



**AGENDA
CITY OF SHERIDAN
MARCH 13, 2023
STUDY SESSION COUNCIL MEETING START 5:30 P.M.**

1. Discussion of PL-23-3, Ordinance 2260, DoubleDay Annexation - Community Development Director Wade Sanner
2. Discussion of PL-23-4, Ordinance 2261, Annex 14,308 sq ft of Holloway Ave. Right of Way - Community Development Director Wade Sanner
3. Discussion of PL-23-5, Ordinance 2262, Annex 2.71 Acres of Airport Road Right of Way - Community Development Director Wade Sanner
4. Discussion of Resolution 12-23 Certifying Compliance with WS § 15-1-403 for the Annexation of 246.20 Acres Located at 2423 East 5th Street - Community Development Director Wade Sanner
5. Discussion of FY23 Budget Revision #1 - City Treasurer Karen Burtis
6. Discussion of Award to CDG Engineers for the Design and Inspection of the Existing West 5th Street Bridge for an Amount of \$185,858.00 - Public Works Director Hanns Mercer
7. Discussion of 103 N. Gould Property - Public Works Director Hanns Mercer
8. Discussion of Resolution 13-23 Designating the 2023 Trees for Trash & Community Clean-up Event; and the Free Fall Landfill Day - Utilities Director Dan Roberts
9. Discussion of Resolution 14-23, Submission of a Clean Water State Revolving Fund (CWSRF) Loan Application for the WWTP S - Utilities Director Dan Roberts
10. Discussion of City Administrator Contract - City Attorney Brendon Kerns



CITY OF SHERIDAN, WYOMING

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

Ph (307) 674-6483 Fax (307) 674-2195

Planning

MEMORANDUM

Project: Discussion of PL-23-3, Ordinance 2260, DoubleDay Annexation - Community Development
Name: Director Wade Sanner
From: Wade Sanner, Community Development Director
To: Mayor and Council
CC:
Date: 03/15/2023

Recommendation:

Discussion of PL-23-3, Ordinance 2260, DoubleDay annexation. The City of Sheridan is requesting to annex 12.98 acres, to be zoned Gateway District. Located at 1475 Dovetail Lane, (PIN 56840430000100).

Background:

The applicant, City of Sheridan, is requesting to annex 12.98 acres of the Double Day Park, to be zoned Gateway District. Located at 1475 Dovetail Lane (PIN 56840430000100).

NOTICES

Per W.S. 15-1-405, an annexation report and public notices were not required for the annexation. In order to be transparent, staff sent notices to 41 adjacent property owners. At the time of writing this staff report, staff received 8 phone calls inquiring about the application.

Discussion:

Before any territory is eligible for annexation, the governing body of any city or town at a hearing as provided in W.S. 15-1-405 shall find that:

- (i) An annexation of the area is for the protection of the health, safety and welfare of the persons residing in the area and in the city or town;
- (ii) The urban development of the area sought to be annexed would constitute a natural, geographical, economical and social part of the annexing city or town;
- (iii) The area sought to be annexed is a logical and feasible addition to the annexing city or town and the extension of basic and other services customarily available to residents of the city or town shall, within reason, be available to the area proposed to be annexed;
- (iv) The area sought to be annexed is contiguous with or adjacent to the annexing city or town, or the area meets the requirements of W.S. 15-1-407;
- (v) If the city or town does not own or operate its own electric utility, its governing body is prepared to issue one (1) or more franchises as necessary to serve the annexed area pursuant to W.S. 15-1-410; and
- (vi) The annexing city or town, not less than twenty (20) business days prior to the public hearing required by W.S. 15-1-405(a), has sent by certified mail to all landowners and affected public utilities within the territory a summary of the proposed annexation report as required under subsection (c) of this section and notice of the time, date and location of the public hearing required by W.S. 15-1-405(a).

(b) Contiguity will not be adversely affected by the existence of a platted street or alley, a public or private right-of-way, a public or private transportation right-of-way, a lake, stream, reservoir or other natural or artificial waterway located between the annexing city or town and the land sought to be annexed.

If the city is the sole owner of any territory, whether or not contiguous that it desires to annex, the governing body, by ordinance, may annex the territory to the city or town without notice or public hearing as provided in W.S. 15-1-405 and without preparing the annexation report or providing the estimates required by W.S. 15-1-402(c) and (e) and 15-1-404(a)(ii)(C) and (D). All ordinances annexing territory without notice and public hearing shall contain a statement that the territory is solely owned by the petitioning city or town.

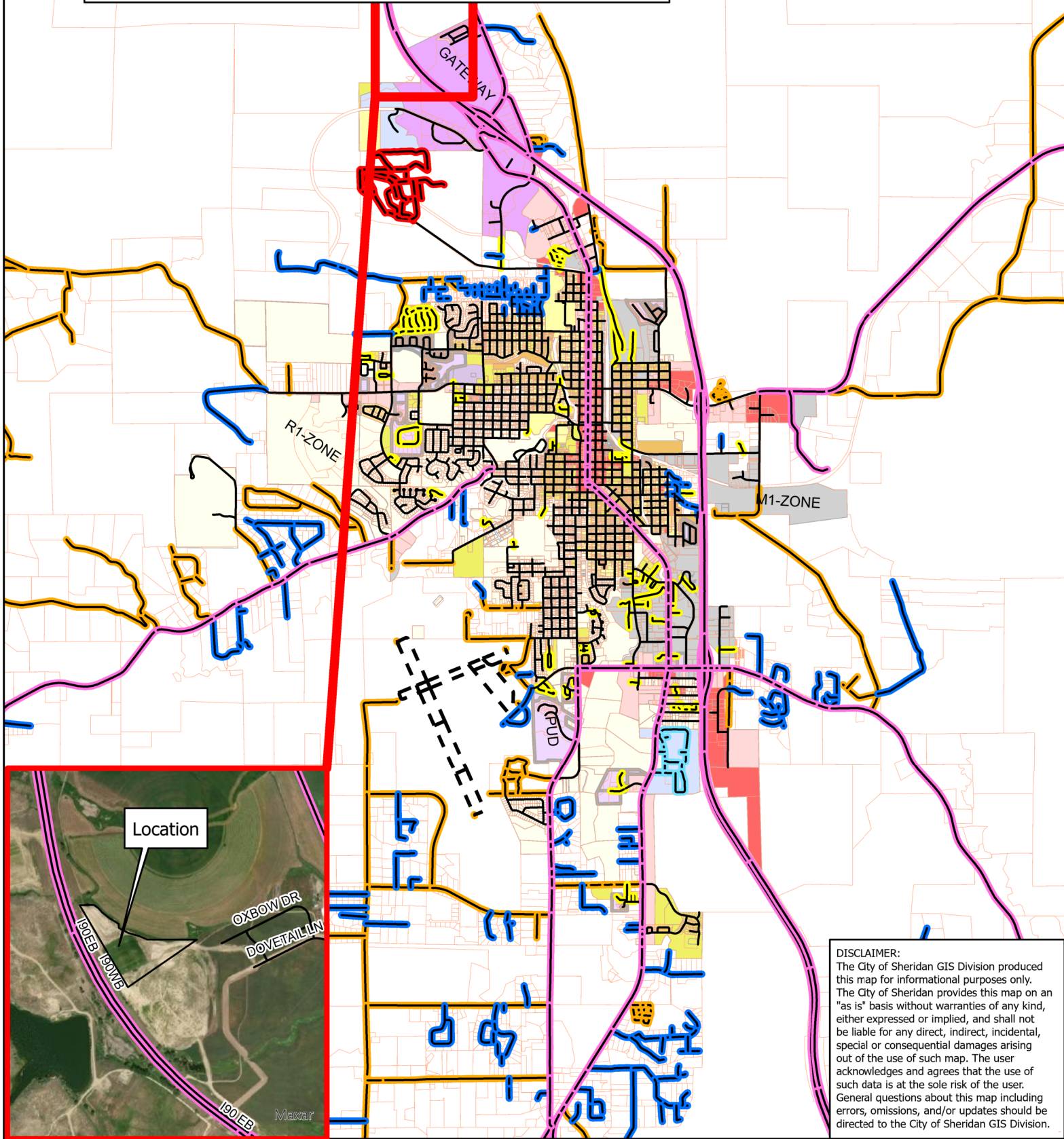
Attachments

Aerial

Annexation Plat

Ordinance

DoubleDay annexation



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

Legend

Roads

- County Road
- Forest Service Road
- Private Road
- PUBLIC ROAD
- City of Sheridan Road

- Sheridan College Road
- Sheridan County Airport
- State of Wyoming Road
- VA Road
- Parcels

Zoning City

- R1 - Residence District
- R2 - Residence District
- R3 - Residence District
- R4 - Residence District
- B1 - Business District

N

Miles 0 $\frac{3}{4}$ 1 $\frac{1}{2}$

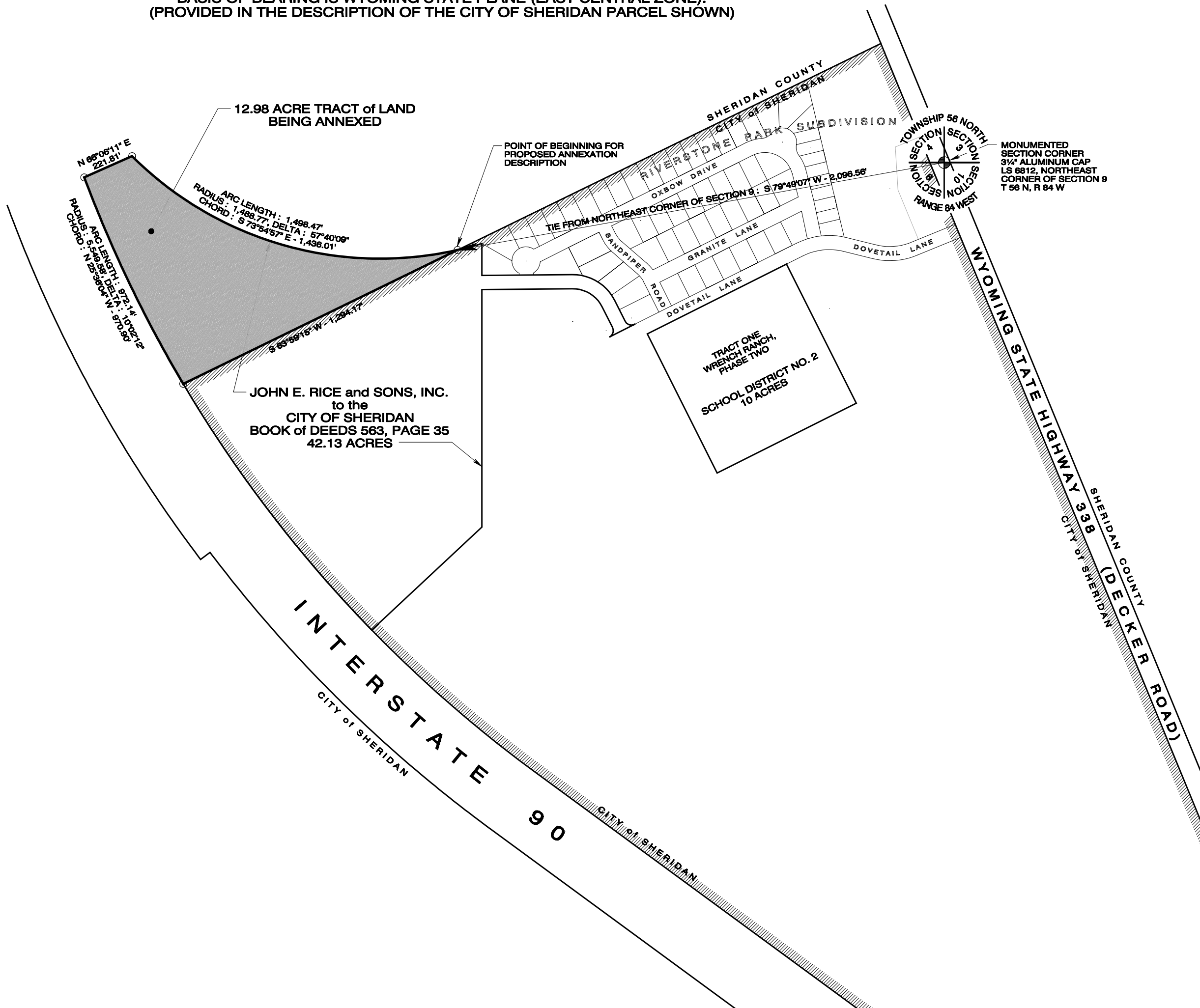
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DETAIL

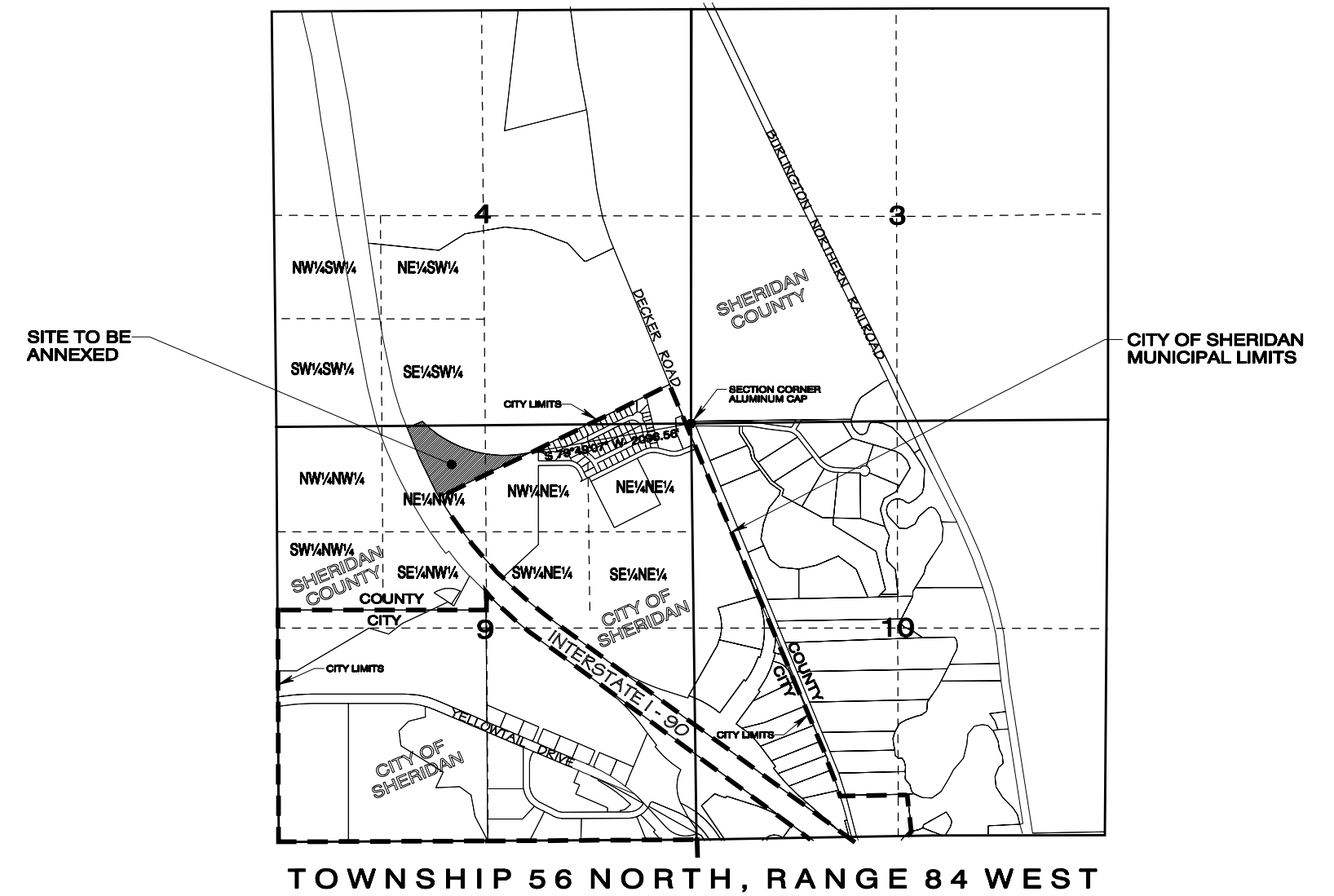
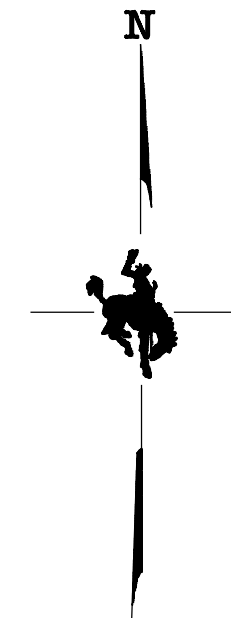
SCALE : 1" = 400'

BASIS OF BEARING IS WYOMING STATE PLANE (EAST CENTRAL ZONE).
(PROVIDED IN THE DESCRIPTION OF THE CITY OF SHERIDAN PARCEL SHOWN)



LOCATION

SCALE : 1" = 2000'



MAP

to accompany

PETITION for ANNEXATION

of a
TRACT of LAND

situated in the

SE 1/4 SW 1/4 of SECTION 4

and in the

NW 1/4 NE 1/4 and the NE 1/4 NW 1/4 of SECTION 9

all in

TOWNSHIP 56 NORTH, RANGE 84 WEST

of the

SIXTH PRINCIPAL MERIDIAN
SHERIDAN COUNTY, WYOMING

for the

CITY of SHERIDAN

55 GRINNELL PLAZA
SHERIDAN, WYOMING 82801

CERTIFICATE of SURVEYOR

State of Wyoming } ss
County of Sheridan }

I, David L. Randall, of Sheridan, Wyoming being a duly registered Professional Engineer and Land Surveyor in the State of Wyoming do hereby certify that this map was made from records on file in the Sheridan County Clerk's Office, Sheridan, Wyoming, from records furnished by the City of Sheridan, Wyoming and from City and County GIS information.
This map correctly represents all of the data shown hereon.

Registration No. 3159 PE & LS

CIVIL ENGINEER and LAND SURVEYOR

CERTIFICATE of RECORDER

State of Wyoming } ss
County of Sheridan }

This map was filed for record in the Office of the Clerk and Recorder at _____ O'Clock _____ M., this _____ day of _____, 2023, and is duly recorded in Book _____, Page No. _____.
Receiving Number _____.

COUNTY CLERK

ORDINANCE NO. 2260

AN ORDINANCE annexing 12.98 acres of a portion of the DoubleDay park property located at 1475 Dovetail Lane on the east side of I-90; and zoning Gateway District.

WHEREAS, the owner of the below described land have petitioned the City Council for the annexation of the following described land into the City of Sheridan; and

WHEREAS, the owner has requested same said property to be zoned as part of the Woodland Creek PUD; and

WHEREAS, the Planning Commission of the City of Sheridan has recommended to the City Council that said tracts of land be annexed to the City; THEREFORE,

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

Section 1. ANNEXATION.

That the following described land is hereby annexed into the City of Sheridan, to wit:

A tract of land situated in the SE¼SW¼ of Section 4 and in the NW¼NE¼ and the NE¼NW¼ of Section 9 all in Township 56 North, Range 84 West of the Sixth Principal Meridian, Sheridan County, Wyoming; more particularly described as follows:

Beginning at a point which bears S 79°49'07" W a distance of 2,096.56 feet from the Northeast Corner of said Section 9; thence S 63°59'15" W for a distance of 1,294.17 feet to a point on the Easterly Right-of-Way of Interstate 90, this point being on a non-tangent curve to the right; thence along this curve having a Radius of 5,549.58 feet, a Central Angle of 10°02'12", an Arc Length of 972.14 feet and a Chord that bears N 25°36'04" W for a distance of 970.90 feet; thence leaving said curve on a bearing of N 66°06'11" E for a distance of 221.81 feet to a point on a non-tangent curve to the left; thence along this curve having a Radius of 1,488.77 feet, a Central Angle of 57°40'09", an Arc Length of 1,498.47 feet and a Chord that bears S 73°54'57" E for a distance of 1,436.01 feet to the point of beginning.

Said tract of land contains 12.98 Acres.

Section 2. ZONING

The requested zoning for the property is Gateway District.

Section 3. FINDINGS.

That the City Council resolves and makes the following findings in accordance with Wyoming State Statute 15-1-402 and Sheridan City Code Appendix B§804:

Annexation

- (i.) The annexation of the area is for the protection of the health, safety and welfare of the persons residing in the area and in the city or town;
- (ii) The urban development of the area sought to be annexed would constitute a natural, geographical, economical and social part of the annexing city or town;
- (iii) The area sought to be annexed is a logical and feasible addition to the annexing city or town and the extension of basic and other services customarily available to residents of the city or town shall, within reason, be available to the area proposed to be annexed;

- (iv) The area sought to be annexed is contiguous with or adjacent to the annexing city or town, or the area meets the requirements of W.S. 15-1-407;
- (v) If the city or town does not own or operate its own electric utility, its governing body is prepared to issue one (1) or more franchises as necessary to serve the annexed area pursuant to W.S. 15-1-410; and
- (vi) The annexing city or town, not less than twenty (20) business days prior to the public hearing required by W.S. 15-1-405(a), has sent by certified mail to all landowners and affected public utilities within the territory a summary of the proposed annexation report as required under subsection (c) of this section and notice of the time, date and location of the public hearing required by W.S. 15-1405(a).

Section 4. SEVERABILITY.

If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, than all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 5. EFFECTIVE DATE.

That this ordinance shall be in full force on June 19, 2023.

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

Richard Bridger, Mayor

ATTEST:

Cecilia Good, City Clerk

State of Wyoming)
)SS
County of Sheridan)

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 2023 by _____.

Notary Public

My commission expires _____.



CITY OF SHERIDAN, WYOMING

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

Ph (307) 674-6483 Fax (307) 674-2195

Planning

MEMORANDUM

Project Name: Discussion of PL-23-4, Ordinance 2261, Annex 14,308 sq ft of Holloway Ave. Right of Way -
Community Development Director Wade Sanner
From: Wade Sanner, Community Development Director
To: Mayor and Council
CC:
Date: 03/15/2023

Recommendation:

Discussion of PL-23-4, Ordinance 2261, The City of Sheridan is requesting to annex 41,308 square feet of Holloway Ave. right of way. Located between 13th St. and 15th St. on Holloway Ave.

Background:

The applicant, City of Sheridan, is requesting to annex 41,308 square feet of Holloway Avenue right of way. Located between 13th Street and 15th St. on Holloway Avenue.

NOTICES

Per W.S. 15-1-405, an annexation report and public notices were not required for the annexation. In order to be transparent, staff sent notices to 14 adjacent property owners. At the time of writing this staff report, staff received 8 phone calls inquiring about the application.

