



**AGENDA
CITY OF SHERIDAN
MARCH 6, 2023
REGULAR COUNCIL MEETING START 7:00 P.M.**

1. Call to Order
2. Pledge of Allegiance
3. Invocation to be given by Jim Barth, First United Methodist Church
4. Roll Call of Members
5. Consideration of Agenda
6. Community Update
 - A. Impact 307 Update - Executive Director Scot Rendall
 - B. WyDot Main Street Construction Project Update - Laura Dalles, Public Involvement Specialist
7. Comments from the Public
8. Public Hearings
 - A. Public Hearing for the Transfer of the Retail Liquor License #23 (Spruce LLC) Licenses to 205 Coffeen Ave - City Clerk Cecilia Good
 - i. Consideration of the Transfer of the Retail Liquor License #23 (Spruce LLC) Licenses to 205 Coffeen Ave
 - B. Public Hearing for the Transfer of the Bar and Grill Liquor License #6 (Spruce LLC) Licenses to 205 Coffeen Ave - City Clerk Cecilia Good
 - i. Consideration of the Transfer of the Bar and Grill Liquor License #6 (Spruce LLC) Licenses to 205 Coffeen Ave - Assistant Clerk Candace Ainslie
9. Consent Agenda
 - A. Minutes of Regular Council Meeting February 21, 2023.

B. Claims

10. Staff Update

A. Introduction of Tree Board - Parks Director Steve Gage

OLD BUSINESS

11. Second Reading of Ordinance #2258 Regarding Vaping - City Attorney Brendon Kerns

12. Second Reading of Ordinance #2259 Regarding Drug Paraphernalia - City Attorney Brendon Kerns

NEW BUSINESS

13. Consideration of Resolution 11-23, Authorizing the Submission of a Wyoming Water Development Commission (WWDC) Level II Grant Application for Lake DeSmet Water Supply Study - Utilities Director Dan Roberts

14. Consideration of General Purpose Excise Tax Allocation for Advocacy & Resource Center

15. Consideration of General Purpose Excise Tax Allocation for the Child Development Center

16. Consideration of General Purpose Excise Tax Allocation for the Compass Center for Families

17. Consideration of General Purpose Excise Tax Allocation for the Downtown Sheridan Association

18. Consideration of General Purpose Excise Tax Allocation for Habitat for Humanity of the Big Horns

19. Consideration of General Purpose Excise Tax Allocation for Joey's Fly Fishing Foundation

20. Consideration of General Purpose Excise Tax Allocation for NAMI (National Alliance on Mental Health)

21. Consideration of General Purpose Excise Tax Allocation for Sheridan Artists Guild (SAGE)

22. Consideration of General Purpose Excise Tax Allocation for Sheridan Second Chance Cat Rescue

23. Consideration of General Purpose Excise Tax Allocation for Sheridan Arts Council

24. Consideration of General Purpose Excise Tax Allocation for Sheridan Community Land Trust

25. Consideration of General Purpose Excise Tax Allocation for Sheridan County Chamber of Commerce

26. Consideration of General Purpose Excise Tax Allocation for Sheridan County Conservation District

27. Consideration of General Purpose Excise Tax Allocation for Sheridan County Historical Society and Museum

28. Consideration of General Purpose Excise Tax Allocation for the HUB on Smith (Sheridan Senior Center)
29. Consideration of General Purpose Excise Tax Allocation for Uprising
30. Consideration of General Purpose Excise Tax Allocation for Wyldflower
31. Council Comments and Requests for Future Agenda Items
32. Executive Session per W.S. 16-4-405 regarding the following: (ii) To consider the appointment, employment, right to practice or dismissal of a public officer, professional person or employee, or to hear complaints or charges brought against an employee, professional person or officer, unless the employee, professional person or officer requests a public hearing.
33. 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: WyDot Main Street Construction Project Update - Laura Dalles, Public Involvement Specialist
From: Bev Leichtnam, Governmental Relations Admin. Specialist
To: Mayor and Council
CC:
Date:



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: Public Hearing for the Transfer of the Retail Liquor License #23 (Spruce LLC) Licenses to 205 Coffeen Ave - City Clerk Cecilia Good

From: Cecilia Good, City Clerk

To: Mayor and Council

CC: City Administrator Stuart McRae

Date: 03/06/2023

Background:

Spruce Restaurant LLC currently holds two liquor licenses - Bar & Grill License #6 and Retail License #23. The applicant is requesting to transfer both of those licenses from 2 E Alger St to 205 Coffeen Avenue. The Retail License will be located on the 2nd floor of the building and the Bar & Grill License will be located on the first floor. The Retail License is proposed to be used as a liquor boutique with ready-made cocktails, wine, craft beers, and other spirits. The Bar & Grill License will be used as a full-service restaurant and bar with a full dinner menu.

Per Resolution #58-22, approved November 7, 2022 the City Council stated that to maintain its Retail License, Spruce Restaurant LLC shall become operational, as defined by Wyoming State Statute, by December 31st, 2023. The license may be extended by one final year for extenuating circumstances.

Per Resolution #22-22, the City Council stated the to maintain its Bar & Grill License, Spruce Restaurant LLC shall become operational, as defined by Wyoming State Statute, by July 6, 2023. The license may be extended by one final year for extenuating circumstances.

Discussion:

W.S. 12-4-104 - A license or permit shall not be issued, renewed or transferred if the licensing authority finds from evidence presented at the hearing:

- (i) The welfare of the people residing in the vicinity of the proposed license or permit premises shall be adversely and seriously affected;
- (ii) The purpose of this title shall not be carried out by the issuance, renewal or transfer of the license or permit;
- (iii) The number, type and location of existing licenses or permits meet the needs of the vicinity under consideration;
- (iv) The desires of the residents of the county, city or town will not be met or satisfied by the issuance, renewal or transfer of the license or permit; or
- (v) Any other reasonable restrictions or standards which may be imposed by the licensing authority shall not be carried out by the issuance, renewal or transfer of the license or permit. ??????

Attachments

Spruce Retail #23 Application

Resolution 22-22 Extending Parked Bar and Grill Liquor License #6 Spruce

NEW OR TRANSFER
LIQUOR LICENSE OR
PERMIT APPLICATION

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

To be completed by City/County Clerk

License Fees	Annual Fee: \$	Local License #: 23
	Prorated Fee: \$	Date filed with clerk: 1 / 31 / 2023
	Transfer Fee: \$ 100.00	Advertising Dates: (2 Weeks) 2/8/2023 & 2/15/2023
	Publishing Fee: \$ 90.00	Hearing Date: 2 / 20 / 2023
Publishing Fee Direct Billed to Applicant: ☐		
License Term:	2 / 21 / 2023	Through 12 / 31 / 2023
	Month Day Year	Month Day Year

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

Applicant: Spruce Restaurant LLC

Trade/Business Name (dba): birch

Building to be licensed/Building Address: 205 Coffeen Ave
Shendan WY 82801 Shendan

Local Mailing Address: 1369 Bobwhite Ct
Shendan WY 82801

Local Business Telephone Number: (307) 655-5551 Fax Number: () NA

Business E-Mail Address: birchrestaurant342@gmail.com

FILING FOR

- ☐ NEW LICENSE
- ☒ TRANSFER OF LOCATION

FILING IN (CHOOSE ONLY ONE)

- ☒ CITY OF: Shendan
- ☐ COUNTY OF:

FILING AS (CHOOSE ONLY ONE)

- ☐ INDIVIDUAL
- ☐ PARTNERSHIP
- ☐ LP/LLP
- ☒ LLC
- ☐ CORPORATION
- ☐ LTD PARTNERSHIP
- ☐ ORGANIZATION
- ☐ OTHER

- ☐ TRANSFER OWNERSHIP
- ☐ ASSIGNMENT LETTER ATTACHED
- FORMERLY HELD BY:

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

RETAIL LIQUOR LICENSE

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

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

LIMITED RETAIL LIQUOR LICENSE (CLUB)

- ☐ VETERANS CLUB
- ☐ FRATERNAL CLUB
- ☐ GOLF CLUB
- ☐ SOCIAL CLUB

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

SPECIAL DESIGNATIONS (CHOOSE ONLY ONE)

- ☐ GOLF CLUB
- ☐ GUEST RANCH
- ☐ RESORT

To Assist the Liquor Division with scheduling inspections: OPERATIONAL STATUS

- ☒ FULL TIME (e.g. Jan through Dec) (specify months of operation) from Jan to December
- ☐ SEASONAL/PART-TIME DAYS OF WEEK (e.g. Mon through Sat) from Tue to Sat
- ☐ NON-OPERATIONAL/PARKED HOURS OF OPERATION (e.g. 10a - 2a) from 9am to 10pm

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 4**1. BUILDING OWNERSHIP:** Does the applicant? W.S. 12-4-103(a)(iii)(a) **OWN** the licensed building?☒ YES (own)(b) **LEASE** the licensed building? (Lease must be through the term of the liquor license)☐ YES (lease)

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

(i) When the lease expires, located on page _____ paragraph _____ of lease.

(ii) Where the **Sales** provision for alcoholic or malt beverages is located, on page _____ paragraph _____ of lease.(MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)**2.** To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601(b)☐ YES ☒ NO**3.** Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403

(a) Hold any interest in the license applied for?

☐ YES ☒ NO

(b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business?

☐ YES ☒ NO

(c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs?

☐ YES ☒ NO(d) If you answered **YES** to any of the above, explain fully and submit any documents in connection there within:**4.** Does the applicant have any interest or intent to acquire an interest in any other liquor license issued by this licensing authority? W.S. 12-4-103(b)☐ YES ☒ NO

If "YES", explain: _____

5. BAR AND GRILL LICENSE OR RESTAURANT LICENSE:

Have you submitted a valid food service permit or application? W.S. 12-4-413(a)

☐ YES ☐ NO**6. RESORT LICENSE:**

Does the resort complex:

(a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i)

☐ YES ☐ NO

(b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii)

☐ YES ☐ NO

(c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii)

☐ YES ☐ NO

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

☐ YES ☐ NO

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

1. If Yes, have you submitted a copy of the food and beverage contract/lease?

☐ YES ☐ NO**7. MICROBREWERY LICENSE:**

(a) Do you self distribute your products? W.S. 12-2-201(a)

☐ YES ☐ NO

(Requires wholesale malt beverage license with the Liquor Division)

8. LIMITED RETAIL (CLUB) LICENSE:**FRATERNAL CLUBS** W.S. 12-1-101(a)(iii)(B)(a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO(b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO

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

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

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

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

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

1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g) ☐ YES ☐ NO

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

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

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

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

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

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

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

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

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

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
TRAV	1/12/1981	1777 GUNN RD DALLAS TX 75244	214-355-1234	YES ☒ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
TRAV	1/12/1981	1777 GUNN RD DALLAS TX 75244	214-355-1234	YES ☒ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

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

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

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

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	No. of Years in Corp or LLC	% of Corpora te Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
Travis Sorenson			405	5	50%	YES ☐ NO ☒	YES ☒ NO ☐
Heather Sorenson				5	50%	YES ☐ NO ☒	YES ☒ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

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

REQUIRED ATTACHMENTS:

- ☒ A statement indicating the financial condition and financial stability of the applicant. W.S. 12-4-102(a)(vi).
- ☐ Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a)(iii)/W.S. 12-4-403(b) / W.S. 12-4-301(e).
- ☐ If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer. W.S. 12-4-601(b).

OATH OR VERIFICATION

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

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

STATE OF WYOMING)
) SS.
COUNTY OF Sheridan

Signed and sworn to before me on this 31st day of January, 2023 that the facts alleged in the foregoing instrument are true by the following:

- | | | |
|--------------------------------------|---|-----------------------|
| 1) <u>[Signature]</u>
(Signature) | <u>Heather Sorenson</u>
(Printed Name) | <u>owner</u>
Title |
| 2) _____
(Signature) | _____
(Printed Name) | _____
Title |
| 3) _____
(Signature) | _____
(Printed Name) | _____
Title |
| 4) _____
(Signature) | _____
(Printed Name) | _____
Title |
| 5) _____
(Signature) | _____
(Printed Name) | _____
Title |
| 6) _____
(Signature) | _____
(Printed Name) | _____
Title |

Witness my hand and official seal:

[Signature]
Signature of Notary Public



My commission expires: Dec 10 2023



CITY OF SHERIDAN, WYOMING

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

LIQUOR LICENSE OPERATION PLAN

Name as it appears on license:	Spruce Restaurant, LLC
Common Name (doing business as):	birch
Street Address:	205 Coffeen Ave, 2nd Floor
Phone #:	307. 655.5551

Type of License (circle):

☒ Retail	☐ Limited (Club)	☐ Restaurant	☐ Bar & Grill	☐ Microbrewery	☐ Satellite
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Hours of Operation

Our planned hours of operation are:

9am - 9pm Tue - Thur ; 9am - 10pm Fri and Sat

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

The premises will be operated as:

Retail liquor boutique with ready made craft cocktails, fine wines and spirits, and craft beers

Nature of Business:

☒ Bar

☒ Package Liquor

☒ Restaurant

Regular Events:

☒ Happy Hour

☐ Live Entertainment

Special Events:

☐ Competitions of Strength

☐ Other Special Events

Other:

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



CITY OF SHERIDAN, WYOMING

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

Security/ Crowd Control/ Capacity Limits

The Official Capacity limit for our business is:

40

In order to comply with our capacity limits we shall:

monitor arrival and departure of guest coming
to the space

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

having owners on site and trained managers
to ensure order on premises

Rules of the establishment shall be enforced by:

owners being on site and management team

Alcohol Management

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

all staff will be age 21 and older and
TIPS certified

Heather Sorenson

Signature of License Holder

Date

Heather Sorenson

Printed Name

**CITY OF SHERIDAN
RESOLUTION 58-22**

A RESOLUTION EXTENDING THE PARKED RETAIL LICENSE #23 BY ONE YEAR.

WHEREAS, Retail License #23, held by Spruce Restaurant LLC, will be parked for one year as of May 2, 2023 per Wyoming Statute 12-4-103(a)(iv), 2023; and

WHEREAS, per Wyoming Statute 12-4-103(a)(iv) and City Ordinance 4-14, a liquor license may be non-operational for an additional one-year period with the approval of the City Governing Body upon the showing by the Licensee of "good cause;" and

WHEREAS; the City of Sheridan has found good cause to allow Retail License #23 held by Spruce Restaurant LLC to be non-operational for one additional year; and

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

1. That the Licensee has demonstrated good cause to allow the license to be parked for an additional one-year period as follows:
 - a. Currently, the Cady building is undergoing a huge renovation/restoration and is experiencing delays from contractors.
 - b. The plan for completion has been pushed back to April 2023. This will push back the opening date to the public to May 2023.
2. That the City Governing Body approves the extension of Retail License #23, held by Spruce Restaurant LLC, parked status.
3. To maintain its Retail License, Spruce Restaurant LLC shall become operational, as defined by Wyoming State Statute, by December 31, 2023.

PASSED, APPROVED AND ADOPTED this 7th day of November, 2022.

City of Sheridan


Richard Bridger, 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: Public Hearing for the Transfer of the Bar and Grill Liquor License #6 (Spruce LLC) Licenses to 205 Coffeen Ave - City Clerk Cecilia Good

From: Cecilia Good, City Clerk

To: Mayor and Council

CC: City Administrator Stuart McRae

Date: 03/06/2023

Background:

Spruce Restaurant LLC currently holds two liquor licenses - Bar & Grill License #6 and Retail License #23. The applicant is requesting to transfer both of those licenses from 2 E Alger St to 205 Coffeen Avenue. The Retail License will be located on the 2nd floor of the building and the Bar & Grill License will be located on the first floor. The Retail License is proposed to be used as a liquor boutique with ready-made cocktails, wine, craft beers, and other spirits. The Bar & Grill License will be used as a full-service restaurant and bar with a full dinner menu.

Per Resolution #58-22, approved November 7, 2022 the City Council stated that to maintain its Retail License, Spruce Restaurant LLC shall become operational, as defined by Wyoming State Statute, by December 31st, 2023. The license may be extended by one final year for extenuating circumstances.

Per Resolution #22-22, the City Council stated the to maintain its Bar & Grill License, Spruce Restaurant LLC shall become operational, as defined by Wyoming State Statute, by July 6, 2023. The license may be extended by one final year for extenuating circumstances. ???????

Discussion:

W.S. 12-4-104 - A license or permit shall not be issued, renewed or transferred if the licensing authority finds from evidence presented at the hearing:

- (i) The welfare of the people residing in the vicinity of the proposed license or permit premises shall be adversely and seriously affected;
- (ii) The purpose of this title shall not be carried out by the issuance, renewal or transfer of the license or permit;
- (iii) The number, type and location of existing licenses or permits meet the needs of the vicinity under consideration;
- (iv) The desires of the residents of the county, city or town will not be met or satisfied by the issuance, renewal or transfer of the license or permit; or
- (v) Any other reasonable restrictions or standards which may be imposed by the licensing authority shall not be carried out by the issuance, renewal or transfer of the license or permit. ???????

Attachments

Resolution 22-22 Extending Parked Bar and Grill Liquor License #6 Spruce
Spruce Bar and Grill 6 Transfer Application

**CITY OF SHERIDAN
RESOLUTION 22-22**

A RESOLUTION EXTENDING THE PARKED BAR AND GRILL LIQUOR LICENSE #6 BY ONE YEAR.

WHEREAS, Retail License #6, held by Spruce Restaurant LLC, was parked for one year as of July 6th, 2022, per Wyoming Statute 12-4-103(a)(iv); and

WHEREAS, per Wyoming Statute 12-4-103(a)(iv) and City Ordinance 4-14, a liquor license may be non-operational for an additional one-year period, with the approval of City Governing Body, upon the showing by the Licensee of "good cause"; and

WHEREAS, the City of Sheridan has found good cause to allow Bar and Grill License #6 held by Spruce Restaurant LLC to be non-operational for one year; and

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

1. That the Licensee has demonstrated good cause to allow the license to be parked for an additional one-year period as follows:
 - a. As a result of labor and supply shortages, construction has been delayed.
 - b. Licensee is in the process of renegotiating its lease at another location for the operation of Spruce Restaurant.
2. That the Sheridan City Council approves the extension of Bar and Grill License #6's, held by Spruce Restaurant LLC, parked status.
3. To maintain its Bar and Grill Liquor License, Spruce Restaurant LLC shall become operational, as defined by Wyoming Statute, by July 6th, 2023.

PASSED, APPROVED AND ADOPTED this 6TH day of JUNE, 2022.

City of Sheridan


Richard Bridger, Mayor

ATTEST:


Cecilia Good, City Clerk



NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY

Customer #:			
Trf from:			
Reviewer:	Initials	Date	
Agent:		/	/
Mgr:		/	/

To be completed by City/County Clerk

License Fees: Annual Fee: \$ _____ Local License #: 60
 Prorated Fee: \$ _____ Date filed with clerk: 1 / 31 / 2023
 Transfer Fee: \$ 100.00 Advertising Dates: (2 Weeks) 2/8/2023 & 2/15/2023
 Publishing Fee: \$ 90.00 Hearing Date: 2 / 20 / 2023

Publishing Fee Direct Billed to Applicant: ☐

License Term: 2 / 21 / 2023 Through 12 / 31 / 2023
 Month Day Year Month Day Year

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

Applicant: Spruce Restaurant LLC
 Trade/Business Name (dba): birch
 Building to be licensed/Building Address: 205 Coffeen Ave
 Number & Street
Sheridan WY 82801 Sheridan
 City State Zip County
 Local Mailing Address: 1369 Bobwhite Ct
 Number & Street or P.O. Box
Sheridan WY 82801
 City State Zip
 Local Business Telephone Number: (307) 455-5551 Fax Number: () NA
 Business E-Mail Address: _____

FILING FOR

- ☐ NEW LICENSE
☒ TRANSFER OF LOCATION

FILING IN (CHOOSE ONLY ONE)

- ☒ CITY OF: Sheridan
☐ COUNTY OF: _____

- ☐ TRANSFER OWNERSHIP ☐ ASSIGNMENT LETTER ATTACHED

FORMERLY HELD BY: _____

FILING AS (CHOOSE ONLY ONE)

- ☐ INDIVIDUAL
☐ PARTNERSHIP
☐ LP/LLP
☒ LLC
☐ CORPORATION
☐ LTD PARTNERSHIP
☐ ORGANIZATION
☐ OTHER _____

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)**RETAIL LIQUOR LICENSE**

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

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

LIMITED RETAIL LIQUOR LICENSE (CLUB)

- ☐ VETERANS CLUB
☐ FRATERNAL CLUB
☐ GOLF CLUB
☐ SOCIAL CLUB

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

SPECIAL DESIGNATIONS (CHOOSE ONLY ONE)

- ☐ GOLF CLUB ☐ GUEST RANCH ☐ RESORT

To Assist the Liquor Division with scheduling inspections: **OPERATIONAL STATUS**

- ☒ FULL TIME (e.g. Jan through Dec) (specify months of operation) from Jan to Dec
☐ SEASONAL/PART-TIME DAYS OF WEEK (e.g. Mon through Sat) from Tue to Sat
☐ NON-OPERATIONAL/PARKED HOURS OF OPERATION (e.g. 10a - 2a) from 4pm to 10pm

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 4**1. BUILDING OWNERSHIP:** Does the applicant? W.S. 12-4-103(a)(iii)(a) **OWN** the licensed building?☒ YES (own)(b) **LEASE** the licensed building? (Lease must be through the term of the liquor license)☐ YES (lease)

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

(i) When the lease expires, located on page _____ paragraph _____ of lease.

(ii) Where the **Sales** provision for alcoholic or malt beverages is located, on page _____ paragraph _____ of lease.(MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)**2.** To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601(b)☐ YES ☒ NO**3.** Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403

(a) Hold any interest in the license applied for?

☐ YES ☒ NO

(b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business?

☐ YES ☒ NO

(c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs?

☐ YES ☒ NO(d) If you answered **YES** to any of the above, explain fully and submit any documents in connection there within:**4.** Does the applicant have any interest or intent to acquire an interest in any other liquor license issued by this licensing authority? W.S. 12-4-103(b)☐ YES ☒ NO

If "YES", explain: _____

5. BAR AND GRILL LICENSE OR RESTAURANT LICENSE:

Have you submitted a valid food service permit or application? W.S. 12-4-413(a)

☐ YES ☒ NO**6. RESORT LICENSE:**

Does the resort complex:

(a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i)

☐ YES ☐ NO

(b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii)

☐ YES ☐ NO

(c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii)

☐ YES ☐ NO

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

☐ YES ☐ NO

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

1. If Yes, have you submitted a copy of the food and beverage contract/lease?

☐ YES ☐ NO**7. MICROBREWERY LICENSE:**

(a) Do you self distribute your products? W.S. 12-2-201(a)

☐ YES ☐ NO

(Requires wholesale malt beverage license with the Liquor Division)

8. LIMITED RETAIL (CLUB) LICENSE:**FRATERNAL CLUBS** W.S. 12-1-101(a)(iii)(B)(a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO(b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO

9. LIMITED RETAIL (CLUB) LICENSE:

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

- (a) Does the Veteran's organization hold a charter by the Congress of the United States? ☐ YES ☐ NO
- (b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? ☐ YES ☐ NO

10. LIMITED RETAIL (CLUB) LICENSE:

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

- (a) Do you have more than fifty (50) bona fide members? ☐ YES ☐ NO
- (b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? ☐ YES ☐ NO
- (c) Are you a political subdivision of the state that owns, maintains, or operates a golf course? ☐ YES ☐ NO
1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g) ☐ YES ☐ NO
2. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

11. LIMITED RETAIL (CLUB) LICENSE:

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

- (a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? ☐ YES ☐ NO
- (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? ☐ YES ☐ NO
- (c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? ☐ YES ☐ NO
- (d) Has the club been in continuous operation for a period of not less than one (1) year? ☐ YES ☐ NO
- (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as Recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? ☐ YES ☐ NO
- (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? ☐ YES ☐ NO
- (g) Have you filed a true copy of your bylaws with this application? ☐ YES ☐ NO
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached) ☐ YES ☐ NO

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

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

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

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

(2/22)
13. If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership: W.S. 12-4-102(a)(iv) & (v)

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

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	No. of Years in Corp or LLC	% of Corpora te Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
Travis Sorenson				5	50%	YES ☐ NO ☒	YES ☒ NO ☐
Heather Sorenson				5	50%	YES ☐ NO ☒	YES ☒ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

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

REQUIRED ATTACHMENTS:

- ☒ A statement indicating the financial condition and financial stability of the applicant. W.S. 12-4-102(a)(vi).
- ☐ Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a)(iii)/W.S. 12-4-403(b) / W.S. 12-4-301(e).
- ☐ If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer. W.S. 12-4-601(b).

OATH OR VERIFICATION

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

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

STATE OF WYOMING)
COUNTY OF Sheridan) SS.

Signed and sworn to before me on this 31st day of January, 2023 that the facts alleged in the foregoing instrument are true by the following:

- 1) [Signature]
(Signature)

Heather Sorenson
(Printed Name)

owner
Title
- 2) _____
(Signature)

(Printed Name)

Title
- 3) _____
(Signature)

(Printed Name)

Title
- 4) _____
(Signature)

(Printed Name)

Title
- 5) _____
(Signature)

(Printed Name)

Title
- 6) _____
(Signature)

(Printed Name)

Title

Witness my hand and official seal:



[Signature]
Signature of Notary Public

My commission expires: Dec 10, 2023



CITY OF SHERIDAN, WYOMING

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

LIQUOR LICENSE OPERATION PLAN

Name as it appears on license:	Spruce Restaurant, LLC
Common Name (doing business as):	birch
Street Address:	205 Coffeen Ave Sheridan
Phone #:	307.655.5551

Type of License (circle):

Retail	Limited (Club)	Restaurant	<u>Bar & Grill</u>	Microbrewery	Satellite
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Hours of Operation

Our planned hours of operation are:

Tuesday - Saturday (T, W, Th 4-9p) (F+S 4-10p)

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

The premises will be operated as:

Full service restaurant and bar with happy hour, full dinner menu, and chef's tasting dinner options

Nature of Business:

Bar

Package Liquor

Restaurant

Regular Events:

Happy Hour

Live Entertainment

Special Events:

Competitions of
Strength

Other Special Events

Other:

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



CITY OF SHERIDAN, WYOMING

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

Security/ Crowd Control/ Capacity Limits

The Official Capacity limit for our business is:

40

In order to comply with our capacity limits we shall:

only take reservations for the allowed capacity. Hosts and servers will monitor arrival and departure for each guest.

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

having owners on site and trained managers to ensure order on premises

Rules of the establishment shall be enforced by:

owners on site and management team

Alcohol Management

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

only hire servers who are age 21 and older and all staff will be TIPS certified

Heather Sorenson

Signature of License Holder

Date

Heather Sorenson

Printed Name



CITY OF SHERIDAN, WYOMING

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

Clerk

MEMORANDUM

Project Name: Minutes of Regular Council Meeting February 21, 2023.
From: Candace Ainslie, Assistant Clerk
To: Mayor and Council
CC:
Date:

Background:

Please see attached minutes.

Attachments

Minutes

CITY OF SHERIDAN, WYOMING
MINUTES OF REGULAR COUNCIL MEETING

COUNCIL CHAMBERS

7:00 P.M.

February 21, 2023

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. Invocation was led by Gary Kopsa, VOA Chaplain.
4. The meeting was called to order with a quorum as follows: Mayor Bridger presiding with Councilmembers Greg Luhman, Kristen Jennings, Andrew Patceg, Shawn Day, Steven Brantz. Councilmember Weitzel was absent. Members of staff attending included City Administrator Stuart McRae, Assistant City Clerk Candace Ainslie, Fire Chief Gary Harnish, Utilities Director Dan Roberts, and various other City staff.
5. Councilmember Jennings moved, seconded by Councilmember Brantz, to approve the agenda. Voice vote: unanimous.

Mayor Rich Bridger	Aye
Kristen Jennings	Aye
Shawn Day	Aye
Steven Brantz	Aye
Andrew Patceg	Aye
Greg Luhman	Aye
Terry Weitzel	Absent

6. Community Update
- A.. Police Chief Travis Koltiska presented the lifesaving award and commendations to Sheridan Police Department staff.
8. Public Hearings
- A. Public Hearing for the First Reading of Ordinance #2258, Regarding Vaping. Mayor Bridger opened the Public Hearing at 7:20 P.M. City Attorney Brendon Kerns updated the Council.
- Representatives from Sheridan School Districts spoke in support of the Ordinance
 - Brian Miller spoke against Ordinance 2258
 - Another gentleman spoke in support of the proposed Ordinance
- The Public Hearing was closed at 7:57 P.M.
- Councilmember Brantz moved, seconded by Councilmember Luhman, to approve the Ordinance #2258 on First Reading.
- Councilmember Patceg, seconded by Councilmember Jennings, moved to amend the Ordinance by including an automatic expungement of records after one year. Voice vote: 2 Ayes, 4 Nays; amendment failed.

Mayor Rich Bridger	Nay
Kristen Jennings	Aye
Shawn Day	Nay
Steven Brantz	Nay
Andrew Patceg	Aye
Greg Luhman	Nay
Terry Weitzel	Absent

Councilmember Luhman moved to Amend the Original Ordinance with proposed amendments #1, changing the possession age to 21. Voice vote on Amendment #1, 6 Ayes; Motion passed

Mayor Rich Bridger	Aye
Kristen Jennings	Aye
Shawn Day	Aye
Steven Brantz	Aye
Andrew Patceg	Aye
Greg Luhman	Aye
Terry Weitzel	Absent

Councilmember Day moved, seconded by Councilmember Jennings, to amend the original Ordinance to change the fines associated with the infraction to reflect first time offense \$50, second time \$100 and \$300 third time. Voice vote, 3 Ayes, 3 Nays; motion failed.

Mayor Rich Bridger	Nay
Kristen Jennings	Aye
Shawn Day	Aye
Steven Brantz	Nay
Andrew Patceg	Aye
Greg Luhman	Nay
Terry Weitzel	Absent

Councilmember Brantz moved, seconded by Councilmember Luhman to include proposed amendment #3 concerning fines and expungement in the Ordinance. Voice vote: five Ayes and one Nay; Motion passed.

Mayor Rich Bridger	Aye
Kristen Jennings	Aye
Shawn Day	Aye
Steven Brantz	Aye

Andrew Patceg	Nay
Greg Luhman	Aye
Terry Weitzel	absent

Original Motion: Councilmember Brantz moved, seconded by Councilmember Luhman to approve the Ordinance #2258 as amended, on First Reading. Roll call vote, four Ayes, two Nays, Ordinance passes first reading.

Mayor Rich Bridger	Aye
Kristen Jennings	Nay
Shawn Day	Aye
Steven Brantz	Aye
Andrew Patceg	Nay
Greg Luhman	Aye
Terry Weitzel	absent

B. Public Hearing for the First Reading of Ordinance #2259, Regarding Drug Paraphernalia. Mayor Bridger opened the Public Hearing at 8:19 P.M. City Attorney Brendon Kerns updated the Council.

The Public Hearing was closed at 8:29 P.M.

Councilmember Day moved, seconded by Councilmember Brantz to approve the Ordinance #2259 on First Reading. Roll call vote: unanimous.

Mayor Rich Bridger	Aye
Kristen Jennings	Aye
Shawn Day	Aye
Steven Brantz	Aye
Andrew Patceg	Aye
Greg Luhman	Aye
Terry Weitzel	Absent

9. Consent Agenda

- A. Award to T-O Engineers LLC for Geographic Information System (GIS) On-Call Professional Services
- B. Purchase of 2023 Freightliner Snowplow in the Amount of \$322,644.00
- B. Bid Award to Altitude Coatings & Solutions for Interior Painting for City Hall Project in the Amount of \$37,171.83
- C. Bid Award to Sheridan Floor to Ceiling for Carpet Replacement for City Hall Project in the Amount of \$65,511.30

D. Consideration of Award to LJS Concrete & Excavating for the North Heights Waterline Replacement Phase II Project in the Amount of \$1,849,014.53.

E. Minutes of Regular Council Meeting February 6, 2023

F. Claims

100065 Ace Hardware-Newkirk	Supplies for KGC and Park	53.38	100998 Sheridan Commercial Co	Blue WB Mark Paint	87.24
100378 Amazon Capital Services	Parks supplies	79.99	100998 Sheridan Commercial Co	Black LTX Sealant	28.69
100378 Amazon Capital Services	Parks Supplies	39.56	100998 Sheridan Commercial Co	Misc. supplies: White pai	24.33
100378 Amazon Capital Services	Parks supplies	87.98	100998 Sheridan Commercial Co	Misc. supplies: White pai	13.02
100378 Amazon Capital Services	Parks supplies	100.71	100050 Sheridan County	costs for 2022 election	43,965.17
100417 Automationdirectcom	Hammond mounting feet kit	147.00	100051 State of Wyoming	Wyoming Department of Fir	227.90
100417 Automationdirectcom	Flowline EchoPod ultrason	800.00	100051 State of Wyoming	Crime Victims Surchages J	200.00
100417 Automationdirectcom	Klemsan separator plate,	3.50	100203 Steamboat Trucking & Services	professional snow haul	2,880.00
100436 Bearcom	stripped electronics from	2,035.00	100349 TWS Trucking Services LLC	snow removal	1,805.00
100574 Big Horn Sanitation	Portable toilet Malcolm W	126.50	100526 Water Products & Solutions	Shop - Blanket for water	10.00
100906 Thomas Redle	January SCADA Services	718.75	100555 Wyoming Electric Inc	SFR LED Lamp Retrofit	13,443.00
100074 Farmers Co-op Oil Co	2.7 fuel delivery to csc	6,789.83	Big Horn Sanitation		126.50
100089 Floyd's Truck Center WY	spring leaf assembly and	1,819.62	Big Horn Sanitation		126.50
100228 Harris Computer Systems	Tax Forms for Payroll and	550.36	100-10-13-130-000-6601-	Elections Contractua	43,965.17
100248 Home Depot Credit Services	Supplies for KGC, Cemeter	806.96	100-10-14-141-000-6101-	Clerk Office Sup	83.85
100248 Home Depot Credit Services	safety glasses, gloves an	108.62	100-10-14-142-000-6101-	Treasurer Office Sup	1,008.20
100248 Home Depot Credit Services	Scotch Extreme 1" tape	34.00	100-10-17-170-000-6109-	IT Petroleum	24.50
100248 Home Depot Credit Services	Parks supplies	44.10	100-20-21-210-000-6109-	Police Petroleum	294.00
100248 Home Depot Credit Services	Parks shop supplies	112.88	100-20-21-210-000-6111-	Police Department	364.62
100248 Home Depot Credit Services	Parks shop supplies and t	768.81	100-20-23-230-000-6109-	Fire Admin Petroleum	98.19
100248 Home Depot Credit Services	Heat cable kit	97.00	100-20-23-230-000-6201-	Fire Admin Travel/Tra	227.90
100248 Home Depot Credit Services	Supplies for Parks Depart	250.32	100-20-25-250-000-6109-	Bldg Insp Petroleum	19.60
100248 Home Depot Credit Services	Parks shop supplies	115.63	100-20-25-250-000-6601-	Bldg Insp Contractua	11,067.00
100259 I/O Solutions Inc	Peace Officer Selection T	125.00	100-20-25-250-000-6704-0010A	Bldg Insp Repairs/Ma	.92
101023 John Deere Financial #11113081	Parks Department Gator re	800.00	100-30-31-312-000-6109-	Road Maint Petroleum	1,788.50
100451 LJS Concrete & Excavating LLC	professional snow haul	4,750.00	100-30-31-312-000-6111-	Road Maint Department	1,955.87
100484 McMaster-Carr Supply Co	4 Idler Pulley for v belt	88.65	100-30-31-312-000-6601-	Road Maint Contractua	18,008.75
100484 McMaster-Carr Supply Co	Stainless steel ring shim	98.73	100-30-31-312-000-6700-	Road Maint Repairs/Ma	205.33
100494 Midland Implement Co Inc	Repair for KGC course equ	1,018.87	100-30-31-312-000-6704-0010A	Road Maint Repairs/Ma	3.70
100494 Midland Implement Co Inc	Repair for KGC course equ	849.93	100-30-35-350-000-6111-	Cem Admin Department	98.89
100494 Midland Implement Co Inc	Repair for KGC course equ	836.37	100-30-35-350-000-6704-0010A	Cem Admin Repairs/Ma	.46
100657 SPB Inc	SHOP - BLANKET for repair	18.49	100062 A Plus Plumbers & Appliance Re	ELKAY Filter	242.55
100657 SPB Inc	STREET-SIGN BLANKET for r	308.00	100062 A Plus Plumbers & Appliance Re	Repair of fridge in break	174.20
100665 Nelson Excavating LLC	professional snow haul	3,158.75	100062 A Plus Plumbers & Appliance Re	Temperature Control and r	435.00
100671 Norco Inc	KGC shop supplies	93.16	100062 A Plus Plumbers & Appliance Re	Vacuum Breaker Repair Kit	201.95
100680 Northern Underground LLC	professional snow removal	760.00	100065 Ace Hardware-Newkirk	Flex Split Tube-Nuts-Scre	12.73
100680 Northern Underground LLC	snow removal	783.75	100065 Ace Hardware-Newkirk	Elbow adapters hose bushi	316.40
100680 Northern Underground LLC	Leak Investigation Claim	2,580.00	100066 Ace Radiator LLC	work in radiator 3.36 st	60.00
100680 Northern Underground LLC	professional snow removal	807.50	100068 ACRO Inc	repaired breezeway door s	142.50
100680 Northern Underground LLC	professional snow haul	973.75	101076 AVD Incorporated A Wyoming Cor	Invoice #2100 Winched SW	255.00
100691 One-Call of Wyoming	One-Call Tickets for Jan	100.75	100372 3G LLC	Social Media Management f	1,600.00
100940 Rick Orlandi	professional snow haul	1,116.25	100372 3G LLC	Safe Rides Ticket Books	464.50
101113 Quill LLC	Nx1 Accessories storage	457.84	100372 3G LLC	Business cards	184.90
101113 Quill LLC	filing supplies	83.85	100378 Amazon Capital Services	monitor arms	99.99
101113 Quill LLC	Becky order # 167215034	30.73	100378 Amazon Capital Services	tpms relearn tool	338.00
101113 Quill LLC	Becky Order # 167215066	79.02	100378 Amazon Capital Services	Plow shoes, Radio chargin	673.98
101113 Quill LLC	Becky order #167215043	37.09	100378 Amazon Capital Services	ITEM: HP Color LaserJet	549.00
101113 Quill LLC	SWTP-Becky order # 167215	17.59	100378 Amazon Capital Services	COO Keyboard Case for Mic	57.17
101113 Quill LLC	Becky Order # 167215066	114.45	100378 Amazon Capital Services	ITEM: ProTapes Pro 50 Pr	47.87
101113 Quill LLC	Becky order #167441928	45.57	100378 Amazon Capital Services	ITEM: Fuel Hose Reel 1"	1,640.98
100978 SAFEbuilt Florida LLC	Plan Review Services for	11,067.00	100378 Amazon Capital Services	Uni-Directional DisplayPo	13.98
100979 Saltus Technologies LLC	digiTICKET annual softwar	4,160.00	100378 Amazon Capital Services	Generator for Landfill Tr	899.99
100981 Schoeny Inc	snow removal haul	1,900.00	100378 Amazon Capital Services	Cover for Generator on Ch	130.54
100981 Schoeny Inc	professiona snow haul	617.50			
100989 Servall Uniform & Linen Supply	Clean Rugs 2-16-2023 Inv	31.71			

100378 Amazon Capital Services	ITEM: Café Escapes Chai	214.26
100378 Amazon Capital Services	Uniform Gear	59.87
100378 Amazon Capital Services	ITEM: Champion Weather-R	545.10
100378 Amazon Capital Services	paper shredder for shop o	36.89
100386 American Maid	UM cleaning	500.00
100386 American Maid	American Maid	375.00
100386 American Maid	SWR Monthly Cleaning Serv	375.00
100386 American Maid	Scale House Monthly Clean	187.50
100386 American Maid	Cleaning Services for Cit	2,000.00
100386 American Maid	Cleaning Services for Cit	650.00
100392 American Welding & Gas Inc	Spool of Wire and Gas Wel	142.39
100392 American Welding & Gas Inc	SHOP BLANKET for AWG	21.48
100395 Angel Armor LLC	Bulletproof vests	2,685.25
101089 Apex Mechanical LLC	Elevator troubleshoot	135.00
101089 Apex Mechanical LLC	Replaced batteries in UPS	570.00
100404 Arete Design Group	Recycle Center Addition 1	7,027.25
100404 Arete Design Group	Recycle Center Addition 1	9,555.50
100413 AT&T Mobility	MDC Aircard Charges	289.08
100428 Babe's Flowers Inc	C Strauch Maternity	68.00
100428 Babe's Flowers Inc	Flowers for Heather Czapl	37.50
100437 Nancy Jane Trangmoe	Uniform Embroidery for Sc	20.00
100437 Nancy Jane Trangmoe	Invoice #1031 Vendor: Bea	50.00
100436 Bearcom	Headlights and brakelight	379.47
100436 Bearcom	2021 Dodge Durango access	9,091.49
101098 Becker First Responder CO LLC	3 - Bullard-UST-LW Lightw	1,296.29
100580 Bighorn Security LLC	Key for 2016 Dodge Ram	139.99
101101 Botach Inc	Battle Steel Ballistic Sh	2,999.88
100596 Brian's Boot & Shoe Company	steel toe boots and muck	180.00
100596 Brian's Boot & Shoe Company	steel toe boots and muck	130.45
100596 Brian's Boot & Shoe Company	boots for Mark Conrad	161.05
100596 Brian's Boot & Shoe Company	boots for Mark Conrad	180.00
100611 Burns & Mc Donnell	Cell 10 Lifetime Permit D	3,865.50
100611 Burns & Mc Donnell	Landfill - Cell 10 & Reme	15,573.64
100611 Burns & Mc Donnell	Landfill T678 Closure - P	5,782.45
100613 C & K Equipment Sales Inc	Snowblade cylinder repair	363.30
101123 Campbell Co Hosp District	Emergency Ambulance servi	50,000.00
100625 Carquest Auto Parts	Battery for backup genera	103.17
100625 Carquest Auto Parts	Invoice #705630 Capsules	20.24
100625 Carquest Auto Parts	filters lube parts	147.68
100625 Carquest Auto Parts	filters lube parts	110.94
100625 Carquest Auto Parts	filters lube parts	96.23
100625 Carquest Auto Parts	filters lube parts	14.44
100625 Carquest Auto Parts	filters lube parts	24.84
100625 Carquest Auto Parts	filters lube parts	131.74
100625 Carquest Auto Parts	filters lube parts	42.34
100625 Carquest Auto Parts	filters lube parts	42.33
100625 Carquest Auto Parts	filters lube parts	2.62
100625 Carquest Auto Parts	filters lube parts	36.39
100625 Carquest Auto Parts	filters lube parts	2.62
100625 Carquest Auto Parts	filters lube parts	10.32
100625 Carquest Auto Parts	filters lube parts	9.97
100625 Carquest Auto Parts	filters lube parts	40.59
100625 Carquest Auto Parts	filters lube parts	52.13
100625 Carquest Auto Parts	filters lube parts	28.51
100625 Carquest Auto Parts	filters lube parts	74.18
100625 Carquest Auto Parts	filters lube parts	32.54
100625 Carquest Auto Parts	filters lube parts	55.64
100625 Carquest Auto Parts	filters lube parts	139.55
100625 Carquest Auto Parts	filters lube parts	13.29
100625 Carquest Auto Parts	parts for repairs for sho	120.03
100625 Carquest Auto Parts	parts for repairs for sho	2.62
100625 Carquest Auto Parts	parts for repairs for sho	18.98
100625 Carquest Auto Parts	parts for repairs for sho	2.62
100625 Carquest Auto Parts	parts for repairs for sho	21.86
100625 Carquest Auto Parts	parts for repairs for sho	14.44
100625 Carquest Auto Parts	parts for repairs for sho	9.27
100625 Carquest Auto Parts	parts for repairs for sho	169.39
100625 Carquest Auto Parts	parts for repairs for sho	57.03
100625 Carquest Auto Parts	parts for repairs for sho	10.14
100625 Carquest Auto Parts	parts for repairs for sho	12.94
100625 Carquest Auto Parts	parts for repairs for sho	2.62
100625 Carquest Auto Parts	hydraulic	31.84
100625 Carquest Auto Parts	fuel pump	13.99
100625 Carquest Auto Parts	mini bulb	10.56
100625 Carquest Auto Parts	trim panel retainer	3.90
100625 Carquest Auto Parts	napa parts	9.74
100634 CDG Engineers Inc	Gateway Park Bridge 12/1/	1,093.69
100636 CED- Consolidated Electrical D	Light bulbs for KGC shop	84.50
100636 CED- Consolidated Electrical D	Electrical supplies for K	194.09
100637 Cedars Health LLC	Occupational Health Testi	796.50
100639 CenturyLink Communications LLC	Scada Lines & Extensions	2,351.99
100716 Charter Machine Company	Plows with Pins	359.50
100753 Connie's Glass Inc	Replace glass Engineering	188.00
100759 County Trash LLC	Dumpster pickup/ Biweekly	115.00
100767 Crescent Electric Supply Co	30FNM-5 Bussmann Eaton	299.73
100767 Crescent Electric Supply Co	This 14 gage wire, Color	427.68
100767 Crescent Electric Supply Co	TRAFFIC-STREET blanket PO	33.23
100770 Croell Inc	UM heating repairs	382.00
100770 Croell Inc	UM heating repairs	1,710.00
100874 Direct Electric	Ran new 1-1/4 conduit & w	9,500.00
100888 DOWL LLC	E. 5th St. Corridor/Rail	4,748.10
100888 DOWL LLC	Terra Turner Prof. Servic	10,132.50
100888 DOWL LLC	Airport Transmission 12/2	11,343.50
100888 DOWL LLC	WWTP Master Plan Update 1	21,610.72
100893 Dustbusters Enterprises Inc	29.77 tons of ice kicker	4,650.07
100902 Ed Hammer Inc	work done on 2.82 for was	185.06
100902 Ed Hammer Inc	hammer invoices for plann	2,110.76
100902 Ed Hammer Inc	hammer invoices for plann	599.42
100902 Ed Hammer Inc	hammer invoices for plann	581.05
100914 Employ LLC	Temp Services - Customer	1,006.40
100914 Employ LLC	Temp Services - Recycling	5,016.83
100916 Energy Laboratories Inc	Raw/Finished TOC Results	262.00
100918 Engineering Associates	2022 Spec Update 12/17/22	17,593.52
100074 Farmers Co-op Oil Co	Fuel	50.00
100074 Farmers Co-op Oil Co	Fuel for Water Treatment	1,960.00
100074 Farmers Co-op Oil Co	5 Gallon Bucket Spirax SA	288.63
100074 Farmers Co-op Oil Co	Fuel for Landfill 01-06-2	3,045.60
100074 Farmers Co-op Oil Co	LP Bottle/ #381524/ 1-5-2	37.24
100074 Farmers Co-op Oil Co	fuel at farmers for fire	35.28
100074 Farmers Co-op Oil Co	fuel delivery at service	9,304.71
100074 Farmers Co-op Oil Co	Invoice 13127 Farmers	2,903.70
100074 Farmers Co-op Oil Co	Farmers invoice 13386	10,089.54
100074 Farmers Co-op Oil Co	1.31 fuel delviery to csc	14,215.36
100074 Farmers Co-op Oil Co	Fuel and Oil for Landfill	1,474.69
100074 Farmers Co-op Oil Co	Tote DEF	1,325.67
100074 Farmers Co-op Oil Co	fuel for U1 - fire	29.99
100074 Farmers Co-op Oil Co	fuel delivery to service	8,297.86
100074 Farmers Co-op Oil Co	Invoice #1931 2% Discount	1,440.24
100074 Farmers Co-op Oil Co	Invoice #13147 Gas for La	2,129.87
100074 Farmers Co-op Oil Co	Invoice #13384 Gas for La	3,237.94

