AGENDA
CITY OF SHERIDAN
JUNE 1, 2020
REGULAR COUNCIL MEETING START 7:00 P.M.

1. Call to Order

2. Pledge of Allegiance

3. Invocation to be given by Tony Forman with Cornerstone Church

4. Roll Call of Members

5. Consideration of Agenda

6. Comments from the Public

7. Community Update

   A. Sheridan County Conservation District Update - District Manager Carrie Rogaczewski

8. Staff Update

   A. COVID-19 Update - Chief of Police Rich Adriaens and other members of staff

   B. Project Update - Public Works Director Lane Thompson

   C. Census Update - Community Development Director Wade Sanner

9. Public Hearings

   A. Public Hearing for Resolution #20-20, Restoration Ranch Minor Subdivision - Community Development Director Wade Sanner

      i. Consideration of Resolution 20-20, Restoration Ranch, LLC., a subdivision of the property located at 2554 Coffeen Ave.

10. Consent Agenda

    A. Minutes of Regular Council Meeting May 18th, 2020

B. Minutes of Special Council Meeting May 18, 2020

C. Minutes of Special Council Meeting, May 21, 2020

D. Minutes opf Special Council Meeting May 27, 2020

E. Claims

OLD BUSINESS

11. Consideration of the Second Reading for Ordinance #2217 Removing Unused Sections of City Code - City Attorney Brendon Kerns

12. Consideration of the Third and Final Reading of Ordinance #2214 Addressing Fees within City Code - City Attorney Brendon Kerns

NEW BUSINESS

13. Consideration of Emergency Ordinance #2020 Pertaining to Alcohol Delivery - City Attorney Brendon Kerns

14. Discussion of the Wyoming Technology Business Center's One Cent Funding - City Attorney Brendon Kerns

15. Consideration of Award for the Kroe Lane / North Sheridan Ave Intersection Project - City Engineer Hanns Mercer

16. Consideration of Resolution 24-20 Adopting a Master Fee Schedule - City Clerk Cecilia Good

17. Information Only Items

18. Council Comments and Requests for Future Agenda Items

19. 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:	Public Hearing for Resolution #20-20, Restoration Ranch Minor Subdivision - Community Development Director Wade Sanner
From:	Wade Sanner, Community Development Director
To:	Mayor and Council
CC:	
Date:	05/18/2020

Recommendation:

Staff recommends the Planning Commission recommend approval of the final plat for PL-20-20, Restoration Ranch Minor Subdivision. A request to replat 8.54 acres from two lots to four lots, zoned B-1 Commercial District located at 2554 Coffeen Ave.

Background:

The applicant, Restoration Ranch, LLC, is requesting to subdivide 8.54 acres into 4 lots. Three of the lots are being subdivided in order to separate the existing three homes on their individual lots. Lot four will be incorporated into a future residential subdivision.

Along the southern portions of Lots 1 through 3 is Tract A. Tract A is 50-feet wide in width, and will be used as an access and utility easement. Tract A will be the future road to be installed when Lot 4 is developed. In the southeast corner of Lot 4 is a temporary access easement for turn around with a 60-foot radius. Along the north, west, and southern property lines is a 10-foot utility easement.

Staff sent out 14 direct nearest neighbor notifications as part of this application, in addition to advertising in the Press and a sign posted on the property. Staff has received no comments on this application.

Staff Comments

Staff offers the following comments on final plat required findings:

- 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.

- 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.

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

Proposed Lots 1 through 3 will exceed the depth to front ratio of 2.5 to 1. Staff has no objections to these requests.

A variance request letter has been provided by the applicant.

- 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.

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

The water lines for Lots 1, 2 and 3 run through Tract A and is readily available for each lot. However, Lots 1, 2, 3 and 4 are currently connected to septic tanks. A note was added to the plat that requires future connection to the water line when lots 1,2,3 and 4 are sold or developed.

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:

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

Attachments

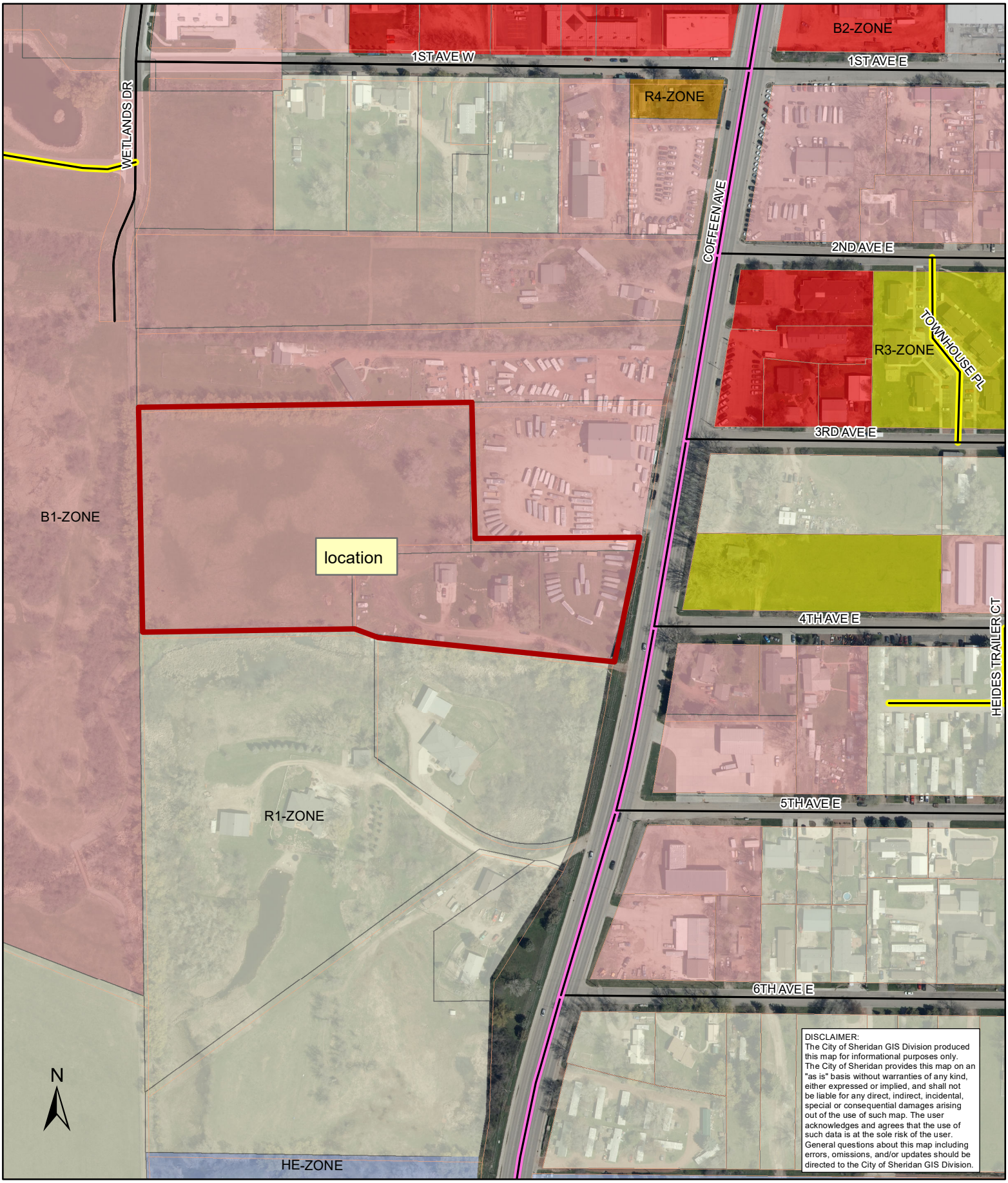
Aerial

Final Plat

Survey

Variance Request Letter

Resolution



CITY OF Sheridan WYOMING

Restoration Ranch Minor Subdivision

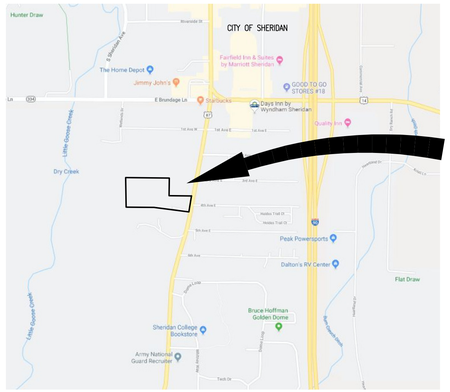
0 85 170 340 Feet

Name: sgoodman Date: 04/01/2020

FINAL PLAT OF

RESTORATION RANCH MINOR SUBDIVISION

BEING A RE-SUBDIVISION OF TWO PORTIONS OF TRACT A, BRUNDAGE PLACE ADDITION
TO THE CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING
LOCATED IN THE NE¼SW¼, SECTION 2, T55N, R84W,
6TH P.M., SHERIDAN COUNTY, WYOMING
TOTAL AREA = ±8.54 ACRES



DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED ANDREW CAMERON AND RESTORATION RANCH LLC, BEING THE OWNER(S), PROPRIETOR(S) OR PARTIES OF INTEREST IN THE LAND SHOWN ON THIS PLAT, DO HEREBY CERTIFY:

RESTORATION RANCH MINOR SUBDIVISION BEING A RE-SUBDIVISION OF TWO PORTIONS OF TRACT A, BRUNDAGE PLACE ADDITION TO THE CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING AS RECORDED IN THE RECORDS OF SHERIDAN COUNTY CLERK BOOK 352, PAGE 392 AND BOOK 578, PAGE 127; SUBJECT PARCEL LOCATED IN THE NE¼SW¼, SECTION 2, T55N, R84W, 6TH P.M.,SHERIDAN COUNTY, WYOMING AND BEING MORE PARTICULARLY DESCRIBED AS:

BEGINNING AT THE NORTHEAST CORNER OF SAID TRACT A, BRUNDAGE PLACE ADDITION; THENCE S 09°39'19" W, 634.07 FEET ALONG THE WESTERN LINE OF COFFEEN AVENUE RIGHT-OF-WAY TO THE TRUE POINT OF BEGINNING; THENCE N 89°11'48" W, 342.39 FEET ALONG THE NORTH LINE OF SAID TRACT OF LAND DESCRIBED IN BOOK 352, PAGE 392; THENCE N 00°33'22" E, 270.16 FEET ALONG THE EAST LINE OF SAID TRACT OF LAND DESCRIBED IN BOOK 578, PAGE 127; THENCE N 89°32'26" W, 663.12 FEET ALONG THE NORTH LINE OF SAID TRACT OF LAND DESCRIBED IN BOOK 578, PAGE 127 TO A POINT ON THE EASTERN LINE OF TRACT 11A OF BLUE WING MINOR SUBDIVISION; THENCE S 00°51'48" E, 450.00 FEET ALONG SAID EASTERN LINE TO THE SOUTHWEST CORNER OF SAID TRACT OF LAND DESCRIBED IN BOOK 578, PAGE 127; THENCE S 89°30'34" E, 423.39 FEET ALONG THE SOUTH LINE OF SAID TRACT OF LAND DESCRIBED IN BOOK 578, PAGE 127; THENCE S 83°14'32" E, 55.75 FEET ALONG THE SOUTH LINE OF SAID TRACT OF LAND DESCRIBED IN BOOK 352, PAGE 392 TO THE NORTHWEST CORNER OF MECKLE MINOR SUBDIVISION; THENCE S 82°32'37" E 453.94 FEET ALONG THE NORTH LINE OF SAID MECKLE MINOR SUBDIVISION TO THE NORTHEAST CORNER OF SAID MECKLE MINOR SUBDIVISION; THENCE S 80°27'29" E, 25.29 FEET ALONG A JOG IN SAID WESTERN LINE OF COFFEEN AVE RIGHT-OF-WAY; THENCE N 09°52'08" E, 246.62 FEET ALONG SAID WESTERN LINE OF COFFEEN AVENUE RIGHT-OF-WAY TO THE POINT OF BEGINNING. CONTAINING AN AREA OF ±8.54 ACRES MORE OR LESS

SUBJECT TO ALL LEASES, EASEMENTS, RESTRICTIONS, RESERVATIONS, COVENANTS AND ENCUMBRANCES OF RECORD, 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 OWNER(S) AND PROPRIETOR(S); AND THAT THIS IS A CORRECT PLAT OF THE AREA AS IT IS DIVIDED INTO LOTS, EASEMENTS, AND

THAT THE UNDERSIGNED OWNER(S) OF THE LAND SHOWN AND DESCRIBED ON THIS PLAT DOES (DO) HEREBY GRANT EASEMENTS TO THE OWNERS OF EACH LOT OF THIS SUBDIVISION, FOR THE PURPOSES INDICATED HEREON, ALL EASEMENTS AND TRACT A SHOWN HERIN WITHIN THE BOUNDARY OF THE LANDS PLATTED.

EXECUTED THIS _____ DAY OF _____, 2020.

STATE OF WYOMING)
COUNTY OF SHERIDAN) :ss

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY ANDREW CAMERON, AS A MEMBER OF RESTORATION RANCH LLC AND PERSONALLY, ON THIS _____ DAY OF_____2020.

WITNESS MY HAND AND OFFICIAL SEAL. MY COMMISSION EXPIRES:_____.

_____
RESTORATION RANCH LLC, AND ANDREW CAMERON,
AS THIER INTERESTS APPEAR OF RECORD

_____
NOTARY PUBLIC

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, AND CERTIFIED THIS _____ DAY OF _____, 2020, BY THE DIRECTOR OF PUBLIC WORKS OF SHERIDAN, WYOMING.

_____ _____
DIRECTOR OF PUBLIC WORKS MAYOR

CERTIFICATE OF CITY COUNCIL APPROVAL

APPROVED BY THE CITY COUNCIL OF THE CITY OF SHERIDAN, WYOMING THIS_____ DAY OF 2020.

