ NO

1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g) ☐ YES ☐ NO
2. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

15. LIMITED RETAIL (CLUB) LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b):

(a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? ☐ YES ☐ NO

(b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? ☐ YES ☐ NO

(c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? ☐ YES ☐ NO

(d) Has the club been in continuous operation for a period of not less than one (1) year? ☐ YES ☐ NO

(e) Has the club received twenty-five dollars ($25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? ☐ YES ☐ NO

(f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? ☐ YES ☐ NO

(g) Have you filed a true copy of your bylaws with this application? ☐ YES ☐ NO

(h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached) ☐ YES ☐ NO

REQUIRED ATTACHMENTS:

☒ A statement indicating the financial condition and financial stability of the applicant W.S. 12-4-102 (a) (vi).

☐ Restaurants: include a drawing of the establishment that includes the dispensing room(s) W.S. 12-4-410 (f).

☒ Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a) (iii)/ W.S. 12-4-403(b)/W.S. 12-4-301(e).

☐ If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer W.S. 12-4-601 (b).

OATH OR VERIFICATION

*(Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers.) W.S. 12-4-102(b)*

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)
) SS.
COUNTY OF Sheridan *)*

Signed and sworn to before me on this 2 day of October, 2018 that the facts alleged in the foregoing instrument are true by the following:

	(Signature)	(Printed Name)	Title
1)	Jessica L. Fleenor	Jessica L. Fleenor	President of Member
2)			
3)			
4)			
5)			
6)			

Witness my hand and official seal:

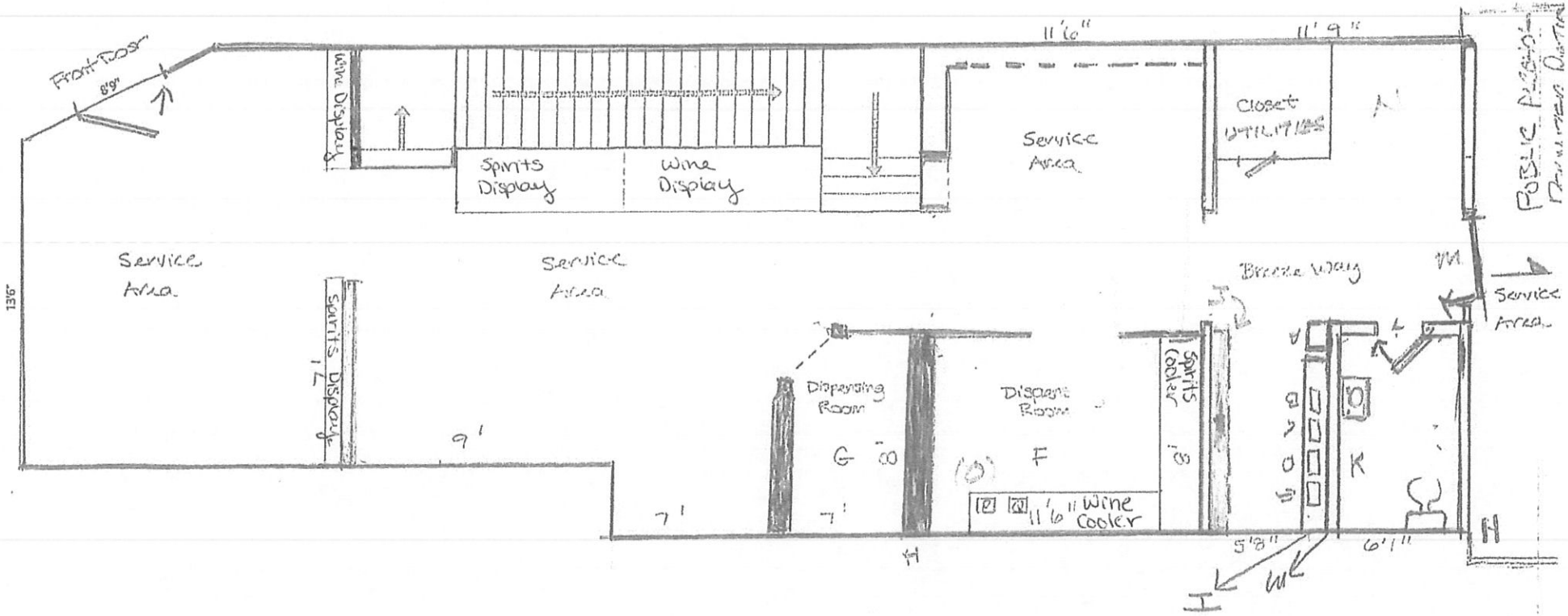
Renae K. Morris
Signature of Notary Public

(SEAL)

RENAE K. MORRIS NOTARY PUBLIC COUNTY OF SHERIDAN STATE OF WYOMING MY COMMISSION EXPIRES NOV. 14, 2021

My commission expires: Nov 14, 2021

WESTON WINERIES
SHERIDAN TASTING ROOM
WHEN PRINTED ON 11 X 17": SCALE 1/4" = 1'



A. Service Hand Sink
B. Dump Sink
C. Wash Sink
D. Rinse Sink
E. Sanitize Sink
F. Dispensing Room for Wine & Cider
G. Over 21 Area
H. Granite Bar Top

I. Glass Racks for Air Drying (Min. 40 glasses)
J. Dirty Glass Holders
K. Public Unisex Restroom
L. Door with Appropriate ADA Door Closures
M. Customer Access to Back Patio; Includes Screen Door
N. Wine & Employee Personal Item Storage
O. Linoleum flooring; plastic cove base
P. Winery Cash Register / POS
Q. Distillery Cash Register / POS

CITY OF SHERIDAN, WYOMING

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

Mayor Roger Miller City Administrator Mark Collins

LIQUOR LICENSE OPERATION PLAN

Name as it appears on license: VANATTA FINE LIQUOR LLC

Common Name (doing business as): WESTON FINE SPIRITS

Street Address: 122 N MAIN ST, SHERIDAN, WY 82801

Phone #: 307.274.0333

Type of License (circle): **Retail** **Limited** **Restaurant** **Bar & Grill** (Distillery Satellite)

Hours of Operation

Our planned hours of operation are:
HOURS CHANGE SEASONALLY, BUT TYPICAL HOURS TUESDAY - SATURDAY 12P - 10P

Last call will be 30 **minutes before closing and last service will be** 15 **minutes before closing.**

Format

The premises will be operated as:
SPIRITS TASTING ROOM IN CORRIDINATION WITH WESTON WINERIES WINE TASTING ROOM

Include:	Nature of business	Regular Events	Special Events
	Bar	Happy Hour	Competitions of Strength
	Package Liquor	Live Entertainment	Other Special Events
	Restaurant	SPIRITS TASTING ROOM	

(All outside events require and Malt Beverage or Catering Permit)

Security/ Crowd Control/ Capacity Limits

The Official Capacity limit for our business is:

CITY OF SHERIDAN, WYOMING

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

Mayor Roger Miller City Administrator Mark Collins

49 people

In order to comply with our capacity limits we shall:

Conduct a head count of customers in the tasting room during regular business hours and during special events.

We shall maintain peace and order in and around our business by:

All servers will be Tips trained and advised to ID any patron who appears under 40 years of age.

Should an incident arise, staff will notifiy law enforcement as soon as possible. Staff will encourage patrons who appear intoxicated to ride home with a friend, or take an Uber/taxi or safe ride program.

Rules of the establishment shall be enforced by:

The contracted tasting room manager.

Alcohol Management

To comply with laws regarding alcoholic and malt beverages, including the use of eighteen (18) to twenty (20) year old servers in restaurants if applicable, our establishment will:

Be TIPS trained or utilize other WLD approved alcohol training program certification and if not already certified become so within 45 days of start date. A log of all certifications will be kept in a 3-ring binder for inspection by licensing agents at the register.

Jessica L. Fleenor

Signature of License Holder

09/26/2018

Date

Jessica L. Fleenor, Member

Printed Name

Anthony L Tarver
Vice President Commercial Lending
Sr. Business Relationship Manager

Sheridan Business Banking
424 N Main St
Sheridan, WY 82801

Tel: 307 675 2862
Fax: 307 675 1146
Cell: 307 752 4059
anthony.l.tarver@wellsfargo.com

October 2, 2018

To: Wyoming Liquor Division

RE: Credit Reference Letter for:

Vanatta Fine Liquor, LLC
122 N Main St
Sheridan, WY 82801

To Whom It May Concern:

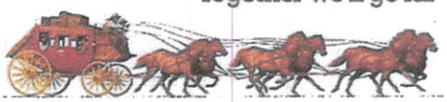
Vanatta Fine Liquor, LLC has a banking relationship with Wells Fargo Bank in Sheridan. Wyoming. All accounts have been handled as agreed and are in good standing.

If further information is required, please contact this office at (307)752-4059.

Sincerely,

Anthony Tarver
Senior Business Relationship Manager
Wells Fargo Bank, N.A.
Office: 307-675-2862
Cell: 307-752-4059

Together we'll go far



COMMERCIAL SHARED SUB-LEASE AGREEMENT
122 North Main Street
Sheridan, Wyoming 82801

WHEREAS "LESSOR," **307 Holdings, LLC**, or their assigns, agrees to lease the real property located at 122 N Main St, Sheridan, Wyoming, 82801, Sheridan County, Wyoming, the legal description of which is the North 22 feet of the South 27 feet of Lot 13, in Block 2 of the Original Town of Sheridan, Sheridan County, Wyoming, according to the reported plat thereof, to "LESSEE" **Vanatta Fine Liquor, LLC**, or it's assigns, under the following terms.

1. LESSOR and LESSEE are limited liability companies organized under the laws of the State of Wyoming and each of LESSOR and LESSEE represents and warrants that it is in good standing under the laws of the State of Wyoming and has full power and authority to enter into this Commercial Lease Agreement (hereinafter the "Lease").

2. PROPERTY. The LESSOR leases to LESSEE Property hereby referred to as "122 N Main St", the legal description of which is: the North 22 feet of the South 27 feet of Lot 13, in Block 2 of the Original Town of Sheridan, Sheridan County, Wyoming, according to the reported plat thereof. This includes the attached west outside courtyard including the fence attached to the west entrance onto the property, as well as all improvements, and the appurtenances.

   LESSEE acknowledges and agrees this premises is also leased to Weston Wineries LLC and that the two entities will share this leased premises according to their own drafted "Joint Tasting Room Standard Operating Agreement.

3. TERM AND RENEWAL. The term of this Lease is 2.5 years beginning on October 1, 2018 and ending March 31, 2020. Should LESSEE fail to give written notice to LESSOR of LESSEE'S intent to vacate on or before March 31, 2020, this Lease shall automatically renew for a period of 2 years beginning on April 1, 2020 and ending on March 31, 2022.

4. RENTAL AMOUNT. LESSEE agrees to pay LESSOR:
   [redacted] per month for both terms of this lease

   Monthly rent payments are due on the 1st of each month. Beginning the 15th of each month, LESSEE will be charged $25 per day for each day the monthly rental payment is late, not to exceed $750 (Seven Hundred Fifty Dollars) per monthly payment in late fees. If the current rent due plus any late fees charged is not paid by the last day of the month the rent is due, LESSOR may begin the due process to terminate the Lease pursuant to Wyoming Statutes.

5. SECURITY DEPOSIT. LESSOR acknowledges LESSEE will not pay a security deposit.

6. REMODEL AND IMPROVEMENTS. LESSOR and LESSEE acknowledge significant remodel and improvements must be completed to maximize financial feasibility of the Property and the business which reside within. LESSEE acknowledges that all structural improvements of remodel would remain with the

building if Lease is terminated. LESSEE acknowledges all improvements requiring governmental approval must also be approved by LESSOR. No reasonable request for alteration and remodel will be denied. LESSOR'S approval process may take into consideration financial feasibility, value of the Property and how the proposed alteration and remodel will affect the value of the Property, and local regulatory matters.

