AGENDA
CITY OF SHERIDAN
JANUARY 3, 2023
REGULAR COUNCIL MEETING START 7:00 P.M.

1. Call to Order

2. Pledge of Allegiance

3. Invocation

4. Roll Call of Members

5. Swearing-in of New Council Members

6. Roll Call of Members

7. Consideration of Agenda

8. Comments from the Public

9. Consent Agenda

   A. Fire Civil Service Appointments
      a. Appoint Aaron Linden to a 2-year term to expire 12/30/24
      b. Appoint Mark Chapa to a 3-year term to expire 12/30/25

   B. Minutes of Regular Council Meeting December 19, 2022

   C. Claims

OLD BUSINESS

NEW BUSINESS

10. Consideration of a Bid Award to Liberty Superstores in the amount of $252,226.00 for Six (6) Work Trucks for the Utilities Department - Utilities Director Dan Roberts

11. Council Comments and Requests for Future Agenda Items

12. Adjournment

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

Executive

MEMORANDUM

Project Name:	**Fire Civil Service Appointments** **a. Appoint Aaron Linden to a 2-year term to expire 12/30/24** **b. Appoint Mark Chapa to a 3-year term to expire 12/30/25**
From:	Bev Leichtnam, Governmental Relations Admin. Specialist
To:	Mayor and Council
CC:	
Date:	

Recommendation:

See attached memo.

Attachments

Memo

Office of the Mayor
55 Grinnell Plaza
Sheridan, WY 82801
307-675-4202

MEMORANDUM

DATE: December 16, 2022

FROM: Mayor Richard Bridger

TO: City Council

RE: Appointment of Aaron Linden and Mark Chapa to the Fire Civil Service Commission

Fellow Council Members:

I hereby recommend the following appointments to the Fire Civil Service Commission:

a. Aaron Linden to a two-year term ending 12/30/24.

b. Mark Chapa to a three-year term ending 12/30/26.

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55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
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Clerk

MEMORANDUM

Project Name:	**Minutes of Regular Council Meeting December 19, 2022**
From:	Candace Ainslie, Assistant Clerk
To:	Mayor and Council
CC:	
Date:	

Background:

See attached Council Minutes for December 19, 2022.

Attachments

Minutes

CITY OF SHERIDAN, WYOMING

MINUTES OF REGULAR COUNCIL MEETING

COUNCIL CHAMBERS **7:00 P.M.** **December 19, 2022**

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

2. Mayor Bridger led the Pledge of Allegiance to the Flag.

3. Bev Leichtnam provided the invocation.

4. The meeting was called to order with a quorum as follows: Mayor Bridger presiding with Councilmembers Shawn Day, Clint Beaver, Kristen Jennings, Aaron Linden, and Steve Brantz. Councilmember Jacob Martin was absent. Members of staff attending included City Administrator Stuart McRae, City Clerk Cecilia Good, Fire Chief Gary Harnish, Utilities Director Dan Roberts, and various other City staff.

5. Councilmember Brantz moved, seconded by Councilmember Beaver, to amend the agenda to remove item #12 under New Business to a future Study Session. Roll Call Vote: 3 ayes and 3 nays. The motion failed due to a tie.

Mayor Rich Bridger	Nay
Kristen Jennings	Aye
Shawn Day	Nay
Steven Brantz	Aye
Clint Beaver	Aye
Jacob Martin	Absent
Aaron Linden	Nay

Councilmember Linden moved, seconded by Councilmember Beaver, to move the presentation for Legal Do's and Don'ts to the end of the meeting so that the outgoing Councilmembers could leave. Voice Vote: unanimous.

Mayor Rich Bridger	Aye
Kristen Jennings	Aye
Shawn Day	Aye
Steven Brantz	Aye
Clint Beaver	Aye
Jacob Martin	Absent
Aaron Linden	Aye

Council considered the approval of the amended agenda. Voice Vote: unanimous.

Mayor Rich Bridger	Aye
Kristen Jennings	Aye
Shawn Day	Aye

Steven Brantz	Aye
Clint Beaver	Aye
Jacob Martin	Absent
Aaron Linden	Aye

6. Community Update

A. Dustin Shaw of the Sheridan Elks Club presented information regarding the club's activities and history to the Council.

