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

1. Discussion of PL-23-29, Resolution 59-23, The Villages Phase 1 Minor Subdivision - Public Works Director Hanns Mercer

2. Discussion of PL-23-34, Resolution 53-23, Wrench Ranch Properties Revised Master Plan - Public Works Director Hanns Mercer

3. Discussion of PL-23-37, Resolution 60-23, Mortenson Minor Subdivision - Public Works Director Hanns Mercer

4. Discussion of PL-23-42, Ordinance 2273, Rezone of 2530 and 2580 Dry Ranch Rd - Public Works Director Hanns Mercer

5. Discussion of Bid Award to Wayne Coleman Construction, Inc. for the 2023 Crushing Project in the Amount of $59,307 - City Engineer Thomas Morneau

6. Discussion of Drug and Alcohol Plan Updates - Human Resources Director Heather Doke and City Attorney Brendon Kerns

7. Discussion of Employee Handbook Updates - City Administrator Stu McRae, Human Resources Director Heather Doke and City Attorney Brendon Kerns

8. Discussion of Retention and Recognition Incentive - Human Resources Director Heather Doke

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 PL-23-29, Resolution 59-23, The Villages Phase 1 Minor Subdivision - Public Works Director Hanns Mercer
From:	Hanns Mercer, Public Works Director
To:	Mayor and Council
CC:	
Date:	10/25/2023

Recommendation:

Staff awaiting recommendation from the Planning Commission regarding PL-23-29, a final plat application submitted by Tad Rosenlund, PELS, Civil Engineer & Land Surveyor for DOWL (the "Applicant"), on behalf of a property owner, Stonemill Properties, LLC (the "Owner" or "Developer") to establish a Phase 1 Minor Subdivision on 179.27 acres, creating five tracts.

Background:

The Applicant is requesting to subdivide 179.27 acres into five tracts. The proposed minor subdivision is located between WY Hwy 338 (Decker Road) and I-90, north of Exit 20. (PINs 56870910000100 and 56840440000300). This plat includes the re-subdivision of Tract 1, Wrench Ranch Phase Two.

Discussion:

Development Agreement

An agreement between the City of Sheridan and the Owner has been created to ensure that certain subdivision requirements are fulfilled before prior subdivision or development on the created tracts. The original parcels are included in the Wrench Ranch Phase Two Master Plan, and The Villages – Phase 1 is subject to the Master Plan agreements. An amended Master Plan is expected, to which The Villages – Phase 1 will remain subject.

Public improvements provided by the Developer for the subdivision shall include site grading and drainage improvements as necessary for the construction of a new access to Tracts 4 and 5. Access to Tracts 4 and 5 off Decker Road is pending approval from WYDOT (Decker Road is a WYDOT-maintained highway); the access easement created for Tracts 4 and 5 will be vacated in a future subdivision development phase. The Developer will also provide financial assurances for public improvements, including a 10% contingency fee.

Sidewalks installed in the subdivision will conceptually follow the sidewalk and pathway network outlined in the Wrench Ranch Phase Two Master Plan. Sheridan Subdivision Regulations require installation of sidewalks; however, because this subdivision is not intended to facilitate land development yet, the Developer will be permitted to delay such projects until development requiring a Certificate of Occupancy is proposed.

The Development Agreement will be signed and recorded in conjunction with the final plat mylar signing and recording.

Development Specifics

Lot Sizes

Outlot/Tract	Size (acres)
Tract 1	145.57
Tract 2	10.00
Tract 3	13.96
Tract 4	5.00
Tract 5	4.73

Proposed Lot Uses
There are no proposed lot uses at this time. The Wrench Ranch Phase Two Master Plan designates the area for mixed-use development: residential, commercial, and retail activities will be incorporated into the development plans for the minor subdivision area.

Roadways
There are no roadways proposed at this time in the subdivision. Tracts 4 and 5 will utilize a shared access off Decker Road until further subdivision occurs.

Easements
The shared access that will serve Tracts 4 and 5 is a 66’ wide access and utility easement. This easement extends 60’ west from the edge of the Decker Road right-of-way. Additionally, 15’ wide utility easements will be designated along the south boundary line of Tract 4 and the north boundary line of Tract 5. Unlike the access easement, these utility easements are not designated for removal during a future replat process.

A pre-existing 30’ waterline easement will remain in its originally designated location, running through the west portion of the newly-created Tract 1.

Pedestrian Access
Sidewalks installed in the subdivision will conceptually follow the sidewalk and pathway network outlined in the Wrench Ranch Phase Two Master Plan. Sheridan Subdivision Regulations require installation of sidewalks; however, because this subdivision is not intended to facilitate land development yet, the Developer will be permitted to delay such projects until development requiring a Certificate of Occupancy is proposed.

At present, sidewalks are installed along Decker Road from the I-90 interchange to a point mid-way across Tract 5’s shared border with the Decker Road right-of-way.

Sewer Improvements
No sewer improvements are proposed for the subdivision at this time. Future development proposals will be required to install sewer improvements.

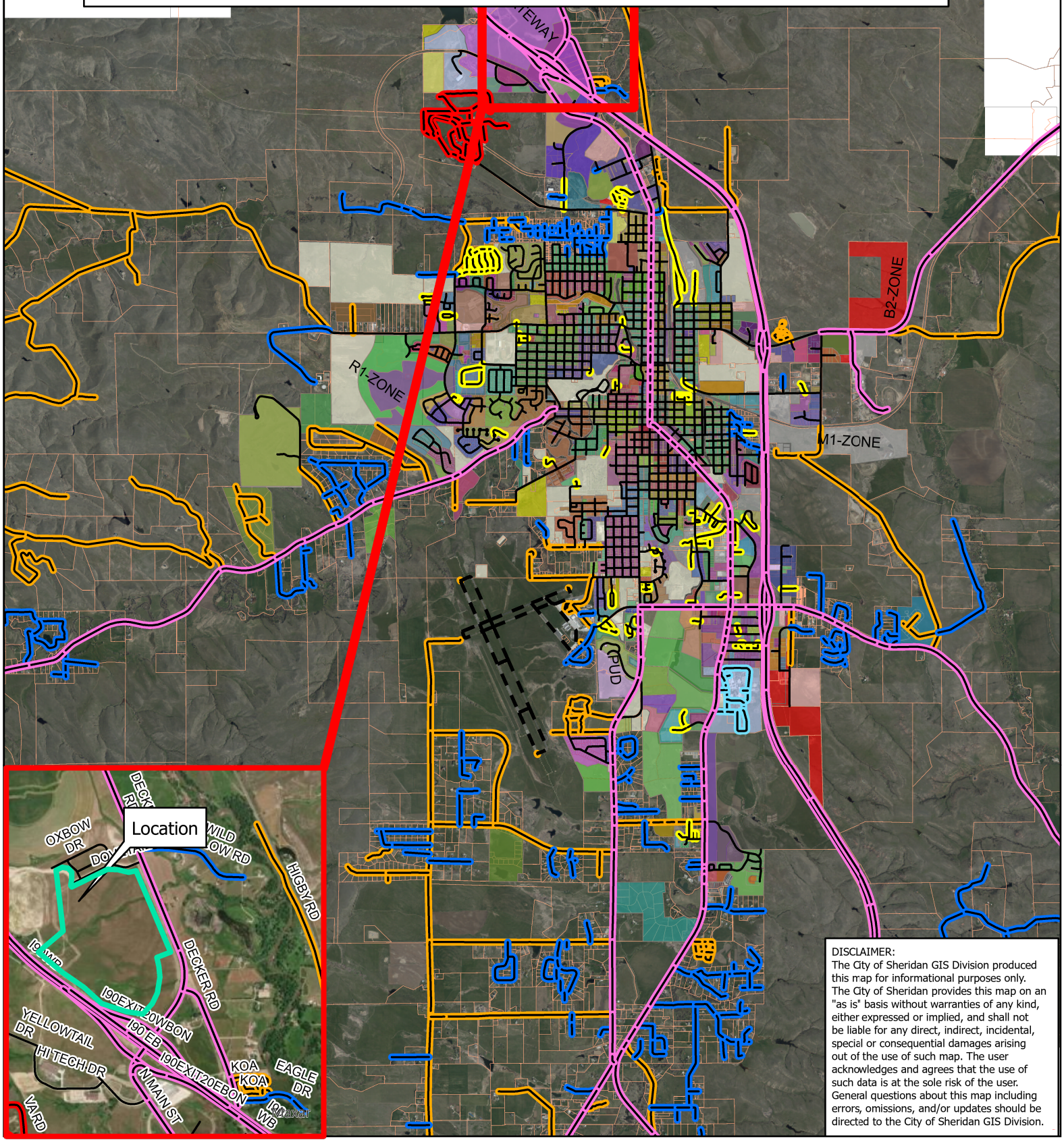
Open Space and Landscaping
The Wrench Ranch Master Plan includes several recommendations for placement of public open spaces and parks in the area of The Villages – Phase 1 Minor Subdivision. Open space and landscaping requirements will be addressed more specifically during future subdivision and development application processes.
Staff sent out 27 nearest neighbor notifications to property owners within 300 feet as part of this application. In addition, notifications were advertised in the press and a sign posted on the property. Staff has not received any inquiries.
Staff has no further comments at this time.

Attachments

Aerial

Resolution 59-23
Final Plat
Development Agreement
SCSD2 Agreement

The Villages - Phase 1 Minor Subdivision



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.

CITY OF Sheridan WYOMING

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Date: 10/17/2023 1:35 PM User: sgoodman

CITY OF SHERIDAN
RESOLUTION 59-23

A RESOLUTION approving PL-23-29, the final plat of The Villages Phase 1 Minor Subdivision, dividing 179.27 acres from unplatted land and 1 tract into 5 tracts. Zoned Gateway District/Master Plan. Located at 1150 Dovetail Lane.

WHEREAS, the plat of The Villages Phase 1 Minor Subdivision, has been reviewed for consistency with Appendix B (Subdivision Regulations) and other applicable City code; and

WHEREAS, all applicable requirements for a final plat, have been met and all documents meet the applicable requirements in Appendix B (Subdivision Regulations).

Be it resolved by the City of Sheridan Governing Body:

That the final plat of The Villages Phase 1 Minor Subdivision, dividing 179.27 acres from unplatted land and 1 tract into 5 tracts. Zoned Gateway District/Master Plan. Located at 1150 Dovetail Lane.

In approving The Villages Phase 1 Minor Subdivision, the City of Sheridan Governing Body finds the following as required by Sheridan City Code Appendix B §202:

A. The property is already within the corporate limits of the City and requires no further action as pertains to annexation.

B. The lots as platted conform to the requirements of the City Zoning Ordinance with the exception of the variances granted.

C. The subdivision falls outside of the Airport Influence Area.

D. As concluded by City Public Works staff, there is adequate long-term water supply to serve this subdivision as of the time of this resolution.

PASSED, APPROVED, AND ADOPTED this 20th of November 2023.

_____

Richard Bridger, Mayor

ATTEST:

_____

Cecilia Good, City Clerk

THE VILLAGES – PHASE 1 MINOR SUBDIVISION FINAL PLAT

INCLUDING A RESUBDIVISION OF TRACT ONE OF THE WRENCH RANCH PHASE TWO AND A TRACT OF LAND LOCATED IN THE E½ OF SECTION 9 AND THE W½ OF SECTION 10, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH PRINCIPLE MERIDIAN. CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING

DECLARATION VACATING PREVIOUS PLATTING

THIS PLAT INCLUDES THE RESUBDIVISION OF TRACT 1, WRENCH RANCH PHASE TWO, AS RECORDED IN BOOK W OF PLATS, PAGE 69, OF THE RECORDS OF THE SHERIDAN COUNTY CLERK. THE BOUNDARY OF TRACT 1 IS HEREBY MODIFIED.

OWNER

STONEMILL PROPERTIES, LLC

1150 DOVETAIL LANE

SHERIDAN, WYOMING, 82801

DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED STONEMILL PROPERTIES, LLC, BEING THE OWNER, PROPRIETOR OR PARTIES OF INTEREST IN THE LAND SHOWN ON THIS PLAT, DO HEREBY CERTIFY.

THAT THE FORGOING PLAT DESIGNATED AS THE VILLAGES – PHASE 1 MINOR SUBDIVISION, IS LOCATED IN SECTION 9 AND SECTION 10, TOWNSHIP 56 NORTH, RANGE 84 WEST, CITY OF SHERIDAN, SHERIDAN COUNTY WYOMING, AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

TRACT 1:

COMMENCING AT THE NORTHEAST CORNER OF SECTION 9; THENCE S 12°28'59" E, 329.96 FEET, TO A POINT ON THE WEST RIGHT OF WAY LINE OF DECKER ROAD (AKA STATE HIGHWAY 338) AND THE SOUTH RIGHT OF WAY LINE OF DOVETAIL LANE; THENCE ALONG SAID WEST RIGHT OF WAY, S 22°22'10" E, 638.09 FEET TO THE TRUE POINT OF BEGINNING;

