



**AGENDA
CITY OF SHERIDAN
OCTOBER 10, 2022
STUDY SESSION COUNCIL MEETING START 5:30 P.M.**

1. Discussion of Award to Engineering Associates for Updating & Revising the Standard Specifications & Details for Street & Utility Construction in the Amount of \$30,000 - City Engineer Thomas Morneau
2. Discussion of a Bid Award to BusTech Computing, LLC in the amount of \$74,124.00 for the City's FY23 Computer Replacements - Utilities Director Dan Roberts
3. Discussion of Resolution 52-22, Authorizing the Submission of a CWSRF Loan Application for the Sheridan Landfill Cell 10 Phase I Project - Utilities Director Dan Roberts
4. Discussion of Resolution 53-22, Authorizing Submission of CWSRF Loan Application for Landfill Remediation - Utilities Director Dan Roberts
5. Ambulance Service Discussion - Fire Chief Gary Harnish



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: Discussion of Award to Engineering Associates for Updating & Revising the Standard Specifications & Details for Street & Utility Construction in the Amount of \$30,000 - City Engineer Thomas Morneau
From: Thomas Morneau, City Engineer
To: Mayor and Council
CC:
Date: 09/02/2022

Recommendation:

Staff recommends that the Mayor and City Council award updating and revising the Standard Specifications and Details for Street and Utility Construction to Engineering Associates in the amount of \$30,000.

Staff requests that Mayor and City Council authorize the Director of Public Works, Hanns Mercer, to act on behalf of the Council and Mayor on all matters related to this project.

Background:

The Specifications Update Project includes updating the most recently adopted edition of the Standard Specifications and Details for Street and Utility Construction. The Request for Proposals was advertised in the Sheridan Press on September 2, 9, and 16, and proposals were due on September 23.

Three firms submitted proposals:

- Engineering Associates
- Trihydro
- CDG Engineers

A selection committee conducted evaluations on September 29, based upon the following criteria:

- Experience
- Approach
- Schedule
- Key-Staff

Funding:

This project is funded with Engineering Department Professional Service funds.



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Utilities

MEMORANDUM

Project Name: Discussion of a Bid Award to BusTech Computing, LLC in the amount of \$74,124.00 for the City's FY23 Computer Replacements - Utilities Director Dan Roberts

From: Dan Roberts, Utilities Director

To: Mayor and Council

CC: City Administrator Stu McRae

Date: 10/10/2022

Recommendation:

Staff recommends that the Mayor and City Council award a bid to BusTech Computing, LLC in the amount of \$74,124.00 for the City of Sheridan's FY23 Computer Replacements.

Background:

The City utilizes a total of 238 desktop computers, laptops, and tablets as key tools in carrying its day-to-day activities. These devices are updated regularly on an annual, rotating replacement cycle (5-years) to ensure these critical tools are available and operating effectively every day. Through its annual procurement process, the Information Technology (IT) Division has continued to analyze equipment specifications and pricing in order to determine the best value equipment they can acquire for our organization. The intended objective has been to acquire systems that provide the best price/performance ratio from a vendor that will meet the City's requirements while providing exceptional service after the sale.

Discussion:

In order to conduct our FY23 Computer Replacements, the City solicited bids from qualified vendors to replace seventy-three (73) pieces of computer equipment consisting of desktops, laptops, mobile computers/tablets and toughbooks (used by our Police Department patrol). An advertisement for bids was published in the Sheridan Press on September 2nd, 9th, and 17th. Sealed bids were opened on September 21st at 2:00 PM in Council Chambers.

The City received bids from the following Vendors, with the following results. A 5% Wyoming Preference was added to each out of state bid, located in the parentheses below

● BusTech Computing, LLC	\$ 74,124.00	(WY)
● Sterling Computer Corps	\$ 78,514.49	(\$82,440.21)
● H.P.I Int'l	\$ 81,546.62	(\$85,623.95)
● DHE Computer Specialists	\$ 81,660.54	(\$85,743.57)
● Buffalo Computer Consulting	\$ 101,790.00	(WY)
● Marlor & Co, Inc	\$ 120,450.95	(\$126,473.50)

After a thorough review of the bids, Staff determined additional information was required from BusTech Computing, LLC regarding product specifications in order to make the most informed decision. BusTech responded quickly with the detailed specifications for each type of equipment being bid. The equipment specifications offered

met or exceeded the minimum requirements of the bid. As such, BusTech Computing, LLC, with their bid of \$74,124.00, is considered the lowest responsive, responsible bidder and is recommended for bid award by the Mayor and City Council.