Discussion:

Before any territory is eligible for annexation, the governing body of any city or town at a hearing as provided in W.S. 15-1-405 shall find that:

- (i) An annexation of the area is for the protection of the health, safety and welfare of the persons residing in the area and in the city or town;
- (ii) The urban development of the area sought to be annexed would constitute a natural, geographical, economical and social part of the annexing city or town;
- (iii) The area sought to be annexed is a logical and feasible addition to the annexing city or town and the extension of basic and other services customarily available to residents of the city or town shall, within reason, be available to the area proposed to be annexed;
- (iv) The area sought to be annexed is contiguous with or adjacent to the annexing city or town, or the area meets the requirements of W.S. 15-1-407;
- (v) If the city or town does not own or operate its own electric utility, its governing body is prepared to issue one (1) or more franchises as necessary to serve the annexed area pursuant to W.S. 15-1-410; and
- (vi) The annexing city or town, not less than twenty (20) business days prior to the public hearing required by W.S. 15-1-405(a), has sent by certified mail to all landowners and affected public utilities within the territory a summary of the proposed annexation report as required under subsection (c) of this section and notice of the time, date and location of the public hearing required by W.S. 15-1-405(a).

(b) Contiguity will not be adversely affected by the existence of a platted street or alley, a public or private right-of-way, a public or private transportation right-of-way, a lake, stream, reservoir or other natural or artificial waterway located between the annexing city or town and the land sought to be annexed.

If the city is the sole owner of any territory whether or not contiguous that it desires to annex, the governing body, by ordinance, may annex the territory to the city or town without notice or public hearing as provided in W.S. 15-1-405 and without preparing the annexation report or providing the estimates required by W.S. 15-1-402(c) and (e) and 15-1-404(a)(ii)(C) and (D). All ordinances annexing territory without notice and public hearing shall contain a statement that the territory is solely owned by the petitioning city or town.

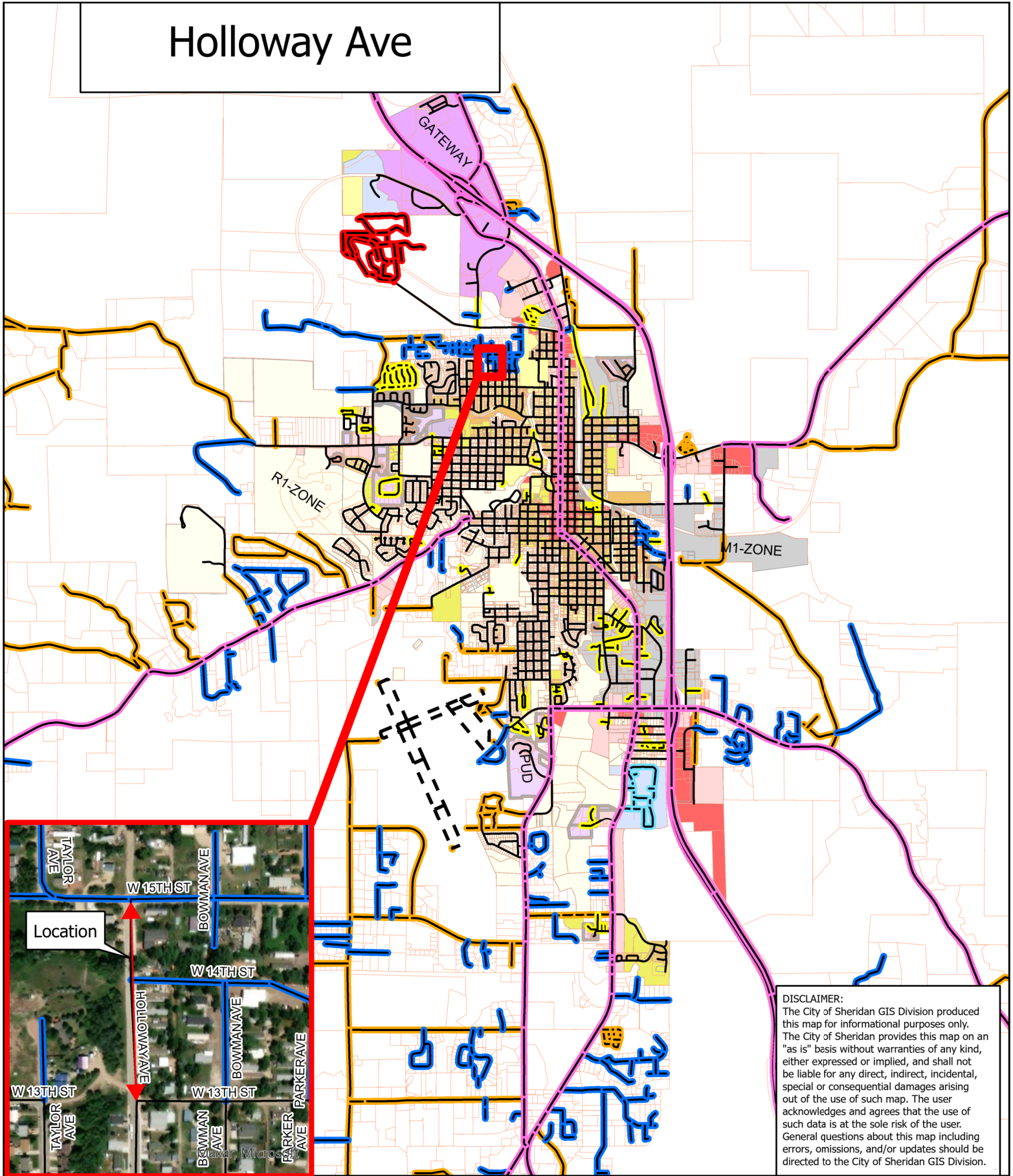
Attachments

Aerial

Annexation Plat

Ordinance

Holloway Ave



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Legend

Roads

- County Road
- Forest Service Road
- Private Road
- PUBLIC ROAD
- City of Sheridan Road

- Sheridan College Road
- Sheridan County Airport
- State of Wyoming Road
- VA Road
- Parcels

Zoning City

- R1 - Residence District
- R2 - Residence District
- R3 - Residence District
- R4 - Residence District
- B1 - Business District



N

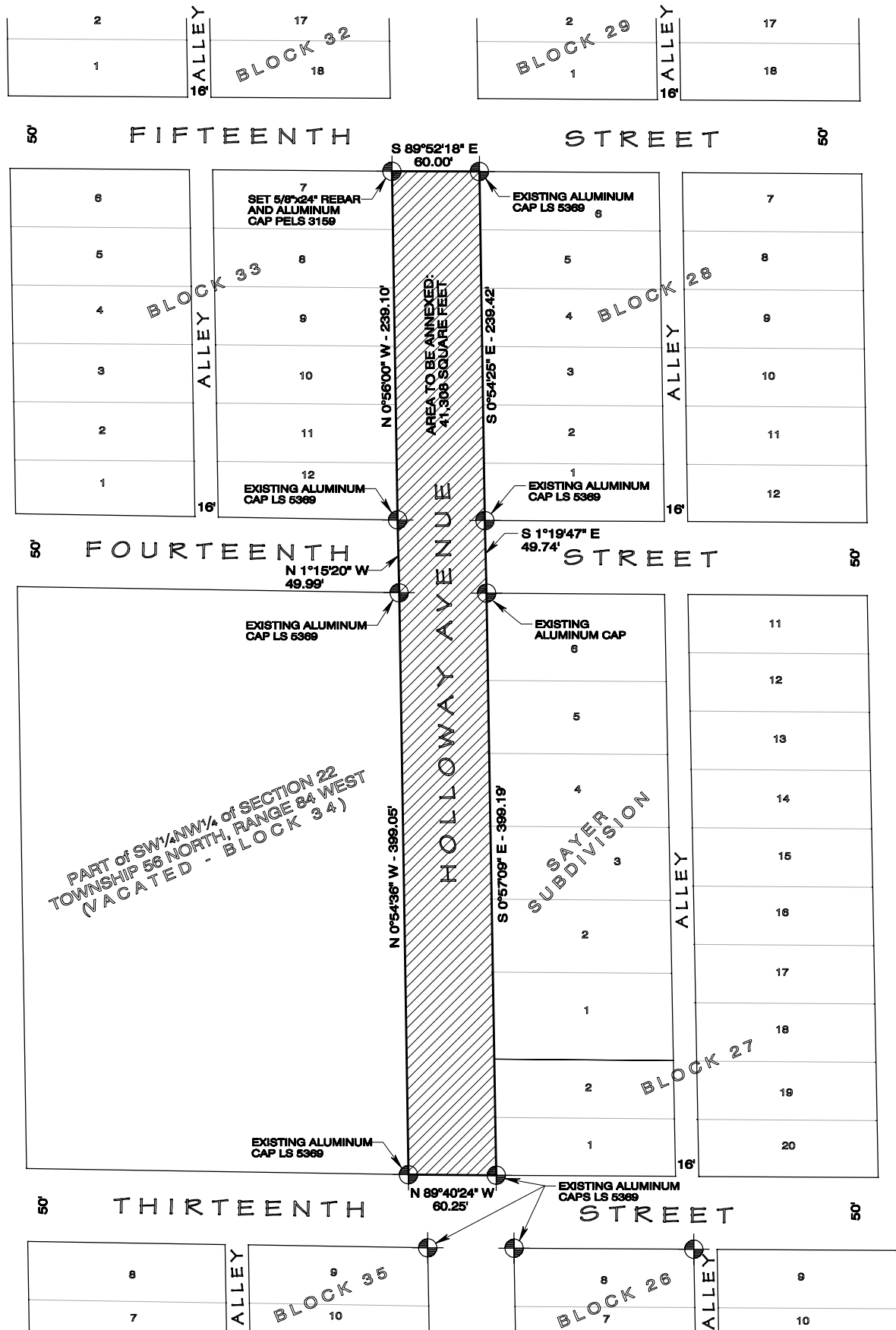
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Date: 02/10/2023 2:31 PM User: sgoodman

DETAIL

SCALE : 1" = 100'

BASIS OF BEARING IS WYOMING STATE PLANE (EAST CENTRAL ZONE).



CERTIFICATE of SURVEYOR

State of Wyoming } ss
County of Sheridan

I, David L. Randall, of Sheridan, Wyoming being a duly registered Professional Engineer and Land Surveyor in the State of Wyoming do hereby certify that this map was made from field notes of an actual survey performed by me or under my direct supervision in July and August of 2022 and from records on file in the Sheridan County Clerk's office.
This map correctly represents all data shown hereon.

Registration No. 3159 PE & LS

CIVIL ENGINEER and LAND SURVEYOR

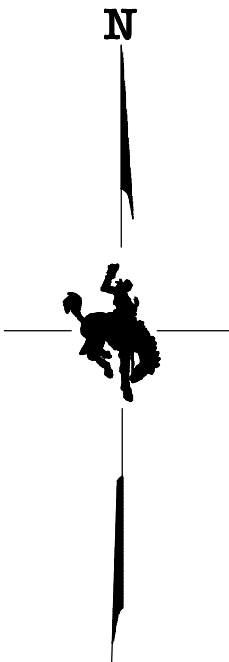
CERTIFICATE of RECORDER

State of Wyoming } ss
County of Sheridan

This map was filed for record in the Office of the Clerk and Recorder at _____ O'Clock _____ M., this _____ day of _____, 2022, and is duly recorded in Book _____, Page No. _____.
Receiving Number _____.

COUNTY CLERK

LOCATION
SCALE : 1" = 1000'



MAP
to ACCOMPANY
PETITION for ANNEXATION
of a
TRACT of LAND
being
HOLLOWAY AVENUE
between
THIRTEENTH STREET and FIFTEENTH STREET
In the
DOWNER'S ADDITION
SHERIDAN COUNTY, WYOMING
for the
CITY of SHERIDAN
55 GRINNELL PLAZA
SHERIDAN, WY 82801

DRAWN BY REX RANDALL - AUGUST 3, 2022
RANDALL ENGINEERING SURVEYS - SHERIDAN, WYOMING

ORDINANCE NO. 2261

AN ORDINANCE annexing a portion of the Holloway Avenue right-of-way, located between Thirteenth and Fifteenth Street, Sheridan County, Wyoming being more particularly described below and shown on the attached Exhibit; and zoning is not required.

WHEREAS, the owner of the below described land have petitioned the City Council for the annexation of the following described land into the City of Sheridan; and

WHEREAS, the owner has requested same said property to be zoned as part of the Woodland Creek PUD; and

WHEREAS, the Planning Commission of the City of Sheridan has recommended to the City Council that said tracts of land be annexed to the City; THEREFORE,

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

Section 1. ANNEXATION.

That the following described land is hereby annexed into the City of Sheridan, to wit:

A tract of land being that portion of Holloway Avenue lying between Thirteenth Street and Fifteenth Street in the Downer's Addition, Sheridan County, Wyoming; more particularly described as follows:

Beginning at the Southwest Corner of Lot 1, Block 27, said Downer's Addition, thence N 89°40'24" W for a distance of 60.25 feet to the West Right-of-Way line of Holloway Avenue; thence along said West line on a bearing of N 0°54'36" W for a distance of 399.05 feet to a point on the South line of Fourteenth Street; thence along said West line of Holloway Avenue on a bearing of N 1°15'20" W for a distance of 49.99 feet the Southeast Corner of Lot 12, Block 33 of said Downer's Addition; thence N 0°56'00" W for a distance of 239.10 feet to the Northeast Corner of Lot 7, said Block 33; thence along the South line of Fifteenth Street on a bearing of S 89°52'18" E for a distance of 60.00 feet to the Northwest Corner of Lot 6, Block 28 of said Downer's Addition; thence along the East line of Holloway on a bearing of S 0°54'25" E for a distance of 239.42 feet to the Southwest Corner of Lot 1, said Block 28; thence S 1°19'47" E for a distance of 49.74 feet to the Northwest Corner of Lot 6 of the Sayer Subdivision in Sheridan County, Wyoming; thence along the East line of Holloway Avenue on a bearing of S 0°57'09" E for a distance of 399.19 feet to the point of beginning.

Said tract of land contains 41,308 Square Feet.

Section 2. ZONING

That the above described land is dedicated public right-of-way.

Section 3. FINDINGS.

That the City Council resolves and makes the following findings in accordance with Wyoming State Statute 15-1-402 and Sheridan City Code Appendix B§804:

Annexation

- (i.) The annexation of the area is for the protection of the health, safety and welfare of the persons residing in the area and in the city or town;
- (ii) The urban development of the area sought to be annexed would constitute a natural, geographical, economical and social part of the annexing city or town;
- (iii) The area sought to be annexed is a logical and feasible addition to the

annexing city or town and the extension of basic and other services customarily available to residents of the city or town shall, within reason, be available to the area proposed to be annexed;

- (iv) The area sought to be annexed is contiguous with or adjacent to the annexing city or town, or the area meets the requirements of W.S. 15-1-407;
- (v) If the city or town does not own or operate its own electric utility, its governing body is prepared to issue one (1) or more franchises as necessary to serve the annexed area pursuant to W.S. 15-1-410; and
- (vi) If the city is the sole owner of any territory whether or not contiguous that it desires to annex, the governing body, by ordinance, may annex the territory to the city or town without notice or public hearing as provided in W.S. 15-1-405 and without preparing the annexation report or providing the estimates required by W.S. 15-1-402(c) and (e) and 15-1-404(a)(ii)(C) and (D). All ordinances annexing territory without notice and public hearing shall contain a statement that the territory is solely owned by the petitioning city or town.
- (vii) Though noticing was not required, staff sent a mailed notice to adjacent property owners in order to be transparent during the annexation process.

Section 4. SEVERABILITY.

If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, than all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 5. EFFECTIVE DATE.

That this ordinance shall be in full force on June 19, 2023.

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

Richard Bridger, Mayor

ATTEST:

Cecilia Good, City Clerk

State of Wyoming)
)SS
County of Sheridan)

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 2023 by _____.

Notary Public

My commission expires _____.



CITY OF SHERIDAN, WYOMING

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

Ph (307) 674-6483 Fax (307) 674-2195

Planning

MEMORANDUM

Project: Discussion of PL-23-5, Ordinance 2262, Annex 2.71 Acres of Airport Road Right of Way -
Name: Community Development Director Wade Sanner
From: Wade Sanner, Community Development Director
To: Mayor and Council
CC:
Date: 03/15/2023

Recommendation:

Discussion of PL-23-5, Ordinance 2262, The City of Sheridan is requesting to annex 2.71 acres of Airport Road right of way. Located between Big Horn Ave and Zuni Dr. on Airport Rd.

Background:

The applicant, City of Sheridan, is requesting to annex 2.71 acres of Airport Road right-of-way located between Big Horn Avenue and Zuni Drive on Airport Road.

NOTICES

Per W.S. 15-1-405, an annexation report and public notices were not required for the annexation. In order to be transparent, staff sent notices to 27 adjacent property owners. At the time of writing this staff report, staff received 8 phone calls inquiring about the application.

Discussion:

Before any territory is eligible for annexation, the governing body of any city or town at a hearing as provided in W.S. 15-1-405 shall find that:

- (i) An annexation of the area is for the protection of the health, safety and welfare of the persons residing in the area and in the city or town;
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- (vi) The annexing city or town, not less than twenty (20) business days prior to the public hearing required by W.S. 15-1-405(a), has sent by certified mail to all landowners and affected public utilities within the territory a summary of the proposed annexation report as required under subsection (c) of this section and notice of the time, date and location of the public hearing required by W.S. 15-1-405(a).

(b) Contiguity will not be adversely affected by the existence of a platted street or alley, a public or private right-of-way, a public or private transportation right-of-way, a lake, stream, reservoir or other natural or artificial waterway located between the annexing city or town and the land sought to be annexed.

If the city is the sole owner of any territory whether or not contiguous that it desires to annex, the governing body, by ordinance, may annex the territory to the city or town without notice or public hearing as provided in W.S. 15-1-405 and without preparing the annexation report or providing the estimates required by W.S. 15-1-402(c) and (e) and 15-1-404(a)(ii)(C) and (D). All ordinances annexing territory without notice and public hearing shall contain a statement that the territory is solely owned by the petitioning city or town.

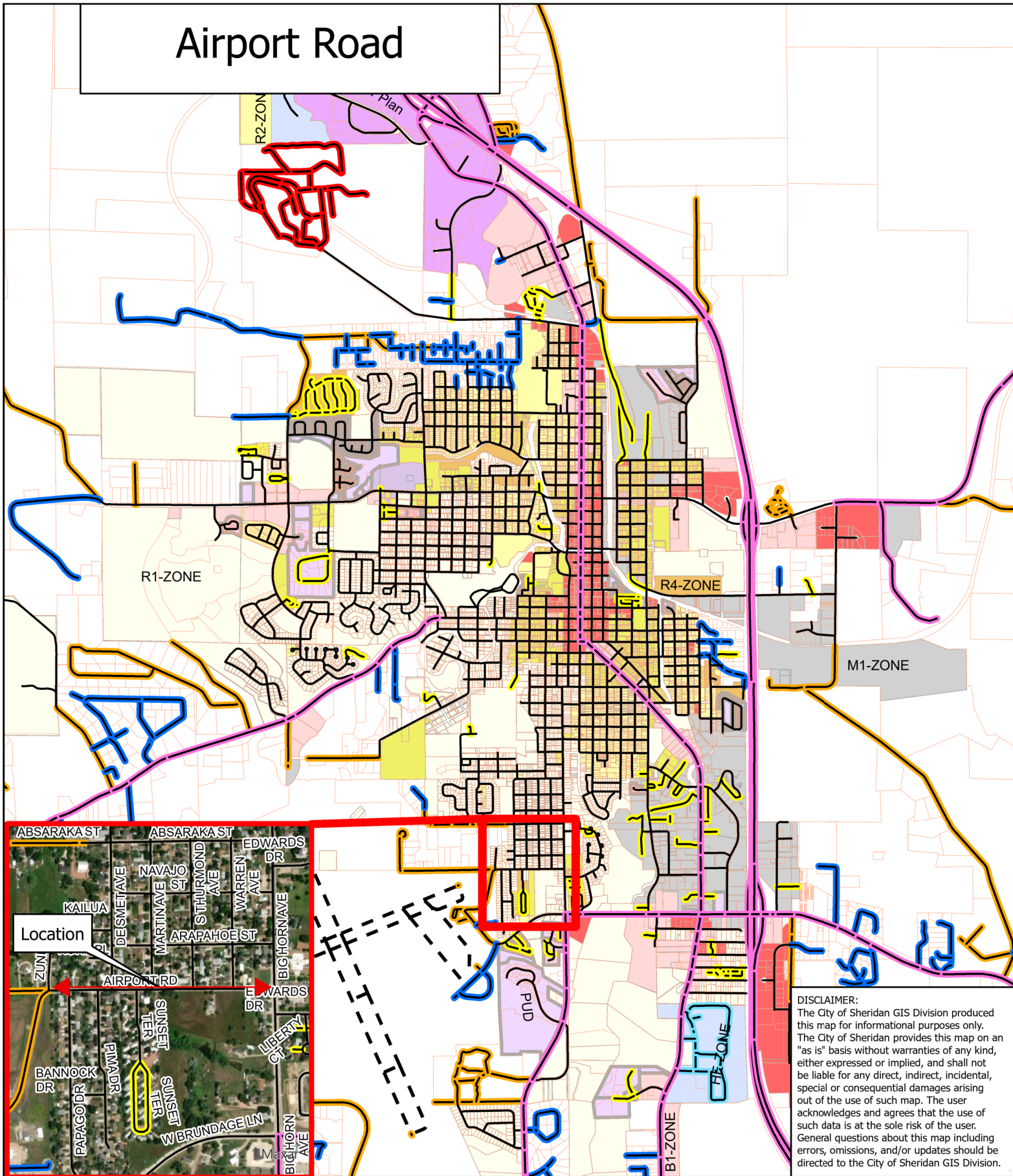
Attachments

Aerial

Annexation Plat

ORD 2262 Airport Road Annexation - CC 03-15-23

Airport Road



DISCLAIMER:
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Legend

Roads

- County Road
- Forest Service Road
- Private Road
- PUBLIC ROAD
- City of Sheridan Road

- Sheridan College Road
- Sheridan County Airport
- State of Wyoming Road
- VA Road
- Parcels

Zoning City

- R1 - Residence District
- R2 - Residence District
- R3 - Residence District
- R4 - Residence District
- B1 - Business District