7. USE. LESSEE will be solely responsible for keeping all outside areas clean and in presentable condition and for maintaining current county licensing.

8. LEASE PROVISION. LESSOR acknowledges and agrees that LESSEE may sell alcoholic or malt beverage on the Property in accordance with W.S. 12-4-103 (a) (iii). LESSEE'S license is not held by any person employed by the state or a city, town or county as a law enforcement officer or who holds office as a law enforcement officer through election.

9. CONFIDENTIALITY AND SECURITY. LESSOR agrees and understands that tenants of the Property shall have confidential business and/or client information on the Property. LESSOR agrees that it will hold in strictest confidence any and all information it may obtain while on the Property, whether obtained accidentally or purposefully. LESSEE shall ensure that any employee, sub-lessee, or other party under its control will be held to the same standards of confidentiality and shall be held liable for any and all damages incurred by breaching such confidentiality. In addition, LESSOR acknowledges the importance of confidentiality and security and agrees to take reasonable steps to ensure the confidentiality and security of LESSEE'S business information and affairs. Nothing herein, however, shall affect LESSOR'S right to enforce its remedies under this Lease in the event of a default by LESSEE.

10. WASTE AND HAZARDOUS ACTIVITIES. LESSEE shall not commit or suffer to be committed any waste on the Property, nor shall LESSEE permit the Property to be used in any way which would be hazardous on account of fire, toxic chemicals or anything else which would in any way increase or render void any insurance on the Property.

11. SIGNS AND AWNINGS. LESSEE has the right to choose/regulate all signs and awnings on the building exterior with prior approval from LESSOR. All signs shall comply with the County of Sheridan sign laws and codes and shall be installed in a manner to avoid injury or defacement of the Property. Upon the expiration or sooner termination of this Lease , all signs placed by the LESSEE shall be removed and all damage caused by the erection, maintenance or removal of any of the signs shall be fully repaired at the expense of the LESSEE. All awnings shall remain on the Property and shall not be removed by LESSEE. All signage lighting installed by LESSEE shall conform to the County of Sheridan laws and codes.

12. UTILITIES. LESSEE will be responsible for electricity, gas, water, sewage, telephone, internet, or cable television service and other utilities as they pertain to the this Lease. LESSEE shall be responsible for the payment of utility services beginning as of April 1, 2019.

13. PROPERTY TAX. LESSOR's LESSOR will be responsible for property taxes, as well as any property taxes prorated as of April 1, 2019.

14. REPAIRS AND MAINTENANCE. LESSEE and LESSOR agree as follows:

    a. By accepting possession of the Property, LESSEE has accepted the Property in its present condition. LESSOR warrants Property is free of dangerous material and is structurally sound as of April 1, 2019.

    b. LESSOR shall maintain in good repair the structural exterior of the property, including but not limited to, structural components of the roof, exterior walls, and foundations. In the event repairs of the above or any uninsured casualty occurs LESSOR shall only be responsible for the first $100,000.00, thereafter LESSEE may pay (but not obligated to) for the additional costs of said repair or give notice to LESSOR of Intend to cancel in 30 days, thereafter this agreement is

cancelled in 30 days. LESSOR shall be responsible for maintenance and repair of all electrical, utility, and plumbing to the building from point of connection of utility sources to the leased Property, this includes connections to and repair of leech field or septic system. LESSOR shall also be responsible for removal, containment or other elimination of any harmful, hazardous, toxic material including, but not limited to, asbestos, lead paint, and radon gas, if it becomes mandatory by law, regulation or order and if these items were on property (premises) prior to April 1, 2015. During the term hereof, LESSEE shall give LESSOR written notice of the necessity for such repairs.

c. LESSEE agrees to maintain and be responsible for repair costs (including replacements) of all elements of the Property (excluding the structural components of exterior walls and foundations and items listed in Section 16(b), above, including the interior of the Property, all plumbing (including overhead sprinkler system, if any) heating, air conditioning, ventilating, electrical and lighting facilities and equipment, wiring, fixtures, walls, wall coverings, ceilings, floors, windows, doors, glass, and entrances.

d. LESSEE will be responsible for keeping exterior and interior of Property in good, clean and habitable condition, including trash and snow removal.

e. LESSEE shall not allow any damage to be committed on any portion of the Property, and on termination of the Lease, LESSEE shall deliver the Property to LESSOR in good condition, ordinary wear and tear excepted. All structural upgrades to the Property are to remain upon termination of the Lease.

f. All requests for repairs or maintenance that are the responsibility of LESSOR pursuant to any provision of this Lease must be made in writing by LESSEE to LESSOR or its designee at the address set forth below or as amended in writing from time to time. LESSOR acknowledges the time sensitivity of repairs which will be high priority. A signed and dated receipt from 307 Holdings, LLC will be returned to LESSEE acknowledging receipt of request(s).

307 Holdings, LLC
P.O. Box 824
Sheridan, Wyoming 82801

15. COMPLIANCE WITH LAWS, RULES AND REGULATIONS. LESSEE, at its sole cost and expense, shall comply with all laws, ordinances, orders, rules and regulations of state, federal, municipal or other agencies or bodies having jurisdiction relating to the use, condition, re-facing and non-re-structural remodeling, and occupancy of the Property by LESSEE and/or its Sub-lessees including ADA compliance.

16. CONDEMNATION. If, during the Term, all or a substantial part of the Property are taken for any public or quasi-public use under any governmental law, ordinance or regulation, or by right of eminent domain or by purchase in lieu thereof, and the taking would prevent or materially interfere with the use of the Property for the purpose for which they are then being used, this Lease shall terminate and the Rent shall be abated for the remaining portion of the Term, effective on the earlier of (i) the date physical possession is taken by the condemning authority or (ii) the date on which it is impracticable for LESSEE to conduct its business on the Property.

17. FIRE AND CASUALTY. If fire or other casualty destroys the Property, whether such loss is total or partial, this Lease Agreement shall proceed and the rent shall be paid upon receipt of insurance proceeds. LESSEE shall be obligated, to the full extent of the insurance proceeds and other sums recovered, to return the Property to its former condition, unless parties mutually agree in writing to another use of the insurance proceeds.

If the Property cannot for any reason, be restored to its former condition, then either LESSEE or LESSOR may terminate this Lease Agreement by delivering written notice to the appropriate party. Upon such

termination, insurance proceeds shall be distributed to LESSOR.

18. PROPERTY AND LIABILITY INSURANCE. LESSEE agrees as follows:

    a. LESSEE shall maintain a policy or policies of insurance insuring LESSOR'S interest in the Property against all risk of direct physical loss in an amount equal to the full replacement cost of the Property and value of the building. LESSEE will pay any premiums on such insurance when due.

    b. LESSEE agrees to carry adequate public liability insurance in the minimum amount of $1,000,000.00 with a $1,000,000.00 aggregate which provides protection against any injuries or damages sustained by individuals in the Property including, but not limited to, all interior hallways, stairways, elevators, restrooms, lobbies, doorways, and any and all interior rooms; also to include all exterior stairways, doorways, sidewalks, and any and all exterior spaces whatsoever.

    c. LESSEE may maintain insurance covering personal property against all risk of direct physical loss in an amount equal to the full replacement cost of the property as of the date of the loss. LESSEE shall maintain insurance pertinent to the operation of a spirits tasting room as well as all other businesses named in the Lease.

    d. LESSEE shall provide LESSOR certificates of insurance evidencing coverage as described above upon each annual renewal of agreed upon term by the LESSOR. Insurance to name 307 Holdings, LLC.

19. QUIET ENJOYMENT. LESSOR warrants that it has full right to execute and perform this Lease, and grant the leasehold estate, and that LESSEE, upon timely payment of the rent and performing the terms, conditions, covenants and agreements contained in this Lease, shall peaceably and quietly have, hold and enjoy the Property during the term of the Lease. However, LESSOR shall not be responsible for the acts or omissions of LESSEE or any third parties that may interfere with LESSEE'S use and enjoyment of the Property.

20. LESSOR'S RIGHT OF ENTRY. LESSOR shall have the right to enter the Property after giving twenty-four hours' notice, except in case of emergency, due to the confidential and/or sensitive client, customer, and ongoing business material stored or otherwise kept on the Property, for inspection, cleaning, making repairs, alterations or additions as LESSOR and LESSEE may deem necessary or desirable, and/or to show prospective buyers the Property.

21. SUBLEASE. LESSEE shall have the right to sublease without prior written approval from the LESSOR. In the event of any subletting, LESSEE shall nevertheless at all times remain fully responsible and liable for the payment of rent and for compliance with all of the other obligations under this Lease.

22. LESSEE'S EQUIPMENT. LESSOR acknowledges that LESSEE holds leases for equipment and consulting agreements for spirits tasting room and other equipment that in the event that LESSEE is in default and LESSOR terminates this lease, LESSEE will remove and take all leased equipment and consulting agreements upon vacating the Property.

23. DEFAULT BY LESSEE. The following actions shall constitute default by LESSEE under this Lease:

    a. LESSEE shall fail to knowingly comply with any term, provision or covenant of this Lease (other than the timely payment of all payments due as per sub-paragraph above) and the failure is not cured within 30 days after written notice to LESSEE.

24. REMEDIES FOR LESSEE'S DEFAULT. Upon the occurrence of any event of default set forth in this Lease, LESSOR shall have the option, in its sole discretion, to pursue any one or more of the following

remedies per any notice or demand to LESSEE pursuant to Wyoming state eviction laws:

a. Terminate this Lease, in which event LESSEE shall surrender the Property to LESSOR and, if LESSEE fails to surrender the Property, LESSOR may, without prejudice to any other remedy which it may have for possession or arrearages in rent, enter upon and take possession of the Property by force, if necessary, and remove LESSEE and, except as otherwise provided in this Lease, any other person who may be occupying all or any part of the Property. LESSEE agrees to pay upon demand the amount of all loss and damage, which LESSOR may suffer limited to the intended use of the Property in this Lease.

b. Enter upon and take possession of the Property as described above, without liability for any claim for damages, re-rent the Property on behalf of LESSEE and receive directly the rent by reason of the re-renting. LESSEE agrees to pay LESSOR on demand any deficiency that may arise by reason of any re-renting of the Property.

c. Enter upon the Property as described above, and do whatever LESSEE is obligated to do under the terms of this Lease. LESSEE agrees to reimburse LESSOR on demand for any expenses that LESSOR may incur in effecting compliance with LESSEE'S obligations under this Lease. Further, LESSEE agrees that LESSOR shall not be liable for any damages resulting to LESSEE from effecting compliance with LESSEE'S obligations under this Subsection caused by the negligence of LESSOR or otherwise.

d. Take assignment of all Lease payments and deposits from LESSEE'S subleases or assignees to guarantee payment of the terms of this Lease.

25. ACTS OF GOD. LESSOR shall not be required to perform any covenant or agreement in this Lease or be liable in damages to LESSEE, so long as the performance or non-performance of the covenant or obligation is caused by or prevented by an act of God or force majeure.

26. ATTORNEYS' FEES. If either LESSOR or Lessee shall commence any Legal proceedings against the other with respect to any of the terms and conditions of this Lease the non-prevailing party shall pay to the other all expenses of the litigation, including reasonable attorney fees as may be fixed by the court having jurisdiction over this matter. The parties agree that the State of Wyoming is the proper jurisdiction for litigation of any natters relating to this Lease and Sheridan County is the proper venue for such litigation and service sent by certified mail to the address of the parties set forth in this Lease shall be adequate service for this litigation.