THENCE ALONG SAID WEST RIGHT OF WAY S 22°22'10" E, 150.00 FEET; THENCE LEAVING SAID RIGHT OF WAY, S 67°37'50" W, 485.04 FEET; THENCE S 26°37'32" E, 483.61 FEET; THENCE N 63°24'11" E, 450.37 FEET; TO SAID WEST RIGHT OF WAY LINE; THENCE ALONG SAID RIGHT OF WAY LINE, S 22°22'10" E, 66.00 FEET; THENCE LEAVING SAID RIGHT OF WAY, S 63°20'12" W, 564.12 FEET; THENCE S 22°35'32" E, 642.44 FEET, TO THE NORTHWEST CORNER OF LOT 1, WRENCH RANCH PROPERTIES THIRD DEVELOPMENT, PHASE ONE; THENCE ALONG THE WEST LINE OF SAID LOT 1 THROUGH A NON–TANGENT CURVE TO THE RIGHT, HAVING AN ARC LENGTH OF 546.00 FEET, A RADIUS OF 600.00 FEET, A CHORD BEARING OF S 3°42'03" W, AND A CHORD LENGTH OF 527.35 FEET; THENCE ALONG THE WEST LINE OF LOT 2 OF SAID SUBDIVISION, S 29°46'10" W, 686.75 FEET, TO A POINT ON THE EAST RIGHT OF WAY OF INTERSTATE 90; THENCE ALONG SAID RIGHT OF WAY, S 17°35'40" W, 29.97 FEET; THENCE N 72°23'12" W, 317.23 FEET; THENCE THROUGH A CURVE TO THE RIGHT HAVING AN ARC LENGTH OF 668.94 FEET, A RADIUS OF 2400.00 FEET, A CHORD BEARING OF N 64°24'06" W, AND A CHORD LENGTH OF 666.78 FEET; THENCE, CROSSING SAID RIGHT OF WAY, S 36°16'24" W, 305.00 FEET, TO THE WEST RIGHT OF WAY OF INTERSTATE 90; THENCE ALONG SAID WEST RIGHT OF WAY, N 53°43'35" W, 938.68 FEET; THENCE THROUGH A CURVE TO THE RIGHT HAVING AN ARC LENGTH OF 1691.88 FEET, A RADIUS OF 5850.54 FEET, A CHORD BEARING OF N 45°27'01" W, AND A CHORD LENGTH OF 1685.99 FEET; THENCE S 52°49'42" W, 50.00 FEET; THENCE THROUGH A CURVE TO THE RIGHT HAVING AN ARC LENGTH OF 2899.36 FEET, A RADIUS OF 5903.17 FEET, A CHORD BEARING OF N 23°05'46" W, AND A CHORD LENGTH OF 2870.31 FEET; THENCE N 89°15'56" E, 375.59 FEET, TO THE EAST RIGHT OF WAY OF INTERSTATE 90; THENCE ALONG SAID EAST RIGHT OF WAY LINE, THROUGH A CURVE TO THE LEFT HAVING AN ARC LENGTH OF 3409.25 FEET, A RADIUS OF 5549.58 FEET, A CHORD BEARING OF S 26°38'08" E, AND A CHORD LENGTH OF 3355.89 FEET; THENCE LEAVING SAID RIGHT OF WAY, N 46°57'09" E, 639.11 FEET, ALONG THE SOUTH BOUNDARY LINE OF THE CITY OF SHERIDAN'S DOUBLEDAY SPORTS COMPLEX; THENCE NORTH 1007.12 FEET; THENCE N 89°25'35" E, 383.38 FEET; THENCE THROUGH A CURVE TO THE RIGHT HAVING AN ARC LENGTH OF 156.24 FEET, A RADIUS OF 140.00 FEET, A CHORD BEARING OF S 58°36'08" E, AND A CHORD LENGTH OF 148.26 FEET; THENCE S 26°37'51 " E, 97.62 FEET; THENCE THROUGH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 47.12 FEET, A RADIUS OF 30.00 FEET, A CHORD BEARING OF S 18°22'09" W, AND A CHORD LENGTH OF 42.43 FEET; THENCE S 26°37'51" EAST, 60.00 FEET, TO A POINT ON THE SOUTH RIGHT OF WAY OF DOVETAIL LANE; THENCE ALONG SAID RIGHT OF WAY, N 63°25'53" E, 150.00 FEET, TO THE NORTHWEST COMER OF A TRACT OF LAND BELONGING TO SHERIDAN COUNTY SCHOOL DISTRICT NUMBER TWO; THENCE ALONG THE WEST LINE OF SAID SCHOOL DISTRICT TRACT S 26°37'51" E, 830.73 FEET; THENCE ALONG THE SOUTH LINE OF SAID SCHOOL DISTRICT TRACT, N 63°22'09" E, 524.36 FEET; THENCE N 63°22'09" E, 258.45 FEET; THENCE N 67°37'50" E, 541.50 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

CONTAINING 131.56 ACRES, MORE OR LESS.

TRACT 2:

COMMENCING AT THE NORTHEAST CORNER OF SECTION 9; THENCE S 58°06'30" W, 930.44 FEET, TO A POINT ON THE SOUTH RIGHT OF WAY LINE OF DOVETAIL LANE AND THE TRUE POINT OF BEGINNING;

THENCE ALONG SAID RIGHT OF WAY LINE S 63°22'07" W, 524.36 FEET; THENCE LEAVING SAID RIGHT OF WAY, S 26°37'51" E, 830.73 FEET; THENCE N 63°22'09" E, 524.36 FEET; THENCE N 26°37'51" W, 830.73 FEET, TO THE POINT OF BEGINNING.

CONTAINING 10.00 ACRES, MORE OR LESS.

TRACT 3:

COMMENCING AT THE NORTHEAST CORNER OF SECTION 9; THENCE S 58°06'30" W, 930.44 FEET, TO A POINT ON THE SOUTH RIGHT OF WAY LINE OF DOVETAIL LANE AND THE TRUE POINT OF BEGINNING;

THENCE ALONG SAID RIGHT OF WAY LINE N 63°22'05" E, 212.91 FEET; THENCE THROUGH A CURVE TO THE RIGHT HAVING AN ARC LENGTH OF 177.40 FEET, A RADIUS OF 250.00 FEET, A CHORD BEARING OF N 83°34'52" E, AND A CHORD LENGTH OF 173.71 FEET; THENCE S 76°02'08" E, 117.09 FEET; THENCE THROUGH A CURVE TO THE LEFT HAVING AN ARC LENGTH OF 207.36 FEET, A RADIUS OF 315.00 FEET, A CHORD BEARING OF N 86°29'26" E, AND A CHORD LENGTH OF 203.64 FEET; THENCE N 67°37'56" E, 197.56 FEET, TO THE WEST RIGHT OF WAY LINE OF DECKER ROAD (A.K.A. STATE HIGHWAY 338); THENCE ALONG SAID RIGHT OF WAY, S 22°22'10" E, 638.09 FEET; THENCE LEAVING SAID RIGHT OF WAY, S 67°37'50" W, 541.50 FEET; THENCE S 63°22'09" W, 258.45 FEET; THENCE N 26°37'51" W, 830.73 FEET, TO THE POINT OF BEGINNING.

CONTAINING 13.96 ACRES, MORE OR LESS.

TRACT 4:

COMMENCING AT THE NORTHEAST CORNER OF SECTION 9; THENCE S 12°28'59" E, 329.96 FEET, TO A POINT ON THE WEST RIGHT OF WAY LINE OF DECKER ROAD (A.K.A. STATE HIGHWAY 338) AND THE SOUTH RIGHT OF WAY LINE OF DOVETAIL LANE; THENCE ALONG SAID WEST RIGHT OF WAY, S 22°22'10" E, 638.09 FEET; THENCE S 22°22'10" E, 150.00 FEET, TO THE TRUE POINT OF BEGINNING;

THENCE DEPARTING FROM SAID RIGHT OF WAY, S 67°37'50" W, 485.04 FEET, THENCE S 26°37'32" E, 483.61 FEET; THENCE N 63°24'11" E, 450.37 FEET, RETURNING TO SAID WEST RIGHT OF WAY LINE; THENCE ALONG SAID RIGHT OF WAY, N 22°22'10" W, 449.08 FEET; TO THE POINT OF BEGINNING.

CONTAINING 5.00 ACRES, MORE OR LESS.

TRACT 5:

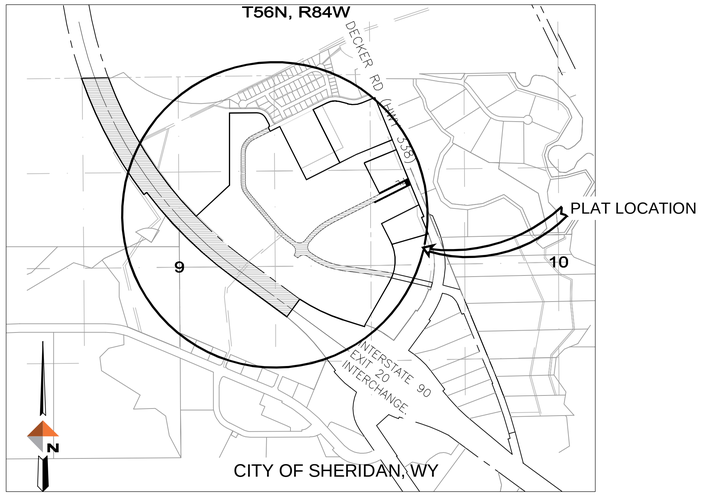
COMMENCING AT THE NORTHEAST CORNER OF SECTION 9; THENCE S 12°28'59" E, 329.96 FEET, TO A POINT ON THE WEST RIGHT OF WAY LINE OF DECKER ROAD (A.K.A. STATE HIGHWAY 338) AND THE SOUTH RIGHT OF WAY LINE OF DOVETAIL LANE; THENCE ALONG SAID WEST RIGHT OF WAY, S 22°22'10" E, 1798.69 FEET, TO THE TRUE POINT OF BEGINNING;

THENCE ALONG SAID WEST RIGHT OF WAY, N 22°22'10" W, 177.60 FEET; THENCE N 22°22'10" W, 317.93 FEET; THENCE DEPARTING FROM SAID RIGHT OF WAY, S 63°20'12" W, 564.12 FEET; THENCE S 22°35'32" E, 642.44 FEET, TO THE NORTHEAST CORNER OF LOT 1, WRENCH RANCH PROPERTIES THIRD DEVELOPMENT, PHASE ONE; THENCE N 73°59'33" E, 528.28 FEET, TO SAID WEST RIGHT OF WAY LINE; THENCE N 22°22'02" W, 247.69 FEET ALONG SAID RIGHT OF WAY LINE; THENCE N 67°38'05" E, 35.01 FEET, TO THE POINT OF BEGINNING.

CONTAINING 8.75 ACRES, MORE OR LESS.

BASIS OF BEARING

NAD83 WYOMING STATE PLANE COORDINATE SYSTEM; EAST CENTRAL ZONE; PAF 1.000235



LOCATION MAP

1000 0 1000

SCALE IN FEET

AND THAT THIS SUBDIVISION, AS IT IS DESCRIBED AND AS IT APPEARS ON THIS PLAT, IS MADE WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER(S) AND PROPRIETOR(S); AND THAT THIS IS A CORRECT PLAT OF THE AREA AS IT IS DIVIDED INTO LOTS, BLOCKS, STREETS, AND EASMENTS

AND THAT UTILITY EASEMENTS, AS DESIGNATED ON THIS PLAT, ARE HEREBY DEDICATED TO THE CITY OF SHERIDAN AND ITS LICENSEES FOR PUBLIC USE FOR THE PURPOSE OF INSTALLING, REPAIRING, REINSTALLING, REPLACING, AND MAINTAINING WATER LINES, SEWER LINES, STORM SEWER LINES, AND OTHER FORMS AND TYPES OF PUBLIC UTILITIES NOW OR HEREAFTER GENERALLY USED BY THE PUBLIC.

ALL RIGHTS UNDER AND BY VIRTUE OF THE HOMESTEAD EXEMPTION LAWS OF THE STATE OF WYOMING ARE HEREBY WAIVED AND RELEASED.

EXECUTED THIS _____ DAY OF _____ 2023. BY:

StoneMill Properties, LLC

_____

By: Swayne Redinger, Member

STATE OF WYOMING)
):SS
COUNTY OF SHERIDAN)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THIS _____ DAY OF _____, 2023.

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

_____
NOTARY PUBLIC

Sheridan County School District No. 2

_____

By:

STATE OF WYOMING)
):SS
COUNTY OF SHERIDAN)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THIS _____ DAY OF _____, 2023.

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

_____
NOTARY PUBLIC

CERTIFICATE OF APPROVAL

THIS PLAT HAS BEEN PREPARED IN ACCORDANCE WITH THE REQUIREMENTS AND PROCEDURES OUTLINED IN THE SUBDIVISION REGULATIONS OF THE CITY OF SHERIDAN AND CERTIFIED THIS _____ DAY OF _____, 2023.

_____ _____
DIRECTOR OF PUBLIC WORKS

APPROVED BY THE CITY COUNCIL OF THE CITY OF SHERIDAN, WYOMING THIS _____ DAY OF _____, 2023.

_____ _____ _____ _____
ATTEST: CITY CLERK MAYOR

CERTIFICATE OF CITY PLANNING COMMISSION

THIS PLAT REVIEWED BY THE CITY OF SHERIDAN PLANNING COMMISSION THIS _____ DAY OF _____ 2023.

_____
CHAIRMAN

_____
SECRETARY

THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK AND RECORDER AT _____ O'CLOCK _____.M., AND IS DULY

RECORDED IN BOOK NUMBER _____, PAGE NUMBER_____.

_____
COUNTY CLERK

LAND SURVEYOR CERTIFICATE

I, TAD R. ROSENLUND, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, LICENSED UNDER THE LAWS OF THE STATE OF WYOMING, THAT THIS PLAT IS A TRUE, CORRECT AND COMPLETE PLAT OF THE VILLAGES – PHASE 1 MINOR SUBDIVISION, AS LAID OUT, PLATTED, DEDICATED AND SHOWN HEREON, THAT THIS PLAT WAS MADE FROM AN ACCURATE SURVEY OF SAID PROPERTY CONDUCTED BY ME OR UNDER MY SUPERVISION AND CORRECTLY SHOWS THE LOCATION AND DIMENSIONS OF THE LOTS, EASEMENTS, AND STREETS OF SAID SUBDIVISION IN COMPLIANCE WITH CITY OF SHERIDAN REGULATIONS GOVERNING THE SUBDIVISION OF LAND,

_____
REGISTERED LAND SURVEYOR

WYOMING PELS NO. 15057

Professional Engineer & Land Surveyor
TAD R. ROSENLUND
15057
WYOMING
Date 10/20/23

REVISIONS

REV	DATE	DESCRIPTION	BY
1	10/18/23	FINAL PLAT	TRR

DOWL
WWW.DOWL.COM
1833 S. Sheridan Ave.
Sheridan, Wyoming 82801
307-672-9006

FINAL PLAT
THE VILLAGES - PHASE 1 MINOR SUBDIVISION
SHERIDAN, WYOMING

PROJECT 5063.28016.01
DATE 10/18/23

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SHEET

1 OF 2

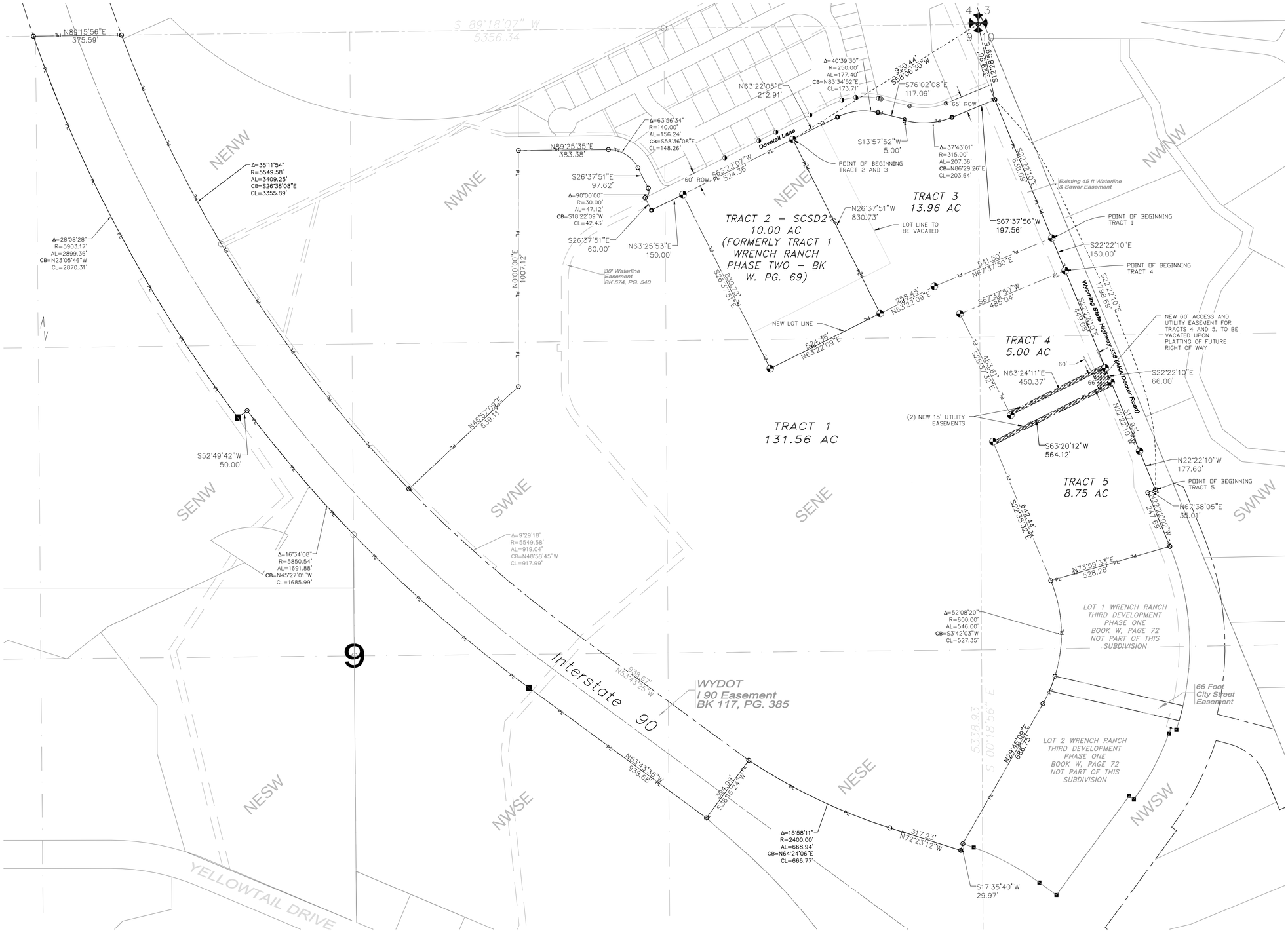
C:\dowl_pw\d0407466\SC-PA-SF-PL-28016.dwg PLOT DATE 2023-10-20 09:53 SAVED DATE 2023-10-20 09:45 USER: trosenlund