N

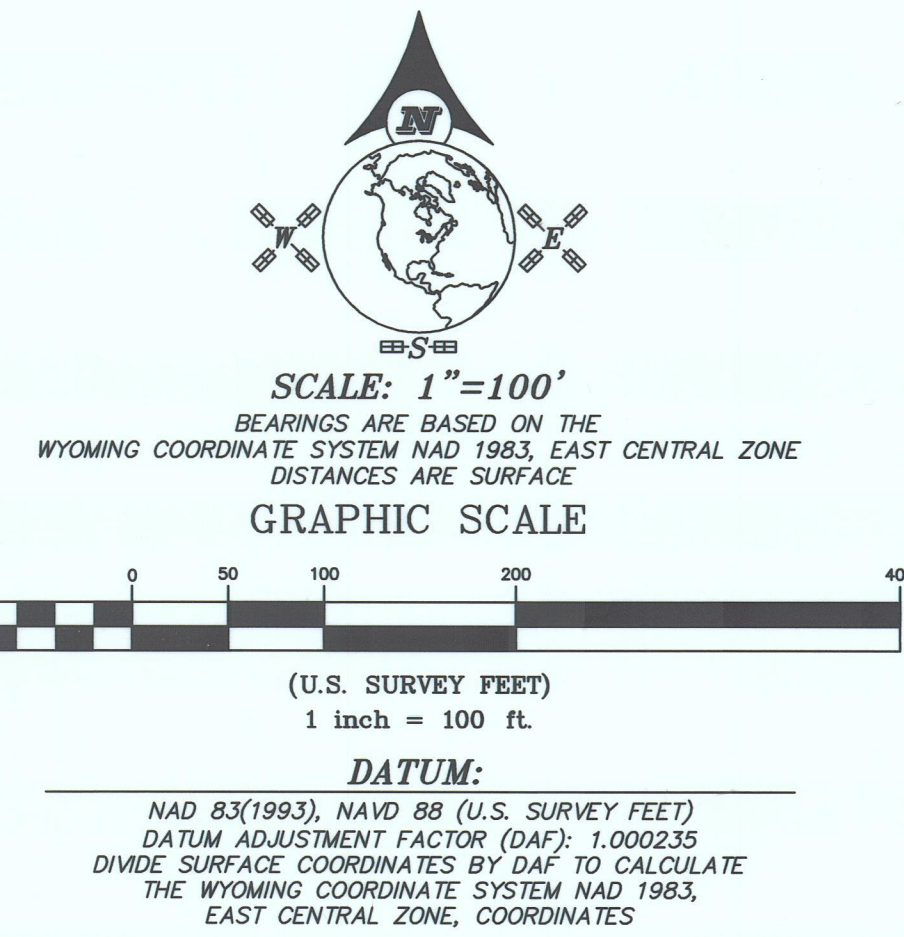
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Date: 02/09/2023 8:48 AM User: sgoodman

ANNEXATION OF AIRPORT ROAD (AKA COUNTY ROAD NO. 54A)

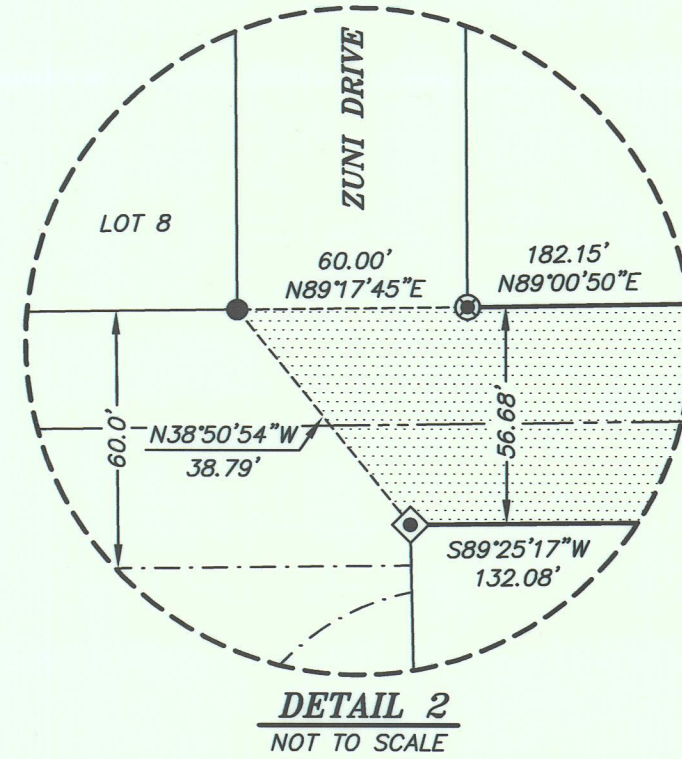
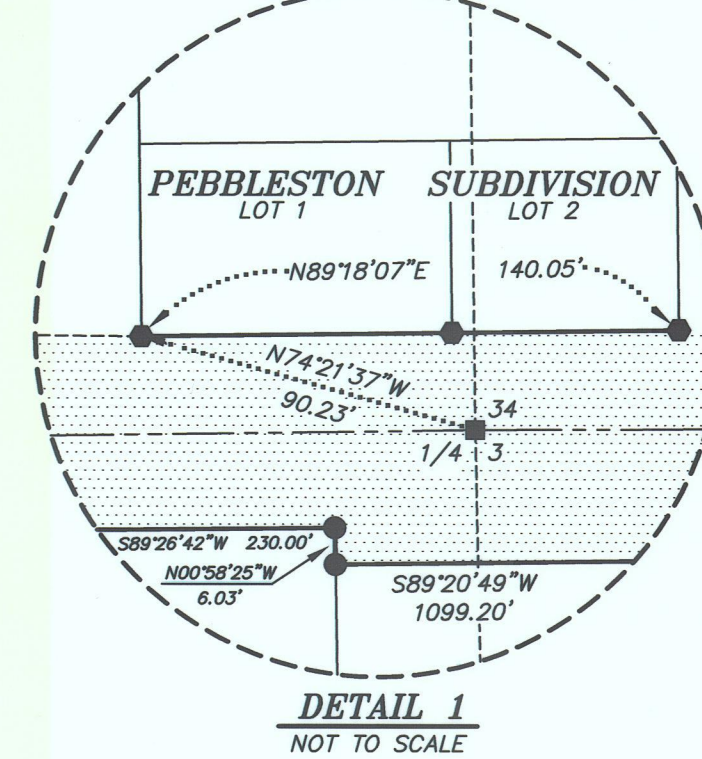
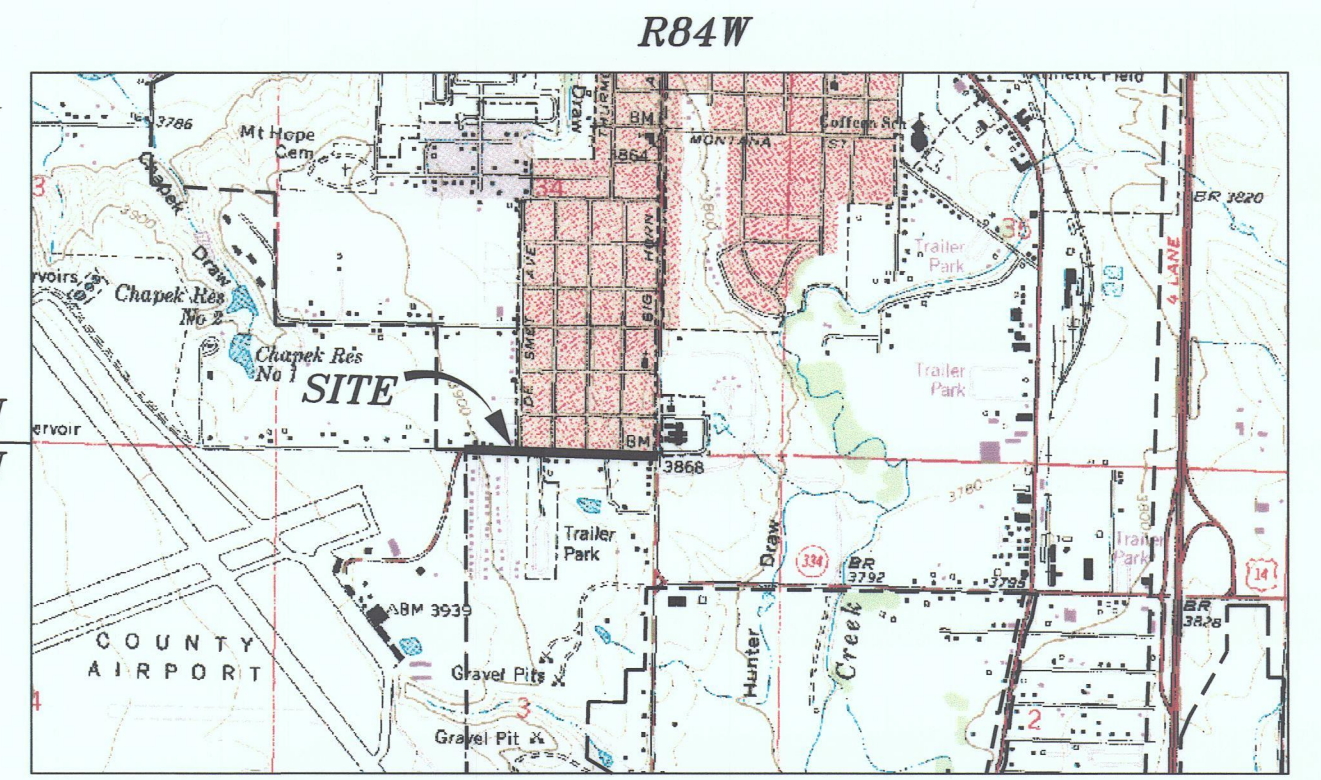
T55N, R84W - SECTION 3: N1/2 LOT 2 & N1/2 LOT 3
T56N, R84W - SECTION 34: S1/2SE1/4SW1/4 & S1/2SW1/4SE1/4,
6TH P.M., SHERIDAN COUNTY, WYOMING.

GRANVILLE ADDITION - BLOCK: 3 & 4
GRANVILLE 3RD ADDITION - LOT: 8 & 9
PEBBLESTONE SUBDIVISION - LOT: 1 & 2
ROBBINS ADDITION (AMENDED PLAT) - LOT: 17
SHERIDAN GARDENS ADDITION - BLOCK: 6, 7, 18 & 19
SKYLANE TERRACE SUBDIVISION - BLOCK: 2

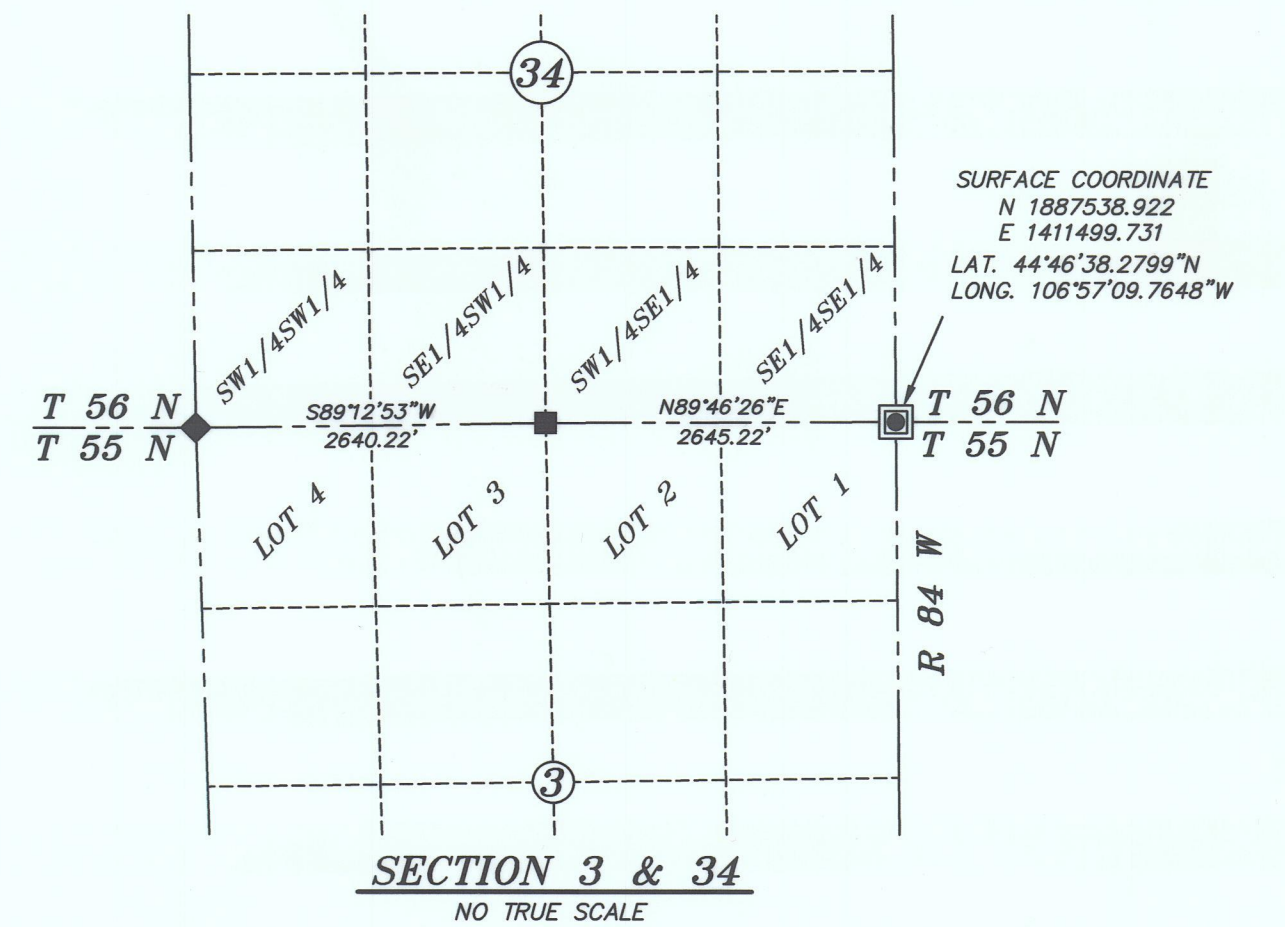


LEGEND:

- FOUND 3-1/4" ALUMINUM CAP PER PLS 2615
- FOUND 3-1/4" ALUMINUM CAP PER PLS 6812
- FOUND 1-1/2" ALUMINUM CAP (UNMARKED)
- FOUND 3" BRASS CAP (UNMARKED)
- FOUND 3/8", 5/8" OR 7/8" REBAR
- FOUND 1-1/2" ALUMINUM CAP PER PLS 6594
- FOUND 1-1/2" ALUMINUM CAP PER PLS 529
- FOUND 3" BRASS CAP PER PLS 258
- FOUND HIGHWAY RIGHT-OF-WAY OR REFERENCE MONUMENT
- FOUND 2" ALUMINUM CAP PER PLS 3159
- SET 2" ALUMINUM CAP PER PLS 6812
- IRON PIN
- FOUND 2" ALUMINUM CAP PER PLS 3864 (28' WITNESS CORNER)
- CALCULATED: NOTHING FOUND/NOTHING SET
- WITNESS CORNER
- SECTION LINE
- INTERIOR SECTION LINE
- PROPERTY/TRACT/LOT LINE
- RIGHT-OF-WAY LINE
- BEARING AND DISTANCE LINE
- ANNEXATION TO THE CITY OF SHERIDAN (±2.71 ACRES)



SECTION 3 & 34



LEGAL DESCRIPTION

A TRACT OF LAND SITUATED IN THE N1/2 OF LOT 2 AND THE N1/2 OF LOT 3, SECTION 34, TOWNSHIP 55 NORTH, RANGE 84 WEST, AND THE S1/2SE1/4SW1/4, S1/2SW1/4SE1/4, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH P.M., SHERIDAN COUNTY, WYOMING; SAID TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

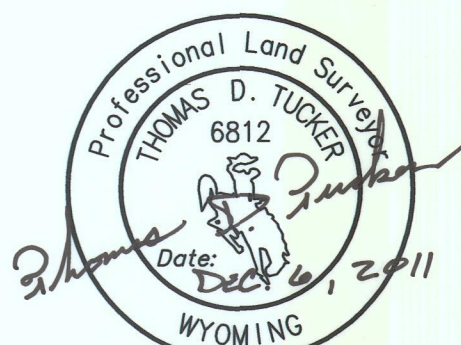
COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 34 (MONUMENTED WITH A 3/4" ALUMINUM CAP PER PLS 2615); THENCE N74°21'37"W, 90.23 FEET TO THE POINT OF BEGINNING OF SAID TRACT; SAID POINT BEING THE SOUTHWEST CORNER OF PEBBLESTONE SUBDIVISION; THENCE N89°18'07"E, 140.05 FEET ALONG THE SOUTH LINE OF SAID PEBBLESTONE SUBDIVISION TO A POINT, SAID POINT BEING THE SOUTHEAST CORNER OF SAID PEBBLESTONE SUBDIVISION; THENCE N89°20'48"E, 159.85 FEET ALONG THE SOUTH LINE OF BLOCK 19, SHERIDAN GARDENS ADDITION TO A POINT, SAID POINT BEING THE SOUTHEAST CORNER OF SAID BLOCK 19, SHERIDAN GARDENS ADDITION; THENCE N89°21'32"E, 359.79 FEET ALONG THE NORTH RIGHT-OF-WAY LINE OF AIRPORT ROAD (AKA COUNTY ROAD NO. 54A)(FKA OGALLALA STREET) TO A POINT, SAID POINT BEING THE SOUTHEAST CORNER OF BLOCK 18, SHERIDAN GARDENS ADDITION; THENCE N89°21'47"E, 59.83 FEET TO A POINT, SAID POINT BEING THE SOUTHWEST CORNER OF BLOCK 7, SHERIDAN GARDENS ADDITION; THENCE N89°19'32"E, 660.41 FEET ALONG THE NORTH RIGHT-OF-WAY LINE OF SAID AIRPORT ROAD (AKA COUNTY ROAD NO. 54A)(FKA OGALLALA STREET) TO A POINT, SAID POINT BEING THE SOUTHEAST CORNER OF BLOCK 6, SHERIDAN GARDENS ADDITION; THENCE S03°54'29"E, 68.65 FEET TO A POINT, SAID POINT LYING ON THE NORTH LINE OF A TRACT OF LAND DESCRIBED IN BOOK 453 OF DEEDS, PAGE 528 (MONUMENTED WITH A HIGHWAY RIGHT-OF-WAY MONUMENT); THENCE S89°34'32"W, 234.81 FEET ALONG SAID NORTH LINE OF SAID TRACT DESCRIBED IN BOOK 453 OF DEEDS, PAGE 528 AND THE NORTH LINE OF A TRACT OF LAND DESCRIBED IN BOOK 420 OF DEEDS, PAGE 526 TO A POINT, SAID POINT BEING THE NORTHWEST CORNER OF SAID TRACT DESCRIBED IN BOOK 420 OF DEEDS, PAGE 526; THENCE N00°45'33"W, 7.51 FEET ALONG THE EAST LINE OF A TRACT OF LAND DESCRIBED IN BOOK 420 OF DEEDS, PAGE 526 TO A POINT, SAID POINT LYING ON THE SOUTH RIGHT-OF-WAY LINE OF SAID AIRPORT ROAD (AKA COUNTY ROAD NO. 54A)(FKA OGALLALA STREET); THENCE S89°20'49"W, 1099.20 FEET ALONG SAID SOUTH RIGHT-OF-WAY LINE OF AIRPORT ROAD (AKA COUNTY ROAD NO. 54A)(FKA OGALLALA STREET) TO A POINT, SAID POINT LYING ON THE EAST LINE OF GRANVILLE 3RD ADDITION; THENCE N00°58'25"W, 6.03 FEET ALONG SAID EAST LINE OF GRANVILLE 3RD ADDITION TO A POINT, SAID POINT BEING THE NORTHEAST CORNER OF SAID GRANVILLE 3RD ADDITION; THENCE S89°26'42"W, 230.00 FEET ALONG SAID SOUTH RIGHT-OF-WAY LINE OF AIRPORT ROAD (AKA COUNTY ROAD NO. 54A)(FKA OGALLALA STREET) TO A POINT, SAID POINT BEING THE NORTHEAST CORNER OF BLOCK 3, GRANVILLE ADDITION; THENCE S89°26'26"W, 199.16 FEET ALONG THE NORTH LINE OF SAID BLOCK 3, GRANVILLE ADDITION TO A POINT, SAID POINT BEING THE NORTHWEST CORNER OF SAID BLOCK 3, GRANVILLE ADDITION; THENCE S89°27'31"W, 60.00 FEET TO A POINT, SAID POINT BEING THE NORTHEAST CORNER OF BLOCK 4, GRANVILLE ADDITION; THENCE S89°25'17"W, 132.08 FEET ALONG THE NORTH LINE OF SAID BLOCK 4, GRANVILLE ADDITION TO A POINT, SAID POINT BEING THE NORTHWEST CORNER OF SAID BLOCK 4, GRANVILLE ADDITION; THENCE N38°50'54"W, 71.89 FEET TO A POINT, SAID POINT BEING THE SOUTHEAST CORNER OF LOT 8, BLOCK 2, SKYLANE TERRACE SUBDIVISION; THENCE N89°17'45"E, 60.00 FEET ALONG THE SOUTH LINE OF SAID SKYLANE TERRACE SUBDIVISION TO A POINT, SAID POINT BEING THE SOUTHEAST CORNER OF ZUNI DRIVE; THENCE N89°00'50"E, 182.15 FEET ALONG SAID NORTH RIGHT-OF-WAY LINE OF AIRPORT ROAD (AKA COUNTY ROAD NO. 54A)(FKA OGALLALA STREET) TO A POINT, SAID POINT BEING THE SOUTHWEST CORNER OF THE ROBBINS ADDITION, AMENDED PLAT; THENCE S89°48'03"E, 99.64 FEET ALONG THE SOUTH LINE OF SAID ROBBINS ADDITION, AMENDED PLAT TO A POINT, SAID POINT BEING THE SOUTHEAST CORNER OF SAID ROBBINS ADDITION, AMENDED PLAT; THENCE N89°53'30"E, 224.17 FEET ALONG THE SOUTH LINE OF A TRACT OF LAND DESCRIBED IN BOOK 359 OF DEEDS, PAGE 349 AND THE SOUTH LINE OF A TRACT OF LAND DESCRIBED IN BOOK 335 OF DEEDS, PAGE 2 TO A POINT, SAID POINT BEING THE SOUTHEAST CORNER OF SAID TRACT DESCRIBED IN BOOK 335 OF DEEDS, PAGE 2; THENCE S89°23'24"E, 50.01 FEET TO THE POINT OF BEGINNING OF SAID TRACT.

SAID TRACT CONTAINS 2.71 ACRES OF LAND, MORE OR LESS.

SURVEYOR'S CERTIFICATE

STATE OF WYOMING : ss
COUNTY OF SHERIDAN

I, THOMAS D. TUCKER, A DULY REGISTERED LAND SURVEYOR IN THE STATE OF WYOMING, DO HEREBY STATE THAT THIS PLAT REPRESENTS THE RESULTS OF A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION.