27. HOLDING OVER. In the event of holding over by LESSEE after the expiration or termination of the Lease, the hold over shall be as a tenant-at-will and all of the terms and provisions of this Lease shall be applicable during that period, except that LESSEE shall pay LESSOR, as rental for the period of such hold over, an amount equal to one and one-half times the rent which would have been payable by LESSEE had the hold over period been a part of the Lease term. LESSEE agrees to immediately vacate and deliver the Property to LESSOR upon LESSEE'S receipt of notice from LESSOR to vacate. The rent payable during the hold over period shall be payable to LESSOR on demand. No holding over by LESSEE, whether with or without consent of LESSOR, shall operate to extend the term of the Lease.

28. SUCCESSORS. This Lease shall be binding upon and inure to the benefit of LESSOR and LESSEE, and their respective heirs, executors, administrators, personal representatives, successors and assigns.

29. ASSIGNMENT. LESSEE may assign, directly or indirectly, all or part of its rights or obligations under this Agreement with prior written consent of LESSOR, which consent shall not be unreasonably withheld or delayed.

30. HOLD HARMLESS AND NON-LIABILITY. LESSEE shall indemnify, defend, and hold harmless LESSOR, its agents and any and all affiliates of LESSOR, from and against any and all claims arising from

LESSEE'S operations, contracts, improvements and repairs to the premises, including mechanic's / materialmen's liens and notices, and injury to persons, loss of life or damage to property occurring in or about the Property and from and against any and all cost, expenses, and liabilities (including without limitation, reasonable attorneys' fees) incurred by the LESSOR or said affiliates in or in connection with any claim or proceeding based thereon, to the extent such injury, loss of life or damage arises out of the negligence or willful act or failure to act of (a) LESSEE, or any of its officers, employees, agents, contractors, or licenses or (b) any visitors, guests, or invitees of LESSEE while on the Property.

31. MISCELLANEOUS. The captions appearing in this Lease are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of such section. If any provisions of this Lease shall be held to be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of this Lease, and such other provisions shall continue in full force and effect.

32. NOTICE.

    a. Rent and other payments required to be made by LESSEE shall be payable to LESSOR from time to time into an account designated in writing by LESSOR, as amended from time to time.

    b. Any notice or document required or permitted to be delivered by this Lease shall be deemed to be delivered (whether or not actually received) when deposited in the United States mail, postage prepaid, certified mail, return receipt requested, addressed to the parties at the respective addresses set below. A signed and dated receipt from the receiving party will be returned to the sending party acknowledging receipt of notice.

LESSOR:
307 Holdings, LLC
P.O. Box 824
Sheridan, Wyoming 82801

LESSEE:
Vanatta Fine Liquor, LLC
1 Stevenson Rd
Laramie, WY 82070

33. ENTIRE AGREEMENT AND LIMITATION OF WARRANTIES. It is expressly agreed by LESSEE, as a material consideration for the execution of this Lease, that this Lease and associated documents are the entire agreement of the parties; that there are and were no verbal representations, warranties, understandings, stipulations, agreements or promises pertaining to this Lease not incorporated in writing in the Lease. LESSOR and LESSEE expressly agree that there are and shall be no implied warranties of

merchantability, habitability, fitness for a particular purpose or any other kind arising out of this Lease and there are no warranties which extend beyond those expressly set forth in this Lease. It is also agreed that this Lease may not be altered, waived, amended or extended except by an instrument in writing signed by both LESSOR and LESSEE.

Signed effective September 26, 2018

LESSOR:

307 HOLDINGS, LLC

BY: James "Butch" L. Jellis DATE: 09/26/2018
James "Butch" L. Jellis, Member

LESSEE:

VANATTA FINE LIQUOR, LLC

BY: Jessica L. Fleenor DATE: 09/26/2018
Jessica L. Fleenor, Member

WITNESS:

BY: John B. Harrison DATE: 09/26/2018

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:	Approval of the Transfer of Ownership for Best Western Resort License #2 - City Clerk Cecilia Good
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	11/07/2018

Recommendation:

Staff recommends that Mayor and Council approve the transfer of Resort License #2. This transfer is exchanging entities between the Retail License #19 and Resort License #2 held at the same location as an effort to correct a mistake made upon the original transfer.

Background:

The license transfer application below has been reviewed by the State and the Sheridan Police Department for completion. The application meets all requirements of State Statute and City Ordinance. This transfer will be made effective for the new licensing term 1/1/2019 to 12/31/2019.

Attachments

Transfer Application - Resort License #2

WLD-31 (4/17)

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:		
Trf from:		
Reviewer:	Initials	Date
Agent:		/ /
Chief:		/ /

To be completed by City/County Clerk

Local License #: 2

License Fees
Annual Fee: $_____.____
Prorated Fee: $_____.____
Transfer Fee: $ 100 .00
Publishing Fee: $ 90 .00

Date filed with clerk: 9 / 19 / 2018

Advertising Dates: (2 Weeks) 10/3/2018 & 10/10/2018

Hearing Date: 10 / 15 / 2018

Publishing Fee Direct Billed to Applicant: ☐

License Term: 1 (Month) / 1 (Day) / 2019 (Year) Through 12 (Month) / 31 (Day) / 2019 (Year)

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: Sheridan Ventures LLC

Trade/Business Name (dba): Best Western Sheridan Center.

Building to be licensed/Building Address: 612 N Main Street (Number & Street)
Sheridan (City) WY (State) 82801 (Zip) _____ (County)

Mailing Address: 612 N Main Street (Number & Street or P.O. Box)
Sheridan (City) WY (State) 82801 (Zip)

Business Telephone Number: (307) 674-7421 Fax Number: (307) 672-6250

E-Mail Address: _____

Brief legal description and the zoning of the licensed building or site for licensed building: W.S. 12-4-102 (a) (vi)
See Attached Legal Description

FILING FOR
☐ NEW LICENSE
☐ TRANSFER OF LOCATION

FILING IN (CHOOSE ONLY ONE)
☒ CITY OF: Sheridan
☐ COUNTY OF: _____

FILING AS (CHOOSE ONLY ONE)
☐ INDIVIDUAL
☐ PARTNERSHIP
☐ LP/LLP
☒ LLC
☐ CORPORATION
☐ LTD PARTNERSHIP
☐ ORGANIZATION
☐ OTHER _____

☒ TRANSFER OWNERSHIP ☒ ASSIGNMENT LETTER ATTACHED
FORMERLY HELD BY: Wyoming Resorts LLC

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

RETAIL LIQUOR LICENSE
☐ ON-PREMISE ONLY (BAR)
☐ OFF-PREMISE ONLY (PACKAGE STORE)
☐ COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)

☐ RESTAURANT LIQUOR LICENSE
☒ RESORT LIQUOR LICENSE
☐ BAR AND GRILL

LIMITED RETAIL (CLUB)
☐ VETERANS CLUB
☐ FRATERNAL CLUB
☐ GOLF CLUB
☐ SOCIAL CLUB

☐ MICROBREWERY
☐ WINERY
☐ DISTILLERY SATELLITE
☐ WINERY SATELLITE
☐ COUNTY RETAIL or SPECIAL MALT BEVERAGE PERMIT

SPECIAL DESIGNATIONS
☐ CONVENTION FACILITY
☐ CIVIC CENTER/EVENT CENTER/ PUBLIC AUDITORIUM
☐ GOLF CLUB
☐ GUEST RANCH
☐ RESORT

To Assist the Liquor Division with scheduling inspections: **WHEN DO YOU OPERATE?**

☒ FULL TIME (e.g. Jan through Dec)
(specify months of operation) from Jan to Dec

☐ SEASONAL/PART-TIME
DAYS OF WEEK (e.g. Mon through Sat) from Mon to Sun

☐ NON-OPERATIONAL/PARKED
HOURS OF OPERATION (e.g. 10a - 2a) from 3pm to 10pm

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 6

1. BUILDING OWNERSHIP: Does the applicant? W.S. 12-4-103 (a) (iii)

(1) **OWN** the licensed building? ☐ YES (own)

(2) **LEASE** the licensed building? (Lease must be through the term of the liquor license) ☒ YES (lease)

If Yes, please submit a copy of the lease and indicate:

(A) When the lease expires, located on page I paragraph II of lease.

(B) Where the **Sales** provision for alcoholic or malt beverages is located, on page 2 paragraph IV of lease.
(MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601 (b) ☐ YES ☒ NO

3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403

   (a) Hold any interest in the license applied for? ☐ YES ☒ NO

   (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business? ☐ YES ☒ NO

   (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☐ YES ☒ NO

   (d) If you answered **YES** to any of the above, explain fully and submit any documents in connection there within:

   _____

4. Does the applicant have any interest or intent to acquire an interest in any other liquor license issued by **this** licensing authority? W.S. 12-4-103 (b) ☐ YES ☒ NO

   If "YES", explain: _____

5. **If applicant is filing as an Individual, Partnership or Club:** W.S. 12-4-102 (a) (ii) & (iii)

   Each individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip *DO NOT LIST PO BOXES*	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application.)

6. **If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership:** W.S. 12-4-102 (a) (iv) & (v)

   Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, **and every officer**, **and every director** must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip *DO NOT LIST PO BOXES*	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
		See Attached				YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application)

7. BAR AND GRILL LICENSE:

Have you submitted a valid food service permit or application? W.S. 12-4-413 (a) ☐ YES ☐ NO

8. RESTAURANT LICENSE:

(a) Give a description of the dispensing room(s) and state where it is located in the building. W.S. 12-4-408 (b) (e.g. 10 x 12 room in SE corner of building):_____

_____

(b) Have you submitted a valid food service permit or application? W.S. 12-4-407 (a) ☐ YES ☐ NO

(c) Have you attached a drawing of the establishment that includes the restaurant dispensing room(s)? W.S. 12-4-410 (f) ☐ YES ☐ NO

9. RESORT LICENSE:

Does the resort complex:

(a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars ($1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) ☒ YES ☐ NO

(b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) ☒ YES ☐ NO

(c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) ☒ YES ☐ NO

(d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars ($10,000,000.00)? W.S. 12-4-401(b)(iv) ☐ YES ☒ NO

(e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)

1. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

10. MICROBREWERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ WINERY

(b) Do you self distribute your products? W.S. 12-2-201(a) (Requires wholesaler license with the Liquor Division) ☐ YES ☐ NO

(c) Do you distribute your products through an existing malt beverage wholesaler? W.S. 12-2-201(g)(i) (Requires authorization to sell license with the Liquor Division) ☐ YES ☐ NO

11. WINERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ MICROBREWERY

12. LIMITED RETAIL (CLUB) LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

(a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO

(b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO

13. LIMITED RETAIL (CLUB) LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

(a) Does the Veteran's organization hold a charter by the Congress of the United States? ☐ YES ☐ NO

(b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? ☐ YES ☐ NO

14. LIMITED RETAIL (CLUB) LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):

(a) Do you have more than fifty (50) bona fide members? ☐ YES ☐ NO

(b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? ☐ YES ☐ NO

(c) Are you a political subdivision of the state that owns, maintains, or operates a golf course? ☐ YES ☐ NO

1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g) ☐ YES ☐ NO
2. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

15. LIMITED RETAIL (CLUB) LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b):

(a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? ☐ YES ☐ NO

(b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? ☐ YES ☐ NO

(c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? ☐ YES ☐ NO

(d) Has the club been in continuous operation for a period of not less than one (1) year? ☐ YES ☐ NO

(e) Has the club received twenty-five dollars ($25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? ☐ YES ☐ NO

(f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? ☐ YES ☐ NO

(g) Have you filed a true copy of your bylaws with this application? ☐ YES ☐ NO

(h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached) ☐ YES ☐ NO

REQUIRED ATTACHMENTS:

☐ A statement indicating the financial condition and financial stability of the applicant W.S. 12-4-102 (a) (vi).