DECLARATION VACATING PREVIOUS PLATTING

THIS PLAT INCLUDES THE RESUBDIVISION OF TRACT 1, WRENCH RANCH PHASE TWO, AS RECORDED IN BOOK W OF PLATS, PAGE 69, OF THE RECORDS OF THE SHERIDAN COUNTY CLERK. THE BOUNDARY OF TRACT 1 IS HEREBY MODIFIED.

THE VILLAGES – PHASE 1 MINOR SUBDIVISION FINAL PLAT

INCLUDING A RESUBDIVISION OF TRACT ONE OF THE WRENCH RANCH PHASE TWO AND A TRACT OF LAND LOCATED IN THE E½ OF SECTION 9 AND THE W½ OF SECTION 10, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH PRINCIPLE MERIDIAN. CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING



LEGEND

- FOUND ALUMINUM CAP – LS 14250
- SET ALUMINUM CAP – PELS 15057
- COMPUTED POINT – NOTHING FOUND, NOTHING SET
- FOUND ALUMINUM CAP – LS 5300 OR AS NOTED

NOTES

1. DEVELOPMENT IMPROVEMENTS SHALL FOLLOW WRENCH RANCH 2 MASTER PLAN AND CITY OF SHERIDAN GATEWAY DISTRICT ZONING STANDARDS.
2. ACCESS TO TRACT 3 SHALL BE OFF DOVETAIL LANE
3. ACCESS TO TRACTS 4 AND 5 SHALL BE THROUGH THE SINGLE ACCESS POINT AND ACCESS AND UTILITY EASEMENT SHOWN
4. ALL PUBLIC UTILITIES ARE AVAILABLE FOR ALL TRACTS.
5. NO WATER RIGHTS ARE ASSOCIATED WITH THE PROPERTY.

Professional Engineer & Land Surveyor
TOD R. ROSENLUND
15057
Date 10/20/23
WYOMING

N

200 0 200 400
SCALE IN FEET

REVISIONS			
REV	DATE	DESCRIPTION	BY
1	10/18/23	FINAL PLAT	TRR

DOWL
WWW.DOWL.COM
1833 S. Sheridan Ave.
Sheridan, Wyoming 82801
307-672-9006

FINAL PLAT
THE VILLAGES - PHASE 1 MINOR SUBDIVISION
SHERIDAN, WYOMING

PROJECT 5063.28016.01
DATE 10/12/23

© DOWL 2023

SHEET
2 OF 2

C:\dowl_pw\d0407466\SC-PA-SF-PL-28016.dwg PLOT DATE 2023-10-20 11:35 SAVED DATE 2023-10-20 11:33 USER: trosenlund

Development Agreement for
The Villages - Phase 1 Minor Subdivision

This agreement is made and entered into as of this _____day of _____, 2023, by and between the City of Sheridan, a municipal Corporation in the State of Wyoming, hereinafter known as the "City", and ***StoneMill Properties, LLC,*** hereinafter known as the "Developer". The City and Developer for their mutual benefit and consideration agree to the terms and conditions as listed herein for the development of The Villages – Phase 1 Minor Subdivision:

Section 1. GENERAL CONDITIONS

A. The terms of this agreement shall be binding on all heirs, successors, and assigns of the Developer. In the event of a transfer of all or any portion of the property, the Developer shall be relieved of any and all obligations with respect to the transferred property upon the successor's written acceptance of this development agreement and providing financial assurance as required by City Code. The City's allowance of transfer or assignment of this agreement shall not be unreasonably withheld.

B. The development of The Villages – Phase 1 Minor Subdivision is subject to the requirements in Appendix B (Subdivisions) of the Sheridan City Code, as well as adopted City of Sheridan Standards for Street and Utility Construction which are incorporated herein.

C. Public improvements provided by the Developer for The Villages – Phase 1 Minor Subdivision shall consist of the following as per plans and specifications approved by the City Engineer:

- Site Grading
- Drainage Improvements as necessary for the construction of a new access to Tracts 4 and 5

D. The Developer shall provide financial assurances for public improvements pursuant to and in conformance with Sheridan City Code, Appendix B., Sections 701 and 702, including 10% contingency fee. Financial assurances shall cover the following costs established by the Engineer's Opinion of Probable Construction Cost for Public Improvements provided:

1. Public Infrastructure Improvements as provided in Section C above, plus 10% contingency

The financial assurances shall have appropriate amounts released upon verification by the City Engineer of completion of each portion of infrastructure or phase of development.

E. Developer shall provide test results, inspection reports and suitable as-built drawings, certified by a registered professional engineer, verifying satisfactory completion for roadway improvements.

F. Developer shall provide an access for Tracts 4 and 5 off Decker Road pending approval from WYDOT and initially have it as an easement until a future phase. The access road will be completely built on a future Phase of the Villages to meet the City Street and Master Plan requirements. The immediate access to Tracts 4 and 5 will be a gravel approach until utilities are installed and either the Owners of the Tracts opt to develop the approach to City Standards or the future Phase of the Villages does.

G. Placement of ancillary utilities and services in platted easements, including but not limited to telecommunication, cable television, gas, electricity, and telephone service, will be coordinated with the installation of water and sewer service lines and sidewalks to avoid interference with, or damage to, any service or utility properly installed in a platted easement. The Developer shall be responsible for repairs to any City utilities for which lack of coordination led to damage.

H. Any pedestrian pathway or sidewalk disturbed by building construction or installation of utilities for The Villages – Phase 1 Minor Subdivision shall be restored by the Developer to at least its condition prior to the damage caused by the building construction or installation of utilities for the Villages Subdivision.

I. Sidewalks installed in The Villages – Phase 1 Minor Subdivision shall conceptually follow the sidewalk and pathway network outlined in the updated Master Plan. Future sidewalk will be installed in a public right-of-way or easement.

J. Building permits will be issued as per the requirements of the Building Department and Appendix B, Section 707 of Sheridan City Code.

K. The corresponding portion of sidewalk will be installed in the Tract applying for certificate of occupancy, per the conceptual plan referenced in subsection "I" above by the Developer or its successor(s) prior to the issuance of a Certificate of Occupancy.

Section 2. COMPLIANCE WITH TERMS AND CONDITIONS

The Developer agrees to comply with the terms of this Agreement, including all deadlines, contained in Section 1. Should the Developer fail to comply with any of the conditions in Section 1 of this Agreement, the City will send a letter to the Developer listing the conditions for which the Villages Subdivision is not compliant. The City reserves the

right to withhold any future development approvals for the Villages Subdivision, and pursue any other enforcement means available under Sheridan City Code and state statute, if the Developer does not propose appropriate remedies which are reasonably acceptable to the City to eliminate the non-compliance(s) within three (3) weeks of the date of the letter of non-compliance.

Section 3. EFFECTIVE DATE

This Agreement shall be effective upon the date listed in the first paragraph on page 1.

Section 4. TERMINATION

This Agreement may be amended, revised, or terminated only by the mutual consent of both parties.

Section 5. SEVERABILITY

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

Section 6. GOVERNMENTAL IMMUNITY

Nothing in this Agreement shall in any way be deemed a waiver of any of the requirements or immunities provided by the Wyoming Governmental Claims Act.

IN WITNESS WHEREOF, the parties execute this agreement as of the date set forth above.

For the City of Sheridan:

_____
Richard Bridger
Mayor

For the Developers:

_____
StoneMill Properties, LLC
By: (Authorized Agent)

Attest:

_____
City Clerk

The above and foregoing Agreement was
Subscribed, Sworn to, and Acknowledged
before me by _____ this_____ day of
_____, 2023.
My commission expires_____

_____
Notary Public

BOUNDARY ADJUSTMENT AGREEMENT

This Agreement is made by the **StoneMill Properties, LLC**, a Wyoming limited liability company (herein "SMP") and **Sheridan County School District No. 2** (herein "SCSD2") (collectively the "Parties") for the purpose of memorializing the agreement to adjust the boundary and legal description of that real property addressed as 300 Dovetail Lane, Sheridan, Wyoming, as more specifically described on **Exhibit "A"**, attached hereto (herein the "Property"), as follows:

1. ***Intent.*** SCSD2 owns the Property with the expectation that it will construct an additional school on the Property. SMP owns the undeveloped lands around the Property with the expectation of constructing residential units on its lands. Both Parties desire to adjust the boundaries of the Property so that it is more compatible with the preferred school site layout and surrounding subdivision development, as illustrated on the attached ***Figure 1***, incorporated herein by reference.

2. ***Property Adjustment.*** The Parties agree that the Property will be adjusted by and through the City's "Minor subdivision" process approved by the City of Sheridan on the following terms and conditions:

    a. The Property's total square footage will not be reduced in size when adjusted.
    b. SMP will engage a Wyoming-licensed professional engineer to prepare the survey and engineering documents required by the City of Sheridan for the boundary adjustment.
    c. All costs and fees related to the boundary adjustment/subdivision will be borne solely by SMP. The parties acknowledge and agree that SCSD2 will not incur any costs or expenses in connection with the boundary adjustment contemplated by this agreement.
    d. The Preliminary Plat for the subdivision/boundary adjustment of the Property will be provided for SCSD2's review and approval prior to SMP's submittal to the City of Sheridan.
    e. SMP intends to have final platting approved by the City on or about the end of September 2023.
    f. SMP will provide SCSD2 with an easement for a secondary access to the Property from a future developed public street to the East boundary of the Property, in the approximate location illustrated on ***Figure 1***. SMP will pay all costs of construction of the future paved public street/loop illustrated on Figure 1. SMP shall ensure that the paved public street shall have sufficient width and turning radiuses to allow school buses to utilize the street. SMP shall also construct a twenty foot (20') wide gravel road connecting that public street with the East boundary of the Property. The final location of the access easement and 20' gravel road will be determined upon completion of SMP's platting and design of the development to the East of the Property and must be approved by both parties.
    g. SMP will construct the 20' gravel road for the benefit of the Property and be responsible for all costs associated therewith, but any additional improvements to the road and any associated infrastructure desired by SCSD2, shall be the responsibility of SCSD2, at its cost.

h. SMP shall ensure that fiber utilities are installed to the northern boundary of the SCSD2 property within one year of the date of this agreement.

3. ***Storm Water Drainage/Detention***. SMP intends to use the proposed open space to the south of the Property as its centralized stormwater detention area for SMP's development of the lands adjacent to the Property. See ***Figure 1***, attached hereto and incorporated herein. SMP will endeavor to design its storm water plan in a way that may allow SCSD2 to route stormwater off the Property into this area if desired; however, if the size of the detainage system needs to be increased, or drainage infrastructure needs to be installed or upsized for the increased flows created by the Property, then SCSD2 will be responsible all costs associated with these increases.

4. ***Deeds/Conveyances***. SMP shall prepare at its sole cost the surveys necessary for the parties to exchange deeds conveying such lands as are necessary to effectuate the boundary adjustment contemplated herein. The parties shall exchange such deeds upon receipt of approval from the City of the boundary adjustment contemplated herein. SMP shall provide SCSD2 with a standard title policy for the property being conveyed SCSD2 in a form that is satisfactory to SCSD2. The property conveyed to SCSD2 shall be subject only to rights of record in existence when SCSD2 purchased the original 10 acres. It is the intent of the parties that the property owned by SCSD2 after the boundary adjustment will not be subject to any title issues that did not exist prior to this agreement.

5. ***Termination***. Unless otherwise agreed by the parties, this agreement shall automatically terminate if the boundary adjustment contemplated herein is not completed within six (6) months of the date of this agreement.

This Agreement may be signed in separate counterparts.

Dated Effective the 9 day of Sept., 2023.

StoneMill Properties, LLC

By: _____

Title: member

Sheridan County School District No. 2

By: _____

Title: Superintendent

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 PL-23-34, Resolution 53-23, Wrench Ranch Properties Revised Master Plan - Public Works Director Hanns Mercer
From:	Hanns Mercer, Public Works Director
To:	Mayor and Council
CC:	
Date:	09/07/2023

Recommendation:

Staff awaiting recommendation from the Planning Commission regarding approval of PL-23-34, Resolution 53-23, Wrench Ranch Properties Revised Master Plan, Phase Two, lots 2 & 3 of the Eagle View Subdivision amendments. The applicant, John E Rice & Sons, Inc., is requesting a revision of the Wrench Ranch Master Plan from Mixed Use area to Light Industrial area for lots 2 & 3 of the Eagle View Subdivision zoned Gateway Master Plan. Located at 4200 Yellowtail Dr. (PIN 56840920000400).

Background:

The applicant, John E. Rice & Sons, Inc., is requesting to amend the Wrench Ranch Properties Master Plan Phase II for a change of use from Mixed-Use to a Light-Industrial for lots 2 & 3 of the Eagle View Subdivision.
The property is listed as lots 2 & 3 of the Eagle View Subdivision, Wrench Ranch Properties Master Plan Phase II. The zoning is Gateway/Master Plan. The current Master Plan has lots 2 & 3 of the Eagle View Subdivision zoned as mixed use. The Wrench Ranch Properties Revised Master Plan - Phase Two - lots 2 & 3 of the Eagle View Subdivision amendments will change the planning area for lots 2 & 3 of the Eagle View Subdivision from mixed-use to light industrial. The light industrial use for this amendment will be based on the light industrial planning area from the Wrench Ranch Properties Master Plan - Phase 1.
The surrounding properties to the north, south, and east are zoned Gateway/Master Plan and from the Master Plan are zoned mixed use and commercial. The properties to the west are zoned HE-Higher Education and R-3 Residential District.