7. Comments from the Public

A. There were no comments from the public.

8. Consent Agenda

A. Re-Appointment of the following members to the Sheridan Public Arts Committee:

- John Dick with a Term Ending December 31, 2023
- Tim Lawson with a Term Ending December 31, 2023
- Edre Maier with a Term Ending December 31, 2023
- Rachel Anderson with a Term Ending December 31, 2024
- Kendra Heimbuck with a Term Ending December 31, 2024
- Gary Miller with a Term Ending December 31, 2024
- Zoila Perry with a Term Ending December 31, 2024
- Micah Trampe with a Term Ending December 31, 2024
- Erin Butler with a Term Ending December 31, 2025
- Kim Love with a Term Ending December 31, 2025
- Greg Luhman with a Term Ending December 31, 2025
- Bruce Moriarty with a Term Ending December 31, 2025

B. Appointment of Trai Bryant to the Sheridan Public Arts Committee with a Term Ending December 31, 2023

C. Appointment of the following members to the Sheridan County Attainable Housing Council (SCAHC):

- Bob Utter to a three-year term ending December 31, 2025
- Jenny Craft to a four-year term ending December 31, 2026
- Sasha Johnston to a three-year term ending December 31, 2025

D. Award to DOWL for the Design of the Terra Turner Water Main Replacement Project

E. Resolution 61-22, Submission of a DWSRF Loan Application for the Terra, Turner, and Riverside Water Main Replacement Project

F. Resolution 62-22, Bender Subdivision Amended Plat

G. Minutes of the Regular Council Meeting December 5, 2022

H. Claims

307 Auto Glass LLC	windshield 2.10 parks	295.00
A & M Service & Supply Inc.	Toner for Scale House Printer	510.00
Ace Hardware-Newkirk	Supplies	596.40
Amazon Capital Services #A33MIR27FEZN42	Supplies	2,167.25
American Maid	Public Restroom and City Hall cleaning Nov 2022	2,800.00

American Welding & Gas, Inc.	welding gas cylinder rentals/plastic welder	2,246.83
A-Plus Services, LLC / East Ridge Towing	call out winching garbage truck	500.00
AT&T Mobility	First Net aircard charges Nov 2022	320.32
B&B Leasing Company	New Copier Lease Payment No 1 December 2022	157.43
Babe's Flowers	Flower Delivery	211.00
Bear's Paw Embroidery	Embroidery for Jacket - Scotty O	10.00
Big Horn Logistics, LLC	SCADA System work and Backup	1,050.00
Big Horn Sanitation	Port-A-Potty Rental	2,097.00
Black Mtn. Engraving	Employee Recognition Awards	226.57
Bloedorn Lumber	Blacktooth Misc #5709 - split rail fencing	4,599.42
Brett Caiola or Darla Hawkins	Plates/titles,return labels, passport post.,rezone	230.07
Brian Edwards	Travel and Training Reimbursement	179.50
Brian's Boot & Shoe	Steel toe boot - RM	180.00
Buggy Bath Unlimited LLC	Monthly Truck Washing - November 2022	63.68
Burns & Mc Donnell	T678 Landfill Closure Design 4713	51,608.03
C & K Equipment	Auger teeth for toolcat/cutting edges for plows	371.66
Carlton Construction LLC	Blacktooth Misc #5709 - 1/2 Pathway Cost	37,767.08
Carlton Construction, LLC	Balance Refund/2381 Tin Cup Cir	89.30
Carolyn A. Byrd	PC and BOA minutes	400.00
Carquest Auto Parts	parts and supplies	1,343.21
CDG Engineers, Inc.	Gateway Bridge Design #5701/Pedestrian Pathway Design	2,706.35
CED- Consolidated Electrical Distributers Inc.	Conduit for cemetery	59.08
Chase Philipp	gun light batteries	22.65
Christin & Chris Rojo	Balance Refund/1970 Liberty Ct.	11.74
CHS Inc., By-Products	24.01 tons of 58/28 oil	14,150.95
Clark Throssell	KGC assessment	1,680.00
Clement Communications, Inc	Safe Procedures Poster Program	526.75
CMI-Teco	compressed air tank e2 fd	896.46
Coca-Cola Bottling Company High Country	Palet of water - UM	554.40
Compression Leasing Services, Inc.	KGC compressor rental	2,897.25
Country Bounty	Ads	748.00
Crescent Electric	Supplies	598.48
CS Consulting	Assortment of rescue equipment for Tower 1	8,435.75
Cummins Rocky Mountain	clamp sensor rcn cooler rcn valce egr valve 3.63	5,898.55
Dawson Infrastructure Solutions LLC	Pressure testing, test adapter hose	674.06
DEQ Solid & Hazardous Waste Division	yearly tank fees for 002729 unleaded -diesel tanks	400.00
Dowl	E. 5th St Corridor + Rail Crossing System #4759/Airport Transmission	44,109.75
Dustbusters Enterprises Inc.	ice kicker	24,317.86
Ed Hammer Inc	Deductible for Claim #A2H7853	5,119.99
Emergency Medical Services	Annual Application Fee for WOEMS	20.00
Employ, LLC	Temporary Labor	17,149.13
Energy Management Corporation	WAS Pump Motor Rebuild	6,277.49
Enviro-Clean Intermountain, LLC	broom weed cutter 3.43	3,265.63
Farmers Co-op Oil Co.	Fuel for November 2022	74,373.93
Fastenal Company	Supplies	147.52
Ferguson Waterworks #1701	Delivery fees missed on invoice/iperl meters	2,470.00
First Interstate Bank - Mastercard	Credit Card charges for November 2022	22,684.50
Floyd's Truck Center WY	injector gasket afm device 3.63 rc	608.78
Fremont Motor Sheridan Inc	je kit 2.28 weed	20.22