_____
ATTEST: CITY CLERK

CERTIFICATE OF RECORDER

STATE OF WYOMING)
COUNTY OF SHERIDAN) :ss

I HERBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK AND RECORDER AT _____ O'CLOCK THIS _____ DAY OF _____, 2020

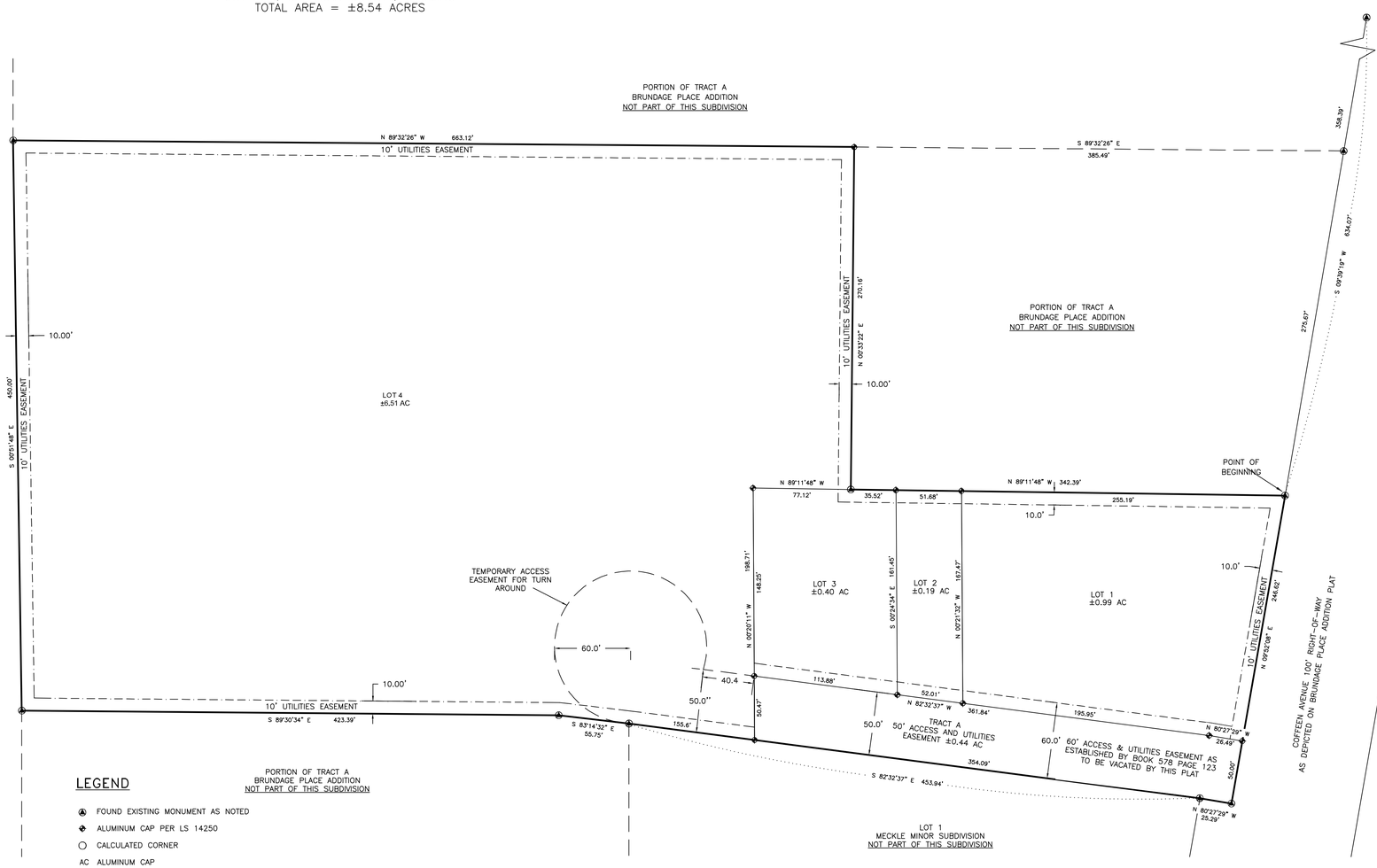
AND IS DULY RECORDED IN PLAT BOOK _____ ON PAGE _____,

_____ _____
COUNTY CLERK STAMP RECEIVING NUMBER

CERTIFICATE OF APPROVAL CITY PLANNING COMMISSION

REVIEWED BY THE CITY OF SHERIDAN, WYOMING PLANNING COMMISION THIS_____ DAY OF_____, 2020.

_____ _____
ATTEST: VICE CHAIRMAN CHAIRMAN



LEGEND

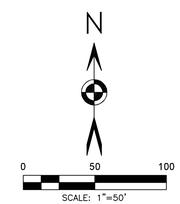
PORTION OF TRACT A
BRUNDAGE PLACE ADDITION
NOT PART OF THIS SUBDIVISION

- FOUND EXISTING MONUMENT AS NOTED
- ALUMINUM CAP PER LS 14250
- CALCULATED CORNER
- AC ALUMINUM CAP
- BOUNDARY LINE
- INTERIOR LOT LINE
- ADJOINING LOT LINE
- EASEMENT

NOTES:

TRACT A WILL REQUIRE STANDARD CITY OF SHERIDAN ROAD IMPROVEMENTS UPON FURTHER DEVELOPMENT OR SUBDIVISION.

LOTS 1, 2, 3, AND 4 ARE SUBJECT TO A SHARED UTILITY AGREEMENT FOR THE WATER AND SEPTIC SYSTEMS IN PLACE AS OF THE DATE OF THIS PLAT. AN INFRASTRUCTURE EXTENSION AGREEMENT SHALL REQUIRE LOTS 1, 2, 3 AND 4 TO BE CONNECTED TO THE CITY OF SHERIDAN MUNICIPAL WATER AND SEWER SERVICES PRIOR TO LOT 1, 2, 3 AND 4 BEING CONVEYED TO ANY THIRD PARTY.



BASIS OF BEARINGS IS
US STATE PLANE, NAD 83
WYOMING EAST CENTRAL ZONE
DISTANCES ARE GROUND
(US SURVEY FEET)
PAF:1.000235

THE UNDERSIGNED SECURITY STATE BANK, 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 FILED IN BOOK 993 PAGES 598-604. MORTGAGEE, BY SIGNATURE ON THIS PLAT, CONSENTS TO THE DEDICATIONS MADE HEREIN AND SPECIFICALLY RELEASES ALL STREETS, ALLEYS, PARKS, EASEMENTS, 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.

_____
(SECURITY STATE BANK)

STATE OF WYOMING)
COUNTY OF SHERIDAN) :SS

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY _____ FOR THIS _____ DAY OF _____, 2020.

WITNESS MY HAND AND OFFICIAL SEAL. MY COMMISSION EXPIRES: _____.

_____
NOTARY PUBLIC

THE UNDERSIGNED FIRST INTERSTATE BANK, 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 FILED ELECTRONICALLY AS DOCUMENT NUMBER 2019-754450. MORTGAGEE, BY SIGNATURE ON THIS PLAT, CONSENTS TO THE DEDICATIONS MADE HEREIN AND SPECIFICALLY RELEASES ALL STREETS, ALLEYS, PARKS, EASEMENTS, 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 INTERSTATE BANK)

STATE OF WYOMING)
COUNTY OF SHERIDAN) :SS

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY _____ FOR THIS _____ DAY OF _____, 2020.

WITNESS MY HAND AND OFFICIAL SEAL. MY COMMISSION EXPIRES: _____.

_____
NOTARY PUBLIC

CERTIFICATE OF SURVEYOR

I, CLAYTON ROSENLUND , 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 RESTORATION RANCH MINOR 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.



DECLARATION VACATING PREVIOUS PLATTING

THIS PLAT IS THE RE-SUBDIVISION OF TWO PORTIONS OF TRACT A, BRUNDAGE PLACE ADDITION TO THE CITY OF SHERIDAN, SHERIDAN COUNTY WYOMING, AS RECORDED IN THE RECORDS OF SHERIDAN COUNTY CLERK BOOK 352 PAGE 392, AND BOOK 578 PAGE 127. ALL EARLIER PLATS OR PORTIONS THEREOF ENCOMPASSED BY THE BOUNDARIES OF THIS PLAT INCLUCING THE EASEMENT RECORDED IN THE RECORDS OF ABOVE SAID CLERK, AT BOOK 578 PAGE 123, ARE HEREBY VACATED. SUBJECT TO ALL OTHER LEASES, EASEMENTS, RESTRICTIONS, RESERVATIONS, COVENANTS AND ENCUMBRANCES OF RECORD

PREPARED FOR: RESTORATION RANCH LLC, SHERIDAN, WYOMING

Cannon Consulting LLC
Making every shot count
201 E 5TH ST
SHERIDAN, WYOMING 82801

EXISTING SITE SURVEY EXHIBIT OF

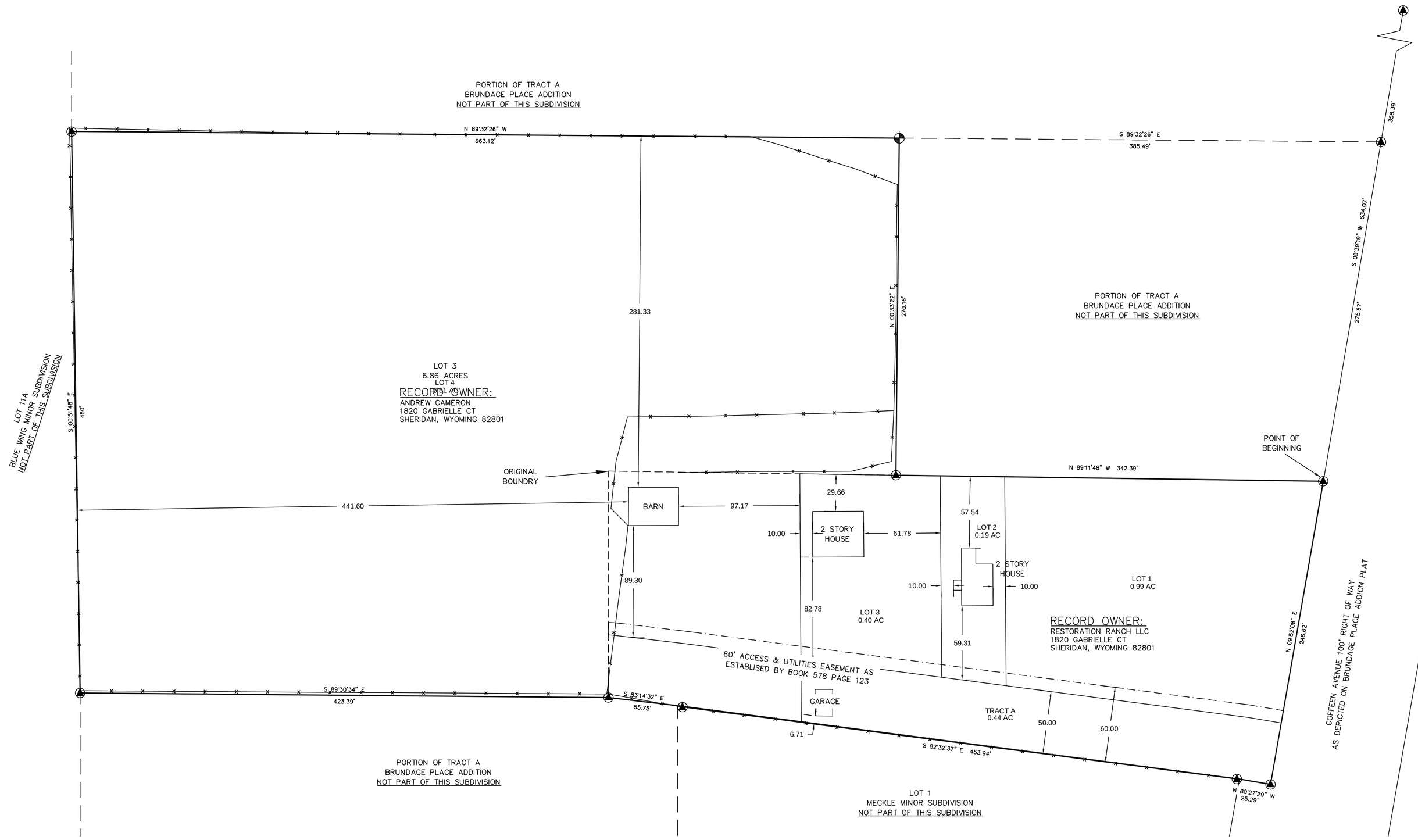
RESTORATION RANCH MINOR SUBDIVISION

BEING A RE-SUBDIVISION OF TWO PORTIONS OF TRACT A, BRUNDAGE PLACE ADDITION
TO THE CITY OF SHERIDAN, SHERDIAN COUNTY, WYOMING
LOCATED IN THE NE¼SW¼, SECTION 2, T55N, R84W,
6TH P.M., SHERIDAN COUNTY, WYOMING
TOTAL AREA = ±8.54 ACRES

LEGEND

- FOUND EXISTING MONUMENT AS NOTED
- ALUMINUM CAP PER LS 14250
- CALCULATED CORNER
- AC ALUMINUM CAP
- BOUNDARY LINE
- INTERIOR LOT LINE
- ADJOINING LOT LINE
- EASEMENT
- BARBWIRE FENCE
- WOOD FENCE

NOTE TRACT A BRUNDAGE PLACE ADDITION HAS NOT BEEN RE-PLATED.



N

GRAPHIC SCALE

50 0 25 50 100

(IN FEET)
1 inch = 50

BASIS OF BEARINGS IS
US STATE PLANE, NAD 83
WYOMING EAST CENTRAL ZONE
DISTANCES ARE GROUND (US SURVEY FEET)
PAF:1.000235

Cannon Consulting LLC
Making every shot count
201 E. 5TH ST.
SHERIDAN, WYOMING 82801

Prepared by Cannon Consulting LLC / (307) 752-0109

DATE PREPARED: 2/3/20

902 North Main Street ■ Sheridan, WY 82801

Lane Thompson, PE
City of Sheridan
55 Grinnell Plaza
Sheridan WY 82801

Dear Mr. Thompson:

This letter is in regards to the Restoration Ranch Minor Subdivision located at 2554 Coffeen Avenue, Sheridan, WY 82801.

We are requesting a variance for the depth to front ratio for the lots in the Restoration Ranch Minor Subdivision, the size of the lots are large enough to creating ample buildable area.

If you have any other questions or comments, feel free to contact me.

Thank you for your consideration in this matter,

Megan Crow, P.E.

CITY OF SHERIDAN
RESOLUTION 20-20

A RESOLUTION approving PL 20-20, the final plat of the Restoration Ranch Minor Subdivision, dividing ± 8.54 acres into 4 lots. Zoned B-1 Business District, located at 2554 Coffeen Ave.

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

WHEREAS, all applicable requirements for a final plat, have been met and all documents meet the applicable requirements in Appendix B (Subdivision Regulations); with the exception of the variances from Sheridan City Code Appendix B §505(C)(1) requiring the depth-to-front ratio of lots shall not exceed 2.5 to 1.

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

That the final plat of Restoration Ranch Minor Subdivision, dividing ± 8.54 acres into 4 lots, zoned B-1 Business District, located at 2554 Coffeen Ave.

Is hereby approved by vote of the City of Sheridan's City Council with the following variance:

> A variance from Sheridan City Code Appendix B §505(C)(1) requiring; the depth-to-front ratio of lots shall not exceed 2.5 to 1.

In approving the variance from the depth to frontage ratio requirements and area variance, the City Council finds the following in accordance with SCC Appendix B §204(A).

1. The granting of the variance will not be detrimental to the public safety, health or welfare, or be injurious to other property;

2. The conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are not applicable generally to other property in the area; or because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out;

3. The variance is necessary for reasonable development of the property in question and will alleviate a clearly demonstrable hardship.

In approving the Restoration Ranch 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 16th day of March 2020.

_____
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:	Minutes of Regular Council Meeting May 18th, 2020
From:	
To:	Mayor and Council
CC:	
Date:	

Attachments

Mins 5.18

CITY OF SHERIDAN, WYOMING

MINUTES OF REGULAR COUNCIL MEETING

COUNCIL CHAMBERS **7:00 P.M.** **May 18th, 2020**

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 Aaron Hughes with Sheridan Wesleyan Church.

4. The meeting was called to order with a quorum as follows: Mayor Roger Miller presiding with Council President Rich Bridger, Council Vice President Thayer Shafer, Councilor Jacob Martin, Councilor Aaron Linden, Councilor Clint Beaver, and Councilor Patrick Henderson. Members of staff attending included Interim City Administrator Mike Jackson, City Treasurer Karen Burtis, Public Works Director Lane Thompson, Utilities Director Dan Roberts, City Clerk Cecilia Good, and various other City staff.

5. Councilor Martin moved, seconded by Councilor Shafer to approve the agenda. Council approved the agenda: voice vote; unanimous.

6. Comments from the Public

A. There were no comments from the public.

7. Community Report

A. Older Americans Month Proclamation presented by The Hub

8. Public Hearings

A. Mayor Miller opened a Public Hearing at 7:09 P.M. for Ordinance #2217, Removing Unused Sections of City Code. City Attorney Brendon Kerns presented an update to Council. There were no comments from the public. The Public Hearing was closed at 7:10 PM.

i. Councilor Martin moved, seconded by Councilor Linden for the First Reading of Ordinance #2217, Removing Unused Sections of City Code. Council approved the motion: roll call vote: unanimous.