Discussion:

Staff sent out 11 nearest neighbor notifications to property owners within 300 feet as part of this application. In addition, notifications were advertised in the press and a sign posted on the property. Staff has not received any inquiries.

Staff has no further comments at this time.

Attachments

Resolution 53-23
Aerial
Amended Master Plan

CITY OF SHERIDAN
RESOLUTION 53-23

A RESOLUTION approving PL-23-34, the Wrench Ranch Properties Revised Master Plan Phase II, to amend the Wrench Ranch Properties Master Plan Phase II for a change of use from Mixed-Use to a Light-Industrial Planning area and for Parcel 4.

WHEREAS, all applicable requirements for a master plan amendment have been met and all documents meet the applicable requirements in Appendix A, Section 16 of the Sheridan Municipal Code regarding changes and amendments to master planned developments.

Now, therefore, be it resolved by the City Council Governing Body:

That the Wrench Ranch Properties Revised Master Plan Phase II, to amend the Wrench Ranch Properties Master Plan Phase II for a change of use from Mixed-Use to a Light-Industrial Planning area and for Parcel 4.

PASSED, APPROVED, AND ADOPTED this 2nd day of October 2023.

_____
Richard Bridger, Mayor

ATTEST:

_____
Cecilia Good, City Clerk

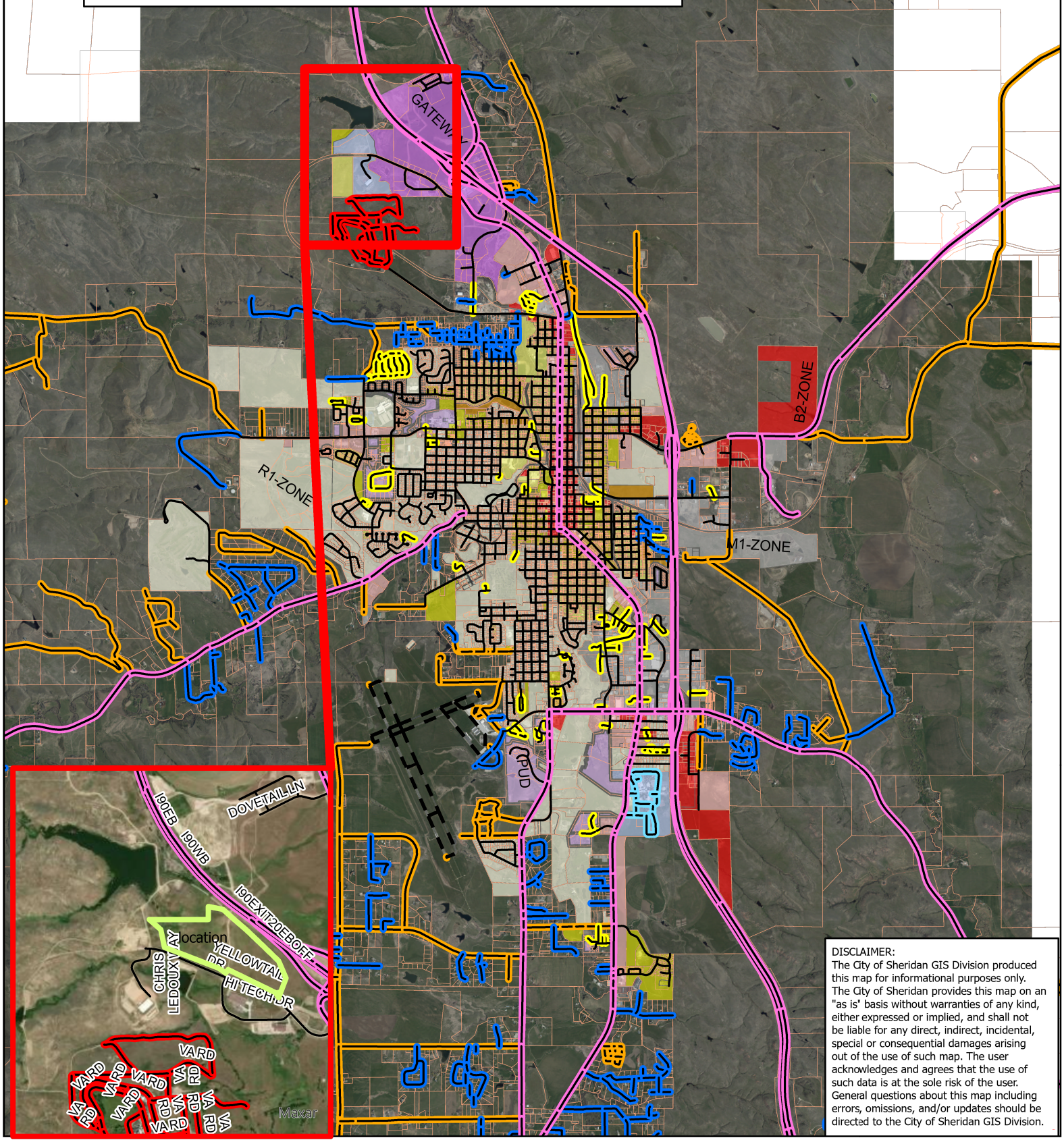
State of Wyoming
SS
County of Sheridan

Subscribed and sworn to (or affirmed) before me this _____day of

_____, 2023 by _____.

_____
Notary Public
My commission expires _____.

Revised Phase 2 master plan



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.

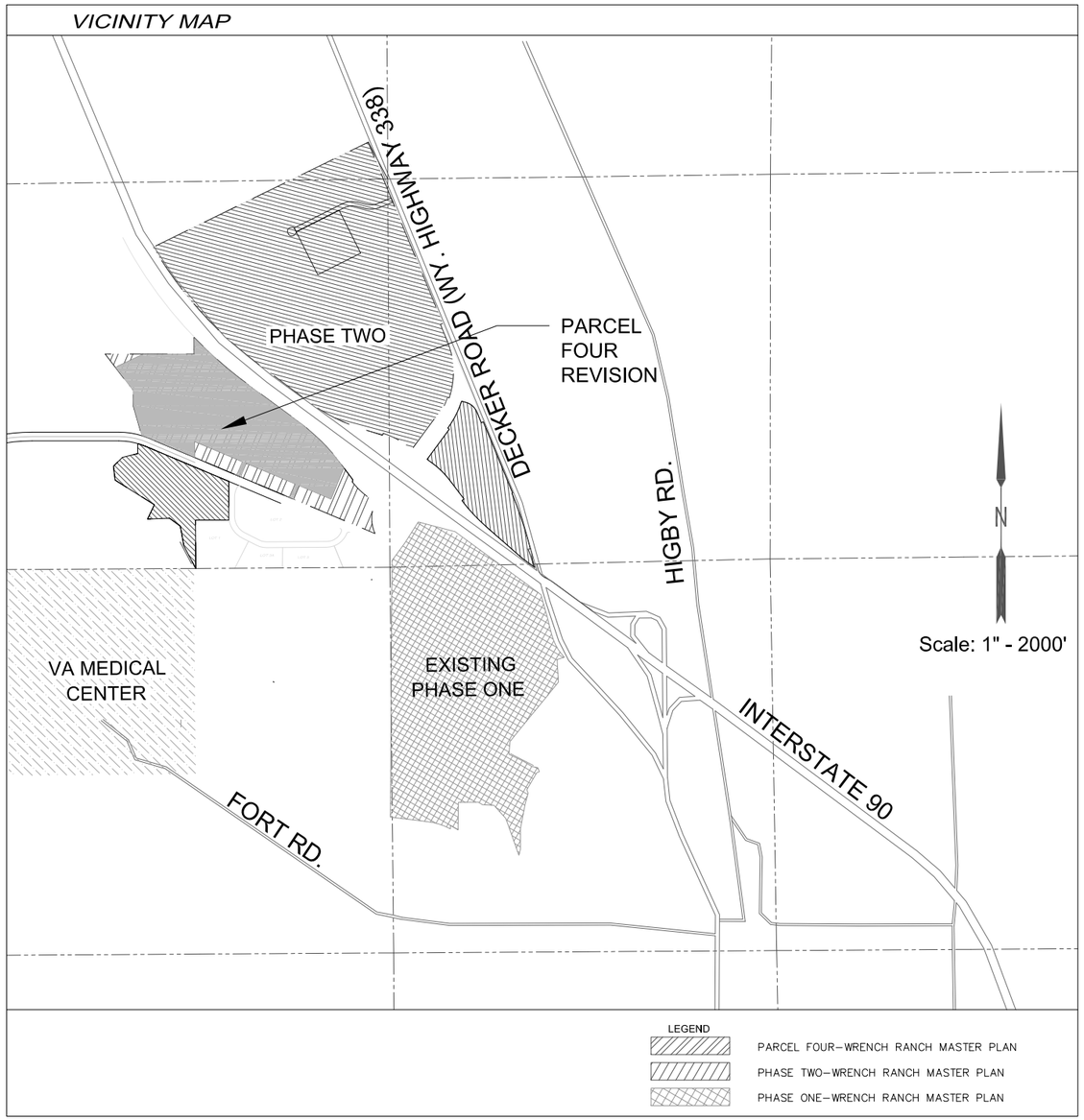
CITY OF Sheridan WYOMING

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Date: 9/5/2023 11:11 AM User: sgoodman

WRENCH RANCH PROPERTIES
REVISED MASTER PLAN ~ PHASE TWO ~ PARCEL FOUR AMENDMENTS



PLANNING COMMISSION APPROVAL:

REVIEWED BY THE CITY OF SHERIDAN PLANNING COMMISSION THIS ___ DAY OF _____,_____.

_____

ATTEST:VICE-CHAIRMAN CHAIRMAN

CITY COUNCIL APPROVAL:

APPROVED BY THE CITY COUNCIL OF THE CITY OF SHERIDAN, WYOMING, THIS ___ DAY OF _____,

_____

ATTEST: CITY CLERK MAYOR

CITY CLERK CERTIFICATE:

THIS MASTER PLAN WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK AND RECORDER AT __ O'CLOCK __.M.,_____,____, AND IS DULY RECORDED IN BOOK __, PAGE NO. __.

_____

COUNTY CLERK

DIRECTOR OF PUBLIC WORKS APPROVAL:

THIS MASTER PLAN AND FINAL PLAT HAS BEEN PREPARED IN ACCORDANCE WITH THE REQUIREMENTS AND PROCEDURES OUTLINED IN THE SUBDIVISION REGULATIONS OF THE CITY OF SHERIDAN AND CERTIFIED THIS ___ DAY OF _____,_____. BY THE DIRECTOR OF PUBLIC WORKS OF SHERIDAN, WYOMING.

_____

DIRECTOR OF PUBLIC WORKS

PLANNING DIRECTOR APPROVAL:

THIS MASTER PLAN AND PRELIMINARY PLAT HAS BEEN PREPARED IN ACCORDANCE WITH THE GATEWAY DISTRICT ZONING REQUIREMENTS OF THE CITY OF SHERIDAN AND CERTIFIED THIS ___ DAY OF _____,_____. BY THE DIRECTOR OF THE PLANNING DEPARTMENT OF SHERIDAN, WYOMING.

_____

DIRECTOR OF PLANNING DEPARTMENT

SURVEYOR'S CERTIFICATE:

I, WILLIAM E. PUGH, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, LICENSED UNDER THE LAWS OF THE STATE OF WYOMING, THAT THIS PLAT IS A TRUE, CORRECT AND COMPLETE PLAT OF WRENCH RANCH PROPERTIES MASTER PLAN PHASE TWO PARCEL FOUR AMENDMENTS, AS LAID OUT, PLATTED, DEDICATED AND SHOWN HEREON, THAT HIS PLAT WAS MADE FROM AN ACCURATE SURVEY OF SAID PROPERTY CONDUCTED BY ME OR UNDER MY SUPERVISION AND CORRECTLY SHOWS THE LOCATION AND DIMENSIONS OF ALL LOTS, EASEMENTS AND STREETS OF SAID SUBDIVISION IN COMPLIANCE WITH CITY OF SHERIDAN REGULATIONS GOVERNING THE SUBDIVISION OF LAND.

Professional Land Surveyor
WILLIAM E. PUGH
5300
Date:
WYOMING

_____ *LAND SURVEYOR NO. 5300*

SHEET LIST:

T-1	*COVER SHEET*
LU-1	*LEGAL DESCRIPTION OF AREA, LIGHT INDUSTRIAL PRINCIPLES,*
LU-2	*GUIDELINES & STANDARDS*

Rev.	Date	Description	By	Surv.	Client Repr.	Rev. Request
0	9 Aug 23	Issued for client and City review		WEP	JLJ	JLJ

REVISED MASTER PLAN
PHASE TWO
WRENCH RANCH PROPERTIES
PARCEL FOUR AMENDMENTS

Prepared By:
wood.
Wood Group USA
2615 Aviation Drive, Sheridan, WY 82801
(307) 675-6400 www.woodplc.com

Client Contact: JLJ | Date: 9 AUG 2023 | Scale: As Shown

Client:
JOHN E. RICE & SONS, INC
DBA WRENCH RANCH
P.O. BOX 4039
SHERIDAN, WYOMING 82801

WRENCH RANCH PROPERTIES
REVISED MASTER PLAN - PHASE TWO
PARCEL FOUR
SHERIDAN, WYOMING

Drawn:	Design:	Checked:	Survey:
WEP		WEP	X

Project No.:	Task No.:	Sheet:	Rev.:
P741376	OFFICE LABOR	T-1	0

A PART OF PARCEL FOUR

A TRACT OF LAND LOCATED IN A PART OF SECTION 9, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH. PRINCIPAL MERIDIAN, SHERIDAN COUNTY, WYOMING And

More Particularly Described As:

Beginning At A Point Which Is Located South 67°29'47" East, A Distance Of 2904.18 Feet From The West Quarter Corner Of Said Section 9, Said Point Being On the North Right Of Way Of Yellowtail Drive, Also Being The Southwest Of Lot 13, Of WRENCH RANCH PROPERTIES THIRD DEVELOPMENT PHASE ONE;

Thence With Said North Right Of Way, North 67°10'04" West, A Distance Of 688.03 Feet To The P.C. Of A Curve Turning To The Left With An Arc Length Of 102.01 Feet, A Radius Of 1060.00 Feet, A Chord Bearing Of North 69°54'49" West, , A Chord Length Of 101.97 Feet;

Thence Leaving Said North Right Of Way North 16°03'19" West, A Distance Of 433.83 Feet To A Point;

Thence NORTH A Distance Of 205.36 Feet To A Point;

Thence North 37°35'36" West, A Distance Of 394.31 Feet To A Point;

Thence North 52°08'43" East, A Distance Of 40.44 Feet To A Point;

Thence North 64°49'25" East, A Distance Of 386.65 Feet To A Point;

Thence EAST A Distance Of 697.79 Feet To A Point;

Thence North 00°25'56" West, A Distance Of 227.78 Feet To A Point On The West Right Of Way Of Interstate 90;