Galls, LLC	Uniform pants and shirts - Bass	575.85
Grainger, Inc.	Air Filters	146.45
Granite Peak Pump Service	Pump motor for KGC	5,134.80
Greenfold Services LLC	Janitorial Nov 2022	1,960.00
Greensky Commercial Cleaning	cleaning service for csc	1,240.00
Hach Company	Ammonia Testing Kit	156.46
Hawkins Inc	Hypochlorite- 550 Gallons, Bisulfite- 330 gallons	4,948.12
Heartland Kubota, LLC	hydraulic fluid parks/Snow Blower Cutting Edge and Bolts	153.37
Heather Doke	SHRM Membership	229.00
IBS, Inc.	5/8 11 x 1.1 bolts washers fuses nuts	226.65
InfoSend, Inc.	11.2022 Billing Dist. Service Fee & Email	2,982.75
Inland Truck Parts Company	u bolts washers thread rod 3.2 fd	155.29
Interstate Engineering, Inc.	Kendrick Pool Design #5717	9,336.00
In-Yarak Construction	Pavement Preservation #4711	16,075.00
J5 Plumbing & Heating Inc	Emergency water heater replacement	4,145.55
JC Dodge Construction	Hydrant Deposit Refund #14	468.06
John Deere Financial #1111308145	Supplies	576.49
K Club Golf, LLC	2022 Bonus	51,852.66
Kacey Outland	Reimbursement for travel expense/ WWQ & PCA Conf.	179.50
KCR Enterprises LLC	quick release pliers shop tools	340.95
Kerns & Bunting, LLC	Attorney fees- November 2022	22,108.35
Kilpatrick Creations Inc.	Uniforms	1,687.05
Kois Brothers Equipment, Co.	12v auger motor 3.33 st	3,475.64
Lamar Selig	Travel and Training Reimbursement	179.50
LJS Concrete & Excavating LLC	11.11 11.12.11.19 snow haul	1,884.00
Long Building Technologies, Inc.	Replace blower motor in the fan coil above office	3,059.64
M&K Rentals	Stump Grinder Rental	91.50
Memorial Hospital of Sheridan County	Occupational Testing	354.00
Midland Implement Co Inc	Bedknives for mowers	830.47
Modern Electric	North lift light repairs	595.50
Napa Auto Parts	parts and supplies	2,561.55
Narwhal Met, LLC	december weather service	600.00
Norco, Inc	Supplies	2,221.85
Northern Underground LLC	snow haul 11.11 - 11.12- 11.18-11.19	4,428.25
Office Shop Inc	Canon copier contract invoice	9.57
Office Shop Leasing	Copier Lease	257.34
One-Call of Wyoming	One Call Tickets for Nov 22 CDC	147.00
O'Reilly Auto Parts	grease air compressor	49.95
Paul Scherf	Balance Refund/620 W Loucks St.	15.17
Phoenix Limted Partnership	Balance Refund/2153 Skyview West Dr.	13.70
Porter, Muirhead, Cornia & Howard	FY22 audit progress billing	40,000.00
Powder River Power Co	Supplies	1,152.75
Prime Rate Motors	Ram 3500HD	33,870.00
Range	Crime Stoppers Monthly	33.86
Ricoh USA, Inc.	Copier Charges Dec 2022	421.61
Rocky Mountain Sign, Design & Print	Grinnell Plaza Christmas Lights Install	5,243.30
Rugged Solutions America LLC	Havis Premium Vehicle Dock for Panasonic TBook	1,395.00
Servall Uniform & Linen Supply	Rugs and cleaning	769.87
Shaunessey Reeves	Parks and cemetery restroom cleaning	450.00
Sheridan Artist Guild Et al	SPAC Administration Nov 2022	1,000.00