100074 Farmers Co-op Oil Co invoice 6695 fuel for fir 51.94
100074 Farmers Co-op Oil Co invoice 8450 fuel fire de 30.81
100074 Farmers Co-op Oil Co Landfill Fuel 01-03-2023 2,457.31
100074 Farmers Co-op Oil Co Diesel Fuel 1,322.10
100074 Farmers Co-op Oil Co 1.05.2023 fuel delivery a 298.88
100074 Farmers Co-op Oil Co Diesel 807.60
100074 Farmers Co-op Oil Co Fuel 2,125.97
100074 Farmers Co-op Oil Co Fuel for Kendrick Park Sh 362.82
100045 First Interstate Bank - Master this statement includes t 189.27
100045 First Interstate Bank - Master January 2023 credit card 3,529.98
100045 First Interstate Bank - Master Donuts for Safety Meeting 243.16
100045 First Interstate Bank - Master Travel, training for Nico 432.05
100045 First Interstate Bank - Master Leak repair lunch, AED ba 367.31
100045 First Interstate Bank - Master truck wash, donuts for sa 313.49
100045 First Interstate Bank - Master ICC books, travel and reg 8,121.35
100045 First Interstate Bank - Master JanuaryCC Pymt is 215.87 215.87
100045 First Interstate Bank - Master January CC Charges - Bena 4,740.61
100045 First Interstate Bank - Master Landline and Cell Phone b 4,636.42
100045 First Interstate Bank - Master D. Roberts Credit Card - 2,367.74
100045 First Interstate Bank - Master software, travel, members 1,600.48
100045 First Interstate Bank - Master T. Manolis credit card ch 1,600.00
100045 First Interstate Bank - Master January CC Charges - Merc 1,519.61
100045 First Interstate Bank - Master G. Manry Jan '23 CC Charg 860.85
100045 First Interstate Bank - Master Credit Card Charges for J 849.78
100045 First Interstate Bank - Master J. Trangmoe credit card c 792.00
100045 First Interstate Bank - Master Credit Card Charges for J 342.02
100045 First Interstate Bank - Master January CC Charges - Dygo 590.43
100045 First Interstate Bank - Master Jan Credit Card Charges (401.30
100045 First Interstate Bank - Master Jan Credit Card Charges (292.33
100045 First Interstate Bank - Master Mike K cc charges 345.28
100045 First Interstate Bank - Master Credit Card Charges for J 240.18
100045 First Interstate Bank - Master Credit Card Charges for J 185.88
100045 First Interstate Bank - Master D Hauf Jan First Int CC S 203.49
100104 Fremont Motor Sheridan Inc parts for park 2.29 truck 86.86
100112 Galls LLC Uniforms 402.00
100112 Galls LLC Uniforms 109.18
100123 Gillette Steel Center Inc left and right bracket cu 1,699.50
100130 Grainger Inc discharge pump head 243.26
100130 Grainger Inc STREETS - blanket PO 3.57
100130 Grainger Inc SHOP- items needed for su 111.89
101153 Graves Uniform Uniform Dress Pants and L 12.99
101136 Greenfold Services LLC Janitorial 1,960.00
100237 Heartland Kubota LLC Snow blower parts 128.17
100248 Home Depot Credit Services High Performance battery 99.00
100248 Home Depot Credit Services Feed -through modular plu 31.97
100248 Home Depot Credit Services 23 inch 1500-watt digital 119.94
100248 Home Depot Credit Services Oil-filled radiatr heater 156.45
100248 Home Depot Credit Services Husky Bit Socket and Comb 68.03
100248 Home Depot Credit Services Elbows and PVC Solvent fo 31.95
100248 Home Depot Credit Services Lumber for Welding Shed 163.38
100248 Home Depot Credit Services Electrical supplies for K 123.62
100248 Home Depot Credit Services HDMI standard cable, CAT6 71.84
100248 Home Depot Credit Services Glow Fish Tape 31.97
100248 Home Depot Credit Services Wood Glue, Router Bit, Tr 185.33
100248 Home Depot Credit Services Oil- filled radiator heat 105.91
100248 Home Depot Credit Services Firewood 34.85
100264 Imperial Powder Coating LLC Sandblast and prep for ba 540.00
100270 InfoSend Inc Invoice #227936 2023 Recy 1,148.05
100270 InfoSend Inc 2023 Recycling Calendar - 1,146.28
100270 InfoSend Inc Monthly service/email fee 5,558.52

100270 InfoSend Inc Monthly service/email fee 133.30
100270 InfoSend Inc Monthly service/email fee 2,725.96
100270 InfoSend Inc Monthly service/email fee 5,561.63
100270 InfoSend Inc Monthly service/email fee 178.90
101147 Aegion Corporation Sewer Rehab Pay App #2 Re 16,419.75
100287 Interstate Engineering Inc As-Needed GIS Professiona 4,058.00
101019 J-K Trucking snow haul 1.30-1.31-2.1 2,232.50
101023 John Deere Financial #11113081 Safety supplies. 162.95
101023 John Deere Financial #11113081 Tools fo KGC 236.98
101023 John Deere Financial #11113081 Weed and Pest uniform sup 174.99
101023 John Deere Financial #11113081 Gloves and battery 233.97
101023 John Deere Financial #11113081 Bolts and Nuts for Landfi 52.99
101023 John Deere Financial #11113081 Ratchet and Clevis for Ch 32.98
101023 John Deere Financial #11113081 Uniforms/ Pants 69.98
101023 John Deere Financial #11113081 Cut off Wheel cordless gr 141.95
101031 K Club Golf LLC FY23 Golf Management 18,750.00
101037 Kenny L Rolfe Matco Tools lifting bracket set for s 63.27
101041 Kerns & Bunting LLC City Attorney services 15,648.75
101049 Kinnaird Law Office PC Hamlin Prosecution-Keller 260.00
101058 Kois Brothers Equipment Co switch bank hl tube assem 1,305.29
101058 Kois Brothers Equipment Co switch bank hl tube assem 128.52
101063 L J Wright Ironworks & Design Cutting edges for plows 996.80
100451 LJS Concrete & Excavating LLC BGWTP Utilidor Explorer 32,100.00
100454 Local Govt Liability Pool Insurance Claim # AA23002 1,000.00
100454 Local Govt Liability Pool Deductible 2023 - GL23000 1,000.00
100477 MC2 Engineering & Construction Blacktooth Park Ph 3 Rest 15,750.94
100477 MC2 Engineering & Construction N. Heights Waterline Ph I 12,397.50
100502 Modern Machinery Co Inc Teeth for Grinder 4-76 2,557.51
100021 Montana Dakota Utilities Co Electrical and Gas bills 33,049.44
100021 Montana Dakota Utilities Co Locomotive - relocated UG 319.91
100648 Mountain View Building Inc professional snow haul 2,185.00
100648 Mountain View Building Inc professional snow haul 712.50
100653 Municipal Emergency Services I Fire Department Extractor 18,730.00
100657 SPB Inc Battery for parks truck 188.99
100657 SPB Inc napa parts for shop repai 10.29
100657 SPB Inc napa parts for shop repai 22.76
100657 SPB Inc napa parts for shop repai 117.19
100657 SPB Inc napa parts for shop repai 41.35
100657 SPB Inc napa parts for shop repai 74.06
100657 SPB Inc napa parts for shop repai 189.73
100657 SPB Inc napa parts for shop repai 188.99
100657 SPB Inc napa parts for shop repai 119.69
100657 SPB Inc napa parts for shop repai 86.83
100657 SPB Inc napa parts for shop repai 34.19
100657 SPB Inc SHOP - BLANKET for repair 188.99
100657 SPB Inc SHOP - BLANKET for repair 9.99
100657 SPB Inc SHOP - BLANKET for repair 10.98
100657 SPB Inc SHOP - BLANKET for repair 16.64
100657 SPB Inc SHOP - BLANKET for repair 18.97
100657 SPB Inc SHOP - BLANKET for repair 173.99
100657 SPB Inc SHOP - BLANKET for repair 74.78
100657 SPB Inc SHOP - BLANKET for repair 102.11
100657 SPB Inc SHOP - BLANKET for repair 35.99
100657 SPB Inc SHOP - BLANKET for repair 183.99
100665 Nelson Excavating LLC snow haul 712.50
100669 Newman Signs Inc (2) Two Exterior Signs fo 108.90
100671 Norco Inc Norco-Pura-Fit Ear Plugs 44.21

100671 Norco Inc	Safety glasses/#386449429	23.78	100998 Sheridan Commercial Co	Janitorial Supplies	93.83
100671 Norco Inc	Invoice #36814917 (10) 3X	520.90	100998 Sheridan Commercial Co	STREET- BLANKET Sheridan	165.19
100671 Norco Inc	Invoice #368155083 Rolls	80.00	100998 Sheridan Commercial Co	SHOP - BLANKET for items	44.97
100671 Norco Inc	Janitorial supplies for K	132.45	100998 Sheridan Commercial Co	SHOP - BLANKET for items	23.02
100671 Norco Inc	cut less watch dog level	157.92	100998 Sheridan Commercial Co	fasteners and anchors	5.72
100671 Norco Inc	SHOP - BLANKET for items	26.58	100998 Sheridan Commercial Co	5pc star lock blade set	52.17
100673 North Central Labs	Bottom section for sludge	285.41	100998 Sheridan Commercial Co	Supplies for Landfill, So	23.95
100680 Northern Underground LLC	Snow Haul 01 31 23	2,375.00	100998 Sheridan Commercial Co	4pk 3/8 OD CMP Spring	3.75
100680 Northern Underground LLC	Snow Haul 1 30 23	1,947.50	100998 Sheridan Commercial Co	Supplies for KGC shop	270.72
100680 Northern Underground LLC	snow haul	570.00	100050 Sheridan County	Airport Transmission- She	12,000.00
100680 Northern Underground LLC	professional snow haul	617.50	100050 Sheridan County	BK immunization	135.00
100686 Novus Glass	Intake truck #2-75 windsh	320.00	100150 Econowash LLC	uniform laundry	42.00
100695 O'Reilly Auto Enterprises LLC	WW fluid	14.98	100150 Econowash LLC	SHOPLaundry for uniforms	40.00
100047 Office Shop Inc	Usage 12.24.22 to 01.23.2	31.61	100150 Econowash LLC	SHOPLaundry for uniforms	30.00
100047 Office Shop Inc	Records Copier Costs	8.75	100150 Econowash LLC	SHOPLaundry for uniforms	36.00
100047 Office Shop Inc	Records Copier Costs	17.76	100150 Econowash LLC	SHOPLaundry for uniforms	48.00
100047 Office Shop Inc	Lease Payment 43 of 60	89.54	100150 Econowash LLC	SHOPLaundry for uniforms	14.00
100047 Office Shop Inc	Equipment contract servic	8.28	100153 Sheridan Express LLC	Hauled Tires to MT 01/20/	812.00
999998 Elizabeth Shafer	Fuel to Training	34.85	100488 Memorial Hospital of Sheridan	Occupational Testing	98.00
999998 Eddie Collins	Riembursement for Wastewa	100.00	100488 Memorial Hospital of Sheridan	SMH-Pharmacy Supplies for	492.27
999998 Laurie Lee	January Mileage for bank	20.57	100161 Big Horn Health Network LLC	Pre-Employment Physical	102.00
999998 Mark Galloway	Reimbursement for uniform	306.90	100161 Big Horn Health Network LLC	Pre-Employment Physical	173.00
100818 Powder River Power of Sheridan	SHOP - items for repairs	68.50	100162 Sheridan Motor Inc	Shop - Blanket for PD - S	513.51
100818 Powder River Power of Sheridan	SHOP - items for repairs	24.57	100162 Sheridan Motor Inc	Shop - Blanket for PD - S	98.87
100818 Powder River Power of Sheridan	SHOP - items for repairs	54.22	100162 Sheridan Motor Inc	Shop - Blanket for PD - S	602.70
100818 Powder River Power of Sheridan	SHOP - items for repairs	39.83	100162 Sheridan Motor Inc	Shop - Blanket for PD - S	4,182.01
100940 Rick Orlandi	professional snow haul	2,232.50	100162 Sheridan Motor Inc	Shop - Blanket for PD - S	1,575.67
100825 Prime Rate Motors	Turned Landfill Chevy 2-3	6,190.00	100162 Sheridan Motor Inc	Shop - Blanket for PD - S	1,056.78
100825 Prime Rate Motors	Turned Recycling Truck 2-	6,190.00	100162 Sheridan Motor Inc	Shop - Blanket for PD - S	227.59
100832 PSI Water Technologies Inc	Gear pump, 3-pin connecto	2,692.61	100162 Sheridan Motor Inc	Shop - Blanket for PD - S	109.34
101113 Quill LLC	Office supplies	114.96	100163 Sheridan Newspapers Inc	Jan 2023 Clerk's Legal Ad	2,745.27
101113 Quill LLC	Office supplies	5.98	100166 Sheridan Recreation District	FY23 Rec District Support	33,480.00
100853 Range	Crime Stoppers	33.86	100172 Sheridan Transportation Taxi	Safe Rides Dec 2022	2,458.00
100939 Rhonda M Gould	Seamstress	15.00	100172 Sheridan Transportation Taxi	Safe Rides Jan 2023	2,643.00
100941 Ricoh USA Inc	Copier Charges	437.89	100178 Simon Contractors	2022 R&O/Pavement Maint P	23,555.38
100942 Ridgepoint Consulting LLC	2022 R&O/Pavement Maint 1	4,950.00	100189 Source Office & Technology	furniture for Assistant C	4,911.80
100973 Russell Industries Inc	Hydraulic sludge pump par	234.38	100051 State of Wyoming	E. 5th St. Corridor - WYD	316,719.23
100981 Schoeny Inc	snow haul	8,597.50	100051 State of Wyoming	Notary License Applicatio	60.00
100986 Secure Shred	Document Shredding	217.36	100202 Steady Stream Hydrology Inc	ACOE 1135 Design - Hydrol	212.50
101139 Lawrence E Allred	Purchase of Campana Sculp	3,750.00	100203 Steamboat Trucking & Services	Snow haul	4,037.50
100989 Servall Uniform & Linen Supply	Rug Cleaning	174.39	100211 Stotz Equipment	Mower blades for KGC	86.96
100989 Servall Uniform & Linen Supply	Invoice #0725075 SWR Biwe	36.37	100211 Stotz Equipment	Mower blades for KGC	120.71
100989 Servall Uniform & Linen Supply	Rug Cleaning	174.39	100211 Stotz Equipment	Mower blades for KGC	458.27
100989 Servall Uniform & Linen Supply	Rug Cleaning	174.39	100322 Tires for Reclamation Inc	500 Tires for Recycling	1,396.50
100991 Severson Supply Co Inc	sharq blades for plows	3,524.16	100328 Top Office Products Inc	Copy Count for January 20	156.45
100991 Severson Supply Co Inc	sharq blades for plows	1,347.52	100330 Total Comfort Heating & Air Co	HVAC service for the ceme	110.00
100994 Shaunsessey Reeves	Parks and Weed and Pest j	750.00	101141 Tractor Supply Credit Plan	Measuring Wheel Tape Nut	181.21
100995 Sheridan Artists Guild Et al	FY23 Administration for S	1,150.00	100349 TWS Trucking Services LLC	snow haul	3,895.00
100998 Sheridan Commercial Co	Supplies for KGC, Parks a	563.92	100350 Tyler Technologies Inc	Munis Implementation Cons	1,956.00
100998 Sheridan Commercial Co	wall clocks for building	49.45	100350 Tyler Technologies Inc	Munis Implementation Cons	1,304.00
100998 Sheridan Commercial Co	Stapler for Scale House	27.97	100350 Tyler Technologies Inc	TCM Implementation Consul	652.00
100998 Sheridan Commercial Co	Fastners & Anchors, nuts	23.59	100367 Vertical Door Solutions Inc	Invoice #6055 Emergency S	2,144.14
100998 Sheridan Commercial Co	Supplies	22.97	100518 Wagner Ranch Services LLC	snow haul	2,343.34
100998 Sheridan Commercial Co	Supplies	14.82	100518 Wagner Ranch Services LLC	professional snow haul	522.50
100998 Sheridan Commercial Co	Supplies	69.19	100518 Wagner Ranch Services LLC	professional snow haul	2,137.50
100998 Sheridan Commercial Co	Supplies	25.97	100518 Wagner Ranch Services LLC	professional snow haul	1,211.25
100998 Sheridan Commercial Co	Supplies	19.85	100518 Wagner Ranch Services LLC	professional snow haul	570.00
100998 Sheridan Commercial Co	Supplies	5.91	100519 WAM	WAM WCCA loan	2,500.00
100998 Sheridan Commercial Co	Fasteners and Anchors for	23.68			
100998 Sheridan Commercial Co	PVC Pipe for Trash Cans	30.13			

100527 Weed Warriors Snow Removal Alley Clean 10,550.00	4388.64 HSA Mission Squared
100540 Winsupply of Sheridan Wy Co Backflow Prevention Parts 3,396.01	1264.17 HSA First Northern
100555 Wyoming Electric Inc Invoice #40139 Repaired O 97.09	40.00 Police Protective HSA
100052 Wyoming Machinery Company Gooseneck trl rental 165.00	2023 IC-00007049 1105.47 AFLAC
100571 Merlin H Zowada Metal for Ice Cleats on T 127.60	15622.09 Wyoming Retirement PD
100571 Merlin H Zowada Steel supplies for Kendri 273.20	2023 IC-00007051 1897.51 HSA Sunlight Fed Credit Union
2023 IC-00007038 02/07/2023 77209.14 IRS	2023 IC-00007052 1225.97 HSA Security State Bank
2023 IC-00007040 113470.67 WEBT	2023 IC-00007053 1658.52 Wyo State Disbursement
2023 IC-00007041 10201.78 Workers Safety and Compensation	2023 IC-00007054 850.00 IAFF Local
2023 IC-00007042 52098.86 Wyoming Retirement System	2023 IC-00007055 13887.73 Wyoming Retirement WYRFD
3688.85 Orchard Trust	2023 IC-00007056 15.95 Legalshield
2023 IC-00007044 360.00 NCPERS Wyoming	2023 IC-00007057 2320.13 CITCO FCU
2023 IC-00007045 10220.58 HSA First Federal	2023 IC-00007058 472.92 Optum Bank
2023 IC-00007046 2333.38 HSA Accounts Health Equity	2023 IC-00007059 113.64 Circuit Court of Sheridan County
	2023 IC-00007060 21.37 Nationwide

Councilmember Luhman moved, seconded by Councilmember Jennings to approve the consent agenda.

Voice vote: unanimous.

Mayor Rich Bridger	Aye
Kristen Jennings	Aye
Shawn Day	Aye
Steven Brantz	Aye
Andrew Patceg	Aye
Greg Luhman	Aye
Terry Weitzel	Absent

10. Staff Update

A. City Utilities Director Dan Roberts presented information to City Council regarding the Sheridan – Lake DeSmet Water Supply Study.

OLD BUSINESS

No Old Business

NEW BUSINESS

11. Consideration of Resolution #10-23 Employee Compensation Increase. City Human Resources Director Heather Doke updated the Council.

Councilmember Luhman moved, seconded by Councilmember Day to approve Resolution #10-23, Employee Compensation Increase. Voice vote unanimous.

Mayor Rich Bridger	Aye
Kristen Jennings	Aye
Shawn Day	Aye
Steven Brantz	Aye
Andrew Patceg	Aye
Greg Luhman	Aye

Terry Weitzel	Absent
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13. Consideration of the Doubleday Lease Agreement. City Attorney Brendon Kerns updated the Council. Councilmember Luhman moved, seconded by Councilmember Day, to approve the updated Doubleday Lease Agreement. Voice vote unanimous.

Mayor Rich Bridger	Aye
Kristen Jennings	Aye
Shawn Day	Aye
Steven Brantz	Aye
Andrew Patceg	Aye
Greg Luhman	Aye
Terry Weitzel	Absent

14. Council Comments and Requests for Future Agenda Items.
- A. Council thanked the Human Resources department for their work on the employee compensation among other things.
 - B. Stu McRae announced that the City Hall and Landfill will close tomorrow due to weather conditions.

15. Mayor Bridger adjourned the meeting at 9:10 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 claims list

Attachments

Claims

DETAIL INVOICE LIST

CASH ACCOUNT: 99000 1012

CHECK RUN: 030223DH 03/07/2023

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
100002	497-874-NCPERS Wyoming	PR 2.10 & 2.24.23 Deducti	720.00
100065	Ace Hardware-Newkirk	Misc. parts- Clamps, phon	115.40
100003	Aflac	PR 2.10 & 2.24.23 Deducti	2,210.94
101076	AVD Incorporated A Wyoming Cor	Pulled SW Truck 7-18 out	255.00
100372	3G LLC	business cards - M. Steve	62.86
100372	3G LLC	Job Advertisements	475.00
100372	3G LLC	Facebook Ads	395.00
100378	Amazon Capital Services	ITEM: Jobox Crescent 100	1,827.63
100378	Amazon Capital Services	Calculator, keyboard, wir	268.24
100378	Amazon Capital Services	ITEM: Syntech USB C to U	53.48
100380	Fremont Ameri-Tech Equipment C	shop repair parts for 3.3	388.84
100386	American Maid		400.00
100392	American Welding & Gas Inc	Oxygen Cylindars for weld	288.69
100413	AT&T Mobility	FD MDC Engine 1 and Engin	80.08
100754	Continental Mapping Acquisitio	GIS Professional Services	1,494.44
100425	Charles W Bassett	New Sharp Copier Lease Pa	157.43
101098	Becker First Responder CO LLC	Innotex - RME - Turnout G	3,680.00
101098	Becker First Responder CO LLC	Innotex - RME - Turnout G	3,680.00
100573	Big Horn Logistics LLC	Safe Rides Jan 2023	1,015.00
100574	Big Horn Sanitation	Port-A-Potty Rentals	126.50
100574	Big Horn Sanitation	Port-A-Potty Rentals	126.50
100586	Bloedorn Lumber	BGWTP Utilidor Supplies	192.90
100596	Brian's Boot & Shoe Company	Kuzara boots	193.45
100607	Buggy Bath Unlimited LLC	Monthly washing for SWR T	317.29
100611	Burns & Mc Donnell	Landfill - Cell 10 & Reme	51,373.00
100613	C & K Equipment Sales Inc	Replacement brushes for T	304.28
100613	C & K Equipment Sales Inc	Oil for cemetery Toolcat	63.45
100625	Carquest Auto Parts	lube, filters battery and	10.54

DETAIL INVOICE LIST

CASH ACCOUNT: 99000 1012

CHECK RUN: 030223DH 03/07/2023

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
100625	Carquest Auto Parts	Grease for Recycling Truc	12.86
100625	Carquest Auto Parts	Grease for Recycling Truc	128.60
100625	Carquest Auto Parts	Grommet, circuit tester	14.66
100625	Carquest Auto Parts	fuel 1 - parts for shop r	20.64
100625	Carquest Auto Parts	fuel filter 4.68 wt	15.04
100625	Carquest Auto Parts	lube thermostat air filte	67.93
100625	Carquest Auto Parts	lube thermostat air filte	18.54
100625	Carquest Auto Parts	lube thermostat air filte	38.49
100625	Carquest Auto Parts	lube thermostat air filte	75.24
100634	CDG Engineers Inc	Gateway Pedestrian Pathwa	7,235.39
100637	Cedars Health LLC	Occupational Health Testi	837.00
100642	CH Diagnostics and Consulting	Sample analysis	590.00
100642	CH Diagnostics and Consulting	Sample Analysis	588.00
100735	CMI-Teco	bumper wc7002	1,481.04
100735	CMI-Teco	switch for 3.32 recycle a	128.12
100735	CMI-Teco	switch for 3.32 recycle a	731.90
100735	CMI-Teco	switch for 3.32 recycle a	731.90
100735	CMI-Teco	seat for 3.32 recycle	248.71
100742	Collection Professionals Inc	CPI # 2527 Collections -	506.67
100742	Collection Professionals Inc	CPI Acct # 1885 - Collect	493.04
100753	Connie's Glass Inc	Door closer arm & labor	120.00
100767	Crescent Electric Supply Co	Electrical Supplies	14.21
100767	Crescent Electric Supply Co	Electrical Supplies	26.35
100774	Cummins Rocky Mountain	diagnostic software for C	750.00
101154	Diesel Machinery Inc	filters elements purifier	912.02
100888	DOWL LLC	WWDC Lake DeSmet Supply S	1,920.00
100893	Dustbusters Enterprises Inc	70.13 tons of ice kicker	10,891.19
100893	Dustbusters Enterprises Inc	94.56 tons of ice kicker	14,855.38
100898	Earth Work Solutions	Landfill T678 Pay App #9	252,851.76
100902	Ed Hammer Inc	sensor parts for st 2.31	33.45
100914	Employ LLC	Temp Services Customer Se	603.84
100914	Employ LLC	Tempory Services - Custom	754.80
100914	Employ LLC	Temporay Services - Custo	1,006.40
100914	Employ LLC	Temp Services - Recycling	5,880.23
100914	Employ LLC	Temp Services - Solid was	5,526.69

DETAIL INVOICE LIST

CASH ACCOUNT: 99000 1012

CHECK RUN: 030223DH 03/07/2023

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
100915	Employers Council	Background Checks	1,279.50
101165	Endress & Hauser Inc	Waterpilot Probe and ship	1,218.31
100926	Equipompe Inc	Pump Casing Liners	1,670.00
100074	Farmers Co-op Oil Co	Fuel for Landfill 02/17/2	2,182.24
100074	Farmers Co-op Oil Co	Gas Pump #6	43.13
100076	Fastenal Company	spring pins loader chains	6.28
100076	Fastenal Company	parts for 4.58 4.33	63.61
100076	Fastenal Company	parts for 4.58 4.33	1.84
101150	FDL Architecture and Drafting	Fire Station Improvements	6,440.00
100049	Ferguson US Holdings Inc	Corp stops, ball corps, s	1,417.50
100045	First Interstate Bank - Master	Awards for Valentine Raff	101.17
100089	Floyd's Truck Center WY	air compressor kit 3.14	1,820.93
100089	Floyd's Truck Center WY	assy dipstick and tube 3.	439.05
100089	Floyd's Truck Center WY	air compressor kit and co	342.90
100089	Floyd's Truck Center WY	motor wsmk 12v 28nm	175.27
100089	Floyd's Truck Center WY	spring leaf assembly ubol	1,771.62
100112	Galls LLC	Uniforms	200.16
100112	Galls LLC	Uniforms	534.75
100112	Galls LLC	Uniforms	354.84
100112	Galls LLC	Uniform Gear	81.80
100123	Gillette Steel Center Inc	hardox 450 plates	150.00
100123	Gillette Steel Center Inc	hardox 450 plates	456.00
100130	Grainger Inc	SHOP- items needed for su	244.41
100130	Grainger Inc	STREETS - blanket PO	426.87
100130	Grainger Inc	STREETS - blanket PO	153.41
100137	Greensky Commercial Cleaning	Greensky - blanket po for	1,240.00
101134	HAAS Inc	Annual Subscription Fee H	885.58
100237	Heartland Kubota LLC	parts for shop repair sea	97.30
100248	Home Depot Credit Services	Supplies for Cemetery and	376.95
100248	Home Depot Credit Services	Parks supplies	15.00
100248	Home Depot Credit Services	6-Husky Ratchet Straps; P	84.05
100248	Home Depot Credit Services	2-Scrub Brushes and 3-doo	77.73
100248	Home Depot Credit Services	Shop Vac Attachments-Vacp	64.94
100248	Home Depot Credit Services	2-Pack-Shop Vac Filters f	34.97

DETAIL INVOICE LIST

CASH ACCOUNT: 99000 1012

CHECK RUN: 030223DH 03/07/2023

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
100255	Humdinger Equipment LTD	Parts for TANA 4-73	3,054.16
100255	Humdinger Equipment LTD	Parts for TANA 4-73	94.39
101124	IBS Inc	deutsch 2 way receptacle	17.25
100278	Back Country Badger Inc	Headphone for camera truc	454.00
100291	Ironman Towing	Tow charge	85.00
100291	Ironman Towing	Towing Charge	85.00
101019	J-K Trucking	snow haul	2,202.00
101019	J-K Trucking	snow haul	1,710.00
101041	Kerns & Bunting LLC	Prosecuting Attorney Hour	7,676.74
101046	Kilpatrick Creations Inc	KCreations-Clothing for N	213.65
101046	Kilpatrick Creations Inc	New Hire uniforms	317.35
100442	Dunamis Inc	Diagnose UM shop furnace	120.00
100442	Dunamis Inc	UM shop heating repairs	151.60
100018	Legalshield	PR 2.10.23 Deductions	15.95
100451	LJS Concrete & Excavating LLC	snow haul	3,714.00
100451	LJS Concrete & Excavating LLC	N. Heights Ph I - Materia	283,612.51
100458	Luke A Goddard	Medical Doctor Coverage f	500.00
101133	Micronics Engineered Filtratio	Filter Belt Press Belts	4,809.76
100494	Midland Implement Co Inc	Maintenance on Toro 41188	1,056.61
100494	Midland Implement Co Inc	Service on KGC sprayer(Mu	945.77
100645	Motorola Solutions Inc	Mobile radio (Ereq # 8865	3,861.63
100645	Motorola Solutions Inc	Mobile radio (Ereq # 8865	157.14
100648	Mountain View Building Inc	professional snow haul	950.00
100648	Mountain View Building Inc	snow haul	3,135.00
100648	Mountain View Building Inc	Blacktooth Park - Handrai	1,544.00
100652	Mullinax Concrete Service & Ir	pea gravel	1,484.73
100655	Mystaire Inc	Filters for Evidence Drye	1,118.00
100657	SPB Inc	generator battery	170.99
100657	SPB Inc	Air Filter and spark plug	59.77
100657	SPB Inc	Grommets	25.16
100662	Nationwide	PR 02.10 & 02.24.23 Deduc	42.74

DETAIL INVOICE LIST

CASH ACCOUNT: 99000 1012

CHECK RUN: 030223DH 03/07/2023

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
100665	Nelson Excavating LLC	snow haul	3,800.00
100665	Nelson Excavating LLC	professional snow haul	3,120.00
100671	Norco Inc	SHOP - BLANKET for items	224.23
100671	Norco Inc	STREET- SIGN BLANKET for	59.91
100671	Norco Inc	STREET- SIGN BLANKET for	245.34
100671	Norco Inc	Supplies and Uniforms	432.07
100671	Norco Inc	Supplies and Uniforms	44.95
100671	Norco Inc	Supplies and Uniforms	105.63
100671	Norco Inc	Supplies and Uniforms	378.19
100671	Norco Inc	Supplies and Uniforms	157.01
100680	Northern Underground LLC	snow pick up	712.50
100680	Northern Underground LLC	professional snow hauler	7,528.75
100047	Office Shop Inc	Records Copier Costs	6.67
100047	Office Shop Inc	Copier Charges	24.86
100047	Office Shop Inc	Copier usage 01/25/2023 t	207.98
100047	Office Shop Inc	Copier 02/01/2023-02/28/2	104.18
100047	Office Shop Inc	Copier 02/02/2023-03/01/2	125.56
999998	Klay Condos	Station work boots for KC	138.28
999998	Chad Brutlag	Meals Per Diem for CBrutl	88.50
999998	Jon Syring	Reimbursement for knee sl	105.33
999998	Travis Koltiska	Per Diem for Travel	88.50
999998	Andrew Lindberg	NFA Meal Ticket-2-4-23 an	446.31
999998	Klay Condos	Running shoes for KCondos	74.15
999998	Karen Burtis	Jimmy John's for Munis tr	74.99
999998	Aaron Hartman	Per diem for travel to Lo	241.50
999997	Westin Mechanical	Deposit Refund-1061 3rd A	20.76
999997	Emma Anderson	Deposit Refund-423 E 7th	113.01
999997	RHONDA JENKINS	Deposit Refund-835 E 7th	113.68
999997	First Light Childrens Center	Deposit Refund-366 E Brun	72.88
999997	Dylan Daniels	Deposit Refund-1145 N Cus	57.50
999997	Megan Mentzer	Deposit Refund-2560 Coffe	100.44
999997	HICKORY FARMS	Deposit Refund-333 N Main	68.18
999997	CIARA GRAHAM	Deposit Refund-1114 Park	44.24
999997	CASSIE NEWMAN	Deposit Refund-81 Davis T	97.36
999997	JOHNATHAN CUNNINGHAM	Deposit Report-831 Gladst	5.08
999997	SCOTT BARTEN	Deposit Refund-335 Pheasa	108.23
999997	CARLTON CONSTRUCTION	Balance Refund-2379 Tin C	6.31
999997	FRED WELTER	Deposit Refund-1725 North	125.00
999997	BLACKWING ELITE BUILDERS	Hydrant Deposit Refund-Hy	527.92
101151	Positive Concepts Inc	Digiticket printer paper	260.64
100817	Powder River Heating & Air Con	Repaired Heater in Scale	260.00

DETAIL INVOICE LIST

CASH ACCOUNT: 99000 1012

CHECK RUN: 030223DH 03/07/2023

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
100817	Powder River Heating & Air Con	2-13-23 plumber responded	272.96
100818	Powder River Power of Sheridan	SHOP - items for repairs	142.10
100818	Powder River Power of Sheridan	SHOP - items for repairs	175.63
100818	Powder River Power of Sheridan	SHOP - items for repairs	82.48
100818	Powder River Power of Sheridan	SHOP - items for repairs	73.62
100818	Powder River Power of Sheridan	STREETS- SIGNS - POWDER R	136.14
100818	Powder River Power of Sheridan	Parts and supplies for da	88.14
100818	Powder River Power of Sheridan	BGWTP Utilidor Supplies	600.22
101166	PSS Professional Sales & Servi	2022 Ford F550 Ambulance	315,663.00
100851	Regency Midwest Ventures Limit	Room Reservation for K. O	352.00
101160	Rep Service LLC	green emergency strobe li	1,216.80
100939	Rhonda M Gould	Seamstress	27.50
100948	Rocky Mountain Discount Sports	Ammunition	34.99
100981	Schoeny Inc	snow haul	2,537.00
100983	Stearns Conrad & Schmidt Consu	City/SAWS Scenario Analys	2,287.50
100983	Stearns Conrad & Schmidt Consu	Water/Sewer PIF Analysis	6,162.50
100986	Secure Shred	Shredding Services	66.04
100986	Secure Shred	Shredding Services	66.56
100989	Servall Uniform & Linen Supply	Bi weekly Rug Cleaning	231.92
100989	Servall Uniform & Linen Supply	Bi weekly Rug Cleaning	36.37
100989	Servall Uniform & Linen Supply	Bi weekly Rug Cleaning	231.92
100989	Servall Uniform & Linen Supply	Rug Cleaning	174.39
100989	Servall Uniform & Linen Supply	mats mops coveralls	180.38
100989	Servall Uniform & Linen Supply	Clean Rugs for SFR 3-2-20	31.71
101163	Servicewear Apparel Inc	stonewash dungaree jeans	93.45
100991	Severson Supply Co Inc	grader blades for snow re	3,219.01
100991	Severson Supply Co Inc	grader blades for snow re	457.96
100991	Severson Supply Co Inc	plow bolts	71.81
100994	Shaunessey Reeves	Cemetery janitorial servi	50.00
100994	Shaunessey Reeves	Parks janitorial services	500.00
100998	Sheridan Commercial Co	Supplies for Landfill, wa	12.73
100998	Sheridan Commercial Co	Supplies for Landfill, wa	84.59
100998	Sheridan Commercial Co	Supplies for Landfill, wa	28.77
100998	Sheridan Commercial Co	STREET- BLANKET Sheridan	3.78
100998	Sheridan Commercial Co	STREET- BLANKET Sheridan	89.05
100998	Sheridan Commercial Co	Supplies	13.65

DETAIL INVOICE LIST

CASH ACCOUNT: 99000 1012

CHECK RUN: 030223DH 03/07/2023

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
100998	Sheridan Commercial Co	Supplies	24.07
100998	Sheridan Commercial Co	Supplies	143.39
100998	Sheridan Commercial Co	Supplies	120.56
100998	Sheridan Commercial Co	Supplies	23.97
100998	Sheridan Commercial Co	Supplies	63.65
100998	Sheridan Commercial Co	Supplies	96.16
100998	Sheridan Commercial Co	Supplies	19.77
100998	Sheridan Commercial Co	3/4"x66' org electrical t	6.05
100998	Sheridan Commercial Co	Variety of Drill Bits for	34.29
100050	Sheridan County	Immunization-Marshall	140.00
100050	Sheridan County	Plat PDFs (Broadway Vault	21.00
100050	Sheridan County	Plat PDF (Trotter Sub) &	32.00
100150	Econowash LLC	Laundry Services	46.00
100150	Econowash LLC	SHOPLaundry for uniforms	36.00
100150	Econowash LLC	SHOPLaundry for uniforms	38.00
100153	Sheridan Express LLC	Hauled tires to Montana f	812.00
100030	Lovcom Inc	Country Bounty Ads	136.50
100030	Lovcom Inc	Country Bounty Ads	231.00
100488	Memorial Hospital of Sheridan	SMH 18 Annual Lab work fo	714.00
100488	Memorial Hospital of Sheridan	SMC-18 Annual Physicals f	7,156.00
	Pro-Ware, LLC	Renewal of Pro Keeper	429.00
100162	Sheridan Motor Inc	Shop - Blanket for PD - S	1,240.50
100162	Sheridan Motor Inc	Shop - Blanket for PD - S	545.91
100162	Sheridan Motor Inc	Shop - Blanket for PD - S	681.20
100162	Sheridan Motor Inc	Shop - Blanket for PD - S	4,412.01
100163	Sheridan Newspapers Inc	Newspaper Ads	195.00
100163	Sheridan Newspapers Inc	Newspaper Ads	64.00
100163	Sheridan Newspapers Inc	Newspaper Ads	64.00
100163	Sheridan Newspapers Inc	Classified Ads for Job Re	1,034.25
100186	Smith Psychological Services L	Pre-employment exam and p	400.00
100189	Source Office & Technology	Office Supplies	81.95
100189	Source Office & Technology	office furniture	25,936.29
100199	Applied Concepts Inc	Radar Repair	375.00
100051	State of Wyoming	E. 5th St. Corridor - WYD	128,149.32
100051	State of Wyoming	PR 2.10 and 2.24 Deductio	31,176.24
100051	State of Wyoming	PR 2.10 & 2.24.23 Deducti	26,788.10
100051	State of Wyoming	PR 2.10 & 2.24.23 Expense	20,484.75

DETAIL INVOICE LIST

CASH ACCOUNT: 99000 1012

CHECK RUN: 030223DH 03/07/2023

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
100051	State of Wyoming	Registration Fee for FTO	708.00
100051	State of Wyoming	Notary Application Fee -	60.00
100051	State of Wyoming	PR 2.10 & 2.24.23 Expense	103,905.47
100051	State of Wyoming	Best Practices Workshop R	200.00
100203	Steamboat Trucking & Services	professional snow haul w	1,794.00
100203	Steamboat Trucking & Services	professional snow haul	2,137.50
100207	Steve's Truck Service Inc	corrosion resistor gasket	27.86
100207	Steve's Truck Service Inc	corrosion resistor gasket	5,621.89
100297	Superior Industrial Supply & E	Hoist Inspections at the	1,812.00
100319	Thomas J Klepperich	Judge's hours	2,580.00
100322	Tires for Reclamation Inc	Tire Recycling 02/08/23	1,396.50
100328	Top Office Products Inc	Copy Count charge for Feb	236.62
101127	Torgerson's LLC	glass for trackless door	435.00
100329	Toro NSN	KGC software	155.00
100334	Traffic Signal Controls Inc	pedestrian crossing signa	2,360.00
100337	Tri State Truck & Equipment In	injector 7.18 wc	147.49
100337	Tri State Truck & Equipment In	injector 7.18 wc	272.98
100349	TWS Trucking Services LLC	snow haul	1,686.25
100349	TWS Trucking Services LLC	snow haul downtown	2,090.00
100360	HD Supply Facilities Maintenanc	Minute meters and Aquasha	389.64
100518	Wagner Ranch Services LLC	professional snow haul	2,565.00
100518	Wagner Ranch Services LLC	snow haul	1,776.00
100526	Water Products & Solutions	Shop - Blanket for water	8.75
100527	Weed Warriors	Alley Snow Removal 02/16,	6,000.00
100540	Winsupply of Sheridan Wy Co	UM supplies	15,769.67
100540	Winsupply of Sheridan Wy Co	Misc. sizes of PVC, cemen	215.80
100551	Wyoming Assoc Rural Water Syst	Virtual Mini Conference	1,314.00
100555	Wyoming Electric Inc	Electrical work for new b	2,210.00
986	Fletcher Construction \$23,765.00		
989	Arete \$143.75		
1031	Imperial Electric \$1,697.51		
1035	Comtronix \$20,881.00		
1194	Interior Images \$1,435.97		
1855	M&R Parker Glass \$97,984.00		
1865	Imperial Electric \$3,176.53		

DETAIL INVOICE LIST

CASH ACCOUNT: 99000 1012

CHECK RUN: 030223DH 03/07/2023

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
100556	Wyoming First Aid & Safety Sup	Restocking of First Aid s	167.13
100052	Wyoming Machinery Company	vendor work pon 4.40 mold	160.88
100052	Wyoming Machinery Company	vendor work pon 4.40 mold	43.66
100052	Wyoming Machinery Company	500 PM Parts for SN 0RHN0	441.66
101168	Zivaro Inc	Eaton UPS battery	305.56
274 INVOICES		CHECK RUN TOTAL	1,494,753.57

DETAIL INVOICE LIST

CASH ACCOUNT: 99000 1012

CHECK RUN: DH022423 02/24/2023

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
100413	AT&T Mobility	Cell and Phone bills for	1,692.37
100021	Montana Dakota Utilities Co	City Hall; Fire; Streets;	6,942.57
100052	Wyoming Machinery Company	500 PM Parts for SN 0RHNO	441.66
3 INVOICES		CHECK RUN TOTAL	9,076.60



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: Second Reading of Ordinance #2258 Regarding Vaping - City Attorney Brendon Kerns

From: Brendon Kerns, City Attorney

To: Mayor and Council

CC:

Date:

Discussion:

Please see attached memo and Ordinance

Attachments

Memo

Ordinance

TARVER, KERNS & BUNTING, LLP

200 WEST LOUCKS STREET
SHERIDAN, WY 82801

TIMOTHY S. TARVER, LLC

P.O. Box 6284
Sheridan, WY 82801
(307) 672-8905 | (307) 674-5000 fax

KERNS & BUNTING, LLC

Brendon E. Kerns*
Sheryl S. Bunting
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Sheridan, WY 82801
(307) 655-8600 | (307) 674-5000 fax

*LICENSED IN WY & MT

MEMORANDUM

Date: March 1, 2023
To: Mayor and Council
RE: Tobacco and Vaping Ordinance 2258

Mayor and Council,

The City does not have an ordinance which prohibits the possession of tobacco or electronic cigarettes in the City. Currently, the possession of tobacco by minors is controlled by Wyoming Statute 14-3-205(b). This statute requires that any citation for tobacco or electronic cigarette possession by a minor be cited as “may forfeit”. A may forfeit citation does not require the defendant to appear in Court. They only have to send the circuit court \$25.00. Consequently, a judge does not have the ability to require tobacco education or probation for repeated offenders.

Sheridan County School District #2 has reported a significant increase in tobacco vaping usage in the schools. Without the consequence of having to appear in court, the school district lacks a significant tool necessary to combat the issue.

The proposed ordinance provides a definition for tobacco products and electronic cigarettes. If a minor is found in possession of one of those items, the minor can be cited into municipal court. Council has requested a phased sentencing structure. The proposed sentencing structure would be up to a \$100 fine for the first offences, up to a \$200 fine and optional probation for the second offense; and for a third offense or greater a minimum of \$300 and probation.

The amendments raising the age to 21 and the right to an expungement have been added.

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

TARVER, KERNS & BUNTING, LLP



Brendon E. Kerns

ORDINANCE NO.

2258

AN ORDINANCE ADOPTING PROVISIONS IN CHAPTER 19 WHICH PROHIBITS THE POSSESSION OR USE OF TOBACCO PRODUCTS, ALTERNATIVE NICOTINE PRODUCTS OR ELECTRONIC CIGARETTES BY MINORS AND AMENDING CHAPTER 9-1 SPECIFICALLY:

WHEREAS, Wyoming Statute § 14-3-205(b) prohibits any person under the age of 21 from possessing or using nicotine products, alternative nicotine products or electronic cigarettes and allows a maximum punishment of \$25.00 for any violation; and

WHEREAS, Sheridan County School District #2 has found that W.S. § 14-3-205(b) sentencing restrictions do not act as a deterrent to school children; and

WHEREAS, the City of Sheridan recognizes that this ordinance is necessary to discourage the possession and use of tobacco products, alternative nicotine products and electronic cigarettes by minors within the City of Sheridan;

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

I. The following shall be located in Chapter 19-1.2 and titled as:

19-1.2 Possession and/or Use of Tobacco Products and Electronic Cigarettes by Minor Prohibited.

(a) Definitions:

(1) *Tobacco Products*: Any substance containing tobacco leaf, or any product made or derived from tobacco that contains nicotine, including but not limited to cigarettes, electronic cigarettes, vials of liquid intended for use in electronic cigarettes including but not limited to: E-Juice, E-Liquid, Pods and Vape-Juice, cigars, pipe tobacco, snuff, chewing tobacco or dipping tobacco or any other product that contains nicotine that can be ingested into the body by chewing, smoking, absorbing, dissolving, inhaling, vaping or by any other means.

(2) *Electronic Cigarettes*: An electronic product or device, which has not been prescribed by a physician, that produces a vapor that delivers a cognitive altering chemical, nicotine or other substance to the person inhaling from the device, and is likely to be offered to, or purchased by persons as an electronic cigarette, electronic cigar, electronic pipe, vape or vaping device, including but not limited to Juul, Suorin, Mods and Vaporizers.

(b) No person under the age of twenty-one (21) years of age shall possess or use tobacco products or electronic cigarettes within the City.

II. The following Sections of Chapter 9-1 are hereby amended to include and read:

(a)(1)(A) The conviction of a first offense may be punished by a fine of up to \$100.00. A second offense may be punished by a fine of up to \$200.00 and may include up to six months of supervised or unsupervised probation. A third offense shall be punished by a fine of at least \$300.00 and shall require up to six months of supervised probation. Additionally, for any conviction of a violation of 19-1.2, the Court may require a Defendant to successfully complete a class aimed at educating and deterring the use of tobacco products and electronic cigarettes.

(i) Any person convicted under City Ordinance 19-1.2 shall be entitled to an expungement in accordance with W.S. 14-6-241.

WHEREUPON, a motion was passed and the Ordinance declared adopted this ____ day of _____, 2023.

CITY OF SHERIDAN, WYOMING

Mayor

ATTEST:

City Clerk

FIRST READING: _____

SECOND READING: _____

THIRD READING: _____

PUBLISHED: _____

EFFECTIVE THE _____ DAY OF _____, 2023.



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: Second Reading of Ordinance #2259 Regarding Drug Paraphernalia - City Attorney
Name: Brendon Kerns
From: Brendon Kerns, City Attorney
To: Mayor and Council
CC:
Date:

Discussion:

Please see attached memo and Ordinance.

Attachments

Memo
Ordinance

TARVER, KERNS & BUNTING, LLP

200 WEST LOUCKS STREET
SHERIDAN, WY 82801

TIMOTHY S. TARVER, LLC

P.O. Box 6284
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Sheridan, WY 82801
(307) 655-8600 | (307) 674-5000 fax

*LICENSED IN WY & MT

MEMORANDUM

Date: March 1, 2023
To: Mayor and Council
RE: Paraphernalia Ord. 2259

Mayor and Council,

City Ordinance 19-1-1 prohibits the possession of paraphernalia. This ordinance was adopted in 1973 and has not been amended. The municipal court has determined that this ordinance does not prohibit the use of homemade pipes and electronic vaping devices used for smoking illegal substances. The proposed amendment addresses the deficiency.