☐ Restaurants: include a drawing of the establishment that includes the dispensing room(s) W.S. 12-4-410 (f).

☐ Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a) (iii)/ W.S. 12-4-403(b)/W.S. 12-4-301(e).

☐ If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer W.S. 12-4-601 (b).

OATH OR VERIFICATION

*(Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers.) W.S. 12-4-102(b)*

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)
) SS.
COUNTY OF Sheridan *)*

Signed and sworn to before me on this 14 day of September, 2018 that the facts alleged in the foregoing instrument are true by the following:

	(Signature)	(Printed Name)	Title
1)	Andrew Clayton	Andrew Clayton	Managing Member
2)			
3)			
4)			
5)			
6)			

RENAE K. MORRIS NOTARY PUBLIC COUNTY OF SHERIDAN STATE OF WYOMING MY COMMISSION EXPIRES NOV. 14, 2021

Witness my hand and official seal:

Renae K Morris
Signature of Notary Public

(SEAL)

My commission expires: Nov 14, 2021

SHERIDAN VENTURES LLC
Resort License

Legal Description

612 Main Street, Sheridan WY 82801

LOTS 13 & 14, BLOCK 40, LOTS 1,2 &18-22 OF BLOCK 49, LOTS 3-16 OF BLOCK 39 & LOT 3 OF BLOCK 38, SHERIDAN LAND CO ADDITION, CITY OF SHERIDAN

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION
Sheridan Ventures LLC

6.

True and Correct Name	Date of Birth	Residence Address No & Street City, State & Zip	Residence Phone Number	No of Years in Corp or LLC	% of Coprorate Stock Held	Have you been Convicted of a felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
Andrew Layton	10/27/1955	14127 Farmview Lane NE Bainbridge Island, WA 98110	(206) 842-2711	10	47.70%	No √	No √
John Power	8/16/1962	282 Pilots Reach, The Sea Ranch CA 95497	(707) 775-1001	10	16.67%	No √	No √
Dave Brown	12/27/1962	10575 Morning Lane NE, Bainbridge Island WA 98110	(206) 855-9726	0	16.67%	No √	No √
Tom Perilstein	8/13/1956	12005 Arrow Point Drive, Bainbridge Island WA 98110	(206) 842-9042	0	16.67%	No √	No √
Patrick Layton	12/24/1987	90 Parker Ave #305, San Francisco CA 94118	(206) 963-8367	0	2.30%	No √	No √

LEASE AGREEMENT

THIS AGREEMENT is entered into this day by and between Wyoming Resorts LLC, dba Best Western Center, ("Lessor") and Sheridan Ventures LLC, dba Best Western Sheridan Center ("Lessee"), and in consideration of the rents, covenants and agreements contained herein, the Lessor and Lessee wish to enter into this lease agreement, and do hereby agree as follows:

I.
PROPERTY DESCRIPTION

Pursuant to the terms of this agreement, Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the following real property (hereinafter the "leased premises"):

All of the property known as Best Western Sheridan Center Hotel excluding 1,963 square feet, including a 350 square foot alcohol dispensing area, in the southeast corner of the Best Western Center, 612 North Main Street, Sheridan, Wyoming

II.
TERM

The term of this lease shall commence on May 1, 2018, and shall continue for a period of ten (10) years. The lease shall be extended for periods of ten (10) years or as the parties may agree.

III.

RENTAL

Lessee agrees to pay, without demand, to Lessor as rent for the leased premises the sum of Ten Dollars ($10.00) per month in advance due on the first day of May, 2018, and the first day of each and every month thereafter for the Term of this lease.

IV.
SALE OF ALCOHOL

Lessee has the express authority to sell alcohol in the leased premises.
DATED this 14th day of September , 2018.

LESSOR:

By:_____
Wyoming Resorts LLC, dba Best Western Sheridan Center

LESSEE:

By:_____
Sheridan Ventures LLC

Pinnacle Bank

September 12, 2018

City of Sheridan
Cecilia Good
55 Grinnell Plaza, 3rd Floor
Sheridan WY 82801

RE: Sheridan Ventures LLC
Liquor License

Dear Ms. Good:

Please be advised that Pinnacle Bank – Wyoming has reviewed the financial condition of Sheridan Ventures LLC and is satisfied that the entity is in good and stable financial standing.

Thank you.

Sincerely,

Minnie L. Miller
Market President

FORM OF ASSIGNMENT

Wyoming Resorts LLC, dba Best Western Center, ("Assignor") agrees to assign it's interest in the Resort License, (Local license number 2) and Sheridan Ventures LLC, dba Best Western Sheridan Center ("Assignee").

Transfer of ownership is subject to approval by the City of Sheridan

.
DATED this 14th day of September , 2018.

ASSIGNOR:

By:_____
Wyoming Resorts LLC, dba Best Western Sheridan Center

ASSIGNEE:

By:_____
Sheridan Ventures LLC

CITY OF SHERIDAN, WYOMING

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

Mayor Roger Miller City Administrator Mark Collins

LIQUOR LICENSE OPERATION PLAN

Name as it appears on license: Sheridan Ventures LLC

Common Name (doing business as): Best Western Sheridan Center

Street Address: 612 N Main St, Sheridan WY 82801

Phone #: (307) 674 - 7421

Type of License (circle): Retail Limited Restaurant Bar & Grill Resort

Hours of Operation

Our planned hours of operation are:

Sunday Noon - 9pm extended hours for special events
Mon - Sat 11am - 10pm "

Last call will be 30 **minutes before closing and last service will be** 20 **minutes before closing.**

Format

The premises will be operated as:

Banquet Space for Weddings, business events, associations and organization meetings

Include:

Nature of business	Regular Events	Special Events
Bar	Happy Hour	Competitions of Strength
Package Liquor	Live Entertainment	Other Special Events
Restaurant		

(All outside events require and Malt Beverage or Catering Permit)

Security/ Crowd Control/ Capacity Limits

The Official Capacity limit for our business is:

CITY OF SHERIDAN, WYOMING

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

Mayor Roger Miller City Administrator Mark Collins

300 occupants

In order to comply with our capacity limits we shall:
Conduct a headcount during special events

We shall maintain peace and order in and around our business by:
TIPS certified employees, staff or designated security personnel will notify law enforcement as soon as potential problems arise
ID customers who appear to be 30 or under

Rules of the establishment shall be enforced by:
General Manager, bar Manager, banquet Manage

Alcohol Management

To comply with laws regarding alcoholic and malt beverages, including the use of eighteen (18) to twenty (20) year old servers in restaurants if applicable, our establishment will:
Only TIPS certified employees within 60 days of employment

Signature of License Holder
Andrew J Layton

Date
9/18/2018

Printed Name
Andrew Layton

Alcohol Server Education/Certification Log

Name of Employee	Date of Hire	Certification Number	Certification Date	Additional Training Received
Brian Bales	5/14/2018	4724977	2/7/2018	
Bruce Salyards	5/14/2018	466 5413	11/06/2017	
Charise Webb	5/14/2018	4665424	11/06/2017	
Julan Vela	5/14/2018	4665429	11/06/2017	
Tamara Jelly	5/14/2018	4579836	7/18/2017	

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:	Approval of the Transfer of Location for Gnehm Management, LLC Retail License #22 - City Clerk Cecilia Good
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	11/07/2018

Recommendation:

Staff recommends the approval of the transfer of location for Gnehm Management's Retail Liquor License #22 from 922 Coffeen Avenue to 635 Broadway.

Background:

The license transfer application below has been reviewed by the State and the Sheridan Police Department for completion. The application meets all requirements based off of State Statute and City Ordinance.

The new retail space will operate on a by-appointment basis with regular operating hours between 8:30 am to 11:30 am every Tuesday.

Attachments

Transfer Application - Gnehm Management

WLD-31 (4/17)

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:		
Trf from:		
Reviewer:	Initials	Date
Agent:		/ /
Chief:		/ /

To be completed by City/County Clerk

Local License #: 22

License Fees
Annual Fee: $ 100.00
Prorated Fee: $
Transfer Fee: $
Publishing Fee: $ 90.00

Date filed with clerk: 10 / 04 / 2018

Advertising Dates: (2 Weeks)
10/24/2018 & 10/31/2018

Hearing Date: 11 / 19 / 2018

Publishing Fee Direct Billed to Applicant: ☐

License Term: 01 (Month) / 01 (Day) / 2019 (Year) Through 12 (Month) / 31 (Day) / 2019 (Year)

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: Gnehm Management LLC

Trade/Business Name (dba): Gnehm Management LLC

Building to be licensed/Building Address: 635 Broadway (Number & Street)

Sheridan (City) WY (State) 82801 (Zip) Sheridan (County)

Mailing Address: 1674 Hillcrest Dr (Number & Street or P.O. Box)

Sheridan (City) WY (State) 82801 (Zip)

Business Telephone Number: (307) 655-5655 Fax Number: ( )

E-Mail Address: egnehm@gmail.com

Brief legal description and the zoning of the licensed building or site for licensed building: W.S. 12-4-102 (a) (vi)

WEST GLACIER PARK ADDITION BLOCK 2 LOT 03

FILING FOR
- ☐ NEW LICENSE
- ☒ TRANSFER OF LOCATION
- ☐ TRANSFER OWNERSHIP
- ☐ ASSIGNMENT LETTER ATTACHED

FORMERLY HELD BY:

FILING IN (CHOOSE ONLY ONE)
- ☒ CITY OF: Sheridan
- ☐ COUNTY OF:

FILING AS (CHOOSE ONLY ONE)
- ☐ INDIVIDUAL
- ☐ PARTNERSHIP
- ☐ LP/LLP
- ☒ LLC
- ☐ CORPORATION
- ☐ LTD PARTNERSHIP
- ☐ ORGANIZATION
- ☐ OTHER

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

RETAIL LIQUOR LICENSE
- ☐ ON-PREMISE ONLY (BAR)
- ☒ OFF-PREMISE ONLY (PACKAGE STORE)
- ☐ COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)

- ☐ RESTAURANT LIQUOR LICENSE
- ☐ RESORT LIQUOR LICENSE
- ☐ BAR AND GRILL

LIMITED RETAIL (CLUB)
- ☐ VETERANS CLUB
- ☐ FRATERNAL CLUB
- ☐ GOLF CLUB
- ☐ SOCIAL CLUB

- ☐ MICROBREWERY
- ☐ WINERY
- ☐ DISTILLERY SATELLITE
- ☐ WINERY SATELLITE
- ☐ COUNTY RETAIL or SPECIAL MALT BEVERAGE PERMIT

SPECIAL DESIGNATIONS
- ☐ CONVENTION FACILITY
- ☐ CIVIC CENTER/EVENT CENTER/ PUBLIC AUDITORIUM
- ☐ GOLF CLUB
- ☐ GUEST RANCH
- ☐ RESORT

To Assist the Liquor Division with scheduling inspections: **WHEN DO YOU OPERATE?**

- ☐ FULL TIME (e.g. Jan through Dec) (specify months of operation) from Jan to Dec
- ☒ SEASONAL/PART-TIME DAYS OF WEEK (e.g. Mon through Sat) from Mon to Sat
- ☐ NON-OPERATIONAL/PARKED HOURS OF OPERATION (e.g. 10a - 2a) from ____ to By appointment and on Tuesdays from 8:30 am to 11:30 am

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 6

1. BUILDING OWNERSHIP: Does the applicant? W.S. 12-4-103 (a) (iii)

(1) **OWN** the licensed building? ☐ YES (own)

(2) **LEASE** the licensed building? (Lease must be through the term of the liquor license) ☒ YES (lease)

If Yes, please submit a copy of the lease and indicate:

(A) When the lease expires, located on page 1 paragraph 2 of lease.