Sheridan Commercial Co.	Supplies	1,702.72
Sheridan County Chamber of Commerce	Erik Jacobson Leadership Sheridan fee	1,050.00
Sheridan County Juvenile Justice	one half payment for justice svcs	65,000.00
Sheridan Econ-O-Wash	uniform laundry	42.00
Sheridan Honda	cable for 4 wheeler plow back up	59.00
Sheridan Motor Inc	headlight out tire repair 1.20 pd	857.35
Sheridan Newspapers Inc	Ads	2,458.62
Smith Psychological Services LLC	pre-employment exam and protocols-Bass	400.00
Steamboat Trucking & Services LLC	snow haul 11.11 and 11.12	1,233.75
Steve's Truck Service Inc	afm device gasket 3.63	18.54
Thomas Morneau	Reimb- Ann Renewal Eng Lic 048947 T. Morneau	75.00
Tire Rama	Tires and repairs	2,437.75
Top Office Products Inc	Copy Count for November 2022	122.48
Toro NSN	Software for KGC	155.00
Transaction Warehouse, Inc	11.2022 Iweb Profile Payments	3,396.60
TW Enterprises, Inc	Replace heater block emergency generator stationCB	662.82
USDA Forest Service	Special Land Use - Tongue Ranger District	169.09
VRM, Inc.	Parts and repairs	12,905.61
Water Products & Solutions	Water	53.75
Weed Warriors	Contract mowing services	435.00
Winsupply of Sheridan Wy Co	Supplies	127.06
Woods Excavation LLC	snow haul 11.11 11.12 11.19	1,572.00
Wyoming Assoc Rural Water	WARWS Annual Membership Dues	475.00
Wyoming First Aid & Safety Supply	First aid supplies	367.66
Wyoming Machinery Co	Supplies	346.52
Wyoming Rents	Rentals	1,207.78
Zivaro, Inc.	Eaton Single Phase Online Tower UPS	586.08
497-874-NCPERS Wyoming	Regular Payroll 12.16.22	376
Aflac	Regular Payroll 12.16.22	1,138.29
CITCO FCU	Regular Payroll 12.16.22	2,320.13
First Federal Savings Bank	Regular Payroll 12.16.22	9,498.68
First Northern Bank of Wyoming	Regular Payroll 12.16.22	1,418.33
HealthEquity, Inc.	Regular Payroll 12.16.22	2,385.46
IRS 941	Regular Payroll 12.16.22	118,975.77
LOCAL 276, IAFF	Regular Payroll 12.16.22	850
MissionSquare	Regular Payroll 12.16.22	4,382.79
Nationwide	Regular Payroll 12.16.22	21.37
Optum Bank, Inc.	Regular Payroll 12.16.22	461.59
Orchard Trust	Regular Payroll 12.16.22	3,812.28
Security State Bank	Regular Payroll 12.16.22	860.44
Sunlight Federal Credit Union	Regular Payroll 12.16.22	1,793.34
WEBT	Regular Payroll 12.16.22	98,130.84
Workers' Safety & Compensation	Regular Payroll 12.16.22	10,049.01
Wyoming Retirement System	Regular Payroll 12.16.22	80,106.04
Wyoming State Disbursement Unit	Regular Payroll 12.16.22	1,435.60
Caterpillar Financial	CAT D6T Dozer Payment #6	55,232.02
City of Sheridan	Deposit Refund/1418 Ridgeway Ave	68.83
Montana Dakota Utilities	Numerous Electric Bills	25,569.31
Winsupply of Sheridan Wy Co	Redo check-supplies	28.4

Councilmember Day moved, seconded by Councilmember Linden, to approve the consent agenda. Voice vote: five ayes and one nay. Councilmember Beaver requested that the Mayor explain Item C in greater detail.