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

TARVER, KERNS & BUNTING, LLP



Brendon E. Kerns

ORDINANCE NO.

2259

AN ORDINANCE AMENDING CITY OF SHERIDAN ORDINANCE 19-1.1 REGARDING POSSESSION OF DRUG PARAPHERNALIA:

WHEREAS, Ordinance 19-1.1 was adopted in 1972 and has not been updated to reflect the changes in the types of devices used to consume illegal substances.

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

I. The following shall be located in Chapter 19-1.1 and titled as:

19-1.1 Controlled substances—Possession, sale, purchase, etc., of certain equipment designed for smoking, etc., drugs or other controlled substances.

- a. It is unlawful for any person to possess, sell or transfer, buy or receive or offer for sale or transfer, any pipe, vaping device, homemade smoking or vaping device, roach clip, cigarette holder, cigarette papers or any other device designed or intended for use, in ingesting, inhaling or otherwise introducing into the body, a controlled substance as defined by the Wyoming Controlled Substances Act of 1971, except such pipes or other devices as shall be certified by the chief of police as a collector's item, free of all contamination or residue from any controlled substance and possessed for collection purposes only.
- b. It is unlawful for any person knowingly or intentionally to possess, sell or transfer, buy or receive, or offer for sale or transfer, any hypodermic needle or syringe, specially designed and manufactured for use or actually tested for injecting heroin, morphine, codeine or any other controlled substance of which the uncontrolled manufacture, delivery or possession is declared to be unlawful under the provisions of the Wyoming Controlled Substances Act of 1971, except: (a) licensed drug manufacturers, wholesale drug jobbers, pharmacists, physicians, dentists, podiatrists, veterinarians and nurses; (b) hospital research, teaching and clinical laboratory personnel, funeral directors and embalmers; (c) persons specifically authorized by a licensed physician, dentist or podiatrist to use a hypodermic needle or syringe for medical treatment purposes, while so using the needle or syringe; (d) persons using a hypodermic needle or syringe for the treatment of livestock; and (e) persons using a hypodermic needle or syringe as a work tool for such purposes as gluing or oiling or as an instrument for the basting of food.

WHEREUPON, a motion was passed and the Ordinance declared adopted this ____ day of _____, 2023.

CITY OF SHERIDAN, WYOMING

Mayor

ATTEST:

City Clerk

FIRST READING: _____

SECOND READING: _____

THIRD READING: _____

PUBLISHED: _____

EFFECTIVE THE _____ DAY OF _____, 2023.



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 Resolution 11-23, Authorizing the Submission of a Wyoming Water Development Commission (WWDC) Level II Grant Application for Lake DeSmet Water Supply Study - Utilities Director Dan Roberts

From: Dan Roberts, Utilities Director

To: Mayor and Council

CC: City Administrator Stu McRae

Date: 03/06/2023

Recommendation:

Staff recommends that the Mayor and City Council approve Resolution 11-23 authorizing an application to the Wyoming Water Development Commission (WWDC) for a Level II funding request to conduct the Sheridan Lake DeSmet Water Supply Study.

Background:

Master Plans are essential to the proper management and planning of a water system. Their planning horizon is typically a minimum of 20 years and should be updated every 5 to 10 years depending on the rate of system growth and projected future demands.

The Sheridan Water System's most recent, comprehensive water system master plan was completed in 2019 as a Level I study funded by the WWDC. The recommendations in this 2019 master plan are intended to guide system operations, system operational improvements, capital improvement plans, and capital planning decisions to accommodate the future growth and development needs of the community.

One of the more significant evaluations and subsequent recommendations from this master plan is aimed at the long term water needs (50 to 100 years) for our community and the most feasible options are for sources of water to meet Sheridan's needs. The 2019 Sheridan Water System, Level I Study recommended that Lake DeSmet be Sheridan's highest and best consideration for our long term water supply needs.

The next step toward evaluating and confirming the viability of a Lake DeSmet water supply for the Sheridan Water System is to request Level II study funding from the WWDC. Provided, for the Mayor and City Council's consideration, is Resolution 11-23 which authorizes the City's submission of a Level II funding application to the WWDC for a Sheridan Lake DeSmet Water Supply Study

The WWDC's program provides for 100% of the costs of awarded Level II feasibility study grants.

Attachments

WWDC Application
Resolution 11-23



THE STATE OF WYOMING

Water Development Commission

6920 YELLOWTAIL ROAD TELEPHONE: (307) 777-7626 CHEYENNE, WY 82002



WATER DEVELOPMENT PROGRAM APPLICATION

MUNICIPAL/JOINT POWERS WATER BOARD WATER SYSTEMS

Funding for projects is based on WWDC recommendations and is appropriated by the legislature from the Water Development Accounts. Legislative authorization is required before the WWDC can begin project work. Applications for projects to the Water Development Program **must** be submitted no later than **March 1**. It is helpful if the applications are received prior to the deadline.

Applicants seeking Level I reconnaissance studies or Level II feasibility studies for dams and reservoirs need not be an entity of local government. However, applicants for all other Level II feasibility studies and any Level III construction funding must be an entity of local government with taxing and/or assessment authority. Private corporations and individuals are not eligible for assistance. If the applicant is not such a public entity, indicate what steps have been taken to form such an entity in a cover letter for this application.

Note: If you are seeking Level III funding for a municipal or rural development project, this is the wrong application. You must complete the application entitled Level III Construction Funding for Municipal/Rural Domestic Projects and provide a feasibility study with detailed cost estimates prepared by a professional engineer registered in Wyoming.

APPLICATION REQUIREMENTS

- The person signing the application must have authority to commit the entity to a binding contract.
- A notarized copy of a resolution supporting this application passed by the board or other governing body of the entity must be provided.
- A single check for the combined total of the \$1,000.00 application fee and reimbursement fee (2,000 taps or less: \$1,000.00; 2,001 to 9,000 taps: \$2,000.00; or 9,001 or more taps: \$3,000.00) must accompany the application. If the application is denied, 75% of the application fee and 100% of the reimbursement fee will be refunded to the applicant. Level II projects advancing in the Water Development Program from Level I studies which were completed within the last 5 years are exempt from both the application and reimbursement fees.
- A project area map (8.5" x 11" preferred) showing corporate boundaries, project location and features should be provided. Include any reports or other supporting information available.
- The project must include a minimum of 15 taps with meters on each tap.

I. ENTITY INFORMATION

City of Sheridan

1. Applicant – Name of Entity

Municipality

1897

2. Type of Entity (Municipality, Joint Powers Board, etc.)

3. Year of Formation

55 Grinnell Plaza

4. Physical Address (Street Address)

Sheridan	Sheridan	Wyoming	82801	307-674-6483
5. City	6. County	7. State	8. Zip Code	9. Phone

P.O. Box 848

10. Mailing Address (If Different From Above)

Dan Roberts, PE, Utilities Director

307-675-4233

<drobotts@sheridanwy.gov>

11. Primary Contact Person (Type or Print Name)

12. Phone

13. Email

Mon–Fri 8:00 – 5:00

14. Best Time(s) to Reach Contact Person

Richard Bridger, Mayor

15. Authorized Official (Type or Print Name)

16. Signature of Authorized Official

17. Date

Before applying for project funding, the Wyoming Water Development Commission requires completion of a Public Water System Survey or Irrigation System Survey available through the link on the website located here: <http://wwdc.state.wy.us/surveys/surveys.html>

18. Has the application entity completed this survey? ☒ Yes ☐ No

If the application was prepared by someone other than the contact person, please provide the following:

Dayton Alsaker, PE

Consultant, DOWL

307-751-0386

dalsaker@dowl.com

19. Name

20. Affiliation

21. Phone

22. Email

II. PURPOSE AND NEED

1. Provide a brief statement describing the project for which funding is sought and include the reasons the project is needed. Describe the current situation with the water supply that will be improved by the project. What is the factor that is presently limiting the system supply capacity (e.g., treatment, storage, transmission, etc.)? Attach additional information if needed:

This proposed Level II Study is: Additional Long-Term Water Supply for the Sheridan Water System.

The need for and the source for Sheridan's additional long-term water supply has been covered in previous WWDC funded studies as listed in #5 on the next page. Specifically, this Level II application follows the 2019 Level I Sheridan Water System Master Plan, which recommended it. This proposed Level II will build on these many previous studies to provide detail on the diversion point for this new water source, determine the water quantity required and analyze the associated water rights, consider water quality, consider the extent of any new service area, and then evaluate the infrastructure required to treat and deliver the water supply to the Sheridan water system. Preliminary designs, along with cost estimates and a required funding plan will be included in the study. All aspects of this Level II Study will be coordinated with the SAWS JPB water system, which with the city water system, operates as a single regional water system. The plan is that along with this Level II, a schedule with a funding and phasing plan will be prepared to make this additional long-term water supply a reality. The factor that presently limits the existing water supply capacity for this water system into the future is the total water supply available within the Big Goose Creek watershed.

2. Specify whether the purpose of this application to obtain a Level I Reconnaissance or a Level II Feasibility Study:

A Level II Study is needed at this time.

3. Is the applicant entity under any federal (EPA) mandates to improve the water system (e.g., administrative orders, violations, actions taken, etc.)?

No

4. Operating Criteria of the Wyoming Water Development Program advocates prioritization of projects that may serve more than one entity or purpose and those that provide water to a larger, more regional area. Is the

applicant entity currently served by a regionalized water supply system? If so please specify. Or will the applicant entity consider regional solutions to the purpose and needs of its water supply system?

Yes, the Sheridan Water System is a Regional Water System. Both the City portion of this water system and the SAWS JPB portion of the system will benefit from this study. The plan is to continue to expand and enhance this single regional water system to satisfy the water needs of the area.

5. List any previous work (studies) completed by or for the entity:

There are several previous WWDC funded studies from which this Level II will benefit and build upon. These include: The City of Buffalo/Sheridan Area Water System/Lake DeSmet Level I (2008), Sheridan Supplemental Supply Level II, Phase I (2011), Sheridan Supplemental Supply Level II, Phase II (2013), Sheridan Water System Master Plan Level I (2019), and the Lake DeSmet/Healy Reservoir Utilization Level II Study (2022).

6. Provide a brief description of the water system operations. Identify the public works director. Identify any system automation within the operations (e.g., SCADA) and existence of any hydraulic models of the system. Describe existing mapping (e.g., paper, map books, GIS). Attach additional information if needed:

The Public Utilities Director for the City of Sheridan Water System is Dan Roberts, PE. The Superintendent for Maintenance Operations is Jason Neavill. Sheridan has a robust staff for the management and operation of this regional water system. The system includes an extensive SCADA system for monitoring, operation, and data gathering. The 2019 Master Plan enhanced and updated the Hydraulic Model and GIS (mapping) for the regional system. Therefore, this existing water system is thoroughly mapped, and this mapping is ready to be further updated and expanded under this Level II.

III. PERTINENT INFORMATION

The intention of this section is to gather information on your existing water supply facilities. Answer all questions as completely and accurately as possible. Do not leave any questions blank. If questions are not applicable to your system, respond, "N/A." If an answer to a question is unknown, respond, "Unknown." If you need help, please call the Water Development Office at 307-777-7626.

1. Existing Water Supply System

A. EPA Public Water System (PWS) Identification Number: **WY5600052C**

B. Groundwater

(1) Number of Wells: **None – No groundwater**

(2) Primary Supply Aquifer(s) or Formation(s):

C. Surface Water

(1) Source Name(s): **Big Goose Creek and Reservoirs within the Big Goose Watershed**

(2) Type of Diversion(s) (Headgate, Infiltration Gallery, Pumps, Etc.):

Diversion dam in Big Goose Creek and then gravity flow through the pretreatment facilities.

(3) Total Average Diversion Yield (CFS or GPM): **The capacity of the raw water diversion, intake and pretreatment facilities is approximately 25 MGD (~39 cfs).**

D. Springs

(1) Name of Spring(s): **None**

E. Water Rights

(1) For the water source supply (or supplies) described above, does the applicant entity possess valid and/or adjudicated water rights?

The City and the Regional System have extensive water rights from Big Goose Creek and three reservoirs in the Big Horn Mountains within this watershed. These water rights are sufficient for current and near future needs. These water rights are described in the 2019 Level I Master Plan.

F. Transmission Pipelines

There are many miles of transmission mains in this water system. A few key lines are summarized here. Much more information on these lines is included in the 2019 Level I Study. Complete lengths, sizes, and locations are available from the GIS developed under the 2019 Level I.

Raw water transmission mains: Intake to Big Goose WTP: 1 mile. Intake to Sheridan WTP: 12 miles. Treated water transmission mains: from Big Goose WTP to connection at airport –12 miles, from Sheridan WTP to connections to system – 2 miles. From the airport to the Big Horn service area – 7.5 miles. Numerous other transmission mains are located throughout the regional water system.

- (1) Maximum Capacity of the Transmission Pipeline(s) (Gallons per Day): **Approximately 20 MGD**
- (2) Increased Capacity Needed (If Known) (Gallons per Day): **Additional transmission mains and capacity will be needed from the new water source when it is developed.**
- (3) Approximate Distance from Source(s) to Distribution System: **12 miles from the existing diversion point to the City's distribution system. The entire distribution system covers an extensive area.**
- (4) Transmission Pipe Diameter(s): **Many transmission mains, ranging from 12-inch to 30-inch.**
- (5) Type of Transmission Pipe Material(s): **Many materials – steel, cast iron, ductile iron, PVC and one PCCP line.**
- (6) Age of Transmission Pipeline(s): **From about 5 years to >75 years.**
- (7) Condition of Transmission Pipeline(s): **Existing pipelines are generally in satisfactory to good condition. One exception is the Airport Transmission Main which was funded for replacement in the 2019 Level III application. Other lines in need of future upgrading/replacement are summarized in the City's 2019 Capital Improvements Plan as future projects.**
- (8) Does the applicant possess clear title to transmission corridor easements? **Yes**

G. Water Storage

- (1) Raw (Volume and Tank Description): Storage in Reservoirs: **In reservoirs in the Big Horn Mountains: Twin Lakes = 3400 ac-ft; Park and Dome Lake Reservoirs = 1089 ac-ft.**
- (2) Treated (Volume and Tank Description): **See table below**

Tank Name	Size	Description
Big Goose WTP Clearwell	0.5 MG + 1.5 MG	Buried concrete
Sheridan WTP Clearwell	4 MG	Buried concrete
North Low	2.08 MG	Buried concrete
South Low	2.04 MG	Buried concrete
Southeast	1.25 MG	Buried concrete
Northwest	1.0 MG	Buried concrete
Big Horn	1.0 MG	Buried concrete
Bradford Brinton	0.5 MG	Buried concrete

H. Treatment

- (1) Specify Water Treatment (None, Chlorination, Filtration, Etc.): **Two water treatment plants provide complete water treatment – sedimentation, coagulation, flocculation, filtration, chlorination, corrosion control, and disinfectant contact time. WTP capacities are adequate at this time. The two WTPs have a combined capacity of up to 18 MGD.**

2. Existing Water Distribution System

A. Is the water use metered? **Yes**

B. Are the billings based on meter readings? **Yes**

C. Identify unmetered usage (e.g., irrigation of parks, cemeteries, fire protection, etc.):

City parks, the cemetery, and the golf course are metered. Unmetered usage includes routine flushing, flushing after repairs, street cleaning, firefighting, and other minor uses.

D. Average Day Demand Water Usage (Gallons per Capita per Day): **4.0 MGD**

E. Maximum Day Demand Water Usage (Gallons per Capita per Day): **about 11 MGD**

F. Peak Hourly Demand Water Usage (Gallons per Capita per Day): **about 0.52 gpm/capita at peak hour, or at a rate of about 475 gallons per capita per day during peak hour demand.**

G. Distribution Pipe Diameter(s): **Distribution lines vary from 4-inch to 12-inch. These are inventoried in the existing GIS.**

H. Type of Distribution Pipe Material(s): **Distribution lines are mostly cast iron and PVC, some ductile.**

I. Age of Distribution Pipeline(s): **from new to >100 years.**

J. Condition of Distribution Pipeline(s): **From very good to some of the older cast and ductile iron lines needing replacement.**

K. Estimated System Water Losses (Percentage): **estimated at 10-15% in the 2019 Master Plan**

L. Describe any fire flow protection that the system provides:

This City water system provides fire flow protection. Portions of the rural (regional or SAWS JPB system) also provide fire flows. Most of the water for fire protection is held in the gravity storage tanks. The fire flow available in most areas with fire protection is 1500 gpm. Most commercial, industrial, and school areas within the city have flows available of 2500 gpm.

M. What water conservation measures are employed?

A tiered rate water system, with higher rates applied to greater water usage quantities, is the primary conservation measure. Metering the watering of green areas has also helped with conservation. The careful management of water flows through the entire system – the releases from the reservoirs, diversions to comply with water rights and to match needs, the operation of the WTPs, and the monitoring of tank levels – has helped conserve water. Other measures include using raw water for irrigation of some larger green areas.

N. Is there an independent raw water irrigation system? **Yes, for some larger green areas such as the golf course and cemetery.**

(1) Raw Water System Capacity (Gallons per Day): **about 2 MGD**

(2) Average Annual Raw Water Usage (Gallons per Year): **about 1.25 MGD or about 150 MG for a 120-day irrigation season.**

3. Demographic Information & Existing Water Service Area (the combined City and SAWS service areas)

A. Population (2010 Census): **about 21,500**

B. Current Population Estimate: **about 23,500**

C. Does the applicant have a comprehensive planning boundary? **Yes**

(1) If so, what is the estimated additional population that may be served in the future?

By 2050 the estimated population to be served within the current water service area, as presented in the 2019 Master Plan, was about 39,000.

D. How many taps are served within the corporate limits/JPB service area? **About 8100 taps within the city service area and about 2100 taps within the SAWS JPB service area.**

E. How many taps are served outside of the corporate limits/JPB service area? **About 2100 taps outside the city in the SAWS JPB service area.**

F. Identify names of other water systems served:

In addition to the SAWS JPB, the Downer Neighborhood Improvement and Service District.

G. Identify any existing planning reports (municipal or county) that address growth management in the project area. Provide titles and how copies of the reports could be obtained:

2017 City of Sheridan Land Use Plan and 2017 Sheridan Joint Planning Area Land Use Plan; the 2020 Sheridan County Comprehensive Plan. These plans are available on the respective web sites.

4. Financial Information

A. Rates

(1) Tap Fee(s) – Residential: **\$3000 for a 1-inch x 3/4-inch meter**

(2) Tap Fee(s) – Commercial: **\$5010 for a 1" x 1" meter. Larger sizes are more.**

(3) Average Residential Monthly Water Bill and Corresponding Gallons Used:

About \$32.75 for an average usage of about 8000 gallons/month

(4) Water Rates (Provide rates for all tiers and categories of use. Attach additional pages if needed.):

Base rate varies by meter size. For a 3/4" residential meter, the base rate is \$19.89 which includes 1500 gallons, and then \$1.92/1000 gallons for the next 6000 gallons, and \$2.63/1000 gallons above 6000 gallons. The attached rate schedule provides addition detail and rates for larger meter sizes.

(5) Identify any local conditions that affect the water rates (e.g., flow-through for frost prevention, etc.):

None

B. Financial Statement (of Water Utility)

(1) Revenues

a. Annual Revenues Generated from Water Sales:	<u>\$3,860,000</u>
b. Annual Revenues from Tap Fees:	<u>\$425,000</u>
c. Annual Revenues from Other Sources:	<u>\$1,200,000</u>
d. Total Annual Revenues:	<u>\$5,485,000</u>

(2) Expenditures

a. Annual Budget for Operation and Maintenance Expenses:	<u>\$3,200,000</u>
b. Annual Payments for Debt Retirement:	<u>\$982,000</u>
c. Annual Payments to a Repair and Replacement Fund:	<u>\$544,000</u>
d. Annual Payments to an Emergency Fund:	<u>\$17,000</u>
e. Annual Payments for Other Purposes:	<u>\$500,000</u>
f. Total Annual Payments:	<u>\$5,243,000</u>

(3) Other

a. Balance in Repair and Replacement Fund:	<u>\$3,000,000</u>
b. Balance in Emergency Fund:	<u>\$615,000</u>
c. Annual Cost of Water Quality Testing:	<u>\$48,500</u>

(4) Is the operation of the water system self-supporting in terms of revenues offsetting costs for operation, maintenance, debt retirement, replacement funds, emergency funds, etc.? **Yes**

a. If not, how is the difference subsidized?

**CITY OF SHERIDAN
RESOLUTION 11-23**

A RESOLUTION AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE WYOMING WATER DEVELOPMENT COMMISSION FOR LEVEL II FEASIBILITY STUDY FUNDING FOR THE SHERIDAN LAKE DeSMET WATER SUPPLY STUDY.

WHEREAS, the Wyoming Water Development Commission (WWDC) has provided funding for several Level I, II and III water system projects for the City of Sheridan and Sheridan Area Water Supply Joint Powers Board (SAWS) over the years including planning projects such as the Sheridan Water System Master Plan (Master Plan) funded by the WWDC and completed in 2019; and

WHEREAS, the previous Level I and II feasibility studies considered several possible future additional water supply sources and options, and determined the most favorable water source is Lake DeSmet and possibly the water sources for Lake DeSmet; and

WHEREAS, the 2019 Sheridan Water System Master Plan, Level I study identified Lake DeSmet as the most favorable water source to be considered for the Sheridan Water System’s long term water supply needs; and

WHEREAS, the Governing Body of the City of Sheridan wishes to further explore, in more detail, the viability of acquiring and delivering drinking water from Lake DeSmet to the Sheridan water system; and

WHEREAS, an application to the WWDC requesting Level II feasibility study funding to conduct a more detailed evaluation of the ability to obtain and deliver water supply from Lake DeSmet to the Sheridan Water System is the next step forward in this process; and

WHEREAS, a Level II feasibility study of a Sheridan Lake DeSmet Water Supply is necessary in order to effectively define and support any subsequent WWDC Level III construction funding requests that may result.

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

- (1) That a Level II funding application be submitted to the WWDC for the above described study.
- (2) That Dan Roberts, Utilities Director, is hereby designated as the authorized representative of the City of Sheridan, to act on behalf of the Governing Body on all matters relating to this application.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2023.

City of Sheridan

Richard Bridger, 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: Consideration of General Purpose Excise Tax Allocation for Advocacy & Resource Center

From: Cecilia Good, City Clerk

To: Mayor and Council

CC:

Date:

Background:

Please see attached GPET Application.

Attachments

Advocacy & Resource Center



General Purpose Excise Tax Annual Application

General Information

Applications are available for download on the City of Sheridan website at www.sheridanwy.gov. Contact Cecilia Good at cgood@sheridanwy.net or 675-4211 if you have questions or require additional information. In addition, applicants must submit a Good Standing Certificate from the Wyoming Secretary of State. Forms can be obtained at <https://wyobiz.wyo.gov/Business/FilingSearch.aspx>.

All sections of the Application must be completed in the provided format. Only provide what is requested. Do not include brochures, promotional materials, etc.

All requested information must be completed before this Application will be considered. Incomplete applications will be returned to the applicant for completion. Applications must be submitted to the City Clerk's Office by 5 PM on December 21, 2022.

If your application is approved by the Governing Body, disbursements will begin after July 1, 2023.

Applicants must submit (1) electronic application to cgood@sheridanwy.gov.

Application Checklist - Submit with Application

Completed Application Form:

Good Standing Certificate from the Wyoming Secretary of State

Completed W-9 (only for new recipient applications – existing organizations are on file)

One (1) electronic Application

General Purpose Excise Tax Annual Application

(July 1, 2023 through June 30, 2024)

SECTION I: Cover Sheet

Organization Name: Advocacy & Resource Center

Address: 136 Coffeen Ave

City/State/Zip: Sheridan, Wy 82801

Contact Person: Yvonne Swanson

Phone Number: 307-672-7471

Email: yvonne@arcsheridan.org

Organization TIN/EIN: 83-0255952 (Attach completed W-9)

Funds Requested: \$30,000

Board Members and Terms:

Name	Term Start	Term End
<u>Brandi Clifton</u>	<u>2019</u>	<u>2023</u>
<u>Nicole Pearce</u>	<u>2018</u>	<u>2023</u>
<u>James Wilkerson</u>	<u>2020</u>	<u>2023</u>
<u>Kathleen Wood</u>	<u>2021</u>	<u>2024</u>
<u>Amy Willson</u>	<u>2020</u>	<u>2023</u>
<u>Kimberly Lanners</u>	<u>2022</u>	<u>2024</u>
<u>Danielle Dowell</u>	<u>2022</u>	<u>2024</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

Certification: I hereby certify that the information given in this General Purpose Excise Tax Annual Application is true and correct to the best of my knowledge.

Agency Director	<u>Yvonne Swanson</u> Signature	<u>Yvonne Swanson</u> Printed Name	<u>12/28/2022</u> Date
President	<u>Brandi Clifton</u> Signature	<u>Brandi Clifton</u> Printed Name	<u>12/28/2022</u> Date

SECTION II: Fact Sheet - Keep responses to a single page

Mission Statement and Organizational History

Provide your organization's Mission Statement and a brief history of your organization in Sheridan County, including services provided to area residents.

The Advocacy & Resource Center became a nonprofit organization in Sheridan County in 1981. We have served the Sheridan community for 40 years.

We have worked hard to establish a solid reputation as a safe place victims of violent crimes can come to receive services of support, information, and referrals without judgement. Victim Advocates work one-on-one with every person who comes in or calls our office. We help empower clients to make choices that are the best for them. We help safety plan, provide emergency shelter and food, provide relocation expenses, and navigate the criminal justice system.

We work alongside law enforcement to help with safety, protection orders, and staying involved in the criminal case. We assist with victims during investigations. We will accompany them to the hospital so law enforcement can continue working cases. We transport victim to safe shelter. We will provide food, clothing and emergency necessities. We will provide child care so the adults can handle adult matters. We coordinate services with other helping agencies like Department of Family Services, Compass Center for Families, Uprising, The Hub (Senior Center), Foster Parent Exchange, VOA and others.

We provide walk-in services from 8am-3pm, Monday through Friday, and a 24-hour crisis line. Clients will talk directly to an advocate in Sheridan County. We work directly with other social agencies in our community and state to provide the best options and resources for those community members seeking assistance.

Staff is involved in several community organizations and multidisciplinary teams including, Child Protection Team, Adult Protection Team, Sex Offender Management Team, Senior Agency meetings, and Counsel of Social agencies. These meetings are monthly and provide our agencies to coordinate services to best assist our community. We learn about new and ongoing services and stay updated with information.

The advocates provide several trainings and presentations through the year to the junior and senior high schools. The topics vary from healthy relationships to understanding the laws around technology and being safe in the cyber world as long with the real world. We teach boundaries within relationships and safe and appropriate things to share on social media.

In 2022, we assisted over 375 people in Sheridan. We received 48 calls on our crisis line. We had over 1250 calls to the office. We provided 193 shelter nights. We helped to relocate 26 people fleeing violent homes. We assisted with 26 protection orders.

SECTION II: Fact Sheet (Continued)

Funding Requested

Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Include the following:

- Previous funding history (amounts requested and received; how long funds have been received)
- If the funds are for one-time or on-going expenses
- For one-time expenses, list the item(s) and the purpose or use of that/those item(s)
- For on-going expenses, list the project(s) or outcome(s)
- How your project relates to or improves the overall quality, character, or health of the community
- Identify the municipal function that will be performed with the funds
- If the funding will be used to leverage additional funding for your organization either through grants or other means

The Center has been fortunate to have received the City of Sheridan one cent funds since 1989. In the past, we were awarded between \$4,000 and \$15,000. We are currently receiving \$18,000. I am requesting \$30,000. This is an ongoing request as the funding is used for various expenses. These expenses are vital to preserve the excellent services the Advocacy & Resource Center is known to provide.

The advocates (staff) of the Center are our product. We do not need funding for a "project". Our work every day is our "project". As long as we have staff and advocates, the cost to provide a training or give a presentation to community members or the youth at the schools is only the cost of gas and papers for the literature. The Advocacy & Resource Center uses the funds for operational costs. We use the funds to keep the office up to date with current technology so we can perform our duties to our service users and compile reports to our funders. The GPET funds will keep advocates connected by phone to man our 24-hour crisis line that is available nationwide. We use GPET funding for supplies to update and produce brochures and information handouts to residents, organizations, clinics and schools in Sheridan County. We use the funding to keep our security up to date and active as safety and security is very important to the staff and the clients at the Advocacy & Resource Center office.

In the last 3 months (September-November), we have assisted 139 people. The need is great in Sheridan for our community members to receive the best services during their most traumatic times of their lives. Our neighbors, friends, family, and co-workers deserve to be able to count on the support of their community when they feel like there is nowhere else to turn. The General Purpose Excise tax funding means that the staff of the A&R Center can continue our work and be available to help when crisis and trauma presents in our community.

SECTION III: Statement of Financial Position – Must use this form

Statement of Financial Position as of September 30, 2022:

Assets:	Total
Current Assets	
Cash and Cash Equivalents	271,947.64
Investments	186,399.54
Accounts Receivable	NA
Prepaid Expenses	NA
Other	198,802.59
Total Current Assets	657,149.77

Non-Current Assets	
Furniture & Equipment	56,122
Land/Building	457,909.15
Accumulated Depreciation	-308,644
Other	NA

Total Non-Current Assets	205,387.15
Total Assets	862,536.92

Liabilities and Net Assets:	
Current Liabilities	
Accounts Payable	NA
Accrued Payroll Expenses	NA
Other Accrued Expenses	NA
Notes Payable (Current Portion)	NA
Other	NA
Total Current Liabilities	0

Non-Current Liabilities	
Notes Payable (Long-term Portion)	NA
Total Non-Current Liabilities	0
Total Liabilities	0

Net Assets	
Temporarily Restricted	Permanent restricted 198,802.59
Unrestricted	663,734.33
Unrestricted (Board designated)	
Total Net Assets	862,536.92
Total Liabilities and Net Assets	862,536.92

SECTION IV: Current Annual Budget - Must use this form

From July 1, 2022 Through June 30, 2023

Budgeted Revenue	Amount	Comments/Explanation
City of Sheridan GPET	18,000	
Sheridan County One Cent	30,000	
Federal Grants	78,087	
State Grants	173,079	
Other Grants	NA	
Donations	122,575	
Fundraising	10,000	
Dues/Memberships	NA	
Interest	9,274	
Other	500	Dayton
Other	1,000	Ranchester
Total Budgeted Revenue	442,515	

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary, Director	66,560	
Salary, Other(s)	199,098	
Benefits	88,780	Insurance, 401k, tax & workers comp
Supplies	13,600	Supplies, memberships
Equipment	8,001	Business insurance
Rent	8,622	Phones, internet, answering service
Utilities	3,144	
Contractual Services	5,060	Accounting, security system
Other	3,650	Training, mileage
Program Expenses		
Salaries	NA	
Benefits	NA	
Supplies	NA	
Equipment	NA	
Lodging	5,000	Repairs, maintenance
Food	5,000	Fundraising
Advertising/Printing	6,000	
Other	30,000	Emergency assistance: shelter, food, rent, necessities for victims
Total Budgeted Expenses	442,515	This figure must match Total Budgeted Revenue line above.

SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 2023

Through June 30 2024

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary & Benefits, Director	2,000	
Salary & Benefits, Other(s)	2,000	
Supplies	11,000	Supplies, brochures, books, computer repairs
Equipment	NA	
Rent	8,200	Phone, internet, answering service (crisis line)
Utilities	3,000	Heat and water for office
Contractual Services	3,800	Accounting and security system
Other	NA	
Program Expenses	If you have more than one program, please make a copy of this page	
Salary & Benefits		
Supplies		
Equipment		
Lodging		
Rent		
Utilities		
Food		
Advertising/Printing		
Other		
Total Budgeted Expenses	30,000	



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 General Purpose Excise Tax Allocation for the Child Development Center

From: Cecilia Good, City Clerk

To: Mayor and Council

CC:

Date:

Background:

Please see attached GPET Application.

Attachments

Child Development Center

General Purpose Excise Tax Annual Application

(July 1, 2023 through June 30, 2024)

SECTION I: Cover Sheet

Organization Name: Child Development Center Region 2

Address: 345 S. Linden Avenue

City/State/Zip: Sheridan, WY 82801

Contact Person: Marsha Riley, Executive Director

Phone Number: 1-307-672-6610

Email: mriley@cdcregion2.org

Organization TIN/EIN: 83-0296093 (Attach completed W-9)

Funds Requested: \$10,500

Board Members and Terms:

Name	Term Start	Term End
<u>Dr. Amber Robbins, President</u>	<u>01/2016</u>	<u>06/2025</u>
<u>Jenn Sieve-Hicks, Vice President</u>	<u>09/2017</u>	<u>06/2023</u>
<u>Rich Destefano, Treasurer</u>	<u>11/2000</u>	<u>06/2024</u>
<u>Haley Hendrickson, Secretary</u>	<u>07/2017</u>	<u>06/2023</u>
<u>Bryan Martini</u>	<u>06/2022</u>	<u>06/2025</u>
<u>Mikklena Matthews</u>	<u>09/2020</u>	<u>06/2023</u>
<u>Casie Wills</u>	<u>06/2022</u>	<u>06/2025</u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

Certification: I hereby certify that the information given in this General Purpose Excise Tax Annual Application is true and correct to the best of my knowledge.

Agency Director Marsha Riley Marsha Riley 12/2/2022
Signature Printed Name Date

President Amber Robbins Amber Robbins 12/2/2022
Signature Printed Name Date

SECTION II: Fact Sheet - Keep responses to a single page

Mission Statement and Organizational History

Provide your organization's Mission Statement and a brief history of your organization in Sheridan County, including services provided to area residents.

Mission Statement and Brief History

The mission of the Child Development Center is to *support and strengthen children, families, and professionals by working together to provide developmental information and services*. The Child Development Center compassionately addresses developmental needs among children ages birth through 5 years.

The Child Development Center has served the Sheridan community since the 1970's. In the 1970's, early intervention for children ages birth through 5 was desperately needed but largely ignored. A grassroots effort of caring teachers and tenacious parents kept the hope alive that national awareness would increase accessibility to education and therapy. In 1979 the Wyoming Legislature made a commitment to support intervention services for developmentally delayed and disabled children. Today the Child Development Center is operated as a local non-profit under the management of a volunteer board of directors. The agency contracts with the Wyoming Department of Health in a "per child served" funding model. Contract amounts are subject to change due to the State's fluctuating economic conditions.

Child Development Center Services

Developmental Screenings for children ages birth through 5 years. Screenings assess a child's vision, hearing, communication, cognition and motor skills. Screenings help determine if a child is developing age-appropriate skills. This is an essential service to the community.

Infant and Toddler Program is a family based early intervention program designed to provide supports and services for families of children ages birth to three who experience developmental delays. Early intervention services can include physical therapy, occupational therapy speech and language therapy and family services coordination.

CDC Program for Children Ages Three through Five years provides Individualized Education Program (IEP) services to children with developmental delays and disabilities. Services are specific to each child's needs and may include special education, speech language therapy, occupational and physical therapy. Services are within a preschool setting, either at a CDC preschool or a community preschool.

Licensed Preschool operated by the Child Development Center to provide general education curriculum in an inclusive environment. Teachers provide engaging activities for children with special needs and typically developing children ages 3 through 5. CDC Preschool is essential to the positive growth and development of all children.



SECTION II: Fact Sheet (Continued)

Funding Requested

Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Include the following:

- Previous funding history (amounts requested and received; how long funds have been received)
- If the funds are for one-time or on-going expenses
- For one-time expenses, list the item(s) and the purpose or use of that/those item(s)
- For on-going expenses, list the project(s) or outcome(s)
- How your project relates to or improves the overall quality, character, or health of the community
- Identify the municipal function that will be performed with the funds
- If the funding will be used to leverage additional funding for your organization either through grants or other means

Request for GPET Funds

Funds are requested to help with early identification screening services provided at no cost to families. The Child Development Center requests \$10,500 to assist with costs associated with offering developmental screenings to all children in Sheridan ages birth through 5 years. This service is an important checkup for all children. A developmental screening assesses a child's developmental progress in vision, hearing, cognition, communication, fine and gross motor development. A screening helps determine if a child is developing age-appropriate skills. Early identification of possible developmental delays is key to helping children reach developmental milestones and improving outcomes for children with disabilities. This is a onetime funding request however this project continues each year with nearly 400 screenings annually in Sheridan. GPET funding is needed to offset staffing costs, supplies and advertising related to developmental screenings as well as costs to maintain screening equipment.

Request Aligns with City of Sheridan Goals

Public funds are needed for this very essential service to the City of Sheridan. Early detection of developmental delays is key to early intervention. Early intervention supports a child's growth, health and well-being and that of the family. This aligns with the City of Sheridan's goal to maintain the health and well-being of its community members. Unidentified delays negatively impact families and in turn the quality of life in Sheridan.

State Contract Funds

The Child Development Center contracts with the Wyoming Department of Health. Funding amounts are closely linked to the State's economy thus variable and subject to unanticipated reductions.

Leveraging GPET Funds

Our contract with the State of Wyoming, Department of Health requires a 3% match to receive contract funds. GPET funds help the Sheridan CDC reach this requirement. The Center also seeks donations from local Sheridan citizens through an annual giving campaign.



Previous Funding History

FY2023 Requested \$7,500 Received \$7,500 for cost associated with early identification through developmental screenings for children in the City of Sheridan ages birth through 5 years.

FY2022 Requested \$6,800 Received \$3,800 to support costs associated with early identification through developmental screenings for all Sheridan children ages birth through 5 years.

FY2021 Requested \$7,500 Received \$7,500 to support staff wages associated with the costs to offer free developmental screenings to all Sheridan children ages birth through 5 years.

FY2020 \$7,500 to purchase a Plus Optix Vision Screener

FY2019 Requested \$7,500 Received \$6,667,

FY2018 Requested \$7,500 Received \$6,667,

FY2017 Requested \$7,500 Received \$6,667 to help with the costs associated with offering free developmental screenings to all Sheridan children ages birth through 5 years. And to participate in the Sheridan Child Protection Team.

FY2016 Requested \$7,500 Received \$7,500 to support costs associated with early identification through developmental screenings for children ages birth through 5 years. And to participate as a member of the Child Protection Team.



For FY24 the Child Development Center requests \$10,500 to help with funding this essential community service. These funds will help pay for staff wages related to providing more than 400 screenings in the city of Sheridan. This request also includes funding for a printer that is used for developmental screenings and for supplies such as ear tips and earphone covers. And it includes a request to help cover costs for paper booklets and data sheets needed for screening and assessment recordkeeping.

SECTION III: Statement of Financial Position – Must use this form

Statement of Financial Position as of September 30, 2022:

Assets:	Total
Current Assets	
Cash and Cash Equivalents	\$214,026.86
Investments	\$1,265,359.35
Accounts Receivable	\$0.00
Prepaid Expenses	\$0.00
Other	\$0.00
Total Current Assets	\$1,479,386.21

Non-Current Assets	
Furniture & Equipment	\$204,134.36
Land/Building	\$2,630,803.93
Accumulated Depreciation	-\$1,295,326.40
Other – Automobiles	\$125,196.58
Total Non-Current Assets	\$2,960,134.87
Total Assets	\$3,144,194.68

Liabilities and Net Assets:	
Current Liabilities	
Accounts Payable	\$7,651.72
Accrued Payroll Expenses	\$344.43
Other Accrued Expenses	\$3,767.82
Notes Payable (Current Portion)	\$0.00
Other	\$0.00
Total Current Liabilities	\$11,763.97

Non-Current Liabilities	
Notes Payable (Long-term Portion)	\$0.00
Total Non-Current Liabilities	\$0.00
Total Liabilities	\$11,763.97

Net Assets	
Temporarily Restricted	\$0.00
Unrestricted	\$3,172,083.95
Unrestricted (Board designated)	\$74,632.72
Total Net Assets	\$0.00
Total Liabilities and Net Assets	\$3,150,530.36

SECTION IV: Current Annual Budget - Must use this form

From July 2023 Through June 2024

Budgeted Revenue	Amount	Comments/Explanation
City of Sheridan GPET	\$7,500	
Sheridan County One Cent	\$0.00	
Federal Grants	\$181,674.36	
State Grants	\$1,432,476.92	
Other Grants	\$0.00	
Donations	\$20,000	
Fundraising	\$0.00	
Dues/Memberships	\$0.00	
Interest	\$720.00	
Other	\$112,339.60	Medicaid, school district child find funds, preschool tuition
Total Budgeted Revenue	\$1,754,710.88	

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary, Director	\$92,008.45	
Salary, Other(s)	\$167,076.92	
Benefits	\$50,777.90	
Supplies	\$5,000	
Equipment	\$4,000	
Rent	\$0.00	
Utilities	\$33,481.00	
Contractual Services	\$0.00	
Other	\$172,953.36	Commercial insurance, facility & vehicle maintenance, WC, UI, payroll taxes
Program Expenses		
Salaries	\$928,124.75	
Benefits	\$171,426.50	
Supplies	\$10,900	
Equipment	\$9,970	
Lodging	\$0.00	
Food	\$4,500	
Advertising/Printing	\$4,139	
Other	\$100,353	Local preschool payments, transportation, contracted therapists, licenses
Total Budgeted Expenses	\$1,754,710.88	This figure must match Total Budgeted Revenue line above.

SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 2023

Through June 30 2024

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary & Benefits, Director		
Salary & Benefits, Other(s)		
Supplies		
Equipment		
Rent		
Utilities		
Contractual Services		
Other		
Program Expenses	If you have more than one program, please make a copy of this page	
Salary & Benefits	\$6,885	Staff wages and benefits associated with developmental screenings
Supplies	\$ 500	One time use ear tips and earphone covers
Supplies	\$ 800	Paper booklets required for screening recordkeeping and data sheets
Equipment	\$ 600	Printer and Ink cartridges
Lodging		
Rent		
Utilities		
Food		
Advertising/Printing	\$1,715	Screening banner on Main Street, The Sheridan Press, Country Bounty, Screening Rack Cards for local health provider offices
Other		
Total Budgeted Expenses	\$ 10,500	

STATE OF WYOMING
Office of the Secretary of State

I, KARL ALLRED, Secretary of State of the State of Wyoming, do hereby certify that according to the records of this office,

Child Development Center - Region II

is a

Nonprofit Corporation

formed or qualified under the laws of Wyoming did on **April 8, 1991**, comply with all applicable requirements of this office. Its period of duration is Perpetual. This entity has been assigned entity identification number **1991-000265951**.

This entity is in existence and in good standing in this office and has filed all annual reports and paid all annual license taxes to date, or is not yet required to file such annual reports; and has not filed Articles of Dissolution.

I have affixed hereto the Great Seal of the State of Wyoming and duly generated, executed, authenticated, issued, delivered and communicated this official certificate at Cheyenne, Wyoming on this 10th day of October, 2022 at 12:41 PM. This certificate is assigned ID Number 055684530.



A handwritten signature in black ink, reading "Karl T. Allred", is written over a horizontal line.

Secretary of State

Notice: A certificate issued electronically from the Wyoming Secretary of State's web site is immediately valid and effective. The validity of a certificate may be established by viewing the Certificate Confirmation screen of the Secretary of State's website <https://wyobiz.wyo.gov> and following the instructions displayed under Validate Certificate.



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 General Purpose Excise Tax Allocation for the Compass Center for Families
From: Cecilia Good, City Clerk
To: Mayor and Council
CC:
Date:

Background:

Please see attached GPET Application.

Attachments

Compass



General Purpose Excise Tax Annual Application

General Information

Applications are available for download on the City of Sheridan website at www.sheridanwy.gov. Contact Cecilia Good at cgood@sheridanwy.net or 675-4211 if you have questions or require additional information. In addition, applicants must submit a Good Standing Certificate from the Wyoming Secretary of State. Forms can be obtained at <https://wyobiz.wyo.gov/Business/FilingSearch.aspx>.

All sections of the Application must be completed in the provided format. Only provide what is requested. Do not include brochures, promotional materials, etc.

All requested information must be completed before this Application will be considered. Incomplete applications will be returned to the applicant for completion. Applications must be submitted to the City Clerk's Office by 5 PM on December 21, 2022.

If your application is approved by the Governing Body, disbursements will begin after July 1, 2023.

Applicants must submit (1) electronic application to cgood@sheridanwy.gov.

Application Checklist - Submit with Application

Completed Application Form:

Good Standing Certificate from the Wyoming Secretary of State

Completed W-9 (only for new recipient applications – existing organizations are on file)

One (1) electronic Application

General Purpose Excise Tax Annual Application

(July 1, 2023 through June 30, 2024)

SECTION I: Cover Sheet

Organization Name: Compass-Center for Families
Address: 1981 Double Eagle Drive Ste B
City/State/Zip: Sheridan WY 82801
Contact Person: Tiffany Resser
Phone Number: 307-675-2263
Email: tiffany@compass4families.org
Organization TIN/EIN: 86-0687212 (Attach completed W9)
Funds Requested: \$20,000

Board Members and Terms:

Name	Term Start	Term End
<u>William Hawley</u>	<u>07/2020</u>	<u>7/2026</u>
<u>Chad Reed</u>	<u>02/2020</u>	<u>02/2026</u>
<u>Valerie Spanos</u>	<u>01/2021</u>	<u>01/2027</u>
<u>Keva McCarthy</u>	<u>08/2021</u>	<u>08/2027</u>
<u>Casey Rodriguez</u>	<u>08/2021</u>	<u>08/2027</u>
<u>Stacy Arnold</u>	<u>09/2021</u>	<u>09/2027</u>
<u>Art McCulloch</u>	<u>10/2021</u>	<u>10/2027</u>
<u>Marcy Schueler</u>	<u>06/2022</u>	<u>06/2028</u>
<u>Sheryl Bunting</u>	<u>03/2022</u>	<u>03/2028</u>

Certification: I hereby certify that the information given in this General Purpose Excise Tax Annual Application is true and correct to the best of my knowledge.

Agency
Director



Signature

Tiffany Resser

Printed Name

Date

President



Signature

William D. Hawley

Printed Name

12/15/2022

Date

SECTION II: Fact Sheet - Keep responses to a single page

Mission Statement and Organizational History

Provide your organization's Mission Statement and a brief history of your organization in Sheridan County, including services provided to area residents.

Mission Statement: Compass-Center for Families partners to build strong communities by strengthening families.

Compass – Center for Families has been providing services in Sheridan County since 1991 and has worked intentionally with community partners to identify and allocate resources provided with best practice services to protect families and children. Collaborating with our community partners ensures we do not duplicate services while working together to identify much-needed prevention and direct services in Sheridan County.

Compass is the only organization in Sheridan and Johnson County focused on child abuse prevention. Our services emphasize evidence based, quality supervised access and visitation services (supervised visitation and custody exchanges) and shared parenting mediation and planning. Supervised visitation services provide emotional and physical safety for children in families affected by parental substance abuse, mental illness, incarceration, child abuse and neglect, domestic violence and other difficult circumstances. Our services allow family relationships to be maintained and/or strengthened in a safe way, until the issues preventing it are addressed.

Other services provided by Compass include the Court Appointed Special Advocate program (CASA), Sheridan County School District #2 Parent Liaisons, Parent enrichment classes, and Project Thrive-a self-sufficiency program designed to help families navigate out of poverty. We work with children and families in the 4th Judicial District who are victims of child abuse and neglect. We provide advocacy, education, prevention and case management services. We work with the community, volunteers, families and children to provide a safe, conflict free place for all to gain new skills and strengthen the whole family system.

We have received General Purpose Excise Tax funding from the City of Sheridan and Sheridan County in the past. We use these funds for direct service to children and families in Sheridan County. As services are provided through our staff in immediate face to face contact with our families, very little of our funding goes to “administrative” costs. Our services are people. People who provide the needed supports, coaching, education, mentoring and case management of our families.