B. Mayor Miller opened a Public Hearing for Resolution #16-20 Cloud Peak Ranch 21st Filing Subdivision, Community Development Director Wade Sanner updated the Council. Jeff Feck, Senior Engineer with Morrison Maierle, discussed the history of the subdivision and the current project plan. Mayor Miller closed the public hearing at 7:31 P.M.

i. Councilor Martin moved, seconded by Councilor Beaver, to approve Resolution #16-20 Cloud Peak Ranch 21st Filing Subdivision. Councilor Henderson, seconded by Council Bridger, to amend Resolution #16-20 Cloud Peak Ranch 21st Filing Subdivision with the connection to Scott Addition. Council approved the amendment to Resolution #16-20; roll call vote: 4 ayes and 3 nays. Councilor Martin, Councilor Beaver, and Mayor Miller voted in opposition of the amendment. Council approved the amended Resolution #16-20; roll call vote: unanimous.

C. Mayor Miller opened a Public Hearing for Transfer of Restaurant Liquor License #1 to American Pizza Partners, LP. City Clerk Cecilia Good updated the Council at 7:34 P.M. There were no comments from the public. Mayor Miller closed the public hearing at 7:35 P.M.

i. Councilor Martin moved, seconded by Councilor Shafer to approve the Transfer of Restaurant Liquor License #1 to American Pizza Partners, LP. Council approved the motion: voice vote unanimous.

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

A. Minutes of Special Council Meeting April 30th, 2020
B. Minutes of Special Council Meeting May 4th, 2020
C. Minutes of Regular Council Meeting May 4th, 2020
D. Minutes of Special Council Meeting May 11th, 2020
E. Minutes of Special Council Meeting May 12th, 2020
F. Claims

CLAIMS			
Only Co., LLC	City Council Video Work - April 2020	1,500.00	
Pace Analytical Services, LLC	City BacT Testing April	300.00	
Paul M Juergens	Reimb bunker boots for PJuergens Inv 89815	438.60	
Pavement Markings LLC	restripe parking lots, City Hall, Green Boomerang,	2,120.40	
Pollardwater	SAWS chemicals	636.73	
Post and Associates	pre-employment exam and protocols-Nelson/Wilson	800.00	
Powder River Power Co	Parts and supplies	3,837.27	
ProMec Services	element filter unit 4.32, gasket set unit 5.76	239.53	
Prothman	Interim CA Salary	22,386.00	
Ricoh USA, Inc.	May copier charges	496.59	
Ridgepoint Consulting, LLC	R&O Professinal Services #4701	11,075.00	
Rocky Mountain Ambulance Service LLC	Ambulance service June 2020	10,000.00	
Rocky Mountain Discount Sports	10 RD Magazine for CSO Walker`s 22	35.99	
Russell Industries Inc.	Pump/Tank/Hose rental	3,657.00	
SCS Engineers	Tipping Fee Study - April 2020	2,499.80	
Secure Shred	Shredding Confidential Documents	40.74	
Senior Citizens Council	One Cent additional payment - Home Delivered Meals	25,000.00	
Servall Uniform & Linen Supply	Bi Weekly Rug Cleaning	538.84	
Shane Buettner	Cash Evidence Release - 15P009128	423.00	
Sheridan Commercial Co.	Supplies	1,958.90	
Sheridan Econ-O-Wash	uniform laundry Pierce - Bates - shop	60.00	
Sheridan Lock & Key	pd shop keys-shop supplies	37.00	
Sheridan Motor Inc	transmitter, evaporative filter, repair transmissn	2,310.27	
Sheridan Newspapers Inc	Legal Ads April	3,491.23	
Sheridan Printing Inc	KH business cards	119.00	
Sheridan Seed Co., Inc.	bentonite storm	24.90	
Sherwin Williams	hose, flex gun, striping, lazer tip, guard rac	993.56	
Source Office & Technology	Office supplies	457.94	
Spark Innovations, LLC	new motor for hotplant conveyor - hot plant	1,169.40	
Steve's Truck Service Inc	replace plugged crank case unit 3.12 wc	4,361.33	
Superior Signals Inc.	mini bar unit 2.64 recycle	513.42	
Swagit Productions, LLC	Video Streaming Services - April 2020	1,295.00	
SWANA	SWANA Renewall for Charles M.	228.00	
Ted's Towing, LLC	towing park trailer - parks	175.00	
Thatcher Company	Soda Ash	4,482.00	
The TInt Shop	window tint unit 1.42 pd	105.00	
Tire Rama	tire repairs	1,217.45	
Titan Machinery Inc.	credit cylinder control - unit 4.57 st	(357.70)	
Transaction Warehouse, Inc	Web Payment Transaction Fee, April 2020	2,662.20	
Tri State Truck & Equipment, Inc	front spring unit 3.38 landfill	3,281.48	
U.S. Army Corps of Engineers, Omaha District	ACOE 1135 Project #5705	53,500.00	
Vertical Door Solutions, Inc.	Garage door repairs UM	260.41	
Visionary Communications	Monthly Internet services Intake & BGWTP	399.10	
Winsupply of Sheridan Wy Co	Shop supplies	835.76	
Wyoming Department of Workforce Services	Unemployment Insurance for 1st Qtr - 2020	2,257.30	

Wyoming Machinery Co	Rental costs/parts and supplies	6,080.97	
Wyoming Rents	Discharge hose rental	176.00	
Zowada Recycling & Steel, LLC	steel for repair project	99.79	
Grand Total		397,157.90	
Sum of Amount			
Vendor Name	Description	Total	
Montana Dakota Utilities	Numerous electric bills	15,639.88	
Grand Total		15,639.88	
Sum of Amount			
Vendor Name	Description	Total	
CenturyLink Communications, LLC	SCADA Lines and Extensions	805.73	
Montana Dakota Utilities	Numerous Electric Bills	16,881.01	
Grand Total		17,686.74	
City of Sheridan			
Regular Payroll paid on 05/08/2020			
Sum of Amount			
Vendor Name	Description	Total	
497-874-NCPERS Wyoming	Regular Payroll 05.08.20	360.00	
Aflac	Regular Payroll 05.08.20	1,398.45	
Blue Cross Blue Shield of Wyoming	Regular Payroll 05.08.20	87,570.12	
Child Support-Ohio	Regular Payroll 05.08.20	196.14	
Circuit Court of Sheridan	Regular Payroll 05.08.20	624.52	
CITCO FCU	Regular Payroll 05.08.20	2,795.13	
First Federal Savings Bank	Regular Payroll 05.08.20	9,764.92	
HealthEquity, Inc.	Regular Payroll 05.08.20	2,639.71	
Idaho Child Support Receipting	Regular Payroll 05.08.20	258.92	
IRS 941	Regular Payroll 05.08.20	68,490.53	
LegalShield	Regular Payroll 05.08.20	30.90	
LOCAL 276, IAFF	Regular Payroll 05.08.20	800.00	
Minnesota Child Support Payment Cent	Regular Payroll 05.08.20	203.50	
Nationwide	Regular Payroll 05.08.20	34.28	
Office of Child Support Enforcement (S	Regular Payroll 05.08.20	185.54	
Optum Bank, Inc.	Regular Payroll 05.08.20	647.93	
Orchard Trust	Regular Payroll 05.08.20	3,572.96	
Police Protective Assoc.	Regular Payroll 05.08.20	50.00	
Security State Bank	Regular Payroll 05.08.20	468.76	
Sunlight Federal Credit Union	Regular Payroll 05.08.20	1,792.52	
Vantagepoint Transfer Agents 300698	Regular Payroll 05.08.20	7,662.31	
VSP	Regular Payroll 05.08.20	1,122.22	
Workers' Safety &	Regular Payroll 05.08.20	4,874.47	
Wyo Educator's Benefit Trust	Regular Payroll 05.08.20	1,158.37	
Wyoming Retirement System	Regular Payroll 05.08.20	64,820.67	
Wyoming State Disbursement Unit	Regular Payroll 05.08.20	1,064.93	
Grand Total		262,587.80	

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

10. Staff Update

A. A Sales and Use Tax update was provided by City Treasurer Karen Burtis.

Old Business:

11. City Attorney Brendan Kerns updated Council on the second reading of Ordinance #2214 for the Removal of Fees from City Code with the removal of reference to Section 5-14. The motion to approve Ordinance #2214 on Second Reading was made by Councilman Henderson, seconded by Councilman Martin. Roll call vote, unanimous.

12. Public Works Director Lane Thompson updated the Council on the Third Reading of Ordinance #2210, Rezoning of 205 Coffee Avenue from R-3 Residence to B-1 Business District. Motion to approve Ordinance #2210 on Third Reading and final made by Councilman Shafer, seconded by Councilman Bridger; Roll call vote, unanimous.

New Business:

13. City Engineer Hanns Mercer explained request for a Three Lane Road Section on Main Street to Council.
Motion to approve Request to WYDOT for a Three Lane Road Section on Main Street made by Councilman Martin, seconded by Councilman Shafer. Voice vote, unanimous.

14. City Attorney Brendon Kerns updated the Council on Emergency Ordinance #2218 Regarding Alcohol Delivery to expire on June 1st. Motion to Approve Emergency Ordinance #2218 made by Councilman Linden, seconded by Councilman Martin . Roll call vote, unanimous.

15. City Engineer Hanns Mercer updated the Council on the 5th Street Sanitary Sewer Crossing Project. Motion to approve the award to LJS Concrete and Excavating made by Councilman Beaver seconded by Councilman Martin. Voice vote, unanimous.

17. Council Comments and Requests for Future Agenda Items.

A. Councilor Martin requested an Ordinance regarding for the permanent allowance of the delivery of alcohol to be ready to vote on for June 1st. Councilor Linden requested more data prior to the presentation of the Ordinance. The Mayor requested that the topic be presented at the upcoming Study Session.

B. Councilor Martin requested that the video of the PD's interaction with Smith Alley Brewing regarding a recent incident with the owner be made public. Councilor Shafer requested that the City Attorney's research be provided to the media. Mayor Miller discussed that a future plan for COVID-19 is critical.

C. Mayor Miller requested a budget and firefighter negotiation meeting this Thursday. He also discussed the One Cent funding requested by the Wyoming Technology Business Center and stated that Forward Sheridan has suspended operations.

D. The Capital Facilities Tax information board needs an appointment from City Council. Councilor Martin nominated Councilor Bridger, seconded by Councilor Shafer. Councilor Bridger is now the appointed Council member for the Cap Tax information board.

18. Adjournment. Motion to adjourn made by Councilor Martin and seconded by Mayor Miller. Voice vote, unanimous. Meeting adjourned at 8:38 P.M.

APPROVED:

_____

Roger Miller, Mayor

ATTEST:

_____

City Clerk, Cecilia Good

CITY OF SHERIDAN, WYOMING

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

Clerk

MEMORANDUM

Project Name:	Minutes of Special Council Meeting May 18, 2020
From:	
To:	Mayor and Council
CC:	
Date:	

Attachments

Mns Special mtg 5.18

CITY OF SHERIDAN, WYOMING
MINUTES OF SPECIAL COUNCIL MEETING

COUNCIL CHAMBERS **6:00 P.M.** **May 18th, 2020**

Mayor Roger Miller called the meeting to order at 6:01 P.M.

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

Council Attendance: Mayor Roger Miller and Councilors Clint Beaver, Rich Bridger, Jacob Martin, Aaron Linden, Thayer Shafer, and Patrick Henderson

Others in Attendance: Human Resources Director Heather Doke, City Clerk Cecilia Good, Interim City Administrator Mike Jackson, City Attorney Brendon Kerns, Governmental Relations Administrative Specialist Bev Leichtnam, and other members of staff

Councilor Linden moved and Councilor Martin seconded to enter into Executive Session per Wyoming State Statute 16-4-405, To Consider Accepting or Tendering Offers Concerning Wages, Salaries, Benefits and Terms of Employment During All Negotiations. Council approved the motion: voice vote: unanimous.

Council returned from Executive Session at 6:51 P.M.

Councilor Bridger moved, seconded by Councilor Martin to adjourn the meeting. Council approved the motion; voice vote: unanimous. Council adjourned the Special Meeting at 6:51 P.M.

APPROVED:

_____
Roger Miller, Mayor

ATTEST:

_____
City Clerk, Cecilia Good

CITY OF SHERIDAN, WYOMING

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

Clerk

MEMORANDUM

Project Name:	Minutes of Special Council Meeting, May 21, 2020
From:	
To:	Mayor and Council
CC:	
Date:	

Attachments

Minutes 5.21

CITY OF SHERIDAN, WYOMING
MINUTES OF SPECIAL COUNCIL MEETING

COUNCIL CHAMBERS **4:00 P.M.** **May 21st, 2020**

1. Mayor Roger Miller called the meeting to order at 4:05 P.M.

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

3. Council Attendance: Mayor Roger Miller and Councilors Clint Beaver, Rich Bridger, Jacob Martin, Aaron Linden, Thayer Shafer, and Patrick Henderson. Others in Attendance: Human Resources Director Heather Doke, City Clerk Cecilia Good, Interim City Administrator Mike Jackson, City Attorney Brendon Kerns, Governmental Relations Administrative Specialist Bev Leichtnam, and other members of staff.

4. Consideration of the City Administrator Contract Approval. City Attorney Brendon Kerns updated the Council on the contract.

   Councilor Beaver moved and Councilor Bridger seconded to approve the contract with Stuart McRae for the City Administrator position. Roll call vote: unanimous.

5. Negotiations with IAFF Local #276. City Attorney Brendon Kerns updated the Council on the status of the negotiations. Council and representatives from IAFF Local #276 discussed the firefighter contract.

   Councilor Martin moved, seconded by Councilor Linden, to approve resubmitting the City's last offer with the exact amounts and explanation for insurance included in the proposal. Council approved the motion; roll call vote: one nay. Mayor Miller voted in opposition to this motion.

6. FY21 Budget Discussion. Council discussed the budget for Fiscal Year 2021.

7. Councilor Beaver moved, seconded by Councilor Martin to adjourn the meeting. Council approved the motion; voice vote: unanimous. Council adjourned the Special Meeting at 6:56 P.M.

APPROVED:

_____
Roger Miller, Mayor

ATTEST:

_____
City Clerk, Cecilia Good

CITY OF SHERIDAN, WYOMING

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

Clerk

MEMORANDUM

Project Name:	Minutes opf Special Council Meeting May 27, 2020
From:	
To:	Mayor and Council
CC:	
Date:	

Attachments

Minutes 5/27/20
Minutes 5/27/20

CITY OF SHERIDAN, WYOMING
MINUTES OF SPECIAL COUNCIL MEETING

COUNCIL CHAMBERS **4:00 P.M.** **May 27th, 2020**

Mayor Roger Miller called the meeting to order at 4:03 P.M.

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

Council Attendance: Mayor Roger Miller and Councilors Clint Beaver, Rich Bridger, Jacob Martin, Aaron Linden, Thayer Shafer, and Patrick Henderson. Others in Attendance: Human Resources Director Heather Doke, City Clerk Cecilia Good, Interim City Administrator Mike Jackson, Chief of Police Rich Adriaens, Fire Chief Gary Harnish, Utilities Director Dan Roberts, Governmental Relations Administrative Specialist Bev Leichtnam, and other members of staff.

FY21 Budget Discussion. Council discussed the budget for Fiscal Year 2021.

Councilor Beaver moved, seconded by Councilor Martin, to approve amendment #1 to the FY21 Budget that Councilman Beaver provided to Council. Council rejected the motion; roll call vote: four nays. Councilors Henderson, Bridger, Linden, and Shafer voted in opposition to this motion.

Councilor Beaver moved, seconded by Mayor Miller, to approve amendment #3 to the FY21 Budget that Councilman Beaver provided to Council. Council rejected the motion; roll call vote: five nays. Councilors Henderson, Bridger, Linden, Martin and Shafer voted in opposition to this motion.