(B) Where the **Sales** provision for alcoholic or malt beverages is located, on page 1 paragraph 4 of lease. (MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601 (b) ☐ YES ☒ NO

3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403

   (a) Hold any interest in the license applied for? ☐ YES ☒ NO

   (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business? ☐ YES ☒ NO

   (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☐ YES ☒ NO

   (d) If you answered **YES** to any of the above, explain fully and submit any documents in connection there within:

   _____

4. Does the applicant have any interest or intent to acquire an interest in any other liquor license issued by **this** licensing authority? W.S. 12-4-103 (b) ☐ YES ☒ NO

   If "YES", explain: _____

5. **If applicant is filing as an Individual, Partnership or Club:** W.S. 12-4-102 (a) (ii) & (iii)

   Each individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip ***DO NOT LIST PO BOXES***	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application.)

6. **If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership:** W.S. 12-4-102 (a) (iv) & (v)

   Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, **and every officer**, **and every director** must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip ***DO NOT LIST PO BOXES***	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
Wendy K Gnehm	8/29/76	1674 Hillcrest Dr Sheridan, WY 82801	307-655-5655	6	51%	YES ☐ NO ☒	YES ☐ NO ☒
Edward W Gnehm III	10/30/74	1674 Hillcrest Dr Sheridan, WY 82801	307-655-5655	6	49%	YES ☐ NO ☒	YES ☒ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application)

7. BAR AND GRILL LICENSE:

Have you submitted a valid food service permit or application? W.S. 12-4-413 (a) ☐ YES ☐ NO

8. RESTAURANT LICENSE:

(a) Give a description of the dispensing room(s) and state where it is located in the building. W.S. 12-4-408 (b) (e.g. 10 x 12 room in SE corner of building):_____

_____

(b) Have you submitted a valid food service permit or application? W.S. 12-4-407 (a) ☐ YES ☐ NO

(c) Have you attached a drawing of the establishment that includes the restaurant dispensing room(s)? W.S. 12-4-410 (f) ☐ YES ☐ NO

9. RESORT LICENSE:

Does the resort complex:

(a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars ($1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) ☐ YES ☐ NO

(b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) ☐ YES ☐ NO

(c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) ☐ YES ☐ NO

(d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars ($10,000,000.00)? W.S. 12-4-401(b)(iv) ☐ YES ☐ NO

(e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)

1. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

10. MICROBREWERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ WINERY

(b) Do you self distribute your products? W.S. 12-2-201(a) (Requires wholesaler license with the Liquor Division) ☐ YES ☐ NO

(c) Do you distribute your products through an existing malt beverage wholesaler? W.S. 12-2-201(g)(i) (Requires authorization to sell license with the Liquor Division) ☐ YES ☐ NO

11. WINERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ MICROBREWERY

12. LIMITED RETAIL (CLUB) LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

(a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO

(b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO

13. LIMITED RETAIL (CLUB) LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

(a) Does the Veteran's organization hold a charter by the Congress of the United States? ☐ YES ☐ NO

(b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? ☐ YES ☐ NO

14. LIMITED RETAIL (CLUB) LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):

(a) Do you have more than fifty (50) bona fide members? ☐ YES ☐ NO

(b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? ☐ YES ☐ NO

(c) Are you a political subdivision of the state that owns, maintains, or operates a golf course? ☐ YES ☐ NO

1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g) ☐ YES ☐ NO
2. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

15. LIMITED RETAIL (CLUB) LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b):

(a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? ☐ YES ☐ NO

(b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? ☐ YES ☐ NO

(c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? ☐ YES ☐ NO

(d) Has the club been in continuous operation for a period of not less than one (1) year? ☐ YES ☐ NO

(e) Has the club received twenty-five dollars ($25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? ☐ YES ☐ NO

(f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? ☐ YES ☐ NO

(g) Have you filed a true copy of your bylaws with this application? ☐ YES ☐ NO

(h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached) ☐ YES ☐ NO

REQUIRED ATTACHMENTS:

☒ A statement indicating the financial condition and financial stability of the applicant W.S. 12-4-102 (a) (vi).

☐ Restaurants: include a drawing of the establishment that includes the dispensing room(s) W.S. 12-4-410 (f).

☒ Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a) (iii)/ W.S. 12-4-403(b)/W.S. 12-4-301(e).

☐ If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer W.S. 12-4-601 (b).

OATH OR VERIFICATION

*(Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers.) W.S. 12-4-102(b)*

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)
) *SS.*
COUNTY OF Sheridan)

Signed and sworn to before me on this 28 day of September 2018, 2018 that the facts alleged in the foregoing instrument are true by the following:

	(Signature)	(Printed Name)	Title
1)	Wendy Gnehm	Wendy K Gnehm	Owner
2)		Edward W Gnehm III	Owner
3)			
4)			
5)			
6)			

Witness my hand and official seal:

LOURDES WEIKEL
Notary Public - Wyoming
Sheridan County
My Commission Expires Nov 3, 2020

(SEAL)

Signature of Notary Public

My commission expires: 11-03-2020

Alcohol Server Education/Certification Log				
Name of Employee	Date of Hire	Certification Number	Certification Date	Additional Training Received
Edward Gachm	7/15/2012	4599463	8/10/2017	

LIQUOR LICENSE OPERATION PLAN

Name as it appears on license: Gaehm Management

Common Name (doing business as): ~~[illegible]~~ None

Street Address: 635 Broadway

Phone #: 307-655-5655

Type of License (circle): (Retail) Limited Restaurant Bar & Grill

Hours of Operation

Our planned hours of operation are: By appointment only.

Last call will be 0 **minutes before closing and last service will be** 0 **minutes before closing.** Will not serve on premises.

Format

The premises will be operated as: Operated as a ~~retail store~~ package liquor store pre-ordered and by appointment.

Include: Nature of business

- Bar
- (Package Liquor)
- Restaurant

Regular Events

- Happy Hour
- Live Entertainment

Special Events

- Competitions of Strength
- Other Special Events

(All outside events require and Malt Beverage or Catering Permit)

Security/ Crowd Control/ Capacity Limits

The Official Capacity limit for our business is:

N/A Do not expect more then 3 to 5 people at a time.

In order to comply with our capacity limits we shall:

Arrange appointments to maintain capacity.

We shall maintain peace and order in and around our business by:

By using rear entry door on train tracks side thereby limiting impacts on neighborhood.

Rules of the establishment shall be enforced by:

Owners.

Alcohol Management

To comply with laws regarding alcoholic and malt beverages, including the use of eighteen (18) to twenty (20) year old servers in restaurants if applicable, our establishment will:

no employ under 21 year olds.

Signature of License Holder 6/20/2018 **Date**

Edward Graham
Printed Name

LEASE

Lessor: Tomahawk Pipeline LLC
Lessee: Gnehm Management LLC

Leased Property: The East room with overhead door of 635 Broadway Sheridan, Wyoming.

Term: From May 1, 2018 to November 30, 2020.

Rent: One ($1) Dollar plus other good and valuable consideration

Purpose: The property shall be used for the retail sale of cases or large lots of liquor or malt beverages and to comply with all City and State laws for the use of Sheridan, Wyoming City Liquor License # 21. Lessee will not sale any liquor or malt beverages which are intended to be consumed on the property.

Indemnity: Lessee shall indemnify Lessor and owner from all liability, loss or other damages claims or obligations resulting from Lessee use of the property.

Dated this 16 day of May, 2016.

Gnehm Management LLC

Tomahawk Pipeline LLC

Owner Approved John C. Waggoner, Trustee

BANK OF THE WEST

September 25, 2018

Gnehm Management LLC

1674 Hillcrest Drive

Sheridan, WY 82801

To Whom It May Concern:

This letter certifies that Gnehm Management LLC has an active account with Bank of the West and the account is in good standing.

Jade Stanley

Jade Elizabeth Stanley
Universal Banker I

NMLS #1732057
2 N Main St, Sheridan, WY 82801
Tel: (307) 674-4411 Direct: (307) 461-6024 Fax: (307) 672-6886
E-mail: jade.stanley@bankofthewest.com

CITY OF SHERIDAN, WYOMING

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

Mayor Roger Miller City Administrator Mark Collins

LIQUOR LICENSE OPERATION PLAN

Name as it appears on license:_____Gnehm Management LLC_____

Common Name (doing business as): _____Gnehm Management_____

Street Address: _____635 Broadway, East Room_____

Phone #: __307-655-5655_____

Type of License (circle): Retail Limited Restaurant Bar & Grill

Hours of Operation

Our planned hours of operation are:
_____Tuesdays 8:30am to 11:30am, and by appointment. _____
_____

Last call will be _N/A__ minutes before closing and last service will be _N/A__ minutes before closing. (Note: will not serve on premises.)

Format

The premises will be operated as: _____Special order Retail. _____
_____
_____

Include:

Nature of business	Regular Events	Special Events
Bar	Happy Hour	Competitions of Strength
Package Liquor	Live Entertainment	Other Special Events
Restaurant		

(All outside events require and Malt Beverage or Catering Permit)

CITY OF SHERIDAN, WYOMING

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

Mayor Roger Miller City Administrator Mark Collins

Security/ Crowd Control/ Capacity Limits

The Official Capacity limit for our business is:
_____aprox 20 people._____
_____

In order to comply with our capacity limits we shall:
_____Stagger appointments and for walkins we will schedule a future appointment if capacity is over. _____
_____

We shall maintain peace and order in and around our business by:
_____Limiting the number of customers assisted at a given time. _____
_____

Rules of the establishment shall be enforced by:
_____Management and designated trained staff. _____
_____

Alcohol Management

To comply with laws regarding alcoholic and malt beverages, including the use of eighteen (18) to twenty (20) year old servers in restaurants if applicable, our establishment will:
_____Only hire 21+ employees that are certified buy TIPS. _____
_____

Signature of License Holder

10/24/2018
Date

Edward Grehm III
Printed Name

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:	Approval of Liquor License Renewals: Satellite Permit #4 - Weston Fine Spirits Retail License #22 (Gnehm Management) from 922 Coffeen Avenue to 635 Broadway St
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	11/07/2018

Recommendation:

Staff Recommends that the Mayor and City Council approve the liquor license renewals for Gnehm Management and Vanatta Fine Liquors.

Background:

The license renewal applications below has been reviewed by the State and the Sheridan Police Department for completion. The application meets all requirements based off of State Statute and City Ordinance.

Attachments

Gnehm Management Renewal Application

Weston Fine Spirits Renewal Application

WLD-28 (5/17)

RENEWAL OF LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:	C 2228	
Reviewer:	Initials	Date
Agent:		/ /
Chief:		/ /

To be completed by City/County Clerk

Local License #: 22

License Fees
Annual Fee: $ 1500.00
Prorated Fee: $.
Transfer Fee: $.
Publishing Fee: $ 90.00

Date filed with clerk: 10 / 04 / 2018

Advertising Dates: (2 Weeks)
10/24/2018 & 10/31/2018

Hearing Date: 11 / 19 / 2018

Publishing Fee Direct Billed to Applicant: ☐

License Term: 01 (Month) / 01 (Day) / 2019 (Year) Through 12 (Month) / 31 (Day) / 2019 (Year)

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: Gnehm Management LLC

Trade/Business Name (dba): Gnehm Management LLC

Building to be licensed/Building Address: 635 Broadway (Number & Street)

Sheridan (City) WY (State) 82801 (Zip) Sheridan (County)

Mailing Address: 1674 Hillcrest Dr (Number & Street or P.O. Box)

Sheridan (City) WY (State) 82801 (Zip)

Business Telephone Number: (307) 655-5655 Fax Number: ( )

E-Mail Address: egnehm@gmail.com

Brief legal description and the zoning of the licensed building or site for licensed building: W.S. 12-4-102 (a) (vii)
WEST GLACIER PARK ADDITION BLOCK 2 LOT 03

MINIMUM PURCHASE

Retail License Holders Only

Have you purchased **$2,000** in spirits, wines and/or malt beverages during the previous license term?