We believe that strong families are the backbone of strong communities. Communities are made up of more than just streets and buildings. They are filled with individuals and families who dream and hope for a better future for our children. A lack of healthy families leads to increased violence, higher crime rates, lower graduation rates, disengagement in local issues and vastly decreased positive outcomes of health, mental illness, substance abuse issues, food insecurity and homelessness. Promoting strong protective factors like connectedness, a sense of belonging, increased parenting skill levels and upstream prevention of family violence encourages and leads to positive engagement in schools, local business, the arts, and a general overall increase in our quality of life. We provide advocacy, education, prevention, and case management services. We work closely with our many community partners to ensure children and families at risk are getting everything they need to be strong without duplicating services.

SECTION II: Fact Sheet (Continued)

Funding Requested

Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Include the following:

- Previous funding history (amounts requested and received; how long funds have been received)

If the funds are for one-time or on-going expenses

- For one-time expenses, list the item(s) and the purpose or use of that/those item(s)
- For on-going expenses, list the project(s) or outcome(s)
- How your project relates to or improves the overall quality, character, or health of the community
- Identify the municipal function that will be performed with the funds
- If the funding will be used to leverage additional funding for your organization either through grants or other means

Compass Center for Families has been a long-term recipient of these funds. This writer (Director of Administration) has been in their current role as of July 1st 2022. Compass was a recipient of these fund prior to the current director's tenure. Last year we applied for \$25,000 and received \$14,300.

The funds requested are for on-going expenses including staffing and direct services to families.

This includes the following projects and outcomes:

- Provide a voice for children in abuse and neglect cases in the 4th Judicial District at no charge to the family or child. Evidence continues to show us that children who have a CASA volunteer are more likely to achieve a safe and permanent home sooner than those who do not.
- Provide basic and intermediate level parent education classes to the community – at no charge – so that families can strengthen their home environment with nurturing, love, empathy and non-violence. Parental resilience and knowledge of child development are shown to be protective factors that help prevent child abuse and neglect from occurring. Parent enrichment classes provide the skills and tools that many parents come to us without.
- Provide resources, referrals, and information to all families in SCSD2 to promote academic excellence and to improve attendance. This program is free to all families in Sheridan County School District #2
- Provide a safe, conflict free location for families to visit together and rebuild relationships due to separation by foster care, adoptions, guardianships, or distance.
- Provide a safe, conflict free location for families to exchange common children due to high crisis divorce or separations. We also provide free mediation services for never married couples to help put custody plans in place.
- Provide free case-management and emergency stabilization funding for families in Sheridan county. This funding utilizes federal funding designed to eradicate poverty and serve families experiencing financial hardship due to emergency events.

In fiscal year 2021-2022 we provided the following services:

CASA

CASA volunteers are citizen volunteers who advocate for children involved in the juvenile court system due to child abuse and neglect. Children with a CASA volunteer are more likely to find a safe, permanent home, more likely to succeed in school, and less likely to reenter the foster care system.

49 Advocates

116 Children

1122 Volunteer hours

29 children achieved a safe and permanent home

Family Visitation Program

The Family visitation program provides a way for non-custodial parents to spend time with their child(ren) in a safe and conflict free environment

46 families

85 children

1394 hours of visitation

622 Parent coaching hours

274 safe exchanges

Parent Liaisons

The Parent Liaison program creates strong partnerships between schools and parents to ensure success for all children.

940 families received information and support

309 families worked with their parent liaison on an ongoing basis

1,933 referrals were made to community and school resources

1,041 of those referrals were for housing, food and utilities.

Parent Enrichment

Parent Enrichment opportunities can help parents build skills and confidence, learn more about what to expect in the coming years, and prepare for each developmental stage.

221 parents participated in Compass parent enrichment opportunities which included these curriculums: Love and Logic for Early Childhood, Parenting the Love and Logic way, Strengthening Families, Nurturing Parenting, Trust Based Relational Intervention (TBRI), Between Two homes Co-Parenting, Thriving Kinders

Project Thrive:

The newest program at Compass Center for Families. This program was developed in response to the pandemic when Compass received funding to provide emergency stabilization services to families experiencing economic insecurity or crisis related to COVID. It is now extended beyond COVID to serving families in chronic poverty, utilizing a multi-generational approach to self sufficiency.

255 families

354 children

These are challenging times. Families and children need more support, more resources and more skill building than ever before. Economic uncertainty is at the forefront of the concerns many of our families are experiencing. Our newest program at Compass Center for Families, Project Thrive, was developed in response to this concern. Initially, this program was developed when Compass received funding to provide emergency stabilization services to families experiencing economic insecurity or crisis related to COVID. What we have found is that this program has grown beyond the scope of COVID related crises. In addition to emergency stabilization services, our goal is to improve employment, income and assets, education, health, and social wellness through intensive case management to help families achieve success, as they define it, and to stop the cycle of generational poverty.



SECTION III: Statement of Financial Position – Must use this form

Statement of Financial Position as of September 30, 2022:

Assets:	Total
Current Assets	
Cash and Cash Equivalents	20,744.90
Investments	16,522.22
Accounts Receivable	102,169.34
Prepaid Expenses	
Other	
Total Current Assets	139,436.46

Non-Current Assets	
Furniture & Equipment	43,189.27
Land/Building	710,000
Accumulated Depreciation	-85,397.68
Other-Improvements	176,427.50
Total Non-Current Assets	844,219.09
Total Assets	983,655.55

Liabilities and Net Assets:	
Current Liabilities	
Accounts Payable	2,807.67
Accrued Payroll Expenses	8,034.94
Other Accrued Expenses	
Notes Payable (Current Portion)	11,655.92
Other	
Total Current Liabilities	22,498.53

Non-Current Liabilities	
Notes Payable (Long-term Portion)	
Total Non-Current Liabilities	
Total Liabilities	

Net Assets	
Temporarily Restricted	19,886.50
Unrestricted	1,117,380.21
Unrestricted (Board designated)	
Total Net Assets	961,157.02
Total Liabilities and Net Assets	983,655.55

SECTION IV: Current Annual Budget - Must use this form

From July 1, 2023 Through June 30, 2024

Budgeted Revenue	Amount	Comments/Explanation
City of Sheridan GPET	20,000	Allocated funding per previous resolution
Sheridan County One Cent	15,000	
Federal Grants	918,531.04	VOCA, CSBG, ERAP(emergency rental assistance program- includes \$360,000 pass through funding for direct rental, utility, and deposit payments)
State Grants	151,580	Wy dept of health, TANF, A/V
Other Grants	40,000	City of Buffalo 1%, JC 1%
Donations	85,000	Foundation giving
Fundraising	194,000	Individual gifts/donations/events
Dues/Memberships	0	
Interest	600	Investment Income
Other	230,230	SCSD #2 and JCSD#1 fees-Parent Liaison Program
Other	78,700	Client Fees
Total Budgeted Revenue	1,379,995.04	

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary, Director	129,700	Directors of Programming and Administration
Salary, Other(s)	70,056	Administrative Assistants
Benefits	0	No benefits currently provided
Supplies	7600	
Equipment	0	
Rent	40,500	Rent for Johnson County Campus and Project Thrive rent in Sheridan County
Utilities	11,800	
Contractual Services	82,500	CPA, insurance, Audit
Other	8,000	Dues and subscriptions
Program Expenses		
Salaries	697,548.75	Program managers and direct service staff
Benefits	0	
Supplies	13600	Child, office, house, and educational supplies

Equipment		
Lodging	4,000	Training only
Food	3,100	Training only
Advertising/Printing	9,000	
Other	419,390.29	Pass through funding for client stabilization services-emergency resources
Total Budgeted Expenses	1,379,995.04	This figure must match Total Budgeted Revenue line above.

SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 2023 Through June 30 2024

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
		Salary for Director of Administration to administer, monitor, and report on funds. (\$2,000) Salary for Director of Programming to provide program support, ensure fidelity, and supervision of program implementation and delivery, analyze and report outcomes and improve programming based on identified outcomes and achievements (\$8,000)
Salary & Benefits, Director	10,000	
Salary & Benefits, Other(s)		
Supplies		
Equipment		
Rent		
Utilities		
Contractual Services		
Other		
Program Expenses	If you have more than one program, please make a copy of this page	
Salary & Benefits	10,000	Salaries for direct service program staff
Supplies		
Equipment		
Lodging		
Rent		
Utilities		
Food		
Advertising/Printing		
Other		
Total Budgeted Expenses	20,000	

STATE OF WYOMING
Office of the Secretary of State

I, KARL ALLRED, Secretary of State of the State of Wyoming, do hereby certify that according to the records of this office,

Compass Center for Families
is a
Nonprofit Corporation

formed or qualified under the laws of Wyoming did on **August 12, 1991**, comply with all applicable requirements of this office. Its period of duration is Perpetual. This entity has been assigned entity identification number **1991-000268287**.

This entity is in existence and in good standing in this office and has filed all annual reports and paid all annual license taxes to date, or is not yet required to file such annual reports; and has not filed Articles of Dissolution.

I have affixed hereto the Great Seal of the State of Wyoming and duly generated, executed, authenticated, issued, delivered and communicated this official certificate at Cheyenne, Wyoming on this 3rd day of December, 2022 at 12:02 PM. This certificate is assigned ID Number 056866730.



A handwritten signature in black ink, reading "Karl T. Allred", written over a horizontal line.

Secretary of State



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 General Purpose Excise Tax Allocation for the Downtown Sheridan Association
From: Cecilia Good, City Clerk
To: Mayor and Council
CC:
Date:

Background:

Please see attached GPET Application.

Attachments

Downtown Sheridan Assoc

General Purpose Excise Tax Annual Application

(July 1, 2023 through June 30, 2024)

SECTION I: Cover Sheet

Organization Name: Downtown Sheridan Association

Address: 121 S. Main Street

City/State/Zip: Sheridan, WY 82801

Contact Person: Zoila Perry

Phone Number: 307-751-6898

Email: zoila@downtownsheridan.org

Organization TIN/EIN: 74-2394149 (Attach completed W-9)

Funds Requested: \$175,000

Board Members and Terms:

Name	Term Start	Term End
Kristin Herbst, Cypress Capital Management	2019	2025
Jonny Law, Luminous Brewhouse	2018	2024
Jeff Garrelts, Cottonwood Kitchen + Home	2020	2023
Lindsey Vredenburg, Verdello	2021	2024
Jill Benson, Downtown Resident/Homeowner	2022	2025
Rio Franzman, KC Harvey Environmental	2020	2023
Jami Kessner, ERA Carroll Realty Co.	2017	2023
Annie Magera, Carroll's Furniture	2022	2025
Jennifer Nelson, Side Street Bed and Bath	2021	2024
Ami Puuri, Downtown Building Owner	2019	2025

Certification: I hereby certify that the information given in this General Purpose Excise Tax Annual Application is true and correct to the best of my knowledge.

Agency
Director

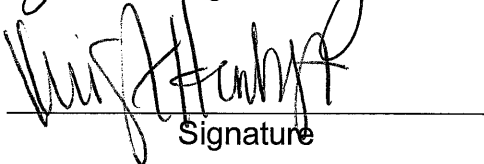

Signature

Zoila Perry

Printed Name

12/30/2022
Date

President


Signature

Kristin Herbst
Printed Name

12/30/2022
Date

SECTION II: Fact Sheet - Keep responses to a single page

Mission Statement and Organizational History

Provide your organization's Mission Statement and a brief history of your organization in Sheridan County, including services provided to area residents.

Mission: To preserve, enhance, and promote Historic Downtown Sheridan to ensure future prosperity.

Vision: Our downtown will continue to be the pride of our community providing both financial and intrinsic value, a popular destination for visitors as well as businesses and residents while preserving our historic assets.

History: The Downtown Sheridan Association (DSA) was founded in 1985 and became incorporated in 1987. DSA follows the National Trust of Historic Preservation's Main Street Approach™ which consist of the Main Street Four Points of Economic Vitality, Design, Organization and Promotion. The Downtown Sheridan area serves as the heartbeat of the community where people come together to enjoy the convenience and friendliness of hometown businesses, local services, specialty and convenience shopping and unique recreational cultural activities.

Services that DSA Provides: The Downtown Sheridan area serves as the heartbeat of the community where people come together to enjoy the convenience and friendliness of hometown businesses, local services, specialty and convenience shopping and unique recreational and cultural activities. Our downtown is the pride of our community providing both financial and intrinsic value, a popular destination for visitors as well as new businesses and residents while preserving our historical assets.

The DSA host the following events that brings the community together:

- **3rd Thursdays**
- **Sheridan Farmers Market**
- **First People's Pow Wow:**

The DSA coordinates the following shop local promotions for downtown retail stores:

- **Crazy Days**
- **Shop Small Business Saturday**
- **Shop Small Holiday Sweepstakes**
- **Men's Night**

The DSA provides the following beautification projects on Main Street:

- **Flowers on Main Street**
- **Snow removal**

DSA is not just an event driven organization, we are connectors and economic developers that provide necessary social and human capital to foster and innovate in creative ways and continue to preserve our historic assets.

Lastly, DSA applied for a Great American Main Street Award in July of 2022 and was named as a Semifinalist in September of 2022. This prestigious award is the nation's top award recognizing communities for their excellence in comprehensive preservation-based commercial district revitalization.

SECTION II: Fact Sheet (Continued)

Funding Requested

Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Include the following:

- Previous funding history (amounts requested and received; how long funds have been received)
- If the funds are for one-time or on-going expenses
- For one-time expenses, list the item(s) and the purpose or use of that/those item(s)
- For on-going expenses, list the project(s) or outcome(s)
- How your project relates to or improves the overall quality, character, or health of the community
- Identify the municipal function that will be performed with the funds
- If the funding will be used to leverage additional funding for your organization either through grants or other means

DSA has received one-cent funds since 2003 and amounts vary each year. DSA was allocated \$40,000 in 2022, \$28,600 in 2021 and \$25,000 in 2020.

One-time Expense:

Main Street Reconstruction Project – DSA will be the lead organization between the Business Owners, Building Owners, and the City of Sheridan/WYDOT. DSA will be advocating, promoting, and problem solving during the project. DSA will also be working closely with the Sheridan County Chamber of Commerce and Sheridan County Travel and Tourism to promote downtown during project and other issues as they come up. DSA is asking for additional one time ask funds to help market downtown during the project. Funding will go towards mailers, radio, social media, newspaper, and magazine ads. It's going to be very vital for the community to come together to continue to support the downtown business during this huge project.

On-going expense:

3rd Thursday Street Festival – This community event brings over 5,000 people together each month during the summer in downtown Sheridan. Funding receives goes towards marketing/advertising the event via radio, newspaper, and magazines.

Flowers on Main Street – funding is used to offset the cost of the petunias, fertilizer, water, gas and watering the baskets from May through October of each year.

Walking Tour Brochure - Brochure will be getting a new look this upcoming year that contains information, historical facts, and fun stories about many of the buildings and stores that were located on historic Main Street. Funds will be used to print brochures as it's very popular with tourist and locals.

Promotional Shop Local Campaigns - Campaigns encourages families to come downtown and shop and support local retailers. Funding is used to pay for marketing/advertising the promotions via radio, newspaper, and social media. During the Shop Small Holiday Spree, one winner is awarded \$1,000 shopping spree and during Men's Night, one winner is awarded \$250 to a store of their choice.

General Operations - Building maintenance, utilities (water and sewer per lease agreement), snow removal, moving the yard, office support to manage the community room and public restrooms. Provide training to local merchants on as needed basis. Continue to coordinate with other organizations that are involved with the Historic Downtown.

All of the DSA projects improve the overall quality of our downtown as we continue to look for opportunities to promote our beautiful historic downtown, by supporting our downtown business and Sheridan Community.

SECTION III: Statement of Financial Position – Must use this form

Statement of Financial Position as of September 30, 2022:

Assets:	Total
Current Assets	
Cash and Cash Equivalents	15,555.71
Investments	49,672.03
Accounts Receivable	16,080.00
Prepaid Expenses	
Other	
Total Current Assets	81,307.74

Non-Current Assets	
Furniture & Equipment	43,824.62
Land/Building	
Accumulated Depreciation	-36,148.00
Other	15,924.50
Total Non-Current Assets	23,601.12
Total Assets	169,299.83

Liabilities and Net Assets:	
Current Liabilities	
Accounts Payable	
Accrued Payroll Expenses	1,355.66
Other Accrued Expenses	
Notes Payable (Current Portion)	
Other	
Total Current Liabilities	1,355.66

Non-Current Liabilities	
Notes Payable (Long-term Portion)	875.77
Total Non-Current Liabilities	
Total Liabilities	2,231.43

Net Assets	
Temporarily Restricted	
Unrestricted	164,530.67
Unrestricted (Board designated)	
Total Net Assets	164,530.67
Total Liabilities and Net Assets	166,762.10

SECTION IV: Current Annual Budget - Must use this form

From January 1, 2022 Through December 31, 2022

Budgeted Revenue	Amount	Comments/Explanation
City of Sheridan GPET	57,500	
Sheridan County One Cent	5,450	
Federal Grants		
State Grants	7,000	
Other Grants		
Donations	2,000	
Fundraising	43,000	
Dues/Memberships	35,000	
Interest		
Other	74,500	General Income
Other		
Total Budgeted Revenue	224,450	

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary, Director	55,500	
Salary, Other(s)	46,080	
Benefits	3,600	
Supplies	3,900	
Equipment	3,000	
Rent		
Utilities	6,400	
Contractual Services	6,900	
Other		
Program Expenses		
Salaries	8,500	
Benefits		
Supplies	3,900	
Equipment		
Lodging	8,950	Meeting/Conference
Food		
Advertising/Printing	21,000	
Other	56,720	Insurance, Event Expenses, Repairs/Maintenance
Total Budgeted Expenses	224,450	This figure must match Total Budgeted Revenue line above.

SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 2023 Through June 30 2024

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary & Benefits, Director		
Salary & Benefits, Other(s)		
Supplies		
Equipment		
Rent		
Utilities		
Contractual Services		
Other		
Program Expenses	If you have more than one program, please make a copy of this page	
Salary & Benefits	9,000	Watering Flowers
Supplies	2,000	Flowers and soil
Equipment	1,000	4-wheeler maintenance/new tanks
Lodging		
Rent		
Utilities	1,000	
Food		
Advertising/Printing		
Other		
Total Budgeted Expenses	13,000	

SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 2023

Through June 30 2024

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary & Benefits, Director		
Salary & Benefits, Other(s)		
Supplies		
Equipment		
Rent		
Utilities		
Contractual Services		
Other		
Program Expenses	If you have more than one program, please make a copy of this page	
Salary & Benefits		
Supplies		
Equipment		
Lodging		
Rent		
Utilities		
Food		
Advertising/Printing	15,000	Shop local promotions and community events/kiosk materials
Other		
Total Budgeted Expenses	15,000	

SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 2023

Through June 30 2024

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary & Benefits, Director		
Salary & Benefits, Other(s)		
Supplies		
Equipment	2,000	Replacing all lightbulbs to LED
Rent		
Utilities		
Contractual Services	8,000	Carpet Cleaning, Greens, Snow removal
Other		
Program Expenses	If you have more than one program, please make a copy of this page	
Salary & Benefits	5,000	
Supplies	2,000	Cleaning supplies for community bathroom/room
Equipment		
Lodging		
Rent		
Utilities	8,000	Water, sewer, power
Food		
Advertising/Printing		
Other		
Total Budgeted Expenses	25,000	

SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 2023

Through June 30 2024

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary & Benefits, Director		
Salary & Benefits, Other(s)		
Supplies		
Equipment		
Rent		
Utilities		
Contractual Services		
Other		
Program Expenses	If you have more than one program, please make a copy of this page	
Salary & Benefits		
Supplies		
Equipment		
Lodging		
Rent		
Utilities		
Food		
Advertising/Printing	122,000	One-time ask: Main Street Reconstruction Project:
Other		Construction misc.
Total Budgeted Expenses	122,000	



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 General Purpose Excise Tax Allocation for Habitat for Humanity of the Big Horns
From: Cecilia Good, City Clerk
To: Mayor and Council
CC:
Date:

Background:

Please see attached GPET Application.

Attachments

Habitat for Humanity

General Purpose Excise Tax Annual Application

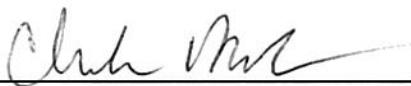
(July 1, 2023 through June 30, 2024)

SECTION I: Cover Sheet

Organization Name:	Habitat for Humanity of the Eastern Bighorns		
Address:	44 Fort Rd.		
City/State/Zip:	Sheridan, WY 82801		
Contact Person:	Christine Dieterich		
Phone Number:	(307) 672-3848		
Email:	christine@sheridanhabitat.org		
Organization TIN/EIN:	83-030991 1	(Attach completed W-9)	
Funds Requested:	\$25,000		
Board Members and Terms:			
Name		Term Start	Term End
Jonny Law - President		2020	2026
Victoria Dahlstrom – Vice President		2021	2027
Alicia Kisling - Secretary		2020	2026
Sharon Southard - Treasurer		2021	2027
Kendra Heimbuck		2020	2026
Dan Poppell		2022	2028
Alex Lee		2017	2023
Renae Morris		2020	2026
Erik Hulbert		2020	2026

Certification: I hereby certify that the information given in this General Purpose Excise Tax Annual Application is true and correct to the best of my knowledge.

Agency
Director


Signature

Christine Dieterich
Printed Name

12-28-22
Date

President


Signature

Jonny Law
Printed Name

12/29/22
Date

SECTION II: Fact Sheet - Keep responses to a single page

Mission Statement and Organizational History

Provide your organization's Mission Statement and a brief history of your organization in Sheridan County, including services provided to area residents.

The Habitat for Humanity Mission Statement is:

"Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope."

HFHEB has been serving Sheridan County since 1994. HFHEB provides affordable housing options to qualified applicants who fall within 30-80% of the county's median income. HFHEB provides housing through new construction housing efforts, remodels, and repairs and then provides applicants with a 30 year, 0% interest loan. Mortgages are originated so that the monthly mortgage, including taxes and insurance, do not exceed more than 30% of the applicant's gross monthly income. HFHEB subsidizes the difference between the appraised value of the home and the affordable mortgage, and relies on the generosity of the Sheridan community, through donations and volunteering, to help cover this gap. This is even more important, since the cost to build a new construction home can be significantly higher than what the applicant can afford and the recent increases in home prices due to increasing material prices have made this gap even greater.

HFHEB provides financial and homebuyer education courses for free to homeowners and to the general public. These courses enable individuals to understand their finances and credit, build a savings, learn basic home maintenance skills, and be financially prepared to purchase a home in the future, whether that is through our homeowner application program or through conventional financing options.

HFHEB runs and operates a Habitat Restore, which sells new and used construction supplies, furniture, appliances, & materials, furniture, appliance, tools etc. to the public. 100% of inventory is donated, and 100% of net sales support our construction efforts. The Restore is open 6 days a week and relies on a five person staff and volunteers to manage and operate the store. The Habitat Restore serves as a model for recycling and keeps tons of material from being diverted to the landfill each year.

HFHEB provides minor repairs to Sheridan County homeowners who fall within 30-60% of the HUD median income guidelines. The "Brush With Kindness" program was adopted from the previous "Christmas in April" program, which used to be ran by the City of Sheridan. This program was passed on to our Habitat with the support of the City. HFHEB repaired 7 homes last year but have increased our staff to expand this number next year.

As noted above, HFHEB works with volunteers and the homeowners themselves, to build houses, perform repairs, work at the Restore, and teach our financial classes. Last year, over 7,000 hours of volunteer hours were recorded from almost 200 volunteers. Through the helping hands of the community, and through the philanthropy of the community, Habitat has been able to build 48 new construction homes, and helped to fund 21 Habitat homes overseas.

SECTION II: Fact Sheet (Continued)

Funding Requested

Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Include the following:

- Previous funding history (amounts requested and received; how long funds have been received)
- If the funds are for one-time or on-going expenses
- For one-time expenses, list the item(s) and the purpose or use of that/those item(s)
- For on-going expenses, list the project(s) or outcome(s)
- How your project relates to or improves the overall quality, character, or health of the community
- Identify the municipal function that will be performed with the funds
- If the funding will be used to leverage additional funding for your organization either through grants or other means

Funds have been distributed to HFHEB dating back to 2013. Distributions have ranged from \$8,900 - \$20,000.

2021/2022 \$20,000

2020/2021 \$10,400

2019/2020 \$10,000

For the next fiscal year's round of funding, HFHEB is requesting \$25,000 as we have increased the number of partner families served to seven homes, up from 2-3 per year. We have also experienced the inflationary effects of construction materials. Funds awarded will support our efforts to provide affordable housing to Sheridan County residents who are within 30-80% of the HUD guidelines median income. Funds would be designated 50% for construction supplies and materials, and 50% to cover the cost of permit fees for a scheduled new construction habitat for humanity build.

HFHEB currently has seven homes in various stages of construction which is the most in any one year and will allow 7 families the opportunity to become homeowners. This will provide shelter for 26 individuals, 17 of which are dependents. A Typical year is two to three houses and we anticipate our applications and approvals to increase during our next application cycle.

HFHEB is well-known for building decent and affordable houses alongside homeowner's but we also create substantial economic impact through the ripple effect of our investments by interacting and supporting local businesses every day in our programming and operations. For example, community members repeatedly lend their time, talent, and treasure to support Habitat because they see Habitat's investment in the community through hiring of local personnel, purchases of local goods, and helping families build and repair their homes. Through these interactions, volunteers often will hire the contractors they've met at Habitat work sites when they need work performed in their homes.

Another example stems from local businesses who may donate or even cater a lunch for those working on the builds, and those volunteers in turn later patronize the restaurants as a direct result of their support of Habitat. Perhaps the largest economic impact continues every time a family pays their mortgage, as that money goes into building the next house, purchasing more materials, hiring more contractors which is all done locally. Further, our homeowners pay property taxes, and through additional financial stability, have the means to invest in the community.

We are proud to have our dollars stay in our community, and that the impact of Habitat's work is able to circulate throughout our local economy. The economic benefit of what HFHEB provides to Sheridan is indisputable. With each new build, we create income for the entire community. The economic impact however is only one component of our total impact. There are social impacts such as improved health outcomes, family financial stability, asset building outcomes, and educational outcomes. All of these contribute to making Sheridan a great place to live.

The availability of affordable housing affects the ability to hire and attract a stable workforce. Habitat builds quality homes with a long term focus for families and individuals. By providing quality housing with affordable mortgages, homeowners are more likely able to remain in the workforce while building wealth. By providing strength, stability, and self reliance through affordable housing, HFHEB is strengthening the community.

Our success is only due to the continued support of the Sheridan community, including the City of Sheridan. HFHEB will continue to advocate for safe, decent, and affordable housing for every Sheridan County resident in need. HFHEB will continue to leverage partnerships and funding to meet our current housing goals and initiatives, and to increase our impact in the years to come as the need for affordable housing continues to grow.

SECTION III: Statement of Financial Position – Must use this form

Statement of Financial Position as of October 31, 2022

Assets:	Total
Current Assets	
Cash and Cash Equivalents	1142698
Investments	75886
Accounts Receivable	79287
Prepaid Expenses	
Other	1374546
Total Current Assets	2672417

Non-Current Assets	
Furniture & Equipment	92911
Land/Building	1554933
Accumulated Depreciation	195512
Other	28838
Total Non-Current Assets	1452332
Total Assets	4153587

Liabilities and Net Assets:	
Current Liabilities	
Accounts Payable	6553
Accrued Payroll Expenses	-2302
Other Accrued Expenses	330434
Notes Payable (Current Portion)	
Other	-1265

Total Current Liabilities	333420
----------------------------------	--------

Non-Current Liabilities	
Notes Payable (Long-term Portion)	1115065
Total Non-Current Liabilities	1115065
Total Liabilities	1448485

Net Assets	
Temporarily Restricted	
Unrestricted	
Unrestricted (Board designated)	
Total Net Assets	
Total Liabilities and Net Assets	

SECTION IV: Current Annual Budget - Must use this form

From June 1st, 2022 Through June 30th, 2023

Budgeted Revenue	Amount	Comments/Explanation
City of Sheridan GPET	20000	Increase due to increased home builds
Sheridan County One Cent	5000	Based on Historical funding
Federal Grants		
State Grants		
Other Grants	540000	Mortgage Transfer to Homeowners
Donations	523000	
Fundraising	60000	
Dues/Memberships		
Interest	359426	Fort Rd. Fundraising
Other	278814	Restore Revenue
Other	1121500	Lease Back Option and sale of old building
Total Budgeted Revenue	2907740	

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary, Director	68880	
Salary, Other(s)	192620	
Benefits	37300	
Supplies	18200	
Equipment	22000	
Rent	10000	Mortgage Servicing fees
Utilities	18500	Includes Technology expenses
Contractual Services	17000	Accounting and Annual Review
Other	37600	
Program Expenses		
Salaries	413140	
Benefits		
Supplies	278500	
Equipment	3000	Equipment Rentals
Lodging		
Food		
Advertising/Printing	2500	
Other	1788500	Includes Debt Reduction on new building
Total Budgeted Expenses	2907740	This figure must match Total Budgeted Revenue line above.

SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 _____ Through June 30 _____

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary & Benefits, Director		
Salary & Benefits, Other(s)		
Supplies		
Equipment		
Rent		
Utilities		
Contractual Services		
Other		
Program Expenses	If you have more than one program, please make a copy of this page	
Salary & Benefits		
Supplies	25000	50% Construction Costs 50% Permit fees
Equipment		
Lodging		
Rent		
Utilities		
Food		
Advertising/Printing		
Other		
Total Budgeted Expenses		

STATE OF WYOMING
Office of the Secretary of State

I, KARL ALLRED, Secretary of State of the State of Wyoming, do hereby certify that according to the records of this office,

Habitat for Humanity of the Eastern Bighorns, Inc.
is a
Nonprofit Corporation

formed or qualified under the laws of Wyoming did on **October 7, 1994**, comply with all applicable requirements of this office. Its period of duration is Perpetual. This entity has been assigned entity identification number **1994-000294733**.

This entity is in existence and in good standing in this office and has filed all annual reports and paid all annual license taxes to date, or is not yet required to file such annual reports; and has not filed Articles of Dissolution.

I have affixed hereto the Great Seal of the State of Wyoming and duly generated, executed, authenticated, issued, delivered and communicated this official certificate at Cheyenne, Wyoming on this 27th day of December, 2022 at 3:09 PM. This certificate is assigned ID Number 057349431.



A handwritten signature in black ink, reading "Karl T. Allred", written over a horizontal line.

Secretary of State



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 General Purpose Excise Tax Allocation for Joey's Fly Fishing Foundation

From: Cecilia Good, City Clerk

To: Mayor and Council

CC:

Date:

Background:

Please see attached GPET Application.

Attachments

Joeys Fly Fishing



General Purpose Excise Tax Annual Application

General Information

Applications are available for download on the City of Sheridan website at www.sheridanwy.gov. Contact Cecilia Good at cgood@sheridanwy.net or 675-4211 if you have questions or require additional information. In addition, applicants must submit a Good Standing Certificate from the Wyoming Secretary of State. Forms can be obtained at <https://wyobiz.wyo.gov/Business/FilingSearch.aspx>.

All sections of the Application must be completed in the provided format. Only provide what is requested. Do not include brochures, promotional materials, etc.

All requested information must be completed before this Application will be considered. Incomplete applications will be returned to the applicant for completion. Applications must be submitted to the City Clerk's Office by 5 PM on December 21, 2022.

If your application is approved by the Governing Body, disbursements will begin after July 1, 2023.

Applicants must submit (1) electronic application to cgood@sheridanwy.gov.

Application Checklist - Submit with Application

	<u>Completed Application Form:</u>
	Good Standing Certificate from the Wyoming Secretary of State
	Completed W-9 (only for new recipient applications – existing organizations are on file)
	One (1) electronic Application

General Purpose Excise Tax Annual Application

(July 1, 2023 through June 30, 2024)

SECTION I: Cover Sheet

Organization Name:	Joey's Fly Fishing Foundation		
Address:	109 S. Main St. Ste. B		
City/State/Zip:	Sheridan, WY 82801		
Contact Person:	Joey Puettman		
Phone Number:	307-763-0897		
Email:	foundation@joeyflyfishing.org		
Organization TIN/EIN:	20-8989230	(Attach completed W-9)	
Funds Requested:	\$10,000		
Board Members and Terms:			
Name		Term Start	Term End
Adam Michelena		2019	
Mark Englert		2019	
Jason Ruybal		2021	
Kristen Jennings		2020	
Taylor Jones		2020	
Steve Crow		2022	

Certification: I hereby certify that the information given in this General Purpose Excise Tax Annual Application is true and correct to the best of my knowledge.

Agency
Director

Signature

Joey Puettman

Printed Name

12/29/22

Date

President

Signature

Adam Michelena

Printed Name

12/29/22

Date

SECTION II: Fact Sheet - Keep responses to a single page

Mission Statement and Organizational History

Provide your organization's Mission Statement and a brief history of your organization in Sheridan County, including services provided to area residents.

Joey's Fly Fishing Foundation mentors students of all ages by developing confidence, patience and respect through the art of fly fishing.

Joey's was established to reach out to youth, families, and communities on an individual basis. We teach and practice our core values through qualified, monitored mentoring.

Founded in 2007, Joey's works with youth service agencies, schools, businesses, churches, private families and volunteer mentors to promote self-advocacy to help foster positive life skills training and open up a safe and healthy pathway to success.

Years ago, founder Joey Puettman took his concern for area youth and his love for fly fishing and created one of the most sought after youth programs in our area.

Understandably, most students are coming from single parent or guardian situations, and the majority of these families are in very modest income homes. These students, the ones who truly need an escape, are personally referred to our camps, after school programs, rod building programs and other continued services. For many, Joey's is their only outlet from the perils of their young lives, and we strive to give them a place to be.

SECTION II: Fact Sheet (Continued)

Funding Requested

Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Include the following:

- Previous funding history (amounts requested and received; how long funds have been received)
- If the funds are for one-time or on-going expenses
- For one-time expenses, list the item(s) and the purpose or use of that/those item(s)
- For on-going expenses, list the project(s) or outcome(s)
- How your project relates to or improves the overall quality, character, or health of the community
- Identify the municipal function that will be performed with the funds
- If the funding will be used to leverage additional funding for your organization either through grants or other means

In August of 2022, Joey's was able to host a cultural intervention camp, along with the consultation of University of Wyoming's Social Work Department and a local social worker, for 10 Sheridan youth struggling with mental health issues (specifically ADD/ADHD). We are now following these students into their school year to give them a permanent safe place with our qualified mentors for years to come. We also strive to reduce the numbers of youth recidivism, so we give at-risk youth a place to be and a job to do so they feel important and keep their minds and hands out of unhealthy habits. The mental health of today's youth is our main focus, and even if we can help one or two stay out of the system and stay involved with our mentoring programs passing along the skills they have learned to others, we are fulfilling our mission!

We are requesting your support to help fund this much needed endeavor for our community, therefore funds to help host another camp in 2023. We hope to be able to reach another group of underserved youth struggling with mental health stability at home and/or in school. If awarded funds, they will be used for materials and supplies and food for the week-long camp for each student as well as professional clinical services. Pre and post tests will be administered, and results recorded to help strengthen our program statistics and help prove our mentoring model is helping shape these youth into productive contributing members of society.

SECTION III: Statement of Financial Position – Must use this form

Statement of Financial Position as of September 30, 2022:

Assets:	Total
Current Assets	
Cash and Cash Equivalents	\$1,000
Investments	
Accounts Receivable	
Prepaid Expenses	
Other	(vehicles) \$45,000
Total Current Assets	\$46,000

Non-Current Assets	
Furniture & Equipment	\$50,000
Land/Building	
Accumulated Depreciation	
Other	
Total Non-Current Assets	\$50,000
Total Assets	\$96,000

Liabilities and Net Assets:	
Current Liabilities	
Accounts Payable	
Accrued Payroll Expenses	\$77,470
Other Accrued Expenses	
Notes Payable (Current Portion)	
Other	\$120,275
Total Current Liabilities	\$197,745

Non-Current Liabilities	
Notes Payable (Long-term Portion)	
Total Non-Current Liabilities	
Total Liabilities	

Net Assets	
Temporarily Restricted	
Unrestricted	\$2,000
Unrestricted (Board designated)	
Total Net Assets	
Total Liabilities and Net Assets	\$199,745

SECTION IV: Current Annual Budget - Must use this form

From _____ Through _____

Budgeted Revenue	Amount	Comments/Explanation
City of Sheridan GPET		
Sheridan County One Cent		
Federal Grants		
State Grants		
Other Grants	\$120,000	Private Family Foundations
Donations	\$16,270	Personal Donations
Fundraising	\$10,000	Annual Fall Fly Fundraiser
Dues/Memberships		
Interest		
Other	\$32,500	Program Fees
Other		
Total Budgeted Revenue	\$178,770	

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary, Director	\$39,500	Executive Director
Salary, Other(s)	\$34,500	Executive Assistant
Benefits	\$1,500	Aflac Insurance
Supplies		
Equipment		
Rent	\$9,600	
Utilities		
Contractual Services	\$12,000	
Other		
Program Expenses		
Salaries	\$24,720	Program Director
Benefits		included above
Supplies	\$56,950	Year-long program supplies (ALL programs)
Equipment		
Lodging		
Food		
Advertising/Printing		
Other		
Total Budgeted Expenses	\$178,770	This figure must match Total Budgeted Revenue line above.

SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 _____ Through June 30 _____

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary & Benefits, Director		
Salary & Benefits, Other(s)		
Supplies		
Equipment		
Rent		
Utilities		
Contractual Services		
Other		
Program Expenses	If you have more than one program, please make a copy of this page	
Salary & Benefits	\$2,500	Program Director Salaries (2)
Supplies	\$1,250	rod building kits, fly tying vices & materials
Equipment		
Lodging		
Rent		
Utilities		
Food	\$1,250	\$25 per student per day (x5 days)
Advertising/Printing		
Other	\$5,000	Clinical Services (\$100 per student per day)
Total Budgeted Expenses	\$10,000	

General Purpose Excise Tax

Annual Application

(July 1, 2023 through June 30, 2024)

SECTION I: Cover Sheet

Organization Name:	Joey's Fly Fishing Foundation		
Address:	109 S. Main St. Ste. B		
City/State/Zip:	Sheridan, WY 82801		
Contact Person:	Joey Puettman		
Phone Number:	307-763-0897		
Email:	foundation@joeyflyfishing.org		
Organization TIN/EIN:	20-8989230	(Attach completed W-9)	
Funds Requested:	\$10,000		
Board Members and Terms:			
Name		Term Start	Term End
Adam Michelena		2019	
Mark Englert		2019	
Jason Ruybal		2021	
Kristen Jennings		2020	
Taylor Jones		2020	
Steve Crow		2022	

Certification: I hereby certify that the information given in this General Purpose Excise Tax Annual Application is true and correct to the best of my knowledge.

Agency
Director


Signature

Joey Puettman

12/29/22

Printed Name

Date

President


Signature

Adam Michelena

12/29/22

Printed Name

Date



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 General Purpose Excise Tax Allocation for NAMI (National Alliance on Mental Health)
From: Cecilia Good, City Clerk
To: Mayor and Council
CC:
Date:

Background:

Please see attached GPET Application.

Attachments

NAMI Application



General Purpose Excise Tax Annual Application

General Information

Applications are available for download on the City of Sheridan website at www.sheridanwy.gov. Contact Cecilia Good at cgood@sheridanwy.net or 675-4211 if you have questions or require additional information. In addition, applicants must submit a Good Standing Certificate from the Wyoming Secretary of State. Forms can be obtained at <https://wyobiz.wyo.gov/Business/FilingSearch.aspx>.

All sections of the Application must be completed in the provided format. Only provide what is requested. Do not include brochures, promotional materials, etc.

All requested information must be completed before this Application will be considered. Incomplete applications will be returned to the applicant for completion. Applications must be submitted to the City Clerk's Office by 5 PM on December 21, 2022.

If your application is approved by the Governing Body, disbursements will begin after July 1, 2023.

Applicants must submit (1) electronic application to cgood@sheridanwy.gov.

Application Checklist - Submit with Application

	<u>Completed Application Form:</u>
	Good Standing Certificate from the Wyoming Secretary of State
	Completed W-9 (only for new recipient applications – existing organizations are on file)
	One (1) electronic Application

General Purpose Excise Tax

Annual Application

(July 1, 2023 through June 30, 2024)

SECTION I: Cover Sheet

Organization Name:	NAMI Sheridan Wyoming		
Address:	1 S Tschirgi St		
City/State/Zip:	Sheridan, WY 82801		
Contact Person:	Terri Markham		
Phone Number:	(210) 452-1691		
Email:	namisheridan@gmail.com		
Organization TIN/EIN:	83-0277780	(Attach completed W-9)	
Funds Requested:	\$5,000		

Board Members and Terms:

Name	Term Start	Term End
Terri Markham, Chair	6/2022	6/2024
Rita Geary, Vice-Chair	6/2022	6/2024
Tyson Markham, Treasurer	6/2022	6/2024
Natalie Perkins, Secretary	6/2022	6/2024
Charlie Falkis	6/2022	6/2024
Victor Ashear	6/2022	6/2024
Juanita Smith	6/2022	6/2024

Certification: I hereby certify that the information given in this General Purpose Excise Tax Annual Application is true and correct to the best of my knowledge.

Agency
Director

Victor Ashear
Signature

Victor Ashear
Printed Name

12-29-22
Date

President

Terri Markham
Signature

Terri Markham
Printed Name

12/28/22
Date

SECTION II: Fact Sheet - Keep responses to a single page

Mission Statement and Organizational History

Provide your organization's Mission Statement and a brief history of your organization in Sheridan County, including services provided to area residents.

NAMI (National Alliance on Mental Illness) is a national grassroots organization with established credibility, whose mission is to provide advocacy, education, support, and public awareness so that all individuals and families affected by mental illness can build better lives.

The Sheridan chapter of NAMI Wyoming came about as an initiative of the Center for a Vital Community's Study Circles on Mental Health conducted in September 2021. Community members reported the lack of advocacy, education, support groups, and other resources were barriers for people suffering with mental illness.

Sheridan's local chapter was organized in late 2021 by a diverse group of volunteers working in established workgroups striving to build collaboration, communication, and to increase public awareness and reduce stigma surrounding mental health. The Sheridan chapter of NAMI Wyoming was approved for affiliate status in November 2022.

All of the services are free and open to anyone in need.

Start up funds were received from the Foundation for The Foundation for the Episcopal Church in Wyoming in January 2022. The Hughes Charitable Foundation awarded funds in September 2022 to support a Mental Health Awareness Campaign. An Emergency Fund for Mental Health has been started for people without financial resources who are in need of mental health counseling. Donations for this fund have been raised at the Third Thursday event, private contributions, and events hosted by the local chapter.

Local partnerships have been established with Sheridan Memorial Hospital (referrals), Sheridan College (host of awareness events), the VA (suicide prevention resources), The Hub on Smith (venue and volunteers), Center for a Vital Community (fiscal agent), VOA/Northern Wyoming Mental Health (referrals), Sheridan County Suicide Prevention Coalition (active member), One Health (intake process for emergency fund), and local mental health providers.

A Sheridan community mental health resource guide and online lookup of available resources has been developed and is consistently maintained: <https://tinyurl.com/namisheridancrg>

SECTION II: Fact Sheet (Continued)

Funding Requested

Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Include the following:

- Previous funding history (amounts requested and received; how long funds have been received)
- If the funds are for one-time or on-going expenses
- For one-time expenses, list the item(s) and the purpose or use of that/those item(s)
- For on-going expenses, list the project(s) or outcome(s)
- How your project relates to or improves the overall quality, character, or health of the community
- Identify the municipal function that will be performed with the funds
- If the funding will be used to leverage additional funding for your organization either through grants or other means

This is the organization's first funding request for one-time expenses to train local facilitators to lead support groups for official NAMI programs. Funds would cover two facilitator training sessions in Sheridan. Programs are selected based on local individual's personal, familial or social needs. These support groups are free of charge to the participants.

Examples of these programs include:

- NAMI Peer-to-Peer, an educational program for adults with mental health conditions who are looking to better understand themselves and their recovery. This program is taught by trained leaders with lived experience.
- NAMI Connection Recovery Support Group, a support group for any adult who has experienced symptoms of a mental health condition. Participants will gain insight from hearing the challenges and successes of others, and the groups are led by trained leaders who've been there.
- NAMI Family-to-Family is a class for families, significant others and friends of people with mental health conditions.

NAMI's support groups are unique because they follow a structured model to ensure participants and others in the group have an opportunity to be heard and to receive what they need. These program models are evidence-based, meaning there is research to back up the impact and outcomes.

Wyoming does not have any NAMI trained Facilitator Trainers requiring outside (Montana or Colorado) trainers to travel to Sheridan to conduct the training. The training lasts two and a half days. Expenses include trainer compensation, travel, lodging and printed materials such as manuals and workbooks. In kind support for the venue and refreshments is provided. Outreach (flyers, brochures, media) will be covered under the Hughes Foundation Mental Health Awareness Campaign grant.

NAMI Sheridan Wyoming has already submitted applications for the first round of training planned for Spring 2023. The expenses are covered under the Diocese's grant. This grant application enables the replication of training and expansion of support groups by conducting two trainings during the 2024 fiscal year. The support groups are a peer to peer model led by trained, volunteer facilitators.

The need for mental health services in the community and state is startling:

- In 2021, Sheridan Police responded to 934 incidents (8.5% of calls handled) regarding a concern for someone's mental health; approximately 18 calls per week.
- Participants in the Study Circle on mental health reported a lack of access, education and support for mental health services.
- Wyoming ranks 45th in access to mental health care.
- Wyoming has the highest suicide rate in the nation; it is the leading cause of preventable death in our state.
- Wyoming's suicide rate is double the national average; someone in Wyoming dies from suicide every 2 days.
- Wyoming has the highest percentage (23%) of uninsured adults with a mental illness, more than double the national average.

This project improves the quality, character and health of our community by increasing awareness and supporting mental health needs, helps to build a healthier workforce and reduces the impact of mental health crises on first responders, families, schools, and public services.

This project supports the municipal function of public health, economic and social development of its inhabitants. It will complement the work of other organizations funded by GPET dollars such as the Advocacy and Resource Center, Child Development Center, the Hub on Smith, Compass Center for Families, and Uprising (through referrals for individuals needing skills to deal with mental health challenges).

NAMI board members are actively seeking funding for projects. Jenny Craft, Executive Director of the Homer A. and Mildred S. Scott Foundation has expressed interest in this project.

SECTION III: Statement of Financial Position – Must use this form

Statement of Financial Position as of September 30, 2022:

Assets:	Total
Current Assets	
Cash and Cash Equivalents	\$9,334.64
Investments	
Accounts Receivable	
Prepaid Expenses	
Other	
Total Current Assets	\$9,334.64

Non-Current Assets	
Furniture & Equipment	0
Land/Building	0
Accumulated Depreciation	0
Other	0
Total Non-Current Assets	0
Total Assets	\$9,334.64

Liabilities and Net Assets:	
Current Liabilities	
Accounts Payable	0
Accrued Payroll Expenses	0
Other Accrued Expenses	0
Notes Payable (Current Portion)	0
Other	0
Total Current Liabilities	0

Non-Current Liabilities	
Notes Payable (Long-term Portion)	0
Total Non-Current Liabilities	0
Total Liabilities	0

Net Assets	
Temporarily Restricted	0
Unrestricted	\$9,334.64
Unrestricted (Board designated)	
Total Net Assets	\$9,334.64
Total Liabilities and Net Assets	\$9,334.64

SECTION IV: Current Annual Budget - Must use this form

From January 2022 Through December 2022

Budgeted Revenue	Amount	Comments/Explanation
City of Sheridan GPET		
Sheridan County One Cent		
Federal Grants		
State Grants		
Other Grants	\$40,000	\$30,000 Restricted to Awareness Campaign
Donations	\$1,000	
Fundraising	\$1,000	
Dues/Memberships	\$50	
Interest		
Other		
Other		
Total Budgeted Revenue	\$42,050	

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary, Director	0	
Salary, Other(s)	0	
Benefits	0	
Supplies	\$500	
Equipment	0	
Rent	0	In-kind from St. Peter's Episcopal Church
Utilities	0	In-kind from St. Peter's Episcopal Church
Contractual Services	0	
Other	\$500	Volunteer Development
Program Expenses		
Salaries	0	
Benefits	0	
Supplies	0	
Equipment	0	
Lodging	0	
Food	\$1,000	Restricted to Hughes Grant
Advertising/Printing	\$10,500	\$10,000 Restricted to Hughes Grant
Other	\$3,000	Website - Restricted to Hughes Grant
Total Budgeted Expenses	\$15,500	This figure must match Total Budgeted Revenue line above.

SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 2023 Through June 30 2024

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary & Benefits, Director	0	
Salary & Benefits, Other(s)	0	
Supplies	0	
Equipment	0	
Rent	0	
Utilities	0	
Contractual Services	0	
Other	0	
Program Expenses	If you have more than one program, please make a copy of this page	
Salary & Benefits	\$3,000	Facilitator compensation
Supplies	\$500	Manuals for 20 participants, supplies, printouts, activities
Equipment	0	
Lodging	\$900	Three nights each for two events
Rent	0	
Utilities	0	
Food	0	In-Kind donations will be sought
Advertising/Printing	\$600	Mileage reimbursement
Other	0	
Total Budgeted Expenses	\$5,000	



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 General Purpose Excise Tax Allocation for Sheridan Artists Guild (SAGE)

From: Cecilia Good, City Clerk

To: Mayor and Council

CC:

Date:

Background:

Please see attached GPET Application.

Attachments

SAGE

General Purpose Excise Tax Annual Application

(July 1, 2023 through June 30, 2024)

SECTION I: Cover Sheet

Organization Name: SAGE Community Arts

Address: 21 W. Brundage St.

City/State/Zip: Sheridan, WY 82801

Contact Person: Jill Benson

Phone Number: 307-674-1970

Email: director@sageart.org

Organization TIN/EIN: 02-0755187 (Attach completed W-9)

Funds Requested: \$12,000.00

Board Members and Terms:

Name	Term Start	Term End
Amy Albrecht – President	Oct. 2020	Oct. 2023
Dan Lee – Vice President	Oct. 2020	Oct. 2023
Gary Miller – Treasurer	Oct. 2020	Oct. 2023
Kristen Masters – Secretary	Oct. 2020	Oct. 2023
Sandra Thayer – Compliance Officer (2 nd Term)	Oct. 2021	Oct. 2024
Mikole Soto (2 nd Term)	Oct. 2021	Oct. 2024
Polly Burge (2 nd Term)	Oct. 2022	Oct. 2025
Jill Terry	Oct. 2021	Oct. 2024
Tracy Boyle	Oct. 2021	Oct. 2024

Certification: I hereby certify that the information given in this General Purpose Excise Tax Annual Application is true and correct to the best of my knowledge.

Agency
Director


Signature

Jill Benson
Printed Name

11/23/2022
Date

President


Signature

Amy Albrecht
Printed Name

11/25/22
Date

SECTION II: Fact Sheet - Keep responses to a single page

Mission Statement and Organizational History

Provide your organization's Mission Statement and a brief history of your organization in Sheridan County, including services provided to area residents.

Through a rich history of over 75 years and a dedication to our mission, SAGE Community Arts has grown to be a staple of the arts and Sheridan community.

SAGE's mission to build and inspire community through the visual arts is fulfilled by focusing on three key pillars: See Art, Create Art and Promote Art. Each program and service offered by SAGE is strategically implemented and developed to ensure it fulfills at least one of these three key areas.

See Art is fulfilled through the opportunities SAGE provides to the Sheridan community to see and experience a wide variety of art. Our Member Gallery shows work year-round by member artists in various mediums, ranging from painting and photography to ceramics and jewelry. SAGE also hosts seven exhibits annually in our Exhibition Gallery. Exhibits feature solo or group work by both local and nationally known visiting artists. Entry into our galleries is free of charge and open to the public.

Create Art is the second pillar to SAGE's mission. Our Community Arts Education Program provides ongoing creative opportunities for all ages from beginners to professional artists. While SAGE offers many of its educational programs for adult learners to meet community needs, SAGE is also committed to providing artistic outlets for youth. All classes offered by SAGE are held in a supportive environment and taught by both visiting artists and local professional artists dedicated to SAGE and the enrichment of the community.

Promote Art is fulfilled through creating a platform to support the visual arts and local artists through our galleries, events, and marketing reach. SAGE is committed to strengthening the Sheridan community by promoting Sheridan County as an art destination for tourism to enhance the creative economy. SAGE promotes artists through the generation of economic development opportunities through commission-based art sales and art instructor compensation. SAGE's location in the center of historic downtown Sheridan is vital to promoting artists and enhances the vibrancy of our community.

SECTION II: Fact Sheet (Continued)

Funding Requested

Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Include the following:

- Previous funding history (amounts requested and received; how long funds have been received)
- If the funds are for one-time or on-going expenses
- For one-time expenses, list the item(s) and the purpose or use of that/those item(s)
- For on-going expenses, list the project(s) or outcome(s)
- How your project relates to or improves the overall quality, character, or health of the community
- Identify the municipal function that will be performed with the funds
- If the funding will be used to leverage additional funding for your organization either through grants or other means

SAGE has greatly benefitted and utilized the GPET funding. In 2017, SAGE utilized the \$50,000 funding award in the purchase and build out of its new, permanent downtown location. SAGE applied for and was awarded for ongoing expenses for \$8000 for the 2021 fiscal year. Due to the pandemic the funds were reduced to \$6000 for fiscal year 2022. SAGE was awarded \$10,000 for fiscal year 2023 from the 2021 application. This application will be submitted for on-going expenses for the next fiscal year.

The GPET funding has become key funding to the growth of SAGE programming, membership base and diversification of the art and class offerings that SAGE is able to bring to the Sheridan community. The funds allow SAGE to take an aggressive approach to grow programming and the membership base that in turn draws new art and artists to the area. This further leads to new patronage coming to the community and promoting business growth for local and partner businesses.

The funds we are requesting in this application will cover SAGE administrative expenses during fiscal year 2024. These funds will enable SAGE to carry out our mission and our programs and services that provide the community the opportunity to see art, create art and promote art. Specifically, through the support of this grant, SAGE is able to:

- Provide ongoing opportunities for community members to view art in our galleries at no cost.
- Host 7 exhibitions in varying subjects and medium from a mix of local and nationally known artists every year.
- Provide classes and workshops for our member artists and community members.
- Support a creative economy in Sheridan by paying our artists through sale commissions and instruction fees.
- Support and promote the artwork of more than 200 member artists.
- Promote Sheridan as an arts destination and attract visitors to the community to engage in SAGE art offerings.

SECTION III: Statement of Financial Position – Must use this form

Statement of Financial Position as of September 30, 2022:

Assets:	Total
Current Assets	
Cash and Cash Equivalents	168,433.73
Investments	0.00
Accounts Receivable	0.00
Prepaid Expenses	0.00
Other	1,027.67
Total Current Assets	169,461.40

Non-Current Assets	
Furniture & Equipment	13,532.87
Land/Building	530,657.98
Accumulated Depreciation	-78,569.00
Other	101,077.23
Total Non-Current Assets	585,979.28
Total Assets	755,440.68

Liabilities and Net Assets:	
Current Liabilities	
Accounts Payable	0.00
Accrued Payroll Expenses	2,321.86
Other Accrued Expenses	948.90
Notes Payable (Current Portion)	0.00
Other	1,330.59
Total Current Liabilities	4,601.35

Non-Current Liabilities	
Notes Payable (Long-term Portion)	0.00
Total Non-Current Liabilities	0.00
Total Liabilities	4,601.35

Net Assets	
Temporarily Restricted	0.00
Unrestricted	750,839.33
Unrestricted (Board designated)	0.00
Total Net Assets	750,839.33
Total Liabilities and Net Assets	755,440.68

SECTION IV: Current Annual Budget - Must use this form

From 01/01/2022 Through 12/31/2022

Budgeted Revenue	Amount	Comments/Explanation
City of Sheridan GPET	10,000	
Sheridan County One Cent		
Federal Grants		
State Grants	15,500	
Other Grants	15,000	
Donations	45,000	Private individuals & Foundations
Fundraising	47,500	Sponsorships
Dues/Memberships	8,500	
Interest	2,000	
Other	57,000	Art Sales and Juried Shows and Contract
Other	21,000	Classes and Workshops
Total Budgeted Revenue	221,500	

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary, Director	60,000	
Salary, Other(s)	44,200	
Benefits	11,067	Payroll and SIMPLE IRA Match
Supplies	5,100	
Equipment	500	
Rent	4,440	MOA Dues
Utilities	3,396	
Contractual Services	6,450	
Other	11,450	Building maintenance, volunteer expenses, fundraising expenses, insurance, training and travel, credit card fees, Dues, CTA
Program Expenses		
Salaries	24,500	Contracted Instructors and staff time
Benefits	0.00	
Supplies	5,850	
Equipment	0.00	
Lodging	2,500	Travel and stipends for programs
Food	5,390	
Advertising/Printing	7,300	
Other	29,475	\$26k is COGS/Artist Commissions

Total Budgeted Expenses	221,118	This figure must match Total Budgeted Revenue line above.
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SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 2023 Through June 30 2024

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary & Benefits, Director	2,598	4.3% of Salary
Salary & Benefits, Other(s)	1,547	3.5% of Staff Salary
Supplies		
Equipment		
Rent	4,440	Covers MOA/HOA Dues
Utilities	3,415	Covers phone, electric, & Internet
Contractual Services		
Other		
Program Expenses	If you have more than one program, please make a copy of this page	
Salary & Benefits		
Supplies		
Equipment		
Lodging		
Rent		
Utilities		
Food		
Advertising/Printing		
Other		
Total Budgeted Expenses	12,000	

**STATE OF WYOMING * SECRETARY OF STATE
BUSINESS DIVISION**

Herschler Bldg East, Ste.100 & 101, Cheyenne, WY 82002-0020
Phone: 307-777-7311 · Website: <https://sos.wyo.gov> · Email: business@wyo.gov

Filing Information



Please note that this form **CANNOT** be submitted in place of your Annual Report.

Name **Sheridan Artists' Guild Et al.**

Filing ID **2005-000496227**

Type Nonprofit Corporation

Status

Active

General Information

Old Name

Sub Status

Current

Fictitious Name

Standing - Tax

Good

Standing - RA

Good

Sub Type Public Benefit

Standing - Other

Good

Formed in Wyoming

Filing Date

07/13/2005 12:00 AM

Term of Duration Perpetual

Delayed Effective Date

Inactive Date

Principal Address

21 West Brundage Street
Sheridan, WY 82801

Mailing Address

21 West Brundage Street
Sheridan, WY 82801

Registered Agent Address

Darlene L Reiter
148 West Works Street
Sheridan, WY 82801

Parties

Type	Name / Organization / Address
------	-------------------------------

Notes

Date	Recorded By	Note
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Filing Information



Please note that this form **CANNOT** be submitted in place of your Annual Report.

Name **Sheridan Artists' Guild Et al.**

Filing ID **2005-000496227**

Type	Nonprofit Corporation	Status	Active
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Most Recent Annual Report Information

Type	Original		AR Year	2022
License Tax	\$25.00	AR Exempt	N	AR ID
AR Date	5/4/2022 10:31 AM			
Web Filed	Y			

Officers / Directors

Type	Name / Organization / Address
President / Director	Mikole Soto 1250 East Woodland Rd, Sheridan, WY 82801
Secretary / Director	Dan Lee 456 East Burkitt St. Apt. 2, Sheridan, WY 82801
Treasurer / Director	Gary Miller 375 W. College Ave. Sheridan, WY 82801
Vice President / Director	Amy Albrecht 2760 Coffeen Ave. Sheridan WY 82801

Principal Address

21 West Brundage Street
Sheridan, WY 82801

Mailing Address

21 West Brundage Street
Sheridan, WY 82801

Annual Report History

Num	Status	Date	Year	Tax
00721312	Original	07/03/2006	2006	\$25.00
00787654	Original	06/26/2007	2007	\$25.00
00888660	Original	05/20/2008	2008	\$25.00
01002056	Original	04/15/2009	2009	\$25.00
01212872	Original	09/17/2010	2010	\$25.00
01307959	Original	03/22/2011	2011	\$25.00

Principal Address 1 Changed From: 245 Broadway Box 8 To: 201 E. 5th Street

01609562	Original	10/08/2012	2012	\$25.00
01864688	Original	07/09/2013	2013	\$25.00
02029802	Original	05/12/2014	2014	\$25.00
02261392	Original	06/18/2015	2015	\$25.00

Principal Address 1 Changed From: 201 E. 5th Street To: 201 East Fifth Street

02519456	Original	06/21/2016	2016	\$25.00
02898761	Original	07/05/2017	2017	\$25.00

Principal Address 1 Changed From: 201 East Fifth Street To: 21 West Brundage Street

Filing Information



Please note that this form **CANNOT** be submitted in place of your Annual Report.

Name **Sheridan Artists' Guild Et al.**

Filing ID **2005-000496227**

Type	Nonprofit Corporation	Status	Active
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03661178	Original	06/22/2018	2018	\$25.00
04706279	Original	06/21/2019	2019	\$25.00
05761434	Original	05/04/2020	2020	\$25.00
06237233	Original	05/07/2021	2021	\$25.00
07232648	Original	05/04/2022	2022	\$25.00

Amendment History

ID	Description	Date
2017-002097377	Delinquency Notice - Tax	07/02/2017
2013-001513656	Delinquency Notice - Tax	07/02/2013
2012-001389329	Reinstatement - Tax	10/08/2012
	Filing Status Changed From: Inactive - Administratively Dissolved (Tax) To: Active	
	Inactive Date Changed From: 09/09/2012 To: No value	
2012-001371625	Administrative Dissolution (Tax)	09/09/2012
	Filing Status Changed From: Active To: Inactive - Administratively Dissolved (Tax)	
2012-001351110	Delinquency Notice - Tax	07/02/2012
2011-001277648	Change of Agent	11/21/2011
	Registered Agent # Changed From: 0027193 To: 0107051	
	Registered Agent First Name Changed From: Mary To: Darlene	
	Registered Agent Middle Name Changed From: E To: L	
	Registered Agent Last Name Changed From: Mcdougall To: Reiter	
	Registered Agent Physical Address 1 Changed From: 245 Broadway To: 148 W Works St	
	Registered Agent Physical Address 2 Changed From: Box 8 To: No Value	
2010-000892948	Reinstatement - Tax	09/17/2010
	Filing Status Changed From: Inactive - Administratively Dissolved (Tax) To: Active	
	Inactive Date Changed From: 09/09/2010 To: No value	
2010-000890617	Administrative Dissolution (Tax)	09/09/2010
	Filing Status Changed From: Active To: Inactive - Administratively Dissolved (Tax)	
2010-000872313	Delinquency Notice - Tax	07/02/2010
See Filing ID	Initial Filing	07/13/2005

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Sheridan Artist Guild Et al

2 Business name/disregarded entity name, if different from above
SAGE Community Arts

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) ► **Nonprofit Tax Exempt**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
21 W. Brundage St.

6 City, state, and ZIP code
Sheridan, WY 82801

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-					
--	--	--	---	--	--	---	--	--	--	--	--

or

Employer identification number

0	2	-	0	7	5	5	1	8	7
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ► 

Date ► **11/22/2022**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



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 General Purpose Excise Tax Allocation for Sheridan Second Chance Cat Rescue
From: Cecilia Good, City Clerk
To: Mayor and Council
CC:
Date:

Background:

Please see attached GPET Application.

Attachments

Second Chance Cat Rescue



General Purpose Excise Tax Annual Application

General Information

Applications are available for download on the City of Sheridan website at www.sheridanwy.gov. Contact Cecilia Good at cgood@sheridanwy.net or 675-4211 if you have questions or require additional information. In addition, applicants must submit a Good Standing Certificate from the Wyoming Secretary of State. Forms can be obtained at <https://wyobiz.wyo.gov/Business/FilingSearch.aspx>.

All sections of the Application must be completed in the provided format. Only provide what is requested. Do not include brochures, promotional materials, etc.

All requested information must be completed before this Application will be considered. Incomplete applications will be returned to the applicant for completion. Applications must be submitted to the City Clerk's Office by 5 PM on December 21, 2022.

If your application is approved by the Governing Body, disbursements will begin after July 1, 2023.

Applicants must submit (1) electronic application to cgood@sheridanwy.gov.

Application Checklist - Submit with Application

Completed Application Form:

Good Standing Certificate from the Wyoming Secretary of State

Completed W-9 (only for new recipient applications – existing organizations are on file)

One (1) electronic Application

General Purpose Excise Tax Annual Application

(July 1, 2023 through June 30, 2024)

SECTION I: Cover Sheet

Organization Name: Second Chance Sheridan Cat Rescue

Address: 1850 Gabrielle Court

City/State/Zip: Sheridan, Wyoming 82801

Contact Person: Misty Rios

Phone Number: 307-461-9555

Email: secondchance@sheridancatrescue.org

Organization TIN/EIN: 27-1336749 (Attach completed W-9)

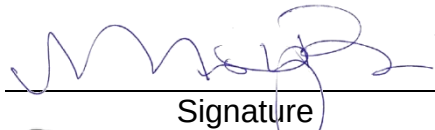
Funds Requested: \$80,000

Board Members and Terms:

Name	Term Start	Term End
<u>Donna Hoover</u>	<u>2021</u>	<u>2024</u>
<u>Nikki Steel</u>	<u>2020</u>	<u>2023</u>
<u>Jodi Johnson</u>	<u>2020</u>	<u>2023</u>
<u>Candace Ainslie</u>	<u>2021</u>	<u>2024</u>
<u>Amanda Munford</u>	<u>2022</u>	<u>2025</u>
<u>Rita Rohrbaugh</u>	<u>2022</u>	<u>2025</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

Certification: I hereby certify that the information given in this General Purpose Excise Tax Annual Application is true and correct to the best of my knowledge.

Agency
Director


Signature

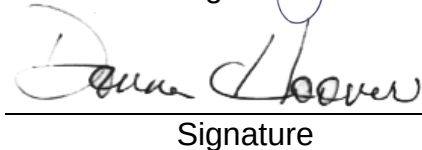
Misty Rios

Printed Name

12/30/2022

Date

President


Signature

Donna Hoover

Printed Name

12/30/2022

Date

SECTION II: Fact Sheet - Keep responses to a single page

Mission Statement and Organizational History

Provide your organization's Mission Statement and a brief history of your organization in Sheridan County, including services provided to area residents.

Since our inception in 2009, Second Chance Sheridan Cat Rescue (SCSCR) has actively engaged with our community to achieve our vision that every cat in Sheridan County has a home, every dog and cat owner in Sheridan County has access to affordable spay and neuter services, and that every companion animal is treated with kindness and respect. We proudly provide the highest quality care and services to both our animal and human clientele. We believe that every person deserves assistance in providing adequate care for their pets, and we endeavor to inspire individuals to learn how to care for and respect all animals. Our rescue is no-kill, meaning we only euthanize animals that are in untreatable pain or suffering from disease. This also means that we must limit our admissions and can only accept cats into the rescue when some of our current cats are adopted into loving homes. Our core values include:

Excellence. We strive to provide the highest quality care and services to animals in our care.

Respect. We believe that all people deserve help in providing care for their pets.

Education. We want to inspire people to learn how to care for and respect all animals.

SCSCR has three main service programs, each with their own clientele:

1. The Adoption Program aims to rehabilitate and find homes for homeless cats. Clients may include former cat owners who need to surrender their cats for personal reasons, as well as new cat owners who are adopting a cat.
2. The Spay/Neuter Program provides free or discounted spay/neuter services for cats and dogs owned by anyone in Sheridan County. Clients are typically low-income residents who cannot afford these services on their own.
3. The Sanctuary Program provides free cat boarding to people who need temporary housing for their pets. Typical clients include veterans at the local VA Hospital, individuals checking into substance abuse treatment at local centers, or individuals undergoing cancer treatments.

SCSCR has found homes for nearly 2,400 animals and currently cares for 161 cats. We affect the stray animal population problem through spay/neuter services and education, and we provide animal companions by moving animals from unwanted circumstances to areas where they are desired and cherished.

We are determined to continue our lifesaving mission until there are no homeless, unaltered, or hungry pets in Sheridan County and the surrounding region and all pet owners have equal access to care and resources. Through our thirteen-year-tenure, we have constantly worked towards continuous quality improvement, not only in the standard of care to which we provide our residents, but also in the services we provide to the surrounding community. SCSCR has proven itself able to achieve high-quality care for animals, with excellent community and foundation support. We are the only rescue organization in the region with a permanent adoption center, medical center with surgical access and in-house diagnostics, and a proven record of adoption support, spay/neuter support, and pet retention services.

According to US Census data, 8.7% of Sheridan County residents live below the poverty line. Additionally, 8% under the age of 65 live with a disability, over 2,600 US Military Veterans reside here, and 11% of residents do not have health insurance. In 2023, we will serve clientele who live in poverty, those receiving treatment at the VA or other treatment facility, those negatively affected by the pandemic, and anyone who cannot afford basic pet services in Sheridan County. This population was easily identified, as many of these individuals already utilize SCSCR's services. Our community has remained engaged in the development and delivery of SCSCR's services for over 13 years.

1. NET LOSS OF INCOME

SCSCR has experienced a net loss of approximately \$70,000 in individual donations this past year. Historically, SCSCR has run almost exclusively on individual contributions and minimal foundation grant opportunities. Through food and supply donations, as well as budget cuts of over \$20,000, SCSCR has worked to make up for some of this loss. Additional funding sources have been requested and applied for, but those organizations also experience the ramifications of our national economic crisis.

2. PUBLIC SERVICE TO COMMUNITY

SCSCR stands in the way of pet overpopulation, zoonotic disease outbreak, and the inhumane return to mass euthanasia in local shelters. We promote the humane treatment of all animals, and we bridge the gap for affordable access to veterinary services. Without our services, Sheridan County will find itself overwhelmed by stray and feral cats, and the community will lose access to low-cost community veterinary services.

3. NATIONAL CRISIS

An estimated 1/3 of nonprofits are expected to close in the next two years as a result of the financial ramifications of the COVID-19 pandemic based on GuideStar Foundation and Center for Disaster Philanthropy

Financial hardships on a national level continue to impact our community, and as our donor base must reduce their contributions, our client base continues to grow. Many of our monthly donors have been forced to reduce their regular contributions. Those that have donated are donating less and those with little to donate, cannot do so anymore. The need for low and no-cost services for residents of Sheridan County has substantially increased and with the rise in cost for veterinary care, pet food, and regular amenities, SCSCR has witnessed an uptick in owner surrenders, as well as increased demand for our Pet Food Pantry Program.

SECTION II: Fact Sheet (Continued)

Funding Requested

Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Include the following:

- Previous funding history (amounts requested and received; how long funds have been received)
- If the funds are for one-time or on-going expenses
- For one-time expenses, list the item(s) and the purpose or use of that/those item(s)
- For on-going expenses, list the project(s) or outcome(s)
- How your project relates to or improves the overall quality, character, or health of the community
- Identify the municipal function that will be performed with the funds
- If the funding will be used to leverage additional funding for your organization either through grants or other means

Second Chance Sheridan Cat Rescue (SCSCR) operates almost entirely on public donations and limited foundational grants. We were awarded public funding from the City of Sheridan through GPET in the amount of \$25,000 for the first time for the July 1, 2021 to June 30, 2022 cycle, which was renewed for the current cycle in the amount of \$30,000. SCSCR was also awarded One Cent Tax Funding from Sheridan County fiscal 21 tax collections in the amount of \$5,000, and fiscal 22 tax collections in the amount of \$15,000. In addition, SCSCR was awarded \$50,000, a one-time, out-of-cycle request for funding to support our community with ongoing medical and spay/neuter services, as well as covering rent and utilities expenses.

SCSCR aligns with the City of Sheridan's mission to remain dedicated to improving the quality of life of our citizens with an emphasis on public safety, exceptional service, livability, and infrastructure, while being accountable and professional. Through our programs, particularly spay/neuter and veterinary services, SCSCR helps ensure public safety as it relates to vaccination and zoonotic illness among pets. Additionally, pets are known to enhance quality of life, and we are proud to provide the City of Sheridan residents with services to responsibly retain healthy and happy companion animals. SCSCR anticipates a continuation of successful program outcomes with ongoing annual GPET public funding support in the amount of \$80,000.

SCSCR will be able to continue serving our ever-expanding client base. Between COVID-19, continued decline of job opportunities in the mining industry, and other financial hardships, more individuals in Sheridan need SCSCR's low-income medical services. If awarded public funding, SCSCR will be able to maintain our facility to provide low-cost veterinary services, temporary pet housing, and adoption services for Sheridan residents. Funding will also drastically increase SCSCR's collaborative effort with the Dog and Cat Shelter to impact the stray/feral animal population, owned community animals, and municipal veterinary services.

GPET funding will allow SCSCR to increase our impact and serve our continuously expanding client base amid current national financial hardship, maintain our community veterinary clinic, and compensate skilled cat care specialists for the completion of program services between July 1, 2023 and June 30, 2024 at SCSCR's facility. While previous requests for funding have aimed for support for spay/neuter services, awarded and existing GPET funding has only financed rent expenses and salaries. The sustainability of our programs lies not only in accessibility but also in education and support.

The challenges associated with COVID-19 have hurt the Sheridan area, while the demand for SCSCR's low-cost services has steadily increased every month since early 2020. As a rural community, Sheridan area residents are dedicated to proper animal stewardship, and it is not uncommon to come across a local pet owner who has skipped meals to pay for their pet's meal instead. In our thirteen years of service, we have found that one of the easiest ways to assist the people of Sheridan is by assisting their pets. Many SCSCR clients pay at-cost at most, but other clients are offered services at no-cost. However, dozens of clients have come to us months or years after they received services to pay it forward for the next person in need, a hallmark of the Sheridan community we are so proud to serve. Our community members and the pets they love deserve access to quality pet care that does not come at great personal cost.

At SCSCR, we believe financial status should never be a barrier to responsible pet ownership. At SCSCR, in addition to our current programs, one goal for 2023 is to keep as many pets in homes as possible. Through a Pet Food Pantry expansion, pet awareness and education, we know our neighbors will be able to have their pet properly cared for without having to sacrifice food or electricity for the month. In turn, SCSCR will decrease in intake numbers and operational costs. Historically, our Pet Food Pantry Program relies on in-kind pet food donations from community members. Due to the economic downturn, our in-kind pet food donations have considerably decreased. Typical clients in this program include elderly and low-income residents who are going through difficult life situations. Demand for this program has increased substantially in the last two years. When we do not have in-kind donations provided to our Pet Food Pantry, we send individuals with food intended for our resident animals. This is not sustainable, and as such SCSCR is requesting part of the funds to establish a temperature-controlled shed and inventory, protected from the elements, to keep our Pet Food Pantry storage going year-round and keep animals in their homes where they belong. Our neighbors have faced job losses, home losses, family deaths, and more that have led them to seek out resources from nonprofits in the community. SCSCR is proud to be a resource that can assist people and their pets in times of need. SCSCR's programs have proven themselves sustainable over the last thirteen years, and we are confident that the expansion of Pet Food Pantry Program will yield the same results.

SCSCR has a large, supportive base that provides frequent monetary donations. We reside in a giving community in which those who are more fortunate are happy to assist the less fortunate through nonprofit programming. With a grant awarded in the amount of \$80,000 from the annual disbursement of GPET funds, SCSCR will be able to break down the barrier between low-income status and high-quality pet care in our community.

SECTION III: Statement of Financial Position – Must use this form

Statement of Financial Position as of September 30, 2022:

Assets:	Total
Current Assets	
Cash and Cash Equivalents	\$17,080.66
Investments	\$0
Accounts Receivable	\$0
Prepaid Expenses	\$0
Other	\$1,348.58
Total Current Assets	\$18,429.24

Non-Current Assets	
Furniture & Equipment	\$120,798.18
Land/Building	
Accumulated Depreciation	-\$57,260.71
Leasehold Improvements	\$6,972.24
Total Non-Current Assets	\$70,509.71
Total Assets	\$88,938.95

Liabilities and Net Assets:	
Current Liabilities	
Accounts Payable	\$6,806.47
Accrued Payroll Expenses	\$0
Other Accrued Expenses	\$0
Notes Payable (Current Portion)	\$0
Other	\$0
Total Current Liabilities	\$6,806.47

Non-Current Liabilities	
Notes Payable (Long-term Portion)	\$30,973.59
Total Non-Current Liabilities	\$30,973.59
Total Liabilities	\$37,780.06

Net Assets	
Temporarily Restricted	\$0
Unrestricted	\$101,405.86
Unrestricted (Board designated)	\$0
Total Net Assets	\$101,405.86
Total Liabilities and Net Assets	\$139,185.92

SECTION IV: Current Annual Budget - Must use this form

From January 1, 2022 Through December 31, 2022

Budgeted Revenue	Amount	Comments/Explanation
City of Sheridan GPET	\$27,500	
Sheridan County One Cent	\$5,000	
Federal Grants	\$9,000	
State Grants		
Other Grants	\$75,000	
Donations	\$218,500	Individual, Corporate and Business Contributions
Fundraising	\$84,500	Special Events Income
Dues/Memberships	\$0	
Interest	\$0	
Other	\$85,000	In-Kind Support
Other	\$27,000	Program Income
Total Budgeted Revenue	\$531,500	

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary, Director	\$43,000	
Salary, Other(s)	\$176,950	
Benefits	\$0	
Supplies	\$162,300	Operations Expenses
Equipment	\$0	
Rent	\$33,000	Rent and Property Insurance
Utilities	\$13,800	
Contractual Services	\$5,500	
Other	\$85,000	In-Kind Expenses
Program Expenses		
Salaries	\$0	
Benefits	\$0	
Supplies	\$5,000	Special Events Expenses
Equipment	\$0	
Lodging	\$0	
Food	\$0	
Advertising/Printing	\$1,000	
Other	\$5,950	Program Service, Business, Misc. Expenses
Total Budgeted Expenses	\$531,500	This figure must match Total Budgeted Revenue line above.

SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 2023

Through June 30 2024

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary & Benefits, Director	\$0	
Salary & Benefits, Other(s)	\$0	
Supplies	\$0	
Equipment	\$15,000	Community Pet Food Pantry
Rent	\$31,200	12 Months
Utilities	\$13,800	
Contractual Services	20,000	Continued Community Support Spay/Neuter/Vet Services 20% of Total Medical Expense Budget
Other		
Program Expenses	If you have more than one program, please make a copy of this page	
Salary & Benefits		
Supplies		
Equipment		
Lodging		
Rent		
Utilities		
Food		
Advertising/Printing		
Other		
Total Budgeted Expenses	\$80,000	

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Second Chance Sheridan Cat Rescue

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

1850 Gabrielle Court

6 City, state, and ZIP code

Sheridan, WY 82801

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

2 7 - 1 3 3 6 7 4 9

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ► 7/14/22

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**STATE OF WYOMING * SECRETARY OF STATE
BUSINESS DIVISION**

Herschler Bldg East, Ste.100 & 101, Cheyenne, WY 82002-0020
Phone: 307-777-7311 · Website: <https://sos.wyo.gov> · Email: business@wyo.gov

Filing Information



Please note that this form **CANNOT** be submitted in place of your Annual Report.

Name	Second Chance Sheridan Cat Rescue		
Filing ID	2009-000577348		
Type	Nonprofit Corporation	Status	Active

General Information

Old Name		Sub Status	Current
Fictitious Name		Standing - Tax	Good
		Standing - RA	Good
Sub Type	Public Benefit	Standing - Other	Good
Formed in	Wyoming	Filing Date	12/01/2009 11:57 AM
Term of Duration	Perpetual	Delayed Effective Date	
		Inactive Date	

Principal Address

1850 Gabrielle Court
Sheridan, WY 82801

Mailing Address

1850 Gabrielle Court
Sheridan, WY 82801

Registered Agent Address

Misty Rios
1850 Gabrielle Court
Sheridan, WY 82801

Parties

Type	Name / Organization / Address
Incorporator	Elaine Kristiansen

Notes

Date	Recorded By	Note
------	-------------	------

Filing Information



Please note that this form **CANNOT** be submitted in place of your Annual Report.

Name	Second Chance Sheridan Cat Rescue		
Filing ID	2009-000577348		
Type	Nonprofit Corporation	Status	Active

Most Recent Annual Report Information

Type	Original		AR Year	2022
License Tax	\$25.00	AR Exempt	N	AR ID
AR Date	9/28/2022 8:35 AM			
Web Filed	Y			

Officers / Directors

Type	Name / Organization / Address
Director	Mckayla Ward 1850 Gabrielle Court, Sheridan, WY, 82801
Director	Misty Rios 1850 Gabrielle Court, Sheridan, WY, 82801
Director	Rachel Kristiansen 1850 Gabrielle Court, Sheridan, WY, 82801
President	Donna Hoover 1850 Gabrielle Court, Sheridan, WY, 82801
Treasurer	Nikki Steele 1850 Gabrielle Court, Sheridan, WY, 82801

Principal Address

1850 Gabrielle Court
Sheridan, WY 82801

Mailing Address

1850 Gabrielle Court
Sheridan, WY 82801

Annual Report History

Num	Status	Date	Year	Tax
01255715	Original	12/16/2010	2010	\$25.00
01444353	Original	12/09/2011	2011	\$25.00
01641341	Original	12/11/2012	2012	\$25.00
Principal Country Changed From: No value To: USA				
01936659	Original	12/02/2013	2013	\$25.00
02126190	Original	11/11/2014	2014	\$25.00
02348566	Original	12/10/2015	2015	\$25.00
02653689	Original	12/08/2016	2016	\$25.00
Principal Address 2 Changed From: No value To: Box 7245				
Principal Address 3 Changed From: No value To: Second Chance Sheridan Cat Res				
03073646	Original	10/09/2017	2017	\$25.00
04025777	Original	12/11/2018	2018	\$25.00
Principal Address 1 Changed From: 1224 Park dr To: 945 Werco Ave				
05178776	Original	10/29/2019	2019	\$25.00
05942085	Original	10/04/2020	2020	\$25.00

Filing Information



Please note that this form CANNOT be submitted in place of your Annual Report.

Name **Second Chance Sheridan Cat Rescue**

Filing ID **2009-000577348**

Type Nonprofit Corporation **Status** Active

Principal Address 1 Changed From: 945 Werco Ave To: 1850 Gabrielle Ct

06806231 Original 10/14/2021 2021 \$50.00

07142610 Amendment 03/23/2022 2021 \$25.00

07674089 Original 09/28/2022 2022 \$25.00

Amendment History

ID	Description	Date
2021-003453329	Change of Agent	10/20/2021
	Registered Agent # Changed From: 0181923 To: 0245809	
	Registered Agent First Name Changed From: Elaine To: Misty	
	Registered Agent Last Name Changed From: Kristiansen To: Rios	
	Registered Agent Physical Address 1 Changed From: 1224 Park Dr To: 1850 Gabrielle Court	
	Principal Address 1 Changed From: 1850 Gabrielle Ct To: 1850 Gabrielle Court	
2018-002409877	Delinquency Notice - Tax	12/02/2018
2016-001981525	Delinquency Notice - Tax	12/02/2016
2015-001826428	Delinquency Notice - Tax	12/02/2015
2013-001557044	Delinquency Notice - Tax	12/02/2013
2012-001406130	Delinquency Notice - Tax	12/02/2012
2011-001281533	Delinquency Notice - Tax	12/02/2011
2010-000911572	Delinquency Notice - Tax	12/02/2010
2010-000880673	Common Amendment	08/03/2010
See Filing ID	Initial Filing	12/01/2009



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 General Purpose Excise Tax Allocation for Sheridan Arts Council

From: Cecilia Good, City Clerk

To: Mayor and Council

CC:

Date:

Background:

Please see attached GPET Application.

Attachments

Sheridan Arts Council



General Purpose Excise Tax Annual Application

General Information

Applications are available for download on the City of Sheridan website at www.sheridanwy.gov. Contact Cecilia Good at cgood@sheridanwy.net or 675-4211 if you have questions or require additional information. In addition, applicants must submit a Good Standing Certificate from the Wyoming Secretary of State. Forms can be obtained at <https://wyobiz.wyo.gov/Business/FilingSearch.aspx>.

All sections of the Application must be completed in the provided format. Only provide what is requested. Do not include brochures, promotional materials, etc.

All requested information must be completed before this Application will be considered. Incomplete applications will be returned to the applicant for completion. Applications must be submitted to the City Clerk's Office by 5 PM on December 21, 2022.

If your application is approved by the Governing Body, disbursements will begin after July 1, 2023.

Applicants must submit (1) electronic application to cgood@sheridanwy.gov.

Application Checklist - Submit with Application

	<u>Completed Application Form:</u>
	Good Standing Certificate from the Wyoming Secretary of State
	Completed W-9 (only for new recipient applications – existing organizations are on file)

	One (1) electronic Application

General Purpose Excise Tax
Annual Application
 (July 1, 2023 through June 30, 2024)

SECTION I: Cover Sheet

Organization Name: Sheridan Arts Council			
Address:		PO Box 844	
City/State/Zip:		Sheridan	
Contact Person:		Karen Schubert, Treasurer	
Phone Number:		307-674-6108	
Email:		knowhimt@gmail.com	
Organization TIN/EIN:		83-0259949	(Attach completed W-9)
Funds Requested:		\$1500.00	
Board Members and Terms:			
Name		Term Start	Term End
Rachel Bergman		August 1, 2022	
Claudia Colnar		August 1, 2022	July 31, 2023
Dana Prater		August 1, 2022	July 31, 2023

Karen Schubert		August 1, 2022		July 31,2023
Ron Krikac		August 1, 2022		July 31,2023
Kathy McNickle		August 1, 2022		July 31,2023
Nolan Billings		August 1, 2022		July 31,2023
Dimitra Dugal		August 1, 2022		July 31,2023

Certification: I hereby certify that the information given in this General Purpose Excise Tax

Annual Application is true and correct to the best of my knowledge.

Treasurer	Karen Schubert	Karen Schubert	12-30-22
	Signature	Printed Name	Date
Director	Ron Krikac	Ron Krikac	12-30-22
	Signature	Printed Name	Date