Councilor Henderson moved, seconded by Councilor Bridger, to leave the Habitat for Humanity contribution alone, contingent on the legal opinion regarding the legality of the funding and move funding from one cent contingency to CASA to increase the contribution to $10k and the Hub contribution from $60k to $65k. Council approved the motion; roll call vote: one nay. Councilors Martin voted in opposition to this motion.

Councilor Martin moved, seconded by Councilor Beaver, to reduce street light costs from $200k to $180k reducing lighting by 10%. Council approved the motion; roll call vote: three nays. Councilors Henderson, Bridger, and Shafer voted in opposition to this motion.

Councilor Henderson moved, seconded by Councilor Bridger, to delete the North End Fishing Pond and the Main Street Reconfiguration/Turn Signal Reconfiguration from the FY21 budget. After discussion, Councilor Henderson withdrew his motion.

Councilor Henderson moved, seconded by Councilor Bridger, to delete the North End Fishing Pond from the FY21 budget. Council approved the motion; roll call vote: two nays. Councilor Martin and Mayor Miller voted in opposition to this motion.

Councilor Henderson moved, seconded by Councilor Bridger, to delete the Main Street Reconfiguration/Turn Signal Reconfiguration from the FY21 budget. Council approved the motion; roll call vote: three nays. Councilors Martin, Bridger, and Shafer voted in opposition to this motion.

Councilor Henderson moved, seconded by Councilor Bridger, to delete the Turn Signal Reconfiguration on Main St from the FY21 budget. Council did not approve the motion; roll call vote: three nays. Councilors Beaver, Martin, Shafer, and Mayor Miller voted in opposition to this motion.

Councilor Shafer moved, seconded by Councilor Martin, reinstate the striping and lane configuration on Main St and reduce the funds by half in the FY21 budget. Council approved the motion; roll call vote: unanimous.

Mayor Miller moved, seconded by Councilor Henderson, to increase the Kendrick Golf Course supply budget by $7,000. Council approved the motion; roll call vote: unanimous.

Councilor Bridger moved, seconded by Councilor Shafer, to increase the budget line item related to recording Council and Planning Commission meetings by $12,208. Council approved the motion; roll call vote: unanimous.

Mayor Miller moved, seconded by Councilor Beaver, to eliminate the 2.25% staff raise from the FY21 budget and reconsider the raise in November after the City has had time to analyze the economic impacts to the community for May, June, and July. Councilor Beaver moved, seconded by Mayor Miller, to amend the original motion to include an 80/20 split on health insurance costs between the City and staff. Council approved the amendment; roll call vote: one nay. Councilor Martin voted in opposition to this motion. Council rejected the motion to eliminate the 2.25% staff raise from the FY21 budget; roll call vote: six nays. Councilors Bridger, Beaver, Martin, Linden, Shafer, and Henderson voted in opposition of this motion.

Councilor Bridger moved, seconded by Councilor Shafer to adjourn the meeting. Council approved the motion; voice vote: unanimous. Council adjourned the Special Meeting at 6:17 P.M.

APPROVED:

_____
Roger Miller, Mayor

ATTEST:

_____
City Clerk, Cecilia Good

CITY OF SHERIDAN, WYOMING
MINUTES OF SPECIAL COUNCIL MEETING

COUNCIL CHAMBERS **4:00 P.M.** **May 27th, 2020**

Mayor Roger Miller called the meeting to order at 4:03 P.M.

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

Council Attendance: Mayor Roger Miller and Councilors Clint Beaver, Rich Bridger, Jacob Martin, Aaron Linden, Thayer Shafer, and Patrick Henderson. Others in Attendance: Human Resources Director Heather Doke, City Clerk Cecilia Good, Interim City Administrator Mike Jackson, Chief of Police Rich Adriaens, Fire Chief Gary Harnish, Utilities Director Dan Roberts, Governmental Relations Administrative Specialist Bev Leichtnam, and other members of staff.

FY21 Budget Discussion. Council discussed the budget for Fiscal Year 2021.

Councilor Beaver moved, seconded by Councilor Martin, to approve amendment #1 to the FY21 Budget that Councilman Beaver provided to Council. Council rejected the motion; roll call vote: four nays. Councilors Henderson, Bridger, Linden, and Shafer voted in opposition to this motion.

Councilor Beaver moved, seconded by Mayor Miller, to approve amendment #3 to the FY21 Budget that Councilman Beaver provided to Council. Council rejected the motion; roll call vote: five nays. Councilors Henderson, Bridger, Linden, Martin and Shafer voted in opposition to this motion.

Councilor Henderson moved, seconded by Councilor Bridger, to leave the Habitat for Humanity contribution alone, contingent on the legal opinion regarding the legality of the funding and move funding from one cent contingency to CASA to increase the contribution to $10k and the Hub contribution from $60k to $65k. Council approved the motion; roll call vote: one nay. Councilors Martin voted in opposition to this motion.

Councilor Martin moved, seconded by Councilor Beaver, to reduce street light costs from $200k to $180k reducing lighting by 10%. Council approved the motion; roll call vote: three nays. Councilors Henderson, Bridger, and Shafer voted in opposition to this motion.

Councilor Henderson moved, seconded by Councilor Bridger, to delete the North End Fishing Pond and the Main Street Reconfiguration/Turn Signal Reconfiguration from the FY21 budget. After discussion, Councilor Henderson withdrew his motion.

Councilor Henderson moved, seconded by Councilor Bridger, to delete the North End Fishing Pond from the FY21 budget. Council approved the motion; roll call vote: two nays. Councilor Martin and Mayor Miller voted in opposition to this motion.

Councilor Henderson moved, seconded by Councilor Bridger, to delete the Main Street Reconfiguration/Turn Signal Reconfiguration from the FY21 budget. Council approved the motion; roll call vote: three nays. Councilors Martin, Bridger, and Shafer voted in opposition to this motion.

Councilor Henderson moved, seconded by Councilor Bridger, to delete the Turn Signal Reconfiguration on Main St from the FY21 budget. Council did not approve the motion; roll call vote: three nays. Councilors Beaver, Martin, Shafer, and Mayor Miller voted in opposition to this motion.

Councilor Shafer moved, seconded by Councilor Martin, reinstate the striping and lane configuration on Main St and reduce the funds by half in the FY21 budget. Council approved the motion; roll call vote: unanimous.

Mayor Miller moved, seconded by Councilor Henderson, to increase the Kendrick Golf Course supply budget by $7,000. Council approved the motion; roll call vote: unanimous.

Councilor Bridger moved, seconded by Councilor Shafer, to increase the budget line item related to recording Council and Planning Commission meetings by $12,208. Council approved the motion; roll call vote: unanimous.

Mayor Miller moved, seconded by Councilor Beaver, to eliminate the 2.25% staff raise from the FY21 budget and reconsider the raise in November after the City has had time to analyze the economic impacts to the community for May, June, and July. Councilor Beaver moved, seconded by Mayor Miller, to amend the original motion to include an 80/20 split on health insurance costs between the City and staff. Council approved the amendment; roll call vote: one nay. Councilor Martin voted in opposition to this motion. Council rejected the motion to eliminate the 2.25% staff raise from the FY21 budget; roll call vote: six nays. Councilors Bridger, Beaver, Martin, Linden, Shafer, and Henderson voted in opposition of this motion.

Councilor Bridger moved, seconded by Councilor Shafer to adjourn the meeting. Council approved the motion; voice vote: unanimous. Council adjourned the Special Meeting at 6:17 P.M.

APPROVED:

_____
Roger Miller, Mayor

ATTEST:

_____
City Clerk, Cecilia Good

CITY OF SHERIDAN, WYOMING

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

Clerk

MEMORANDUM

Project Name:	Claims
From:	
To:	Mayor and Council
CC:	
Date:	

Attachments

claims
payroll
prepaids

City of Sheridan
Claims paid on 06/02/20

Sum of Amount		
Vendor Name	Description	Total
A & M Service & Supply Inc.	Labor Belt Toner Box for Printer in Steves Office	275.75
A Plus Plumbers & Appliance Repair	repaired mop sink in basement/materials for water cooler install	2,125.00
Ace Hardware-Newkirk	parts and supplies	324.50
A-Line Roofing and Exteriors	New roof for Animal Shelter-half funded by donatio	24,262.28
AlphaGraphics of Wyoming	COVD-19 Floor graphic vinyls, foam boards, signs	1,073.15
AM Signal, Inc.	crosswalk signal repair - signs	770.00
Amazon Capital Services #A33MIR27FEZN42	Floor Standing Poster Display Stand Sign Holder/phone headset/air compressor	635.45
American Maid	April Monthly Cleaning and Extra Sanitizing Visits	1,500.00
American Planning Assoc	Zoning Practice magazine	95.00
American Welding & Gas, Inc.	acetylene, oxygen/drill bits	152.23
Arrow Survey Group, Inc	R&O 2020 Highland Hill-Misc #4701/Levee Repair Project	3,950.00
Association of State Floodplain Managers	member dues	80.00
Bear Paw Embroidery	Sweatshirt and 4 Shirts for Tony T - Recycling	131.00
Bentley Systems	FlowMaster/WaterGems Software Subs 6.8.20-9.7.20	1,040.25
Bighorn Design Studio, LLC	screen printing on safety tees - st	414.00
Black Bear Construction	Statue base	1,800.00
Bloedorn Lumber	plywood barricade repairs sign	55.51
Bluemel Plumbing & Heating	Water Heater for Recycle Center	930.52
Brian's Boot & Shoe	Boots	550.80
Buckingham Lumber Co Inc	rough treated lumber	5,600.00
Buffalo Golf Club, Inc.	toro tri-pled and toro 5400 fairway mower	4,300.00
Burns & Mc Donnell	Cell 10 and T1-T Closure - April 2020	1,477.50
Carquest Auto Parts	parts and supplies	442.45
CED- Consolidated Electrical Distributers Inc.	gaskets, conduit	29.12
Charlie Stump	Deposit Refund/180 E Montana St.	75.61
Chemtrade Chemicals US LLC	truckloads of Alum-Sulfate /SWTP	13,459.83
Christopher Johnson & Rose Chavez	Deposit Refund/615 N Gould St.	32.66
CMI-Teco	coolant level sensor unit 7.8 wc	250.26
Cody Miech	Deposit Refund/814 N Custer St. # 104	31.46
Collection Professionals Inc.	CPI Acct # 1885-4/1/2020-4/30/2020	748.32
Communication Technologies	Analog Radio for Scale House and Handheld Radio/labor and parts	1,719.43
Craftco Metals Services Inc	Remove and Replace pedestal top	1,329.87
Crescent Electric	1000 ft 16 gauge wire, pulley, connectors	512.68
Dana Kepner Company	valve seat wrench,water main repair saddle	4,205.00
D-H Technologies, LLC	Adapter and Office Phone Adjustment	75.00
Dixon Land Management and Consulting Inc	Mowing	1,460.00
DPC Industries, Inc.	Chlorine tank rental	50.00
Employ, LLC	Temporary Labor	6,773.22
Energy Laboratories, Inc	City BacT Testing May	172.00
Enviro-Clean Intermountain, LLC	wear kit easy mount unit 2.43 st	322.31
Fastenal Company	parts and supplies	171.64
Fletcher Construction Co	boom truck rental/pump replacement	420.00
Floyd & Phyllis Fleming	Balance Refund/5071 Coffeen Ave.	5.02
Foot of the Bighorns	Running Shoes for KJohnson Inv 71383	120.00
Frank Ayers	Uniform Boot Reimbursement	150.00
Fremont Motor Sheridan	rear toe link replaced, headlamp, brakes rotors	1,828.76
Grainger, Inc.	t-shirt st supplies	12.09
Hach Company	lab testing material	699.94
Haley Harper	Deposit Refund/1366 Holmes Ave.	71.02
Hawkins Inc	polymer	2,466.00
Home Depot Credit Services	supplies	1,383.42
James & Cassie Gammel	Balance Refund/1126 Cross Creek Ct.	1,093.36
Jeff Hickock	Park Open Container Permit Refund	50.00
Jill W Chase	SPAC Cooordinator May 2020	1,000.00
John Deere Financial #1111308145	parts and supplies	1,286.74
KCR Enterprises LLC	powerlock coupler shop tools	39.95
Keller North America, Inc.	Hillslide Project- Stabilization Phase 1- #5317	820,959.23
Kilpatrick Creations Inc.	Uniforms	1,137.25
Knecht Home Center	supplies	1,762.36
Kois Brothers Equipment, Co.	bearing washer spacer unit 3.7 wc	142.47
L J Wright Ironworks & Design, Inc.	fabricate machine for hot plant	997.84
Landon's Greenhouse & Nursery, Inc.	lilac, elm, scarlet oak, Golf Course Tournament	1,000.25

Vendor Name	Description	Total
Luke A Goddard	Medical Doctor Coverage for June 2020	500.00
Matt Niemi	Deposit Refund/748 N Gould St.	19.61
Memorial Hospital of Sheridan County	Occupational Health Testing	626.25
Midwest Laboratories, Inc.	Compost Testing	451.00
Morrison-Maierle, Inc.	NSI -Utilites & Enhancements CA #4729	13,831.75
Motorola Solutions, Inc.	Milestone #3 of E911 phone contract	36,608.20
Mullinax Concrete Service & Irrigation	830.65 ac rock & Sand for recycle-landfill paving	27,518.13
Napa Auto Parts	parts and supplies	630.64
Nicholas Vialpando	Honorarium Vialpando SPAC Sculpture	1,000.00
Norco, Inc	supplies	2,299.80
Office Shop Inc	Copier charges	140.68
Office Shop Leasing	Lease Payments	143.02
OMP Engineering Inc.	PRV repairs, submersible pressure transducers	6,737.00
One-Call of Wyoming	Tickets for April CDC Code CSH	352.50
Pavement Markings LLC	city parking lot restripe- signs restripe grinnell	900.00
Peak Pest Solutions LLC	Pest Control Big Goose Plant & Intake - May	210.00
Plains Tire & Battery	Tires	1,951.25
Powder River Heating & Air Conditioning, Inc	1.5 Service call hours for furnaces	165.00
Powder River Power Co	supplies	104.39
Prestfeldt Surveying LLC	N Sheridan Interchange Misc #4729	6,300.00
Prothman	City Administrator Search/Interim CA Salary	11,626.66
Raftelis Financial Consultants, Inc.	Proj. R-SHWY2003.00 Water PIF Analysis	2,058.75
Randall Engineering Surveys	ACOE #84-99 Levee Repair Project/Survey consult services	5,550.50
Respond First Aid Systems of Wyoming	first aide bandages cough drops - csc	36.04
Rhonda M Gould	Hemming of 4 pairs of pants for Boone	30.00
Servall Uniform & Linen Supply	Rug cleaning	492.03
Seth Martinsen	Balance Refund/514 E Burkitt St.	27.77
Shaunessey Reeves	cleaning from April 22 thru April 29,2020	200.00
Sheridan Commercial Co.	supplies	779.88
Sheridan County Public Health	Hep A and B - Russ B - Landfill	20.00
Sheridan County Treasurer	SkyWest Air Service January-March 2020 Subsidy	79,885.26
Sheridan Econ-O-Wash	uniform laundry Bates- Pierce	66.00
Sheridan Lock & Key	duplicate keys made	14.80
Sheridan Motor Inc	rotate tires change oil alignment - unit 1.44 pd	182.70
Sheridan Seed Co., Inc.	tough lawn for city parks	945.00
Source Office & Technology	Office supplies	1,494.79
Steady Stream Hydrology, Inc.	ACOE 1135 Design #5705	450.00
Steve's Truck Service Inc	Replace actuator-gaskets-fuel filter-E2 Inv 90787	4,563.09
Tire Rama	Tires and repairs	252.93
Top Office Products Inc	Copier charges forSharp May 2020	415.77
Total Comfort Heating &	furnace repair, heat run installation 476 Marion	802.45
Tri State Truck & Equipment, Inc	sealing ring unit 3.38 land fill	87.28
Trihydro Corporation	Monitoring well Sampling and Reporting April 2020	3,069.94
Van Diest Supply Company	milestone, tordon, herbicide, esplande, briquets	13,089.54
Vertical Door Solutions, Inc.	Serviced Garage Door and Added Stripping	176.30
VRM, Inc.	Parts and Labor	2,911.29
Wagner Ranch Services, LLC	Blacktooth Park Phase 1-CA #5709	221,740.02
WARWS	2020 Annual Training Conference	395.00
Water Products, Inc	Water	24.00
Western Emulsions, Inc.	4.61 ton durapatch oil - st	2,120.60
Winsupply of Sheridan Wy Co	tap saddle, sprinkler parts	741.25
WWC Engineering, A Division of	ACOE Storm Water Outfall Project-#1020	7,384.75
Wyoming Electric, Inc.	LED Lights at Landfill	1,215.00
Wyoming Machinery Co	Parts and Labor	1,596.96
Wyoming State Fire Marshal's Office	Inspector and Code Enforcement 8th Edition	146.51
Xtreme Auto Body, Inc	Repair to 2-34 due to Compactor Damage	2,803.20
Grand Total		1,387,914.78