☒ YES ☐ NO
Please submit invoices to clerk

FILING IN (CHOOSE ONLY ONE)

☒ CITY OF: Sheridan

☐ COUNTY OF: _____

FILING AS (CHOOSE ONLY ONE)

☐ INDIVIDUAL
☐ PARTNERSHIP
☐ LP/LLP
☒ LLC
☐ CORPORATION
☐ LTD PARTNERSHIP
☐ ORGANIZATION
☐ OTHER _____

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

RETAIL LIQUOR LICENSE
☐ ON-PREMISE ONLY (BAR)
☒ OFF-PREMISE ONLY (PACKAGE STORE)
☐ COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)

☐ RESTAURANT LIQUOR LICENSE
☐ RESORT LIQUOR LICENSE
☐ BAR AND GRILL

LIMITED RETAIL (CLUB)
☐ VETERANS CLUB
☐ FRATERNAL CLUB
☐ GOLF CLUB
☐ SOCIAL CLUB

☐ MICROBREWERY
☐ WINERY
☐ DISTILLERY SATELLITE
☐ WINERY SATELLITE
☐ COUNTY RETAIL or SPECIAL MALT BEVERAGE PERMIT

SPECIAL DESIGNATIONS
☐ CONVENTION FACILITY
☐ CIVIC CENTER/EVENT CENTER/ PUBLIC AUDITORIUM
☐ GOLF CLUB
☐ GUEST RANCH
☐ RESORT

WHEN DO YOU OPERATE? (To assist the Liquor Division with scheduling inspections)

☐ FULL TIME (e.g. Jan through Dec)
(specify months of operation)
from Jan to Dec

☒ SEASONAL/PART-TIME
DAYS OF WEEK (e.g. Mon through Sat)
from Mon to Sat

☐ NON-OPERATIONAL/PARKED
HOURS OF OPERATION (e.g. 10a - 2a)
from _____ to By appointment and on Tuesdays from 8:30 am to 11:30 am

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 6

1. BUILDING OWNERSHIP: Does the applicant? W.S. 12-4-103 (a) (iii)

(1) **OWN** the licensed building? ☐ YES (own)

(2) **LEASE** the licensed building? (Lease must be through the term of the liquor license) ☒ YES (lease)

(3) **LEASE** is current and on file with the licensing authority & Liquor Division. ☒ YES ☐ NO

If lease is not current, please submit a copy of the lease and indicate:

(A) When the **lease expires**, located on page 1 paragraph 2 of lease document.

(B) Where the **Sales** provision for alcoholic or malt beverages is located, on page 1 paragraph 4 of lease. (MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

WLD-28 (5/17)

2. If the applicant is filing as an Individual or Partnership or as a Club: W.S. 12-4-102 (a) (ii) & (iii)
Each individual or partner or officer must complete this section.

True and Correct Name	Date of Birth	***DONOT LIST PO BOXES*** Residence Address No. & Street City, State & Zip	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application.)

3. If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership: W.S. 12-4-102 (a) (iv) & (v)
Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, **and** every officer, **and** every director must complete this section.

True and Correct Name	Date of Birth	***DONOT LIST PO BOXES*** Residence Address No. & Street City, State & Zip	Residence Phone Number	No. of Years in Corp or LLC	% of Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
Wendy K Gnehm	8/29/76	1674 Hillcrest Dr Sheridan, WY 82801	307-655-6555	6	51%	YES ☐ NO ☒	YES ☐ NO ☒
Edward W Gnehm III	10/30/74	1674 Hillcrest Dr Sheridan, WY 82801	307-655-6555	6	51%	YES ☐ NO ☒	YES ☒ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application.)

4. Restaurant and Bar and Grill Liquor License Holders Only:
(a) Gross sales figures and percentages of income derived from: W.S.12-4-408(b) (Line 1 + Line 2 must = Line 3)
(Line 1) Liquor Sales: $_____(_____%)
(Line 2) Food Sales: $_____(_____%)
(Line 3) Gross Sales: $_____(_____%)

(b) Did you attach a copy of your valid food service permit to this application. W.S.12-4-407(a), W.S.12-4-413(a) ☐ YES ☐ NO

(c) Restaurant License Holders Only: Give a description of the dispensing room(s) and state where it is located in the building. W.S. 12-4-102(a)(i) (e.g. 10 x 12 room in SE corner of building):
1st Room: _____
2nd Room: _____

5. Microbrewery License Holders Only:
(a) Did you produce over 50 barrels (1,550 gallons) but less than 50,000 barrels (1,550,000 gallons) during the previous license term? W.S.12-1-101(a)(xix) ☐ YES ☐ NO
(b) Do you self distribute your products? W.S. 12-2-201(a) (Requires wholesaler license with the Liquor Division) ☐ YES ☐ NO
(c) Do you distribute your own products through an existing malt beverage wholesaler? W.S. 12-2-201(g)(i) (Requires authorization to sell license with the Liquor Division) ☐ YES ☐ NO

6. Social Club License Holders Only:
(a) Have you filed a detailed statement of your activities during the year with an itemized statement of amounts expended? W.S. 12-1-101(a)(ii)(E) ☐ YES ☐ NO

OATH OR VERIFICATION

*(Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers.) W.S. 12-4-102(b)*

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)
) SS.
COUNTY OF Sheridan)

Signed and sworn to before me on this 28 day of September, 20 18 that the facts alleged in the foregoing instrument are true by the following:

1)	Wendy Gnehm (Signature)	Wendy K Gnehm (Printed Name)	Owner (Title)
2)	(Signature)	Edward W Gnehm III (Printed Name)	Owner (Title)
3)	(Signature)	(Printed Name)	(Title)
4)	(Signature)	(Printed Name)	(Title)

Witness my hand and official seal:

LOURDES WEIKEL
Notary Public - Wyoming
(S[illegible]) Sheridan County
My Commission Expires Nov 3, 2020

Signature of Notary Public

My commission expires: 11-03-2020

Alcohol Server Education/Certification Log				
Name of Employee	Date of Hire	Certification Number	Certification Date	Additional Training Received
Edward Gachon	7/15/2012	4599463	8/10/2017	

LEASE

Lessor: Tomahawk Pipeline LLC
Lessee: Gnehm Management LLC

Leased Property: The East room with overhead door of 635 Broadway Sheridan, Wyoming.

Term: From May 1, 2018 to November 30, 2020.

Rent: One ($1) Dollar plus other good and valuable consideration

Purpose: The property shall be used for the retail sale of cases or large lots of liquor or malt beverages and to comply with all City and State laws for the use of Sheridan, Wyoming City Liquor License # 21. Lessee will not sale any liquor or malt beverages which are intended to be consumed on the property.

Indemnity: Lessee shall indemnify Lessor and owner from all liability, loss or other damages claims or obligations resulting from Lessee use of the property.

Dated this 16 day of May, 2016.

Gnehm Management LLC

Tomahawk Pipeline LLC

Owner Approved John C. Waggoner, Trustee

LIQUOR LICENSE OPERATION PLAN

Name as it appears on license:
Gaehm Management

Common Name (doing business as):
~~[illegible]~~ None

Street Address: 635 Broadway

Phone #: 307-655-5655

Type of License (circle): **Retail** **Limited** **Restaurant** **Bar & Grill**

Hours of Operation

Our planned hours of operation are:
By appointment only.

Last call will be 0 **minutes before closing and last service will be** 0 **minutes before closing.** Will not serve on premises.

Format

The premises will be operated as:
Operated as a ~~retail store~~ package liquor store pre-ordered and by appointment.

Include: Nature of business

- Bar
- Package Liquor
- Restaurant

Regular Events

- Happy Hour
- Live Entertainment

Special Events

- Competitions of Strength
- Other Special Events

(All outside events require and Malt Beverage or Catering Permit)

Security/ Crowd Control/ Capacity Limits

The Official Capacity limit for our business is:

N/A Do not expect more then 3 to 5 people at a time.

In order to comply with our capacity limits we shall:

Arrange appointments to maintain capacity.

We shall maintain peace and order in and around our business by:

By using rear entry door on train tracks side thereby limiting impacts on neighborhood.

Rules of the establishment shall be enforced by:

Owners.

Alcohol Management

To comply with laws regarding alcoholic and malt beverages, including the use of eighteen (18) to twenty (20) year old servers in restaurants if applicable, our establishment will:

no employ under 21 year olds.

Signature of License Holder 6/20/2018 **Date**

Edward Graham
Printed Name

INVOICE

Invoice : Original

Invoice No: 1113812
Invoice Date: 2/22/2018
Order No: 1,091,149-0
Order Date: 2/22/2018
Cust PO No:

Date Shipped: 2/22/2018
Territory Code: 03
Carrier: North Park Outbound
Freight:
FOB: FOB Destination

PdL
CK 3341
620.29

Sold To: 2228
GNEHM MANAGEMENT LLC
LOS AGAVES
50 E LOUCKS STE 214
SHERIDAN, WY 82801

Ship To: LOS0922
LOS AGAVES
LOS AGAVES
922 COFFEEN AVENUE
SHERIDAN, WY 82801
SHR

Contact: WENDY GNEHM (OWNR)
Tax: Exempt
Terms: Credit

	Item No / Description		Ordered	Shipped	UOM	Bottle Price	Unit Price	Ext Amount
1	67528	1.75 L 40 KAHLUA COFFEE - PET	1.0	1.0	BT	26.84	$26.84	$26.84
2	65126	750.00 ML 80 GRAND MARNIER CORDON ROUGE	1.0	1.0	BT	27.73	$27.73	$27.73
3	SC	1.00 EA SPLIT CASE CHARGE	2.0	2.0	EA	0.00	$0.40	$0.80

Remit To: Wyoming Liquor Division
6601 Campstool Road
Cheyenne WY 82002-0110
Telephone (307) 777-7231
Order Fax (800) 443-7853
Fax (307) 777-6255

SubTotal:	$55.37
Tax:	$0.00
Freight:	$0.00
Invoice Total:	$55.37
Total Payments:	$0.00
Amount Due:	$55.37

Total Cases:	0.00
Total Bottles:	2.00
Total Packs:	0.00

INVOICE

Invoice : Original

Invoice No: 1113813
Invoice Date: 2/22/2018
Order No: 1,091,150-0
Order Date: 2/22/2018
Cust PO No:

Date Shipped: 2/22/2018
Territory Code: 03
Carrier: North Park Outbound
Freight:
FOB: FOB Destination