SECTION II: Fact Sheet - Keep responses to a single page

Mission Statement and Organizational History

Provide your organization's Mission Statement and a brief history of your organization in Sheridan County, including services provided to area residents.


~~~ Sheridan Arts Council ~~~

**Supporting & Promoting The Performing Arts In The Sheridan Area**

*Mission Statement:*

To promote the performance and appreciation of the arts in the Sheridan area and to cultivate a lifelong love of the arts for all.

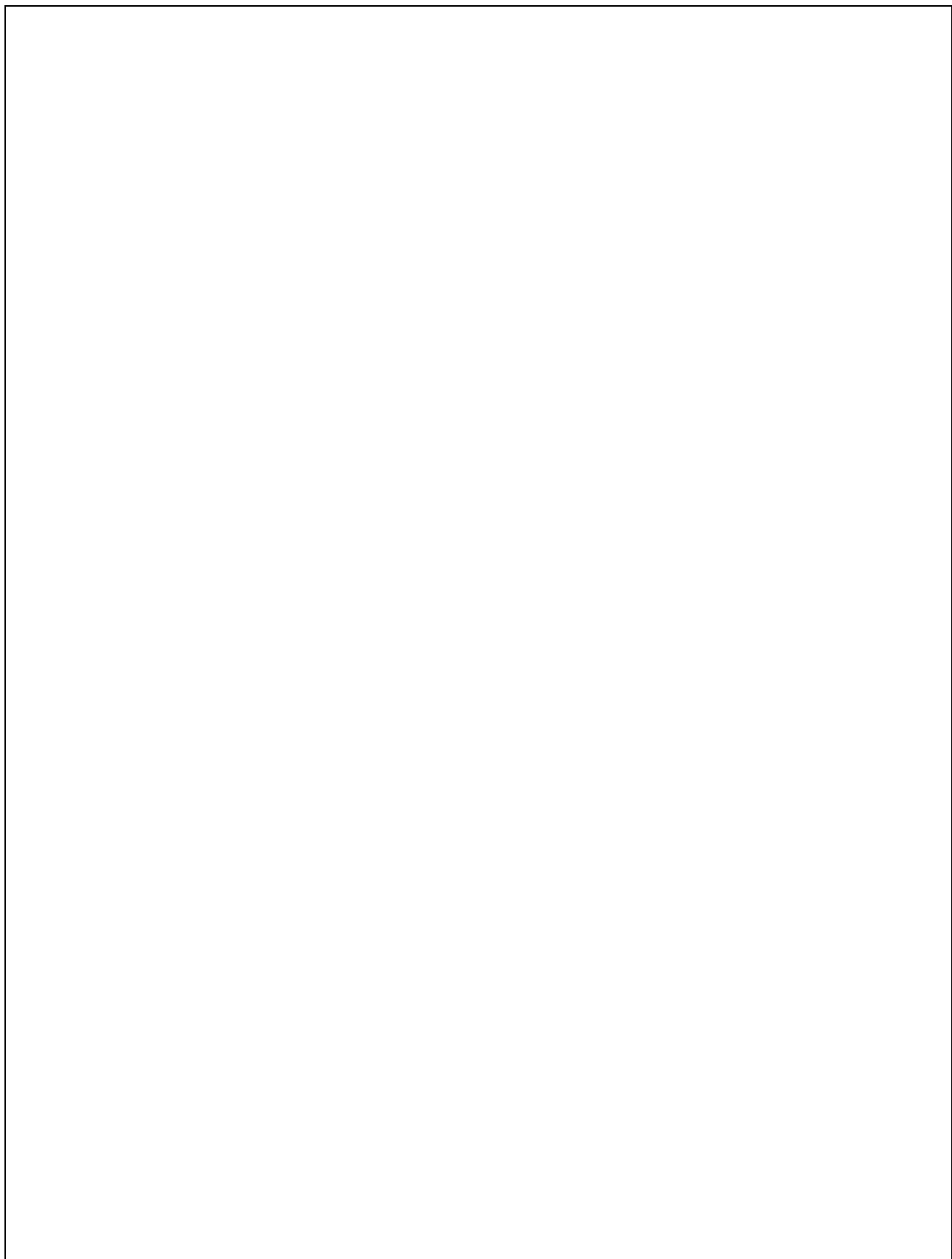
*Organizational History:*

The Sheridan Arts Council (SAC) is a 501(c)(3) corporation. The principal office of SAC in the State of Wyoming is located in the City of Sheridan, Wyoming.

The purpose of SAC shall be to promote the arts and encourage cultural growth in Sheridan County through:

- A. The promotion and development of art-related activities on a community-wide basis, recognizing the importance of the arts as a lifelong experience beginning with our young people.
- B. Taking a leadership role in the coordination, development and enhancement of the arts in our community.

The Sheridan Arts Council organization supports the performing arts, including classical concerts, the summer children's concert series, dance and musical theater. The SAC has long been a supporter of the summertime *Concerts In The Park* at the Kendrick Park band shell. The SAC supports the WYO Theater, Whitney Center for the Arts at Sheridan College, and Sheridan Civic Theatre Guild. The SAC provides summer fine or performing arts scholarships to Sheridan County Youth Students.



## **SECTION II: Fact Sheet (Continued)**

### **Funding Requested**

Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Include the following:

- Previous funding history (amounts requested and received; how long funds have been received)
- If the funds are for one-time or on-going expenses
- For one-time expenses, list the item(s) and the purpose or use of that/those item(s)
- For on-going expenses, list the project(s) or outcome(s)
- How your project relates to or improves the overall quality, character, or health of the community
- Identify the municipal function that will be performed with the funds
- If the funding will be used to leverage additional funding for your organization either through grants or other means

· ***The Sheridan Arts Council is very thankful to have the support of the City of Sheridan over the many past years! The City of Sheridan has granted \$1300.00 to the SAC for numerous years.***

· The funds are for on-going expenses. Below is a list of the project(s) or outcome(s) of on-going expenses.

Summer Fine or Performing Arts Camp Scholarships for students of Sheridan County, WY awarded: Scholarships were awarded to one fine musician within the last year. This student of music is very thankful to have been awarded financial support to further his education in the arts.

Website/Advertising: The website allows Sheridan County citizens/individuals to stay abreast of what the Sheridan Arts Council is all about. The Sheridan Arts Council mission statement, art related events in Sheridan County regarding SAC support, the names of the Board of Directors, application for Summer Arts Camp Scholarships, Concerts In The Park information and more are listed on the Website. Advertising allows the Sheridan Arts Council to be Made Known. Please visit the Website at [www.sheridanartscouncil.org](http://www.sheridanartscouncil.org). It is impressive!

General Liability Insurance: Concerts In The Park is under the umbrella of the Sheridan Arts Council. This insurance covers the sound equipment used for and by Concerts In The Park. This insurance also covers general liability for artists performing at Concerts In The Park, located at the Kendrick Park band shell, and at other venues of performing arts sponsored by the Sheridan Arts Council.

Ongoing expenses for Office, Bookkeeping, U. S. Postal Service, State of Wyoming Annual Filing: These expenses allow the Council to maintain organization, privacy of records and financial accuracy of grants and donation funding received by public, private, government, and foundations. The Sheridan Arts Council is in Good Standing with the State of Wyoming.

- The Sheridan Arts Council, by way of the items listed above, has definitely improved the overall quality, character, and health of the community in Sheridan County.
- Following Identifies the municipal function that was performed with the funds:

Supports the Summertime Concerts In The Park at the City of Sheridan Kendrick Park Band Shell.

Provides Summer Fine or Performing Arts Scholarships to Sheridan County Youth Students.

Provides Funding for License Fees, Insurance, US Postal Service Fees.

**SECTION III: Statement of Financial Position – Must use this form**

**Statement of Financial Position as of June 30, 2022:**

| <b>Assets:</b>                          | <b>Total</b> |
|-----------------------------------------|--------------|
| <b>Current Assets</b>                   |              |
| Cash and Cash Equivalents               | 60047.90     |
| Investments                             |              |
| Accounts Receivable                     |              |
| Prepaid Expenses                        |              |
| Other, Equipment                        |              |
| <b>Total Current Assets</b>             | 60047.90     |
| <b>Non-Current Assets</b>               |              |
| Furniture & Equipment                   | 2912.34      |
| Land/Building                           |              |
| Accumulated Depreciation                |              |
| Other                                   |              |
| <b>Total Non-Current Assets</b>         | 2912.34      |
| <b>Total Assets</b>                     | 62960.24     |
| <b>Liabilities and Net Assets:</b>      |              |
| <b>Current Liabilities</b>              |              |
| Accounts Payable                        |              |
| Accrued Payroll Expenses                |              |
| Other Accrued Expenses                  |              |
| Notes Payable (Current Portion)         |              |
| Other                                   |              |
| <b>Total Current Liabilities</b>        | .00          |
| <b>Non-Current Liabilities</b>          |              |
| Notes Payable (Long-term Portion)       |              |
| <b>Total Non-Current Liabilities</b>    |              |
| <b>Total Liabilities</b>                | .00          |
| <b>Net Assets</b>                       |              |
| Temporarily Restricted                  |              |
| Unrestricted                            | 62960.24     |
| Unrestricted (Board designated)         |              |
| <b>Total Net Assets</b>                 | 62960.24     |
| <b>Total Liabilities and Net Assets</b> | 62960.24     |

## SECTION IV: Current Annual Budget - Must use this form

From July 01, 2021 Through June 30, 2022

| Budgeted Revenue              | Amount          | Comments/Explanation                        |
|-------------------------------|-----------------|---------------------------------------------|
| City of Sheridan GPET         | 1500.00         |                                             |
| Sheridan County One Cent      | 2000.00         |                                             |
| Federal Grants                |                 |                                             |
| State Grants                  |                 |                                             |
| Other Grants                  |                 |                                             |
| Donations                     | 12690.00        | Foundation, Corporate, Individual, Business |
| Fundraising                   |                 |                                             |
| Dues/Memberships              |                 |                                             |
| Interest                      | 10.00           |                                             |
| Other                         |                 |                                             |
| Other                         |                 |                                             |
| <b>Total Budgeted Revenue</b> | <b>16200.00</b> |                                             |

| Budgeted Expenses              | Amount | Comments/Explanation                                               |
|--------------------------------|--------|--------------------------------------------------------------------|
| <b>Administrative Expenses</b> |        |                                                                    |
| Salary, Director               | .00    | No compensation shall be paid to the Directors for their services. |
| Salary, Other(s)               | .00    | No compensation shall be paid to the Directors for their services. |
| Benefits                       |        |                                                                    |
| Supplies                       |        |                                                                    |
| Equipment                      |        |                                                                    |
| Rent                           |        |                                                                    |
| Utilities                      |        |                                                                    |
| Contractual Services           |        |                                                                    |
| Other                          |        |                                                                    |
| <b>Program Expenses</b>        |        |                                                                    |
| Salaries                       | .00    | No compensation shall be paid to the Directors for their services. |

|                                |          |                                                                                                                    |
|--------------------------------|----------|--------------------------------------------------------------------------------------------------------------------|
| Benefits                       |          |                                                                                                                    |
| Supplies                       | 700.00   | Postage, Mailing, Supplies                                                                                         |
| Equipment                      |          |                                                                                                                    |
| Lodging                        | 1900.00  |                                                                                                                    |
| Food                           | 300.00   |                                                                                                                    |
| Advertising/Printing           | 300.00   |                                                                                                                    |
| Other                          | 13000.00 | License, Acct. Fees, Artists Fees, CITP Manager Fee, Insurance, Charitable Contributions, Donations/Grant Support, |
| <b>Total Budgeted Expenses</b> | 16200.00 | This figure must match Total Budgeted Revenue line above.                                                          |

## SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 202 Through June  
1 2 30 20

| Budgeted Expenses              | Amount | Comments/Explanation                                               |
|--------------------------------|--------|--------------------------------------------------------------------|
| <b>Administrative Expenses</b> |        |                                                                    |
| Salary & Benefits, Director    | .00    | No compensation shall be paid to the Directors for their services. |



|                                |                                                                    |                                                                    |
|--------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------|
| Salary & Benefits,<br>Other(s) | .00                                                                | No compensation shall be paid to the Directors for their services. |
| Supplies                       |                                                                    |                                                                    |
| Equipment                      |                                                                    |                                                                    |
| Rent                           |                                                                    |                                                                    |
| Utilities                      |                                                                    |                                                                    |
| Contractual Services           |                                                                    |                                                                    |
| Other                          |                                                                    |                                                                    |
| <b>Program Expenses</b>        | If you have more than one program, please make a copy of this page |                                                                    |
| Salary & Benefits              | .00                                                                | No compensation shall be paid to the Directors for their services. |
| Supplies                       | 346.00                                                             | Postage, Mailing, Supplies                                         |
| Equipment                      |                                                                    |                                                                    |
| Lodging                        |                                                                    |                                                                    |
| Rent                           |                                                                    |                                                                    |
| Utilities                      |                                                                    |                                                                    |
| Food                           |                                                                    |                                                                    |
| Advertising/Printing           | 140.00                                                             |                                                                    |
| Other                          | 1014.00                                                            | License, Acct. Fees, Insurance                                     |
| <b>Total Budgeted Expenses</b> | 1500.00                                                            |                                                                    |



## **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 General Purpose Excise Tax Allocation for Sheridan Community Land Trust  
**From:** Cecilia Good, City Clerk  
**To:** Mayor and Council  
**CC:**  
**Date:**

---

#### **Background:**

Please see attached GPET Application.

---

#### **Attachments**

Community Land Trust



# General Purpose Excise Tax Annual Application

## General Information

Applications are available for download on the City of Sheridan website at [www.sheridanwy.gov](http://www.sheridanwy.gov). Contact Cecilia Good at [cgood@sheridanwy.net](mailto:cgood@sheridanwy.net) or 675-4211 if you have questions or require additional information. In addition, applicants must submit a Good Standing Certificate from the Wyoming Secretary of State. Forms can be obtained at <https://wyobiz.wyo.gov/Business/FilingSearch.aspx>.

All sections of the Application must be completed in the provided format. Only provide what is requested. Do not include brochures, promotional materials, etc.

All requested information must be completed before this Application will be considered. Incomplete applications will be returned to the applicant for completion. Applications must be submitted to the City Clerk's Office by 5 PM on December 21, 2022.

If your application is approved by the Governing Body, disbursements will begin after July 1, 2023.

**Applicants must submit (1) electronic application to [cgood@sheridanwy.gov](mailto:cgood@sheridanwy.gov).**

## **Application Checklist - Submit with Application**

### Completed Application Form:

xGood Standing Certificate from the Wyoming Secretary of State

xCompleted W-9 (only for new recipient applications – existing organizations are on file)

One (1) electronic Application

# General Purpose Excise Tax Annual Application

(July 1, 2023 through June 30, 2024)

## SECTION I: Cover Sheet

|                       |                                                                        |
|-----------------------|------------------------------------------------------------------------|
| Organization Name:    | Sheridan Community Land Trust                                          |
| Address:              | PO Box 7185 / 52 S. Main St                                            |
| City/State/Zip:       | Sheridan, WY 82801                                                     |
| Contact Person:       | Brad Bauer                                                             |
| Phone Number:         | 307-673-4702                                                           |
| Email:                | <a href="mailto:director@sheridancsl.org">director@sheridancsl.org</a> |
| Organization TIN/EIN: | 20-4385635                                                             |
| Funds Requested:      | \$35,000                                                               |

### Board Members and Terms:

| Name                                                         | Term Start             | Term End               |
|--------------------------------------------------------------|------------------------|------------------------|
| Susan Holmes                                                 | 2016                   | 2024                   |
| Sarah Sinclair                                               | 2014                   | 2023                   |
| Craig Achord                                                 | 2017                   | 2023                   |
| Don Crecelius                                                | 2014                   | 2022                   |
| Edith Harper                                                 | 2020                   | 2022                   |
| Steve Maier                                                  | 2019                   | 2024                   |
| Caryn Moxey                                                  | 2020                   | 2022                   |
| Scott Newbold                                                | 2019                   | 2024                   |
| Sarah Wallick                                                | 2019                   | 2024                   |
| Jim Sorenson, Chris Hayden, Orrin Connell, Kristin Wilkerson | 2021, 2021, 2022, 2022 | 2023, 2023, 2024, 2024 |

**Certification:** I hereby certify that the information given in this General Purpose Excise Tax Annual Application is true and correct to the best of my knowledge.

Agency  
Director



Signature

Brad Bauer

Printed Name

11.22.2022

Date

President

*Sarah Heuck Sinclair*

Signature

Sarah Sinclair

Printed Name

12.6.22

Date

## SECTION II: Fact Sheet - Keep responses to a single page

### **Mission Statement and Organizational History**

Provide your organization's Mission Statement and a brief history of your organization in Sheridan County, including services provided to area residents.

Mission: Sheridan Community Land Trust works to preserve our heritage of open spaces, healthy rivers and creeks, working ranches, wildlife habitat, and vibrant history, while expanding recreation opportunities to connect people with the places they love.

Sheridan Community Land Trust (SCLT) was formed in 2006 based as a solution to concerns raised by community members through a regional community assessment conducted by Sheridan County and the City of Sheridan.

With the support of the City of Sheridan, Sheridan County and community members, SCLT has kept busy providing a wide variety of services for our area residents.

1) SCLT has developed 28 miles of hiking, biking, and equestrian trails. These include our Soldier Ridge Trail System just west of the City of Sheridan, The Green Room Trail in Malcolm Wallop Park, and the Red Grade Trails System west of Big Horn. Additionally, through the Tongue River Water Trail SCLT has developed 12 river/creek accesses points on a mix of public and private property and worked to improve the safety of the Water Trail through river clean ups, portages, and the removal of hazards

2) SCLT has worked to conserve open space and our local scenic beauty and economic impact of working lands for all community members by working with ten families to conserve their property. This includes 12 conservation easements covering nearly 4,000 acres, developing our wildlife friendly fence initiative to make it easier for wildlife to move across our landscape, and creating our water availability report to help water users make informed water management decisions. Currently, SCLT is working to complete six additional conservation easements with local families.

3) SCLT has brought our Discovery Sessions and our Explore History to the community. Our Discovery Sessions are free public education on a variety of topics from history to recreation techniques to local ecology. The Discovery Sessions are often on community trails but have also been virtual or presentations held at the Sheridan College or other public venues. The second community education program is our Explore History. This program is in partnership with the Hub on Smith and Tongue River Valley Community Center. These provide a speaker to share about an element of local or regional history and importantly provide time for participants to share their own history. Last year the two types of programs hosted 44 events that reached over 1,000 folks in person and hundreds more virtually through Zoom and our YouTube channel.

4) SCLT moved historical preservation out to the "field". Between our Explore History, guided tours, interpretive signs we continue to celebrate our area's amazing history from locations that you can see and touch the land that was part of our history. Additionally, many of these history presentations and tours can now be enjoyed virtually thereby increase who can participate and enjoy these experiences. Additionally, SCLT has preserved key iconic structures of our community's history including the Sheridan Inn and the Doc Huson homestead.

## SECTION II: Fact Sheet (Continued)

### **Funding Requested**

Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Include the following:

- Previous funding history (amounts requested and received; how long funds have been received)
- If the funds are for one-time or on-going expenses
- For one-time expenses, list the item(s) and the purpose or use of that/those item(s)
- For on-going expenses, list the project(s) or outcome(s)
- How your project relates to or improves the overall quality, character, or health of the community
- Identify the municipal function that will be performed with the funds
- If the funding will be used to leverage additional funding for your organization either through grants or other means

SCLT will leverage the requested funding with other public and private funding sources. The current award of \$25,000 is 4% of our estimated FY 2022 income. For every dollar contributed by the City of Sheridan SCLT expects to raise \$24 from other sources. Additionally, using infrared trail counters SCLT trails had over 75,000 trail uses in the last 12 month. Estimating that 15% of these uses were from out-of-town visitors and using market figures supplied by Sheridan Travel and Tourism the estimated the economic benefit of these trail uses for the Sheridan area was over \$7MM per year.

SCLT is very appreciative of the past support giving by the City of Sheridan. Over the last 10-years SCLT has received through the City's Excise Tax program support ranging up to \$25,000.

The funds will be used for on-going expenses including maintaining the Soldier Ridge Trail System and The Green Room Trail, work towards completing six conservation easements, and expanding our place-based history programming from signage to virtual and in-person tours. The importance to the Sheridan community of trails and open space was recently highlighted in the 2019 City of Sheridan Parks Facilities, Pathways and Open Spaces Master Plan.

The support of the City of Sheridan has allowed SCLT to develop four trail systems. The last few years have highlighted the importance of free and open community recreation for physical and mental health, business attraction and employee retention, tourism, and as community learning spaces. Additionally, these funds will help SCLT continue to work to conserve our open spaces and working lands that lends the Sheridan area it is amazing character and scenic beauty which is important to community members, local businesses, and tourism. Finally, these funds will help SCLT tell our community's unique history. Our history is key to who we are and important to our quality of life.

## SECTION III: Statement of Financial Position – Must use this form

### Statement of Financial Position as of September 30, 2022:

| <b>Assets:</b>              | <b>Total</b>          |
|-----------------------------|-----------------------|
| <b>Current Assets</b>       |                       |
| Cash and Cash Equivalents   | \$143,414.20          |
| Investments                 | \$4,261,415.61        |
| Accounts Receivable         |                       |
| Prepaid Expenses            |                       |
| Other                       |                       |
| <b>Total Current Assets</b> | <b>\$4,404,829.81</b> |

|                                         |                       |
|-----------------------------------------|-----------------------|
| <b>Non-Current Assets</b>               |                       |
| Furniture & Equipment                   | \$67,507.45           |
| Land/Building                           | \$145,000.00          |
| Accumulated Depreciation                | \$-45,320.75          |
| Other – Conservation Easements, Vehicle | \$30,207.00           |
| <b>Total Non-Current Assets</b>         | <b>\$197,393.71</b>   |
| <b>Total Assets</b>                     | <b>\$4,602,223.52</b> |

|                                    |                   |
|------------------------------------|-------------------|
| <b>Liabilities and Net Assets:</b> |                   |
| <b>Current Liabilities</b>         |                   |
| Accounts Payable                   |                   |
| Accrued Payroll Expenses           | \$4,531.60        |
| Other Accrued Expenses             | \$1,531.83        |
| Notes Payable (Current Portion)    |                   |
| Other                              |                   |
| <b>Total Current Liabilities</b>   | <b>\$6,063.43</b> |

|                                      |                   |
|--------------------------------------|-------------------|
| <b>Non-Current Liabilities</b>       |                   |
| Notes Payable (Long-term Portion)    |                   |
| <b>Total Non-Current Liabilities</b> |                   |
| <b>Total Liabilities</b>             | <b>\$6,063.43</b> |

|                                         |                       |
|-----------------------------------------|-----------------------|
| <b>Net Assets</b>                       |                       |
| Temporarily Restricted                  | \$1,695,735.00        |
| Unrestricted                            | \$1,316,666.52        |
| Unrestricted (Board designated)         | \$1,589,822.00        |
| <b>Total Net Assets</b>                 | <b>\$4,602,223.52</b> |
| <b>Total Liabilities and Net Assets</b> | <b>\$4,596,160.09</b> |



## SECTION IV: Current Annual Budget - Must use this form

From July 1, 2022 Through June 30, 2023

| Budgeted Revenue              | Amount           | Comments/Explanation             |
|-------------------------------|------------------|----------------------------------|
| City of Sheridan GPET         | \$25,000         |                                  |
| Sheridan County One Cent      | \$30,000         |                                  |
| Federal Grants                |                  |                                  |
| State Grants                  | \$10,000         |                                  |
| Other Grants                  | \$387,198        | Foundation grants                |
| Donations                     | \$198,500        | Community members and businesses |
| Fundraising                   |                  |                                  |
| Dues/Memberships              |                  |                                  |
| Interest                      |                  |                                  |
| Other                         |                  |                                  |
| Other                         |                  |                                  |
| <b>Total Budgeted Revenue</b> | <b>\$650,698</b> |                                  |

| Budgeted Expenses              | Amount           | Comments/Explanation                                      |
|--------------------------------|------------------|-----------------------------------------------------------|
| <b>Administrative Expenses</b> |                  |                                                           |
| Salary, Director               | \$82,928         |                                                           |
| Salary, Other(s)               | \$48,984         |                                                           |
| Benefits                       | \$39,574         |                                                           |
| Supplies                       | \$22,305         |                                                           |
| Equipment                      |                  |                                                           |
| Rent                           | \$15,000         |                                                           |
| Utilities                      | \$2,400          |                                                           |
| Contractual Services           | \$810            |                                                           |
| Other                          |                  |                                                           |
| <b>Program Expenses</b>        |                  |                                                           |
| Salaries                       | \$161,646        |                                                           |
| Benefits                       | \$69,277         |                                                           |
| Supplies                       | \$190,400        |                                                           |
| Equipment                      |                  |                                                           |
| Lodging                        |                  |                                                           |
| Food                           | \$1,500          |                                                           |
| Advertising/Printing           | \$15,304         |                                                           |
| Other                          | \$570            |                                                           |
| <b>Total Budgeted Expenses</b> | <b>\$650,698</b> | This figure must match Total Budgeted Revenue line above. |

## SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 2023 Through June 30 2024

| Budgeted Expenses              | Amount                                                             | Comments/Explanation                                      |
|--------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Administrative Expenses</b> |                                                                    |                                                           |
| Salary & Benefits, Director    | \$5,000                                                            |                                                           |
| Salary & Benefits, Other(s)    | \$5,000                                                            |                                                           |
| Supplies                       |                                                                    |                                                           |
| Equipment                      |                                                                    |                                                           |
| Rent                           |                                                                    |                                                           |
| Utilities                      |                                                                    |                                                           |
| Contractual Services           |                                                                    |                                                           |
| Other                          |                                                                    |                                                           |
| <b>Program Expenses</b>        | If you have more than one program, please make a copy of this page |                                                           |
| Salary & Benefits              | \$25,000                                                           | Recreation, History, and Conservation<br>Program Managers |
| Supplies                       |                                                                    |                                                           |
| Equipment                      |                                                                    |                                                           |
| Lodging                        |                                                                    |                                                           |
| Rent                           |                                                                    |                                                           |
| Utilities                      |                                                                    |                                                           |
| Food                           |                                                                    |                                                           |
| Advertising/Printing           |                                                                    |                                                           |
| Other                          |                                                                    |                                                           |
| <b>Total Budgeted Expenses</b> | \$35,000                                                           |                                                           |



**CITY OF SHERIDAN, WYOMING**

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

**Clerk**

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**MEMORANDUM**

**Project Name:** Consideration of General Purpose Excise Tax Allocation for Sheridan County Chamber of Commerce  
**From:** Cecilia Good, City Clerk  
**To:** Mayor and Council  
**CC:**  
**Date:**

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**Background:**

Please see attached GPET Application.

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**Attachments**

Chamber of Commerce



## General Purpose Excise Tax Annual Application

### General Information

Applications are available for download on the City of Sheridan website at [www.sheridanwy.gov](http://www.sheridanwy.gov). Contact Cecilia Good at [cgood@sheridanwy.net](mailto:cgood@sheridanwy.net) or 675-4211 if you have questions or require additional information. In addition, applicants must submit a Good Standing Certificate from the Wyoming Secretary of State. Forms can be obtained at <https://wyobiz.wyo.gov/Business/FilingSearch.aspx>.

All sections of the Application must be completed in the provided format. Only provide what is requested. Do not include brochures, promotional materials, etc.

All requested information must be completed before this Application will be considered. Incomplete applications will be returned to the applicant for completion. Applications must be submitted to the City Clerk's Office by 5 PM on December 21, 2022.

If your application is approved by the Governing Body, disbursements will begin after July 1, 2023.

**Applicants must submit (1) electronic application to [cgood@sheridanwy.gov](mailto:cgood@sheridanwy.gov).**

## **Application Checklist - Submit with Application**

### Completed Application Form:

Good Standing Certificate from the Wyoming Secretary of State

Completed W-9 (only for new recipient applications – existing organizations are on file)

One (1) electronic Application

# General Purpose Excise Tax

## Annual Application

(July 1, 2023 through June 30, 2024)

### SECTION I: Cover Sheet

Organization Name: Sheridan County Chamber of Commerce

Address: P.O. Box 707 | 54 S. Main St.

City/State/Zip: Sheridan, WY 82801

Contact Person: Dixie Johnson

Phone Number: 307-672-2485

Email: ceo@sheridanwyomingchamber.org

Organization TIN/EIN: 83-0145630 (Attach completed W-9)

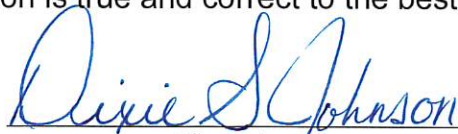
Funds Requested: \$ 50,000.00

#### Board Members and Terms:

| Name                                       | Term Start   | Term End      |
|--------------------------------------------|--------------|---------------|
| Anna Bailey, Sage Investment Strategies    | January 2021 | December 2023 |
| Becky Cooper, Kennon                       | January 2021 | December 2023 |
| Nadine Gale, AlphaGraphics                 | January 2021 | December 2023 |
| Laura Lehan, Peak Consulting               | January 2021 | December 2023 |
| Aaron Sopko, Range                         | January 2021 | December 2023 |
| Jen Crouse, Sheridan College & Foundation  | January 2022 | December 2024 |
| Rosemary Garber, Century 21 BHJ Realty     | January 2022 | December 2024 |
| Ron Lee, Rocky Mtn. Discount Sports        | January 2022 | December 2024 |
| Mikole Bede Soto, Chapman Valdez & Lansing | January 2022 | December 2024 |
| Cody Sinclair, Sheridan Memorial Hospital  | January 2023 | December 2023 |
| David Schwend, Spring Creek Mine (NTEC)    | January 2023 | December 2025 |
| Butch Dillon, Sheridan Floor to Ceiling    | January 2023 | December 2025 |
| Katie Culver, First Interstate Bank        | January 2023 | December 2025 |

**Certification:** I hereby certify that the information given in this General Purpose Excise Tax Annual Application is true and correct to the best of my knowledge.

Agency  
Director

  
Signature

Dixie S. Johnson  
Printed Name

12/28/2022  
Date

President

  
Signature

Rosemary Garber  
Printed Name

12/29/2022  
Date

## SECTION II: Fact Sheet - Keep responses to a single page

### **Mission Statement and Organizational History**

Provide your organization's Mission Statement and a brief history of your organization in Sheridan County, including services provided to area residents.

Mission: The Sheridan County Chamber of Commerce is a catalyst for business prosperity and a champion for a stronger community. We serve as the front door to our community. We have been serving the Sheridan area for 110 years (since 1913).

We know a vibrant community goes hand-in-hand with a thriving business environment, and through our broad membership base, we fuel the local economy by developing, educating, connecting and advocating to secure Sheridan's future.

With our proven commitment to Sheridan, we lead community and economic development efforts to foster a strong business climate for Sheridan's ongoing success. We focus on growing leaders and workforce, enhancing our community's quality of life and retaining and expanding our existing businesses.

Through our diverse offerings, we keep our businesses and community informed on best practices and provide quality education and training to improve employee recruitment, retention and business growth.

Through targeted communications and events, we connect people, products and services to those who need to know, allowing businesses' marketing dollars to go further and expanding the reach in the community.

By building strong partnerships, we serve as an advocate for our business community and ensure that their voice is represented at the state and local levels. We are the trusted resource to gather and distill the vital information our businesspeople need to protect and sustain their businesses.

Every program, project and initiative of the Chamber impacts the economy in our community and aligns with our mission. We are a highly respected organization that values transparency and works collaboratively with partners in the community to ensure our quality of life is not only maintained but increased and our businesses not only exist but thrive. As the largest voice of business, we continue to link residents and businesses to government, boost economic development, foster collaborations, and connect businesspeople with each other and resources vital to their success.

We also serve as the primary conduit for information about our community and fulfill thousands of requests for general community, tourist, and event information, as well as relocation requests (mailing hundreds of physical relocation packets at no cost to the requestor). Requests come from individuals, families and businesses looking to move to our area. The Chamber provides a critical link between those seeking information and resources within our communities and agencies, businesses, and organizations that provide those resources.

The Chamber dedicates dollars towards maintaining a resource-focused website, community calendar, welcome bags and maps, and an annual relocation publication. We have a hugely successful Live Life Local campaign, and we have been the lead education organization for the passage of the one cent optional tax (aka GPET) in the past. And we coordinate Christmas Stroll each year, an event that stresses the importance of supporting local businesses. Excess funds are used to purchase/replace Christmas decorations in the City (we work closely with Lane and Don at the City each year to identify needs and order decorations).

The Chamber accomplishes much through the work of our active committees: Ag & Natural Resources, Ambassadors, Business Retention & Expansion, Government Affairs, and Leadership Sheridan County Steering Committee. Our volunteers are well over 100, and our committees' activities enhance our local economy and provide education and dissemination of information to the city and county. Our membership remains strong, which is an indication of businesses' interest, involvement, and investment in our community. We are sought after for our influence and knowledge and recognized as the most respected and trusted source of information and resources for our business community.

## SECTION II: Fact Sheet (Continued)

### **Funding Requested**

Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Include the following:

- Previous funding history (amounts requested and received; how long funds have been received)
- If the funds are for one-time or on-going expenses
- For one-time expenses, list the item(s) and the purpose or use of that/those item(s)
- For on-going expenses, list the project(s) or outcome(s)
- How your project relates to or improves the overall quality, character, or health of the community
- Identify the municipal function that will be performed with the funds
- If the funding will be used to leverage additional funding for your organization either through grants or other means

We've received one cent funding over the past 20+ years, and the amounts have varied during that time. Under our current GPET agreement, we are receiving \$50,000. Per that agreement with the City, we: **1)** actively promote a healthy business & economic climate; **2)** foster understanding & appreciation of the importance of local area businesses; **3)** represent the business community in city, county, state & national legislative affairs; **4)** promote business & community growth & development: i.e., retention & expansion of existing businesses; **5)** discover & help correct circumstances which prevent the promotion of business expansion & community growth; **6)** promote programs of a civic, social & cultural nature to increase the functional & aesthetic values of the community; **7)** continue to promote tourism for the area & work closely with SCTT.

Funds are used for ongoing expenses as well as one-time expenses.

#### **One-time expenses:**

Candidate Forums prior to both the primary and general elections, we provide information to the public, enabling them to better make informed decisions come election time. The Chamber does not endorse candidates at any time.

Manufacturing Day increases awareness of jobs and creates a talent pipeline that strengthens one of our largest growing industries.

Ignite Conference helps strengthen our local businesses by providing high quality local professional development.

Boot Kickoff provides a family-focused celebration to kick off our largest annual tourism event, with Chamber Bucks awards totaling over \$1300.

Legislative Forums provide an opportunity to connect legislators with government, business and other entities & individuals in advance of the upcoming legislative session.

Christmas Stroll & Get Caught Shopping have a huge impact on the health of our local businesses by creating a community holiday celebration and motivating shoppers to support local businesses throughout the holiday season. Chamber Bucks, which hit an all-time high last year of over \$239,000, is a tool used to ensure dollars are spent with local businesses.

Leadership Sheridan County continues to be sought after for its outstanding quality, and since 1993, we've had over 320 graduates, many of whom have gone on to positively impact their businesses and contribute to our community by serving on boards, as well as public office.

#### **Ongoing expenses:**

Visitor, Community & Relocation Services are provided year-round by the Chamber. This includes purchasing welcome bags for conventions and groups, community maps production & distribution of over 11,000, and relocation packets mailed free of charge to anyone requesting information about our community. This is an integral service we provide as our community's front door and involves handling thousands of requests annually, as well as offering certificates of origin, notary services, phone book distribution, assistance with business relocations and serving as the primary communications hub for our businesses throughout our community. We also publish an annual relocation guide with a distribution of more than 9,000 and which includes city data, resources, schools, parks & pathways, and other community demographics.

Resource Website, Including Job Postings & Community Calendar meets a need for information about events, opportunities, and resources in the Sheridan area. We house the most comprehensive database of businesses in our community.

Business Alerts/Communications to connect resources and critical information to businesses throughout Sheridan.

Grand Opening Ribbon Cuttings utilizing our Ambassadors & Chamber staff, we conduct celebrations, grand openings, groundbreakings and provide photography services, bright red ribbon, and oversized scissors.

Business Retention & Expansion efforts that help us identify and address barriers to business growth, such as worker shortage, supply chain issues and housing.

Economic Development Efforts, as we are sought after to address critical issues in the community. We've been an active participant of the Economic Development Task Force (EDTF) since 2011 & have assumed a broader role in economic development since Forward Sheridan folded in 2020. We work with SEEDA and the EDTF to ensure no opportunities are lost for our community. Our efforts also include air service, next generation manufacturing partnership, main street reconfiguration, housing study, and most recently, the Sheridan Thrive 2035 community review. Our voice is highly recognized and respected throughout Sheridan.

Note: GPET funding will not be leveraged to obtain other funding through grants or other means.



## SECTION III: Statement of Financial Position – Must use this form

### Statement of Financial Position as of September 30, 2022:

| <b>Assets:</b>              | <b>Total</b>     |
|-----------------------------|------------------|
| <b>Current Assets</b>       |                  |
| Cash and Cash Equivalents   | 345899.64        |
| Investments                 |                  |
| Accounts Receivable         | (731.69)         |
| Prepaid Expenses            |                  |
| Other                       | 1418.50          |
| <b>Total Current Assets</b> | <b>346649.45</b> |

|                                 |                  |
|---------------------------------|------------------|
| <b>Non-Current Assets</b>       |                  |
| Furniture & Equipment           |                  |
| Land/Building                   |                  |
| Accumulated Depreciation        |                  |
| Other                           |                  |
| <b>Total Non-Current Assets</b> |                  |
| <b>Total Assets</b>             | <b>346649.45</b> |

|                                    |                |
|------------------------------------|----------------|
| <b>Liabilities and Net Assets:</b> |                |
| <b>Current Liabilities</b>         |                |
| Accounts Payable                   | 1882.96        |
| Accrued Payroll Expenses           | -276.90        |
| Other Accrued Expenses             | 39.09          |
| Notes Payable (Current Portion)    |                |
| Other                              |                |
| <b>Total Current Liabilities</b>   | <b>1645.15</b> |

|                                      |                |
|--------------------------------------|----------------|
| <b>Non-Current Liabilities</b>       |                |
| Notes Payable (Long-term Portion)    |                |
| <b>Total Non-Current Liabilities</b> |                |
| <b>Total Liabilities</b>             | <b>1645.15</b> |

|                                         |                  |
|-----------------------------------------|------------------|
| <b>Net Assets</b>                       |                  |
| Temporarily Restricted                  |                  |
| Unrestricted                            |                  |
| Unrestricted (Board designated)         |                  |
| <b>Total Net Assets</b>                 | <b>345004.30</b> |
| <b>Total Liabilities and Net Assets</b> | <b>346649.45</b> |

## SECTION IV: Current Annual Budget - Must use this form

From January 1, 2022 Through December 31, 2022

| Budgeted Revenue              | Amount           | Comments/Explanation                        |
|-------------------------------|------------------|---------------------------------------------|
| City of Sheridan GPET         | 20200.00         | Original Annual Allocation FY's 2022 - 2023 |
| Sheridan County One Cent      | 35000.00         | Original Annual Allocation FY's 2022 - 2023 |
| Federal Grants                | 0.00             |                                             |
| State Grants                  | 0.00             |                                             |
| Other Grants                  | 0.00             |                                             |
| Donations                     | 0.00             |                                             |
| Fundraising                   | 98529.87         | Events, Raffles, etc.                       |
| Dues/Memberships              | 273160.00        | Businesses, Individuals, Non-Profits        |
| Interest                      | 1000.00          |                                             |
| Other                         | 26180.00         | Marketing, Committees, Admin, Fees, Board   |
| Other                         | 42500.00         | Training & Education Programs               |
| <b>Total Budgeted Revenue</b> | <b>496569.87</b> |                                             |

| Budgeted Expenses              | Amount           | Comments/Explanation                                                                                            |
|--------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Administrative Expenses</b> |                  |                                                                                                                 |
| Salary, Director               | 33567.22         | As a percentage to overall budget                                                                               |
| Salary, Other(s)               | 21461.01         | As a percentage to overall budget                                                                               |
| Benefits                       | 14419.68         | Health Ins., Taxes, Simple IRA, Emp. Dev.                                                                       |
| Supplies                       | 3400.00          | Postage (relocation, etc.), Misc. Supplies                                                                      |
| Equipment                      | 11036.28         | Computers, Copier, Software                                                                                     |
| Rent                           | 25200.00         |                                                                                                                 |
| Utilities                      | 7479.00          | Phone, Internet                                                                                                 |
| Contractual Services           | 1800.00          | Accounting (990 Preparation, etc.)                                                                              |
| Other                          | 55440.00         | Admin. Ins., Dues, Fundraising Exp., Committee Exp., Member Related Exp.                                        |
| <b>Program Expenses</b>        |                  |                                                                                                                 |
| Salaries                       | 220112.93        | As a percentage to overall budget                                                                               |
| Benefits                       | 57678.75         | Health ins., Taxes, Simple IRA, Emp. Dev.                                                                       |
| Supplies                       |                  |                                                                                                                 |
| Equipment                      |                  |                                                                                                                 |
| Lodging                        |                  |                                                                                                                 |
| Food                           |                  |                                                                                                                 |
| Advertising/Printing           |                  |                                                                                                                 |
| Other                          | 44975.00         | Training/Ed., Programs, Events, Committee, Boot KO, Relocation & Convention Packets, Ignite Business Conference |
| <b>Total Budgeted Expenses</b> | <b>496569.87</b> | This figure must match Total Budgeted Revenue line above.                                                       |

## SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 2023

Through June 30 2024

| Budgeted Expenses              | Amount                                                             | Comments/Explanation                                                             |
|--------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>Administrative Expenses</b> |                                                                    |                                                                                  |
| Salary & Benefits, Director    |                                                                    |                                                                                  |
| Salary & Benefits, Other(s)    |                                                                    |                                                                                  |
| Supplies                       |                                                                    |                                                                                  |
| Equipment                      |                                                                    |                                                                                  |
| Rent                           |                                                                    |                                                                                  |
| Utilities                      |                                                                    |                                                                                  |
| Contractual Services           |                                                                    |                                                                                  |
| Other                          |                                                                    |                                                                                  |
| <b>Program Expenses</b>        | If you have more than one program, please make a copy of this page |                                                                                  |
| Salary & Benefits              | 3825.00                                                            |                                                                                  |
| Supplies                       |                                                                    |                                                                                  |
| Equipment                      |                                                                    |                                                                                  |
| Lodging                        |                                                                    |                                                                                  |
| Rent                           |                                                                    |                                                                                  |
| Utilities                      |                                                                    |                                                                                  |
| Food                           |                                                                    |                                                                                  |
| Advertising/Printing           |                                                                    |                                                                                  |
| Other                          | 675.00                                                             | Government Affairs, Legislative Forum, Pre-and-Post-Legislative Session Programs |
| <b>Total Budgeted Expenses</b> | 4500.00                                                            |                                                                                  |

## SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 2023

Through June 30 2024

| Budgeted Expenses              | Amount                                                             | Comments/Explanation                                                                                                               |
|--------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Administrative Expenses</b> |                                                                    |                                                                                                                                    |
| Salary & Benefits, Director    |                                                                    |                                                                                                                                    |
| Salary & Benefits, Other(s)    |                                                                    |                                                                                                                                    |
| Supplies                       |                                                                    |                                                                                                                                    |
| Equipment                      |                                                                    |                                                                                                                                    |
| Rent                           |                                                                    |                                                                                                                                    |
| Utilities                      |                                                                    |                                                                                                                                    |
| Contractual Services           |                                                                    |                                                                                                                                    |
| Other                          |                                                                    |                                                                                                                                    |
| <b>Program Expenses</b>        | If you have more than one program, please make a copy of this page |                                                                                                                                    |
| Salary & Benefits              | 12614.00                                                           |                                                                                                                                    |
| Supplies                       |                                                                    |                                                                                                                                    |
| Equipment                      |                                                                    |                                                                                                                                    |
| Lodging                        |                                                                    |                                                                                                                                    |
| Rent                           |                                                                    |                                                                                                                                    |
| Utilities                      |                                                                    |                                                                                                                                    |
| Food                           |                                                                    |                                                                                                                                    |
| Advertising/Printing           |                                                                    |                                                                                                                                    |
| Other                          | 2226.00                                                            | Workforce Development, Training & Education:<br>Ignite Conference, Manufacturing Day, Next Gen<br>Manufacturing Sector Partnership |
| <b>Total Budgeted Expenses</b> | <b>14840.00</b>                                                    |                                                                                                                                    |

## SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 2023

Through June 30 2024

| Budgeted Expenses              | Amount                                                             | Comments/Explanation                                |
|--------------------------------|--------------------------------------------------------------------|-----------------------------------------------------|
| <b>Administrative Expenses</b> |                                                                    |                                                     |
| Salary & Benefits, Director    |                                                                    |                                                     |
| Salary & Benefits, Other(s)    |                                                                    |                                                     |
| Supplies                       |                                                                    |                                                     |
| Equipment                      |                                                                    |                                                     |
| Rent                           |                                                                    |                                                     |
| Utilities                      |                                                                    |                                                     |
| Contractual Services           |                                                                    |                                                     |
| Other                          |                                                                    |                                                     |
| <b>Program Expenses</b>        | If you have more than one program, please make a copy of this page |                                                     |
| Salary & Benefits              | 11186.00                                                           |                                                     |
| Supplies                       |                                                                    |                                                     |
| Equipment                      |                                                                    |                                                     |
| Lodging                        |                                                                    |                                                     |
| Rent                           |                                                                    |                                                     |
| Utilities                      |                                                                    |                                                     |
| Food                           |                                                                    |                                                     |
| Advertising/Printing           |                                                                    |                                                     |
| Other                          | 1974.00                                                            | Christmas Stroll, Get Caught Shopping, Boot Kickoff |
| <b>Total Budgeted Expenses</b> | 13160.00                                                           |                                                     |

# SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 2023

Through June 30 2024

| Budgeted Expenses              | Amount                                                             | Comments/Explanation                                                                                                                                                                                                       |
|--------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Administrative Expenses</b> |                                                                    |                                                                                                                                                                                                                            |
| Salary & Benefits, Director    |                                                                    |                                                                                                                                                                                                                            |
| Salary & Benefits, Other(s)    |                                                                    |                                                                                                                                                                                                                            |
| Supplies                       |                                                                    |                                                                                                                                                                                                                            |
| Equipment                      |                                                                    |                                                                                                                                                                                                                            |
| Rent                           |                                                                    |                                                                                                                                                                                                                            |
| Utilities                      |                                                                    |                                                                                                                                                                                                                            |
| Contractual Services           |                                                                    |                                                                                                                                                                                                                            |
| Other                          |                                                                    |                                                                                                                                                                                                                            |
| <b>Program Expenses</b>        | If you have more than one program, please make a copy of this page |                                                                                                                                                                                                                            |
| Salary & Benefits              | 14875.00                                                           |                                                                                                                                                                                                                            |
| Supplies                       |                                                                    |                                                                                                                                                                                                                            |
| Equipment                      |                                                                    |                                                                                                                                                                                                                            |
| Lodging                        |                                                                    |                                                                                                                                                                                                                            |
| Rent                           |                                                                    |                                                                                                                                                                                                                            |
| Utilities                      |                                                                    |                                                                                                                                                                                                                            |
| Food                           |                                                                    |                                                                                                                                                                                                                            |
| Advertising/Printing           |                                                                    |                                                                                                                                                                                                                            |
| Other                          | 2625.00                                                            | Ongoing: Relocation & Visitor Services, Resource Website w/Job Postings, Community Calendar, Business Alerts & Communications, Grand Opening Ribbon Cuttings, Business Retention & Expansion, Economic Development Efforts |