Thence With Said West Right Of Way With A Non-tangent Curve Turning To The Left With An Arc Length Of 1050.69 Feet, A Radius Of 5830.69 Feet, A Chord Bearing Of South 49°07'34" East, A Chord Length Of 1049.26 Feet;

Thence Continuing With Said West Right Of Way South 53°43'46" East, A Distance Of 880.29 Feet To A Point;

Thence Continuing With Said West Right Of Way South 48°43'33" East, A Distance Of 198.87 Feet To A Point;

Thence Continuing With Said West Right Of Way With A Curve Turning To The Right With An Arc Length Of 492.44 Feet, A Radius Of 2425.00 Feet, A Chord Bearing Of South 42°54'30" East, A Chord Length Of 491.59 Feet;

Thence Continuing With Said West Right Of Way South 37°04'35" East, A Distance Of 120.33 Feet To A Point;

Thence Leaving Said Right Of Way And With The West Line Of Lot 5, Of WRENCH RANCH PROPERTIES THIRD DEVELOPMENT PHASE ONE, South 22°08'49" West, A Distance Of 465.31 Feet To Northeast Corner Of Lot 6, WRENCH RANCH PROPERTIES THIRD DEVELOPMENT PHASE ONE;

Thence North 67°08'47" West, A Distance Of 478.13 Feet To The Northwest Corner Of Lot 7, WRENCH RANCH PROPERTIES THIRD DEVELOPMENT PHASE ONE;

Thence With The West Line Of Said Lot 7, South 22°51'47" West, A Distance Of 172.10 Feet To The P.C. Of A Curve Turning To The Left With An Arc Length Of 45.78 Feet, A Radius Of 30.00 Feet, A Chord Bearing Of South 20°51'24" East, A Chord Length Of 41.47 Feet To A Point On The North Right Of Way Of Yellowtail Drive;

Thence With Said North Right Of Way, North 66°09'04" West, A Distance Of 118.66 Feet To A Point;

Thence With A Non-tangent Curve Turning To The Left With An Arc Length Of 47.11 Feet, A Radius Of 30.00 Feet, A Chord Bearing Of North 67°50'45" East, A Chord Length Of 42.41 Feet;

Thence North 22°51'47" East, A Distance Of 170.01 Feet To The Northeast Corner Of Lot 8, WRENCH RANCH PROPERTIES THIRD DEVELOPMENT PHASE ONE;

Thence North 67°08'47" West, A Distance Of 727.02 Feet To The Northwest Corner Of Lot 10, WRENCH RANCH PROPERTIES THIRD DEVELOPMENT PHASE ONE;

Thence South 22°51'13" West, A Distance Of 170.07 Feet To The P.C. Of A Curve Turning To The Left With An Arc Length Of 47.12 Feet, A Radius Of 30.00 Feet, A Chord Bearing Of South 22°08'38" East, A Chord Length Of 42.43 Feet To A Point On The North Right of Way Of Yellowtail Drive;

Thence With Said North Right Of Way North 67°08'36" West, A Distance Of 120.00 Feet To A Point;

Thence Leaving Said North Right Of Way With A Non-tangent Curve Turning To The Left With An Arc Length Of 47.12 Feet, A Radius Of 30.00 Feet, A Chord Bearing Of North 67°51'22" East, A Chord Length Of 42.43 Feet;

Thence North 22°51'20" East, A Distance Of 170.07 Feet To The Northeast Corner Of Lot 11, WRENCH RANCH PROPERTIES THIRD DEVELOPMENT PHASE ONE;

Thence North 67°08'47" West, A Distance Of 708.02 Feet To The Northwest Corner Of Lot 13, WRENCH RANCH PROPERTIES THIRD DEVELOPMENT PHASE ONE;

Thence With The West Line Of Said Lot 13, South 00°25'57" East, A Distance Of 217.78 Feet To The Point Of **BegInnIng**, Having An Area Of 3112898 Square Feet, 71.46 Acres more or less.

I

NOTE: INTENDED USES: Other uses that meet the general intent of this section may be considered if they meet all other requirements.

A. INTRODUCTION

1. COMMUNITY VISION

The Wrench Ranch Annexation extends the northern boundary of the City of Sheridan. The Annex includes within it the proposed relocated Interstate 90 interchange and a proposed reconfiguration of the Decker Highway, two main entries to Sheridan. The Vision of the Annexation includes the creation of a visually cohesive, integrated pattern of development that is both northern gateway to Sheridan, an extension of the main city thoroughfare and an understandable northern terminus of the city. The Wrench Ranch Phase I Master Plan will create an identifiable retail shopping area, a clear and understandable boundary to the industrial area on the north end of Sheridan, and a healthy, mixed use development including office, retail and residential development.

2. MASTER PLAN GOALS

a. Long Range Planning. The intent of the Master Plan is to provide a long-range plan for the future that will encourage carefully planned and orchestrated development of high quality.

b. Balance of Uses. The Master Plan is to provide a mix of integrated uses that provide a balance of residential, commercial, retail, office, open space and parks.

c. Gateway/Entry to Sheridan. The Master Plan is to provide an organized, understood, visually coherent development that will function as an identifiable and gracious North entry to Sheridan.

d. Understandable District of Sheridan. The Master Plan is intended to provide an understandable and distinct commercial and mixed- use district within Sheridan.

e. Continuity. The Master Plan is to provide for continuous and uninterrupted extension to the North Main corridor, Industrial Drive, and Sheridan's parks, open space, and trails systems.

B. GENERAL PROVISIONS

1. Purpose and Intent

This Master Plan contains information that is necessary for the planning of development within the Wrench Ranch Phase I. The purpose of this Master Plan is to provide in one location all the essential Guidelines, Standards and Regulations to be used in preparing a development proposal in the Wrench Ranch Phase I.

2. Relationship to the City of Sheridan Municipal Code

The Guidelines, Standards and Regulations of this Master Plan contain most of the information needed for development within the Wrench Ranch Phase I Master Plan the Guides, Standards and Regulations of this Master Plan comply specifically with the City of Sheridan Gateway Ordinance contained within the City of Sheridan Municipal Code. However, topic areas not specifically covered here are governed by the equivalent provisions contained within the City of Sheridan Municipal Code.

The provisions of this Document, when in conflict, shall take precedence over all other codes, ordinances, regulations, and standards except as specifically noted within this Document. The City of Sheridan Municipal Code continues to be applicable only to issues not contained herein.

3. Future Approvals

Future site or development plans will be governed by these Guidelines, Standards and Regulations, and the standards of the Sheridan Municipal Code in effect at the time of the approval of this Master Plan. This Master Plan will be exempt from future modifications to the Sheridan Municipal Code.

4. Terms and Definitions

Terms used throughout this Document shall take their commonly accepted meanings and as herein defined. In the event of conflicts between these definitions and those of the Sheridan Municipal Code, the Terms and Definitions of this Document shall take precedence.

5. Height and Bulk Standards

All buildings constructed within this Master Plan will be subject to the specific height and bulk standards set forth in this Master Plan.

C. GENERAL MASTER PLAN CRITERIA

1. Allowed Uses

Each of the (4) defined planning areas shall include a list of permitted, conditional, limited and accessory uses unique to that planning area.

2. Defined Planning Areas

a. MU - Mixed Use
b. LI - Light Industrial
c. OS - Parks & Open Space
d. C -- Commercial

3. Density and Floor Area Rations (F.A.R.)

Each of the (4) defined planning areas shall include specific limitations on the number of dwelling units and/or building area. The dwelling unit and floor area limitations and definitions contained within this Master Plan take precedence over the City of Sheridan Municipal Code and all other codes, ordinances, regulations, and standards.

4. Open Space

The Common Open Space provided within the Wrench Ranch Phase I is not less than 17% of the gross land area, and is in compliance with the standards set forth in the City of Sheridan Municipal Code Gateway Ordinance.

a. Configuration: The open space areas and landscaping shall be configured in such a way as to protect viewsheds from public roads and recreational areas. Open space shall buffer existing uses to help ensure compatibility with future development.

b. Dedication & Easements: All open spaces and recreational areas shall be dedicated to the City of Sheridan or placed in a permanent easement that precludes its use for anything other than agricultural, recreational, or open space uses.

c. Drainage: Open space areas that include drainage areas shall preserve historic drainage channels and/or provide water for landscaped areas.

d. Area Restrictions: Areas occupied by drainage channels, draws, cliffs, easements and land areas with grades in excess of six percent shall not compromise more than fifty percent of the required open space area.

5. Setbacks

Each of the (4) defined planning areas shall include specific setback standards. The setbacks established as part of this Master Plan take precedence over all other codes, ordinances, regulations and standards, including the Sheridan Municipal Code.

6. Limits on Lot Coverage

The Mixed Use Area includes specific residential lot coverage standards. The lot coverage standards established in this Master Plan take precedence over all other codes, ordinances, regulations and standards, including the Sheridan Municipal Code.

7. Signs

Sign Standards for the Wrench Ranch Phase I will be established as part of the Master Plan. All signs within the Wrench Ranch Phase I shall comply with the City of Sheridan Municipal Code. Layout, dimensions, and materials shall be submitted for review as part of all future development applications.

8. Building Height

Building Height will be measured as follows:

a. Building height is measured from the average of finished grade at the center of all walls of the building to the top of the parapet or highest roof beam (whichever is higher) on a flat or shed roof, to the top of the parapet or deck level (whichever is higher) of a mansard roof, or the average distance between the highest ridge and its eave of a gable, hip or gambrel roof.

b. Structure height (not including buildings) is measured from the average of finished grade of each support of the structure to the highest point of the structure.

Rev.	Date	Description	By	Proj. Surv.	Client Repr.	Rev. Request
0	9 Aug 23	Issued for client and City review				

REVISED MASTER PLAN PHASE TWO
WRENCH RANCH PROPERTIES PARCEL FOUR AMENDMENTS

Prepared By:
wood.
Wood Group USA
2615 Aviation Drive, Sheridan, WY 82801
(307) 675-6400 www.woodplc.com

Client Contact:

Date: 9 AUG 2023

Scale: As Shown

Client:
JOHN E. RICE & SONS, INC
DBA WRENCH RANCH
P.O. Box 4039
SHERIDAN, WYOMING 82801

WRENCH RANCH PROPERTIES REVISED MASTER PLAN - PHASE TWO
LEGAL, LIGHT INDUSTRIAL GUIDELINES & STANDARDS
SHERIDAN, WYOMING

Drawn:	Design:	Checked:	Survey:
WEP	WEP	WEP	X

Project No.:	Task No.:	Sheet:	Rev.:
P741376	OFFICE LABOR	LU-1	0

A. INTRODUCTION – LIGHT INDUSTRIAL

1. GENERAL DESCRIPTION

The Light Industrial (LI) Planning Area will provide appropriate areas for industrial activities such as manufacturing, research & development, assembly of materials, good and equipment as well as warehousing required by residents of the city. The area is to provide employment opportunities within the master plan area and to buffer Mixed Use areas from the existing heavy industry to the South.

B. PRINCIPLE USES

The following Table (LI Permitted Uses–Light Industrial Planning Area) the symbol "P" indicates the uses that shall be permitted in the Light Industrial District. Uses not permitted are indicated with the symbol "X"

Other uses that meet the general intent of this section may be considered if they meet all other requirements..

Table LI Permitted Uses–Light Industrial	Permitted
A. Offices Use Types	
General Offices	P
Financial Offices	P
Medical Offices	P
Combination offices use types	P
B. Commercial Use Types	
Agricultural sales & Service	P
Automotive service, repair & rental	P
Business Park	P
Commercial center	P
Communication services	P
Construction sales & service	P
Consumer repair services	P
Copy shops and printing services including typesetting	P
Fire Hall	P
Food sales	P
Daycare home	P
Funeral services	P
General retail	P
Laundry	P
Liquor sales	P
Maintenance and service facility	P
Medical clinic	P
Office Warehouse	P
Veterinary clinics	P
Veterinary hospitals	P
Data, radio, TV or other broadcasting facilities	P
1. Without outdoor transmission or receiving facilities	P
2. With outdoor transmission or receiving facilities	X
3. With roof/building mount transmission or receiving facilities	P
General administrative offices	P
Adult or Sexually oriented businesses are specifically prohibited within all areas of the Master Plan	X
Indoor commercial recreation facilities	P
Bus, railroad, public transit terminal	P
Parking lots to serve other principal uses within the district	P

C. ACCESSORY USES

Accessory structures are defined as any building or use which is subordinate in purpose, area or intensity of the principal building or use served, is normally associated with the principle building or use, contributes to the needs of the occupants, business enterprise or industrial operation within the principle building or use served and is located on the same lot as the principle building or use.

USE	Permitted
Automated Teller Machine (ATM)	P
Cafeteria, Dining Halls and Similar Food Services	P
Car Wash Bay	P
Fences, hedges or walls	P
Offices to operate principal use	P
On–premise signs	P
Outdoor sales, display of merchandise or other activity that is part of or related to the principal use, but which is not specifically addressed this matrix	P
Outdoor storage	P
Recycling collection point	P
Retail sales of goods as part of permitted industrial and warehouse uses	P
Satellite dish antennas accessory to nonresidential uses	P
Storage or parking of trucks, cars or major recreational equipment, including but not limited to boats, boat trailers, camping trailers, motorized homes and house trailers	P
Construction Company–Equipment/Materials and Operations Construction Company–Office and Sales Building	P
Manufacturing facilities where the manufacturing processes are conducted wholly within a building and are not obnoxious or offensive by reason of emission of odor, dust, smoke or noise.	P
Research facilities where the research processes are conducted wholly within a building and are not obnoxious or offensive by reason of emission of odor, dust, smoke or noise.	P
Other accessory uses as determined by the Planning Director to meet accessory criteria	P

D. LIGHT INDUSTRIAL DISTRICT: HEIGHT & SETBACK STANDARDS

The standards contained in Table LI–2 (Light Industrial Height & Setback Standards) are intended to provide minimum standards for development in this planning area. These Standards supersede applicable portions of the City of Sheridan Municipal Code. These Standards shall not be construed to supersede more restrictive development standards contained in the Conditions, Covenants and Restrictions of any property or structure. However, in no case shall private deed restrictions permit a lesser standard in the case of a minimum standard of this section or permit a greater standard in the case of a maximum standard.

TABLE LI–2
Height & Setback Standards

Location	Width/Height
Building Setback	
I–90	50'
Adjacent to Commerical	15'
Local Internal Streets	15'
Side Yard–Within Planning Area	15'
Rear	15'
Height Limitations	
Commercial Principal Use (4 story Max.)	45' or 4 stories

E. SPECIAL STANDARDS

Special development standard related to LI Light Industrial include the following:

1. Setbacks – all setback are measured from the Property Line
2. Encroachments/Projections into setbacks and offset (yards)

a. Eaves, roof projections, awnings, projection signs and other features may project into required yards a maximum of three (3) feet, provided such appendages are supported at or behind the building setback or offset line.
b. Encroachments and projections into easements must be approved by the easement holder and the City of Sheridan.
c. Encroachments and projections shall be constructed of fire–rated or fire–resistive construction if required by the Building Codes.