Staff also requests that for this bid award, the Mayor and City Council authorize the Utilities Director, Dan Roberts, to act and sign on behalf of the Mayor and City Council on all matters related to this purchase.

Funding:

Each department due for computer replacements in FY23 has budgeted for their specific replacements. The total budget authorized by the Mayor and City Council for these computer replacements is \$94,300 which is more than sufficient to cover the \$74,124 replacement cost offered by BusTech Computing, LLC.



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Utilities

MEMORANDUM

Project Name: Discussion of Resolution 52-22, Authorizing the Submission of a CWSRF Loan Application for the Sheridan Landfill Cell 10 Phase I Project - Utilities Director Dan Roberts

From: Dan Roberts, Utilities Director

To: Mayor and Council

CC: City Administrator Stu McRae

Date: 10/10/2022

Recommendation:

Staff recommends that the Mayor and City Council approve Resolution 52-22 authorizing a Clean Water State Revolving Fund (CWSRF) loan in the amount of \$4,115,000 to fund the construction of Cell 10, Phase I at the Sheridan Landfill.

Background:

Sheridan is currently disposing of its municipal solid waste within Cell 9 (see attached map) which will reach the end of its disposal life in 2024. For many years, the City staff has been planning and preparing for the construction of our community's next solid waste disposal site. This disposal site, or cell, has been identified within our current landfill boundary and has been commonly referred to as Cell 10. The attached map depicts the various phases (there are 4 in total) of Cell 10 that are planned to be developed for our community's waste disposal over the next 56 years.

Discussion:

In order to be ready to dispose of waste in Cell 10, Phase 1 (Project) upon the completion of Cell 9 disposal in 2024, we must initiate construction of the Project in the spring of 2023. The design of the Project is presently being completed and seeking permitting approval through the Wyoming Department of Environmental Quality (WDEQ) Solid and Hazardous Waste Division. It is expected that the Project will be ready for bidding in February 2023.

Funding for the Project has been planned to be obtained through the Clean Water State Revolving Fund Loan Program (CWSRF) in the amount of \$4,115,000.00 to cover the cost of bidding, construction, and construction administration services.

Resolution 52-22 being presented to City Council for consideration, will authorize the submission of a CWSRF loan for funding to bid and construct Cell 10, Phase I at the City of Sheridan Landfill. The City's CWSRF loan application will request 25% principal forgiveness or 1.25% interest on the loan (vs. 2.5%) if principal forgiveness is not available.