| <b>Total Budgeted Expenses</b> | <b>17500.00</b>                                                    |                                                                                                                                                                                                                            |

**STATE OF WYOMING**  
**Office of the Secretary of State**

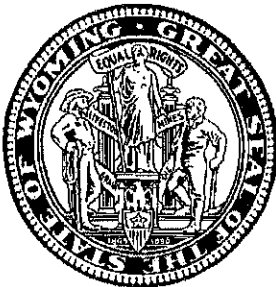
I, KARL ALLRED, Secretary of State of the State of Wyoming, do hereby certify that according to the records of this office,

**Sheridan County Chamber of Commerce**  
is a  
**Nonprofit Corporation**

formed or qualified under the laws of Wyoming did on **October 5, 1937**, comply with all applicable requirements of this office. Its period of duration is Perpetual. This entity has been assigned entity identification number **1980-000043396**.

This entity is in existence and in good standing in this office and has filed all annual reports and paid all annual license taxes to date, or is not yet required to file such annual reports; and has not filed Articles of Dissolution.

I have affixed hereto the Great Seal of the State of Wyoming and duly generated, executed, authenticated, issued, delivered and communicated this official certificate at Cheyenne, Wyoming on this 27th day of December, 2022 at 3:50 PM. This certificate is assigned ID Number 057351223.



A handwritten signature in black ink, reading "Karl T. Allred", written over a horizontal line.

Secretary of State

Notice: A certificate issued electronically from the Wyoming Secretary of State's web site is immediately valid and effective. The validity of a certificate may be established by viewing the Certificate Confirmation screen of the Secretary of State's website <https://wyobiz.wyo.gov> and following the instructions displayed under Validate Certificate.



## **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 General Purpose Excise Tax Allocation for Sheridan County Conservation District  
**From:** Cecilia Good, City Clerk  
**To:** Mayor and Council  
**CC:**  
**Date:**

---

#### **Background:**

Please see attached GPET Application.

---

#### **Attachments**

Conservation District





# General Purpose Excise Tax Annual Application

## General Information

Applications are available for download on the City of Sheridan website at [www.sheridanwy.gov](http://www.sheridanwy.gov). Contact Cecilia Good at [cgood@sheridanwy.net](mailto:cgood@sheridanwy.net) or 675-4211 if you have questions or require additional information. In addition, applicants must submit a Good Standing Certificate from the Wyoming Secretary of State. Forms can be obtained at <https://wyobiz.wyo.gov/Business/FilingSearch.aspx>.

All sections of the Application must be completed in the provided format. Only provide what is requested. Do not include brochures, promotional materials, etc.

All requested information must be completed before this Application will be considered. Incomplete applications will be returned to the applicant for completion. Applications must be submitted to the City Clerk's Office by 5 PM on December 21, 2022.

If your application is approved by the Governing Body, disbursements will begin after July 1, 2023.

**Applicants must submit (1) electronic application to [cgood@sheridanwy.gov](mailto:cgood@sheridanwy.gov).**

## Application Checklist - Submit with Application

**X** Completed Application Form:

NA Good Standing Certificate from the Wyoming Secretary of State

NA Completed W-9 (only for new recipient applications – existing organizations are on file)

**X** One (1) electronic Application

# General Purpose Excise Tax Annual Application

(July 1, 2023 through June 30, 2024)

## SECTION I: Cover Sheet

Organization Name: Sheridan County Conservation District

Address: 1949 Sugarland Drive, Suite 102

City/State/Zip: Sheridan, WY 82801

Contact Person: Carrie Rogaczewski

Phone Number: 307-672-5820 x. 3

Email: Carrie.rogaczewski@sccdwy.org

Organization TIN/EIN: 83-0241555

Funds Requested: \$20,000

### Board Members and Terms:

| Name                                     | Term Start     | Term End       |
|------------------------------------------|----------------|----------------|
| <u>Emerson Scott, III-Chair</u>          | <u>11/2020</u> | <u>11/2024</u> |
| <u>Edith Heyward-Vice-Chair</u>          | <u>11/2022</u> | <u>11/2026</u> |
| <u>Orrin Connell-Secretary/Treasurer</u> | <u>11/2022</u> | <u>11/2026</u> |
| <u>Stephanie Masters</u>                 | <u>11/2020</u> | <u>11/2024</u> |
| <u>Annie Addlesperger</u>                | <u>11/2022</u> | <u>11/2026</u> |
| <u> </u>                                 | <u> </u>       | <u> </u>       |
| <u> </u>                                 | <u> </u>       | <u> </u>       |
| <u> </u>                                 | <u> </u>       | <u> </u>       |
| <u> </u>                                 | <u> </u>       | <u> </u>       |
| <u> </u>                                 | <u> </u>       | <u> </u>       |

**Certification:** I hereby certify that the information given in this General Purpose Excise Tax Annual Application is true and correct to the best of my knowledge.

Agency  
Director  
Dist Mgr

Carrie Rogaczewski  
Signature

Carrie Rogaczewski  
Printed Name

12/29/2022  
Date

President  
Chair

Edith Heyward vice chair  
Signature

Emerson Scott  
Printed Name

12/29/22  
Date



## SECTION II: Fact Sheet - Keep responses to a single page

### **Mission Statement and Organizational History**

Provide your organization's Mission Statement and a brief history of your organization in Sheridan County, including services provided to area residents.

The mission of the Sheridan County Conservation District is to protect Sheridan County's water and land quality through assessment, assistance programs, information and outreach, and planning. Conservation Districts in Wyoming are political subdivisions of state government, organized under the Wyoming Department of Agriculture (Wyoming Statutes 11-16-101 through 11-16-135). Each District is governed by a 5-member Board of Supervisors elected on the non-partisan general election ballot. Three local districts (formed in 1942 and 1948) combined in 1972 to create what is now known as the Sheridan County Conservation District (SCCD). The purpose of a Conservation District is to coordinate available technical, financial, and educational opportunities to benefit soil and water resources. SCCD works closely with USDA Natural Resources Conservation Service and other partners to address natural resource and conservation needs in Sheridan County, including the City of Sheridan. The SCCD is funded primarily through state and federal grants, which support a water quality improvement program. This program includes engaging landowners through participation in local watershed steering committees and planning efforts, increasing awareness on watershed issues through information and outreach, providing technical and financial assistance for improvement projects, and monitoring to document changes in water quality over time.

Among other things, SCCD provides financial assistance for water quality improvement projects (such as relocating livestock facilities away from waterbodies, replacing septic systems (including some abandonment for connection to City sewer), and stabilizing stream banks and channels), classroom demonstrations on water quality and other outreach on stormwater, and water quality monitoring. The SCCD has a long history of partnering with the City of Sheridan, including the 2003-2008 Household Hazardous Waste Collection Days, the Big Goose Watershed Control Plan, the Goose Creek Watershed Assessment, stormwater awareness campaign, and others. Assistance has been provided on ~75 water quality improvement projects, including stream stabilization in South Park and Kendrick Park, city sewer connections to replace septic systems, and stream stabilization on Big Goose Creek to protect the SAWS water line. SCCD is currently working with City staff to coordinate functional assessments of the Hume Draw ponds; SCCD submitted and was awarded a grant to perform these and is currently waiting for the funds to be available before initiating the project.

Additionally, SCCD is coordinating a community effort to address contamination and other environmental and safety hazards at the former Acme Power Plant. The City of Sheridan is one of several entities represented on the Acme Working Group. In the past year, SCCD was awarded over \$1 million in federal dollars to support cleanup efforts. These federal grants have a non-federal match requirement of \$117,000 over three years. SCCD is pursuing support from multiple sources to assist with the match requirements.



## SECTION II: Fact Sheet (Continued)

### Funding Requested

Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Include the following:

- Previous funding history (amounts requested and received; how long funds have been received)
- If the funds are for one-time or on-going expenses
- For one-time expenses, list the item(s) and the purpose or use of that/those item(s)
- For on-going expenses, list the project(s) or outcome(s)
- How your project relates to or improves the overall quality, character, or health of the community
- Identify the municipal function that will be performed with the funds
- If the funding will be used to leverage additional funding for your organization either through grants or other means

From July 2012-June 2016, SCCD received \$10,000 per year from the City of Sheridan's Parks, Pathways, and Streams contingency funds; over \$340,000 in additional federal and state grant funds were applied to the Goose Creek Watershed within that time frame. In FY2017 and FY2018, SCCD received \$13,641 from the City to provide stormwater awareness activities to enable the City to meet water quality grant requirements. In FY2020 and FY2021, SCCD received \$10,000, each year, in General Purpose Excise Tax funding to assist with coordination of local efforts to implement recommendations from the Goose Creek Watershed Total Maximum Daily Load (TMDL), outreach activities to promote stewardship of Goose Creek and associated tributaries, continued support and assistance with efforts to implement the Big Goose Watershed Control Plan; technical assistance for water quality improvement projects within the Goose Creek Watershed; water quality monitoring in the Goose Creek Watershed for 2021; and continued participation on the Tree Board for the City of Sheridan. SCCD also requests and for several years has received up to \$30,000 per year from Sheridan County and \$200-\$1000 per year from the Towns of Clearmont, Dayton, and Ranchester. Most recently, SCCD was awarded \$10,000 from the City for FY2023 to continue these efforts; the majority of which has gone toward Goose Creek 2021 monitoring reporting, technical assistance for projects within the Goose Creek watershed, and preparations for the Hume Draw assessments.

SCCD requests continued support of \$20,000 for FY2024 from the City of Sheridan General Purpose Excise Tax, with \$10,000 specifically restricted as matching funds for the Acme Power Plant cleanup efforts. As previously, the other \$10,000 would be allocated to activities and projects supporting the City of Sheridan's efforts to address water quality concerns within the Goose Creek watershed. Specifically, funding would be used for 1) coordination of local efforts to implement recommendations from the Goose Creek TMDL; 2) stormwater and water quality information and awareness activities, including classroom demonstrations, community events, and workshops and newsletters; 3) continued participation with efforts to implement the Big Goose Watershed Control Plan, including activities associated with the USDA National Water Quality Initiative allocation for Goose Creek; and 4) technical assistance for improvement projects within the Goose Creek watershed, which may include septic abandonment and connection to City Sewer infrastructure. Additionally, some funding may be applied for participation/assistance with the Tree Board and other administrative activities.

The majority of SCCD programs are funded through state and federal grants, many of which have a match component and may not provide funds for administrative or personnel expenses. Local funding enables SCCD to leverage these other funding sources. All City of Sheridan residents benefit from improved water quality in the Goose Creek watershed; citizens of all ages recreate in city parks and pathways along waterways.

## SECTION III: Statement of Financial Position – Must use this form

### Statement of Financial Position as of September 30, 2022:

| <b>Assets:</b>              | <b>Total</b>              |
|-----------------------------|---------------------------|
| <b>Current Assets</b>       |                           |
| Cash and Cash Equivalents   | \$3100.01                 |
| Investments                 |                           |
| Accounts Receivable         |                           |
| Prepaid Expenses            |                           |
| Other                       | \$124,815.16 (Restricted) |
| <b>Total Current Assets</b> | <b>\$127,915.17</b>       |

|                                 |                     |
|---------------------------------|---------------------|
| <b>Non-Current Assets</b>       |                     |
| Furniture & Equipment           |                     |
| Land/Building                   |                     |
| Accumulated Depreciation        |                     |
| Other                           |                     |
| <b>Total Non-Current Assets</b> |                     |
| <b>Total Assets</b>             | <b>\$127,915.17</b> |

|                                    |                    |
|------------------------------------|--------------------|
| <b>Liabilities and Net Assets:</b> |                    |
| <b>Current Liabilities</b>         |                    |
| Accounts Payable                   |                    |
| Accrued Payroll Expenses           | \$4726.06          |
| Other Accrued Expenses             | \$7544.58          |
| Notes Payable (Current Portion)    |                    |
| Other- projects (non-personnel)    | \$45,000.00        |
| <b>Total Current Liabilities</b>   | <b>\$57,270.64</b> |

|                                      |                    |
|--------------------------------------|--------------------|
| <b>Non-Current Liabilities</b>       |                    |
| Notes Payable (Long-term Portion)    |                    |
| <b>Total Non-Current Liabilities</b> |                    |
| <b>Total Liabilities</b>             | <b>\$57,270.64</b> |

|                                         |                    |
|-----------------------------------------|--------------------|
| <b>Net Assets</b>                       |                    |
| Temporarily Restricted                  |                    |
| Unrestricted                            |                    |
| Unrestricted (Board designated)         |                    |
| <b>Total Net Assets</b>                 |                    |
| <b>Total Liabilities and Net Assets</b> | <b>\$57,270.64</b> |



## SECTION IV: Current Annual Budget - Must use this form

From July 1, 2022 Through June 30, 2023

| Budgeted Revenue              | Amount             | Comments/Explanation                       |
|-------------------------------|--------------------|--------------------------------------------|
| City of Sheridan GPET         | \$11,875           | Includes \$1875 from FY22, rec'd in FY23   |
| Sheridan County One Cent      | \$30,000           |                                            |
| Federal Grants                | \$501,450          | w/ NACD on-hand                            |
| State Grants                  | \$424,784          | w/ state grants on-hand & WDA approp       |
| Other Grants                  | \$112,365          | w/ TNC and Acme grants on-hand             |
| Donations                     | \$9000             |                                            |
| Fundraising                   |                    |                                            |
| Dues/Memberships              |                    |                                            |
| Interest                      | \$25               |                                            |
| Other                         | \$1700             | Town support-Ranchester, Dayton, Clearmont |
| Other                         | \$24,976           |                                            |
| <b>Total Budgeted Revenue</b> | <b>\$1,116,175</b> |                                            |

| Budgeted Expenses              | Amount             | Comments/Explanation                                      |
|--------------------------------|--------------------|-----------------------------------------------------------|
| <b>Administrative Expenses</b> |                    |                                                           |
| Salary, Director               |                    |                                                           |
| Salary, Other(s)               | \$14,352           | 10% of salaries, payroll taxes, indirect costs            |
| Benefits                       | \$1016             | 10% of retirement contributions                           |
| Supplies                       | \$4000             | Postage/office supplies                                   |
| Equipment                      | \$5700             | Computer/internet agreements, vehicle                     |
| Rent                           |                    |                                                           |
| Utilities                      |                    |                                                           |
| Contractual Services           | \$5500             | Audit services, legal fees                                |
| Other                          | \$11,417           | Travel, dues, bank fees, mtgs, elections                  |
| <b>Program Expenses</b>        |                    |                                                           |
| Salaries                       | \$129,168          | 90% salaries, payroll taxes, indirect costs               |
| Benefits                       | \$9147             | 90% retirement contributions                              |
| Supplies                       | \$3000             | Fuel, water monitoring supplies                           |
| Equipment                      | \$1000             | Monitoring equipment                                      |
| Lodging                        |                    |                                                           |
| Food                           |                    |                                                           |
| Advertising/Printing           | \$22,050           | Includes all outreach activities                          |
| Other                          | \$909,825          | Lab fees, project expenses, carryover                     |
| <b>Total Budgeted Expenses</b> | <b>\$1,116,175</b> | This figure must match Total Budgeted Revenue line above. |

## SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 2023

Through June 30 2024

| Budgeted Expenses              | Amount                                                             | Comments/Explanation                         |
|--------------------------------|--------------------------------------------------------------------|----------------------------------------------|
| <b>Administrative Expenses</b> |                                                                    |                                              |
| Salary & Benefits, Director    |                                                                    |                                              |
| Salary & Benefits, Other(s)    | \$1000                                                             | Administrative/coordination activities       |
| Supplies                       |                                                                    |                                              |
| Equipment                      |                                                                    |                                              |
| Rent                           |                                                                    |                                              |
| Utilities                      |                                                                    |                                              |
| Contractual Services           |                                                                    |                                              |
| Other                          |                                                                    |                                              |
| <b>Program Expenses</b>        | If you have more than one program, please make a copy of this page |                                              |
| Salary & Benefits              | \$5000                                                             | Goose Creek technical assistance and coord   |
| Supplies                       |                                                                    |                                              |
| Equipment                      |                                                                    |                                              |
| Lodging                        |                                                                    |                                              |
| Rent                           |                                                                    |                                              |
| Utilities                      |                                                                    |                                              |
| Food                           |                                                                    |                                              |
| Advertising/Printing           | \$4000                                                             | Water quality/stormwater outreach activities |
| Other                          | \$10,000                                                           | Restricted for Acme Cleanup Grant Match      |
| <b>Total Budgeted Expenses</b> | <b>\$20,000</b>                                                    |                                              |



**DEPARTMENT OF REVENUE**

Herschler Building  
3<sup>rd</sup> Floor East  
122 West 25th Street  
Cheyenne, Wyoming 82002-0110  
E-Mail: [directorofrevenue@wyo.gov](mailto:directorofrevenue@wyo.gov)  
Web: <http://revenue.wyo.gov>

**MARK GORDON**, *Governor*  
**BRENDA HENSON**, *Director*

Telephone (307) 777-7961  
DOR Main FAX (307) 777-7722  
Property Tax FAX (307) 777-7527  
Excise FAX (307) 777-3632  
Mineral FAX (307) 777-7849  
Liquor FAX (307) 777-6255

January 28, 2022

Sheridan County Conservation  
1949 Sugarland Dr Ste 102  
Sheridan, WY 82801

Dear Carrie Rogaczewski:

The Wyoming Department of Revenue has reviewed the districts documentation. Based on this review, the documents on file, and pursuant to the reporting requirements outlined in W.S. 39-13-102(p), and 39-13-104(k)(iv), the Department has determined that the district is Compliant for the tax year noted below.

| <u>Tax Year</u> | <u>Approval Type</u> | <u>Map</u> | <u>Legal</u> | <u>Resolution</u> |
|-----------------|----------------------|------------|--------------|-------------------|
| 2022            | Compliant            | Approved   | Approved     | Approved          |

Compliance status means that this district has met all of the minimum requirements as defined by Wyoming statute and the Department's administrative rules.

Any missing or rejected documentation should be submitted to the DOR as soon as possible. All documents provided to the Department must meet the requirements established in Chapter 21, Section 5 of our agency rules. You can find this document on the Department's website at <http://wyo-prop-div.wyo.gov/tax-districts/rules-td>. If you do not have Internet access we can mail a copy for your review.

This notice is the current, final determination and supersedes all other notices you may have received from the Department. If you should have any questions or concerns regarding this matter, please feel free to contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Chapman".

David Chapman  
Manager, Technical Services Group  
307-777-5289  
[dave.chapman@wyo.gov](mailto:dave.chapman@wyo.gov)



## **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 General Purpose Excise Tax Allocation for Sheridan County Historical Society and Museum  
**From:** Cecilia Good, City Clerk  
**To:** Mayor and Council  
**CC:**  
**Date:**

---

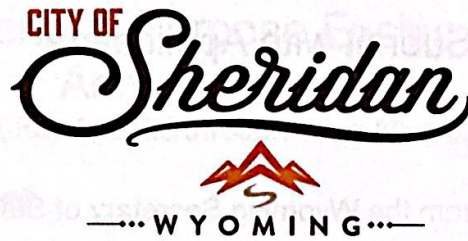
#### **Background:**

Please see attached GPET Application.

---

#### **Attachments**

SC Historical Society



## General Purpose Excise Tax Annual Application

### General Information

Applications are available for download on the City of Sheridan website at [www.sheridanwy.gov](http://www.sheridanwy.gov). Contact Cecilia Good at [cgood@sheridanwy.net](mailto:cgood@sheridanwy.net) or 675-4211 if you have questions or require additional information. In addition, applicants must submit a Good Standing Certificate from the Wyoming Secretary of State. Forms can be obtained at <https://wyobiz.wyo.gov/Business/FilingSearch.aspx>.

All sections of the Application must be completed in the provided format. Only provide what is requested. Do not include brochures, promotional materials, etc.

All requested information must be completed before this Application will be considered. Incomplete applications will be returned to the applicant for completion. Applications must be submitted to the City Clerk's Office by 5 PM on December 21, 2022.

If your application is approved by the Governing Body, disbursements will begin after July 1, 2023.

**Applicants must submit (1) electronic application to [cgood@sheridanwy.gov](mailto:cgood@sheridanwy.gov).**

## **Application Checklist - Submit with Application**

Completed Application Form:

Good Standing Certificate from the Wyoming Secretary of State

Completed W-9 (only for new recipient applications – existing organizations are on file)

One (1) electronic Application



# General Purpose Excise Tax Annual Application

(July 1, 2023 through June 30, 2024)

## SECTION I: Cover Sheet

Organization Name: Sheridan County Historical Society [DBA Museum at the Bighorns]  
Address: 850 Sibley Circle  
City/State/Zip: Sheridan, Wyoming 82801  
Contact Person: Danielle Stuckle  
Phone Number: 307-675-1150  
Email: director@museumbighorns.org  
Organization TIN/EIN: 83-6007540 (Attach completed W-9)  
Funds Requested: \$35,000

### Board Members and Terms:

| Name                   | Term Start  | Term End    |
|------------------------|-------------|-------------|
| <u>Thane Magelky</u>   | <u>2022</u> | <u>2025</u> |
| <u>Edre Maier</u>      | <u>2020</u> | <u>2023</u> |
| <u>Becky Cummings</u>  | <u>2020</u> | <u>2023</u> |
| <u>Tod Windsor</u>     | <u>2022</u> | <u>2025</u> |
| <u>Beki Speas</u>      | <u>2021</u> | <u>2024</u> |
| <u>Bill Yellowtail</u> | <u>2021</u> | <u>2024</u> |
| <u>Maureen Aksamit</u> | <u>2021</u> | <u>2024</u> |
| <u>Greg Luhman</u>     | <u>2022</u> | <u>2025</u> |
| <u>Scott Nickerson</u> | <u>2022</u> | <u>2025</u> |
| <u>Dana Prater</u>     | <u>2022</u> | <u>2025</u> |

**Certification:** I hereby certify that the information given in this General Purpose Excise Tax Annual Application is true and correct to the best of my knowledge.

Agency  
Director

Danielle Stuckle  
Signature

Danielle Stuckle  
Printed Name

12-29-2022  
Date

President

Thane Magelky  
Signature

THANE MAGELKY  
Printed Name

12-29-2022  
Date



## SECTION II: Fact Sheet - Keep responses to a single page

### Mission Statement and Organizational History

Provide your organization's Mission Statement and a brief history of your organization in Sheridan County, including services provided to area residents.

The Mission of the Museum at the Bighorns is to identify, collect, preserve, and interpret local history and keep it accessible to both the Sheridan community and tourists. The museum engages visitors in understanding and valuing the natural and cultural resources of the greater Sheridan region. Services of the museum include both semi-permanent and changing exhibits; educational programming including History after Dark, cemetery tours, a trunk program for schools, Tidbit activities for school-aged children; field trip resources for teachers; and research assistance for the general public.

The history of the organization began in the 1960s with a massive undertaking to save the Sheridan Inn, which continues to be a thriving business in the community. In the 1970s, the society saved the Kendrick Mansion from demolition. After a time of operating the mansion as the Trail End Museum, the SCHS eventually gifted the building, grounds, and collections to the state. It continues to be operated as a state historic site.

The Society hired its first professional museum staff in 2002, and in 2003 was recognized as the outstanding chapter of the Wyoming State Historical Society. As more artifact donations found their way to the museum, the need for a larger facility grew. With community support, in 2006, Sheridan County Museum opened its doors in the current building at 850 Sibley Circle.

The museum's collections currently contain more than 30,000 items including photographs, three dimensional objects, and archival materials. The museum facility is approximately 65,000 square feet and serves audiences from all socio-economic backgrounds and ages. The collections feature a range and variety of materials that celebrate western culture, commemorating events, people, and landscapes spanning from the early nineteenth century through to contemporary times. This includes artifacts from Sheridan's thriving main street and surrounding ranches.

In 2019 the Sheridan County Historical Society Board of Directors began the process to rebrand the museum under the name Museum at the Bighorns. Beginning in 2023, the organization is embarking on an interpretive planning process that will collaborate with stakeholders and partners throughout the community to identify a new vision for the organization and the exhibits and programs that will stem from that new direction. Public input will be sought as part of this planning process.



## SECTION II: Fact Sheet (Continued)

### Funding Requested

Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Include the following:

- Previous funding history (amounts requested and received; how long funds have been received)
- If the funds are for one-time or on-going expenses
- For one-time expenses, list the item(s) and the purpose or use of that/those item(s)
- For on-going expenses, list the project(s) or outcome(s)
- How your project relates to or improves the overall quality, character, or health of the community
- Identify the municipal function that will be performed with the funds
- If the funding will be used to leverage additional funding for your organization either through grants or other means

The museum has a history of support and funding from the city 1% grant. Most recently, the city awarded \$23,500 in 2022, \$18,500 in 2021, \$20,000.00 in 2020, \$15,000 in 2019 and \$15,000 in 2018. This support from the City has been vital to the development of engaging, interactive, and hands-on exhibits and programs that tell the story of our community. The Museum at the Bighorns is a primary caretaker of regional history. Visitors of all ages and backgrounds can learn about, and appreciate, and help steward, the history of our region from prehistoric times to the present day. The museum continues to be a place for families, history buffs, and travelers to develop a sense of place and what it means to live and work in this community. As Sheridan continues to grow, and new people move to the area, the Museum serves as a educational center to teach newcomers about our history and what has made our region great.

For 2023, the museum is requesting \$35,000 for the continued support and preservation of Sheridan's history. Funds provided will support improvements and additions to the museum's exhibits and programs, primarily through temporary and seasonal staffing to help keep the museum doors open on a more consistent basis. These funds are critical to supporting the goal to be open daily throughout the summer and providing hands-on programming. While the museum has requested and received on-going funding for the past several years, this particular request will support hiring additional staff for the summer. This will allow us to remain open daily and develop and deliver programming under several themes including the paleontology of the area (supporting a new, temporary exhibit featuring fossils); Native American history and culture; the settlement era; and the history of the area to the present.

By supporting the efforts of the museum to be consistently open for more hours, the city will also be supporting local tourism and economic development. Our organization is committed to becoming a premier tourist attraction and partner, providing residents with a higher quality of life and tourists an opportunity to spend more time and money exploring everything our community has to offer.

Ideally, funding awarded via this application will be used to leverage additional funding from other sources; however, appropriate grants have not yet been identified.



# SECTION III: Statement of Financial Position – Must use this form

## Statement of Financial Position as of September 30, 2022:

| <b>Assets:</b>              | <b>Total</b>      |
|-----------------------------|-------------------|
| <b>Current Assets</b>       |                   |
| Cash and Cash Equivalents   | 151,066.42        |
| Investments                 |                   |
| Accounts Receivable         | 530.00            |
| Prepaid Expenses            |                   |
| Other                       | 28,415.58         |
| <b>Total Current Assets</b> | <b>180,012.00</b> |

|                                 |                     |
|---------------------------------|---------------------|
| <b>Non-Current Assets</b>       |                     |
| Furniture & Equipment           | 48,245.60           |
| Land/Building                   | 1,417,074.00        |
| Accumulated Depreciation        | -538,470.00         |
| Other                           |                     |
| <b>Total Non-Current Assets</b> | <b>926,849.60</b>   |
| <b>Total Assets</b>             | <b>1,106,861.00</b> |

|                                    |                 |
|------------------------------------|-----------------|
| <b>Liabilities and Net Assets:</b> |                 |
| <b>Current Liabilities</b>         |                 |
| Accounts Payable                   | 7571.08         |
| Accrued Payroll Expenses           | 868.14          |
| Other Accrued Expenses             |                 |
| Notes Payable (Current Portion)    |                 |
| Other                              |                 |
| <b>Total Current Liabilities</b>   | <b>8,439.22</b> |

|                                      |                  |
|--------------------------------------|------------------|
| <b>Non-Current Liabilities</b>       |                  |
| Notes Payable (Long-term Portion)    | 56,352.00        |
| <b>Total Non-Current Liabilities</b> | <b>56,352.00</b> |
| <b>Total Liabilities</b>             | <b>64,791.22</b> |

|                                         |                     |
|-----------------------------------------|---------------------|
| <b>Net Assets</b>                       |                     |
| Temporarily Restricted                  |                     |
| Unrestricted                            |                     |
| Unrestricted (Board designated)         |                     |
| <b>Total Net Assets</b>                 | <b>1,158,726.14</b> |
| <b>Total Liabilities and Net Assets</b> | <b>1,223,517.36</b> |



**SECTION IV: Current Annual Budget - Must use this form**From Jan 1, 2023 Through Dec 31, 2023

| Budgeted Revenue              | Amount         | Comments/Explanation                     |
|-------------------------------|----------------|------------------------------------------|
| City of Sheridan GPET         | 35,000         |                                          |
| Sheridan County One Cent      | 35,000         |                                          |
| Federal Grants                |                |                                          |
| State Grants                  | 4,000          | Wyoming Cultural Trust for marketing     |
| Other Grants                  | 2,000          | Kibbee grant for educational programming |
| Donations                     | 20,000         | Annual appeal letter and special events  |
| Fundraising                   | 94,600         | Major giving program                     |
| Dues/Memberships              | 8,000          |                                          |
| Interest                      |                |                                          |
| Other                         | 36,000         | Earned Income (admissions, store)        |
| Other                         |                |                                          |
| <b>Total Budgeted Revenue</b> | <b>234,600</b> |                                          |

| Budgeted Expenses              | Amount | Comments/Explanation                                                                                                   |
|--------------------------------|--------|------------------------------------------------------------------------------------------------------------------------|
| <b>Administrative Expenses</b> |        |                                                                                                                        |
| Salary, Director               | 63,000 |                                                                                                                        |
| Salary, Other(s)               |        |                                                                                                                        |
| Benefits                       | 6,500  | Employee health insurance plan                                                                                         |
| Supplies                       | 5,500  | Office supplies                                                                                                        |
| Equipment                      |        |                                                                                                                        |
| Rent                           |        |                                                                                                                        |
| Utilities                      | 28,000 | All utilities and services like snow removal, fire sprinkler testing and maintenance, and other facilities maintenance |
| Contractual Services           | 38,000 | Accounting/bookkeeping, board training, insurance, security cameras and alarm contract, marketing, and website         |
| Other                          |        |                                                                                                                        |
| <b>Program Expenses</b>        |        |                                                                                                                        |
| Salaries                       | 66,000 | Collection Manager and up to 4 seasonal staff                                                                          |
| Benefits                       | 6,500  | Employee health insurance plan                                                                                         |
| Supplies                       | 9,500  | Collections care, program supplies, store merchandise                                                                  |



|                                |                |                                                           |
|--------------------------------|----------------|-----------------------------------------------------------|
| Equipment                      |                |                                                           |
| Lodging                        |                |                                                           |
| Food                           |                |                                                           |
| Advertising/Printing           | 9,000          |                                                           |
| Other                          | 2,600          | Travel and professional development                       |
| <b>Total Budgeted Expenses</b> | <b>234,600</b> | This figure must match Total Budgeted Revenue line above. |

## SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 2023 Through June 30 2024

| Budgeted Expenses              | Amount                                                             | Comments/Explanation                                                                                                                                                                                       |
|--------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Administrative Expenses</b> |                                                                    |                                                                                                                                                                                                            |
| Salary & Benefits, Director    |                                                                    |                                                                                                                                                                                                            |
| Salary & Benefits, Other(s)    |                                                                    |                                                                                                                                                                                                            |
| Supplies                       |                                                                    |                                                                                                                                                                                                            |
| Equipment                      |                                                                    |                                                                                                                                                                                                            |
| Rent                           |                                                                    |                                                                                                                                                                                                            |
| Utilities                      |                                                                    |                                                                                                                                                                                                            |
| Contractual Services           |                                                                    |                                                                                                                                                                                                            |
| Other                          |                                                                    |                                                                                                                                                                                                            |
| <b>Program Expenses</b>        | If you have more than one program, please make a copy of this page |                                                                                                                                                                                                            |
| Salary & Benefits              | 25,000                                                             | Up to 4 seasonal staff from Memorial Day to Labor Day                                                                                                                                                      |
| Supplies                       | 4,000                                                              | Supplies are for art and craft materials needed for a series of new programs focused primarily on the new paleo exhibit that opens in March.                                                               |
| Equipment                      | 2,000                                                              | Permanent equipment that will be purchased for family programming including tables, chairs, books, and related materials.                                                                                  |
| Lodging                        |                                                                    |                                                                                                                                                                                                            |
| Rent                           |                                                                    |                                                                                                                                                                                                            |
| Utilities                      |                                                                    |                                                                                                                                                                                                            |
| Food                           |                                                                    |                                                                                                                                                                                                            |
| Advertising/Printing           | 4,000                                                              | Advertising specifically to promote awareness of our summer hours and the family programs (focused largely on the paleo programs that will run throughout the next two summers while the exhibit is open). |
| Other                          |                                                                    |                                                                                                                                                                                                            |
| <b>Total Budgeted Expenses</b> | <b>35,000</b>                                                      |                                                                                                                                                                                                            |



**STATE OF WYOMING**  
**Office of the Secretary of State**

I, KARL ALLRED, Secretary of State of the State of Wyoming, do hereby certify that according to the records of this office,

**Sheridan County Historical Society**  
is a  
**Nonprofit Corporation**

formed or qualified under the laws of Wyoming did on **December 23, 1966**, comply with all applicable requirements of this office. Its period of duration is Perpetual. This entity has been assigned entity identification number **1980-000099412**.

This entity is in existence and in good standing in this office and has filed all annual reports and paid all annual license taxes to date, or is not yet required to file such annual reports; and has not filed Articles of Dissolution.

I have affixed hereto the Great Seal of the State of Wyoming and duly generated, executed, authenticated, issued, delivered and communicated this official certificate at Cheyenne, Wyoming on this 20th day of December, 2022 at 9:37 AM. This certificate is assigned ID Number 057221521.



A handwritten signature in black ink, reading "Karl T. Allred", written over a horizontal line.

Secretary of State

Notice: A certificate issued electronically from the Wyoming Secretary of State's web site is immediately valid and effective. The validity of a certificate may be established by viewing the Certificate Confirmation screen of the Secretary of State's website <https://wyobiz.wyo.gov> and following the instructions displayed under Validate Certificate.



## **CITY OF SHERIDAN, WYOMING**

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

**Clerk**

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### **MEMORANDUM**

**Project Name:** Consideration of General Purpose Excise Tax Allocation for the HUB on Smith (Sheridan Senior Center)  
**From:** Cecilia Good, City Clerk  
**To:** Mayor and Council  
**CC:**  
**Date:**

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#### **Background:**

Please see attached GPET Application.

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#### **Attachments**

The HUB



# General Purpose Excise Tax Annual Application

## General Information

Applications are available for download on the City of Sheridan website at [www.sheridanwy.gov](http://www.sheridanwy.gov). Contact Cecilia Good at [cgood@sheridanwy.net](mailto:cgood@sheridanwy.net) or 675-4211 if you have questions or require additional information. In addition, applicants must submit a Good Standing Certificate from the Wyoming Secretary of State. Forms can be obtained at <https://wyobiz.wyo.gov/Business/FilingSearch.aspx>.

All sections of the Application must be completed in the provided format. Only provide what is requested. Do not include brochures, promotional materials, etc.

All requested information must be completed before this Application will be considered. Incomplete applications will be returned to the applicant for completion. Applications must be submitted to the City Clerk's Office by 5 PM on December 21, 2022.

If your application is approved by the Governing Body, disbursements will begin after July 1, 2023.

**Applicants must submit (1) electronic application to [cgood@sheridanwy.gov](mailto:cgood@sheridanwy.gov).**

## **Application Checklist - Submit with Application**

Completed Application Form:

Good Standing Certificate from the Wyoming Secretary of State

Completed W-9 (only for new recipient applications – existing organizations are on file)

One (1) electronic Application



# General Purpose Excise Tax Annual Application

(July 1, 2023 through June 30, 2024)

## SECTION I: Cover Sheet

Organization Name: Senior Citizens Council (dba The Hub on Smith)  
Address: 211 Smith Street  
City/State/Zip: Sheridan, WY 82801  
Contact Person: Meredith Sopko  
Phone Number: 307-675-4963  
Email: msopko@thehubsheridan.org  
Organization TIN/EIN: 83-0222330 (Attach completed W-9)  
Funds Requested: \$120,000.00

### Board Members and Terms:

| Name                           | Term Start       | Term End |
|--------------------------------|------------------|----------|
| Melissa Butcher - President    | 10/2021 – 9/2024 |          |
| Lori McMullen – Vice President | 10/2021 – 9/2024 |          |
| Robert Miller - Treasurer      | 10/2022 – 9/2025 |          |
| Kati Sherwood - Secretary      | 10/2020 – 9/2023 |          |
| Casey Osborn                   | 10/2020 – 9/2023 |          |
| Mike McCafferty                | 10/2021 – 9/2024 |          |
| Anthony Spiegelberg            | 10/2022 – 9/2025 |          |
| Bryn Stewart                   | 10/2022 – 9/2025 |          |
| Marcy Schmaus                  | 10/2022 – 9/2025 |          |

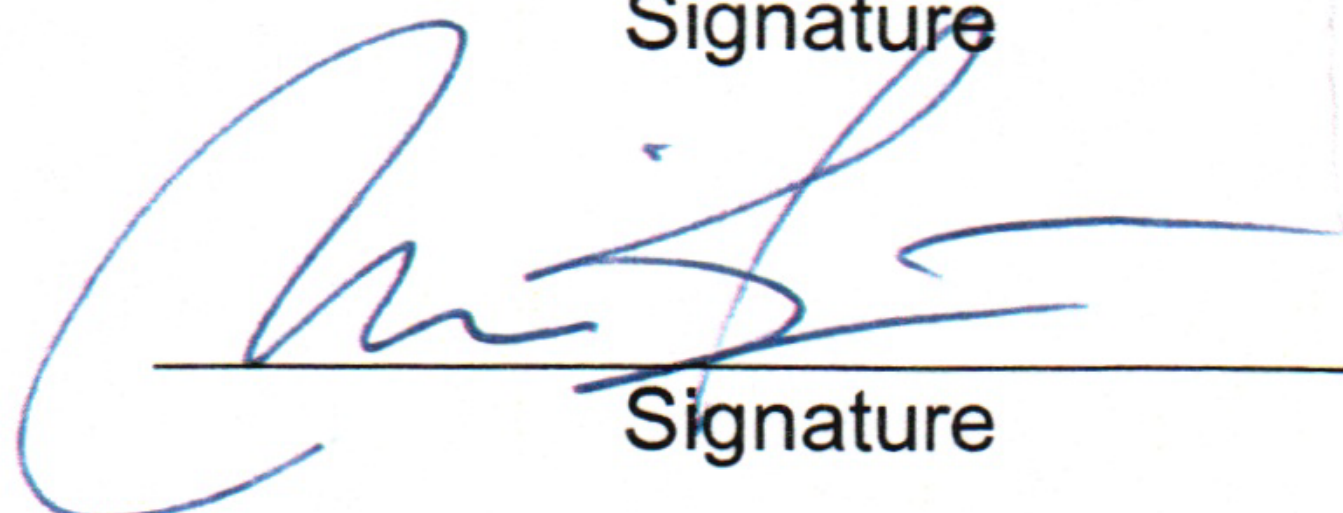
**Certification:** I hereby certify that the information given in this General Purpose Excise Tax Annual Application is true and correct to the best of my knowledge.

Agency  
Director

  
Signature

Carmen Rideout 12/30/2022  
Printed Name Date

President

  
Signature

MELISSA BUTCHER 12/30/2022  
Printed Name Date



## SECTION II: Fact Sheet - Keep responses to a single page

### Mission Statement and Organizational History

Provide your organization's Mission Statement and a brief history of your organization in Sheridan County, including services provided to area residents.

**Mission:** To celebrate, embrace and serve older adults for the betterment of our community.

**History:**

The Senior Citizens Council was incorporated on December 17, 1973 after a group of community volunteers identified that seniors in Sheridan County were often living alone and struggling to meet basic needs. Widows who were living alone on a meager social security check were those most vulnerable, and their situation often resulted in premature institutionalization. Too often, poverty, and the lack of basic services resulted in a move to a nursing home before it was medically necessary.

The first service the Senior Citizens Council, provided was transportation, followed quickly by congregate and home delivered meals. In 1980, the City of Sheridan donated land to build a senior center at 211 Smith Street, which promoted the development of other services. The new "Sheridan Senior Center" provided space for congregate, and home delivered meals, transportation, and administrative offices.

In 1990, expansion of the senior center included a garage for four vehicles, space for social activities, and space in the building for a new program called Day Break, which soon became a licensed adult day care. As the demand for services grew the need for capital construction grew as well. In 2004, significant square footage was added to the senior center building on Smith Street to expand congregate and home delivered meals, adult day care, socialization, and offices to house the new family caregiver program. Site improvements including an expanded parking lot were also part of this capital project. At the same time, a new and separate transit facility was built on land donated by the City of Sheridan, at 2114 Eastside 2<sup>nd</sup> Street, which provided vehicle bays and office space for our public transportation program.

From 2005 through 2012, the Senior Citizens Council was significantly involved in exploring the possibility, advocating, and eventually bringing the Green House Home model of nursing homes to Sheridan. The concept and innovative new model of providing 24-hour skilled nursing care became a community grass roots effort, successfully resulting in the non-profit organization, Green House Living for Sheridan, opening in 2012.

Utilization of services by older adults and family caregivers continued to grow, and the organization expanded again in 2015 with the "Celebrating Generations and Building Community" Campaign, which raised over \$9M for capital improvements, operations, and endowment. This capital renovation and expansion project focused on not only expanding the space, but also modernizing the design to encourage the engagement of the Baby Boomer Generation. A separate new Adult Day Care Facility was built on property that was donated next to the senior center, and a new addition to the transit facility doubled its capacity.

In 2016, the organization participated in the "Center for a Vital Community's" study circles on Dementia. This led to the Hub's application and subsequent award of a three-year federal Administration on Aging, Community Living Services Grant, to increase Sheridan's capacity and capability to serve people living with dementia and their caregivers. This work dramatically changed the Hub's perspective and organizational culture in working towards being more accessible for people with cognitive disabilities such as dementia.



In 2017, The Sheridan Senior Center rebranded to the “Hub on Smith”, a Center for All Generations. This change represented the organization’s intentional direction to break down the stigma often associated with “senior centers” as dated spaces where grumpy old people came to play cards and eat mediocre food on lunch trays. Senior centers were facing a new generation of senior citizens, the Baby Boomers, and across the country there was tremendous attention on modernizing the way services were delivered and marketed. In Sheridan, staff and the Board of Directors had been considering this generational shift and changing the name of the Sheridan Senior Center for a number of years. The definition of “hub” is a center of activity or a focal point. The tagline “A Center for all Generations” was chosen to highlight that although our mission focused on older adults, we actually serve all generations in many of our programs (i.e. public transportation, home delivered meals, grandchildren in our Older Relative Caregiver Program). As the organization’s vision statement spells out, we believe that by serving older adults we are serving younger generations, as well as our community at large.

In addition to the name change, staff researched and attended training with the “Mather Café” model of senior centers which resulted in the development of the “Grab n Go” Café, which opened in 2017 and created a new updated atmosphere for the Center and took into consideration the Baby Boomers desire for choices in food selection and good coffee.

The COVID-19 Pandemic of 2020 and the Hub’s response to serving older adults through this two-year period was another significant historical milestone that changed the organization’s approach to providing services. In the first days of the health emergency, services adjusted quickly to prevent the spread of the virus as much as possible. Employees followed guidance from federal, state, and local agencies and developed new and creative ways to provide basic services. Service delivery priorities focused on the most fundamental services providing food, supplies, transportation, personal care, needed and necessary homemaking, and caregiver support. Staff worked tirelessly to connect with seniors socially by phoning and using technology to visit with people who could not leave their homes. Social isolation and loneliness for the people we served quickly became a health and wellness concern. Helping people stay healthy and out of the hospital was critical in the minds of staff and volunteers.

The pandemic forced the organization and its employees to become more skilled and adept at using technology to connect with people and to be more flexible and creative in how we delivered services.

The 2020 census indicates that 29% of Sheridan’s population is 60 years of age and older. The number of older adults in our county will continue to grow in numbers through 2040 and then projections show a plateau. The largest growth in the coming decades will be those 85 and older. The need for the services and opportunities the Hub on Smith provides, will continue well into the future. The future outlook for the organization will be one that continues to grow and evolve to meet the needs of the people and communities of Sheridan.

### **Geographic Area Served**

The Hub is a vital part of the community and is critical to the overall health and well-being of Sheridan County older adults. Serving the communities of Sheridan, Dayton, Ranchester, Story, and Big Horn, the Hub saves these communities money in long term healthcare costs while providing social capital beyond any dollar figure that can be recorded on paper. Through Hub services, individuals in five communities have better chances of aging comfortably in their homes and in the communities, they love; consequently, having a positive effect on their well-being and the local economy.

### **Overview of Services**

Our older adults play vital, positive roles in our communities – as family members, friends, mentors, volunteers, civic leaders, members of the workforce and more. Just as every person is unique, so too is the how they age and how they choose to do it, there is no right way. Older adults who have the ability to “age in place”, which is defined as “the ability to live in one’s own home and

community safely, independently and comfortably, regardless of age, income or ability.", for as long as possible provides financial benefits but also allows them live fuller more enriching lives. Helping our older population to "age their way" is at the heart of the mission of The Hub on Smith: "To celebrate, embrace and serve older adults for the betterment of our community." Ideally, individuals utilizing our services would be able to pay the cost of those services, but for the significant percentage of individuals of low-income, this is not possible. Without the services provided by the Hub, many would be institutionalized, costing considerably more and having a negative social and economic impact on the families and the local communities in Sheridan County.

A few statistics from fiscal year 2020-2021: Over 3,000 people received one or more of the services that The Hub provides. 101,461 meals were served through our congregate and home delivered meal programs. Goose Creek Transit provided 24,115 free or low-cost rides to community members; many of those rides taking people to and from work, school and other daily destinations that otherwise would not be possible. Our Help at Home, Support Center, Dementia Education and Day Break programs served an additional 450 people, helping with care coordination, in-home services, respite care for caregivers, housing assistance, Medicare, LIEAP, elderly and disabled tax refund services. Finally, 230 volunteers provided over 4,370 hours of service in the past year.

### **Support Center**

Our Support Center is a comprehensive, single access point within The Hub that creates a streamlined, efficient and person-centered experience. With one phone call our patrons can be connected with Hub resources and activities as well as referrals to other community resources. Our goal is to be a one-stop shop for our older community members and their families who are looking for resources.

### **Help at Home**

Help at Home is a licensed and bonded Home Health Agency. Our team can provide the first line of support for older adults, individuals with challenges, and their families. Our Help at Home team is made up of Registered Nurses, Certified Nursing Assistants and Access Care Coordinators. Our staff can help with personal care such as showering, dressing and physical therapy exercises. We also help with grocery shopping, light housekeeping and meal preparation. The goal of Help at Home is to help individuals foster self-sufficiency at home, safely and for as long as possible.

### **Family Caregiver Services**

The goal of our Caregiver Program is to enhance the caregiver's well-being by offering services and support. We provide resources, education and support to family members and caregivers of those with chronic conditions, illnesses or other challenges. We also offer support for older relatives caring for or raising children. Meetings occur weekly and are free and open to the public.

### **Loan Closet**

We offer our durable medical equipment such as canes, walkers, shower chairs and crutches to the community. There is no cost to this, we just ask for a donation if the patron is able. This equipment can be checked out for as long as needed.

### **Home Delivered and Congregate Meals**

Many of our community members may experience challenges preparing good, nutritious meals for themselves or have difficulty getting to the grocery store. The Hub prepares a daily meal and our recipes are all nutrition based. Our patrons can come and enjoy their lunch in our café with others or they can receive the meal at their home. Currently, on a daily basis we are serving about 400 meals between the two programs.

### **Day Break Adult Day Care**

Day Break is a community-based adult program designed to meet the needs of adults with functional impairments or who may be isolated. Day Break is a licensed adult day care and is utilized largely by caregivers who are still in the workforce or need to attend to personal needs during the day. Our Day Break clients can receive showers and other daily care needs as well as enriching activities and healthy meals.

### **Dementia Education**

The Dementia Education program at The Hub on Smith provides educational workshops to support people living with dementia and their care partners. Individual care partner coaching and consultations are provided via phone, video conferencing, in-home visits and small groups.

**Fun & Wellness**

Our Fun & Wellness Department provides our patrons with opportunities to connect socially. We provide learning opportunities, dance and exercise classes, outdoor excursions, arts, music, crafts, games and much more. The goal is to help our patrons stay active physically and mentally while also avoiding isolation by interacting with others in our community.

**Goose Creek Transit**

Our Goose Creek Transit Program provides door to door service for patrons who need transportation to appointments, grocery shopping and to The Hub. The door- to- door service also takes people to out of town medical appointments once a week. Goose Creek also provides public transportation through the fixed route that makes a loop around the community. This fixed route is utilized by all ages and was put into place as a way to help those of lower income have access to transportation at little to no cost so they can get to work, shopping and appointments.

## SECTION II: Fact Sheet (Continued)

### Funding Requested

Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Include the following:

- Previous funding history (amounts requested and received; how long funds have been received)
- If the funds are for one-time or on-going expenses
- For one-time expenses, list the item(s) and the purpose or use of that/those item(s)
- For on-going expenses, list the project(s) or outcome(s)
- How your project relates to or improves the overall quality, character, or health of the community
- Identify the municipal function that will be performed with the funds
- If the funding will be used to leverage additional funding for your organization either through grants or other means

The City of Sheridan's General Purpose Excise Tax funds have allowed The Hub on Smith to provide vital services to Sheridan County's elderly population. For many of our patrons, this allows them to receive services they would not otherwise be able to receive due to financial constraints. This year we would like to utilize the GPET funds to support our Help at Home program and Support Center.

Our Support Center is a comprehensive, single access point within The Hub that creates a streamlined, efficient and person-centered experience. With one phone call, our patrons can be connected with The Hub resources as well as referrals to other community resources. Our goal is to eliminate confusion, stress and frustration by providing a "one-stop shop" for our elderly community and their family members. This service is provided at no cost.

Our Help at Home program is a licensed and bonded Home Health Agency. Our team can provide the first line of support to increase the health and wellbeing of our vulnerable older population. Our staff provides personal care services such as showering, dressing and physical therapy exercises. Our staff also help with grocery shopping, light housekeeping and meal preparation. We also have registered nurses who provide nursing assessments which include a home safety evaluation, medication monitoring and preventative health information and education.

The Help at Home fees are charged on a sliding scale based on the person's income and ability to pay. Services are not denied to those in need.

Currently, there are 150 people being served through the Help at Home program and we do have people on our waiting list.

Throughout the year, the Support Center serves between 750-1000 people.

We do receive some funding through state and federal grants for these programs but much of our salary and benefit spending is unfunded. As costs continue to rise, we are finding it more difficult to keep up the current level of service even though we are seeing an increasing need both today and in the future.

We appreciate the opportunity to apply for this funding and thank the City of Sheridan for the continued partnership and support.

## SECTION III: Statement of Financial Position – Must use this form

### Statement of Financial Position as of September 30, 2022:

| <b>Assets:</b>              | <b>Total</b>     |
|-----------------------------|------------------|
| <b>Current Assets</b>       |                  |
| Cash and Cash Equivalents   | 620,666.35       |
| Investments                 | 44,424           |
| Accounts Receivable         | 4,235            |
| Prepaid Expenses            |                  |
| Other                       | 699,462          |
| <b>Total Current Assets</b> | <b>1,324,363</b> |

|                                 |                   |
|---------------------------------|-------------------|
| <b>Non-Current Assets</b>       |                   |
| Furniture & Equipment           | 991,103           |
| Land/Building                   | 925,230           |
| Accumulated Depreciation        | -2,594,481        |
| Other                           | 9,096,443         |
| <b>Total Non-Current Assets</b> | <b>9,096,443</b>  |
| <b>Total Assets</b>             | <b>10,420,807</b> |

|                                    |                |
|------------------------------------|----------------|
| <b>Liabilities and Net Assets:</b> |                |
| <b>Current Liabilities</b>         |                |
| Accounts Payable                   | 1050           |
| Accrued Payroll Expenses           | 139,233        |
| Other Accrued Expenses             | 58,436         |
| Notes Payable (Current Portion)    | 538,370        |
| Other                              | 57,297         |
| <b>Total Current Liabilities</b>   | <b>794,386</b> |

|                                      |                |
|--------------------------------------|----------------|
| <b>Non-Current Liabilities</b>       |                |
| Notes Payable (Long-term Portion)    |                |
| <b>Total Non-Current Liabilities</b> |                |
| <b>Total Liabilities</b>             | <b>794,386</b> |

|                                         |                   |
|-----------------------------------------|-------------------|
| <b>Net Assets</b>                       |                   |
| Temporarily Restricted                  | 5,615,042         |
| Unrestricted                            | 2,817,616         |
| Unrestricted (Board designated)         | 1,848,915         |
| <b>Total Net Assets</b>                 | <b>10,281,573</b> |
| <b>Total Liabilities and Net Assets</b> | <b>9,487,187</b>  |

## SECTION IV: Current Annual Budget - Must use this form

From 10/1/2022 Through 9/30/2023

| Budgeted Revenue              | Amount           | Comments/Explanation       |
|-------------------------------|------------------|----------------------------|
| City of Sheridan GPET         | 110,000.00       |                            |
| Sheridan County One Cent      | 50,000.00        |                            |
| Federal Grants                | 1,590,090        |                            |
| State Grants                  | 680,730          |                            |
| Other Grants                  |                  |                            |
| Donations                     | 846,545          |                            |
| Fundraising                   |                  |                            |
| Dues/Memberships              | 1,433,599        | Program & contract revenue |
| Interest                      |                  |                            |
| Other                         | 105,350          |                            |
| Other                         |                  |                            |
| <b>Total Budgeted Revenue</b> | <b>4,816,314</b> |                            |

| Budgeted Expenses              | Amount           | Comments/Explanation                                      |
|--------------------------------|------------------|-----------------------------------------------------------|
| <b>Administrative Expenses</b> |                  |                                                           |
| Salary, Director               | 90,000           |                                                           |
| Salary, Other(s)               | 382,550          |                                                           |
| Benefits                       | 114,765          |                                                           |
| Supplies                       | 5,000            |                                                           |
| Equipment                      | 40,000           |                                                           |
| Rent                           | 22,500           |                                                           |
| Utilities                      | 0                |                                                           |
| Contractual Services           | 37,562           |                                                           |
| Other                          | 87,424           |                                                           |
| <b>Program Expenses</b>        |                  |                                                           |
| Salaries                       | 2,369,364        |                                                           |
| Benefits                       | 372,154          |                                                           |
| Supplies                       | 498,124          |                                                           |
| Equipment                      | 30,000           |                                                           |
| Lodging                        | 0                |                                                           |
| Food                           | 362,600          |                                                           |
| Advertising/Printing           | 45,000           |                                                           |
| Other                          | 359,271          |                                                           |
| <b>Total Budgeted Expenses</b> | <b>4,816,314</b> | This figure must match Total Budgeted Revenue line above. |

## SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 2023

Through June 30 2024

| Budgeted Expenses              | Amount                                                             | Comments/Explanation                   |
|--------------------------------|--------------------------------------------------------------------|----------------------------------------|
| <b>Administrative Expenses</b> |                                                                    | Help at Home                           |
| Salary & Benefits, Director    |                                                                    |                                        |
| Salary & Benefits, Other(s)    | 60,000.00                                                          | Help at Home Manager salary & benefits |