F. SITE PLANNING PRINCIPLES

1. Site and orient buildings to concentrate and reinforce pedestrian activity along sidewalks.
2. Provide safe and efficient vehicular parking lots while minimizing the negative visual impacts commonly associated with large paved areas.
3. Locate stand alone satellite building at site entrances to "announce" entry.

G. SITE PLANNING GUIDELINES

1. Building Siting and Orientation
   a. Create continuous building facades along the street and public space. Avoid blank facades and "dead" or vacant spaces within the streetwall.
   b. Site buildings to concentrate continuous pedestrian activity along the street
   c. Orient primary building storefront openings towards the street

2. Vehicular Circulation and Parking
   a. Segment large parking lots into smaller courts enclosed by buildings and framed by tree rows designed to minimize the perceived scale of the total parking area.
   b. Locate parking areas within internalized parking courts or to the sides or rear of buildings.
   c. Provide bicycle parking.
   d. All parking requirements shall meet Master Plan parking standards

3. Service Delivery and Outdoor Equipment Storage
   a. Avoid placing service areas where they are visible from adjacent buildings or streets.
   b. Locate loading docks, trash enclosures and service areas away from the street frontage
   c. Locate accessory structures behind buildings.

H. SITE PLANNING GUIDELINES

a. Site buildings to face the main street frontage.
b. Provide clearly articulated pedestrian–oriented entries
c. Create continuous building facades along the street and public space. Avoid blank facades and "dead" or vacant spaces within the streetwall.
d. Site buildings to concentrate continuous pedestrian activity along the street.
e. Avoid placing service areas where they are visible from adjacent buildings or streets.
f. Provide separate parking areas for delivery trucks and service vehicles located behind buildings.
g. Locate accessory structures behind buildings.

I. ARCHITECTURE – LIGHT INDUSTRIAL USE PRINCIPLES (LI)

1. Design clearly articulated human scale buildings.
2. Orchestrate building structural bays to create repetitive building rhythms.

ARCHITECTURAL GUIDELINES – LIGHT INDUSTRIAL (LI)

1. Building Massing and Form
   a. Divide large buildings into a series of individual storefronts, units, or multiple structural bays of similar design and proportion.
   b. Provide scale–giving building massing, elements, ornament, patterns & textures to provide human scale to the final design.
   c. Avoid large, monumental, undifferentiated and scale–less building masses.

2. Roof Cap
   a. Sheath sloped roofs with a durable roofing material that is complimentary to the architectural style of the building.
   b. Avoid continuous roof planes. Pitched roof planes exceeding 60 linear feet should incorporate articulated roof elements that include the following:
      Cross Gables
      Roof Monitors
      Vertical Tower Elements
      Roof Dormers
   c. Conceal rooftop mechanical equipment. All rooftop mechanical equipment shall be completely screened within a penthouse or hidden behind a roof parapet.
   d. Roofs shall be of dark and/or natural color. Brightly colored roofs such as bright red, blue, green, yellow, etc. are prohibited. Galvanized metal and aluminum roofs are allowed.

3. Masonry Base
   a. Define the base of storefront buildings with a masonry base designed to anchor structure to the ground plane, minimum height: 36"

4. Building Materials
   a. Avoid large, featureless building surfaces such as large all glass or all metal panel walls.
   b. Avoid an excessive variety of façade materials.
   c. The following building materials are permitted:

Building Base and Facades:
- Concrete, Precast
- Masonry, Brick
- Masonry, CMU (Integrally colored)
- Quality Metal Panels
- Masonry, Stone (ie. Ashler–laid, broken rangework, pitched faced, quarry faced)
- Masonry, Stone Veneer (ie. Brownstone, sandstone, slate)
- Metal, Structural
- Stucco
- Metal wall panels, Corrugated, standing seam, etc.

Roofs:
- Composite Shingle Roofing
- Concrete Shakes
- Metal, Standing Seam
- Rolled metal or single–ply membrane roofing screened from public view by a parapet
- Slate (real or cultured)
- Tile, Flat Concrete (Modern Slate)

Brackets, Corbels and Beams
- Wood, Dimensional

Windows:
- Glass, transparent or lightly tinted

Use wall materials based upon the following recommendations:
- Board and Batten (wood or cementitious)
- Brick
- Corrugated Metal
- Siding, Clapboards (wood or cementitious)
- Siding, Fishscale (wood)
- Siding, Drop (wood or cementitious)
- Siding, Lap (wood or cementitious)
- Siding, Shingle (cedar, redwood or cementitious)
- Siding, Tongue and Grove (wood or cementitious)
- Stone (natural)
- Stone (cultured)
- Stucco (exterior plaster)

Rev.	Date	Description	By	Proj. Surv.	Client Repr.	Rev. Request
1	8 SEP 23	Address City comments, Site Planning Principles	WEP			
0	3/06/2021	Issued for client and City review				

REVISED MASTER PLAN PHASE TWO
WRENCH RANCH PROPERTIES PARCEL FOUR AMENDMENTS

Prepared By:
wood.
Wood Group USA
2615 Aviation Drive, Sheridan, WY 82801
(307) 675-6400 www.woodplc.com

Client: JOHN E. RICE & SONS, INC
DBA WRENCH RANCH
P.O. Box 4039
SHERIDAN, WYOMING 82801

WRENCH RANCH PROPERTIES
REVISED MASTER PLAN - PHASE TWO
LIGHT INDUSTRIAL GUIDELINES & STANDARDS
SHERIDAN, WYOMING

Client Contact:	Date:	Scale:	Drawn:	Design:	Checked:	Survey:
	9 AUG 2023	As Shown	WEP	WEP	WEP	X

Project No.:	Task No.:	Sheet:	Rev.:
P741376	OFFICE LABOR	LU-2	1

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 PL-23-37, Resolution 60-23, Mortenson Minor Subdivision - Public Works Director Hanns Mercer
From:	Hanns Mercer, Public Works Director
To:	Mayor and Council
CC:	
Date:	10/25/2023

Recommendation:

Staff awaiting recommendation from the Planning Commission regarding PL-23-37, Resolution 60-23, Mortenson Minor Subdivison. The applicant, Blake Mortenson, is requesting to subdivide 2.16 acres from 1 lot into 2 lots. Zoned M-1 Industrial District. Located at 1759 Commercial Ave (PIN 56843545801925).

Background:

The applicant, Blake Mortenson, is requesting to subdivide 2.16 acres from 1 lot into 2 lots. Zoned M-1 Industrial District. Located at 1759 Commercial Ave (PIN 56843545801925).

The property is listed as Lot 19 of the Sheridan Commercial Park Subdivision. The zoning is M-1 Industrial District.

Variance being requested for the following:

- Access to a publicly dedicated street shall consist of frontage of at least 25 feet per city code - Appendix B-Article 5 - 505(C)(5)
    - Lot 2 - 20'

The surrounding properties are commercial and industrial properties zoned M-1 per City zoning. The applicant is proposing to subdivide Lot 19 into 2 lots. The applicant is proposing the following lot sizes:

- Lot 1 - 0.70 Acres
- Lot 2 - 1.46 Acres

Discussion:

Prior to approving the final plat, the City Council will need to make the following findings per Sheridan City Code Appendix B §202, staff offers the following comments on the required findings:

The City shall not approve any proposed subdivision of land which, by itself, or as a part of a larger tract, is contiguous to or completely surrounded by the boundaries of the City, unless the application is accompanied by a properly-acknowledged petition for annexation to the City.

This property falls completely within the city limits, so this condition does not apply.

The City shall not approve any proposed subdivision of land which is within one mile of the corporate limits of Sheridan but not, at the time of submittal, eligible for annexation, unless the application is accompanied by a properly-acknowledged agreement not to contest future annexation proceedings.

Again, not applicable in this case, the property is within the city limits.

Every plat shall conform to the Zoning Ordinance currently adopted at the time of final plat approval.
The proposed subdivision conforms to the Zoning Ordinance with the requested variances.

All new subdivision developments within the Airport Influence Area within the city limits of the City of Sheridan shall grant an Avigation Easement to the Sheridan County Airport.

This proposed subdivision is outside the Airport influence area.

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

Water and sewer lines already exist in the Sheridan Commercial Ave right-of-way. Future water and sewer connections will tap into these lines.

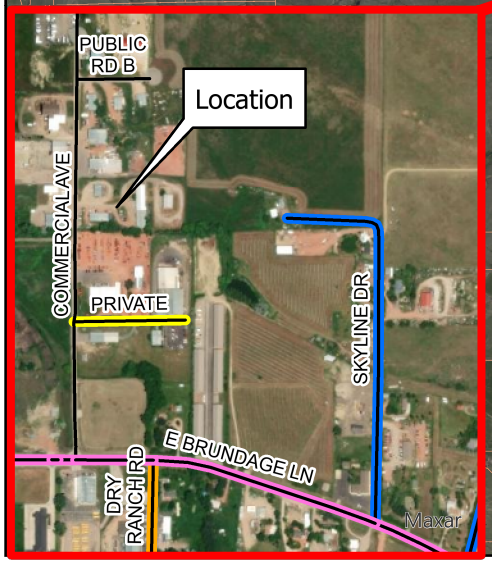
Staff sent out 18 nearest neighbor notifications to property owners within 300 feet as part of this application. In addition, notifications were advertised in the press and a sign posted on the property. The staff have not received any inquiries.

Staff has no further comments at this time.

Attachments

Aerial
Resolution 60-23
Final Plat
Variance Request

Mortenson Minor Subdivision



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.

CITY OF Sheridan WYOMING

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Date: 10/17/2023 10:33 AM User: sgoodman

CITY OF SHERIDAN
RESOLUTION 60-23

A RESOLUTION approving PL-23-37, the final plat of the Mortenson Minor Subdivision, dividing 2.16 acres from 1 lot into 2 lots. Zoned M-1 Industrial District. Located at 1759 Commercial Ave.

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

WHEREAS, all applicable requirements for a final plat, have been met and all documents meet the applicable requirements in Appendix B (Subdivision Regulations).

Be it resolved by the City of Sheridan Governing Body:

That the final plat of the Mortenson Minor Subdivision, dividing 2.16 acres from 1 lot into 2 lots on property located at 1759 Commercial Ave.

In approving the Mortenson Minor Subdivision, the City of Sheridan Governing Body finds the following as required by Sheridan City Code Appendix B §202:

A. The property is already within the corporate limits of the City and requires no further action as pertains to annexation.

B. The lots as platted conform to the requirements of the City Zoning Ordinance with the exception of the variances granted.

C. The subdivision falls outside of the Airport Influence Area.

D. As concluded by City Public Works staff, there is adequate long-term water supply to serve this subdivision as of the time of this resolution.

In addition to approving the Mortenson Minor Subdivision, the City of Sheridan Governing Body is also approving a dedicated street frontage variance for Lot 2 will be 20 feet.

PASSED, APPROVED, AND ADOPTED this 20th of November 2023.

_____

Richard Bridger, Mayor

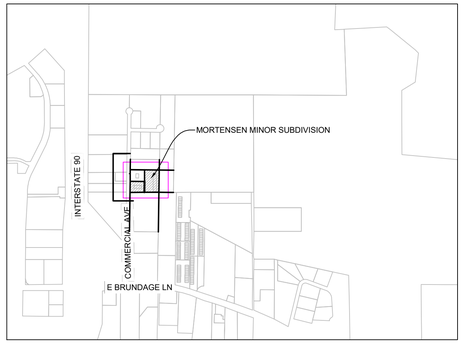
ATTEST:

_____

Cecilia Good, City Clerk

FINAL PLAT OF MORTENSEN MINOR SUBDIVISION

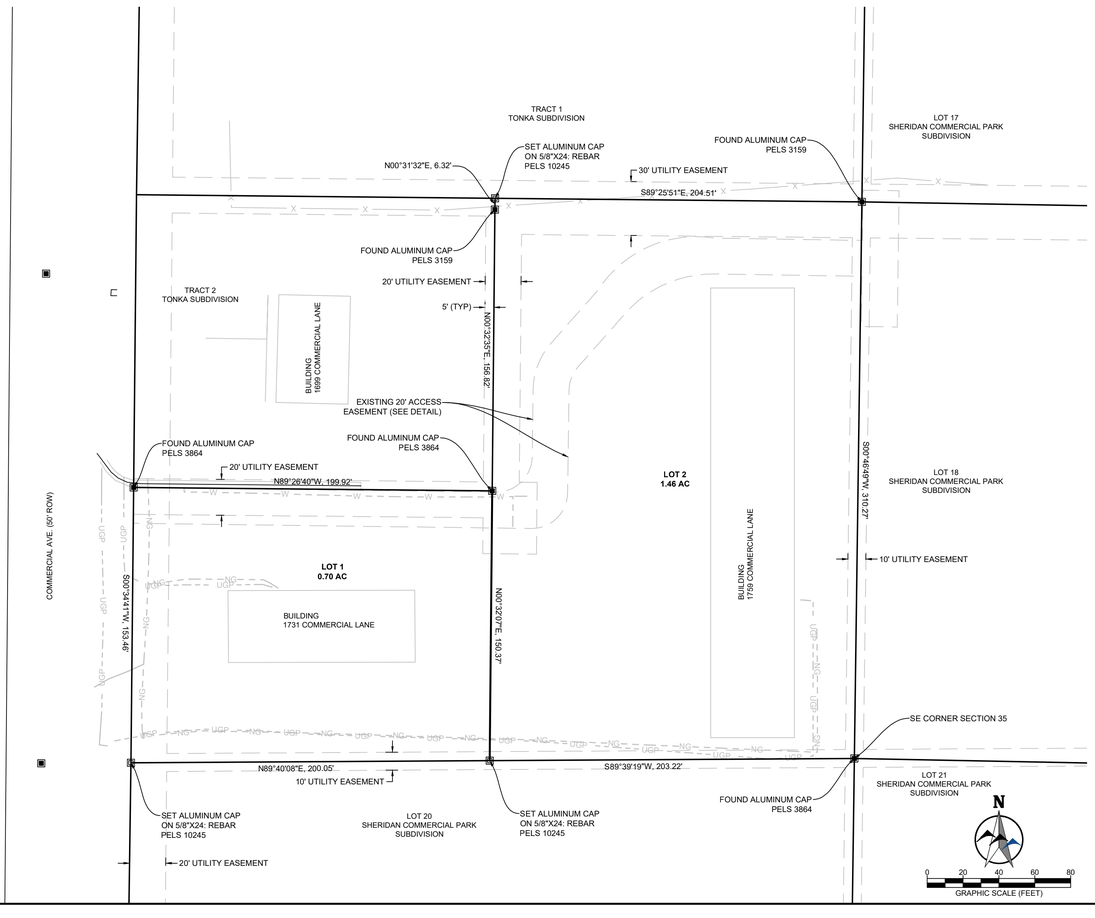
BEING LOT 19 OF THE SHERIDAN COMMERCIAL PARK SUBDIVISION TO THE CITY OF SHERIDAN WITHIN THE SE1/4 SE1/4 OF SECTION 35, T56N, R84W, 6TH P.M. CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING



VICINITY MAP
1"=1000'

LEGEND

- EXISTING SUBDIVISION BOUNDARY LINE
- PROPOSED SUBDIVISION BOUNDARY LINE
- NG — NATURAL GAS LINE
- UGP — UNDERGROUND POWER LINE
- W — WATER LINE
- SET 2-1/2" ALUMINUM CAP
- FOUND 2" ALUMINUM CAP



LEGAL DESCRIPTION AND PROPERTY OWNERS CERTIFICATE OF DEDICATION

Know all men by these presents that the undersigned SHERIDAN COMMERCIAL PROPERTIES LLC, HEATHER MORTENSEN, being the owner, proprietor or parties of interest in the land shown on this plat, do hereby certify:

That the foregoing plat designated as MORTENSEN MINOR is located in the SE1/4 SE1/4 of Section 35, Township 56 North, Range 84 West of the 6th/ Principal Meridian, Sheridan County Wyoming, more particularly described as follows:

A Tract of land located in the SE1/4 SE1/4, Section 35, Township 56 North, Range 84 West, 6th Principal Meridian, Sheridan County, Wyoming,

being more particularly described by metes and bounds as follows:

LOT 1

Beginning at the SE corner of section 35, said point being the point of beginning;
Thence, S 89° 39' 18.69" W along the south line of section 35 for a distance of 203.22 feet to a point on said line.
Thence, N 00° 32' 07.31" E for a distance of 150.37 feet to a point.
Thence, N 00° 32' 34.57" E for a distance of 156.82 feet to a point.
Thence, N 00° 31' 32.28" E for a distance of 6.32 feet to a point.
Thence, S 89° 25' 50.50" E for a distance of 204.51 feet to a point on East line of section 35.
thence S 00° 46' 49.50" W along the east line of section 35 distance of 310.27 feet to the SE corner of section 35,
said point being the point of beginning.