Mayor Rich Bridger	Aye
Kristen Jennings	Nay
Shawn Day	Aye
Steven Brantz	Aye
Clint Beaver	Aye
Jacob Martin	Absent
Aaron Linden	Aye

9. Staff Update

A. This was moved to the end of the meeting.

OLD BUSINESS

10. Consideration of the Third and Final Reading of Ordinance 2257, regarding Contractor License Revocation. City Attorney Brendon Kerns updated the Council. Councilmember Linden moved, seconded by Councilmember Day, to approve Ordinance 2257 on the Third and Final Reading. Roll Call vote: unanimous.

Mayor Rich Bridger	Aye
Kristen Jennings	Aye
Shawn Day	Aye
Steven Brantz	Aye
Clint Beaver	Aye
Jacob Martin	Absent
Aaron Linden	Aye

11. Consideration of the Third and Final Reading of Ordinance 2255, Revision of the Sheridan Municipal Code Sections Regarding Open Space. City Attorney Brendon Kerns updated the Council. Councilmember Beaver moved, seconded by Councilmember Linden, to approve Ordinance 2255 on the Third and Final Reading.

Councilmember Linden moved, seconded by Councilmember Beaver, to amend Ordinance 2255 to reduce the R-3 Open Space to 10%. Voice Vote: two nays and four ayes.

Mayor Rich Bridger	Aye
Kristen Jennings	Aye
Shawn Day	Nay
Steven Brantz	Nay
Clint Beaver	Aye
Jacob Martin	Absent
Aaron Linden	Aye

Councilmember Linden moved, seconded by Councilmember Jennings, to amend Ordinance 2255 to state that the City may not request more open space than 15% of the gross area of the subdivision to address snow removal.

Voice Vote: one aye and five nays.

Mayor Rich Bridger	Nay
Kristen Jennings	Nay
Shawn Day	Aye
Steven Brantz	Nay
Clint Beaver	Nay
Jacob Martin	Absent
Aaron Linden	Nay

Roll Call vote on the amended main motion - Ordinance 2255 on Third and Final Reading: one nay and five ayes.

Mayor Rich Bridger	Aye
Kristen Jennings	Nay
Shawn Day	Aye
Steven Brantz	Aye
Clint Beaver	Aye
Jacob Martin	Absent
Aaron Linden	Aye

NEW BUSINESS

12. Consideration of Resolution #63-22 Authorizing the Hiring of Three Additional Firefighter I Positions. Fire Chief Gary Harnish and City Administrator Stu McRae updated the Council. Councilmember Linden moved, seconded by Councilmember Day, to approve Resolution #63-22 Authorizing the Hiring of Three Additional Firefighter I Positions. Voice vote: five ayes and one nays.

Mayor Rich Bridger	Aye
Kristen Jennings	Aye
Shawn Day	Aye
Steven Brantz	Aye
Clint Beaver	Nay
Jacob Martin	Absent
Aaron Linden	Aye

Staff Update: City Attorney Brendon Kerns presented Legal Do's and Don'ts to Council.

13. Council Comments and Requests for Future Agenda Items.

A. Mayor Bridger updated Council on Boards and Commissions. He reminded Council that there will not be a Study Session next week. Additionally, the first meeting of the year will be on Tuesday, January 3rd as Monday, January 2nd is a holiday.

B. City Administrator Stuart McRae discussed snow removal.

C. Councilmember Jennings discussed an issue with snow removal on Main Street.

14. Mayor Bridger adjourned the meeting at 8:48 P.M.

APPROVED:

_____

Richard Bridger, Mayor

ATTEST:

_____

City Clerk, Cecilia Good

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

Treasurer

MEMORANDUM

Project Name:	**Claims**
From:	Karen Burtis, City Treasurer
To:	Mayor and Council
CC:	
Date:	

Background:

Please see attached the current claims list.

Attachments

Payroll
Claims
Prepaids

City of Sheridan
Regular Payroll paid on 12/30/2022

Sum of Amount		
Vendor Name	**Description**	**Total**
Aflac	Regular Payroll 12.30.22	1,138.29
CITCO FCU	Regular Payroll 12.30.22	860.13
IRS 941	Regular Payroll 12.30.22	90,393.59
MissionSquare	Regular Payroll 12.30.22	4,335.01
Orchard Trust	Regular Payroll 12.30.22	2,585.00
Workers' Safety & Compensation	Regular Payroll 12.30.22	10,134.80
Wyoming Retirement System	Regular Payroll 12.30.22	80,783.84
Wyoming State Disbursement Unit	Regular Payroll 12.30.22	1,060.60
Grand Total		191,291.26