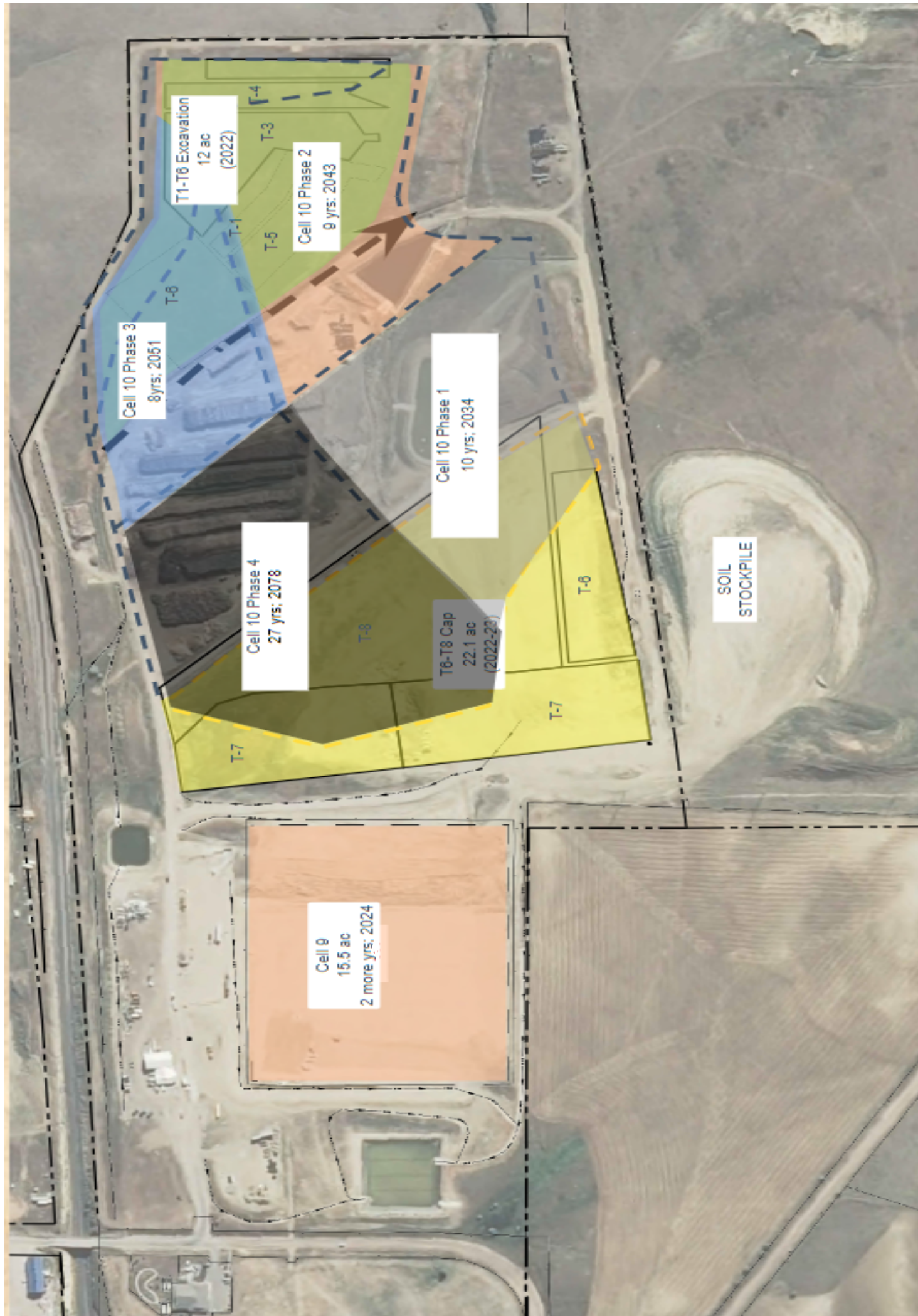
Funding:

The cost of this project and funding approach is reflective of the recently completed Financial Plan and Rate Study for the Solid Waste Fund. The repayment of the loan will come from landfill rate revenues and capital reserves.

Attachments

Landfill Map

Resolution 52-22



**CITY OF SHERIDAN
RESOLUTION 52-22**

A RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD FOR A LOAN THROUGH THE STATE REVOLVING FUND ON BEHALF OF THE GOVERNING BODY FOR THE CITY OF SHERIDAN, WY FOR THE PURPOSE OF: *Sheridan Landfill Cell 10, Phase I (Project)*.

WHEREAS, the Governing Body for the City of Sheridan, WY desires to participate in the State Revolving Fund program to assist in financing this project; and

WHEREAS, the Governing Body on behalf of the City of Sheridan, WY recognizes the need for the Project; and

WHEREAS, the State Revolving Fund program required that certain criteria be met, as described in the State Loan and Investment Board's Rules and Regulations, governing the program and to the best of our knowledge, this application meets those criteria; and

WHEREAS, the Governing Body of the City of Sheridan, WY plans to repay the requested State Revolving Fund Loan from the following source(s) Solid Waste Capital Reserve Fund and Landfill Revenue from Rates and Fees; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SHERIDAN, WY:

that a loan application in the amount of Four-Million One-Hundred Fifteen-Thousand and 00/100 Dollars (\$4,115,000.00) be submitted to the State Loan and Investment Board for consideration at the State Loan and Investment Board meeting to assist in funding Sheridan Landfill Cell 10 Phase I Project.

BE IT FURTHER RESOLVED, that Dan Roberts, Utilities Director, is hereby designated as the authorized representative of the City of Sheridan, WY to act on behalf of the Governing Body on all matters relating to this loan application.