Sold To: 2228
GNEHM MANAGEMENT LLC
LOS AGAVES
50 E LOUCKS STE 214
SHERIDAN, WY 82801

Ship To: LOS0922
LOS AGAVES
LOS AGAVES
922 COFFEEN AVENUE
SHERIDAN, WY 82801
SHR

Contact: WENDY GNEHM (OWNR)
Tax: Exempt
Terms: Credit

	Item No / Description		Ordered	Shipped	UOM	Bottle Price	Unit Price	Ext Amount
1	4876	750.00 ML 12YR DEWAR'S THE ANCESTOR 12 YEAR TRUE SCOTCH	1.0	1.0	CS	23.31	$279.79	16.78 $279.79
2	68848	1.75 L 34 ST. BRENDAN'S SUPERIOR IRISH CREAM	1.0	1.0	CS	17.49	$104.93	$104.93
3	445891	3.00 L BLACK BOX ROSE - 6/CS	1.0	1.0	CS	13.99	$83.94	$83.94
4	402908	3.00 L BLACK BOX MALBEC - BOX - 6/CS	1.0	1.0	CS	16.04	$96.26	$96.26

Remit To: Wyoming Liquor Division
6601 Campstool Road
Cheyenne WY 82002-0110
Telephone (307) 777-7231
Order Fax (800) 443-7853
Fax (307) 777-6255

SubTotal:	$564.92
Tax:	$0.00
Freight:	$0.00
Invoice Total:	$564.92
Total Payments:	$0.00
Amount Due:	$564.92

Total Cases:	4.00
Total Bottles:	0.00
Total Packs:	0.00

INVOICE

Invoice : Original

Invoice No: 1109952
Invoice Date: 2/8/2018
Order No: 1,087,269-0
Order Date: 2/8/2018
Cust PO No:

Date Shipped: 2/8/2018
Territory Code: 03
Carrier: North Park Outbound
Freight:
FOB: FOB Destination

Sold To: 2228
GNEHM MANAGEMENT LLC
LOS AGAVES
50 E LOUCKS STE 214
SHERIDAN, WY 82801

Ship To: LOS0922
LOS AGAVES
LOS AGAVES
922 COFFEEN AVENUE
SHERIDAN, WY 82801
SHR

Contact: WENDY GNEHM (OWNR)
Tax: Exempt
Terms: Credit

	Item No / Description		Ordered	Shipped	UOM	Bottle Price	Unit Price	Ext Amount
1	57011	355.00 ML 10 JIM BEAM KENTUCKY STRAIGHT BOURBON WHISKEY & COLA - CAN - 4/6 PKS	1.0	1.0	PK	0.00	$7.84	$7.84
2	89196	750.00 ML 80 JOSE CUERVO ESPECIAL TEQUILA - GOLD	2.0	2.0	BT	14.04	$14.04	$28.08
3	89739	1.75 L 80 PUERTO VALLARTA TEQUILA - GOLD - PET	3.0	3.0	BT	16.94	$16.94	$50.82
4	64776	750.00 ML 80 COINTREAU LIQUEUR	3.0	3.0	BT	25.94	$25.94	$77.82
5	65195	750.00 ML 34 HPNOTIQ LIQUEUR - 6/CS	1.0	1.0	BT	16.50	$16.50	$16.50
6	402908	3.00 L BLACK BOX MALBEC - BOX - 6/CS	3.0	3.0	BT	16.05	$16.05	$48.15
7	SC	1.00 EA SPLIT CASE CHARGE	13.0	13.0	EA	0.00	$0.40	$5.20

Remit To: Wyoming Liquor Division
6601 Campstool Road
Cheyenne WY 82002-0110
Telephone (307) 777-7231
Order Fax (800) 443-7853
Fax (307) 777-6255

SubTotal:	$234.41
Tax:	$0.00
Freight:	$0.00
Invoice Total:	$234.41
Total Payments:	$0.00
Amount Due:	$234.41

Total Cases:	0.00
Total Bottles:	12.00
Total Packs:	1.00

INVOICE

Invoice : Original

Invoice No: 1109848
Invoice Date: 2/8/2018
Order No: 1,087,270-0
Order Date: 2/8/2018
Cust PO No:

Date Shipped: 2/8/2018
Territory Code: 03
Carrier: North Park Outbound
Freight:
FOB: FOB Destination

Sold To: 2228
GNEHM MANAGEMENT LLC
LOS AGAVES
50 E LOUCKS STE 214
SHERIDAN, WY 82801

Ship To: LOS0922
LOS AGAVES
LOS AGAVES
922 COFFEEN AVENUE
SHERIDAN, WY 82801
SHR

Contact: WENDY GNEHM (OWNR)
Tax: Exempt
Terms: Credit

	Item No	Description	Ordered	Shipped	UOM	Bottle Price	Unit Price	Ext Amount
1	28867	1.00 L 94.6 TANQUERAY SPECIAL DRY DISTILLED ENGLISH GIN	1.0	1.0	CS	18.39	$220.67	$220.67
2	4866	750.00 ML 80 DEWAR'S WHITE LABEL BLENDED SCOTCH	1.0	1.0	CS	16.57	$198.79	$198.79
3	510482	750.00 ML STE. CHAPELLE CHATEAU SERIES SOFT RED	1.0	1.0	CS	5.18	$62.22	$62.22
4	97574	750.00 ML OZEKI SAKE	1.0	1.0	CS	5.01	$60.07	$60.07
5	429990	750.00 ML YELLOW TAIL SHIRAZ	1.0	1.0	CS	4.97	$59.69	$59.69
6	741400	750.00 ML ANDRE' BRUT CHAMPAGNE	1.0	1.0	CS	3.95	$47.38	$47.38
7	26826	750.00 ML 80 JACK DANIEL'S OLD NO. 7 BLACK LABEL TENNESSEE WHISKEY	1.0	1.0	CS	16.64	$199.72	$199.72
8	45586	750.00 ML 80 POTTER'S WHITE RUM	1.0	1.0	CS	4.58	$54.94	$54.94
9	87096	750.00 ML 80 ARANDAS TEQUILA - WHITE	1.0	1.0	CS	8.96	$107.56	$107.56
10	86530	750.00 ML 30 POTTER'S TRIPLE SEC	1.0	1.0	CS	3.79	$45.53	$45.53

INVOICE

Invoice : Original

Invoice No: 1109848
Invoice Date: 2/8/2018
Order No: 1,087,270-0
Order Date: 2/8/2018
Cust PO No:

Date Shipped: 2/8/2018
Territory Code: 03
Carrier: North Park Outbound
Freight:
FOB: FOB Destination

Remit To: Wyoming Liquor Division
6601 Campstool Road
Cheyenne WY 82002-0110
Telephone (307) 777-7231
Order Fax (800) 443-7853
Fax (307) 777-6255

SubTotal:	$1,056.57
Tax:	$0.00
Freight:	$0.00
Invoice Total:	$1,056.57
Total Payments:	$0.00
Amount Due:	$1,056.57

Total Cases:	10.00
Total Bottles:	0.00
Total Packs:	0.00

INVOICE

Invoice : Original

CF
QB
Pd
CK
3310

Invoice No: 1103380
Invoice Date: 1/18/2018
Order No: 1,080,958-0
Order Date: 1/18/2018
Cust PO No:

Date Shipped: 1/18/2018
Territory Code: 03
Carrier: North Park Outbound
Freight:
FOB: FOB Destination

Sold To: 2228
GNEHM MANAGEMENT LLC
LOS AGAVES
50 E LOUCKS STE 214
SHERIDAN, WY 82801

Ship To: LOS0922
LOS AGAVES
LOS AGAVES
922 COFFEEN AVENUE
SHERIDAN, WY 82801
SHR

Contact: WENDY GNEHM (OWNR)
Tax: Exempt
Terms: Credit

	Item No	Description	Ordered	Shipped	UOM	Bottle Price	Unit Price	Ext Amount
1	87096	750.00 ML 80 ARANDAS TEQUILA - WHITE	1.0	1.0	BT	7.97	$7.97	$7.97
2	89196	750.00 ML 80 JOSE CUERVO ESPECIAL TEQUILA - GOLD	1.0	1.0	BT	14.04	$14.04	$14.04
3	89739	1.75 L 80 PUERTO VALLARTA TEQUILA - GOLD - PET	2.0	2.0	BT	16.94	$16.94	$33.88
4	88328	1.75 L 80 PUERTO VALLARTA TEQUILA - WHITE - PET	2.0	2.0	BT	16.94	$16.94	$33.88
5	11296	750.00 ML 80 CROWN ROYAL CANADIAN WHISKY	1.0	1.0	BT	17.25	$17.25	$17.25
6	65126	750.00 ML 80 GRAND MARNIER CORDON ROUGE	1.0	1.0	BT	27.73	$27.73	$27.73
7	67528	1.75 L 40 KAHLUA COFFEE - PET	1.0	1.0	BT	26.84	$26.84	$26.84
8	51506	750.00 ML 80 PRESIDENTE BRANDY	1.0	1.0	BT	12.05	$12.05	$12.05
9	86530	750.00 ML 30 POTTER'S TRIPLE SEC	6.0	6.0	BT	3.80	$3.80	$22.80
10	64776	750.00 ML 80 COINTREAU LIQUEUR	2.0	2.0	BT	25.94	$25.94	$51.88
11	440980	5.00 L ALMADEN CABERNET SAUVIGNON - BOX	1.0	1.0	BT	13.60	$13.60	$13.60
12	541460	5.00 L ALMADEN CHARDONNAY - BOX	1.0	1.0	BT	13.60	$13.60	$13.60
13	641000	5.00 L ALMADEN WHITE ZINFANDEL - BOX	1.0	1.0	BT	13.60	$13.60	$13.60
14	402908	3.00 L BLACK BOX MALBEC - BOX - 6/CS	2.0	2.0	BT	16.05	$16.05	$32.10
15	SC	1.00 EA SPLIT CASE CHARGE	23.0	23.0	EA	0.00	$0.40	$9.20
16	AF	1.00 EA ADDITIONAL FREIGHT	1.0	1.0	EA	0.00	$8.80	$8.80

INVOICE

Invoice : Original

Invoice No: 1103380
Invoice Date: 1/18/2018
Order No: 1,080,958-0
Order Date: 1/18/2018
Cust PO No:

Date Shipped: 1/18/2018
Territory Code: 03
Carrier: North Park Outbound
Freight:
FOB: FOB Destination

Remit To: Wyoming Liquor Division
6601 Campstool Road
Cheyenne WY 82002-0110
Telephone (307) 777-7231
Order Fax (800) 443-7853
Fax (307) 777-6255

SubTotal:	$339.22
Tax:	$0.00
Freight:	$0.00
Invoice Total:	$339.22
Total Payments:	$0.00
Amount Due:	$339.22
Total Cases:	0.00
Total Bottles:	23.00
Total Packs:	0.00

INVOICE

Invoice : Original

Invoice No: 1099310
Invoice Date: 1/4/2018
Order No: 1,076,902-0
Order Date: 1/4/2018
Cust PO No:

Date Shipped: 1/4/2018
Territory Code: 03
Carrier: North Park Outbound
Freight:
FOB: FOB Destination