Said Tract contains 1.46 acres, more or less, and is subject to any and all easements, rights-of-way, reservations, and other encumbrances that have been legally acquired.

LOT 2

Beginning at the SE corner of section 35,
Thence, S 89° 39' 18.69" W for a distance of 203.22 feet to a point on the south line of section 35, said point being the point of beginning;
thence N 00° 32' 07.31" E for a distance of 150.37 feet to a point;
Thence, N 89° 26' 40.42" W for a distance of 199.92 feet to a point.
Thence, S 00° 34' 40.64" W for a distance of 153.46 feet to a point on the south line of section 35.
Thence, N 89° 40' 08.09" E along the south line of section 35 for a distance of 200.05 feet to the point of beginning.

Said Tract contains 0.70 acres, more or less, and is subject to any and all easements, rights-of-way, reservations, and other encumbrances that have been legally acquired.

That this subdivision, as it is described and as it appears on this plat, is made with the free consent and in accordance with the desires of the undersigned owner(s) and proprietor(s); and that this is a correct plat of the area as it is divided into lots, blocks, streets and easements, and

That the undersigned owner(s) of the land shown and described on this plat does (do) hereby dedicate to the City of Sheridan and its licensees for public use for the indicated purposes, all streets, alleys, easements and other public lands within the boundary lines of the plat, as indicated, and not already otherwise dedicated for public use.

Utility easements, as designated on this plat, are hereby dedicated to the City of Sheridan and its licensees for public use for the purpose of installing, repairing, reinstalling, replacing and maintaining sewers, water lines, gas lines, electric lines, telephone lines, cable TV lines and other forms and types of public utilities now or hereafter generally utilized by the public.

All rights under and by virtue of the Homestead Exemption Laws of the State of Wyoming are hereby waived and released

Executed this _____ day of _____, 20_____, by:

_____
SHERIDAN COMMERCIAL PROPERTIES LLC, HEATHER MORTENSEN, Owner

STATE OF WYOMING)
) SS
COUNTY OF SHERIDAN)

The foregoing instrument was acknowledged before me on this _____ day of _____, 20_____, by _____.
Witness my hand and official seal.

My commission expires: _____ Notary Public

CERTIFICATE OF DIRECTOR OF PUBLIC WORKS

This plat has been prepared in accordance with the requirements and procedures outlined in the Subdivision Regulations of the City of Sheridan, and certified this_____ day of _____ 20_____ by the Director of Public Works of Sheridan, Wyoming.

Attest:

_____
Director of Public Works

CERTIFICATE OF CITY OF SHERIDAN PLANNING COMMISSION

Reviewed by this City of Sheridan Planning Commissioners this_____ day of _____ 20____.

Attest:

_____ _____
Vice-Chairman Chairman

CERTIFICATE OF SURVEYOR

I, Greg Meinicke, do hereby certify that I am a Registered Land Surveyor, licensed under the laws of the State of Wyoming, that this plat is a true, correct and complete plat of MORTENSEN MINOR Subdivision, as laid out, platted, dedicated and shown hereon, that this plat was made from an accurate survey of said property conducted by me or under my supervision and correctly shows the location and dimensions of all lots, easements and streets of said subdivision in compliance with City of Sheridan regulations governing the subdivision of land.

STATE OF WYOMING)
) SS
COUNTY OF NATRONA)

The foregoing instrument was acknowledged before me on this _____ day of _____, 20_____,

by _____.

Witness my hand and official seal.

_____
Notary Public

My commission expires:_____

Professional Engineer & Land Surveyor
GREG MEINECKE
10245
Date
WYOMING

SURVEYORS NOTES

1. BASIS OF BEARING IS WYOMING STATE PLANE (EAST CENTRAL ZONE) (NAD83), GROUND DISTANCES. ELEVATION BASED ON NAVD88 DATUM.
2. LOTS ARE ZONED M-1.
3. SURVEY PERFORMED IN ACCORDANCE TO SHERIDAN CITY CODE APPENDIX B, SECTION 403.
4. TOTAL ACREAGE OF SUBDIVISION = 2.16 ACRE.
5. TOTAL NUMBER OF LOTS = 2

CERTIFICATE OF CITY COUNCIL OF SHERIDAN

Approved by the City Council of the City of Sheridan, Wyoming, this_____ day of _____ 20_____.

Attest:

_____ _____
City Clerk Mayor

CERTIFICATE OF SHERIDAN COUNTY CLERK

STATE OF WYOMING)
) SS
COUNTY OF SHERIDAN)

This plat was filed for record in the Office of the Clerk and Recorder at _____ o'clock this _____ day of _____, 20____, and is duly recorded in Book _____, Page No. _____ (or as Plat No. _____)

_____
County Clerk

HOMESTEAD EXEMPTION

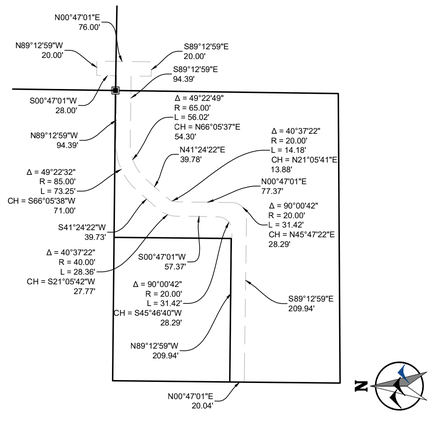
All rights under and by virtue of the homestead exemption laws of the State of Wyoming are hereby waived and released.

Executed this _____ day of _____, 20_____.

by _____.

DECLARATION VACATING PREVIOUS PLATTING

This plat is the re-subdivision of lot 19, Sheridan Commercial Park Subdivision to the city of Sheridan, Sheridan county, Wyoming, as recorded in drawer S, plat number 140, of the records of the Sheridan county clerk. all earlier plats or portions thereof encompassed by the boundaries of this plat are hereby vacated.



20' ACCESS EASEMENT DETAIL

SCALE: 1: = 100'

MORTENSEN MINOR SUBDIVISION

PREPARED FOR:

SHERIDAN COMMERCIAL PROPERTIES LLC
85 HWY 335
SHERIDAN, WY 82801

PREPARED BY:

WWC ENGINEERING
1849 TERRA AVENUE
SHERIDAN, WY 82801
(307) 672-0761
www.wwcengineering.com

NO.	REVISION	BY	DATE

SURVEYED BY: *DCC*
DRAWN BY: *CIG*
CHECKED BY: *JPC*
DATE: *10/6/2023*

SHEET
1 of 1

WWC ENGINEERING

1849 TERRA AVE, SHERIDAN, WY 82801 | 307.672.0761

October 26, 2023

Re: Access Variance for Mortenson Subdivision

Dear City of Sheridan,

I am writing to request a variance for an easement on the submitted Mortenson Subdivision. The current easement on my property measures 20 feet, which is 5 feet less than the required 25 feet as stipulated by the city regulations. This reduced easement width is a result of the property being previously platted at 20 feet.

I understand the importance of adhering to the city's regulations, and I am committed to upholding the standards set forth to ensure the safety and convenience of the community. However, due to the constraints imposed by the existing property layout and the historical platting, it is not feasible to meet the 25-foot easement requirement without significant alterations that may impede the functionality of the property.

I would like to request your kind consideration in granting a variance for the current easement width of 20 feet, as it has not posed any issues in terms of access or utilities for the property. I assure you that there will be continued maintenance of the easement area and ensure its accessibility for any necessary municipal services or maintenance work.

I am willing to discuss this matter further and provide any additional information or documentation that may be required to support my request. I am dedicated to finding a suitable solution that aligns with both the city's regulations and the practical limitations of the property.

Thank you for your time and attention to this matter. I look forward to a favorable resolution of this request.

Sincerely,

Dustin Coryn
Project Manager
WWC Engineering

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-23-42, Ordinance 2273, Rezone of 2530 and 2580 Dry Ranch Rd - Public Works Director Hanns Mercer
From:	Hanns Mercer, Public Works Director
To:	Mayor and Council
CC:	
Date:	10/23/2023

Recommendation:

Staff awaiting recommendation from the Planning Commission regarding PL-23-42, Dry Ranch Rd Rezone, Ordinance 2273. The applicant, Butler Properties, LLC, is requesting to rezone 2 acres from B-1 Business District to B-2 Business District. Located at 2530 and 2580 Dry Ranch Rd (PIN 55840240000100 and 56855840230000100).

Background:

The applicant, the agent for Butler Properties, LLC, Charlie Cunningham, is requesting to rezone 2 acres from B-1 Business District to B-2 Business District on the properties located at 2530 and 2580 Dry Ranch Rd (PIN 55840240000100 and 56855840230000100).
The properties to the north, south and west are commercial properties zoned B-2. To the east is a 40-foot wide tract adjacent to the commercial property zoned B-1 that is owned by the City of Sheridan and is intended to be future ROW for Dry Ranch Road. Currently, Dry Ranch Road to the east is a Sheridan County owned and maintained road. The applicant is proposing to rezone Tracts 1 and 2 of unplatted land from B-1 to B-2 in order to create a continuous B-2 zoned corridor between Heartland Drive and Dry Ranch Road.
The subject properties do not have any structures at this time.

Discussion:

Neither state statute nor City Code contains required findings that must be made in changing a property's zoning designation. State statute does provide some requirements for zoning regulations in general, which the Planning Commission and City Council should be aware of:
WS §15-1-601(d)
d) All regulations shall be made:
In accordance with a comprehensive plan and designed to:
A. Lessen congestion in the streets;
B. Secure safety from fire, panic and other dangers;
C. Promote health and general welfare;
D. Provide adequate light and air;
E. Prevent the overcrowding of land;
F. Avoid undue concentration of population; and
G. Facilitate adequate provisions for transportation, water, sewage, schools, parks and other public requirements.
ii. With reasonable consideration, among other things, of the character of the district and its peculiar suitability for particular uses;

iii. With a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the city or town; and
iv. With consideration given to the historic integrity of certain neighborhoods or districts and a view to preserving, rehabilitating and maintaining historic properties and encouraging compatible uses within the neighborhoods or districts, but no regulation made to carry out the purposes of this paragraph is valid to the extent it constitutes an unconstitutional taking without compensation.

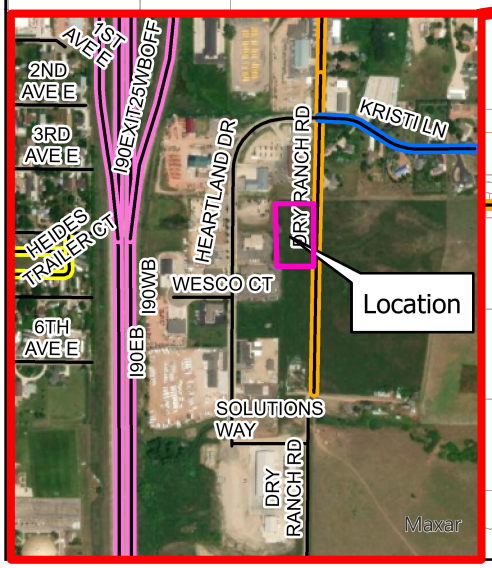
The Preamble of the City's Zoning Ordinance (Appendix A) states that the purpose of the zoning ordinance is to, "promoting the health, safety, morals and general welfare of the inhabitants of the City of Sheridan by lessening congestion in the streets; securing safety from fire, panic and other dangers providing adequate light and air; preventing the overcrowding of land; avoiding the undue concentration of population, facilitating the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements."
The future land use map designates this area for commercial uses, so the proposed rezone is in accordance with the future land use map.

As part of the request to rezone this property, staff sent notices to the 17 property owners within 300 feet, placed a legal notice in the newspaper, and posted a sign on the property. At the time of writing this staff report, staff had not received any inquiries.

Attachments

Aerial
Ordinance 2273
Petition & Exhibits
Surrounding Zoning

Dry Ranch Rd rezone



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.

CITY OF Sheridan WYOMING

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Date: 10/18/2023 8:51 AM User: sgoodman

ORDINANCE NO 2273

AN ORDINANCE amending Ordinance No. 826, the Zoning Ordinance of the City of Sheridan, to rezone the entirety of the land located at 2530 and 2580 Dry Ranch Rd., Sheridan, Wyoming more particularly and shown on the attached Exhibit A, from a B-1 Business District to a B-2 Business District;

WHEREAS, the owner of the following described land has petitioned the City Governing Body to rezone the same from a B-1 Business District to a B-2 Business District, and a public hearing having been held thereon by the Governing Body; and

WHEREAS, this Ordinance was presented to the City Planning Commission on _____ with its recommendation submitted to and received by the City Governing Body; and

WHEREAS, notice of the Governing Body public hearing, as required by W.S. 15-1-602 was published on _____, 2023; and

WHEREAS, the City did not receive a protest against the change of district boundary in accordance with W.S. 15-1-603.

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

Section 1.
The following described land is hereby rezoned from an B-1 Business District to a B-2 Business District, to wit:

(See Attached EXHIBITS)

Section 2.
The City of Sheridan Zoning Map shall be updated in accordance with this Ordinance.

Section 3.
That Ordinance No. 826, The Zoning Ordinance of the City of Sheridan is hereby amended to conform herewith.

Section 4.
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.
That this ordinance shall be in full force and effect immediately upon its passage and publication as provided by law.