PASSED, APPROVED AND ADOPTED this 17th day of October, 2022.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Cecilia Good, City Clerk



CITY OF SHERIDAN, WYOMING

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Utilities

MEMORANDUM

Project Name: Discussion of Resolution 53-22, Authorizing Submission of CWSRF Loan Application for Landfill Remediation - Utilities Director Dan Roberts

From: Dan Roberts, Utilities Director

To: Mayor and Council

CC: City Administrator Stu McRae

Date: 10/10/2022

Recommendation:

Staff recommends that the Mayor and City Council approve Resolution 53-22 authorizing the submission of a Clean Water State Revolving Fund (CWSRF) loan application for the Sheridan Landfill Remediation Corrective Measures Construction (Project).

Background:

In 2015, the City of Sheridan entered into the State of Wyoming's Landfill Remediation Program (Remediation Program) which is being administered by the Wyoming Department of Environmental Quality's (WDEQ) Solid and Hazardous Waste Division. Through this program, the State of Wyoming provides funding (75% of the costs) to Wyoming landfills for the investigation, study, and correction of groundwater impacts being caused by old, unlined landfills. Wyoming is a "No Impact" State which means that groundwater from one site, which exceeds any Groundwater Protection Standards, cannot leave the site and impact another until the impact is mitigated and brought to below Groundwater Protection Standards.

In partnership with WDEQ, the City of Sheridan entered into the Remediation Program committing itself to 25% of the costs incurred to further investigate and study the nature and the extent of the groundwater impacts our unlined landfill cells are causing. This initial study concluded in 2019, but the findings of the prescribed "corrective measures" to fix those groundwater impacts were not adequately resolved.

In 2021, the City, with approval from WDEQ, entered into a contract with Burns & McDonnell to further confirm the nature of the groundwater impacts, develop corrective measures, and then design and construct them.

The groundwater impacts are being caused by the Old Sheridan Landfill (OSL) located where the Dog and Cat Shelter sits and extending south and west; an old landfill trench located directly north of the Landfill's administrative building; and the T1 - T6 disposal cells located along the northwestern boundary of the existing landfill site (see attached map). This work is still underway and its focus is to ultimately arrive at the best construction solution to correct, or mitigate, the groundwater impacts of these sites. After the more detailed investigation and study, Burns & McDonnell, in conjunction with feedback from WDEQ Staff and City Staff, have developed recommended solutions for remediation construction. They are:

Old Sheridan Landfill

This remedy consists of leaving waste in place and installing a vertical wellfield through the old waste in order to dewater it (dry waste does not impact groundwater). A total of 14 total vertical wells will be placed throughout the

waste and connected by a force main collection pipe that is then discharged to an evaporation pond. The evaporation pond will be constructed on the cover of the Old Landfill and the area regraded as necessary.

Trench North of Administrative Building (ABT)

The complete volume of waste present in the ABT, approximately 48,000 CY, will be removed and placed into Cell 10 for final disposal. Excavation will be performed to the bottom of waste at a 1.5:1 slope except in the administration building area which cannot be disturbed. Once waste is excavated, the area will be backfilled to existing grades using clean excavated soil to the greatest extent possible. Excavated soil determined to be impacted by waste will be disposed of in Cell 10, Phase 1. This alternative will disturb the existing sanitary sewer line, so the project includes its realignment of the sewer line.

T1 - T6 Disposal Cells

The third alternative evaluated for the T1 - T6 remediation is complete waste removal and placement into Cell 10. The total excavation volume to achieve the required grades is 496,000 CY, of which 315,000 CY is emplaced waste and 181,000 CY is overburden soil. Once waste is removed, the native subgrade will be graded to an approximate surface slope of 1.5% for surface runoff drainage. Future phases of Cell 10 will be constructed in the excavation area. The excavated waste will be placed in Cell 10, Phase 1.

Discussion:

All solutions/ remedies developed for these old landfill disposal sites, from which the above recommended solutions were derived, were evaluated based on which solution had the least lifecycle costs.

It is now time to secure funding to support moving into design, bidding and construction of these defined remediation projects.