City of Sheridan
Claims paid on 01/04/2023

Sum of Amount		
Vendor Name	Description	Total
A & B Buildings & Supplies	Landfill Building # 4713	14,041.48
ABC Signs & Specialties	Remove and replace vinyl graphics on Truck 1	842.50
Ace Hardware-Newkirk	Extension cord, tape and nuts/screws/bolts	145.56
Advocacy & Resource Ctr	Second Quarter GPET FY23	4,500.00
All Valley Diesel Service	Tow to PD unit 39	150.00
AlphaGraphics of Wyoming	Current Zoning & Street Maps for Council Chambers/Social media etc	1,857.70
Altitude Signal, LLC	5th st red crossing repairs	1,740.00
Amazon Capital Services #A33MIR27FEZN42	Supplies	242.02
Arete Design Group	Recycle Center Addition #4766	1,973.02
Bearcom	6 Durango upfits	53,227.68
Bear's Paw Embroidery	Embroidery for Patrick D - SWR	40.00
Big Horn Logistics, LLC	Safe Rides Nov 2022	898.00
Big Horn Sanitation	Port a potty rentals	252.41
Bighorn Design Studio, LLC	uniforms	2,816.00
Black Bear Construction	Repair Retaining Wall	3,500.00
Bloedorn Lumber	treated ground contact st301	55.56
Brian's Boot & Shoe	Boots	577.95
Carquest Auto Parts	Parts and supplies	687.88
Cedars Health LLC	Occupational Health Testing	570.00
CH Diagnostics and Consulting	E-coli, Giardia, Cryptos. analysis	588.00
Child Development Center	Second Quarter GPET FY23	1,875.00
City of Sheridan	REFUND OVERPAYMENT/#745/UNIDENTIFIED	261.12
CitySourced, Inc.	CitySourced - Citizen App Annual Renewal	5,670.00
Cobra Crete, LLC	Repair sidewalk brundage Lane	4,400.00
Compass - Center for Families	Second Quarter GPET FY23	5,000.00
Downtown Sheridan Assoc	Hung Pumpkin Festival Banner on Main Street/2nd QTR GPET 23	10,280.00
Dustbusters Enterprises Inc.	29.11 tons for ice kicker	4,704.18
Employ, LLC	Temporary Labor	13,398.69
Employers Council	Pre Employment Background Checks	1,700.00
Energy Laboratories, Inc	Raw & Finished TOC analysis results	2,032.00
Energy Management Corporation	Back wash motor (parts)	4,150.34
Engineering Associates	Sewer Rehab CIPP #4758/2022 Spec Update	12,464.97
Epiphany LLC	Name badges/business cards/photo reprints	259.43
First Assembly of God Church	Balance Refund/235 S Custer St.	4,938.37
Floyd's Truck Center WY	temp sensor 3.20 wc	94.66
Galls, LLC	uniform shirt and nametags	101.12
Grainger, Inc.	Parts	882.99
Habitat for Humanity	Second Quarter GPET FY23	6,250.00
Hawkins Inc	330 GA Azone/ Sodium Hypo	1,946.64
Heartland Kubota, LLC	Parts and supplies	2,694.46
Heather Doke	Travel & Training Reimbursement	396.93
Hilight Automtation, LLC	Southest booster repairs	1,303.00
Home Depot Credit Services	Supplies	2,868.78
Inberg-Miller Engineers	Soldier Ridge Apartments Concrete Coring	2,208.33
Insituform Technologies, Inc	Sewer Rehab CIPP 2022 #4758	311,975.25
Interstate Engineering, Inc.	As-Needed GIS Services 9/12/22 - 10/8/22	264.00
Jason Neavill	City Works conference reimbursment	251.00
J-K Trucking	12.16-12.17 snow haul	2,843.00
Joann Yager	Balance Refund/321 Coffeen Ave.	6.30
Kilpatrick Creations Inc.	Outerwear, swtshirts and T-shirts	453.50
Knecht Home Center	Sides for dump trucks	125.64
Leela Belus	Balance Refund/415 Adkins Ave #NM	26.72
LN Curtis & Sons	Charcoal-Ci2 Altair 2 X Single Gas Detector SO7408	1,412.14
Memorial Hospital of Sheridan County	Medical Supplies for ambulances Inv 6013	293.35
Midland Implement Co Inc	Screw driver set for KGC	78.31
Mullinax Concrete Service & Irrigation	pea gravel/remove sand & gravel from WWTP	26,249.74
Napa Auto Parts	Parts and supplies	1,020.51
Nelson Excavating, LLC	12.16-12.17 snow haul	5,530.50
Norco, Inc	Parts and supplies	1,252.90
Northwest Pipe Fittings, Inc.	Fire hydrants	8,325.00
Office Shop Inc	Copier charges	499.04
Office Shop Leasing	Lease Payment 42 of 60	89.54