"PLAT IS VALID ONLY IF PRINT HAS
ORIGINAL SIGNATURE OF SURVEYOR SIGNED AND DATED"

CERTIFICATE OF RECORDER

STATE OF WYOMING : ss
COUNTY OF SHERIDAN

THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK AND RECORDER AT 3:38 P.M., 444 1/2 DAY OF December, 2011, AND IS DULY RECORDED IN DRAWER A, PLAT NO. 444

FEE \$ 25.00

Eda Shunk Thompson
COUNTY CLERK

STAMP RECEIVING NUMBER

2011-692754 651
2011-692754



ANNEXATION OF AIRPORT ROAD (AKA COUNTY ROAD NO. 54A)

CLIENT: CITY OF SHERIDAN

LOCATION: T55N, R84W - SECTION 3: N1/2 LOT 2 & N1/2 LOT 3
T56N, R84W - SECTION 34: S1/2SE1/4SW1/4 & S1/2SW1/4SE1/4,
6TH P.M., SHERIDAN COUNTY, WYOMING.

GRANVILLE ADDITION - BLOCK: 3 & 4
GRANVILLE 3RD ADDITION - LOT: 8 & 9
PEBBLESTONE SUBDIVISION - LOT: 1 & 2
ROBBINS ADDITION (AMENDED PLAT) - LOT: 17
SHERIDAN GARDENS ADDITION - BLOCK: 6, 7, 18 & 19
SKYLANE TERRACE SUBDIVISION - BLOCK: 2



JN: 2010-032
DF: 2007103_ARA
PF: 12007103
DECEMBER 6, 2011

ORDINANCE NO. 2262

AN ORDINANCE annexing a portion of the Airport Road right-of-way, located in the in the N1/2 of Lot 2 and the N1/2 of Lot3, Section3, Township 55 North, Range 84 West and the S1/2SE1/4SW1/4, S1/2SW1/4SE1/4, Section 34, Township 56 North, Range 84 West of the Sixth Principal Meridian, Sheridan County, Wyoming being more particularly described below and shown on the attached Exhibit A; and zoning is not required.

WHEREAS, the owner of the below described land have petitioned the City Council for the annexation of the following described land into the City of Sheridan; and

WHEREAS, the owner has requested same said property to be zoned as part of the Woodland Creek PUD; and

WHEREAS, the Planning Commission of the City of Sheridan has recommended to the City Council that said tracts of land be annexed to the City; THEREFORE,

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

Section 1. ANNEXATION.

That the following described land is hereby annexed into the City of Sheridan, to wit:

A tract of land situated in the N1/2 of Lot 2 and the N1/2 of Lot3, Section3, Township 55 North, Range 84 West and the S1/2SE1/4SW1/4, S1/2SW1/4SE1/4, Section 34, Township 56 North, Range 84 West of the Sixth Principal Meridian, Sheridan County, Wyoming. Said tract contains 118,048 square feet or 2.71 acres of land, more or less.

Section 2. ZONING

That the above described land is dedicated public right-of-way.

Section 3. FINDINGS.

That the City Council resolves and makes the following findings in accordance with Wyoming State Statute 15-1-402 and Sheridan City Code Appendix B§804:

Annexation

- (i.) The annexation of the area is for the protection of the health, safety and welfare of the persons residing in the area and in the city or town;
- (ii) The urban development of the area sought to be annexed would constitute a natural, geographical, economical and social part of the annexing city or town;
- (iii) The area sought to be annexed is a logical and feasible addition to the annexing city or town and the extension of basic and other services customarily available to residents of the city or town shall, within reason, be available to the area proposed to be annexed;
- (iv) The area sought to be annexed is contiguous with or adjacent to the annexing city or town, or the area meets the requirements of W.S. 15-1-407;
- (v) If the city or town does not own or operate its own electric utility, its

governing body is prepared to issue one (1) or more franchises as necessary to serve the annexed area pursuant to W.S. 15-1-410; and

- (vi) If the city is the sole owner of any territory whether or not contiguous that it desires to annex, the governing body, by ordinance, may annex the territory to the city or town without notice or public hearing as provided in W.S. 15-1-405 and without preparing the annexation report or providing the estimates required by W.S. 15-1-402(c) and (e) and 15-1-404(a)(ii)(C) and (D). All ordinances annexing territory without notice and public hearing shall contain a statement that the territory is solely owned by the petitioning city or town.
- (vii) Though noticing was not required, staff sent a mailed notice to adjacent property owners in order to be transparent during the annexation process.

Section 4. SEVERABILITY.

If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, than all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 5. EFFECTIVE DATE.

That this ordinance shall be in full force on June 19, 2023.

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

Richard Bridger, Mayor

ATTEST:

Cecilia Good, City Clerk

State of Wyoming)
)SS
County of Sheridan)

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 2023 by _____.

Notary Public

My commission expires _____.



CITY OF SHERIDAN, WYOMING

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

Ph (307) 674-6483 Fax (307) 674-2195

Planning

MEMORANDUM

Project Name: Discussion of Resolution 12-23 Certifying Compliance with WS § 15-1-403 for the Annexation of 246.20 Acres Located at 2423 East 5th Street - Community Development Director Wade Sanner

From: Wade Sanner, Community Development Director

To: Mayor and Council

CC:

Date: 03/15/2023

Recommendation:

Staff recommends approval of Resolution 12-23, certifying compliance with WS§15-1-403 for the annexation of 246.2 acres located at 2423 East 5th Street (PIN 0356842410000333).

Background:

The applicant, Story House, Inc., in compliance with WS§15-1-403, has prepared a petition to annex into the City of Sheridan with an accompanying annexation report. The subject property is located at 2423 East 5th Street. The following items have been submitted for City Council review:

Location: A Tract of land located in the SE1/4, S1/2NE1/4, Section 24, Township 56 North, Range 84 West, 6th Principal Meridian, Sheridan County, Wyoming. Said tract being described in Instrument number 558199 QUITCLAIM DEED book 479 page 578 as recorded in the Office of the Clerk of Sheridan County, Wyoming and being more particularly described by metes and bounds as follows:

Township 56 North, Range 84 West. 6th Principal Meridian Section 24: South East ¼, South ½ of the North East ¼. Excepting therefrom the following tracts, to-wit: (A) a tract of land located in the South East ¼ of the South East ¼, Section 24, Township 56 North, Range 84 West, 6th P.M., Sheridan County, Wyoming, described as follows: Beginning at the southeast corner of said Section 24; thence N85°15'16"W, 843.76 feet along the south line of said section 24 to a point; thence N0°01'55"W, 71.20 feet to a point on the southerly right-of-way line of Wyoming State Secondary #336; thence along a curve to the left 47.93 feet through a central angle of 2°14'56" having a radius of 1220.92 feet to a point, the chord of which bears N81°40'02"E, 47.76 feet; thence continuing along the southerly right-of-way of the county road, S88°12'50"E, 611.69 feet to a point; thence N58°28'45"E, 215.55 feet to a point on the east line of said section 24; thence leaving said county road right-of-way, S0°21'03"W, 241.56 feet along the east line of said Section 24 to the point of beginning and is subject to any and all easements, rights-of-way, reservations, and other encumbrances that have been legally acquired. The above tract contains 2.20 acres, more or less. (B) All lands which have been conveyed to the State Highway Commission of the State of Wyoming.

Said Tract contains 246.2 acres, more or less, and is subject to any and all easements, rights-of-way, reservations, and other encumbrances that have been legally acquired.

Proposed Zoning
M-1

Estimated Areas

1. Commercial Acreage: 38.5 acres
2. Commercial Square Footage: 798,203 square feet
3. Net Residential Acreage: 117.5 acres
4. Residential Density: 7 units/acres
5. Number of Residential Lots: 175 lots
6. Park Land and Open Space: 52.0 acres
7. Acreage for Other Services (schools, etc.): 26.0 acres
8. Cost for Public Improvements:

The cost of public improvement for the property to be annexed is phased in based upon pressure zone needs for the site. Phase 1 is contemplated to include the construction of 6 pads and 1,200 feet of road containing the needed private infrastructure. Phase 2 is contemplated to include the construction of 6 additional pads with 7,900 feet of additional primary and tertiary roads. Phase 3 would be the development of approximately 67 acres of urban residential area.

The initial site development can occur with an extension of the City of Sheridan (public) sanitary sewer, sewer, and water along State Hwy 336 (Wyarno Road). This, along with the private sanitary sewer, sewer, and water along the proposed phase 1 road will fully service the initial development.

- a. Right of way grading estimated (including pads): \$2,311,287
- b. Sanitary Sewer (onsite): \$202,044
- c. Sanitary Sewer (offsite): \$437,764
- d. Water Lines (onsite): \$233,919
- e. Water Lines (offsite): \$292,399
- f. Storm Drain: \$123,600
- g. Curb/Gutter/Sidewalks: \$238,200
- h. Paving: \$494,444

Phase 2 site development will require the construction of public infrastructure aptly named the Northeast water and sewer Extension contemplated by the City of Sheridan for over the last 10 years. This extension would provide water service and sewer service to the area. The water extension would service the 4040-pressure zone required for fire flows in the higher elevations of the site. Three sewer sheds are contemplated and provide for both gravity flow and force main service to the anticipated sewer sheds. Further internal private development will also be required.

The extension of water service to the Northeast area of Sheridan is presented in two studies by DOWL completed in August of 2014 (appendix a), and the Level 1 study, June of 2019 (appendix b) respectively. The water extension consists of two segments: the extension of the 16-inch line on Skeels, north to Kittering and from Kittering east across I-90 and looping to the 16-inch main in East Ridge Road. The 2014 report estimated the water line extension at \$1,256,000 and the 2019 report estimated the extension at \$1,796,316, the inflation-adjusted cost “water lines (offsite)” is \$2,134,995. In January of 2023, the Wyoming Water Development Commission (WWDC) (appendix c) awarded the City of Sheridan a grant for \$213,060 with an expected 33% match by the City of Sheridan of \$104,940 for a total \$318,000 related to the design, bidding documents, access permits, easements and title opinion for the extension. The basis of the funding 3 recommendation by WWDC is “the transmission pipeline extension is a critical next step need of the Sheridan combined water supply system.” The estimated construction cost in the recommendation by WWDC is \$2,355,000.

The DOWL 2014 report describes the proposed sewer main extension broken into 2 phases. The first phase provides gravity flow connecting to the sanitary sewer system on 14th Street. The secondary phase connects a 4-inch and 6-inch force main to the phase 1 sewer and will require a lift station. The annexed property will require both phases described for full development. The 2014 cost estimate for phase 1 and phase 2 in the 2014 report is \$2,119,800. The inflation-adjusted price “sanitary sewer (offsite)” is provided below. Phase 2 development includes the construction of six additional pads along with primary and secondary (tertiary roads) to service the area. The Phase 2 primary road is approximately 4,500 feet in length.

- a. Right of way grading estimated (including pads): \$5,844,408

- b. Sanitary Sewer (onsite): \$809,370
- c. Sanitary Sewer (offsite): \$2,711,147
- d. Water Lines (onsite): \$595,144
- e. Water Lines (offsite): \$2,355,000
- f. Storm Drain: \$373,200
- g. Curb/Gutter/Sidewalks: \$893,250
- h. Paving: \$1,854,200

This includes private and public infrastructure needed for any future developments and will be permitted and built in accordance with city requirements. Staff is still working on resolving the waterline hookup along the northern portion of the property.

Discussion:

Before any territory is eligible for annexation, the governing body of any city or town at a hearing as provided in W.S. 15-1-405 shall find that:

- (i) An annexation of the area is for the protection of the health, safety and welfare of the persons residing in the area and in the city or town;
 - (ii) The urban development of the area sought to be annexed would constitute a natural, geographical, economical and social part of the annexing city or town;
 - (iii) The area sought to be annexed is a logical and feasible addition to the annexing city or town and the extension of basic and other services customarily available to residents of the city or town shall, within reason, be available to the area proposed to be annexed;
 - (iv) The area sought to be annexed is contiguous with or adjacent to the annexing city or town, or the area meets the requirements of W.S. 15-1-407;
 - (v) If the city or town does not own or operate its own electric utility, its governing body is prepared to issue one (1) or more franchises as necessary to serve the annexed area pursuant to W.S. 15-1-410; and
 - (vi) The annexing city or town, not less than twenty (20) business days prior to the public hearing required by W.S. 15-1-405(a), has sent by certified mail to all landowners and affected public utilities within the territory a summary of the proposed annexation report as required under subsection (c) of this section and notice of the time, date and location of the public hearing required by W.S. 15-1-405(a).
- (b) Contiguity will not be adversely affected by the existence of a platted street or alley, a public or private right-of-way, a public or private transportation right-of-way, a lake, stream, reservoir or other natural or artificial waterway located between the annexing city or town and the land sought to be annexed.
- (c) An annexing municipality shall prepare a proposed annexation report as specified in this subsection. The report shall, at a minimum, contain:
- (i) A map of the area proposed to be annexed showing identifiable landmarks and boundaries and the area which will, as a result of the annexation, then be brought within one-half ($\frac{1}{2}$) mile of the new corporate limits of the city, if it has exercised the authority granted under W.S. 15-3-202(b)(ii);
 - (ii) The total estimated cost of infrastructure improvements required of all landowners by the annexing municipality related to the annexation;
 - (iii) A list of basic and other services customarily available to residents of the city or town and a timetable when those services will reasonably be available to the area proposed to be annexed;
 - (iv) A projected annual fee or service cost for services described in paragraph (iii) of this subsection;
 - (v) The current and projected property tax mill levies imposed by the municipality; and
 - (vi) The cost of infrastructure improvements required within the existing boundaries of the municipality to accommodate the proposed annexation.

Attachments

Annexation Letter

Annexation Report

Exhibit

Resolution

February 16, 2023

Mr. Wade Sanner
City of Sheridan Planning Department
55 Grinnell Plaza
Sheridan, WY 82801
Sent via email

RE: Story House Properties Annexation Application

Dear Mr. Sanner:

Story House Management, LLC is providing the attached annexation application for property it is acquiring adjacent to the City of Sheridan. The submittals include the application, completed submittal checklist, executed petition for annexation, review fee, two (2) hard copies of an annexation plat and two (2) hard copies of annexation report. The submittal also includes the following electronically, certificate of title or other document verifying ownership or enforceable proprietary interest in the site, list of all property owners within ½ mile of the site, annexation plat, and annexation report.

There are several phases contemplated to this development moving from Southwest to Northeast through the property. Phase 1 (36+ acres) will focus on residential housing that contemplates higher density multifamily and single-family dwellings (targeting 200-400 units). Phase 2 contemplates commercial and mixed-use community core with open space components. Phase 3 (67+ acres) contemplates larger tracts (0.25 acre - 2 acre) to accommodate additional residential with a focus on single-family lots. For these reasons, the best estimate for contemplated density based on the averages around 7 units per acre throughout the property. This will of course be specified in several subsequent filings with your office as we move forward with each respective phase.

We'd like to bring to your attention 0.49 acres of the property that appears to be dually owned at the SE Corner and was brought to our attention when finalizing title documents for submission of this annexation packet. The 0.49 acres in question turns out to be the entry driveway of our neighbor to the SE, the Charlie & Loretta Holloway. It is our intention, upon purchasing the property, to quitclaim that 0.49 acres to the Holloways.

Please contact Sean Higgins (Story House Management) or Jeff Barron (WWC Engineering) if you have any questions or comments regarding this submittal.

Sincerely,



Sean Higgins

02/14/2023 18:16:37 MST

Manager / Member

STORY HOUSE PROPERTIES ANNEXATION REPORT

PREPARED FOR:

STORY HOUSE PROPERTIES



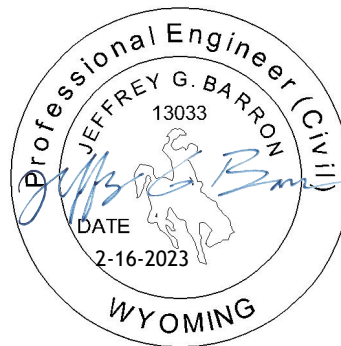
February 2023

STORY HOUSE PROPERTIES ANNEXATION REPORT

Prepared for: Story House, Inc.
40 E Works St #1B
Sheridan, WY 82801

Prepared by: WWC Engineering
1849 Terra Avenue
Sheridan, WY 82801
(307) 672-0761

Principal Author: Jeff Barron, P.E.



STORY HOUSE PROPERTIES ANNEXATION REPORT

Location: A Tract of land located in the SE1/4, S1/2NE1/4, Section 24, Township 56 North, Range 84 West, 6th Principal Meridian, Sheridan County, Wyoming. Said tract being described in Instrument number 558199 QUITCLAIM DEED book 479 page 578 as recorded in the Office of the Clerk of Sheridan County, Wyoming and being more particularly described by metes and bounds as follows:

Township 56 North, Range 84 West. 6th Principal Meridian Section 24: South East ¼, South ½ of the North East ¼. Excepting therefrom the following tracts, to-wit: (A) a tract of land located in the South East ¼ of the South East ¼, Section 24, Township 56 North, Range 84 West, 6th P.M., Sheridan County, Wyoming, described as follows: Beginning at the southeast corner of said Section 24; thence N85°15'16"W, 843.76 feet along the south line of said section 24 to a point; thence N0°01'55"W, 71.20 feet to a point on the southerly right-of-way line of Wyoming State Secondary #336; thence along a curve to the left 47.93 feet through a central angle of 2°14'56" having a radius of 1220.92 feet to a point, the chord of which bears N81°40'02"E, 47.76 feet; thence continuing along the southerly right-of-way of the county road, S88°12'50"E, 611.69 feet to a point; thence N58°28'45"E, 215.55 feet to a point on the east line of said section 24; thence leaving said county road right-of-way, S0°21'03"W, 241.56 feet along the east line of said Section 24 to the point of beginning and is subject to any and all easements, rights-of-way, reservations, and other encumbrances that have been legally acquired. The above tract contains 2.20 acres, more or less. (B) All lands which have been conveyed to the State Highway Commission of the State of Wyoming. The total deeded acreage containing 246.2 acres more or less.

Proposed Zoning: M-1 (Consistent with nearby City zoning)

Estimated Areas

1. Commercial Acreage: 38.5 acres
2. Commercial Square Footage: 798,203 square feet
3. Net Residential Acreage: 117.5 acres
4. Residential Density: 7 unit/acre
5. Number of Residential Lots: 175 lot
6. Park Land and Open Space: 52.0 acres
7. Acreage for Other Services (schools, etc.): 26.0 acres
8. Cost for Public Improvements:

The cost of public improvement for the property to be annexed is phased based upon pressure zone needs for the site. Phase 1 is contemplated to include the construction of 6 pads and 1,200 feet of road containing the needed private infrastructure. Phase 2 is contemplated to include the construction of 6 additional pads with 7,900 feet of additional primary and tertiary roads. Phase 3 would be the development of approximately 67 acres of urban residential area.

The initial site development can occur with an extension of City of Sheridan (public) sanitary sewer, sewer, and water along State Hwy 336 (Wyarno Road). This along with the private sanitary sewer, sewer, and water along the proposed phase 1 road will fully service the initial development.

- a. Right of way grading estimated (including pads): \$2,311,287
- b. Sanitary Sewer (onsite): \$202,044
- c. Sanitary Sewer (offsite): \$437,764
- d. Water Lines (onsite): \$233,919
- e. Water Lines (offsite): \$292,399
- f. Storm Drain: \$123,600
- g. Curb/Gutter/Sidewalks: \$238,200
- h. Paving: \$494,444

Phase 2 site development will require the construction of public infrastructure aptly named the Northeast water and sewer Extension contemplated by the City of Sheridan for over the last 10 years. This extension would provide water service and sewer service to the area. The water extension would service the 4040-pressure zone required for fire flows in the higher elevations of the site. Three sewer sheds are contemplated and provide for both gravity flow and force main service to the anticipated sewer sheds. Further internal private development will also be required.

The extension of water service to the Northeast area of Sheridan is presented in two studies by DOWL completed in August of 2014 (appendix a), and the Level 1 study, June of 2019 (appendix b) respectively. The water extension consists of two segments: the extension of the 16-inch line on Skeels, north to Kittering and from Kittering east across I-90 and looping to the 16-inch main in East Ridge Road. The 2014 report estimated the water line extension at \$1,256,000 and the 2019 report estimated the extension at \$1,796,316, the inflation adjusted cost “water lines (offsite)” is \$2,134,995. In January of 2023, the Wyoming Water Development Commission (WWDC) (appendix c) awarded the City of Sheridan a grant for \$213,060 with an expected 33% match by the City of Sheridan of \$104,940 for a total \$318,000 related to the design, bidding documents, access permits, easements and title opinion for the extension. The basis of the funding

recommendation by WWDC is “the transmission pipeline extension is a critical next step need of the Sheridan combined water supply system.” The estimated construction cost in the recommendation by WWDC is \$2,355,000.

The DOWL 2014 report describes the proposed sewer main extension broken into 2 phases. The first phase provides gravity flow connecting to the sanitary sewer system on 14th street. The secondary phase connects a 4-inch and 6-inch force main to the phase 1 sewer and will require a lift station. The annexed property will require both phases described for full development. The 2014 cost estimate for phase 1 and phase 2 in the 2014 report is \$2,119,800. The inflation adjusted price “sanitary sewer (offsite)” is provided below. Phase 2 development includes the construction of 6 additional pads along with primary and secondary (tertiary roads) to service the area. The Phase 2 primary road is approximately 4,500 feet in length.

- a. Right of way grading estimated (including pads): \$5,844,408
- b. Sanitary Sewer (onsite): \$809,370
- c. Sanitary Sewer (offsite): \$2,711,147
- d. Water Lines (onsite): \$595,144
- e. Water Lines (offsite): \$2,355,000
- f. Storm Drain: \$373,200
- g. Curb/Gutter/Sidewalks: \$893,250
- h. Paving: \$1,854,200

This includes Private and public infrastructure needed for any future developments and will be permitted and built-in accordance with City requirements.