| Supplies                       |                                                                    |                                        |
| Equipment                      |                                                                    |                                        |
| Rent                           |                                                                    |                                        |
| Utilities                      |                                                                    |                                        |
| Contractual Services           |                                                                    |                                        |
| Other                          |                                                                    |                                        |
|                                |                                                                    |                                        |
| <b>Program Expenses</b>        | If you have more than one program, please make a copy of this page |                                        |
| Salary & Benefits              |                                                                    |                                        |
| Supplies                       |                                                                    |                                        |
| Equipment                      |                                                                    |                                        |
| Lodging                        |                                                                    |                                        |
| Rent                           |                                                                    |                                        |
| Utilities                      |                                                                    |                                        |
| Food                           |                                                                    |                                        |
| Advertising/Printing           |                                                                    |                                        |
| Other                          |                                                                    |                                        |
| <b>Total Budgeted Expenses</b> | 60,000.00                                                          |                                        |

## SECTION V: Proposed Budget of Requested Funds - Must use this form



From July 1 2023 Through June 30 2024

| Budgeted Expenses              | Amount                                                             | Comments/Explanation                                                               |
|--------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Administrative Expenses</b> |                                                                    | Support Center                                                                     |
| Salary & Benefits, Director    |                                                                    |                                                                                    |
| Salary & Benefits, Other(s)    | 60,000.00                                                          | 50% of salary and benefit costs for two Care Coordinators and two front desk staff |
| Supplies                       |                                                                    |                                                                                    |
| Equipment                      |                                                                    |                                                                                    |
| Rent                           |                                                                    |                                                                                    |
| Utilities                      |                                                                    |                                                                                    |
| Contractual Services           |                                                                    |                                                                                    |
| Other                          |                                                                    |                                                                                    |
|                                |                                                                    |                                                                                    |
| <b>Program Expenses</b>        | If you have more than one program, please make a copy of this page |                                                                                    |
| Salary & Benefits              |                                                                    |                                                                                    |
| Supplies                       |                                                                    |                                                                                    |
| Equipment                      |                                                                    |                                                                                    |
| Lodging                        |                                                                    |                                                                                    |
| Rent                           |                                                                    |                                                                                    |
| Utilities                      |                                                                    |                                                                                    |
| Food                           |                                                                    |                                                                                    |
| Advertising/Printing           |                                                                    |                                                                                    |
| Other                          |                                                                    |                                                                                    |
| <b>Total Budgeted Expenses</b> | 60,000.00                                                          |                                                                                    |



# SENIOR CITIZENS SERVICES

|                                                                                            |                                                                                           |                                                                  |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Unique Entity ID<br><b>G1NKBMH66A26</b>                                                    | CAGE / NCAGE<br><b>36UB2</b>                                                              | Purpose of Registration<br><b>Federal Assistance Awards Only</b> |
| Registration Status<br><b>Active Registration</b>                                          | Expiration Date<br><b>May 11, 2023</b>                                                    |                                                                  |
| Physical Address<br><b>211 Smith ST<br/>Sheridan, Wyoming 82801-3818<br/>United States</b> | Mailing Address<br><b>211 Smith ST<br/>Sheridan, Wyoming 82801-3818<br/>United States</b> |                                                                  |

## Business Information

|                                                             |                                                                    |                                   |
|-------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------|
| Doing Business as<br><b>SHERIDAN SENIOR CITIZENS CENTER</b> | Division Name<br><b>(blank)</b>                                    | Division Number<br><b>(blank)</b> |
| Congressional District<br><b>Wyoming 00</b>                 | State / Country of Incorporation<br><b>Wyoming / United States</b> | URL<br><b>(blank)</b>             |
| MPIN<br><b>*****ter8</b>                                    |                                                                    |                                   |

## Registration Dates

|                                        |                                        |                                                 |
|----------------------------------------|----------------------------------------|-------------------------------------------------|
| Activation Date<br><b>May 13, 2022</b> | Submission Date<br><b>May 11, 2022</b> | Initial Registration Date<br><b>Mar 3, 2005</b> |
|----------------------------------------|----------------------------------------|-------------------------------------------------|

## Entity Dates

|                                          |                                             |
|------------------------------------------|---------------------------------------------|
| Entity Start Date<br><b>Dec 17, 1973</b> | Fiscal Year End Close Date<br><b>Sep 30</b> |
|------------------------------------------|---------------------------------------------|

## Immediate Owner

|                        |                                       |
|------------------------|---------------------------------------|
| CAGE<br><b>(blank)</b> | Legal Business Name<br><b>(blank)</b> |
|------------------------|---------------------------------------|

## Highest Level Owner

|                        |                                       |
|------------------------|---------------------------------------|
| CAGE<br><b>(blank)</b> | Legal Business Name<br><b>(blank)</b> |
|------------------------|---------------------------------------|

## Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

**No**

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

**Not Selected**

## Proceedings Questions

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

**No**

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

**Not Selected**

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

**Not Selected****Exclusion Summary**

Active Exclusions Records?

**No****SAM Search Authorization**

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

**Yes****Entity Types****Business Types**

Entity Structure

**Corporate Entity (Tax Exempt)**

Entity Type

**Business or Organization**

Organization Factors

**(blank)**

Profit Structure

**Non-Profit Organization****Socio-Economic Types**

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

**Financial Information**

Accepts Credit Card Payments

**No**

Debt Subject To Offset

**No**

EFT Indicator

**0000**

CAGE Code

**36UB2****Electronic Funds Transfer**

Account Type

**Checking**

Routing Number

**\*\*\*\*\*0129**

Lock Box Number

**(blank)**

Financial Institution

**FIRST INTERSTATE BANK OF MONTANA**

Account Number

**\*\*\*\*\*126****Automated Clearing House**

Phone (U.S.)

**3076722240**

Email

**nsteele@thehubsheridan.org**

Phone (non-U.S.)

**(blank)**

Fax

**(blank)****Remittance Address****Sheridan Senior Center****211 Smith ST****Sheridan, Wyoming 82801****United States****Taxpayer Information**

EIN

**\*\*\*\*\*2330**

Type of Tax

**Applicable Federal Tax**

Taxpayer Name

**SENIOR CITIZENS COUNCIL**

Tax Year (Most Recent Tax Year)

**2020**

Name/Title of Individual Executing Consent

**Financial Director**

TIN Consent Date

**May 11, 2022**

Address

**211 Smith ST****Sheridan, Wyoming 82801**

Signature

**Nikki Steele****Points of Contact****Accounts Receivable POC**

✎

**Nikki Steele, Financial Director**

**nsteele@thehubsheridan.org**  
**3076722240**

### Electronic Business

|                                                                                                                                                                                      |                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <br><b>Nikki Steele, Financial Director</b><br><b>nsteele@thehubsheridan.org</b><br><b>3076722240</b> | <b>211 Smith ST</b><br><b>Sheridan, Wyoming 82801</b><br><b>United States</b> |
| CARMEN RIDEOUT, Executive Director<br>ssccdir@fiberpipe.net<br>3076722240                                                                                                            | 211 Smith ST<br>Sheridan, Wyoming 82801<br>United States                      |

### Government Business

|                                                                                                                                                                                      |                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <br><b>Nikki Steele, Financial Director</b><br><b>nsteele@thehubsheridan.org</b><br><b>3076722240</b> | <b>211 Smith ST</b><br><b>Sheridan, Wyoming 82801</b><br><b>United States</b> |
| CARMEN RIDEOUT, Executive Director<br>ssccdir@fiberpipe.net<br>3076722240                                                                                                            | 211 Smith ST<br>Sheridan, Wyoming 82801<br>United States                      |

### Past Performance

|                                                                                                                                                             |                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <br><b>KATHY DEMOND</b><br><b>ssccfin@fiberpipe.net</b><br><b>3076722240</b> | <b>211 Smith Street</b><br><b>Sheridan, Wyoming 82801</b><br><b>United States</b> |
| CARMEN RIDEOUT, Executive Director<br>ssccdir@fiberpipe.net<br>3076722240                                                                                   | 211 Smith ST<br>Sheridan, Wyoming 82801<br>United States                          |

### Security Information

|                                          |                                                         |
|------------------------------------------|---------------------------------------------------------|
| Company Security Level<br><b>(blank)</b> | Highest Level Employee Security Level<br><b>(blank)</b> |
|------------------------------------------|---------------------------------------------------------|

### Service Classifications

#### NAICS Codes

|         |             |             |
|---------|-------------|-------------|
| Primary | NAICS Codes | NAICS Title |
|---------|-------------|-------------|

### Size Metrics

#### IGT Size Metrics

Annual Revenue (from all IGTs)  
**(blank)**

#### Worldwide

|                                                                   |                                                                       |
|-------------------------------------------------------------------|-----------------------------------------------------------------------|
| Annual Receipts (in accordance with 13 CFR 121)<br><b>(blank)</b> | Number of Employees (in accordance with 13 CFR 121)<br><b>(blank)</b> |
|-------------------------------------------------------------------|-----------------------------------------------------------------------|

#### Location

|                                                                   |                                                                       |
|-------------------------------------------------------------------|-----------------------------------------------------------------------|
| Annual Receipts (in accordance with 13 CFR 121)<br><b>(blank)</b> | Number of Employees (in accordance with 13 CFR 121)<br><b>(blank)</b> |
|-------------------------------------------------------------------|-----------------------------------------------------------------------|

#### Industry-Specific

|                                    |                                  |                                |
|------------------------------------|----------------------------------|--------------------------------|
| Barrels Capacity<br><b>(blank)</b> | Megawatt Hours<br><b>(blank)</b> | Total Assets<br><b>(blank)</b> |
|------------------------------------|----------------------------------|--------------------------------|

### Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

### Disaster Response

This entity does not appear in the disaster response registry.

**STATE OF WYOMING \* SECRETARY OF STATE  
BUSINESS DIVISION**

Herschler Bldg East, Ste.100 & 101, Cheyenne, WY 82002-0020  
Phone: 307-777-7311 · Website: <https://sos.wyo.gov> · Email: [business@wyo.gov](mailto:business@wyo.gov)

**Filing Information**



Please note that this form **CANNOT** be submitted in place of your Annual Report.

|           |                                |        |        |
|-----------|--------------------------------|--------|--------|
| Name      | <b>Senior Citizens Council</b> |        |        |
| Filing ID | <b>1980-000123523</b>          |        |        |
| Type      | Nonprofit Corporation          | Status | Active |

**General Information**

|                  |                                      |                        |                     |
|------------------|--------------------------------------|------------------------|---------------------|
| Old Name         | Senior Citizens Coordinating Council | Sub Status             | Current             |
| Fictitious Name  |                                      | Standing - Tax         | Good                |
|                  |                                      | Standing - RA          | Good                |
| Sub Type         | Public Benefit                       | Standing - Other       | Good                |
| Formed in        | Wyoming                              | Filing Date            | 12/17/1973 12:00 AM |
| Term of Duration | Perpetual                            | Delayed Effective Date |                     |
|                  |                                      | Inactive Date          |                     |

**Principal Address**

211 Smith St  
Sheridan, WY 82801

**Mailing Address**

211 Smith St  
Sheridan, WY 82801

**Registered Agent Address**

Carmen Rideout  
211 Smith St  
Sheridan, WY 82801

**Parties**

| Type | Name / Organization / Address |
|------|-------------------------------|
|------|-------------------------------|

**Notes**

| Date | Recorded By | Note |
|------|-------------|------|
|------|-------------|------|

## Filing Information



Please note that this form CANNOT be submitted in place of your Annual Report.

Name **Senior Citizens Council**

Filing ID **1980-000123523**

Type Nonprofit Corporation

Status

Active

### Most Recent Annual Report Information

|             |                    |           |          |
|-------------|--------------------|-----------|----------|
| Type        | Amendment          | AR Year   | 2021     |
| License Tax | \$25.00            | AR Exempt | N        |
| AR Date     | 3/24/2022 12:27 PM | AR ID     | 07145013 |
| Web Filed   | N                  |           |          |

### Officers / Directors

| Type           | Name / Organization / Address                               |
|----------------|-------------------------------------------------------------|
| Director       | Casey Osborn PO Box 561, Sheridan, WY, 82801                |
| Director       | Jim Wilson 508 West Works Street, Sheridan, WY, 82801       |
| Director       | Kati Sherwood 8 South Sharptailed Road, Sheridan, WY, 82801 |
| Director       | Lori McMullen 101 West Brundage Street, Sheridan, WY, 82801 |
| Director       | Michael McCafferty 1401 W. 5th Street, Sheridan, WY, 82801  |
| President      | Melissa Butcher 108 S. Thurmond Street, Sheridan, WY, 82801 |
| Secretary      | Rae Ann Morss 42 Smith Creek, Parkman, WY 82838             |
| Treasurer      | Robert Miller 50 S. Loucks Street, Sheridan, WY, 82801      |
| Vice President | Anthony Spiegelberg PO Box 6554, Sheridan, WY, 82801        |

### Principal Address

211 Smith St  
Sheridan, WY 82801

### Mailing Address

211 Smith St  
Sheridan, WY 82801

### Annual Report History

| Num      | Status   | Date       | Year | Tax     |
|----------|----------|------------|------|---------|
| 00328410 | Original | 01/01/1800 | 1995 | \$10.00 |
| 00354702 | Original | 01/01/1800 | 1996 | \$10.00 |
| 00377850 | Original | 01/01/1800 | 1997 | \$10.00 |
| 00406764 | Original | 01/01/1800 | 1998 | \$10.00 |
| 00434675 | Original | 10/29/1999 | 1999 | \$10.00 |
| 00464495 | Original | 10/23/2000 | 2000 | \$25.00 |
| 00504427 | Original | 11/23/2001 | 2001 | \$25.00 |
| 00559449 | Original | 01/23/2003 | 2002 | \$25.00 |
| 00601605 | Original | 01/22/2004 | 2003 | \$25.00 |
| 00637830 | Original | 11/08/2004 | 2004 | \$25.00 |
| 00688454 | Original | 11/25/2005 | 2005 | \$25.00 |
| 00740874 | Original | 11/28/2006 | 2006 | \$25.00 |

## Filing Information



Please note that this form **CANNOT** be submitted in place of your Annual Report.

**Name**                      **Senior Citizens Council**

**Filing ID**                **1980-000123523**

**Type**                      Nonprofit Corporation                      **Status**                      **Active**

|          |           |            |      |         |
|----------|-----------|------------|------|---------|
| 00824196 | Original  | 11/09/2007 | 2007 | \$25.00 |
| 00928100 | Original  | 10/13/2008 | 2008 | \$25.00 |
| 01183679 | Original  | 07/12/2010 | 2009 | \$25.00 |
| 01309658 | Original  | 03/25/2011 | 2010 | \$25.00 |
| 01448440 | Original  | 12/16/2011 | 2011 | \$25.00 |
| 01634931 | Original  | 11/29/2012 | 2012 | \$25.00 |
| 01925807 | Original  | 11/06/2013 | 2013 | \$25.00 |
| 02148798 | Original  | 12/22/2014 | 2014 | \$25.00 |
| 02358646 | Original  | 11/17/2015 | 2015 | \$25.00 |
| 02655038 | Original  | 11/29/2016 | 2016 | \$25.00 |
| 03181912 | Original  | 11/30/2017 | 2017 | \$25.00 |
| 03936644 | Original  | 11/01/2018 | 2018 | \$25.00 |
| 04015623 | Original  | 12/07/2018 | 2019 | \$25.00 |
| 05965027 | Original  | 10/29/2020 | 2020 | \$25.00 |
| 06950710 | Original  | 12/01/2021 | 2021 | \$50.00 |
| 07145013 | Amendment | 03/24/2022 | 2021 | \$25.00 |

### Amendment History

| ID             | Description                                                                            | Date       |
|----------------|----------------------------------------------------------------------------------------|------------|
| 2014-001674562 | Delinquency Notice - Tax                                                               | 12/02/2014 |
| 2012-001307190 | Change of Agent                                                                        | 02/14/2012 |
|                | Registered Agent # Changed From: 0002012 To: 0189593                                   |            |
|                | Registered Agent First Name Changed From: Edward To: Carmen                            |            |
|                | Registered Agent Middle Name Changed From: J To: No Value                              |            |
|                | Registered Agent Last Name Changed From: Rohmann To: Rideout                           |            |
|                | Registered Agent Physical Address 1 Changed From: 417 North Jefferson To: 211 Smith St |            |
| 2011-001279069 | Delinquency Notice - Tax                                                               | 12/02/2011 |
| 2011-000964321 | Reinstatement - Tax                                                                    | 03/25/2011 |
|                | Filing Status Changed From: Inactive - Administratively Dissolved (Tax) To: Active     |            |
|                | Inactive Date Changed From: 02/09/2011 To: No value                                    |            |
| 2011-000930519 | Administrative Dissolution (Tax)                                                       | 02/09/2011 |
|                | Filing Status Changed From: Active To: Inactive - Administratively Dissolved (Tax)     |            |
| 2010-000908461 | Delinquency Notice - Tax                                                               | 12/02/2010 |



## Filing Information



Please note that this form CANNOT be submitted in place of your Annual Report.

Name **Senior Citizens Council**

Filing ID **1980-000123523**

Type Nonprofit Corporation Status Active

---

2010-000875779 Reinstatement - Tax 07/12/2010

Filing Status Changed From: Inactive - Administratively Dissolved (Tax) To: Active

Inactive Date Changed From: 02/09/2010 To: No value

2010-000824548 Administrative Dissolution (Tax) 02/09/2010

Filing Status Changed From: Active To: Inactive - Administratively Dissolved (Tax)

2009-000801059 Delinquency Notice - Tax 12/02/2009

1992-000273470 Name Change 05/11/1992

See Filing ID Initial Filing 12/17/1973



**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 General Purpose Excise Tax Allocation for Uprising**  
**From:**             Cecilia Good, City Clerk  
**To:**                 Mayor and Council  
**CC:**  
**Date:**

---

**Background:**

Please see attached GPET Application.

---

**Attachments**

Uprising



# General Purpose Excise Tax Annual Application

## General Information

Applications are available for download on the City of Sheridan website at [www.sheridanwy.gov](http://www.sheridanwy.gov). Contact Cecilia Good at [cgood@sheridanwy.net](mailto:cgood@sheridanwy.net) or 675-4211 if you have questions or require additional information. In addition, applicants must submit a Good Standing Certificate from the Wyoming Secretary of State. Forms can be obtained at <https://wyobiz.wyo.gov/Business/FilingSearch.aspx>.

All sections of the Application must be completed in the provided format. Only provide what is requested. Do not include brochures, promotional materials, etc.

All requested information must be completed before this Application will be considered. Incomplete applications will be returned to the applicant for completion. Applications must be submitted to the City Clerk's Office by 5 PM on December 21, 2022.

If your application is approved by the Governing Body, disbursements will begin after July 1, 2023.

**Applicants must submit (1) electronic application to [cgood@sheridanwy.gov](mailto:cgood@sheridanwy.gov).**

## Application Checklist - Submit with Application

|  |                                                                                          |
|--|------------------------------------------------------------------------------------------|
|  | <u>Completed Application Form:</u>                                                       |
|  | Good Standing Certificate from the Wyoming Secretary of State                            |
|  | Completed W-9 (only for new recipient applications – existing organizations are on file) |
|  | One (1) electronic Application                                                           |
|  |                                                                                          |
|  |                                                                                          |
|  |                                                                                          |
|  |                                                                                          |

# General Purpose Excise Tax

## Annual Application

(July 1, 2023 through June 30, 2024)

### SECTION I: Cover Sheet

|                       |                           |                        |  |
|-----------------------|---------------------------|------------------------|--|
| Organization Name:    | Uprising                  |                        |  |
| Address:              | 532 Val Vista St, Ste 106 |                        |  |
| City/State/Zip:       | Sheridan, WY 82801        |                        |  |
| Contact Person:       | Terri Markham             |                        |  |
| Phone Number:         | (307) 655-7511            |                        |  |
| Email:                | terri@uprisingwyo.org     |                        |  |
| Organization TIN/EIN: | 84-2898735                | (Attach completed W-9) |  |
| Funds Requested:      | \$8,500                   |                        |  |

#### Board Members and Terms:

| Name                                  | Term Start | Term End       |
|---------------------------------------|------------|----------------|
| Alexandra Ford, Founding Board Member | 9/2019     | No Term Limits |
| Alexandra Johnson, President          | 9/2020     | 9/2023         |
| Myriah Phelps, Treasurer              | 9/2020     | 9/2023         |
| Danette Baldacci, Secretary           | 9/2020     | 9/2023         |
| Charlie Falkis                        | 12/2021    | 12/2024        |
| Jessica Pickett                       | 8/2022     | 8/2025         |
| Michelle Hall                         | 10/2022    | 10/2025        |

**Certification:** I hereby certify that the information given in this General Purpose Excise Tax Annual Application is true and correct to the best of my knowledge.

Agency  
Director



Signature

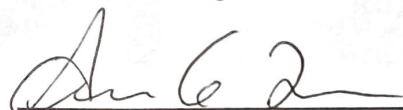
Terri Markham

Printed Name

12/28/22

Date

President



Signature

Alexandra G Johnson

Printed Name

12/29/2022

Date

## SECTION II: Fact Sheet - Keep responses to a single page

### **Mission Statement and Organizational History**

Provide your organization's Mission Statement and a brief history of your organization in Sheridan County, including services provided to area residents.

Uprising's Mission: We exist to empower Wyoming communities, volunteers and donors to confront human trafficking and exploitation through awareness, education and outreach.

Uprising began its work in Wyoming in 2019 to help bring awareness to the issue of human trafficking and to provide prevention education surrounding exploitation. 501(3)(c) status was granted in August of that same year.

While Sheridan County was the original focus of prevention education efforts, Uprising has now traveled all over Wyoming and been able to:

- Train over 5,000 adults and youth
- Organize 200 education sessions and 72 awareness events
- Become part of high school and junior high curriculum in Sheridan
- Establish a youth committee in Sheridan
- Provide free community resources
- Combat misinformation
- Connect and train local nonprofits and businesses
- Create a safety net of trained adults surrounding youth, including law enforcement, healthcare workers, educators, social workers, and other professionals.

Uprising has become the leading force for prevention education in Wyoming and Sheridan has become a spectacular example of how a community can embrace proactive measures.

## SECTION II: Fact Sheet (Continued)

### Funding Requested

Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Include the following:

- Previous funding history (amounts requested and received; how long funds have been received)
- If the funds are for one-time or on-going expenses
- For one-time expenses, list the item(s) and the purpose or use of that/those item(s)
- For on-going expenses, list the project(s) or outcome(s)
- How your project relates to or improves the overall quality, character, or health of the community
- Identify the municipal function that will be performed with the funds
- If the funding will be used to leverage additional funding for your organization either through grants or other means

Previously requested \$7,500 for youth prevention education in October 2021. The application was approved for \$7,000. In October 2020, \$5,000 was requested for which \$3,500 was approved, starting in October 2021.

Uprising utilizes the GPET funding to provide skill building prevention education in public schools at no cost to the school. In the 2020-2021 academic year, Sheridan County School District #2 granted one day in each 9th grade health and wellness class. In the 2021-2022 school year, two days were spent in the high school each semester and the Junior High School opened up two days in their 8th grade health classes each quarter.

Prevention education is an ongoing project. Consecutive years of skill development are necessary to build an effective base of knowledge and starting younger is becoming vital. Experience with junior high students led to the development of a one day social orientation called Up^Grade which was optional and free to any 5th-7th grade youth. By collaborating with local nonprofits, this program taught protective factors and resource awareness that can be utilized by this age group. Now, Uprising is starting an elementary school awareness program to teach key concepts about online safety to 4th and 5th grade students.

The proposed project covers a full academic year of prevention education in SCSD #2 for Sheridan High School, Sheridan Junior High School, John C. Schiffer Collaborative School, The Wright Place Middle School, the Sheridan Day Program, and the five Sheridan Elementary schools.

Uprising teaches using age and stage appropriate information to youth through ongoing yearly instruction. Program funding would cover:

- Presentations to youth
  - ~54 classes per school year
  - ~1,226 students
  - Survivor speaker in the high schools
- Teacher and parent/caregiver training
  - Six classes
  - Two-hour long sessions
- Development of class material
- Planning and debriefing meetings
- Printing of handouts and resources



Outcomes and success are measured based on the number of students reached, students' responses to presentations and virtual reality, and direct feedback from the teachers/counselors/parents of the students.

Due to the rise in internet crimes cases reported by Wyoming's Department of Criminal Investigations, Uprising is increasing programming around online safety and sextortion for parents, educators, and youth. By normalizing conversations about exploitation and teaching prevention concepts multiple times through a students' academic career, it creates a space free of victim-blaming language and empowers students to continue the conversation at home. This approach also encourages educators to become a crucial part of the process, through the sharing of data, open communication with Uprising staff, and their provision of feedback.

Uprising's project will improve the overall quality and health of the community by increasing protective factors surrounding a number of detrimental health factors and behaviors. Prevention education specifically covers topics such as:

- Vulnerabilities
- Emotional regulation
  - Self awareness
  - Confiding in safe people
- Healthy and unhealthy relationships
- Safety planning
- Consent and boundaries
- Online Safety

When enough people are empowered to grow awareness around important issues, they can change the very culture of an area. Due to the intersectional nature of trauma and vulnerabilities, prevention education reaches beyond the issues of exploitation or trafficking and can also lower the risk of:

- Drug and Alcohol Use
- Physical and Sexual Violence
- Discrimination
- Self-Harm
- Bullying

Proactive efforts are far more effective than reactive measures. When prevention education is consistent and ongoing, Sheridan will become a safer, healthier and more connected community.

## SECTION III: Statement of Financial Position – Must use this form

### Statement of Financial Position as of September 30, 2022:

| <b>Assets:</b>              | <b>Total</b>        |
|-----------------------------|---------------------|
| <b>Current Assets</b>       |                     |
| Cash and Cash Equivalents   | \$34,144.93         |
| Investments                 | 0                   |
| Accounts Receivable         | 0                   |
| Prepaid Expenses            | 0                   |
| Other - Restricted Cash     | \$67,709.90         |
| <b>Total Current Assets</b> | <b>\$101,854.83</b> |

|                                 |                     |
|---------------------------------|---------------------|
| <b>Non-Current Assets</b>       |                     |
| Furniture & Equipment           | 0                   |
| Land/Building                   | 0                   |
| Accumulated Depreciation        | 0                   |
| Other                           | 0                   |
| <b>Total Non-Current Assets</b> | <b>0</b>            |
| <b>Total Assets</b>             | <b>\$101,854.83</b> |

|                                    |                 |
|------------------------------------|-----------------|
| <b>Liabilities and Net Assets:</b> |                 |
| <b>Current Liabilities</b>         |                 |
| Accounts Payable                   | 0               |
| Accrued Payroll Expenses           | \$623.75        |
| Other Accrued Expenses             | 0               |
| Notes Payable (Current Portion)    | 0               |
| Other                              | 0               |
| <b>Total Current Liabilities</b>   | <b>\$623.75</b> |

|                                      |                 |
|--------------------------------------|-----------------|
| <b>Non-Current Liabilities</b>       |                 |
| Notes Payable (Long-term Portion)    | 0               |
| <b>Total Non-Current Liabilities</b> | <b>0</b>        |
| <b>Total Liabilities</b>             | <b>\$623.75</b> |

|                                         |                     |
|-----------------------------------------|---------------------|
| <b>Net Assets</b>                       |                     |
| Temporarily Restricted                  | 0                   |
| Unrestricted                            | \$101,231.08        |
| Unrestricted (Board designated)         | 0                   |
| <b>Total Net Assets</b>                 | <b>\$101,231.08</b> |
| <b>Total Liabilities and Net Assets</b> | <b>\$101,854.83</b> |

**SECTION IV: Current Annual Budget - Must use this form**

From January 2022 Through December 2022

| Budgeted Revenue              | Amount           | Comments/Explanation    |
|-------------------------------|------------------|-------------------------|
| City of Sheridan GPET         | \$4,250          |                         |
| Sheridan County One Cent      |                  |                         |
| Federal Grants                |                  |                         |
| State Grants                  | \$13,500         |                         |
| Other Grants                  | \$50,000         |                         |
| Donations                     | \$28,425         |                         |
| Fundraising                   | \$96,925         |                         |
| Dues/Memberships              |                  |                         |
| Interest                      |                  |                         |
| Other                         | \$7,450          | Training income         |
| Other                         | \$1,141          | Corporate contributions |
| <b>Total Budgeted Revenue</b> | <b>\$201,691</b> |                         |

| Budgeted Expenses              | Amount   | Comments/Explanation                                      |
|--------------------------------|----------|-----------------------------------------------------------|
| <b>Administrative Expenses</b> |          |                                                           |
| Salary, Director               | \$45,000 |                                                           |
| Salary, Other(s)               | \$2,475  | AmeriCorps VISTA                                          |
| Benefits                       |          |                                                           |
| Supplies                       | \$34,950 | Operations, fundraising expenses, memberships             |
| Equipment                      |          |                                                           |
| Rent                           | \$5,580  |                                                           |
| Utilities                      | \$3,469  |                                                           |
| Contractual Services           | \$5,850  |                                                           |
| Other                          | \$7,785  | Payroll taxes                                             |
| <b>Program Expenses</b>        |          |                                                           |
| Salaries                       |          |                                                           |
| Benefits                       |          |                                                           |
| Supplies                       |          |                                                           |
| Equipment                      |          |                                                           |
| Lodging                        | \$10,170 |                                                           |
| Food                           | \$4,250  |                                                           |
| Advertising/Printing           | \$600    |                                                           |
| Other                          | \$6,330  | Mileage, registration, volunteer training                 |
| <b>Total Budgeted Expenses</b> |          | This figure must match Total Budgeted Revenue line above. |

## SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 2023 Through June 30 2024

| Budgeted Expenses              | Amount                                                             | Comments/Explanation                                                                                                           |
|--------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>Administrative Expenses</b> |                                                                    |                                                                                                                                |
| Salary & Benefits, Director    |                                                                    |                                                                                                                                |
| Salary & Benefits, Other(s)    |                                                                    |                                                                                                                                |
| Supplies                       |                                                                    |                                                                                                                                |
| Equipment                      |                                                                    |                                                                                                                                |
| Rent                           |                                                                    |                                                                                                                                |
| Utilities                      |                                                                    |                                                                                                                                |
| Contractual Services           |                                                                    |                                                                                                                                |
| Other                          |                                                                    |                                                                                                                                |
| <b>Program Expenses</b>        | If you have more than one program, please make a copy of this page |                                                                                                                                |
| Salary & Benefits              | \$5,650                                                            | Prevention education is largely expertise and time, so a majority of funds will cover staff's time spent training youth/adults |
| Supplies                       | \$1,600                                                            | Materials for four different class types                                                                                       |
| Equipment                      |                                                                    |                                                                                                                                |
| Lodging                        |                                                                    |                                                                                                                                |
| Rent                           |                                                                    |                                                                                                                                |
| Utilities                      |                                                                    |                                                                                                                                |
| Food                           |                                                                    |                                                                                                                                |
| Advertising/Printing           | \$800                                                              |                                                                                                                                |
| Other                          | \$450                                                              | Survivor speaker for high school classes                                                                                       |
| <b>Total Budgeted Expenses</b> | <b>\$8,500</b>                                                     |                                                                                                                                |



## **CITY OF SHERIDAN, WYOMING**

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

**Clerk**

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### **MEMORANDUM**

**Project Name:**     **Consideration of General Purpose Excise Tax Allocation for Wyldflower**

**From:**             Cecilia Good, City Clerk

**To:**                Mayor and Council

**CC:**

**Date:**

---

#### **Background:**

Please see attached GPET Application.

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#### **Attachments**

Wyldflower

**STATE OF WYOMING \* SECRETARY OF STATE**  
**BUSINESS DIVISION**

Herschler Bldg East, Ste.100 & 101, Cheyenne, WY 82002-0020  
Phone: 307-777-7311 · Website: <https://sos.wyo.gov> · Email: [business@wyo.gov](mailto:business@wyo.gov)

**Filing Information**



Please note that this form CANNOT be submitted in place of your Annual Report.

|           |                                            |        |        |
|-----------|--------------------------------------------|--------|--------|
| Name      | <b>WYldflower Learning Community, Inc.</b> |        |        |
| Filing ID | <b>2019-000891208</b>                      |        |        |
| Type      | Nonprofit Corporation                      | Status | Active |

**General Information**

|                  |                |                        |                    |
|------------------|----------------|------------------------|--------------------|
| Old Name         |                | Sub Status             | Current            |
| Fictitious Name  |                | Standing - Tax         | Good               |
|                  |                | Standing - RA          | Good               |
| Sub Type         | Public Benefit | Standing - Other       | Good               |
| Formed in        | Wyoming        | Filing Date            | 12/22/2019 2:46 PM |
| Term of Duration | Perpetual      | Delayed Effective Date |                    |
|                  |                | Inactive Date          |                    |

**Principal Address**

151 1/2 W Brundage St.  
SHERIDAN  
SHERIDAN, WY 82801

**Mailing Address**

151 1/2 W Brundage St.  
SHERIDAN  
SHERIDAN, WY 82801

**Registered Agent Address**

Michael Lansing  
36 N Gould St Ste 203  
PO Box 2710  
Sheridan, WY 82801

**Parties**

| Type         | Name / Organization / Address                      |
|--------------|----------------------------------------------------|
| Incorporator | Michael Lansing 125 W. 2nd Street casper, WY 82601 |

**Notes**

| Date | Recorded By | Note |
|------|-------------|------|
|------|-------------|------|

## Filing Information



Please note that this form CANNOT be submitted in place of your Annual Report.

Name **WYldflower Learning Community, Inc.**

Filing ID **2019-000891208**

|      |                       |        |        |
|------|-----------------------|--------|--------|
| Type | Nonprofit Corporation | Status | Active |
|------|-----------------------|--------|--------|

### Most Recent Annual Report Information

|             |                    |         |          |
|-------------|--------------------|---------|----------|
| Type        | Amendment          | AR Year | 2022     |
| License Tax | \$0.00             | AR ID   | 07969038 |
| AR Date     | 12/19/2022 7:08 PM |         |          |
| Web Filed   | N                  |         |          |
|             | AR Exempt          | N       |          |

### Officers / Directors

| Type                 | Name / Organization / Address                                   |
|----------------------|-----------------------------------------------------------------|
| Director             | Ellen Goode-Neeson 758 East College Avenue, Sheridan, WY, 82801 |
| Director             | Paul Burgess 941 W LOUCKS, Sheridan, WY, 82801                  |
| President / Director | Jill Benson 235 W. Burckitt St., Sheridan, WY, 82801            |
| Secretary            | Mary Burgess 941 W LOUCKS                                       |
| Treasurer            | Aaron Cruz 1509 Cedar Ave., Sheridan, WY, 82801                 |

### Principal Address

151 1/2 W Brundage St.  
SHERIDAN  
SHERIDAN, WY 82801

### Mailing Address

151 1/2 W Brundage St.  
SHERIDAN  
SHERIDAN, WY 82801

### Annual Report History

| Num                                                                           | Status    | Date       | Year | Tax     |
|-------------------------------------------------------------------------------|-----------|------------|------|---------|
| 06006672                                                                      | Original  | 12/03/2020 | 2020 | \$25.00 |
| Principal Address 1 Changed From: 1364 N. Heights Road To: 941 W LOUCKS       |           |            |      |         |
| Principal Address 3 Changed From: No value To: SHERIDAN                       |           |            |      |         |
| 06945034                                                                      | Original  | 11/29/2021 | 2021 | \$50.00 |
| Principal Address 1 Changed From: 941 W LOUCKS To: 151 1/2 W Loucks           |           |            |      |         |
| 07144642                                                                      | Amendment | 03/24/2022 | 2021 | \$25.00 |
| 07898482                                                                      | Original  | 11/30/2022 | 2022 | \$25.00 |
| Principal Address 1 Changed From: 151 1/2 W Loucks To: 151 1/2 W Brundage St. |           |            |      |         |
| 07969038                                                                      | Amendment | 12/19/2022 | 2022 | \$0.00  |

### Amendment History

| ID             | Description              | Date       |
|----------------|--------------------------|------------|
| 2021-003297732 | Common Amendment         | 08/11/2021 |
| 2021-003227115 | Restated Articles        | 06/08/2021 |
| 2020-003071353 | Delinquency Notice - Tax | 12/02/2020 |



## Filing Information



Please note that this form CANNOT be submitted in place of your Annual Report.

Name **WYldflower Learning Community, Inc.**

Filing ID **2019-000891208**

Type Nonprofit Corporation

Status

Active

2020-003060051 RA Address Change

11/17/2020

See Filing ID Initial Filing

12/22/2019

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                             |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.<br><b>WyldFlower Learning Community</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                             |  |
| 2 Business name/disregarded entity name, if different from above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                             |  |
| 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.<br><br><input type="checkbox"/> Individual/sole proprietor or single-member LLC<br><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____<br><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.<br><input checked="" type="checkbox"/> Other (see instructions) ► <b>tax exempt 501C3</b> | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br><br>Exempt payee code (if any) _____<br><br>Exemption from FATCA reporting code (if any) _____<br><br><small>(Applies to accounts maintained outside the U.S.)</small> |  |
| 5 Address (number, street, and apt. or suite no.) See instructions.<br><b>151 W Brundage St</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Requester's name and address (optional)                                                                                                                                                                                                                                     |  |
| 6 City, state, and ZIP code<br><b>Sheridan WY 82801</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                             |  |
| 7 List account number(s) here (optional)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                             |  |

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

|                                |   |   |   |   |   |   |   |     |
|--------------------------------|---|---|---|---|---|---|---|-----|
| Social security number         |   |   |   |   |   |   |   |     |
|                                |   |   | - |   |   | - |   |     |
| or                             |   |   |   |   |   |   |   |     |
| Employer identification number |   |   |   |   |   |   |   |     |
| 8                              | 4 | - | 4 | 0 | 9 | 8 | 6 | 3 4 |

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Date ► 12/20/22

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

# General Purpose Excise Tax Annual Application

(July 1, 2023 through June 30, 2024)

## SECTION I: Cover Sheet

|                       |                                    |                        |  |
|-----------------------|------------------------------------|------------------------|--|
| Organization Name:    | WyldFlower Learning Community      |                        |  |
| Address:              | 151 W Brundage St                  |                        |  |
| City/State/Zip:       | Sheridan Wy 82801                  |                        |  |
| Contact Person:       | Ellen Goode                        |                        |  |
| Phone Number:         | 307-429-2238                       |                        |  |
| Email:                | ellen.goode@wyldflowerlearning.org |                        |  |
| Organization TIN/EIN: | 84-4098634                         | (Attach completed W-9) |  |
| Funds Requested:      | \$25,000                           |                        |  |

### Board Members and Terms:

| Name                            | Term Start    | Term End      |
|---------------------------------|---------------|---------------|
| Jill Benson President           | December 2022 | December 2024 |
| Mary Burgess Secretary 2nd term | Feb 2020      | Feb 2024      |
| Aaron Cruz Treasurer 2nd term   | Feb 2020      | Feb 2024      |
|                                 |               |               |
|                                 |               |               |
|                                 |               |               |
|                                 |               |               |
|                                 |               |               |
|                                 |               |               |

**Certification:** I hereby certify that the information given in this General Purpose Excise Tax Annual Application is true and correct to the best of my knowledge.

Agency  
Director

  
Signature

Ellen Goode  
Printed Name

12/20/22  
Date

President

  
Signature

Jill Benson  
Printed Name

12/20/2022  
Date

## SECTION II: Fact Sheet - Keep responses to a single page

### Mission Statement and Organizational History

Provide your organization's Mission Statement and a brief history of your organization in Sheridan County, including services provided to area residents.

Our mission at WyldFlower is to provide students with a learning environment where they can develop independence, cultivate passions, and grow the skill sets needed to be successful and fulfilled in life.

WyldFlower Learning Community is a K-12 school with a foundation of democracy, creativity, curiosity, and independence. We value creative thinkers and curious go-getters. We also deeply value democracy and civic participation. We believe that by creating a space in which democracy lives, wonder grows unhindered, and independence blossoms, children will naturally develop into informed, active adults committed to making their community, and the world, a better place to live. WyldFlower is an alternative learning space dedicated to providing education for students who thrive in a model that allows for student-driven pursuits, interest-based learning, and personal responsibility. It is full of movement, freedom, messy discovery, curiosity-led activities, and lots and lots of play! Kids help run the school by participating by voting and proposing new laws at "School Meeting," serving as our Principal, budgeting as they become leaders of departments within the school, as well as practicing compassion and reasoning as they problem-solve through meetings and planning sessions with staff support all the way.

#### Year 1: 2020-2021

Acquired Wyoming state license for K-12 education

Enrollment is maxed out within 4 weeks of opening registration

2 licensed teachers: 17 students

Serving K-8 for the first year of operation

Located in the First Light building

1 Bus for lots and lots of field trips

Waitlist growing

Moved due to need for larger space (151 W Brundage St)

Grew many community partnerships and relationships, a few examples include Joey's Fly Fishing, Sage, Wyo Theater, Discovery 307, Phorge, YMCA, TRVCC, Antelope Butte, and others

#### Year 2: 2021-2022

100% Family retention from year 1

Enrollment grew nearly 60%

Expanded to full K-12 offerings

Added another bus to meet seating demands

Welcomed Americorp Member to help with staffing demands

Continued to foster healthy community relationships

Offering frequent field trip opportunities to students

Established weekly music classes led by Max McClenahan

Grew Sage partnership to include weekly art classes held in the studio

Experienced transition of students out of the space, and welcomed a few more

#### Year 3: 2022-2023- Operations continue and we are thriving, learning, growing, and adapting

Maintaining over 90% retention rate from the previous year based on May admission status

Americorp member stayed on and became a part-time staff

Increased enrollment by 22%

Celebrating our first high school student entering dual enrollment at Sheridan College

## SECTION II: Fact Sheet (Continued)

### Funding Requested

Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Include the following:

- Previous funding history (amounts requested and received; how long funds have been received)
- If the funds are for one-time or ongoing expenses
- For one-time expenses, list the item(s) and the purpose or use of that/those item(s)
- For on-going expenses, list the project(s) or outcome(s)
- How your project relates to or improves the overall quality, character, or health of the community
- Identify the municipal function that will be performed with the funds
- If the funding will be used to leverage additional funding for your organization either through grants or other means

WyldFlower has not yet established a funding history, but we look forward to the opportunity.

The funds requested in this application will be used to fund ongoing operational expenses including staff funding and lodging requirements to enable us to keep tuition rates the same while keeping up with costs of service.

Outcomes provided by WyldFlower Learning Community include access to an alternative educational option for families in Sheridan in a way no other entity is currently serving. Our funding request falls under the "Community Development" and "families" municipalities.

While we are all well aware of the high caliber of public school options available in Sheridan and the surrounding areas, we also know this style of education does not fit every student or every family. Education cannot be a one size fits all model.

It has been said that if a flower doesn't grow, we change the soil, not criticize the flower. That is great imagery of our purpose. We exist to provide new and necessary soil conditions, allowing every wildflower to bloom, in its own time. We offer options that suit a child's need for movement, neurodiversity, mental health needs, and a variety of other unique aspects for the family and child.

We use a student-centered model that allows the child to make meaningful choices about their learning and engage in hands-on, brain-on, messy exploration. The student is the driver of their education and staff at WyldFlower provide lots of support and aid in their access to resources needed. The learning environment is agile and this allows us to meet diverse needs and stay current with the child's curiosity and direction of exploration. Wonder is a powerful learning propellant, and we follow the interests of the learner!

Our quality is evident in student engagement, enjoyment, and excitement to be at school. Our kids are internally motivated and passionate about their activities. We are constantly on the move within the community traveling outside the brick-and-mortar building to access learning in everyday moments and engage with the community. WyldFlower breaks down the barrier of school being outside of natural daily life and instead immerses children in real-life applications by allowing them to take part in our community's daily rhythms. We visit banks, art studios, other nonprofits, commerce, area recreation, etc.

Learning happens everywhere, all the time. Students at WyldFlower don't ask when we will need to know "this" or if they will use it in real life...they already know because learning happens through doing!

Our children are experiencing an immersive learning experience with democracy and civics. Rather than memorizing portions of documents, they are living them. Democracy is how our school makes decisions, passes budgets, enacts new laws, handles infractions, and gets things done. Their character is incredibly important, and they are growing and developing this strength every day. They will be our leaders, our compassionate and impassioned way-makers in the future. They know they have a voice, and they know they have a responsibility to use that voice and to make a positive difference. They are already practicing.

WyldFlower has 'Community' in our name. The power and importance of community cannot be overstated. We actively build it with our students, families, and the broader community every day. We are committed to being engaged and active members from day one, from age 6 on through to our staff. We serve each other and uphold our responsibilities within the space, as well as within Sheridan. We have children who look up and out. They see people and their needs and are moved to respond. We also open our doors to the community to allow students to put on an exposition of their learning through sharing a project. This has continued to be a highlight for us throughout the years.

Our learning is active and intertwined with our community. We often say "We would not be us without you," in our social media and it is an honest statement. The support and encouragement of our community make all the difference. In fact, we would not exist without it. We implement place-based learning experiences by hosting area experts as guest teachers as well as making many field trips throughout each month to explore the rich resources Sheridan has to offer.

We would love to leverage this funding as we plan to apply for other grants this year.

### SECTION III: Statement of Financial Position – Must use this form

#### Statement of Financial Position as of September 30, 2022:

| <b>Assets:</b>              | <b>Total</b>  |
|-----------------------------|---------------|
| <b>Current Assets</b>       |               |
| Cash and Cash Equivalents   | 53,908        |
| Investments                 |               |
| Accounts Receivable         |               |
| Prepaid Expenses            |               |
| Other- vehicles             | 15,000        |
| <b>Total Current Assets</b> | <b>68,908</b> |

|                           |  |
|---------------------------|--|
| <b>Non-Current Assets</b> |  |
| Furniture & Equipment     |  |
| Land/Building             |  |

|                                 |  |
|---------------------------------|--|
| Accumulated Depreciation        |  |
| Other                           |  |
| <b>Total Non-Current Assets</b> |  |
| <b>Total Assets</b>             |  |

|                                    |  |
|------------------------------------|--|
| <b>Liabilities and Net Assets:</b> |  |
| <b>Current Liabilities</b>         |  |
| Accounts Payable                   |  |
| Accrued Payroll Expenses           |  |
| Other Accrued Expenses             |  |
| Notes Payable (Current Portion)    |  |
| Other                              |  |
| <b>Total Current Liabilities</b>   |  |

|                                      |  |
|--------------------------------------|--|
| <b>Non-Current Liabilities</b>       |  |
| Notes Payable (Long-term Portion)    |  |
| <b>Total Non-Current Liabilities</b> |  |
| <b>Total Liabilities</b>             |  |

|                                         |        |
|-----------------------------------------|--------|
| <b>Net Assets</b>                       |        |
| Temporarily Restricted                  |        |
| Unrestricted                            |        |
| Unrestricted (Board designated)         |        |
| <b>Total Net Assets</b>                 |        |
| <b>Total Liabilities and Net Assets</b> | 68,908 |

# SECTION IV: Current Annual Budget - Must use this form

From June 01, 2022 Through May 31, 2023

| Budgeted Revenue              | Amount          | Comments/Explanation                  |
|-------------------------------|-----------------|---------------------------------------|
| City of Sheridan GPET         |                 |                                       |
| Sheridan County One Cent      |                 |                                       |
| Federal Grants                |                 |                                       |
| State Grants                  |                 |                                       |
| Other Grants                  |                 |                                       |
| Donations                     | 4,000           | Scott Foundation, Kibbee Foundation   |
| Fundraising                   | 10,000          | 2022 Spring Fundraiser, Summer events |
| Dues/Memberships              | 162,744.60      | Tuition 27 students                   |
| Interest                      |                 |                                       |
| Other                         |                 |                                       |
| Other                         |                 |                                       |
| <b>Total Budgeted Revenue</b> | <b>176744.6</b> |                                       |

| Budgeted Expenses              | Amount         | Comments/Explanation                                                 |
|--------------------------------|----------------|----------------------------------------------------------------------|
| <b>Administrative Expenses</b> |                |                                                                      |
| Salary, Director               | 47,000         | Lead Teacher                                                         |
| Salary, Other(s)               | 47,000         | Lead Teacher                                                         |
| Benefits                       | 16,980         | Payroll                                                              |
| Supplies                       | 2,000          |                                                                      |
| Equipment                      |                |                                                                      |
| Rent                           | 24,000         |                                                                      |
| Utilities                      | 4,800          |                                                                      |
| Contractual Services           |                |                                                                      |
| Other                          | 3,000          | gym rental fees, swim rental fees, other fieldtrip fees/student cost |
| <b>Program Expenses</b>        |                |                                                                      |
| Salaries                       | 20,000         | Part-time staff member                                               |
| Benefits                       | 4,800          | Payroll                                                              |
| Supplies                       | 3,740          | Student budget                                                       |
| Equipment                      | 400            | Tech repair budget                                                   |
| Lodging                        |                |                                                                      |
| Food                           | 825            | Family engagement & emergency school snacks for students             |
| Advertising/Printing           | 2,200          | Google, Facebook                                                     |
| Other                          |                |                                                                      |
| <b>Total Budgeted Expenses</b> | <b>176,745</b> | This figure must match Total Budgeted Revenue line above.            |



## SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 2023

Through June 30 2024

| Budgeted Expenses              | Amount                                                             | Comments/Explanation                                                                                         |
|--------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Administrative Expenses</b> |                                                                    |                                                                                                              |
| Salary & Benefits, Director    | 3,000                                                              | 6% of Salary                                                                                                 |
| Salary & Benefits, Other(s)    | 3,000                                                              | 6% of Salary                                                                                                 |
| Supplies                       |                                                                    |                                                                                                              |
| Equipment                      |                                                                    |                                                                                                              |
| Rent                           | 10,000                                                             | Allowing us to keep up with increased rental rate                                                            |
| Utilities                      |                                                                    |                                                                                                              |
| Contractual Services           |                                                                    |                                                                                                              |
| Other                          |                                                                    |                                                                                                              |
| <b>Program Expenses</b>        | If you have more than one program, please make a copy of this page |                                                                                                              |
| Salary & Benefits              | 3,000                                                              | Part-Time staff                                                                                              |
| Supplies                       | 1,500                                                              | Student consumables, student manager budget for departments including art, kitchen, makers space, tech, etc. |
| Equipment                      | 1,500                                                              | Update and increase tech, kitchen, and makers space                                                          |
| Lodging                        |                                                                    |                                                                                                              |
| Rent                           |                                                                    |                                                                                                              |
| Utilities                      | 3,000                                                              | This would help offset our current costs                                                                     |
| Food                           |                                                                    |                                                                                                              |
| Advertising/Printing           |                                                                    |                                                                                                              |
| Other                          |                                                                    |                                                                                                              |
| <b>Total Budgeted Expenses</b> | <b>25,000</b>                                                      |                                                                                                              |