Vendor Name	Description	Total
Peak Consulting	Fire Captain Assessment Center	5,000.00
Pfitzer Pest Control, LLC	pest - mice control	138.00
Powder River Heating & Air Conditioning, Inc	pump and drain work - split 50/50 with SCSO	8,202.17
Powder River Power Co	Parts and supplies	111.33
ProPet Distributors, Inc.	Dog park and pet waste station supplies	2,930.70
Ramada Plaza by Wyndham Sheridan Hotel	Employee Recognition Party	5,096.80
Rocky Mountain Performance Excellence	2023 participation fee	10,000.00
ROETECH of Sheridan Inc.	Pavement Preservation #4711	253.25
Roger Smith	Balance Refund/339 W Loucks St.	4,187.06
SAFEbuilt, LLC	Plan review and building official thru Nov 30 2022	12,233.00
Schoeny Inc	12.6 snow haul	566.50
Second Chance Sheridan Cat Rescue	Second Quarter GPET FY23	7,500.00
Seliena Parker	Donuts for Landfill Safety Meeting 12-21-22	9.99
Senior Citizens Council	Second Quarter GPET FY23	27,500.00
Sentry Equipment Corp	Clarifier Inspection	4,375.00
Servall Uniform & Linen Supply	Bi Weekly Rug Cleaning	623.06
Server Supply.com, Inc	Switch Replacement Supplies	9,496.20
Severson Supply Co. Inc.	mounting boards sharq ram sharq wedge	3,035.03
Shaunessey Reeves	Parks and W+P janitorial services	350.00
Sheridan Artist Guild Et al	SPAC administration December 2022/GPET 2nd QTR	3,500.00
Sheridan Arts Council	Second Quarter GPET FY23	375.00
Sheridan Commercial Co.	Supplies	304.06
Sheridan Community Land Trust	Second Quarter GPET FY23	6,250.00
Sheridan County Chamber of Commerce	Leadership Sheridan Program 2023/2nd QTR GPET	13,550.00
Sheridan County Conservation District	Second Quarter GPET FY23	2,500.00
Sheridan County Historical Society and Museum	Second Quarter GPET FY23	5,000.00
Sheridan County Treasurer	Impact 307 - FY23 half year support	30,000.00
Sheridan Econ-O-Wash	uniform laundry	206.00
Sheridan Electric LLC	compressor test shop air compressor	870.00
Sheridan Transportation Taxi	Safe Rides Nov 2022	1,984.00
Source Office & Technology	microfiber towels, batteries,planner,super glue	88.57
St. Peter's Episcopal Church	Balance Refund/1 S. Tschirgi St. #IRRG	14.07
Stantec Consulting Services Inc. (SCSI)	Main Street Dow to Burkitt Engineering #5319	1,725.00
Steady Stream Hydrology, Inc.	ACOE 1135 #5705	467.50
SWANA	Membership Renewal - Paul Larson	245.00
Swayne Redinger	Balance Refund/6705 Big Horn Ave.	92.79
The Country Hospital for Animals	K-9 Charlie exam and vaccinations	140.00
Thomas Morneau	Reimbursement for T. Morneau - online class	119.00
Tire Rama	tire repair 2.11	1,004.95
Top Office Products Inc	Supplies	246.12
Torgerson's, LLC	v plow blade	7,975.00
Trai Bryant	perdiem for citywork conference	224.00
TWS Trucking Services, LLC	12.6 snow haul	1,030.00
Tyler Technologies, Inc	SJ - 11/28-29, 12/1	3,912.00
Uprising	Second Quarter GPET FY23	1,750.00
USA Blue Book	Aquashade	106.76
VRM, Inc.	Replaced Batteries on TANA 4-73	740.00
Wagner Ranch Services, LLC	12.19 snow haul 12.16 -12.17 snow haul	4,148.66
Wamco Lab Inc.	Quarterly Wet Testing	1,100.00
Water Products & Solutions	water bottle 5 gal	8.75
Western Transport, LLC	12.6 snow haul	412.00
Woods Excavation LLC	12.17 snow haul	1,730.50
WY Dept of Transportation	E. 5th St. Corridor - WYDOT Design #4759	570,024.50
Wyoming Department of Fire Prevention	Company Officer-6th Edition Book Inv 227236	79.59
Wyoming First Aid & Safety Supply	Restocked Landfill First Aid Cabinet 12-12-22	62.78
Wyoming Machinery Co	Parts/repairs/963 Track Loader	392,506.50
Zowada Plumbing & Heating Inc	City Hall Drinking Fountain & Sink Maintenance	216.00
Grand Total		1,695,600.40