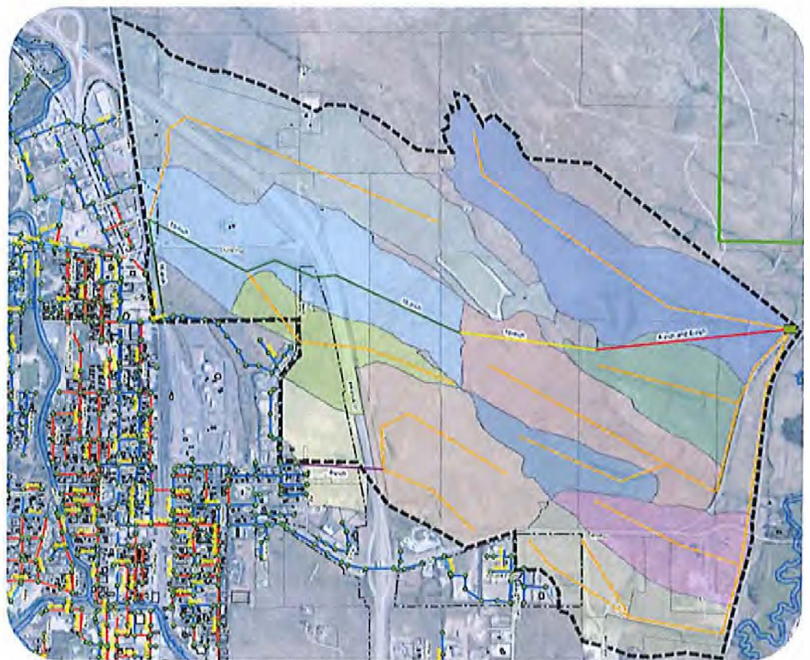
Appendix A

NORTHEAST SHERIDAN INFRASTRUCTURE PROJECT

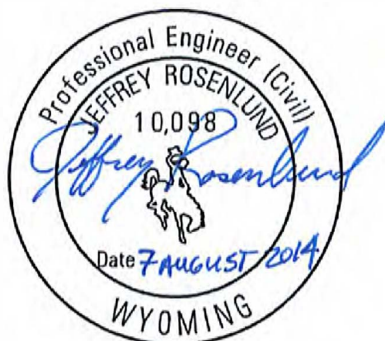
AUGUST 2014

PREPARED FOR:

CITY OF SHERIDAN
55 GRINNELL PLAZA
SHERIDAN, WY 82801



PREPARED BY:



DOWL HKM
16 W. 8TH STREET
P.O. BOX 7010
SHERIDAN, WY 82801
PH. 307.672.9006
FAX. 307.672.5214

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- Appendix A. Sewershed Discussion
- Appendix B. Lift Station Discussion

1.0 Introduction

1.1 Overview

Over the past few years, the City of Sheridan has evaluated areas around the City with respect to their ability to accommodate growth. Some of these areas include the Little Goose Valley south of Sheridan, the Big Goose Valley west of Sheridan, the northwest area of Sheridan west of the VA, and the Wrench Ranch area north of Sheridan.

This report presents an analysis of an extension of the City of Sheridan water and sanitary sewer systems to the area north of 5th Street and east of I-90. The purpose of this study is to evaluate the ability of the City of Sheridan's water and sanitary sewer systems to accommodate development of this area, and to make preliminary recommendations on the core facilities needed to serve this area.

1.2 Study Area

A study area was developed through discussions with City staff and was formed based on service area limits and topography as shown in Figure 1. The study area is approximately 1,653 acres with potential for light industrial zoning. For demand projections, the total acreage was reduced to 1,124 acres by eliminating higher elevations above the water pressure zone, eliminating the reservoir, a 20% reduction for roads, and a 15% reduction for open space as required by the City of Sheridan for commercial PUD areas.

1.3 Previous Studies

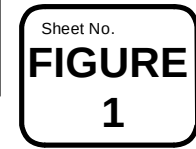
The following studies have been previously completed and are used as references for this study:

1. *City of Sheridan Wastewater Collection System Assessment*. December 2008. DOWL HKM. Reviewed the existing sanitary sewer collection system, identified future impacts to the system from growth, and recommended solutions for rehabilitation and expansion of the system.
2. *City of Buffalo – Sheridan Area Water System – Lake DeSmet Level I Study*. June 2008. HKM Engineering. A study of complex water supply issues in Sheridan and Johnson Counties. This study reviewed the existing systems in Sheridan and Buffalo, identified future impacts to the system from growth, and recommended solutions for rehabilitation of existing lines and expansion of the City water system.

2.0 Sanitary Sewer System

2.1 Existing Sanitary Sewer

The new sanitary sewer interceptors that will serve the study area will connect to the existing system at the manhole located at the crossing of the railroad at 14th Street (installed for Poplar Grove Subdivision) with an additional interceptor connecting to the existing system at the manhole located at 8th Street and Joe Street.



The 16-inch sewer crossing the railroad at 14th Street flows into a 30-inch interceptor. The full flow capacity of both interceptors is around 5000 gpm. The current estimated peak flow through the 30-inch interceptor is around 1,400 gpm, leaving 3,600 gpm capacity remaining. This is sufficient capacity to serve 21,457 people, based on City design standards. The committed flow (from Poplar Grove subdivision) through the 16-inch interceptor is 228 gpm, leaving greater than 4000 gpm capacity remaining. Therefore, both of these interceptors have more capacity remaining than would be needed to serve the study area.

The manhole on 8th Street and Joe Street connects to an 8-inch line which flows into the 30-inch interceptor on Crook Street. The capacity of this flatter 8-inch line is around 300 gpm and appears to have the capacity to develop the sewersheds draining to this point. Flow data from the City is needed to verify the existing flow through this part of the system.

2.2 Design Criteria

Table 1 represents the design criteria used for estimating the sewage flows in this study. These criteria come from the City of Sheridan 2008 Design Standards with the exception of the peaking factor for average day to peak hour and the person equivalents. The following method is used to calculate the peaking factor for the average day to peak hour:

$$\frac{Q_{peak}}{Q_{average}} = \frac{18 + \sqrt{P}}{4 + \sqrt{P}} \text{ Where } P = \text{Population in thousands}$$

This equation is intended to cover normal infiltration and may be used for a population range of 100 to 100,000 (*Wastewater Collection System Modeling and Design, First Edition, Haestad Methods, 2004*).

In analyzing the water usage records from various light industrial users in Sheridan (see Table 2) during the higher usage month of August 2013, we conclude that 6 people per acre is a reasonable person equivalent to use for the northeast Sheridan area, rather than from Sheridan's design standards. Using a population of 6,744 people (based on 6 people per acre) in the equation above gives an average day to peak hour peaking factor of 3.12.

Table 1. – Sewer Design Criteria

<i>Person Equivalents (persons/acre)</i>	
Light Industrial	6
<i>Peaking Factors</i>	
Peak Day/Ave. Day	2.43
Peak Hour/Ave. Day (based on population of 6,744)	3.12
<i>Other Design Criteria</i>	
Average Day Flow (gpcd)	100
Persons per Lot or Unit	2.21

Table 2. – Light Industrial Users in Sheridan

User	Lot Size (acres)	Water Usage (gallons)	Person Equivalent (persons/acre)
Ptolemy Data Systems	2.36	94,966	6.71
Sheridan Commercial Park	25.05	114,600	0.76
Vacutech	5.00	12,716	0.42
Craftco Metal Services	2.46	68,816	4.66

Table 3 shows the loading from each interceptor based on person equivalents for light industrial zoning as shown in Table 1.

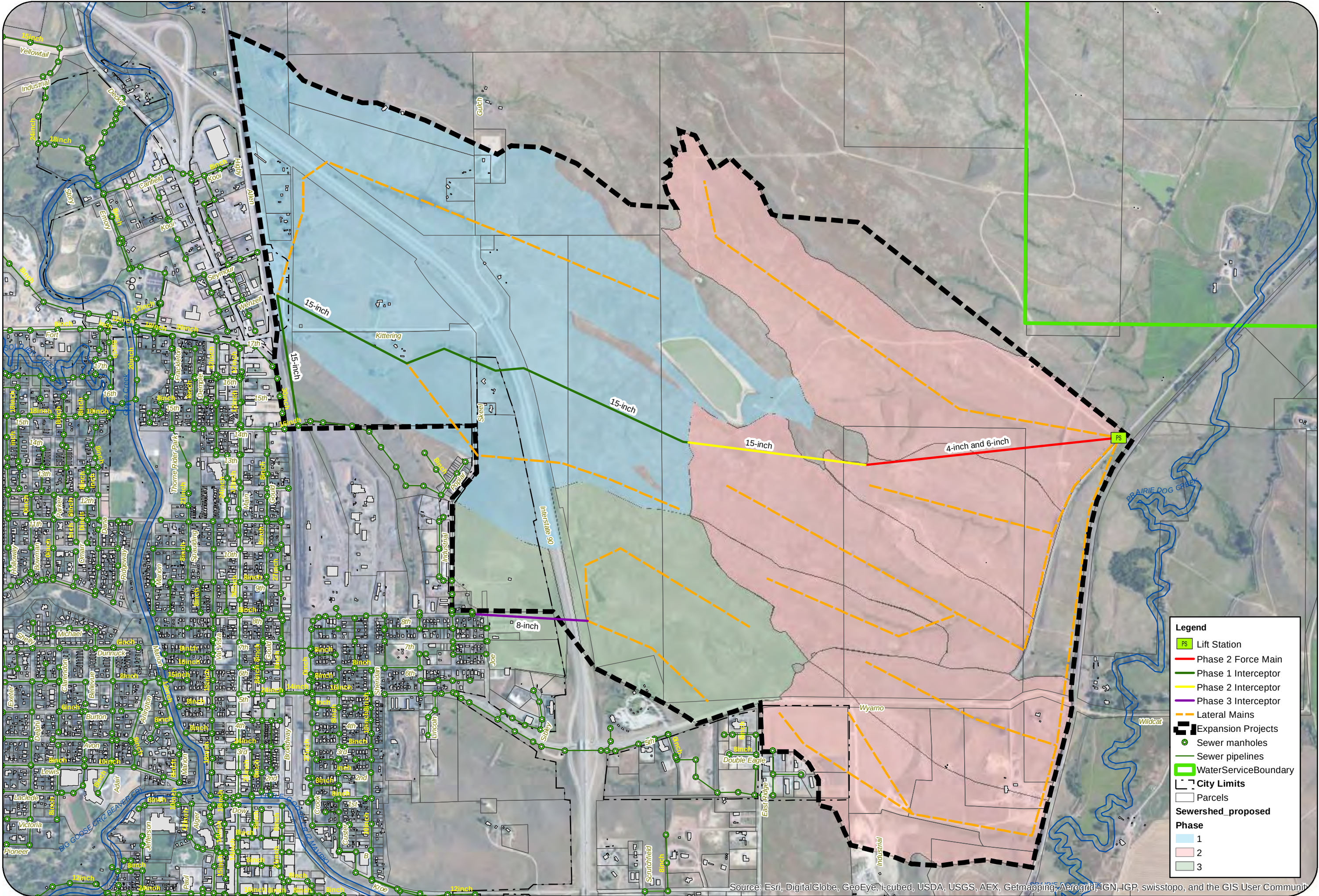
Table 3. – Sanitary Sewer System Loadings

Phase No.	Area (Acres)	Person Equivalents (per acre)	Total # of People	Average Day (GPM)	Peak Day (GPM)	Peak Hour (GPM)
1a	427	6	2562	178	432	647
1b	541	6	3248	226	548	803
2	156	6	934	65	158	255
TOTAL	1124		6,744	468	1138	1705

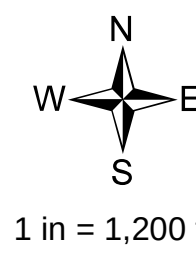
2.3 Modeling and Routing Options

The study area was broken down into service areas or sewersheds in order to analyze the system in manageable sections. The sewershed boundaries follow topography and flow into one common sewer at the mouth of the sewershed. They were developed to maximize gravity flow within the study area and determine where the main interceptors should be placed. To achieve gravity flow through much of the study area, the lateral sewer mains through the sewersheds would flow to a lift station placed in the northeast corner of the study area as shown in Figure 2. This lift station would then pump the sewage through a 4-inch force main to the main interceptor, and then gravity flow to the connecting point on 14th Street. The sewersheds are discussed in more detail in Appendix A.

Modeling was performed to determine the proper sizes for each interceptor. The line sizing is based on the design criteria for light industrial use as shown in Table 1. The sewer main interceptors and line sizes are shown in Figure 2.



No.	Revision	By	Date



Legend

- PS Lift Station
- Phase 2 Force Main
- Phase 1 Interceptor
- Phase 2 Interceptor
- Phase 3 Interceptor
- Lateral Mains
- Expansion Projects
- Sewer manholes
- Sewer pipelines
- WaterServiceBoundary
- City Limits
- Parcels

Sewershed_proposed

Phase

- 1
- 2
- 3

DOWL HKM

16 W. 8th St.
 P.O. Box 7010
 Sheridan, WY 82801
 307-672-9006
 307-672-5214 (fax)
 dowhkm.com

Sheet No.
FIGURE 2

Source: Esri, DigitalGlobe, GeoEye, i-cubed, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

The main interceptor proposed to connect to the existing sanitary sewer system on 14th Street has been broken into two phases, phase 1 and 2. The majority of this interceptor flows by gravity and is labeled phase 1. This interceptor has been sized to accommodate loadings that will eventually be pumped from the lift station. Phase 2 is the lift station with the 4-inch and 6-inch force mains which would be built when the land is developed in the areas requiring a lift station. The main interceptor that will connect to the existing sanitary sewer system at 8th Street and Joe Street is shown as phase 3 on Figure 2 and serves a separate sewershed in the southwest corner of the study area.

As mentioned above, phase 2 includes the installation of a lift station. Sizing of this lift station is very important as both sizing the lift station for the initial loadings and planning for the same lift station to eventually serve the future build out of the service areas must be considered. These concerns include the size of the wet well, size of the pumps, and the size of the force main. These items will need to be looked at in more detail when designing the lift station. Some initial thoughts on how to address these concerns are as follows:

- The wet well should be sized for the future loads. The wet well can be sized for pump run times and then operated at a lower water level initially. (Reduce the ultimate volume between pump on and pump off.)
- The force main should be laid with a 4-inch and 6-inch pipe in the same trench with the 4-inch pipe used initially and then switch to the 6-inch force main in the future. The key here is to maintain proper velocities.
- The pumps initially should be sized for the 4-inch force main.
- In the future, the pumps can be changed out to larger pumps to be used with the 6-inch force main.

The lift station is discussed in more detail in Appendix B.

2.4 Cost Estimates

Tables 4, 5, and 6 show the cost estimates for the three phases discussed in Section 2.3. These cost estimates anticipate that easements will be granted at no cost due to the value of infrastructure received, so the cost shown for acquisition of easements is for coordination and easement document preparation.

Table 4. – Cost Estimate for Phase 1

Design, Geotech, Final Planning, Plans & Specs, Bidding (10%)		\$80,000
Legal & Admin		\$15,000
Acquisition of Easements		\$25,000
Cost of Components		
Sewer Main (8340' of 15" at \$52/foot) ¹	\$433,680	
Manholes (22 at \$4500)	\$99,000	
Surface Restoration (8340 LF @ \$5/LF) ²	\$41,700	
Boring under I-90	\$140,000	
Utility Conflicts & Misc.	\$15,000	
Bonds, Insurance, Mobilization	\$73,000	
Construction Sub-Total		\$802,380
Engineering Services During Construction (10%)		\$80,000
Sub-Total		\$1,002,380
Contingency (Sub-Total x 15%)		\$150,000
Estimate Project Total Cost		\$1,152,380

1 Includes pipe materials, installation, bedding, and backfill.

2 Includes topsoil stripping, replacement, and seeding.

Table 5. – Cost Estimate for Phase 2

Design, Geotech, Final Planning, Plans & Specs, Bidding (10%)		\$68,000
Legal & Admin		\$10,000
Acquisition of Easements		\$20,000
Cost of Components		
Force Main (3700' of 4" at \$35/foot) ¹	\$129,500	
Force Main (3700' of 6" at \$40/foot) ¹	\$148,000	
Sewer Main (2560' of 15" at \$52/foot) ¹	\$133,120	
Manholes (7 at \$4500)	\$31,500	
Lift Station	\$125,000	
Surface Restoration (6260 LF @ \$5/LF) ²	\$31,300	
Utility Conflicts & Misc.	\$15,000	
Bonds, Insurance, Mobilization	\$62,000	
Construction Sub-Total		\$675,420
Engineering Services During Construction (10%)		\$68,000
Sub-Total		\$841,420
Contingency (Sub-Total x 15%)		\$126,000
Estimate Project Total Cost		\$967,420

1 Includes pipe materials, installation, bedding, and backfill.

2 Includes topsoil stripping, replacement, and seeding.

Table 6. – Cost Estimate for Phase 3

Design, Geotech, Final Planning, Plans & Specs, Bidding (10%)		\$28,000
Legal & Admin		\$10,000
Acquisition of Easements		\$20,000
Cost of Components		
Sewer Main (1660' of 8" at \$42/foot) ¹	\$69,720	
Manholes (5 at \$4500)	\$22,500	
Surface Restoration (1660 LF @ \$5/LF) ²	\$8,300	
Boring under I-90	\$140,000	
Utility Conflicts & Misc.	\$10,000	
Bonds, Insurance, Mobilization	\$25,000	
Construction Sub-Total		\$275,520
Engineering Services During Construction (10%)		\$28,000
Sub-Total		\$361,520
Contingency (Sub-Total x 10%)		\$54,000
Estimate Project Total Cost		\$415,520

1 Includes pipe materials, installation, bedding, and backfill.

2 Includes topsoil stripping, replacement, and seeding.

3.0 Water System

3.1 Existing Water System

Two options were analyzed for providing water from the existing system. Both options would have a looped waterline from the 16-inch waterline on Skeels Street to the 16-inch waterline at Eastridge Road and Fifth Street. The second option includes an East-West Cross Valley connection line from a 12-inch waterline at 11th Street and Highland to the connection point at Skeels Street. This cross-valley line has been identified as a future improvement in previous studies. The source of water for both options is in the 4040 pressure zone. This new service area is primarily in the 4040 zone, so that is the only zone included in this discussion. These options are shown in Figure 3.

3.2 Design Criteria

Table 7 presents the design criteria used in estimating demand for these waterline options.

Table 7. – Water System Design Criteria

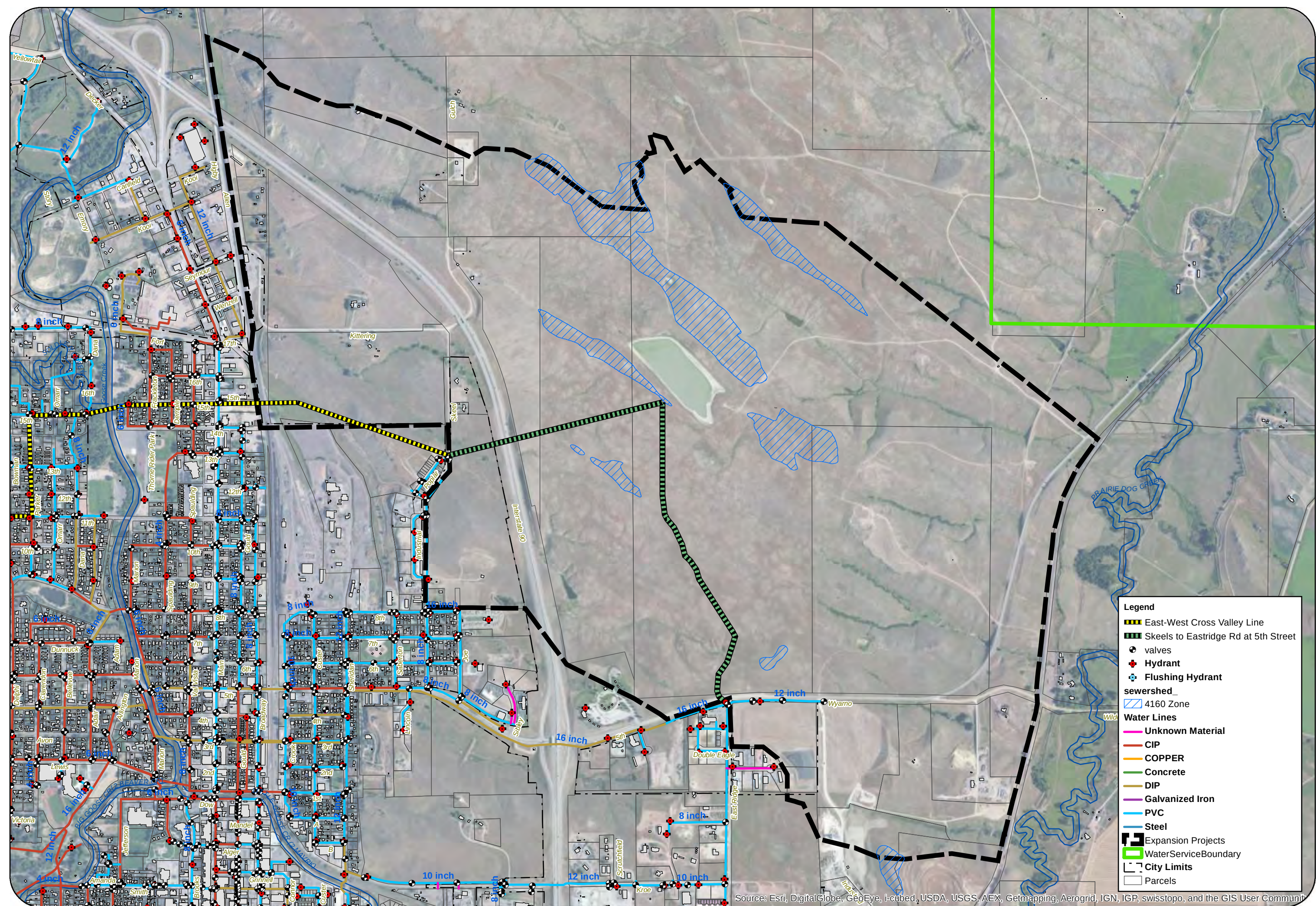
<i>Peaking Factors</i>	
Peak Day/Ave. Day	2.65
Peak Hour/Ave. Day	4.2
<i>Average Day Demand (gpcd) for Future Population</i>	
Per Capita	200

Residential - Single Family (gpd/acre)	1320
Commercial (gpd/acre)	3600
Heavy Industrial (gpd/acre)	3000
Light Industrial (gpd/acre)	2000
Average Use (gpd/acre)	424
Other Design Criteria	
Persons per Lot or Unit	2.25
Industrial Fire Flow (gpm)	3500

The future water demand is based on the availability of water to the study area through a 16-inch looped water main from Skeels Street to Eastridge Road at 5th Street. The amount of water available translates to 2.12 people/acre. Water demand was allocated by sewershed area using this number of people per acre as shown in Table 8.

Table 8. – Water Demand Based on Sewershed Area

Sewershed No.	Available Quantity (Acres)	Average Use (gpd/acre)	Average Day (gpm)	Peak Day (gpm)	Peak Hour (gpm)
1	88	424	26	68	108
2	69	424	20	54	85
3	40	424	12	31	50
4	107	424	32	84	133
5	65	424	19	51	81
6	172	424	51	134	213
7	203	424	60	159	251
8	41	424	12	32	51
9	114	424	34	89	141
10	162	424	48	126	200
11	62	424	18	48	77
Totals	1124		331	877	1390



Legend

- East-West Cross Valley Line
- Skeels to Eastridge Rd at 5th Street
- valves
- Hydrant
- Flushing Hydrant
- sewershed_
- 4160 Zone
- Water Lines**
- Unknown Material
- CIP
- COPPER
- Concrete
- DIP
- Galvanized Iron
- PVC
- Steel
- Expansion Projects
- WaterServiceBoundary
- City Limits
- Parcels

Source: Esri, DigitalGlobe, GeoEye, i-cubed, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

W

N

E

S

Sheet No.