City of Sheridan
Regular Payroll paid on 05/22/20

Sum of Amount		
Vendor Name	Description	Total
497-874-NCPERS Wyoming	Regular Payroll 05.22.20	360.00
Aflac	Regular Payroll 05.22.20	1,313.37
Blue Cross Blue Shield of Wyoming	Regular Payroll 05.22.20	76,776.76
Circuit Court of Sheridan	Regular Payroll 05.22.20	416.43
CITCO FCU	Regular Payroll 05.22.20	2,795.13
First Federal Savings Bank	Regular Payroll 05.22.20	9,764.92
HealthEquity, Inc.	Regular Payroll 05.22.20	2,639.71
IRS 941	Regular Payroll 05.22.20	67,403.70
LOCAL 276, IAFF	Regular Payroll 05.22.20	800.00
Minnesota Child Support Payment Cent	Regular Payroll 05.22.20	203.50
Nationwide	Regular Payroll 05.22.20	34.28
Office of Child Support Enforcement (SI	Regular Payroll 05.22.20	185.54
Optum Bank, Inc.	Regular Payroll 05.22.20	647.93
Orchard Trust	Regular Payroll 05.22.20	3,572.96
Security State Bank	Regular Payroll 05.22.20	468.76
Sunlight Federal Credit Union	Regular Payroll 05.22.20	1,792.52
Vantagepoint Transfer Agents 300698	Regular Payroll 05.22.20	7,677.53
VSP	Regular Payroll 05.22.20	1,153.26
Workers' Safety &	Regular Payroll 05.22.20	4,831.67
Wyoming Retirement System	Regular Payroll 05.22.20	63,331.95
Wyoming State Disbursement Unit	Regular Payroll 05.22.20	1,064.93
Grand Total		247,234.85

City of Sheridan
Prepaids paid on 05/14/20

Sum of Amount		
Vendor Name	**Description**	Total
Brian James Golf Professional LLC	2020 Management fee, April, May Golf Pro fee	**31,400.00**
CenturyLink Communications, LLC	SCADA & Extensions Lines	**529.40**
Mike Jackson	Interim CA Reimbursement for Travel home	**385.54**
Montana Dakota Utilities	Numerous Electric Bills	**13,924.74**
Simplifile, LC	Electronic filing - Sheridan County	**14.00**
Wyoming Society of Certified	WY CPAs membership dues - TW 5/1/20-4/30/21	**150.00**
Grand Total		**46,403.68**

City of Sheridan
Prepaids paid on 05/21/20

Sum of Amount		
Vendor Name	**Description**	Total
Caterpillar Financial	CAT 140M2 Motor Grader Streets Payment #5	**15,797.84**
CenturyLink Communications, LLC	SCADA Lines and Extensions	**762.08**
Justin Bishop	Turf Management Services - May 2020	**5,583.33**
Montana Dakota Utilities	Numerous Electric Bills	**4,514.01**
Pitney Bowes Inc	Postage for March & April 2020	**1,200.00**
Wilcox Abstract &Title	Hillslides Project-Misc #5317	**1,000.00**
Grand Total		**28,857.26**

CITY OF SHERIDAN, WYOMING

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

Attorney

MEMORANDUM

Project Name:	Consideration of the Second Reading for Ordinance #2217 Removing Unused Sections of City Code - City Attorney Brendon Kerns
From:	Brendon Kerns, City Attorney
To:	Mayor and Council
CC:	Interim City Administrator Mike Jackson
Date:	06/01/2020

Attachments

Ord. 2217

Ordinance 2217

AN ORDINANCE REPEALING UNNECESSARY AND OUTDATED PROVISIONS OF CITY OF SHERIDAN ORDINANCES IN CHAPTER 2, CHAPTER 5 and CHAPTER 14 CONCERNING PUBLIC DANCES AND THE CITY TRAVEL AND TOURISM BOARD, SPECIFICALLY;

WHEREAS, the City of Sheridan has identified specific portions of the City code which are no longer applicable, necessary or relevant.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SHERIDAN, WYOMING:

Chapter 2-82 through 2-90 are hereby repealed and reserved and titled as follows:

2-82 Reserved

2-83 Reserved

2-84 Reserved

2-85 Reserved

2-86 Reserved

2-87 Reserved

2-88 Reserved

2-89 Reserved

2-90 Reserved

Chapter 5-12 through 5-16 are hereby repealed and shall be reserved and titled as follows:

5-12 Reserved

5-13 Reserved

5-14 Reserved

5-15 Reserved

5-16 Reserved

Chapter 14-11 is hereby repealed and shall be reserved.

WHEREUPON, a motion was passed and the Ordinance declared adopted this ____ day of _____ _____, 2020.

CITY OF SHERIDAN, WYOMING

_____
Mayor

ATTEST:

_____
City Clerk

FIRST READING:

SECOND READING:

PUBLISHED:

EFFECTIVE THE _____ DAY OF _____, 2020.

CITY OF SHERIDAN, WYOMING

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

Attorney

MEMORANDUM

Project Name:	Consideration of the Third and Final Reading of Ordinance #2214 Addressing Fees within City Code - City Attorney Brendon Kerns
From:	Brendon Kerns, City Attorney
To:	Mayor and Council
CC:	Interim City Administrator Mike Jackson
Date:	06/01/2020

Attachments

Fee Ordinance 2214
memo re fees

Ordinance 2214

AN ORDINANCE AMENDING CHAPTERS 2, 4, 5, 6, 7, 12, 20, 23, 28 AND APPENDIX B OF THE CITY OF SHERIDAN ORDINANCES CONCERNING FEES, SPECIFICALLY;

WHEREAS, the City of Sheridan Ordinances contain certain provisions which require the payment of certain fees;

WHEREAS, the City of Sheridan desires for those fees to be set by Resolution of the City Council for the City of Sheridan.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SHERIDAN, WYOMING:

Chapter 2 shall be amended to include Article IV to be titled "2-94 Fee Schedule" which shall read as follows:

> The City Governing Body shall approve a fee schedule with each budget establishing the fees charged for City services. No fee may exceed the maximum allowed by Wyoming Statute.

4-8(d) through (e) shall be amended to read as follows:

> (d) *Fees.* Catering/malt beverage permit fees shall be based on when the permit application is submitted and the proposed date of the event/activity. If the permit application is submitted at least three weeks before the proposed date of the event/activity, the fee shall be as determined by the City Governing Body. If the permit application is submitted less than three weeks before the proposed date of the event/activity, the fee shall be as determined by the City Governing Body.
>
> (e) *Open container permits.* Applicants for open container permits will complete and submit an application in which the applicant shall provide their name, address and phone number, the date, time(s) and location of the event, and a short summary of the reason for the permit request and the activities proposed for the event. Open container permits may be issued to allow the possession and consumption of alcoholic or malt beverages in open containers on public property, such as parks in conjunction with a park permit issued by the City, on City streets in conjunction with a street closure permit, and at other areas, in which open containers would not otherwise be permitted. Applications will be reviewed by the Chief of Police or designee and the City Clerk or designee. Upon approval of the application and the payment of permit fee set by the City Governing Body, the permit will be issued to applicant by the City Clerk. The City Clerk will issue an open container sign, to be posted at the location of the event described in the application, which sign must be displayed during the event to allow the consumption of alcoholic beverages at that location.

4-9(c)(1) shall be amended to read as follows:

Satellite winery permit. A holder of a winery permit may sell its manufactured wine at up to three satellite location within Wyoming, separate from its licensed manufacturing site. Application shall be made to the city of Sheridan on a form furnished by the municipal clerk. The annual permit fee shall be set by the Governing Body. W.S. § 12-4-412(d).

4-9(d)(1) shall be amended to read as follows:

Satellite distillery permit. A holder of a manufacturer's permit may sell its product at one satellite location within Wyoming, separate from its licensed manufacturing site, in accord with W.S. § 12-4-203(f). Application shall be made to the City of Sheridan on a form furnished by the Clerk. The annual permit fee shall set by the City Governing Body. W.S. §12-4-203(f).

4-9(e) shall be amended to read as follows:

(e) *Permit fees—Annual.* The following annual permit fees are established, and shall be charged and collected, prior to the issuance of a microbrewery or winery permit by the City:

(1) Microbrewery permit together with sale of other malt beverages when obtained through licensed wholesale malt beverage distributors, or winery permit together with sale of other wines when obtained from the commission, the annual permit fee shall be set by the Governing Body . W.S. § 12-4-412(b)(1);

(2) Dual holding of a microbrewery or winery permit and retail liquor license, no additional fee shall be assessed other than the retail, restaurant or resort license fee. W.S. § 12-4-412(b)(ii), (vi);

(3) Microbrewery permit to brew a malt beverage and dispense the brewed malt beverage on-premises and for off-premises personal consumption, not for retail sale, in packaging of bottles, cans or packs of an aggregate volume not to exceed two thousand ounces per sale, or winery permit to sell its manufactured wine on site for off-premises personal consumption, not for retail sale, in packaging of bottles of an aggregate volume not to exceed two thousand twenty-eight ounces per sale, the annual permit fee shall be set by the Governing Body. W.S. § 12-4-412(b)(iii);

(4) Distillery permit for the manufacturing and rectifying of alcoholic liquor annual permit fee shall be set by the Governing Body. W.S. § 12-2-203(a).

4-17 shall be amended to read as follows:

The fees established for the application and renewal of liquor licenses not otherwise referenced in the City Code shall be as follows:

(a) Restaurant liquor licenses shall be set by the City Governing Body and paid annually.

(b) Bar and grill licenses shall be set by the City Governing Body and paid annually. .

(c) Limited retail liquor licenses (club) shall be set by the City Governing Body and paid annually.

(d) Resort licenses shall be set by the City Governing Body and paid annually.

(e) The fee for the transfer of a transferrable license shall be set by the Governing Body. .

(f) The fee shall not be a sum greater than the amount authorized by applicable statutes of the State of Wyoming. Fees are due at the time of application or renewal.

6-17 Shall be amended to read as follows:

The cost of a dog license shall be set by the City Governing Body and payable to the dog and cat shelter for each neutered male or spayed female; provided, that proof is furnished to the representative of the dog and cat shelter that such dog is neutered or spayed, and for each un-neutered male or un-spayed female over the age of six months.

6-38 Shall be amended to read as follows:

Before any impounded dog or cat is released, there shall be paid to the dog and cat shelter, a boarding fee for each day or fraction thereof that the dog or cat is impounded, the amount to be determined by the shelter manager with direction from the shelter board, the amount to be reasonable and customary for such fees in the region. The shelter manager may waive impound fee's when the fees would, due to financial difficulty, prevent the pet from being returned to its proper owner. In addition, a pound master's fee ~~of ten dollars~~ for each neutered male or spayed female; provided that proof of such neuter or spay is furnished to a representative of the dog and cat shelter, or a fee ~~of twenty-five dollars~~ for each un-neutered male or unspayed female over the age of six months, plus the license fee for any unlicensed dog. The certification for inoculation of rabies from a veterinarian must also be exhibited. Except for the impoundment fees set by the shelter, all other fees shall be set by the City Governing Body.

7-14.1(a) Shall be amended to read as follows:

(a) There shall be an annual fee set by the City Governing Body ~~of thirty dollars~~ for all individual trade licenses.

7-21(b)(F) Shall be Amended as Follows:

Each trade/discipline involved in every project will be allowed two inspections per phase of work included in the permit at no additional cost. A re-inspection fee ~~of fifty-eight dollars and seventy-five cents~~ shall be set by resolution of City Governing Body ~~will be charged for and any additional inspections up to and including five~~.

12-2-6(c) Shall be amended to read as follows:

The annual fee for such a license shall be as set by the City Governing Body. ~~but shall not exceed one thousand dollars~~.

20-3 Same –Shall be amended to read as follows:

The license required by the preceding section shall be issued to any person who shall apply therefor, upon such person paying to the C~~c~~ity ~~the sum of one hundred fifty dollars per annum in advance~~ a fee in the amount set by the City Governing Body. No license shall be issued for a less period than one (1) year.

20-11 –Shall be amended to read as follows:

The license required by the preceding section shall be issued to any person who shall apply therefor, upon such person paying to the ~~c~~City ~~the sum of fifteen dollars per annum in advance~~ a fee in the amount set by the City Governing Body. No license shall be issued for a less period than one (1) year.

23-2 shall be amended to read as follows:

No permit required by the preceding section shall be issued by the city engineer until the fee, as established by the City Governing Body, has been paid to the city engineer for such permit.

23-15 Shall be amended to read as follows:

(a) All installing, replacing or repairing of any pipe line or conduit within the boundaries of any public street, alley or other public thoroughfare within the City shall be done under

the supervision of the City Engineer and in conformity with the following rules and regulations:

A. All excavations shall be held to a minimum width and particularly in paved areas. After the trenching is completed and the installation or repair has been made, the City Engineer or building inspector shall be notified, and no backfilling shall be made until the building inspector or some other person designated by the City Engineer is present.

B. The backfill shall be made from excavated material when same is not frozen. When such material is frozen it shall be removed from the site by the permittee and suitable material free from frozen material, shall be furnished. The material shall be placed in the trench or excavation in layers not to exceed six inches (6") and each layer shall be thoroughly tamped by hand or mechanical tampers to the satisfaction of the inspector.

C. In paved areas, the backfill shall be made up to the surface of the existing paving. Pavement will be replaced by the City, for which service the permittee shall pay to the City per square foot for each square foot of pavement in the amount set by the City Governing Body, regardless of type, replaced. No charge shall be made for surface replacement where the original surface was gravel; however, the permittee shall be required to make the top six inches (6") of backfill out of road or street gravel.

D. The above charge shall include the cost of inspection. A minimum charge, as determined by the City Governing Body, shall be charged for inspections of backfilling openings in unpaved streets or alleys.

28-34 Shall be amended to read as follows:

A service charge rate schedule shall be established annually by the City Governing Body based on costs of labor, equipment and materials and be posted and available for public inspection at the cashier's office. Each call for service requested by the consumer for causes not attributed to or caused by action of the C~~e~~ity will be charged based on this schedule. No service charge will be made for initial or final meter reading unless a second trip is required or if the service must be turned off or on at the curb stop. Other than normally scheduled, meter reading shall be requested by the consumer twenty-four (24) hours before the reading time desired.