The State of Wyoming will be funding 75% of the costs associated with constructing these remedies. The City is responsible for the 25% match.

Resolution 53-22 being presented to City Council for consideration, will authorize the submission of a CWSRF loan for funding to design, bid, and construct the Project. The City's CWSRF loan application will be in the amount of \$3,696,500.00 which is 25% of the total project costs. The City's application will also request 25% principal forgiveness or 1.25% interest on the loan (vs. 2.5%) if principal forgiveness is not available.

Funding:

The cost of this project and funding approach is reflected in the recently completed Financial Plan and Rate Study for the Solid Waste Fund. The repayment of the loan will come from landfill rate revenues and the Landfill Closure/Post Closure Fund.

Attachments

Resolution 53-22

Landfill Remediation Map

**CITY OF SHERIDAN
RESOLUTION 53-22**

A RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD FOR A LOAN THROUGH THE STATE REVOLVING FUND ON BEHALF OF THE GOVERNING BODY FOR THE CITY OF SHERIDAN, WY FOR THE PURPOSE OF: *Sheridan Landfill Remediation Corrective Measures Construction (Project)*.

WHEREAS, the Governing Body for the City of Sheridan, WY desires to participate in the State Revolving Fund program to assist in financing this project along with WDEQ under the Municipal Solid Waste Landfill Remediation Program; and

WHEREAS, the Governing Body on behalf of the City of Sheridan, WY recognizes the need for the Project; and

WHEREAS, the State Revolving Fund program required that certain criteria be met, as described in the State Loan and Investment Board's Rules and Regulations, governing the program and to the best of our knowledge, this application meets those criteria; and

WHEREAS, the Governing Body of the City of Sheridan, WY plans to repay the requested State Revolving Fund Loan from the following source(s) Solid Waste Closure/Post Closure Fund and Landfill Revenue from Rates and Fees; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SHERIDAN, WY:

that a loan application in the amount of Three-Million Six-Hundred Ninety-Six Thousand Five-Hundred and 00/100 (\$3,696,500.00) be submitted to the State Loan and Investment Board for consideration at the State Loan and Investment Board meeting to assist in funding Sheridan Landfill Remediation Corrective Measures Construction Project.

BE IT FURTHER RESOLVED, that Dan Roberts, Utilities Director, is hereby designated as the authorized representative of the City of Sheridan, WY to act on behalf of the Governing Body on all matters relating to this loan application.

PASSED, APPROVED AND ADOPTED this 17th day of October, 2022.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Cecilia Good, City Clerk





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Fire Rescue

MEMORANDUM

Project Name: Ambulance Service Discussion - Fire Chief Gary Harnish
From: Gary Harnish, Fire Chief
To: Mayor and Council
CC: City Administrator Stu McRae
Date: 10/10/2022

Background:

Since the award of a new EMS contract Rocky Mountain Ambulance (RMA) has lost a considerable amount of their staff. However, they have worked diligently to continue to provide service to Sheridan and Sheridan County.

In mid-September we were notified that starting October 1, 2022, RMA would switch to (2) two ambulances during the day and (1) one ambulance at night as their baseline staffing model. For the past (11) eleven years, the City's contract with RMA has called for the capability to respond to (3) consecutive 911 calls. This drop in available ambulances has caused concern for City, County, and Sheridan Memorial Hospital staff. These groups, working with Campbell County Hospital (CCH) EMS staff, formulated a solution.

Discussion:

Starting on October 1, 2022 Campbell County has provided a staffed ambulance in Sheridan for 911 calls. This additional ambulance will help ensure that when a 911 call is placed, resources are available for response.

RMA is still the first ambulance dispatched until their resources are depleted. At that point the CCH EMS crew is dispatched and if resources are further depleted Sheridan Fire-Rescue will be the next ambulance out. CCH EMS has also agreed to use their transfer crew, stationed in Sheridan, for 911's when needed and available.

Funding:

While we have a solution, it comes at a cost. Campbell County EMS does not have extra staff for this mission and they are filling this need with overtime crews. The cost to get us to the beginning of their November 19, 2022 start date is \$150,000 split three ways between The City, The County and Sheridan Memorial Hospital. I have identified two potential sources for funding this within the current Fire Department Budget.