FIGURE

3

CITY OF SHERIDAN

EAST 5th STREET SANITARY SEWER

WATER MAIN OPTIONS

No.	Revision	By	Date

DOWL HKM

16 W. 8th St.

P.O. Box 7010

Sheridan, WY 82801

307-672-9006

307-672-5214 (fax)

dowlhkm.com

3.3 Water System Hydraulics

The elevation of the ground within the study area varies from approximately 3720 feet to 3940 feet. This results in static pressures of approximately 43 psi to 138 psi when served by the 4040 zone.

Where pressures exceed 80 psi, individual or lateral PRVs should be used. If meter pits are used, a small PRV can be laid in series with the meter.

Peak day demand, peak hour demand, and fire flows were all modeled for the waterline loop from Skeels Street to Eastridge Rd at Fifth Street. Model runs compared this option using a 16-inch pipe and a 24-inch pipe. For the East-West Cross Valley waterline, a 16-inch pipe and a combination of 16-inch pipe to Skeels Street with a 24-inch pipe connecting Skeels Street to Eastridge Rd at Fifth Street was used. The resulting pressures throughout the system from these four scenarios are shown in Tables 9 through 12.

Table 9. – 16-inch Loop from Skeels Street to Eastridge Rd at Fifth Street

Location	Existing System		Existing System with Study Area	
	Peak Day	Peak Hour	Peak Day	Peak Hour
Pressures (PSI)				
Eastridge Rd & 5th Street (El. 3926)	46.4	42.1	43.0	39.2
Skeels Street (El. 3806)	98.4	94.3	95.1	90.9
5th Street & Sheridan Ave (El. 3736)	128.7	124.7	126.3	122.3
North of 5th & East of I-90 (El. 3930)	-	-	41.1	36.8

Table 10. – 24-inch Loop from Skeels Street to Eastridge Rd at Fifth Street

Location	Existing System		Existing System with Study Area	
	Peak Day	Peak Hour	Peak Day	Peak Hour
Pressures (PSI)				
Eastridge Rd & 5th Street (El. 3926)	46.4	42.1	43.1	39.2
Skeels Street (El. 3806)	98.4	94.3	95.0	91.0
5th Street & Sheridan Ave (El. 3736)	128.7	124.7	126.3	122.3
North of 5th & East of I-90 (El. 3930)	-	-	41.3	37.3

Table 11. – 16-inch East-West Cross Valley Line

Location	Existing System		Existing System with Study Area	
	Peak Day	Peak Hour	Peak Day	Peak Hour
Pressures (PSI)				
Eastridge Rd & 5th Street (El. 3926)	46.4	42.1	43.2	39.3
Skeels Street (El. 3806)	98.4	94.3	95.3	91.0
5th Street & Sheridan Ave (El. 3736)	128.7	124.7	126.4	122.3
11th & Highland (El. 3835)	86.1	80.8	84.9	79.4
North of 5th & East of I-90 (El. 3930)	-	-	41.4	36.9

Table 12. – 16-inch East-West Cross Valley Line with a 24-inch Loop from Skeels Street to Eastridge Rd at Fifth Street

Location	Existing System		Existing System with Study Area	
	Peak Day	Peak Hour	Peak Day	Peak Hour
Pressures (PSI)				
Eastridge Rd & 5th Street (El. 3926)	46.4	42.1	44.3	39.5
Skeels Street (El. 3806)	98.4	94.3	96.3	91.4
5th Street & Sheridan Ave (El. 3736)	128.7	124.7	127.0	122.5
11th & Highland (El. 3835)	86.1	80.8	84.3	79.0
North of 5th & East of I-90 (El. 3930)	-	-	42.6	37.7

The tables above show the existing system can supply the domestic demand for this future growth area.

Fire Flows were modeled under a peak day demand condition. The fire flow for each scenario at the highest elevation of 3930 feet are shown in Table 13. Fire flow scenarios are modeled using a minimum 20 psi residual pressure in the system.

Table 13. –Available Fire Flows for various options

Improvement Option	Fire Flow Available (gpm)
16" from Eastridge Road (no loop)	2509
16" Skeels to Eastridge Rd at 5th Street	3508
24" Skeels to Eastridge Rd at 5th Street	4377
16" East-West Cross Valley Line	3621
16"/24" East-West Cross Valley Line	5913

As shown in Table 11, if the waterline size is increased to 24-inch from Skeels to Eastridge Rd at 5th Street, there is 877 gpm more water available, which would accommodate a greater population. The same occurs for the 16-inch East-West Cross Valley Line and the 16-inch/24-inch East-West Cross Valley Line with 121 gpm and 2413 gpm, respectively.

Another scenario that would provide more water for domestic demand is if the required fire flow amount was reduced. The current design criteria uses a 3500 gpm fire flow, which is a very high fire flow demand. The international fire code (IFC) allows reductions in the fire flow amount required for sprinkled buildings, building size, proximity to hydrants, and construction type. Therefore, it may be possible to reduce the fire flow requirement to 2500 gpm.

3.4 Cost Estimates

The cost estimate breakdowns for the four water main options analyzed are shown in Tables 14 through 17.

Table 14. – 16" Water Main Skeels to Eastridge @ 5th Street

Design, Geotech, Final Planning, Plans & Specs, Bidding (10%)		\$87,000
Legal & Admin		\$10,000
Acquisition of Easements		\$40,000
Cost of Components		
Water Lines (8000' of 16" at \$86/foot)	\$688,000	
Surfacing Restoration (8000' @ \$5/LF)	\$40,000	
Boring under I-90	\$140,000	
Construction Sub-Total		\$868,000
Engineering Services During Construction (10%)		\$87,000
Sub-Total		\$1,092,000
Contingency (Sub-Total x 15%)		\$164,000
Estimate Project Total Cost		\$1,256,000

Table 15. – 24" Water Main Skeels to Eastridge @ 5th Street

Design, Geotech, Final Planning, Plans & Specs, Bidding (10%)		\$94,000
Legal & Admin		\$10,000
Acquisition of Easements		\$40,000
Cost of Components		
Water Lines (8000' of 24" at \$95/foot)	\$760,000	
Surfacing Restoration (8000' @ \$5/LF)	\$40,000	
Boring under I-90	\$140,000	
Construction Sub-Total		\$940,000
Engineering Services During Construction (10%)		\$94,000
Sub-Total		\$1,178,000
Contingency (Sub-Total x 15%)		\$177,000
Estimate Project Total Cost		\$1,355,000

Table 16. – 16" Water Main East-West Cross Valley Line

Design, Geotech, Final Planning, Plans & Specs, Bidding (10%)		\$239,000
Permitting & Mitigation		\$50,000
Legal & Admin		\$30,000
Acquisition of Easements & Right-of-Way		\$150,000
Cost of Components		
Water Lines (18,000' of 16" at \$86/foot)	\$1,548,000	
Surfacing Allowance*	\$500,000	
Miscellaneous	\$200,000	
Boring under I-90	\$140,000	
Construction Sub-Total		\$2,388,000
Engineering Services During Construction (10%)		\$239,000
Sub-Total		\$3,096,000
Contingency (Sub-Total x 15%)		\$464,000
Estimate Project Total Cost		\$3,560,000

*Surfacing allowance not sufficient for a water line only project. Assume this work will be done in conjunction with street improvements. A more detailed project specific cost estimate is needed as the project is designed.

Table 17. – 16”/24” Water Main East-West Cross Valley Line

Design, Geotech, Final Planning, Plans & Specs, Bidding (10%)		\$246,000
Permitting and Mitigation		\$50,000
Legal & Admin		\$30,000
Acquisition of Easements & Right-of-Way		\$150,000
Cost of Components		
Water Lines (10,000' of 16" at \$86/foot)	\$860,000	
Water Lines (8000' of 24" at \$95/foot)	\$760,000	
Surfacing Allowance*	\$500,000	
Miscellaneous	\$200,000	
Boring under I-90	\$140,000	
Construction Sub-Total		\$2,460,000
Engineering Services During Construction (10%)		\$246,000
Sub-Total		\$3,182,000
Contingency (Sub-Total x 15%)		\$477,000
Estimate Project Total Cost		\$3,659,000

*Surfacing allowance not sufficient for a water line only project. Assume this work will be done in conjunction with street improvements. A more detailed project specific cost estimate is needed as the project is designed.

4.0 Recommendations

The interceptors for the sanitary sewer design are presented in the logical areas for anticipated growth in the study area. The placement of these interceptors will depend on development in the area. Ideally, Phase 1 and 3 would be built first, as these two interceptors will flow by gravity. Phase 1 must be built in order for Phase 2 to be built. The recommended sanitary sewer options and phases are shown in Figure 4.

The recommended water main size is the 24-inch pipe connecting from Skeels to Eastridge Rd at 5th Street as shown in Figure 4. The 24-inch pipeline can provide flows to accommodate 4,754 people whereas the 16-inch can only provide flows to accommodate a 2,390 people equivalent. Since costs are similar, it may serve the City best to install the 24-inch pipeline. In the future, the City may consider building a tank to serve the study area. A tank would provide an additional 3500 gpm as the tank would store the water needed for fire flows. The additional 3500 gpm would serve an additional 6,000 people.

The East-West Valley Cross Line is not recommended at this time. Although the 16-inch/24-inch line does immediately provide flows to serve more people, the City may want to consider building a tank in the future to provide water for fire flows. Since the East-West Cross Valley Lines would be significantly more expensive, it is not considered the best option for the City at this time. If this area should develop and additional water supply is needed in this area, then a tank and/or the East-West Cross Valley lines could be built.



DOWL HKM

**16 WEST 8TH STREET
PO BOX 7010
SHERIDAN, WY 82801**

APPENDIX A

SEWERSHED DISCUSSION

APPENDIX A

Northeast Sheridan Infrastructure Project Sewershed Development and Analysis

Introduction

The study area was broken down into eleven service areas or sewersheds as shown in Figure A1. Breaking the system into sewersheds allows the system to be analyzed in manageable sections. The sewershed boundaries follow topography and flow into one common sewer at the mouth of the sewershed. Six of the sewersheds flow to a lift station (in the Prairie Dog Creek drainage) and are then pumped into a gravity sewer, while the other five sewersheds are able to flow by gravity to the Wastewater Treatment Plant.

Sanitary Sewer Modeling

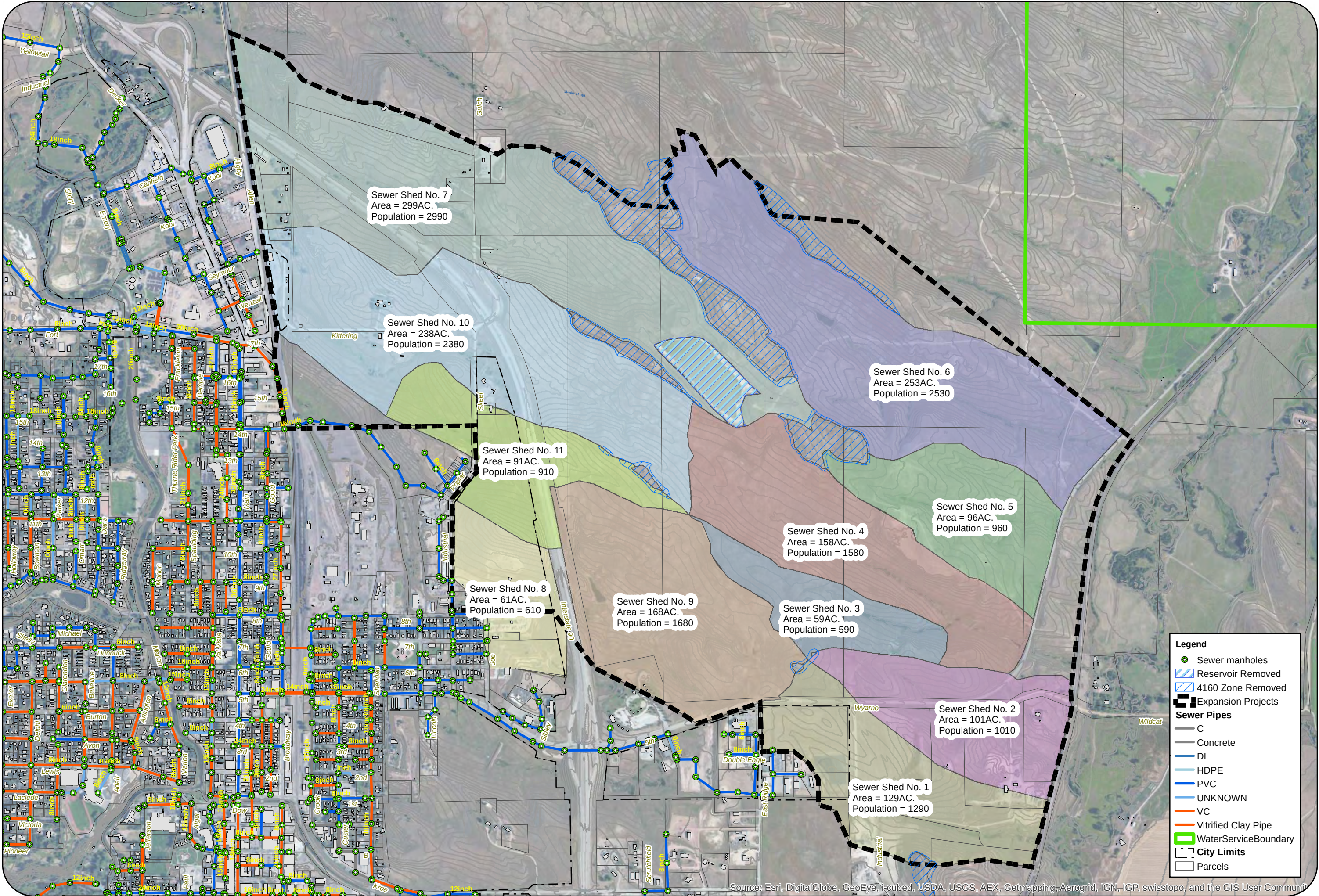
Modeling was performed to determine the proper line sizes for each sewershed. The loadings for each sewershed are shown in Table A1 and are based on the design criteria shown in Table 1 in the report.

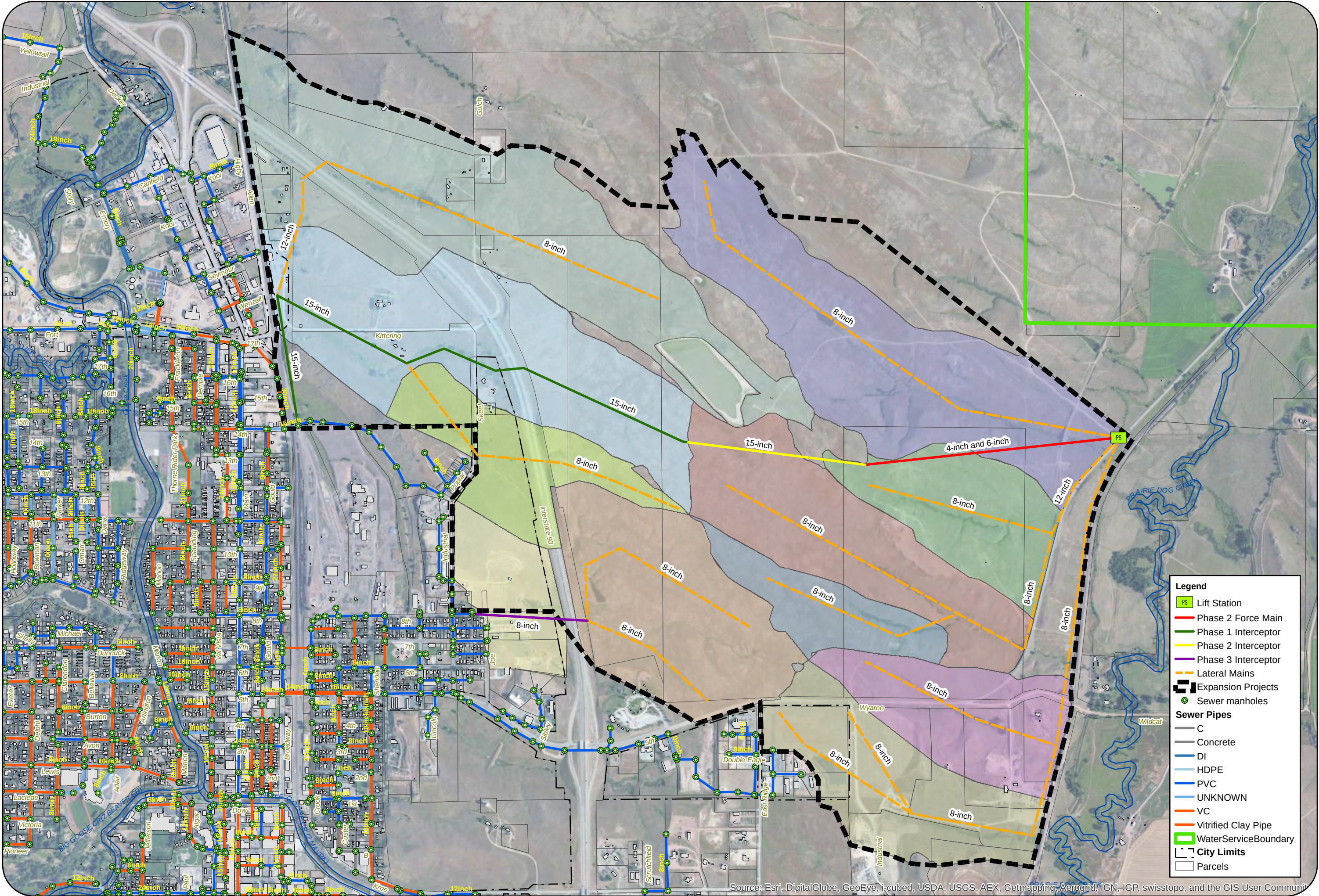
Table A1. – Sanitary Sewer Loadings by Sewershed

Sewer Shed No.	Quantity (Acres)	Person Equivalents (per acre)	Total # of People	Average Day (GPM)	Peak Day (GPM)	Peak Hour (GPM)
1	88	6	526	37	89	145
2	69	6	412	29	70	115
3	40	6	241	17	41	69
4	107	6	645	45	109	175
5	65	6	392	27	66	110
6	172	6	1032	72	174	272
7	203	6	1220	85	206	317
8	41	6	249	17	42	71
9	114	6	685	48	116	186
10	162	6	971	67	164	257
11	62	6	371	26	63	104
TOTAL	1124		6,744	468	1138	1820

The sewershed sewer main routing and line sizes are shown in Figure A2. Sewersheds one through six will flow by gravity through either 8-inch or 12-inch lines to a lift station which would be built during phase 2. The lift station would then pump the sewage through a 4-inch or 6-inch force main to the sewer main connection for sewershed 10 which would be built during phase 1, thus sewershed 10 sewer main has been sized to accommodate loadings from sewersheds one through six and sewershed 10. Sewersheds 7, 10, and 11 will flow by gravity to the connection point at 14th Street. Sewersheds 8 and 9

will flow by gravity through 8-inch lines to the connection point at 8th Street and Joe Street. The interceptor for sewersheds 8 and 9 will be built during phase 3.





CITY OF SHERIDAN EAST 5th STREET SANITARY SEWER SEWERSHEDS SEWER MAIN ROUTING AND LINE SIZES			
No.	Revision	BY	Date

N
W E
S

1 in = 1,200 ft

DOWL HKM
16 W. 8th St.
P.O. Box 7010
Sheridan, WY 82801
307-672-9006
307-672-5214 (fax)
dowlhkm.com

Sheet No.

**FIGURE
A2**

Source: Esri, DigitalGlobe, GeoEye, i-cubed, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

APPENDIX B

LIFT STATION DISCUSSION

APPENDIX B

Northeast Sheridan Infrastructure Project Lift Station

Introduction

A lift station will be required for the sanitary sewer system that drains toward the Prairie Dog Creek drainage. This lift station will be placed in the vicinity of the northeastern corner of the study area. Once development begins in sewersheds one through six, this lift station will need to be built. This lift station is phase 2 and will connect into the interceptor that will be built during phase 1.

There are many concerns with building this lift station to the proper size for initial loadings as well as future build out through sewersheds one through six. The following sections will layout the concerns and address solutions that will need to be taken into consideration during final design.

Sizing the Wet Well

The wet well should be sized for future use. The wet well will be concrete and most likely be 8 feet in diameter, but should be looked at closely to size it properly for pump run times. To size for pump run times, initially the pumps will be set to turn on at a lower water level such as using 1.5 feet of active volume initially and 3 feet in the future. See Figure B1 for more detail.