Appendix B Subdivision Regulations Article 5 Section 507 Shall be amended as follows:

(A)(1) (c) No land or cash need be given at the time the subdivision is approved, in which case a fee shall be assessed and paid at the time a building permit is issued for each new dwelling unit on each individual lot or tract in the subdivision, such fee to be assessed as follows:

For each single family dwelling or each unit of a two-family dwelling if under separate ownership	~~$500 per unit~~ As established by the City Governing Body
For each unit of a two-family dwelling under common ownership	~~$300 per unit~~ As established by the City Governing Body
For each dwelling unit of a multi-family dwelling	~~$200 per unit~~ As established by the City Governing Body

WHEREUPON, a motion was passed and the Ordinance declared adopted this ____ day of _____ _____, 2020.

CITY OF SHERIDAN, WYOMING

_____
Mayor

ATTEST:

_____
City Clerk

FIRST READING:

SECOND READING:

PUBLISHED:

EFFECTIVE THE _____ DAY OF _____, 2020.

KERNS & BUNTING, LLC
200 W. Loucks St.
P.O. Box 6669
Sheridan, WY 82801
Telephone: 307.655.8600
Facsimile: 307.674.5000

BRENDON E. KERNS
bkerns@kernsbunting.com
Licensed in WY & MT

SHERYL S. BUNTING
sbunting@kernsbunting.com
Licensed in WY

MEMORANDUM

Date: **May 29, 2020**
To: **City of Sheridan Mayor and Council**
RE: **City Fees Schedule**

The following is an explanation of the provisions of City code which are to be amended by Ordinance 2214.

Chapter 2 addition "2-94" – establishes the new procedure and requirement to review the fees schedule.

4-(8)(d) through (e) – This portion of the code controls the fee structure and permit procedure for obtaining a catering or malt beverage and obtaining an open container permit.

4-9(c)(1) – This portion of the code controls the fee for a satellite winery permit.

4-9(d)(1) – This portion of the code controls the fee for a satellite distillery permit.

4-9(e) – This portion of the code controls microbrewery permits.

4-17 – This portion of the code controls the application and renewal fees for liquor licenses.

6-17 – This portion of the code controls the cost of a dog license.

6-38 – This portion of the code controls pound master fees when a dog or cat is impounded at the Dog and Cat Shelter.

7-14.1(a) – This portion of the code controls the cost of City Plumber's license.

7-21(b)(f) – This portion of the code controls the fee for the building official to issue a remodel permit.

12-2-6(c) – This portion of the code sets the fee charged to private garbage haulers for a license.

20-3 – This portion pf the code sets the fee for a pawnbroker's license.

20-11 – This portion of the code sets the fee for a secondhand dealer license.

23-2 – This portion of the code sets the fee for a permit to perform construction on streets, curbs and improvements to public property.

23-15 – This portion of the code sets the fee and requirements to obtain a permit to excavate in a street or alley.

28-34 – This portion of the code sets the service rate charge schedule for water.

Appendix B, Article 5 Section 507 (A)(1)(c) – This portion of the code that control the costs associated with a Master plan.

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

Brendon Kerns

Kerns & Bunting, LLC

CITY OF SHERIDAN, WYOMING

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

Attorney

MEMORANDUM

Project Name:	Consideration of Emergency Ordinance #2020 Pertaining to Alcohol Delivery - City Attorney Brendon Kerns
From:	Brendon Kerns, City Attorney
To:	Mayor and Council
CC:	Interim City Administrator Mike Jackson
Date:	06/01/2020

Attachments

Emergency Ordinance #2020 - Alcohol Delivery

Ordinance 2215

AN ORDINANCE AMENDING CHAPTER 4 OF THE CITY OF SHERIDAN MUNICIPAL ORDINANCES CONCERNING DELIVERY OF ALCOHOLIC BEVERAGES;

WHEREAS, the City of Sheridan Governing Body is the local licensing authority pursuant to W.S. §12-4-101 *et.al.*; and

WHEREAS, the City of Sheridan Municipal Ordinance 4-5(a)(6) prohibits the delivery of alcoholic beverages by a delivery service; and

WHEREAS, pursuant to W.S. §15-1-101(a)(iii) and W.S. §15-1-115(c), the City may pass an emergency ordinance to preserve the public health, safety or welfare; and

WHEREAS, the State of Wyoming is currently discouraging gatherings of more than ten (10) people and people are being encouraged to engage in social distancing as a result of the COVID-19 virus; and

WHEREAS, the COVID-19 virus is causing significant economic harm to liquor and malt beverage licensees which constitutes an emergency situation; and

WHEREAS, the emergency situation is deemed to be continuing and thus this emergency ordinance shall remain in effect until the next regularly scheduled Council meeting.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SHERIDAN, WYOMING:

1. Ordinance 4-5(a)(6) shall be suspended until the next regularly scheduled Council meeting or for thirty (30) days, whichever occurs first.

2. For purposes of this Ordinance the following definitions shall apply:

    a. *Serve*: The act of delivering alcohol to a purchaser or delivery employee on the licensed premise.

    b. *Delivery*: The act of providing alcohol to a purchaser.

    c. *Delivery Service*: A Liquor Licensee's process in which their employee provides alcohol to a purchaser.

d. *Delivery Employee*: The Licensee's employee responsible for delivering alcohol to the purchaser.

3. Retail Liquor Licensees, Microbreweries, and Wineries shall be permitted to provide delivery services for the delivery of alcohol to customers. Delivery services shall be subject to the following:

a. No order shall be received from nor delivery made to a person under twenty-one (21) years of age. Each purchaser shall be required to provide a valid Driver's License or valid government issued identification.

b. No part of a publicly owned sidewalk, highway, street or alley shall be used for taking orders or conducting sales.

c. Malt beverage or wine shall be delivered to customers only in the original, unopened package.

d. Deliveries shall not be made to or on public property and shall not be delivered outside the City of Sheridan Municipal boundaries unless otherwise allowed by Wyoming Statute, resolution of the Sheridan County Commissioners or Order of the Governor of Wyoming.

e. Delivery service employees shall have completed an alcohol server training program as approved by W.S. § 12-2-402; be at least twenty-one (21) years of age; maintain a valid driver's license; maintain valid vehicle insurance coverage as required by Wyoming Statute; and be an employee of the Licensee.

f. The Licensee and/or the delivery service employee shall refuse to serve any purchaser who is obviously intoxicated. For the purposes of this section, "obviously intoxicated" shall mean an individual who is inebriated to the extent that the person appears substantially impaired and the impairment is evident by actions such as slurred speech, uncoordinated physical actions or physical dysfunction which would be obvious to a reasonable person.

g. The Licensee and/or the delivery service employee shall notify the Sheridan Police Department of any criminal incident or criminal activity which is observed or occurs as soon as reasonably possible.

h. All sales must occur on the Licensee's premise by in-person purchase, online order, order by app, or order by phone. Payment must be received at the time of purchase. Payment may not occur upon delivery.

i. Licensees shall keep a record of each delivery service transaction which shall be made available to the City upon request. The record shall include, at minimum, the name and address of the purchaser, date and time of order, address of delivery, name of delivery employee, and the product purchased and delivered.

Within thirty (30) days after delivery service has terminated, the record shall be delivered to the City for the purpose of the City analyzing and reviewing the date of sale, effect on the community, benefit to license holders and other information which the records may provide.

j. Deliveries shall only be made to the purchaser.

k. Deliveries shall be prohibited for kegs.

4. All retail liquor licensees, wineries and microbreweries may establish a delivery service without submitting an amended operational plan, provided that the Licensee submits a written notice to the City Clerk of its intent to provide delivery services. Failure to provide notice shall prohibit the licensee from providing delivery services.

5. All alcohol licensees may establish curbside pick-up services at the licensed premise without submitting an amended operational plan.

6. Any violation of the aforementioned requirements, restrictions or procedures by any Licensee or Licensee's employee shall be a misdemeanor with a maximum punishment as defined by Ordinance 9-1. Any conviction of a Licensee or Licensee's employee shall be subject to Ordinance 4-13.

7. Should any portion of this Ordinance be in conflict with any other City of Sheridan Ordinance, this Ordinance is deemed to control and supersede.

8. This Ordinance shall remain in effect until the next regularly scheduled Council Meeting or thirty (30) days from the date of passage, whichever is earliest.

9. Pursuant to W.S. § 15-1-115(c), this Ordinance shall go into effect immediately.

WHEREUPON, a motion was passed and this Ordinance and was declared adopted by three-quarters or more of the City Governing Body this _____ day of_____, 2020.

CITY OF SHERIDAN, WYOMING

_____
Mayor Roger Miller

ATTEST:

_____
City Clerk

EFFECTIVE THIS _____ DAY OF APRIL, 2020.

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:	Discussion of the Wyoming Technology Business Center's One Cent Funding - City Attorney Brendon Kerns
From:	
To:	Mayor and Council
CC:	
Date:	

Attachments

cooperative agreement
Memo
Sheridan County/UW agreement

Cooperative Funding Agreement
Between Sheridan County and the City of Sheridan
For the Wyoming Technology Business Center – Sheridan Area

This AGREEMENT between the County of Sheridan (County) and the City of Sheridan (City) related to the Wyoming Technology Business Center – Sheridan Area and the funding requirements between the parties.

WHEREAS, having identified the need to assist start-up business as a part of the County's comprehensive economic development plan, the County in September 2010 approved resolution 10-05-005 and submitted a grant application the Wyoming Business Council (WBC) for the purchase of property for a business incubation facility, and

WHEREAS, in October 2010 the WBC approved the grant application and the County subsequently purchased commercial property in the Double Eagle Tech Park for the Sheridan Incubator Facility (SIF), and have entered into operating agreements to manage the Sheridan Incubator Facility, first with Forward Sheridan (2010), and subsequently with the University of Wyoming (2015), and

WHEREAS, Sheridan County and the City of Sheridan desire to provide funding to further the effectiveness and impact of the Wyoming Technology Business Center – Sheridan area and support local start-up businesses as a key element of local economic development strategies, and

NOW THEREFORE, the Parties to this AGREEMENT agree to the following:

1. Following execution of this AGREEMENT the City and the County shall each pay equal semi-annual payments for a period of three (3) years, for the services of WTBC at the SIF, as follows:

    A. Forty thousand dollars ($40,000.00) and no cents due and payable before December 31, 2019

    B. Forty thousand dollars ($40,000.00) and no cents due and payable before June 30, 2020

    C. Forty thousand dollars ($40,000.00) and no cents due and payable before December 31, 2020

    D. Forty thousand dollars ($40,000.00) and no cents due and payable before June 30, 2021

    E. Forty thousand dollars ($40,000.00) and no cents due and payable before December 31, 2021

DRAFT

F. Forty thousand dollars ($40,000.00) and no cents due and payable before June 30, 2022

2. The County and City shall work collaboratively with the University of Wyoming and with WTBC to accomplish the objectives identified in Exhibit A to that AGREEMENT between the University of Wyoming and County, the terms of which are incorporated herein by reference.

3. The County will ensure that the terms of the WBC grant and the terms of the Agreement between the University of Wyoming and the County are fully complied with at all times during the term of this Agreement.

4. This Agreement shall expire on June 30, 2022, unless otherwise extended by mutual agreement of the Parties. Further, this Agreement may be amended by written agreement of the Sheridan City Council and the Sheridan County Board of County Commissioners.

SHERIDAN COUNTY, WYOMING	CITY OF SHERIDAN
_____	_____
Nick Siddle, Chairman	Roger Miller, Mayor
Dated_____	Dated_____
ATTEST:	ATTEST:
_____	_____
Eda Schunk Thompson, County Clerk	Cecilia Good, City Clerk

DRAFT

KERNS & BUNTING, LLC
200 W. Loucks St.
P.O. Box 6669
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Telephone: 307.655.8600
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BRENDON E. KERNS
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Licensed in WY & MT

SHERYL S. BUNTING
sbunting@kernsbunting.com
Licensed in WY

MEMORANDUM

Date: **May 29, 2020**
To: **City of Sheridan Mayor and Council**
RE: **City/County/UW Funding Agreements**

Please find the Sheridan County/University of Wyoming WBTC Funding Agreement, ("WBTC Agreement") and the Cooperative Funding Agreement ("Cooperative Agreement") in your agenda packet. The two Agreements establish the funding mechanism for WBTC. The WBTC Agreement is for reference only. That agreement is between the County and the University of Wyoming. The Cooperative Agreement is between the City and the County.

Both Agreements are for three years. A total of $80,000 is due to be paid to the University each year. The Cooperative Agreement would require the City to pay $40,000 per year. The Cooperative Agreement is backdated and was required to be paid for December 31, 2019. The second payment is due June 30, 2020. Thus, FY 2020 will require a budget adjustment and payment to the County in the amount of $80,000.

AGREEMENT

THIS Agreement ("Agreement") is made effective on the date specified in Section 1 herein by and between Sheridan County and the University of Wyoming ("UW"), hereinafter referred to as the "Parties" or individually as a "Party."

RECITALS

WHEREAS, the Sheridan Incubator Facility ("SIF") was constructed through funding from the Wyoming Business Council to be operated as a business incubator; and

WHEREAS, UW, under its Office of Research and Economic Development, operates the Wyoming Technology Business Center ("WTBC") on the UW campus in Laramie, the WTBC – Casper area in Casper, and the WTBC – Sheridan area in Sheridan, provides economic development consultation statewide, and has developed substantial expertise in the operation of business incubators; and

WHEREAS, Sheridan County desires that UW continue to assume responsibility for operating the WTBC – Sheridan area and the SIF, and operate a business incubator program that will provide valuable resources and expertise to assist Sheridan area entrepreneurs and enable business creation, start-up, and acceleration as an integral part of Sheridan's economic development strategy, and

WHEREAS, given the nature of a business incubator, the Parties recognize that the costs of operating the WTBC – Sheridan area will exceed the revenues it generates, thereby requiring additional funding beyond generated revenues to sustain operations; and

NOW THEREFORE, the Parties to this AGREEMENT agree to the following:

1. **Term of the AGREEMENT.**

   a. This AGREEMENT shall commence upon the date last signed and executed by the duly authorized representatives of the Parties to this AGREEMENT, and shall remain in full force and effect for a period of three (3) years following that date, unless sooner terminated as provided in Section 1, subsection (b).

   b. This AGREEMENT:

      i. May be terminated by either party without cause, upon sixty (60) days prior written notice. Termination of this Agreement shall not relieve a party from its obligations incurred prior to the termination date.

   c. All notices under this section shall be delivered by hand or by certified mail addressed to the parties as set forth below.

Sheridan County's address shall be:

Sheridan County Commission
224 S. Main St, Ste B-1
Sheridan, Wyoming

UW's address shall be:

Vice President for Research and Economic Development
University of Wyoming
Dept. 3355
1000 East University
Laramie, WY 82071

Any party may notify the other Party in writing of a different address for notice hereunder.

2. Duties of UW

a. Provide operational funding to support the WTBC – Sheridan area staffing that will administer the incubator program, manage the development of existing client businesses in the SIF, and recruit new potential clients that can benefit from the program.
b. Create, administer, and deliver an annual entrepreneurial business plan pitch competition that will stimulate interest around entrepreneurship in the community, identify new clients with high potential business plans, and provide a source of seed capital for business plan advancement.
c. Work collaboratively with the Sheridan area economic development ecosystem to promote and deliver regular networking and connection events to showcase entrepreneurial ventures, provide education on topics of interest, and identify and recruit additional clients into the incubator program.
d. Provide opportunities for student interns to work with incubator clients, thus providing mutual benefit for the interns and early-stage businesses.
e. Provide detailed annual financial reports on incubator operations and metrics as required by Sheridan County.
f. Maintain a lease between UW and Sheridan County under which UW assumes responsibility for operating the SIF and collect rent from clients and tenants.