Sold To: 2228
GNEHM MANAGEMENT LLC
LOS AGAVES
50 E LOUCKS STE 214
SHERIDAN, WY 82801

Ship To: LOS0922
LOS AGAVES
LOS AGAVES
922 COFFEEN AVENUE
SHERIDAN, WY 82801
SHR

CK 3293

Contact: WENDY GNEHM (OWNR)
Tax: Exempt
Terms: Credit

	Item No	Description	Ordered	Shipped	UOM	Bottle Price	Unit Price	Ext Amount
1	85526	750.00 ML 48 DEKUYPER BLUE CURACAO	1.0	1.0	BT	10.07	$10.07	$10.07
2	65126	750.00 ML 80 GRAND MARNIER CORDON ROUGE	1.0	1.0	BT	27.73	$27.73	$27.73
3	67528	1.75 L 40 KAHLUA COFFEE - PET	1.0	1.0	BT	26.84	$26.84	$26.84
4	86530	750.00 ML 30 POTTER'S TRIPLE SEC	6.0	6.0	BT	3.80	$3.80	$22.80
5	64776	750.00 ML 80 COINTREAU LIQUEUR	2.0	2.0	BT	25.94	$25.94	$51.88
6	37477	1.00 L 80 POTTER'S VODKA	2.0	2.0	BT	5.12	$5.12	$10.24
7	87096	750.00 ML 80 ARANDAS TEQUILA - WHITE	4.0	4.0	BT	7.97	$7.97	$31.88
8	88328	1.75 L 80 PUERTO VALLARTA TEQUILA - WHITE - PET	2.0	2.0	BT	16.94	$16.94	$33.88
9	89739	1.75 L 80 PUERTO VALLARTA TEQUILA - GOLD - PET	1.0	1.0	BT	16.94	$16.94	$16.94
10	402908	3.00 L BLACK BOX MALBEC - BOX - 6/CS	2.0	2.0	BT	16.05	$16.05	$32.10
11	SC	1.00 EA SPLIT CASE CHARGE	22.0	22.0	EA	0.00	$0.40	$8.80
12	AF	1.00 EA ADDITIONAL FREIGHT	1.0	1.0	EA	0.00	$12.10	$12.10

INVOICE

Invoice : Original

Invoice No: 1099310
Invoice Date: 1/4/2018
Order No: 1,076,902-0
Order Date: 1/4/2018
Cust PO No:

Date Shipped: 1/4/2018
Territory Code: 03
Carrier: North Park Outbound
Freight:
FOB: FOB Destination

Remit To: Wyoming Liquor Division
6601 Campstool Road
Cheyenne WY 82002-0110
Telephone (307) 777-7231
Order Fax (800) 443-7853
Fax (307) 777-6255

SubTotal:	$285.26
Tax:	$0.00
Freight:	$0.00
Invoice Total:	$285.26
Total Payments:	$0.00
Amount Due:	$285.26

Total Cases:	0.00
Total Bottles:	22.00
Total Packs:	0.00

CITY OF SHERIDAN, WYOMING

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

Mayor Roger Miller City Administrator Mark Collins

LIQUOR LICENSE OPERATION PLAN

Name as it appears on license:_____Gnehm Management LLC_____

Common Name (doing business as): _____Gnehm Management_____

Street Address: _____635 Broadway, East Room_____

Phone #: __307-655-5655_____

Type of License (circle): Retail Limited Restaurant Bar & Grill

Hours of Operation

Our planned hours of operation are:
_____Tuesdays 8:30am to 11:30am, and by appointment. _____
_____

Last call will be _N/A__ minutes before closing and last service will be _N/A__ minutes before closing. (Note: will not serve on premises.)

Format

The premises will be operated as: _____Special order Retail. _____
_____
_____

Include:

Nature of business	Regular Events	Special Events
Bar	Happy Hour	Competitions of Strength
Package Liquor	Live Entertainment	Other Special Events
Restaurant		

(All outside events require and Malt Beverage or Catering Permit)

CITY OF SHERIDAN, WYOMING

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

Mayor Roger Miller City Administrator Mark Collins

Security/ Crowd Control/ Capacity Limits

The Official Capacity limit for our business is:
_____aprox 20 people._____
_____

In order to comply with our capacity limits we shall:
_____Stagger appointments and for walkins we will schedule a future appointment if capacity is over. _____
_____

We shall maintain peace and order in and around our business by:
_____Limiting the number of customers assisted at a given time. _____
_____

Rules of the establishment shall be enforced by:
_____Management and designated trained staff. _____
_____

Alcohol Management

To comply with laws regarding alcoholic and malt beverages, including the use of eighteen (18) to twenty (20) year old servers in restaurants if applicable, our establishment will:
_____Only hire 21+ employees that are certified buy TIPS. _____
_____

Signature of License Holder

10/24/2018
Date

Edward Grehm III
Printed Name

WLD-28 (5/17)

RENEWAL OF LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:		
Reviewer:	Initials	Date
Agent:		/ /
Chief:		/ /

To be completed by City/County Clerk

Local License #: 4

License Fees
Annual Fee: $ 100.00
Prorated Fee: $.
Transfer Fee: $.
Publishing Fee: $ 90.00

Date filed with clerk: 10 / 22 / 2018

Advertising Dates: (2 Weeks)
11/07/2018 & 11/14/2018

Hearing Date: 11 / 19 / 2018

Publishing Fee Direct Billed to Applicant: ☐

License Term: 01 (Month) / 01 (Day) / 2019 (Year) Through 12 (Month) / 31 (Day) / 2019 (Year)

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: Vanatta Fine Liquor LLC

Trade/Business Name (dba): Weston Fine Spirits

Building to be licensed/Building Address: 122 N Main St (Number & Street)

Sheridan (City) WY (State) 82801 (Zip) Sheridan (County)

Mailing Address: 122 N Main St (Number & Street or P.O. Box)

Sheridan (City) WY (State) 82801 (Zip)

Business Telephone Number: (307) 274 - 0333 Fax Number: ( )

E-Mail Address: jessica@westonventuresinc.com

Brief legal description and the zoning of the licensed building or site for licensed building: W.S. 12-4-102 (a) (vii)
Lot 13, Block 2, Original Town of Sheridan, Wyoming

MINIMUM PURCHASE

Retail License Holders Only

Have you purchased **$2,000** in spirits, wines and/or malt beverages during the previous license term?

☐ YES ☐ NO
Please submit invoices to clerk

FILING IN (CHOOSE ONLY ONE)

☒ CITY OF: Sheridan

☐ COUNTY OF: Sheridan

FILING AS (CHOOSE ONLY ONE)

☐ INDIVIDUAL
☐ PARTNERSHIP
☐ LP/LLP
☒ LLC
☐ CORPORATION
☐ LTD PARTNERSHIP
☐ ORGANIZATION
☐ OTHER

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

RETAIL LIQUOR LICENSE
☐ ON-PREMISE ONLY (BAR)
☐ OFF-PREMISE ONLY (PACKAGE STORE)
☐ COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)

☐ RESTAURANT LIQUOR LICENSE
☐ RESORT LIQUOR LICENSE
☐ BAR AND GRILL

LIMITED RETAIL (CLUB)
☐ VETERANS CLUB
☐ FRATERNAL CLUB
☐ GOLF CLUB
☐ SOCIAL CLUB

☐ MICROBREWERY
☐ WINERY
☒ DISTILLERY SATELLITE
☐ WINERY SATELLITE
☐ COUNTY RETAIL or SPECIAL MALT BEVERAGE PERMIT

SPECIAL DESIGNATIONS
☐ CONVENTION FACILITY
☐ CIVIC CENTER/EVENT CENTER/ PUBLIC AUDITORIUM
☐ GOLF CLUB
☐ GUEST RANCH
☐ RESORT

WHEN DO YOU OPERATE? (To assist the Liquor Division with scheduling inspections)

☒ FULL TIME (e.g. Jan through Dec)
(specify months of operation)
from January to December

☐ SEASONAL/PART-TIME
DAYS OF WEEK (e.g. Mon through Sat)
from Tuesday to Saturday

☐ NON-OPERATIONAL/PARKED
HOURS OF OPERATION (e.g. 10a - 2a)
from 12:00 PM to 10:00 PM

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 6

1. BUILDING OWNERSHIP: Does the applicant? W.S. 12-4-103 (a) (iii)

(1) **OWN** the licensed building? ☐ YES (own)

(2) **LEASE** the licensed building? (Lease must be through the term of the liquor license) ☒ YES (lease)

(3) **LEASE** is current and on file with the licensing authority & Liquor Division. ☒ YES ☐ NO

If lease is not current, please submit a copy of the lease and indicate:

(A) When the **lease expires**, located on page 1 paragraph 3 of lease document.

(B) Where the **Sales** provision for alcoholic or malt beverages is located, on page 2 paragraph 8 of lease. (MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

2. If the applicant is filing as an Individual or Partnership or as a Club: W.S. 12-4-102 (a) (ii) & (iii)
Each individual or partner or officer must complete this section.

True and Correct Name	Date of Birth	***DONOT LIST PO BOXES*** Residence Address No. & Street City, State & Zip	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application.)

3. If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership: W.S. 12-4-102 (a) (iv) & (v)
Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, **and** every officer, **and** every director must complete this section.

True and Correct Name	Date of Birth	***DONOT LIST PO BOXES*** Residence Address No. & Street City, State & Zip	Residence Phone Number	No. of Years in Corp or LLC	% of Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
ROBERT VANATTA	3/08/1988	1930 KOUNTZ AVE CANON CITY, CO 81212	307.257.0647	5.9 YRS	91%	YES ☐ NO ☒	YES ☐ NO ☒
WESTON VENTURES INC	05/06/2011	1 STEVENSON RD LARAMIE, WY 82070	307.274.0333	0.5 YRS	9% OF VANATTA FINE LIQUOR LLC	YES ☐ NO ☒	YES ☐ NO ☒
JESSICA L. FLEENOR	02/06/1985	1 STEVENSON RD LARAMIE, WY 82070	307.274.0333	0.5 YRS	100% OF WESTON VENTURES INC.	YES ☐ NO ☒	YES ☐ NO ☒

(If more information is required, list on a separate piece of paper and attach to this application.)

4. Restaurant and Bar and Grill Liquor License Holders Only:
(a) Gross sales figures and percentages of income derived from: W.S.12-4-408(b) (Line 1 + Line 2 must = Line 3)
(Line 1) Liquor Sales: $_____(_____%)
(Line 2) Food Sales: $_____(_____%)
(Line 3) Gross Sales: $_____(_____%)

(b) Did you attach a copy of your valid food service permit to this application. W.S.12-4-407(a), W.S.12-4-413(a) ☐ YES ☐ NO

(c) **Restaurant License Holders Only**: Give a description of the dispensing room(s) and state where it is located in the building. W.S. 12-4-102(a)(i) (e.g. 10 x 12 room in SE corner of building):
1st Room: _____
2nd Room: _____

5. Microbrewery License Holders Only:
(a) Did you produce over 50 barrels (1,550 gallons) but less than 50,000 barrels (1,550,000 gallons) during the previous license term? W.S.12-1-101(a)(xix) ☐ YES ☐ NO
(b) Do you self distribute your products? W.S. 12-2-201(a) (Requires wholesaler license with the Liquor Division) ☐ YES ☐ NO
(c) Do you distribute your own products through an existing malt beverage wholesaler? W.S. 12-2-201(g)(i) (Requires authorization to sell license with the Liquor Division) ☐ YES ☐ NO

6. Social Club License Holders Only:
(a) Have you filed a detailed statement of your activities during the year with an itemized statement of amounts expended? W.S. 12-1-101(a)(ii)(E) ☐ YES ☐ NO

OATH OR VERIFICATION

*(Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers.) W.S. 12-4-102(b)*

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF ~~WYOMING~~ Nevada)
) ***SS.***
COUNTY OF Clark)

Signed and sworn to before me on this 17th day of October, 2018 that the facts alleged in the foregoing instrument are true by the following:

1)	Jessica L. Fleenor (Signature)	Jessica L. Fleenor (Printed Name)	Member (Title)
2)	(Signature)	(Printed Name)	(Title)
3)	(Signature)	(Printed Name)	(Title)
4)	(Signature)	(Printed Name)	(Title)

Witness my hand and official seal:

JOSE C. BANDA
NOTARY PUBLIC
STATE OF NEVADA
My Commission Expires: 04-23-2022
Certificate No: 14-14266-1

Signature of Notary Public

My commission expires: 04/23/2022