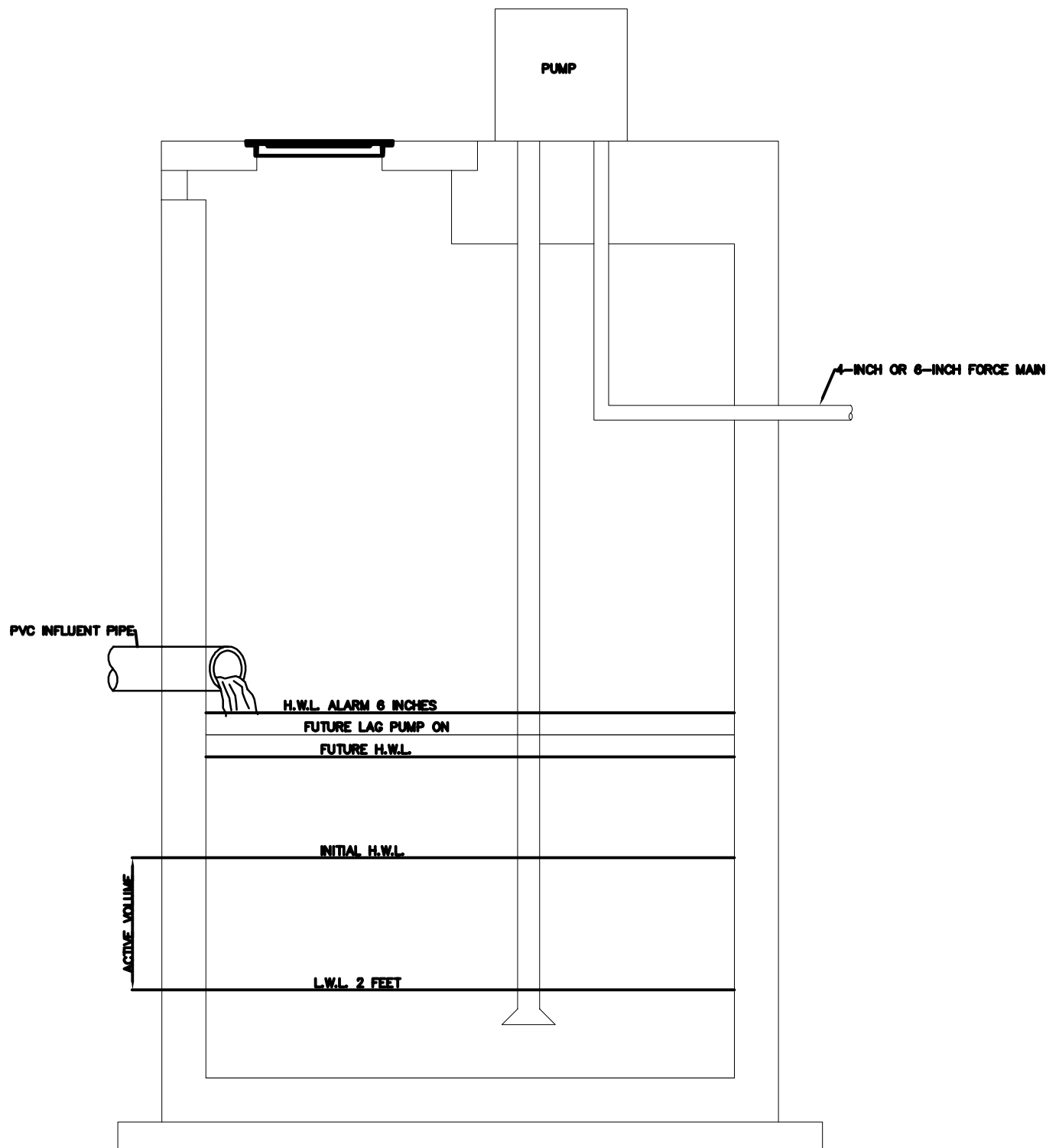
Sizing the Force Main

The force main is approximately 3700 feet long with a lift of about 170 feet. With such a long force main, there is concern with the quantity of sewage that would be held when the pumps are shut off. The vertical lift for this force main is also very high. For the force main, a 4-inch pipe and 6-inch pipe will be laid in the same trench. The 4-inch force main will be used initially to keep flows low and velocity high and then will be switched to the 6-inch pipe in the future.

Sizing the Pumps

The force main is required to move the sewage at 2.5 fps thus the nominal flow rate for 4-inch pipe is 100 gpm and for 6-inch pipe is 250 gpm. With headloss, the total dynamic head (TDH) is about 200 feet. To size the pumps for this flow and TDH is going to be a challenge. The pump must be designed to initially meet the design conditions at the time the lift station is built. The pumps can then be changed out in the future to meet the conditions that will require a switch to a 250 gpm design flow and the 6-inch force main. This could be 20 years down the road when it is time to replace the pumps anyway. In sizing the pump, the pump will need to be able to carry the peak flow. The filling rate of the wet well at the average flow rate and the volume of the wet well between the pump start and pump stop, as well as the number of pumps starts per hour will need to be considered. The pump should have less than eight starts per hour and not have short pump run times. One pump will be needed with a second pump as a back-up. The pumps should be high head above ground self-priming pumps that can be placed in a single housing unit with isolation and check valves placed between each pump and the force main.

Q:\24\26492 Water and Sewer Infrastructure for NE Sheridan\50Design\VC14-Fig B1.dwg PLOT DATE 2014-7-30 09:03 SAVED DATE 2014-07-30 09:01 USER: jwagner



16 W. 8th Street
307-672-9006

Sheridan, Wyoming 82801
www.dowlhkm.com

NORTHEAST SHERIDAN
INFRASTRUCTURE PROJECT
LIFT STATION

PROJECT	5024.26492.01
DATE	07/30/2014

FIGURE B1

Appendix B

Table 8.9 – East-West Cross Valley Transmission Main Cost Estimate

Preparation of Final Design, Specs, Bidding (10%)	\$ 198,280	
Permitting and Mitigation	\$ 10,000	
Legal Fees	\$ 10,000	
Acquisition of Access & Easements	\$ 90,000	
Pre-Construction Costs (Subtotal)		\$ 308,280
Cost of Components:		
Mobilization	\$100,000	
14,600' of 16" Main @ \$93/ft	\$1,357,800	
BNSF Railroad Bore (300' @\$350/ft)	\$105,000	
Additional Restoration/crossings	\$250,000	
4160 to 4040 PRV Station	\$120,000	
Connections	\$50,000	
Total Cost of Components	\$1,982,800	
Construction Engineering Cost	\$ 198,280	
Components & Engineering Cost (Subtotal)	\$ 2,181,080	
Contingency (Subtotal 15%)	\$ 327,162	
Construction Cost Total		\$2,508,242
Total Project Cost		\$2,816,522

8.2.10 Northeast Transmission Main Project

The Northeast Transmission Main Project includes two primary segments:

- Extension from the end of the existing 16-inch line on Skeels, north to Kittering.
- An extension from this point east, across I-90 and then looping back into the 16-inch main on East Ridge Road to the south.

When the time comes for this main to be extended, the need may initially only be on Skeels, so the cost estimate below can be modified for the reduced project. Eventually, if growth occurs as is expected, the extension will be needed across I-90 and connecting to East Ridge Road and East 5th Street. There is higher ground in this potential service area, so this 4040 HGL main cannot serve this entire area. This matter is discussed in the Modeling section of 4.3.5. Also refer to the East-West Cross Valley Main presented in 8.2.9.

The extension on Skeels of the 4040 HGL main can serve the immediate area to Kittering adequately, and this extension will likely be needed prior to the other mains discussed in this section.

At the time one or more of these mains (or phases of a main) are needed, this matter should be reviewed again based on the size and elevations of the service area, updated overall system demands, and the entire preliminary design remodeled for HGLs, pipe sizes, connections, need for a PRV station, etc. This preliminary design needs to be summarized in a design report with a revised cost estimate for the specific project at that time. It is believed the work in this Level I is sufficient that once this project-specific PER is prepared, that the project can move into the WWDC Level III program with a revised cost estimate.

Figure 8.4 illustrates this project. The cost estimate is presented in Table 8.10.

Table 8.10 – Northeast Transmission Main Extension

Preparation of Final Design, Specs, Bidding (10%)	\$	126,470	
Permitting and Mitigation	\$	10,000	
Legal Fees	\$	10,000	
Acquisition of Access & Easements	\$	50,000	
Pre-Construction Costs (Subtotal)			\$ 196,470
Cost of Components:			
Mobilization		\$100,000	
10,900' of 16" Main @ \$83/ft		\$904,700	
I-90 (400' @\$350/ft)		\$140,000	
Additional Restoration/crossings		\$100,000	
Connections		\$20,000	
Total Cost of Components		\$1,264,700	
Construction Engineering Cost	\$	126,470	
Components & Engineering Cost (Subtotal)	\$	1,391,170	
Contingency (Subtotal 15%)	\$	208,676	
Construction Cost Total			\$1,599,846
Total Project Cost			\$1,796,316

8.2.11 Woodland Park School Area Project

This project will create the next higher pressure zone above (southeast of) the new Woodland Park School area to increase the pressure in the higher ground in this location. This project will connect to water lines in and better serve the east end of Highview Road and Dee Drive to the south. The new pressure zone will be at 4160. Currently this area is in the 4040 zone. It is proposed to modify the Highway 87 (Big Horn wye) PRV station to provide 4160 water by gravity north up Highway 87 in the existing main, and then install PRV stations in the laterals coming off this line such as for the McNally and Woodland Hills subdivisions. A tank will be needed so fire flows and peak demands can be satisfied in this new service area. This project and its connection to Dee Drive will eliminate the need for the Dee Drive booster station. Eventually an extension should be run from this main and

Appendix C

2023 RECOMMENDATION-CONSTRUCTION PROJECTS

Project Name: Sheridan Northeast Transmission Main Extension 2023

Program: New Development

Project Type: Municipal

County: Sheridan

Sponsor: City of Sheridan

WWDO Recommendation: Level III

Proposed Budget: \$213,060
(Pre-Construction Only)¹

Current Recommendation:

WWDC Grant ² (67%)	\$ 213,060
<u>Other Funding Source³ (33%)</u>	<u>\$ 104,940</u>
Total	\$ 318,000

Funding for Total Project:

WWDC Grant ²	\$ 1,577,850
<u>Other Funding Source³</u>	<u>\$ 777,150</u>
Total	\$ 2,355,000

¹ Pre-Construction costs consist of: Design, Bidding Documents, Access Permits, Easements and Title Opinion

² Not to exceed 67% of eligible project costs

³ Sponsor or Other funding source

Project Manager: Larry Mallo

Project Description: The proposed water transmission main was described in the the 2019 Sheridan Water System Master Plan, Level I Study, and is intended to extend the water supply system through an area of Sheridan that is currently underserved, both on a location and capacity basis. The extension will complete a transmission loop for the City and will provide major water transmission improvements to the northeast side of Sheridan to meet domestic needs, improve health & safety, improve pressure, and increase fire flows in the area.

1. Describe existing status in the program and previous appropriations.

Prior Legislation

<u>Year</u>	<u>Project</u>	<u>Appropriation</u>
2018	L-I, Sheridan Water Master Plan	\$ 250,000

2. Describe existing water supply using information in the application.

The City of Sheridan's water is from direct flow rights from a diversion dam and headgate on Big Goose Creek and storage rights in Twin Lakes Reservoir, Park Reservoir, and Dome Lake. Water is provided from the storage reservoirs to the City via gravity flow with a capacity of 25 MGD treated through two water treatment plants. Treated water is stored in 9 buried concrete tanks with 13.9 MG of collective storage and is distributed to the City and surrounding areas through transmission mains and distribution lines.

3. Summarize the request.

To construct a new transmission main to improve service to the northeast side of Sheridan.

4. Summarize the reasons for the request.

The 2019 Sheridan Water Master Plan, Level I Study identified the critical need to install this new transmission main pipeline to improve water quality, pressure, and flow to the northeast side of Sheridan due to the age, condition, pipe material, and size of the existing distribution system that extends into this area.

Estimated Level III WWDC Eligible Costs:

Preparation of Final Designs and Specifications	\$	143,000	
Site Access Permit Fees (BOR, USFS, etc.)	\$	20,000	
Title Opinion	\$	5,000	
Acquisition of Access and Rights of Way	\$	<u>150,000</u>	
Pre-Construction Costs (Subtotal # 1)			\$ 318,000
Cost of Project Components			
Mobilization	\$	112,500	
10,900' of 16" Main	\$	1,018,000	
Crossing I-90	\$	277,000	
Connections	\$	<u>22,500</u>	
Construction Cost (Subtotal #2)			\$ 1,430,000
Construction Engineering Costs (Subtotal # 2 x 10%)			<u>\$ 143,000</u>
Components and Engineering Costs (Subtotal # 3)			\$ 1,573,000
Contingency (Subtotal #3 x 15%)			<u>\$ 235,950</u>
Construction Cost Total (Subtotal #4)			\$ 1,808,950
Total Project Cost (Subtotal #1 + Subtotal #4)			\$ 2,126,950
Inflation Costs (4% per 1 year)			\$ 85,078
COVID Specific Inflation Costs (10%) Project components			<u>\$ 143,000</u>
Total Project Costs			\$ 2,355,028
Total Project Costs (Rounded)			\$ 2,355,000
Level III Recommended Funding @ 67% Grant – Total Costs:			\$ 1,577,850
Level III Recommended Funding @ 67% Grant - Pre-Construction Only			\$ 213,060
Ineligible Expenses			
Total Ineligible Project Costs			\$ 0

PROJECT INFORMATION:

A. FINANCIAL INFORMATION

1. Service Area Information

a. Population (2020 Census) 18,737 (City Only) (Current Estimate) 19,200 (City & SAWS JPB combined)

b. Does the entity have a comprehensive planning boundary? Yes

If so, what is the estimated additional population that could be served in the future? 20,000.

	Pre-Project	Post Project
c. Taps served within the entity boundaries?	8,295	8,400
d. Taps outside the entity boundaries?	2,000+	2,000+
e. Names of other water systems served? Raw water is supplied to the Veteran Affairs Medical Center. In addition to the City and the Sheridan Area Water Supply Joint Powers Board (SAWS JPB), treated water is supplied to the Downer Improvement and Service District, and State Girl's School.		
2. Water Usage (Potable water system only)	Pre-Project	Post Project
a. Total number of gallons produced by the water sources annually:	942 MG	942MG
b. Gallons used <u>per capita</u> per day:		
Average Day:	140	140
Peak Day:	380	380
3. System capacity (Potable water system only):	Pre-Project	Post-Project
a. Maximum capacity of the water supply system		
Acre feet per day:	77	77
Gallons per day:	25 MGD	25 MGD
b. What is the factor (bottleneck) limiting the ability to provide water (supply, canals, etc.):	None	None
No current bottlenecks, but the capacity of the intake facility could become a bottleneck in the long-term future and eventually, surface water supply will become the limiting factor.		
c. Increased capacity needed:	No increase needed	
Acre feet per day	0	0
Gallons per day	0	0
d. Estimated system water losses (percentage):	~10-15%	~10-15%
4. Does the entity have an independent raw water irrigation system? Yes, for the cemetery and the golf course; not for individual users within the City/SAWS JPB system. The SAWS JPB system has several neighborhoods with separate irrigation systems and separate systems are required when irrigation rights are available. There is a 3.0 cfs water right for the cemetery, which is completely separate from other municipal water supply. Raw water capacity is also available in the 30-inch transmission main for the Kendrick Golf Course and VA Medical Center.		
a. Raw water system capacity (acre feet per day & gallons per day):	3.21AF/day, 1.05MG/day	
b. Average annual raw water usage (acre feet & gallons):	675AF, 220MG	

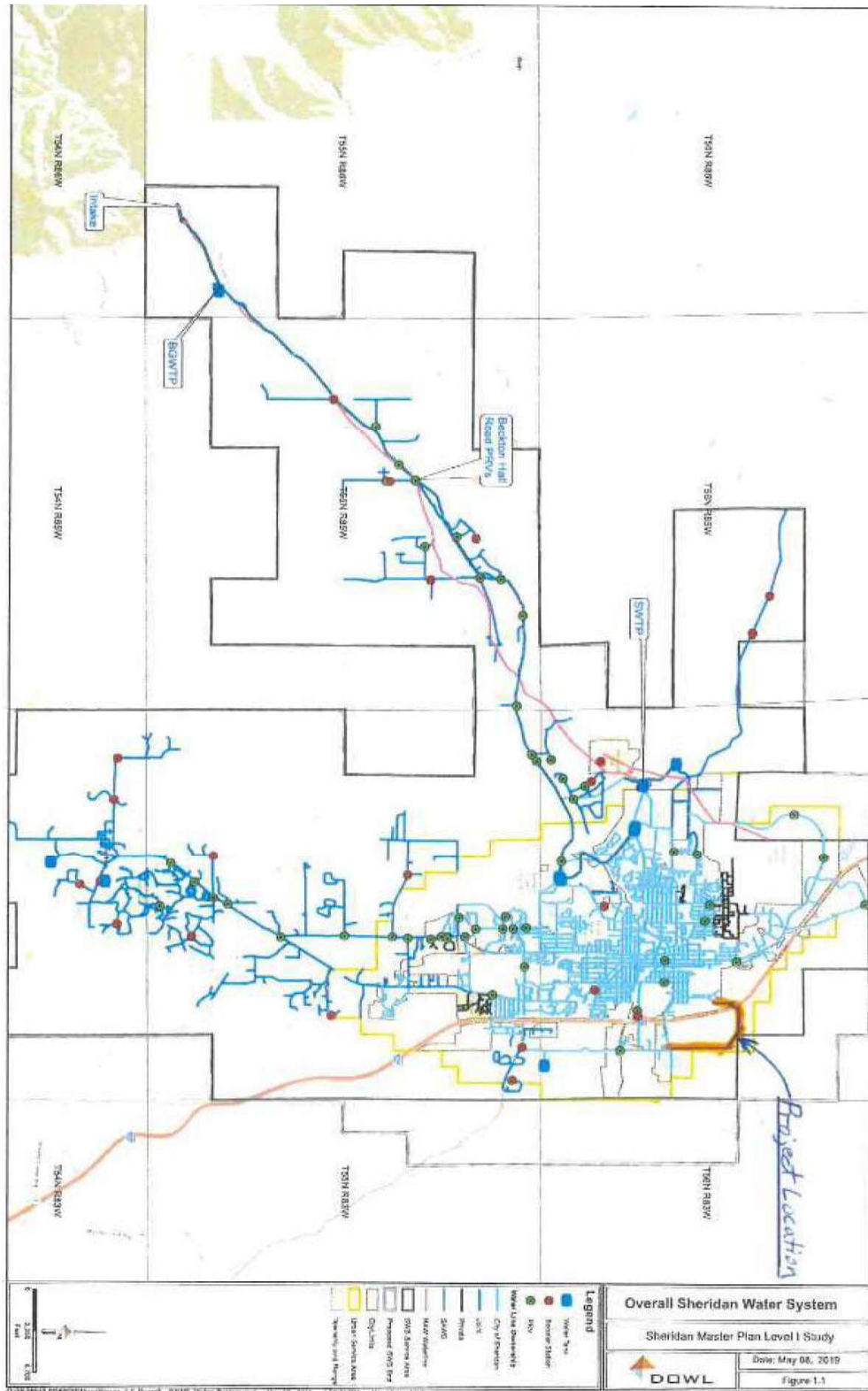
5. Rates	Pre-Project	Post-Project
a. Tap fees:		
Residential: (3/4" - 1")	\$ 3,000	\$ 3,000
Commercial: (1")	\$ 5,010	\$ 5,010
b. Average monthly water bill: (3/4")	\$ 32.73	\$ 32.73
c. Water Rates		
<u>Base for 3/4" residential:</u>		
3/4" \$19.89 for 1500 Gallons, \$1.92/1000 for 1500-6000 Gallons, \$2.63/1000 gallons above that.		
Note: Water rates will not change because of the project, but rates are reviewed regularly and adjusted as required.		

6. Financial Statement	Pre-Project	Post-Project
Annual revenues generated from water sales:	\$ 3,859,800	\$ 3,976,366
Annual revenues from tap fees:	\$ 421,700	\$ 425,917
Annual revenues from other sources:	\$ 1,192,880	\$ 1,216,738
Total annual revenues:	\$ 5,474,380	\$ 5,619,021
Annual budget for operation and maintenance expenses:	\$ 3,162,410	\$ 3,230,890
Annual payments for debt retirement:	\$ 981,944	\$ 1,198,393
Annual payments to a repair and replacement fund:	\$ 543,449	\$ 558,619
Annual payments to an emergency fund:	\$ 17,120	\$ 17,606
Annual payments for other purposes:	\$ 553,886	\$ 151,000
Total annual payments:	\$ 5,258,809	\$ 5,156,508
Balance in repair and replacement fund: O&M & Capital Cash & Depreciation Reserves	\$ 2,910,585	\$ 3,729,971
Balance in emergency fund: Emergency items are paid out of Operations, and Capital & Depreciation Reserve Accounts	\$ 607,677	\$ 624,797
Annual cost of water quality testing:	\$ 48,224	\$ 49,429

B. COMPARISON WITH OPERATING CRITERIA

1. Project Priority according to the Criteria? Account I, Priority 3 – Level III transmission pipelines
2. Is the project supported by the City Council or County Commission, which has jurisdiction over the project area? Yes
3. Will the project serve at least 15 water taps? Yes Number of taps 8,295
4. Is the sponsor under any federal (EPA) mandates to improve your system? (eg. Administrative orders, violations, actions taken): No
5. Does anyone in the service area haul water? No
6. Is the sponsor eligible for funding from other state or federal programs? Yes
If so, what are they: MRG, DWSRF, ARPA

7. Is water metered? Yes Are billings based on meter readings? Yes
8. What is monthly water bill for 5,000 gallons? \$26.61 20,000 gallons? \$65.35
9. Theoretical reasonable monthly water bill (\$59,380 (AMHI) x 2.5%/12) \$123.71 (Sheridan County)
10. What water conservation measures are employed by the sponsor? Yes, this system has had a successful water conservation program. The City publishes notices and encourages smart water usage. Tiered water rates are used to encourage conservation.
11. Is the operation of the water supply system self-supporting in terms of revenues offsetting costs for operation, maintenance, debt retirement, replacement funds and emergency funds? Yes
12. Will the project consider regional solutions? No, regional solutions were considered in 2019 Level I.
13. Can the project be delayed or staged? No Should it be? No, see below
14. Basis for the funding recommendation: The 2019 Sheridan Water Master Plan, Level I Study identified the replacement of the Sheridan Airport Transmission Main Project as the highest priority project, which is in design. This request for a WWDC 2023 Level III main transmission pipeline extension is a critical next step need of the Sheridan combined water supply system.





**CITY OF SHERIDAN
RESOLUTION 39-22**

A RESOLUTION AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE WYOMING WATER DEVELOPMENT COMMISSION FOR LEVEL III CONSTRUCTION FUNDING.

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 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 Sheridan Water System Master Plan identified the Northeast Transmission Main Extension project as the number two priority transmission main project in the sheridan area water system and the number one priority project within the City's portion of the water system; and

WHEREAS, this water transmission main extension would satisfy a critical water supply need for northeast Sheridan while providing redundancy and improving the water supply capacity of the overall water system; and

WHEREAS, growth and development prospects in northeast Sheridan have presented a need for water supply that is intended, based on the Master Plan, to be satisfied by this project; and

WHEREAS, the estimated project costs are \$3,441,157 and would represent the WWDC Level III grant request which, if approved, would be funded at 67%, or \$2,305,575.19, by the WWDC and 33%, or \$1,135,581.81, by the City as the sponsor and owner of the project; and

WHEREAS, as a commitment in funding for the sponsor's 33% match, the City of Sheridan Governing Body pledges \$1,135,581.81 in funding from the City's Water Enterprise Fund; and

WHEREAS, the WWDC has a process for applying for these funds and this Resolution and accompanying application are part of that process.

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

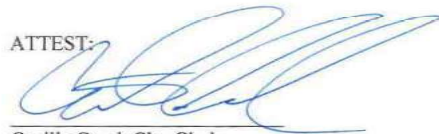
- (1) That a Level III funding application be submitted to the WWDC for the above described project.
- (2) The City of Sheridan Governing Body pledges \$1,135,581.81 in funding from the City's Water Enterprise Fund.
- (3) That Dan Roberts, Utilities Director, is hereby designated as the authorized representative 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 8th day of Aug., 2022.