3. Duties of Sheridan County

a. Make semi-annual payments to UW following the beginning of each contract year and upon receipt of an invoice by UW in the amounts set forth below:

i. For each contract year, one hundred and sixty thousand dollars ($160,000.00) as follows:
   A. Eighty thousand dollars ($80,000.00) due before January 20, 2020 and June 30, 2020.
   B. Eighty thousand dollars ($80,000.00) due before December 31, 2020 and June 30, 2021.
   C. Eighty thousand dollars ($80,000.00) due before December 31, 2021 and June 30, 2022.

ii. Provide direction annually to the UW Office of Research and Economic Development on priorities for Sheridan area contributed funds, with an emphasis on those identified areas that will raise the impact of incubator operations as an integral part of Sheridan's overall economic development strategies.

iii. Work collaboratively with UW to accomplish the objectives in Section 2.

iv. Work collaboratively with the City of Sheridan to secure a Cooperative Funding Agreement between Sheridan County and the City of Sheridan for the WTBC – Sheridan area incubator.

4. General Provisions

A. Amendments. Any Party may request changes in this AGREEMENT. Any changes, modifications, revisions or amendments to this AGREEMENT which are mutually agreed upon by and between the parties to this AGREEMENT shall be incorporated by written instrument, executed and signed by all Parties to this AGREEMENT.

B. Applicable Law. The construction, interpretation and enforcement of this AGREEMENT shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over any action arising out of this AGREEMENT.

C. Entirety of Agreement. This AGREEMENT represents the entire and integrated agreement among the Parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

D. Prior Approval. This AGREEMENT shall not be binding upon any Party unless this AGREEMENT has been reduced to writing before performance begins as described under the terms of this AGREEMENT.

E. Severability. Should any portion of this AGREEMENT be judicially determined to be illegal or unenforceable, the remainder of the AGREEMENT shall continue in full force and effect.

F. Sovereign Immunity. UW and Sheridan County do not waive their sovereign immunity by entering into this AGREEMENT, and fully retain all immunities and defenses provided by law with respect to any action based on or occurring as a result of this AGREEMENT.

G. Third Party Beneficiary Rights. The Parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this AGREEMENT shall not be construed so as to create such status. The rights, duties and obligations contained in this AGREEMENT shall operate only among the Parties to this AGREEMENT, and shall inure solely to the benefit of the Parties to this AGREEMENT. The provisions of this AGREEMENT are intended only to assist the Parties in determining and performing their obligations under this AGREEMENT. The Parties to this AGREEMENT intend and expressly agree that only Parties signatory to this AGREEMENT shall have any legal or equitable right to seek to enforce this AGREEMENT, to seek any remedy arising out of a Party's performance or failure to perform any term or condition of this AGREEMENT, or to bring an action for the breach of this AGREEMENT.

5. **Signatures.** In witness whereof, the Parties to this AGREEMENT through their duly authorized representatives have executed this AGREEMENT on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this AGREEMENT as set forth herein.

The effective date of the AGREEMENT is the date of the signature last affixed to this page.

SHERIDAN COUNTY

By: _____ _____
Nick Siddle, Chairman Date

ATTEST: _____ _____
Eda Schunk Thompson, County Clerk Date

UNIVERSITY OF WYOMING

By: _____ _____
Ed Synakowski Date
Vice President for
Research and Economic Development

By: _____ _____
David Jewell Date
Associate Vice President for Financial Affairs

CITY OF SHERIDAN, WYOMING

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

Public Works

MEMORANDUM

Project Name:	Consideration of Award for the Kroe Lane / North Sheridan Ave Intersection Project - City Engineer Hanns Mercer
From:	Hanns Mercer, City Engineer
To:	Mayor and Council
CC:	
Date:	05/18/2020

Recommendation:

Staff recommends that Mayor and Council award the Kroe Lane / N Sheridan Ave Intersection Project to Mountain View Buildings, Inc, the lowest qualified bidder, in the amount of $115,613.00.

Background:

The project includes the removal and replacement of existing hard surfacing and minor grading within the intersection to help improve ride quality and drainage characteristics. The project consists of ±230 SY of 8" concrete pavement, ±110 SY of reinforced concrete fillet and curb, ±25 SY of reinforced concrete double gutter, curb & gutter, concrete sidewalk, ADA improvements, minor drainage improvements and asphalt pavement restoration along N. Sheridan Ave.

A request for bids was advertised and a total of three (3) bids were received. The bids were as follows:

- Wagner Ranch Services, LLC - $116,966.93
- **Mountain View Buildings, Inc - $115,613.00**
- LJS Concrete and Excavating, LLC - $152.062.35
- Engineer's Estimate - $93,285.00

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:	Consideration of Resolution 24-20 Adopting a Master Fee Schedule - City Clerk Cecilia Good
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	Interim City Administrator Mike Jackson
Date:	06/01/2020

Recommendation:

Staff recommends that the Mayor and Council approve Resolution #24-20 Adopting a Master Fee Schedule.

Discussion:

Staff has collected fees from all of the departments within the City of Sheridan into one document, the Master Fee Schedule. This document will make it easier for citizens to identify costs for City services.

Attachments

Master Fee Schedule Draft
Resolution 24-20



MASTER FEE SCHEDULE

Approved this _____ day of _____, 2020

City of Sheridan

Master Fee Schedule

Table of Contents

Administrative Services

- Finance 2
- City Clerk 2
- Administrative 3
- Public Records 4
- Municipal Court 5

Public Works

- Parks, Recreation, and Community Services 5-6
- Cemetery 6-7
- Engineering and Transportation 7

Building

- Building Inspection and Code Enforcement 7-8
- Permit Fees 9
- Contractors License Fees 10

Planning

- Preliminary Plat Review 10
- Final Plat Review 10
- Engineering Plan and Construction Drawing Review 11
- Design Review Board 11
- Board of Adjustment 11
- Alley, Street, and Easement Vacations 11
- Rezone Request 11
- PUD Review 12
- Annexations 12
- Other 12

Utilities

- General Rates and Fees 12-13
- Water Rates and Fees 13-16
- Sewer Rates and Fees 16-18
- Solid Waste Rates and Fees 18-23

Fire Department 23

Police Department 23

Sheridan Dog and Cat Shelter 24

Administrative Services

Finance

Service	Fees
Returned Check	$30

City Clerk

Permits	Fees
Catering/ Malt Beverage	$50
Open Container	$50

Licenses	Fees
Restaurant Liquor License	$500 annually
Bar and Grill License	$10,500 (first year)
	$3,000 (second-year renewal)
	$1,500 (each following year)
Limited Retail Liquor License (club)	$500 annually
Microbrewery/Winery	$500 annually
Distillery	$200 annually
Satellite Distillery	$100 annually
Resort License	$1,500 annually
Publication Fee	$90
(The fee for the transfer of a transferable license shall be $100)	

Administrative

**In addition to any other penalty, sanction or fee authorized under this chapter or applicable state law, if a licensee, or its employee(s), is convicted of a criminal violation of one or more of the standards set out in City of Sheridan Code subsections 4-5(a)(1)—(6) (inclusive) that is applicable to licensees or licensee employees, the licensee shall, upon actual notice, pay to the city clerk, an administrative fee. The notice to pay shall be issued by the city clerk to the licensee at the licensee's mailing address of record within twenty calendar days immediately following entry of a final conviction. Said fee shall be paid within ninety calendar days of the notice to pay, unless, only for first and second convicted violations occurring within a twelve-month period, the licensee provides timely notice of intent to ameliorate to the city clerk and completes additional training and established preventative measures.

Conviction	Fees
First Conviction	$500
Second Conviction (within 12 months)	$1,000
Third Conviction (within 24 months)	$1,000 + a revised plan of operation including actions they will take to prevent further violations
Fourth Conviction (within 36 months)	$1,500 + a revised plan of operation including actions they will take to prevent further violations
Fifth Conviction (within 36 months)	$2,000 + a revised plan of operation including actions they will take to prevent further violations
(A licensee shall not be subject to multiple administrative fines arising out of the same set of facts, events, date and time for the purposes of this section)	
(Any fine paid by a licensee for a criminal conviction per this chapter shall be applied as a credit towards the payment of any administrative fee required to be paid pursuant to this section)	

Public Records

Copies			
Letter Size	1 Sided	10 cents (Black/White)	30 cents (Color)
Letter Size	2 Sided	15 cents (Black/White)	35 cents (Color)
Legal Size	1 Sided	15 cents (Black/White)	35 cents (Color)
Legal Size	2 Sided	20 cents (Black/White)	40 cents (Color)
11” x 17”	1 Sided	20 cents (Black/White)	40 cents (Color)
11” x 17”	2 Sided	25 cents (Black/White)	45 cents (Color)
****Special Media: Cost of media plus time**			

Tier One Requests: processing easily accessible records within the immediate office/location of the point of submitting the public records request. A $5 base charge will apply to Tier One requests. Additional charges may be incurred for documents processed through a third-party provider.

Tier Two Requests: searching for and locating documents not readily available within the immediate office/location of the point of submitting the public records request. —If staff time is needed in excess of 1/4 hour, an estimated charge shall be submitted to the person/entity requesting the records for confirmation before the records are located. If the requestor acknowledges and accepts the additional cost to locate and provide for inspection and/or copying the records the search will commence within a reasonable time frame. The first 1/2 hour of staff time will not be charged above the $5 base charge with any additional 1/2 hour to be charged a base rate of $30 per hour up to a maximum of 3 hours.

Tier Three Requests: locating and producing records where an excess of staff time over and above the Tier 2 time of 3 hours and/or requiring transferring or redacting records to:

a. Comply with any state statute;
b. The inspection would be contrary to any federal statute or regulation;
c. The inspection is prohibited by rules promulgated by the Supreme Court or by the order of any court of record; or
d. The inspection would be contrary to the public interest.
e. The additional charge shall be $50 per hour.

Public Works

Parks, Recreation, and Community Services

Kendrick Golf Course		
Annual Green Fees - Season Pass	Single Adult	$550
	Couple	$825
	Family	$950
	Senior Single	$465
	Senior Couple	$700
	College	$315
	Junior	$145
Annual Cart Rental	Single Adult	$485
	Couple	$675
	Senior Single	$410
	Senior Couple	$575
Private Cart with Storage	Single	$425
	Couple	$475
	Senior Single	$360
	Senior Couple	$400
	Private Trail Fee	$325
Driving Range	Small Bucket	$4.25
	Medium Bucket	$7.25
	Jumbo Bucket	$8.50
	Season Pass Single	$225
	Season Pass Family	$285

Punch Cards	Green Fees (10, 9-Hole Rounds)	$220
	Cart Rental (20, 9-Hole Rounds)	$220
Daily Green Fee	9 Holes	$25
	18 Holes	$38
	Junior - 12 yrs and Under (9 Hole or 18 Hole)	$12
Daily Cart Rental	Per Person - 9 Holes	$14
	Per Person - 18 Holes	$20
	Back 9 Cart	$5
	Ladies City League Cart	$15
Other Fees	Twilight Rate	$30
	Monday All Day	$50
	Fall Special	$50
	Family Special Adult	$10

Cemetery

Service		Fees
Full-Size Cemetery Lots (5'x10')	For Residents of the City	$600 Applicant shall be responsible for all filing fees
	For Non-Residents of the City	$900 Applicant shall be responsible for all filing fees
Cremation Size Cemetery Lots (5'x5')	For Residents of the City	$300 Applicant shall be responsible for all filing fees

	For Non-Residents of the City	$450 Applicant shall be responsible for all filing fees
Infant Size Cemetery Lots (5'x5')	For Residents of the City	Age 0-3 $0 Applicant shall be responsible for all filing fees
		$300 Applicant shall be responsible for all filing fees
	For Non-Residents of the City	$450 Applicant shall be responsible for all filing fees
Full Burial Costs Full Burial Costs (cont'd)	For Weekdays	$450
	For Saturdays	$700
	For Weekdays Infant	$30
	For Weekends Infant	$50
	Seasonal Additional Fee (Ground Prep)	$100
Cremation Burial	For Weekdays	$150
	For Sundays	$225
	Seasonal Additional Fee (Ground Prep)	$50

Engineering and Transportation

Permit	Fees
Street Opening	$22
Utility Cut Repairs	$4 per square foot for asphalt repair

Building

Building Inspection and Code Enforcement

Service	Fees
Re-Inspection (up to 3 times)	$58.75 each re-inspection
Stop Order	Price of permit multiplied by 2

Square Foot Construction Costs (a,b,c)*

Group (2015 International Building Code	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	229.26	221.37	216.01	207.16	194.94	189.29	200.61	178	171.48
A-1 Assembly, theaters without stage	210.11	202.22	196.86	188.01	175.94	170.29	181.46	158.99	152.48
A-2 Assembly, nightclubs	179.28	174.08	169.68	162.81	153.48	149.24	157.08	138.97	134.26
A-2 Assembly, restaurants, bars, banquet halls	178.28	173.08	167.68	161.81	151.48	148.24	156.08	136.97	133.26
A-3 Assembly, churches	212.12	204.22	198.87	190.01	178.14	172.49	183.47	161.20	154.68
A-3 Assembly, general, community halls, libraries, museums	176.94	169.04	162.69	154.83	141.96	137.30	148.28	125.01	119.50
A-4 Assembly arenas	209.11	201.22	194.86	187.01	173.94	169.29	180.46	156.99	151.48
B Business	182.98	176.21	170.40	161.91	147.69	142.14	155.55	129.66	123.97
E Educational	194.27	187.38	182	173.88	162.37	154.12	167.88	141.89	137.57

F-1 Factory and Industrial, moderate hazard	109.64	104.60	98.57	94.77	85.03	81.17	90.78	71.30	66.75
F-2 Factory and Industrial, low hazard	108.64	103.60	98.57	93.77	85.03	80.17	89.78	71.30	65.75
H-1 High hazard, explosives	102.63	97.58	92.55	87.75	79.22	74.36	83.76	65.48	N.P.
H234 High hazard	102.63	97.58	92.55	87.75	79.22	74.36	83.76	65.48	59.94
H-5 HPM	182.98	176.21	170.40	161.91	147.69	142.14	155.55	129.66	123.97
I-1 Institutional, supervised environment	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
I-2 Institutional, hospitals	307.93	301.16	295.35	286.86	271.68	N.P.	280.50	253.65	N.P.
I-2 Institutional, nursing homes	213.36	206.59	200.78	192.29	179.07	N.P.	185.93	161.04	N.P.
I-3 Institutional, restrained	208.19	201.43	195.62	187.12	174.39	167.85	180.76	156.37	148.68
I-4 Institutional, day care facilities	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
M Mercantile	133.57	128.37	122.97	117.10	107.27	104.03	111.38	92.75	89.05
R-1 Residential, hotels	185.63	179.39	174.24	166.97	153.72	149.58	167.06	137.86	133.61
R-2 Residential, multiple family	155.74	149.50	144.35	137.09	124.57	120.43	137.17	108.71	104.47
R-3 Residential, one-and-two-family (d)*	145.23	141.28	137.64	134.18	129.27	125.87	131.94	120.96	113.85
R-4 Residential, care/assisted living facilities	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
S-1 Storage, moderate hazard	101.63	96.58	90.55	86.75	77.22	73.36	82.76	63.48	58.94
S-2 Storage, low hazard	100.63	95.58	90.55	85.75	77.22	72.36	81.76	63.48	57.94
U Utility, miscellaneous	78.63	74.24	69.76	66.20	59.84	55.88	63.23	47.31	45.09

***a. Private Garages use Utility, miscellaneous**

***b. For shell only buildings deduct 20%**

***c. N.P. = Not Permitted**

***d. Unfinished basements (Group R-3) = $21 per square foot**

Permit Fees

Permit Type	Fees
Residential New/Add/Alter	Up to $100,000 Valuation: (Valuation x 0.03) x 0.8 = Permit Fee
	Over $100,000 Valuation: (($100,000 x 0.03) + (remaining amount x 0.017)) x 0.8 = Permit Fee

Residential Garage	Garage Only: (Valuation x 0.02) x 0.8 = Permit Fee
Commercial New/Add/Alter	Up to $100,000 Valuation: (Valuation x 0.036) x 0.8 = Permit Fee
	Over $100,000 Valuation: ($100,000 x 0.036) + (remaining amount x 095) x 0.8 = Permit Fee

Simple Permits	Fees
Water Heater Replacement	$40
Furnace Replacement	$40
Gas Piping in Existing Buildings	$40
Electrical Service Upgrades	$40
Demolition	$40
Re-Roofs	$150
Siding	$150
Window Replacement	$150
Solar Panel	$250
Water or Sewer Service Replacement	$50
Interceptor	$250

Contractors License Fees

Licenses	Fees
Contractor (annually)	$200
Journeyman (annually)	$50
Master-of-Record (annually)	$50

Tree Trimmer's License (annually)	$50

Planning

Preliminary Plat Review

Residential Zoning (R-0, R-1, R-2)	0-25 Lots = $100 Per Lot
	25+ Lots = $2,500
Multi-Family/Commercial Zoning (R-3, R-4, B-1, B-2, M-1)	0-25 Lots = $150 Per Lot
	25+ Lots = $3,750

Final Plat Review

Includes Replats, Compliance Plats, and Minor Subdivisions	
Residential Zoning (R-0, R-1, R-2)	0-25 Lots = $75 Per Lot
	25+ Lots = $1,875
Multi-Family/Commercial Zoning (R-3, R-4, B-1, B-2, M-1)	0-25 Lots = $100 Per Lot
	25+ Lots = $3,750
(Plus $75 Instrument Recording Fee)	

Engineering Plan and Construction Drawing Review

Review Fee	$1,000 - Shall cover the first 20 hours of staff review.
Additional review time shall be billed at the rate of $50 per hour.	