City of Sheridan
Prepaids paid on 12/20/2022

Sum of Amount		
Vendor Name	**Description**	Total
CenturyLink Communications, LLC	Scada Lines and Extensions	**2,308.01**
Montana Dakota Utilities	Numerous Electric Bills	**45,259.23**
Grand Total		**47,567.24**

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

Utilities

MEMORANDUM

Project Name:	**Consideration of a Bid Award to Liberty Superstores in the amount of $252,226.00 for Six (6) Work Trucks for the Utilities Department - Utilities Director Dan Roberts**
From:	Dan Roberts, Utilities Director
To:	Mayor and Council
CC:	City Administrator Stu McRae
Date:	01/03/2022

Recommendation:

Staff recommends that the Mayor and City Council award a bid to Liberty Superstores of Rapid City, in the amount of $252,226.00 for Six (6) Trucks for the Utilities Department.

Background:

The City has a fleet replacement plan which identifies a schedule and projected cost for replacing each of its vehicles on a prescribed basis. Some of the main criteria which establish a vehicle's schedule for replacement are utilization (mechanical hours of use), mileage, age and cost of maintenance. The main goal of the plan is to provide City operations with a dependable fleet of vehicles and equipment at the lowest "cost to own" for the City.

In FY22, The Utilities Department had three (3) ½ ton work trucks scheduled to be replaced. The City solicited bids for these work trucks and received bid pricing from local dealers that averaged $38.8k/truck. Unfortunately, all bidders were unable to fulfill the obligations of their bids due lack of availability and no guarantees of future availability. As a result, these three trucks went unreplaced in FY22 and were deferred to FY23 for possible purchase. This resulted in Six (6) work trucks needing to be replaced in the Utilities Department for FY23.

Discussion:

In an effort to purchase the six (6), ½ ton work trucks in this current fiscal year, the Utilities Department (Department) has solicited bids on three separate occasions; diligently searching for bids within the City's approved budget. The first solicitation took place in September and the City received one bid for the trucks and they were approximately $7,000-$10,000 higher than last year's bid and way over budget.

In early November, the Department re-bid the vehicles while actively seeking the interest of larger, national dealers that might have inventory and be at a lower price point. From this second bidding effort, we received two bids from dealers in Sheridan and Cheyenne. Once again, they were over budget and the availability could not be guaranteed within any reasonable timeframe.

After the second bid, we realized we would need to consider late model used vehicles if we were going to be able to purchase anything at this time. We must publicly bid for used vehicles as well, so we put together a third bid requesting bids for new or late model used work trucks. City staff contacted additional dealerships who expressed interest as well as an ability to remain under budget. The third bid was published in the Sheridan Press on December 2nd and 9th, and closed on December 14th. The City received two bids, both offering new trucks. One bid was from Denny Menholt Chevrolet out of Billings, MT and the other was from Liberty Superstores out of Rapid City, SD. Liberty Superstores is offering six new work trucks meeting our desired specifications. Their total bid amount of $252,226.00 is just under the Department's FY23 budget of $253,000.00 budget and they can

deliver the trucks in less than six months. The bid of Liberty Superstores is being presented to City Council for consideration with a favorable recommendation from staff for bid award.

Funding:

A total of $253,000 was budgeted for all six work trucks. The bid from Liberty Superstores came in under the overall approved budget at $252,226.00. Below describes how the FY23 budget has been appropriated by each Division receiving a work truck.

Utility Division	FY23 Budget	Bid Cost	Division Account #
Source of Supply/Intake	**$43,000**	**$41,960**	**51.6550.4670.0000**
Wastewater Treatment Plant	**$38,000**	**$41,960**	**50.6550.4681.0000**
Utility Maintenance	**$43,000/ea (x3 = $129k)**	**$42,087/each (x3 = $126.3k)**	**50.6550.4680.0000 (40%) 51.6550.4671.0000 (60%)**
Solid Waste & Recycling	**$43,000**	**$42,087**	**52.6550.4653.0000**
TOTAL	**$253,000**	**$252,226.00**	