City of Sheridan


Richard Bridger, Mayor

ATTEST:


Cecilia Good, City Clerk





-

<h1 style="margin: 0;">ANNEXATION PLAT</h1> <p style="margin: 0;">SE1/4, S1/2NE1/4, SECTION 24, T.56N., R.84W., SHERIDAN CO., WYOMING</p>				
<p>PREPARED FOR:</p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">STORY HOUSE MANAGEMENT</p> <p style="text-align: center;">40 E WORKS STREET, SUITE #1B SHERIDAN, WY 82801</p>				
<p>PREPARED BY:</p> <div style="display: flex; align-items: center; justify-content: center;"> <div> <p style="margin: 0; font-weight: bold; font-size: 1.5em;">WWC</p> <p style="margin: 0; font-weight: bold; font-size: 1.2em;">ENGINEERING</p> </div> </div> <p style="text-align: center; margin-top: 5px;">1640 TERRA AVE. SHERIDAN, WY 82801 (307) 673-0761 www.wwcengineering.com</p>				
NO.	REVISION	BY	DATE	<p>DESIGNED BY: <u>N/A</u></p> <p>DRAWN BY: <u>SWC</u></p> <p>CHECKED BY: <u>DT</u></p> <p>DATE: <u>2/16/2023</u></p>
				<p>SHEET</p> <p style="font-size: 2em; font-weight: bold;">105</p>

CITY OF SHERIDAN
RESOLUTION 12-23

A RESOLUTION approving the Story House Annexation report as required by W.S. § 15-1-402(c) for the proposed annexation of an 246.2 acres parcel of land located in the SE1/4, S1/2NE1/4, Section 24, Township 56 North, Range 84 West, 6th Principal Meridian, Sheridan County, Wyoming (PIN 0356842410000333).

WHEREAS, staff has complied the required information pursuant to W.S. § 15-1-402(c); and

WHEREAS, the Annexation Report has been reviewed for conformance with W.S. § 15-1-402(c) and

WHEREAS, the Planning Commission recommended the approval of the Annexation Report; and

WHEREAS, the Annexation Report will be maintained on file with the City Clerk; and

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

That the Story House Annexation Report for the proposed annexation of a 246.2 acre parcel of land located located in the SE1/4, S1/2NE1/4, Section 24, Township 56 North, Range 84 West, 6th Principal Meridian, Sheridan County, Wyoming (PIN 0356842410000333).

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

PASSED, APPROVED, AND ADOPTED this 20th day of March 2023.

Richard Bridger, Mayor

Attest:

Cecilia Good, City Clerk

State of Wyoming)
)SS
County of Sheridan)

Subscribed and sworn to (or affirmed) before me this _____day of
_____, 2023 by _____.

Notary Public

My commission expires _____.



CITY OF SHERIDAN, WYOMING

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

Ph (307) 674-6483 Fax (307) 674-2195

Treasurer

MEMORANDUM

Project Name: Discussion of FY23 Budget Revision #1 - City Treasurer Karen Burtis
From: Karen Burtis, City Treasurer
To: Mayor and Council
CC:
Date: 02/28/2023

Background:

This is the first and only budget revision for FY23. This revision includes appropriations for carryover funds from FY22. It also includes appropriations for new funds received and anticipated in FY23.



CITY OF SHERIDAN, WYOMING

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

Ph (307) 674-6483 Fax (307) 674-2195

Public Works

MEMORANDUM

Project Name: Discussion of Award to CDG Engineers for the Design and Inspection of the Existing West 5th Street Bridge for an Amount of \$185,858.00 - Public Works Director Hanns Mercer

From: Hanns Mercer, Public Works Director

To: Mayor and Council

CC:

Date: 12/19/2022

Recommendation:

Staff recommends that the Mayor and City Council award the design and inspection of the West 5th Street Bridge to CDG Engineers for a base scope amount of \$185,858.00.

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

Background:

The existing bridge was designed and constructed around 1968. The bridge is a 3-span reinforced concrete box girder with a curved and complex geometry. In a WYDOT Inventory and Inspection Report from April 2022, deficiencies were identified with the bridge deck and surface. City crews have repaired multiple spots on the bridge previously. The bridge has approximately 70% of voids between the surface and the underlying deck. These voids have allowed moisture to get in between, causing the deficiencies.

The Request for Proposals was advertised in the Sheridan Press on January 4 and 11, 2023, and proposals were due on January 20, 2023.

Two firms submitted proposals:

- CDG Engineers, Sheridan, WY
- Collins Engineers Inc., Denver, CO

A selection committee conducted evaluations on January 24, based on the following criteria:

- Experience
- Approach
- Schedule
- Key-Staff

Discussion:

The project is for the design and inspection of the existing bridge superstructure and substructure to restore the capacity of the bridge as originally designed. As an alternative to the rehabilitation superstructure, a replacement bridge superstructure will be reviewed. During the conceptual design phase, a determination will be made if rehabilitation or replacement is the preferred solution. The proposed scope of work includes the following:

- Review existing bridge plans and inspection reports for the bridge provided by the City.
- Conduct field evaluation of existing bridge and support structures.
- Coordinate development of a traffic control plan for bridge surveying and non-destructive evaluation (NDE) bridge investigation. Submit to the City for approval.
- Perform area survey, including:
 - Establishing four (4) permanent control points for the project area.
 - Property verification survey including existing right-of-way, permanent easements, property lines and ownership information, etc.
 - Topographic survey of the bridge deck and adjacent roadway sections.
 - Utility locates.
 - Process survey data and create background for plan development and remediation design.
 - Coordinate/observe NDE investigation of the bridge.
 - Process data from CDG bridge evaluation and Olson Engineering bridge NDE investigation.

Funding:

This project is funded with CAP Tax.

Attachments

Picture 1
Picture 2
Picture 3
Picture 4
Picture 5













CITY OF SHERIDAN, WYOMING

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

Ph (307) 674-6483 Fax (307) 674-2195

Public Works

MEMORANDUM

Project Name: Discussion of 103 N. Gould Property - Public Works Director Hanns Mercer
From: Hanns Mercer, Public Works Director
To: Mayor and Council
CC:
Date: 03/04/2023

Recommendation:

Staff recommends demolition of the Cook Ford Building and paving the demolished area to provide parking spaces for the downtown businesses during the upcoming Main Street project.

Background:

Resolution 35-22, Approved August 1, 2022, directed the Public Works Director to:

- Obtain estimates to demolish the Cook Ford Building and pave the demolished area
 - Determine the cost of remodeling or constructing a new public restroom
 - Determine the feasibility of renting parking spaces to downtown businesses
-



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: Discussion of Resolution 13-23 Designating the 2023 Trees for Trash & Community Clean-up Event; and the Free Fall Landfill Day - Utilities Director Dan Roberts

From: Dan Roberts, Utilities Director

To: Mayor and Council

CC: City Administrator Stu McRae

Date: 03/13/2023

Recommendation:

Staff recommends that the Mayor and City Council adopt Resolution 13-23 which designates the 2023 Trees for Trash & Community Clean-up event as well as the 2023 Free Fall Landfill Day.

Background:

In years past, the City of Sheridan (City) has promoted and supported spring and fall community clean-up events. This has been done by offering free landfill disposal to residents participating in our annual community sponsored Trees for Trash & Community Clean-up event; and designated spring and fall Free Landfill Days. These are community minded events offering residents of the City of Sheridan and Sheridan County an opportunity to clean-up and beautify their surroundings without having to incur the cost of waste disposal. Community participation due to these events has been consistently excellent in past years

Discussion:

The designated days for these events, established in Resolution 13-23, have been carefully identified and planned by City Staff in conjunction with event sponsors.

As the title sponsor, Sheridan Media has submitted a letter to the Mayor and City Council (attached) requesting the Trees for Trash event to occur on May 6, 2023. Sheridan Media is supportive of the Trees for Trash event being combined and coordinated with a Community Clean-up event similar to what has been successfully organized each year since 2017. City staff will plan and coordinate the Community Clean-up event, a big part of which will be soliciting volunteer groups to adopt public areas within our community to clean-up through trash collection and disposal.

Additionally, the Free Fall Landfill Day is proposed to be held on October 28th.

Sheridan County has joined with the City and has been a financial sponsor in the past by paying a portion of the landfill disposal costs generated by county residents during these events.

Resolution 13-23, presented for the City Council's consideration, establishes the events, demonstrates City Council's support, and authorizes them to occur.

Attachments

Sheridan Media Letter
Resolution 13-23

Sheridan Media



**Sheridan City Council
55 East Grinnell
Sheridan, WY 82801**

February 21, 2023

Dear Mayor & Council,

On behalf of Sheridan Media, all our sponsor partners, and the citizens of the City of Sheridan and Sheridan County, we would like to thank you again for your past support of the Trees for Trash program. For several years this county-wide community clean-up program has been very well received and successful.

The time is rapidly approaching to clean up and green up again this spring. In order to coordinate with the City's free landfill weekend dates, we respectfully request free use of the landfill this year on Saturday, May 6th, from 8:30am to 2pm, for all Sheridan County residents.

Together, we can all help keep our communities beautiful places to live.

Sincerely,

**Jim Schellinger
Sheridan Media**

**CITY OF SHERIDAN
RESOLUTION 13-23**

A RESOLUTION designating 2023 events promoting community cleanup; and the Mayor and City Council demonstrating their support of these events by authorizing the use of City resources and free solid waste disposal, at the Sheridan Landfill, during the designated events.

WHEREAS, the Sheridan City Council encourages citizens to participate in cleaning up the Sheridan area; and

WHEREAS, the Sheridan City Council is pleased to offer free use of the Sheridan Solid Waste Disposal facility (SSWDF), for the designated events, to residents within the City of Sheridan and Sheridan County.

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

The Sheridan City Council hereby designates the annual Trees for Trash & Community Clean-Up event as well as the Fall Free Landfill Day to be held during normal hours of operation on the following dates in 2023:

Trees for Trash & Community Clean-Up (Free Landfill Day):	Saturday, May 6, 2023
Fall Free Landfill Day:	Saturday, October 28, 2023

Under the following conditions prescribed below:

- a) Loads shall have a net weight of less than or equal to one (1) ton.
- b) Loads shall be non-commercial waste and generated by residential customers.
- c) Loads shall be separated into categories of household garbage, green waste, construction & demolition, metal, and other recyclable materials and shall be unloaded at the landfill in appropriate disposal areas as directed by landfill staff.
- d) All customers shall cross the landfill scales and a fee waiver transaction completed.
- e) Proof of residency may be required at the landfill at the time of the fee waiver transaction. This shall consist of a driver’s license or utility bill with the name of the individual and current county address.
- f) Dead animals shall be limited to two (2) per load.
- g) City of Sheridan Landfill requires that all waste delivered to the SSWDF will be secured, covered, or in a closed container. Materials delivered which are not secured, covered, or in a closed container will be assessed the following surcharge per load:

\$11.00 for cars & pickup trucks
\$50.00 for all other vehicles (including trailers)

Fee waivers listed above shall not include:

- a) Refrigeration units that have not been decommissioned by a certified technician
- b) Lead-acid batteries
- c) Tires

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

Utilities

MEMORANDUM

Project Name: Discussion of Resolution 14-23, Submission of a Clean Water State Revolving Fund (CWSRF) Loan Application for the WWTP S - Utilities Director Dan Roberts

From: Dan Roberts, Utilities Director

To: Mayor and Council

CC: City Administrator Stu McRae

Date: 03/13/2023

Recommendation:

Staff recommends that the Mayor and City Council approve Resolution 14-23, authorizing the submission of a CWSRF loan application in the amount of \$1,200,000 for the Wastewater Treatment Plant (WWTP) South Clarifier Component Replacement Project.

Background:

In April of 2022, our new Wastewater System Master Plan got underway, where we have been assessing the condition and function of our wastewater collection system and treatment plant. We have been evaluating these systems and developing plans for improvements that are necessary to sustain optimal operation while preparing these systems to meet the demands of our growing community long into the future.

The analysis has been concluded and the Engineering Firm's draft report with recommendations for improvements have been presented for staff review. These findings and recommendations will be presented to the City Council during a Study Session in May 2023.

In the Sewer Enterprise Fund's Capital Improvements Plan (CIP) we have been anticipating some needed upgrades to our wastewater treatment plant with the more urgent needs occurring in FY2024 with the majority of the high priority needs occurring in FY2028 or sooner if more favorable funding opportunities presented themselves.

During the Wastewater System Master Plan assessment, the need for an urgent improvement surfaced. The WWTP's south clarifier (we have two: a north and a south) started to function improperly due to wear on deteriorated components. It has been retrofitted by WWTP staff so it can function for an unknown period of time on an emergency basis, but these components are in dire need of replacement so that we may rely upon the full function of this treatment process. We do not need both clarifiers to be operational all the time, but it is important for us to have two fully functioning clarifiers so we have redundancy within this critical treatment process; and having two clarifiers in operation allows us to better manage treatment during the high flow season.

Discussion:

Replacing the mechanical and physical working components of the WWTP's south clarifier should be considered an urgent priority at this time, escalating its need above all other improvements. The opportunity to obtain a Clean Water State Revolving Fund Loan (CWSRF) with any principal forgiveness does not appear to be available at this time. However, this project is urgent enough to justify pursuing the funding through the CWSRF program nonetheless and receive low interest (1.25%), 20-year terms. The current estimate to replace the clarifier components is \$1,200,000.

Subsequent WWTP improvements, which will be further reviewed and discussed with City Council as part of the Wastewater System Master Plan briefing in May 2023, will be recommended to target funding from the CWSRF program when principal forgiveness is made available in potentially larger amounts which is anticipated to occur soon as mandated by the federal government's infrastructure legislation.

Funding:

The \$1,200,000 in funding needed for this project will be from a CWSRF loan with loan repayment being committed from the Sewer Enterprise Fund's rate revenues.

Attachments

Resolution 14-23

**CITY OF SHERIDAN
RESOLUTION 14-23**

A RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD FOR A LOAN THROUGH THE STATE REVOLVING FUND ON BEHALF OF THE GOVERNING BODY FOR THE CITY OF SHERIDAN, WY FOR THE PURPOSE OF: *WWTP South Clarifier Component Replacement (Project)*.

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

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

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

WHEREAS, the Governing Body of the City of Sheridan, WY plans to repay the requested State Revolving Fund Loan from the following source(s): Sewer Fund Rate Revenues; and

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

that a loan application in the amount of One-Million Two-Hundred Thousand and 00/100 Dollars (\$1,200,000.00) be submitted to the State Loan and Investment Board for consideration at the State Loan and Investment Board meeting to assist in funding the WWTP South Clarifier Component Replacement Project.

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

PASSED, APPROVED AND ADOPTED this 20th day of March, 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

Attorney

MEMORANDUM

Project Name: Discussion of City Administrator Contract - City Attorney Brendon Kerns
From: Brendon Kerns, City Attorney
To: Mayor and Council
CC:
Date:

Discussion:

Please see the attached contract.

Attachments

Contract



EMPLOYMENT AGREEMENT

This Employment Agreement (“Agreement”) is entered into effective March 19, 2023, by and between the City of Sheridan, Wyoming (“City”) and Stuart McRae (“Employee”).

WHEREAS, the City of Sheridan desires to employ the services of Stuart McRae as City Administrator and Stuart McRae desires to accept such employment;

WHEREAS, the parties entered into an Employment Agreement on June 9, 2020 which was set to expire June 30, 2023.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **Term.** Employee's employment under this Agreement shall be deemed to have commenced on March 19, 2023 and end June 30th, 2026 (the “Term”), unless otherwise terminated by either party as provided in section 11 below. The parties shall provide notice to the other at least six (6) months before the end of the Term regarding the respective parties’ desire to negotiate a new contract.

A. The first day of employment shall be March 19, 2022. All forms of compensation shall not begin to be accrued or earned until the first day of employment.

B. The parties agree that the June 9, 2020 Agreement is amended and superseded by this Agreement.

2. **Duties.** Employee is employed as the City Administrator to perform all functions and duties of the position, whether now known or hereafter determined to be necessary to administer the City's daily operations. Employee's responsibilities and duties include those specified in Charter Ordinance 2202, as it may be amended from time to time, and the City Administrator job description. Employee shall perform his duties subject to the Governing Body’s supervision and direction. Employee agrees to devote, to the very best of his ability, on behalf of the City, all of his time, energy and skill in the performance of his services. Employee shall comply with the City’s policies, standards and regulations currently in effect, or as they may be amended in the future. Employee further agrees to perform his duties faithfully, intelligently, to the best of his ability and in the City’s best interest.

3. **Compensation.** As compensation for Employee's services under this Agreement, the City shall pay and Employee shall accept an annual base salary, before all customary payroll deductions, of **One Hundred Forty-Four Thousand, Nine Hundred Eighteen and 54/100 Dollars (\$144,918.54)**, payable in accordance with the regular payment schedule for the City's salaried employees.

A. Employee is an exempt employee under Federal law and shall receive no compensation for hours worked over forty (40) per week.

B. The Employee shall receive an annual pay raise equal to the pay increase approved by the Governing Body for the City employees. Provided, the City Administrator's pay raise shall not exceed 2.5% per year.

4. **Benefits.** During the Term of this Agreement, the City shall provide medical, dental, life, and vision coverage for Employee and his family members on the same basis as is provided for other full-time salaried City employees, as approved by the City Governing Body. It is understood that the benefits City employees receive may change from time to time at the City's discretion.

A. The Employee agrees that he will not enroll in the City health insurance as he has other health insurance. However, if at any time the Employee elects to enroll for City health insurance, it shall not constitute a breach of contract. Enrolling for City health shall grant the City the right to request a renegotiation of compensation.

5. **Annual Vacation and Sick Leave.** Employee shall receive thirty (30) days of paid vacation leave per year with a starting balance of ten (10) days. Such vacation leave shall accrue at the rate of 20 hours per month. Employee shall also receive sick leave, which shall accrue at the rate of 8 hours per calendar month of employment with a starting balance of five (5) days. Unused vacation leave may be carried forward each month, so long as the total balance of vacation leave does not exceed 240 hours.

6. **Holidays.** Employee shall be entitled to paid holidays on the same basis as other full-time salaried City employees. Currently, the City provides ten (10) paid holidays.

7. **Pension/Retirement.** Employee shall be enrolled in the Wyoming Retirement System Public Employee Pension Plan with the same contribution rate as all other City Employees.

8. **Professional Memberships.** During the Term of this Agreement, the City shall pay Employee's annual professional dues and subscriptions for membership in the International City/County Management Association.

9. **Professional Conferences.** The City shall pay or provide reimbursement for Employee's travel, food, lodging and incidental expenses for professional and official travel, meetings and occasions required to maintain his professional development and to adequately pursue official and other functions for the City including, but not limited to, professional conferences of the International City/County Management Association.

10. **Performance Evaluation.** The Mayor shall evaluate the City Administrator's job performance periodically. The Mayor's review may be submitted to the City Council.

11. **Termination by the City. Notwithstanding the "Term" defined in Section 1,** the City may terminate this Agreement as follows:

- A. **Cause.** The City may terminate this Agreement for "cause." Cause may include but is not limited to: (1) failure to follow or abide by a directive of the City Governing Body; (2) material breach by Employee of this Agreement; (3) conviction of Employee of a felony; (4) conviction of a crime committed by Employee involving moral turpitude; (5) conviction of Employee of the commission of fraud; (6) violation of City personnel policies, (7) breach by Employee of fiduciary duties owed by Employee to the City; or (8) violation of the ethics expectations attached as Exhibit "A".

If the City believes "cause" exists, it shall provide Employee written notice of the alleged cause and ten (10) business days to cure, where cure is possible. If Employee is terminated for "cause", he shall receive no compensation beyond the date of termination, except for days actually worked and accrued vacation leave.

Cause may be established from work and services performed during the course of employment beginning on June 9, 2020.

- B. **Without Cause.** The City may terminate this Agreement without cause. In this event, Employee shall be compensated for days actually worked and may cash out in a lump sum any accumulated but unused vacation leave and 1/3 of unused accrued sick leave. In addition, Employee shall receive as severance his base salary, less applicable taxes and withholding, for six (6) months from the termination date. Such severance will be paid in a lump sum, on or before the termination date.

- C. **Mutual Termination.** The parties may mutually agree to terminate this Agreement in writing and establish the terms of the termination.

- D. **Employee Right of Termination.** If Employee elects to terminate this Agreement without cause, employee shall provide the City thirty (30) day notice. If the Employee terminates this Agreement without cause prior to the expiration of this Term, the Employee shall not be entitled to the severance described in paragraph B above.

12. **Indemnification.** As a condition of Employee's employment the City agrees that it shall defend, hold harmless and indemnify Employee and his marital community against any tort, professional or personal liability claim, demand, or legal action of any kind or nature, whether groundless or otherwise, arising directly or indirectly out of an alleged act or omission occurring in the performance of Employee's duties. This indemnification and hold harmless shall continue after Employee's cessation of employment but only insofar as it relates back to claims, demands, suits, judgments, and professional, personal and community liability arising either directly or indirectly out of his employment. The terms of this provision are conditioned upon the Employee acting in a lawful manner and within the scope of his authority as City Administrator and fully cooperating in the defense of any such claims and suits.

13. **Notices.** All notices and other communications required or permitted under this Agreement shall be validly given, made or served if in writing and delivered personally or sent by registered mail, to:

The City:
Mayor's Office
Sheridan City Council
55 E. Grinnell Plaza
Sheridan, WY 82801

Employee:
Stuart McRae

Sheridan, WY 82801

or to such other address as either party may designate from time to time upon written notice to the other party.

14. **Other Provisions.** This Agreement constitutes the entire agreement and understanding between the parties as to its subject matter. All prior agreements or understandings, whether oral or written, are superseded by and merged into this Agreement and cannot be used as evidence of the parties' intent herein. As both parties have been fully involved in drafting this Agreement, neither side may argue that the Agreement should be construed against its drafter if a dispute arises. If any provision herein is deemed invalid, the other provisions (including the valid part of a partly invalid provision) shall continue in full force and effect. This Agreement may not be amended or modified except in writing by the parties and as expressly approved by the City Governing Body. Any waiver by the City of Employee's breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by Employee. No provision of this Agreement shall be deemed waived except as set forth in writing by the parties. Neither party may assign any right or delegate any duties hereunder without the prior written consent of the other party. This Agreement has been entered into and shall be construed under the laws of the State of Wyoming without regard to its conflict of laws principles.

Passed and Approved this _____ day of _____, 2023.

Mayor, Richard Bridger

Date: _____

Stuart McRae

Date: _____

ATTACHMENT “A”

The City of Sheridan expects the City Administrator to hold himself to the highest ethical standard and shall:

1. Affirm the dignity and worth of local government services and maintain a deep sense of social responsibility as a trusted public servant.
2. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the City Administrator may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
3. Serve the best interests of the people.
4. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the City Administrators.
5. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the City Administrators of the employing legislative body.
6. Make it a duty continually to improve the City Administrator's professional ability and to develop the competence of associates in the use of management techniques.
7. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
8. Resist any encroachment on professional responsibilities, believing the City Administrator should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
9. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a City Administrator's decisions pertaining to appointments, pay adjustments, promotions, and discipline.
10. Public office is a public trust. The City Administrator shall not leverage his or her position for personal gain or benefit.