Design Review Board

Service	Fees
Application and Review	$150

Board of Adjustment

Service	Fees
Application and Review	$200 + $75 Instrument Recording Fee = $275
Site Approval, Appeals, and Other Actions	$150

Alley, Street, and Easement Vacations

Application and Review fee of $150, plus $2 per square foot of Right-of-Way or appraised value of area vacated, plus $75 instrument recording fee.

Rezone Request

Flat Fee	$750
(Plus $75 Instrument Recording Fee)	

PUD Review

Application and Review	$1,000
(Plus $75 Instrument Recording Fee)	

Annexations

Annexation Report Preparation	$1,000- shall cover the first 10 hours of staff preparation time.
Additional preparation time shall be billed at the rate of $50 per hour.	

Other

Service	Fees
Consultations and Meetings with Staff	Staff Review not Covered Above = $50 per hour.
Other Actions	Other Actions not Covered Above = $150

Utilities

General Rates and Fees

Service	Fees
Water, Sewer, Sanitation Account Setup	$125
Water and Sewer Inspection Fee	$50

Water Rates and Fees*

For a full description of water rates and fees, please refer to Resolution 33-19.

Plant Investment Fee - Connection to the Municipal Water System				
Water Pipe x Water Meter Size	*Customer Class*	*AWWA M22 Max Flow Rates (gpm)*	*3/4" x 5/8" equivalency ratio*	**Water Plant Investment Fee*

				Inside City	*Outside City*
¾”	Small Commercial Base Fee	30	0.41	$1,230.00	$1,537.50
¾”	Small Multi-Family Base Fee	30	0.66	$1,980.00	$2,475.00
¾”	Single-Family Residential & All Other Base Fee [(1)]	30	1.00	$3,000.00	$3,750.00
1” x 1”	All	50	1.67	$5,010.00	$6,262.50
1½” x 1½”	All	100	3.33	$9,990.00	$12,487.50
2” x 2”	All	160	5.33	$15,990.00	$19,987.50
3” x 3”	All	350	11.67	$35,010.00	$43,762.50
4” x 4”	All	630	21.00	$63,000.00	$78,750.00
6” x 6”	All	1,300	43.33	$129,990.00	$162,487.50
8” x 8”	All	2,400	80.00	$240,000.00	$300,000.00

Water Utility Rates

Minimum Charges. The minimum water use is to be credited against the water used in a monthly billing cycle with the following water charge schedule applying based upon meter size.

Meter Size (inches)	*Minimum Water Use Gallons*	*Monthly Minimum Charge* *Inside City*	*Outside City*
≤ ¾	1,500	$19.40	$24.25
1	3,000	$22.88	$28.60
1½	6,000	$28.43	$35.51
2	9,000	$33.96	$42.44
3	22,000	$56.91	$71.15
4	37,000	$84.77	$105.97
6	75,000	$154.43	$194.01
8	150,000	$310.40	$388.01

Excess Water Charges. For water use in excess of the minimum water use included in the minimum charge, charges shall be assessed based upon two tiers as follows:

Tier 1 - Water use above the minimum allowance identified in (a) shall be charged the following Tier 1 rate per 1,000 gallons up to Tier 1 water use allowance for each meter size as identified below.

Charge Per 748 Gallons	
Inside City	*Outside City*
$1.87	$2.37

Meter Size (inches)	*Tier 1 Water Use (Gallons)*
≤ ¾	6,000
1	11,000
1½	22,000
2	34,000
3	85,000

4	141,000
6	281,000
8	561,000

Tier 2 – the following water use charge shall be applied for each 1,000 gallons of water use in excess of the minimum allowance and the Tier 1 water allowance identified above.

Inside City	*Outside City*
$2.57	$3.21

Service	Fees
Service Charges	
Termination of Water Service	$40
Re-activation of Water Service	$40
These service charges shall be assessed each time service is terminated or re-activated either at the customer's request, or for other reasons as identified within Chapter 28 of Sheridan City Code. Non-emergency services requested after standard business hours (Monday - Friday, 8:00 a.m. - 5:00 p.m.) will be assessed a fee of twice the current rate. ***Late Fees for Non-Payment. A late fee shall be applied to the unpaid balance of the utility bill for each account that is not paid within five (5) calendar days of the due date. Late fees will be assessed at a rate not to exceed 1.5% per billing cycle (9% per annum). Late fees will accumulate and be assessed on a monthly basis until the account balance is paid, or until such time payment is tendered by a collection agency, under contract with the City.***	
Account Setup for Two Bulk Water Salesman Installations	$100 deposit
Issuance of Hydrant Meter and/or back-flow device	$600 deposit
Use Fees	$20/1,000 gallons

Sewer Rates and Fees*

For a full description of sewer rates and fees, please refer to Resolution 34-19.

Plant Investment Fee - Connection to the Municipal Sewer System				
Water Meter Size	*Customer Class*	*AWWA M22*	*3/4"*	**Sewer Plant Investment Fee*

		Max Flow Rates (gpm)	*equivalency ratio*	*Inside City*	*Outside City*
¾”	Small Commercial	30	0.41	$1,020.00	$2,040.00
¾”	Small Multi-Family	30	0.66	$1,650.00	$3,300.00
¾”	Single-Family Residential & All Other	30	1	$2,500.00	$5,000.00
1”	All	50	1.67	$4,180.00	$8,360.00
1½”	All	100	3.33	$8,320.00	$16,640.00
2”	All	160	5.33	$13,320.00	$26,640.00
3”	All	350	11.67	$29,180.00	$58,360.00
4”	All	630	21	$52,500.00	$105,000.00
6”	All	1,300	43.33	$108,320.00	$216,640.00
8”	All	2,400	80	$200,000.00	$400,000.00

Sewer Utility Rates

Water Meter Size (inches)	*Sewer Contributions Allowed With Minimum (Gallons)*	*Monthly Minimum Charge* *Inside City*	*Outside City*
¾	1,500	$13.45	$26.89
1	3,000	$20.49	$41.01
1½	6,000	$31.86	$63.72
2	9,000	$43.15	$86.28
3	22,000	$91.05	$181.40
4	37,000	$147.41	$294.80

6	75,000	$291.06	$582.12
8	150,000	$582.12	$1164.25

For sewer use in excess of the minimum sewer contribution included in the minimum charge, the following charges shall be made.

Charge Per 748 Gallons	
Inside City	*Outside City*
$2.70	$5.43

Service	Fees
Septage Disposal	$75/1,000 gallons
Grease Disposal	$275/1,000 gallons

Septage disposal with a high biochemical oxygen demand (BOD) will be assessed a surcharge and based upon the following formula:

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

Where:

S	=	Surcharge in dollars.
V_s	=	Sewage volume in 1000 gallons.
Z	=	Unit charge for BOD (Z = 007273).
BOD_5	=	Five-day biochemical strength index in milligrams per liter (mg/l) by weight.
255	=	Allowed BOD_5 strength in mg/l by weight.
Y	=	Unit charge for suspended solids (Y = 01818).
SS	=	Suspended solids strength index in mg/l by weight.
225	=	Allowed SS strength in mg/l by weight.

Portable Toilets	$5/100 gallons
Septage Tank Waste	$75/1,000 gallons
Vet Clinics	$200
Restaurant Waste Grease	$275/gallon
Sump Waste	$80/day/facility

Solid Waste Rates and Fees*

For a full description of solid waste rates and fees, please refer to Resolution 35-19.

Service	Fees
Convenience Center Refuse Disposal	Min. $5 up to 10 bags, 50¢ per bag thereafter
Private Haulers	$216/yr
Unsecured/Not Contained Materials Cars and Pickup Trucks	$11/load
All Other Vehicles (includes trailers)	$55

Curbside Recycling	
Single Family and Multi-Family Accounts	$3/mo/for each individual, residential billing account
Private Haulers Sorting & Handling Fee	$42.79/ton

Residential Sanitation	
90-Gallon Sanitation Container Per Residence/Week Collection	$20.33/mo
	Addt'l Containers $9.14/mo
Multi-Family (Indiv Units) Weekly Collection	$20.33/mo
Multi-Family Entire Facility/One Collection Point/One Account Weekly Collection	1st Unit $20.33/mo
	Addt'l Unit(s) $9.14/mo

Commercial Refuse & Recycling	
The monthly charge for businesses with 2 cubic yard containers or larger shall be in accordance with the following formula: ($10.537 x C x P x 52 week) / 12 Months Where C = Container size in cubic yards and P = Number of collection times per week (i.e. a 2 cubic yard container picked up one time per week will be billed as $10.537 x 2 x 1 x 52 / 12 = $91.32 per month)	
Front/Rear Load Container	$10.82/mo
Roll-Off Recycling Container	$1.63/cu yd/mo
Accounts w/Containers w/more than 5 minutes pick-up time	$81.13/hr
15-gallon to 32-gallon Containers Once per week collection	$23.74/mo
Addt'l Collections, at Customers Request	$23.74/mo
Shared Containers or No Containers	$23.74/mo
Businesses on Routes Serviced by Automated Containers:	
Shared 300-gallon,or 90-gallon Rollout Once per week, per Container	$23.74/mo
Sole use of 300-gallon Container Once per week, per Container	$47.43/mo
Addt'l Collections, at Customers Request	$47.43/mo
Businesses and Contractors for 20-yard roll-off Containers:	
Initial delivery fee	$49.60/container + plus
Hook fee for each time Container is emptied	$170.40 + plus
Landfill Tipping Fee	LISTED FEE
Container Rental - If Container is not emptied for a two week period (14 days), a charge shall be applied beginning with the last date of disposal service and continuing until the Container is removed or	$7/day

serviced.	
Non-scheduled Pick-ups	$81.12/per hour for truck and 2 Staff Members Minimum Charge of $40.60

Scale Weights & Special Services	
Municipal Solid Waste	$112.50/ton
Construction & Demolition Material:	
Grindable with valid Demolition Permit	NO CHARGE/ UP TO 100 TONS
Other Grindable	$49.70
Non-Grindable	$112.50
Concrete, limited to no rebar only	$22.10/ton
Tires	$0.08/lb
HDPE Pipe	$22.10/ton
Special Service Fee	$22/ton Minimum Charge of $22
Material 100 lbs, or less	$5.70 Minimum Charge

Miscellaneous	
Compostables, grass clippings, tree branches (24” Max. Diameter), leaves, etc.	NO CHARGE
Certified decommissioned white goods, abandoned vehicles or parts thereof, lawn mowers, motorcycles and clean scrap metal, free from any and all liquid	NO CHARGE
Un-decommissioned refrigerators, etc.	$27.60/ea
Residential Waste Oil (5-gallon limit)	NO CHARGE

Commercial Waste Oil (5-gallon limit)	Cost + 25%

Purchase from the Landfill & Compost Yard	
Screened Compost	$33.10/ton,(or lb for lb exchange of green waste for compost)
Unscreened Compost	$16.60/ton, or lb for lb exchange of green waste for compost
Course Wood Chips	$5.60/cu yd
Medium Wood Chips	$11.10/per cu yd
Fine Wood Chips	$16.50/per cu yd
Evergreen Chips	$7.80/per cu yd

Description of New Fees	
Tipping Fees:	
E-Waste (Residential)	NO CHARGE
E-Waste (CESQG Commercial)	Cost + 25%
Household Hazardous Waste (Residential)	NO CHARGE
Household Hazardous Waste (CESQG Commercial)	Cost + 25%
Asbestos (Friable)	$112.50/ton
Asbestos (Non-Friable)	$112.50/ton
Petroleum Contaminated Soil	$43.70/ton
Brick and Cinder Block (No Concrete)	$5.50/ton
Landfill Items for Sale:	
Crushed Concrete/Asphalt	$11/ton
Whole Brick	$0.30/ea

Crushed Brick	$11/ton
Landfill Reuse Items:	
Pallets/Lots	$5.50 per pallet/lot
Large Individual Items (Not Including Metal Items)	$5.50/ea
Large Metal Like Appliances	Cost of Current Metal Bid + 25% per ton

Fire Department

Service	Fees
First-Aid / BLS CPR / CPR Classes	One Class = $35 per person (non-refundable)
	Two Classes = $55 per person (non-refundable)
Fire Reports	$2 = first 5 pages ($0.50 per each additional page)
	$5 = CD of photos (fire investigations)

Police Department

Service	Fees
Incident / Accident Report Request	$10 Each
Contact Sheet / Record Sheet Request	$10 Each

Photos Included in Report	First 20 pictures $5, $1 for each additional four pictures
Special Requests, Public Records Requests Forwarded from City Hall and/or Those Requiring Intensive Time and Work	$45/hour, min 1 hour charge (In addition to the $10 Record Fee for the associated record)
Body Worn Camera/In Car Video	Starts at $90 per hour, one hour minimum

Sheridan Dog and Cat Shelter

Service	Fees
Impoundment	Citations are issued for impoundment.
Dog Licensing (annually)	$10 - for spayed or neutered animal
	$15 - for unaltered animal
Replacement License Tag	Half off original price with paperwork. Full price for replacement with no paperwork.

Adoptions	Fees
Dogs	Puppy - $100
	Small Dog (Under 20 lbs) - $125
	Large Dog (Over 20 lbs) - $85
	Senior Dog - 50% Of Regular Price
Cats	Kitten (Under 7 months) - $65
	Adult Cat (Over 7 months) - $50

	Senior / Barn Cat - $25

RESOLUTION 24-20
Master Fee Schedule

A RESOLUTION adopting a Master Fee Schedule that contains all of the fees charged by the City of Sheridan.

WHEREAS the City of Sheridan desires to collect the fees charged for services in one location for ease of access; and

WHEREAS the current fees charged by the City are not in one easily accessible location; and

WHEREAS the City of Sheridan wishes to reevaluate the fees for City operations on a regular basis via the fee schedule; and

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

1. That the Sheridan City Council approves the attached Master Fee Schedule. The attached schedule of fees documents existing fees for services throughout City operations in one location for City of Sheridan residents. The fee schedule attached does not change any of the existing fees for the City.

PASSED, APPROVED AND ADOPTED this 1st day of June, 2020.

City of Sheridan

_____
Roger Miller, Mayor

ATTEST:

_____
Cecilia Good, City Clerk