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

ATTEST: _____
Richard Bridger, Mayor

_____
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 _____.

PETITION FOR REZONING

TO THE CITY COUNCIL OF THE CITY OF SHERIDAN, WYOMING:

Pursuant to the provisions of W.S. 15-1-601, 15-1-602, 15-1-603 et. seq., and other applicable statutes, and Appendix A, Sec. 16 of the Sheridan City Code, the undersigned landowner(s) respectfully petition and show the City Council as follows:

1. This is a petition for the rezoning of parcels of land within the city limits of Sheridan, Wyoming, having a legal description as follows:

   2530 Dry Ranch Rd- Legal Description is attached (lengthy)

2. Butler Properties, LLC are the owners or authorized agents of said described land proposed to be rezoned.

3. A map of the area sought to be rezoned is attached hereto and made a part hereof.

4. Petitioners hereby request that said lands be zoned B2.

Therefore, Petitioners pray said parcel(s) be rezoned B2, pursuant to and in accordance with the applicable Wyoming Statutes and City Ordinances after proper notice and public hearing.

Dated this 21 day of September, 2023

Signed by the Petitioners:

Subscribed and Sworn before me this 21st day of September, 2023

Notary Public

S. JOHNSTON NOTARY My Commission Expires October 12, 2023 PUBLIC SHERIDAN COUNTY, WYOMING

My commission expires:

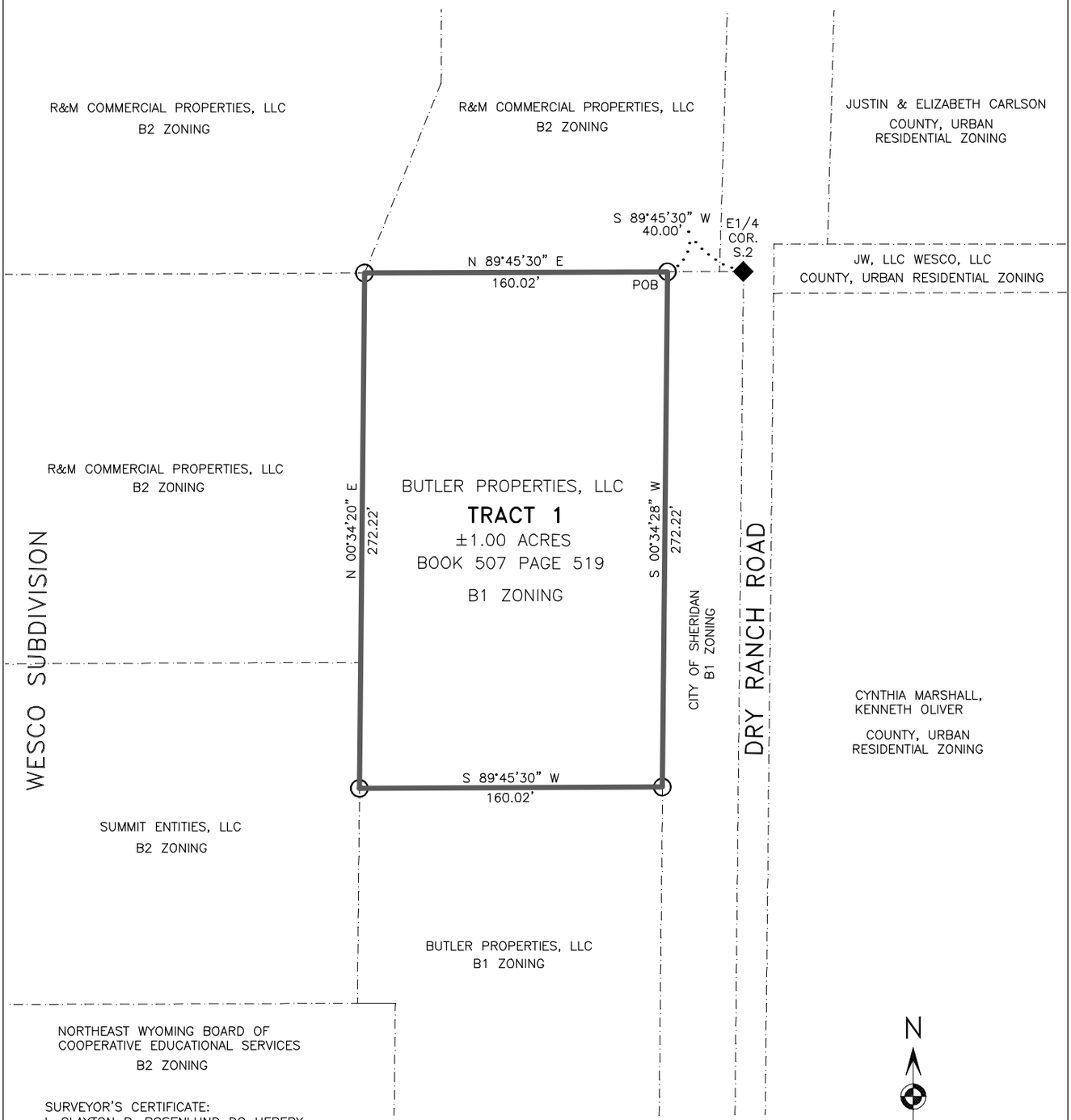
REZONE EXHIBIT

FOR TRACT OF LAND DESCRIBED IN BOOK 507, PAGE 519 IN THE RECORDS OF THE SHERIDAN COUNTY CLERK
LOCATED IN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER (NE¼SE¼), SECTION 2,
TOWNSHIP 55 NORTH, RANGE 84 WEST, 6TH P.M., SHERIDAN COUNTY, WYOMING,

LEGAL DESCRIPTION

A TRACT OF LAND, LOCATED IN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER (NE¼SE¼) OF SECTION 2, T55N, R84W, 6TH P.M., SHERIDAN COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS;

COMMENCING AT THE EAST QUARTER (E1/4) CORNER OF SAID SECTION 2 OF SAID TOWNSHIP, THENCE S 89°45'30" W, 40.00 FEET TO THE NORTHEAST CORNER OF THE TRACT OF LAND DESCRIBED IN THE RECORDS OF THE SHERIDAN COUNTY CLERK, BOOK 507, PAGE 519, SAID POINT BEING THE POINT OF BEGINNING; THENCE S 00°34'28" W, 272.22 FEET ALONG THE EAST LINE OF SAID TRACT; THENCE S 89°45'30', 160.02 FEET TO THE WEST LINE OF SAID TRACT; THENCE N 00°34'20" E, 272.22 FEET TO THE NORTH LINE OF SAID TRACT; THENCE N 89°45'30" E, 160.02 FEET ALONG THE NORTH LINE OF SAID TRACT TO THE POINT OF BEGINNING; SUBJECT TRACT CONTAINING AN AREA OF ±43555 SQ FT (±1.0 ACRES)



SURVEYOR'S CERTIFICATE:
I, CLAYTON P. ROSENLUND DO HEREBY CERTIFY THAT THIS PLAT WAS MADE FROM AN ACTUAL FIELD SURVEY PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT IT CORRECTLY SHOWS THE LOCATION TO THE BEST OF MY KNOWLEDGE.

N

SCALE: 1"=75'

LEGEND

- ◆ FOUND MONUMENT AS NOTED
- ○ CALCULATED CORNER
- POB POINT OF BEGINNING
- TRACT BOUNDARY
- ADJOINING LOT LINES

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

Cannon Consulting LLC
Making every shot count

PREPARED BY:
CANNON CONSULTING, LLC
PO BOX 6106
SHERIDAN, WY 82801

FOR:
BUTLER PROPERTIES, LLC
50 RIVER ROCK ROAD
SHERIDAN, WY

Prepared by Cannon Consulting LLC (307) 752-0109

DATE: 7/23/20

PETITION FOR REZONING

TO THE CITY COUNCIL OF THE CITY OF SHERIDAN, WYOMING:

Pursuant to the provisions of W.S. 15-1-601, 15-1-602, 15-1-603 et. seq., and other applicable statutes, and Appendix A, Sec. 16 of the Sheridan City Code, the undersigned landowner(s) respectfully petition and show the City Council as follows:

1. This is a petition for the rezoning of parcels of land within the city limits of Sheridan, Wyoming, having a legal description as follows:

   2580 Dry Ranch Rd; Sheridan, WY 82801- Lengthy Legal see attached

2. Butler Properties, LLC are the owners or authorized agents of said described land proposed to be rezoned.

3. A map of the area sought to be rezoned is attached hereto and made a part hereof.

4. Petitioners hereby request that said lands be zoned B2.

Therefore, Petitioners pray said parcel(s) be rezoned B2, pursuant to and in accordance with the applicable Wyoming Statutes and City Ordinances after proper notice and public hearing.

Dated this 2nd day of October, 2023

Signed by the Petitioners:

Subscribed and Sworn before me this 2nd day of October, 2023

Carla J. Olson

Notary Public

My commission expires: 12/07/2027

CARLA J. OLSON
NOTARY PUBLIC
STATE OF WYOMING
COMMISSION ID: 166330
MY COMMISSION EXPIRES: 12/07/2027

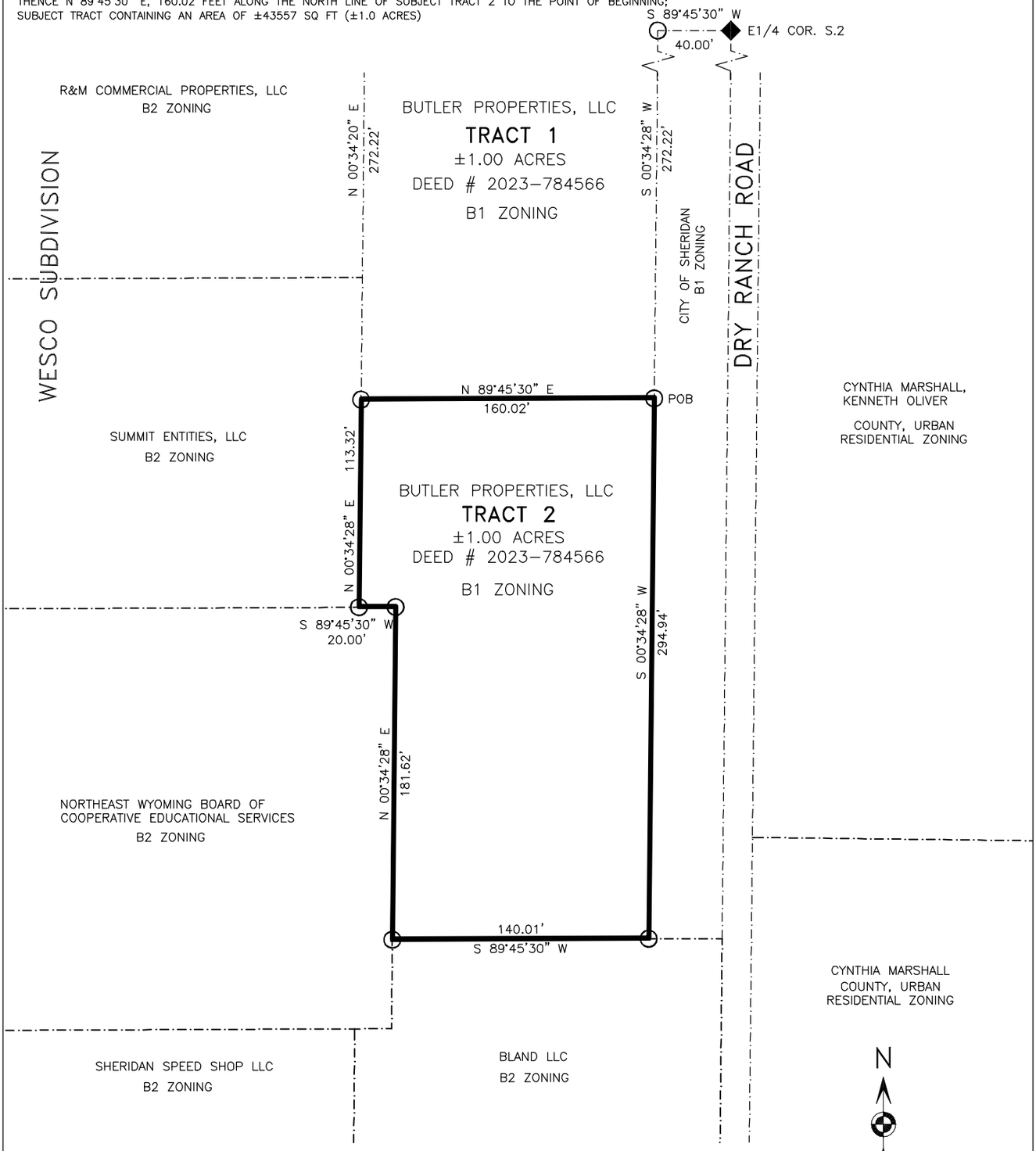
REZONE EXHIBIT

FOR TRACT OF LAND DESCRIBED BY DEED # 2023-784566 IN THE RECORDS OF THE SHERIDAN COUNTY CLERK,
LOCATED IN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER (NE¼SE¼), SECTION 2,
TOWNSHIP 55 NORTH, RANGE 84 WEST, 6TH P.M., SHERIDAN COUNTY, WYOMING,

LEGAL DESCRIPTION

A TRACT OF LAND DESCRIBED BY DEED # 2023-784566, LOCATED IN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER (NE¼SE¼) OF SECTION 2, T55N, R84W, 6TH P.M., SHERIDAN COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST QUARTER (E1/4) CORNER OF SAID SECTION 2 OF SAID TOWNSHIP, THENCE S 89°45'30" W, 40.00 FEET TO THE NORTHEAST CORNER OF TRACT 1 DESCRIBED IN SAID DEED; THENCE S 00°34'28" W, 272.22 FEET ALONG THE EAST LINE OF SAID TRACT 1 TO THE NORTHEAST CORNER OF SUBJECT TRACT 2, SAID POINT BEING THE POINT OF BEGINNING; THENCE S 00°34'28" W', 294.94 FEET ALONG THE EAST LINE OF SUBJECT TRACT 2 TO THE SOUTHEAST CORNER OF SUBJECT TRACT 2; THENCE S 89°45'30" W, 140.01 FEET TO THE SOUTHWEST CORNER OF SUBJECT TRACT 2; THENCE N 00°34'28" E, 181.62 FEET ALONG THE WEST LINE OF SUBJECT TRACT 2; THENCE S 89°45'30" W, 20.00 FEET ALONG SAID WEST LINE; THENCE N 00°34'28" E, 113.32 FEET ALONG SAID WEST LINE TO THE NORTHWEST CORNER OF SUBJECT TRACT 2; THENCE N 89°45'30" E, 160.02 FEET ALONG THE NORTH LINE OF SUBJECT TRACT 2 TO THE POINT OF BEGINNING;
SUBJECT TRACT CONTAINING AN AREA OF ±43557 SQ FT (±1.0 ACRES)



N

SCALE: 1"=75'

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

LEGEND

- ◆ FOUND MONUMENT AS NOTED
- ○ CALCULATED CORNER
- POB POINT OF BEGINNING
- ━━━ TRACT BOUNDARY
- ─·─·─ ADJOINING LOT LINES

Cannon Consulting LLC
Making every shot count

PREPARED BY:
CANNON CONSULTING, LLC
PO BOX 6106
SHERIDAN, WY 82801

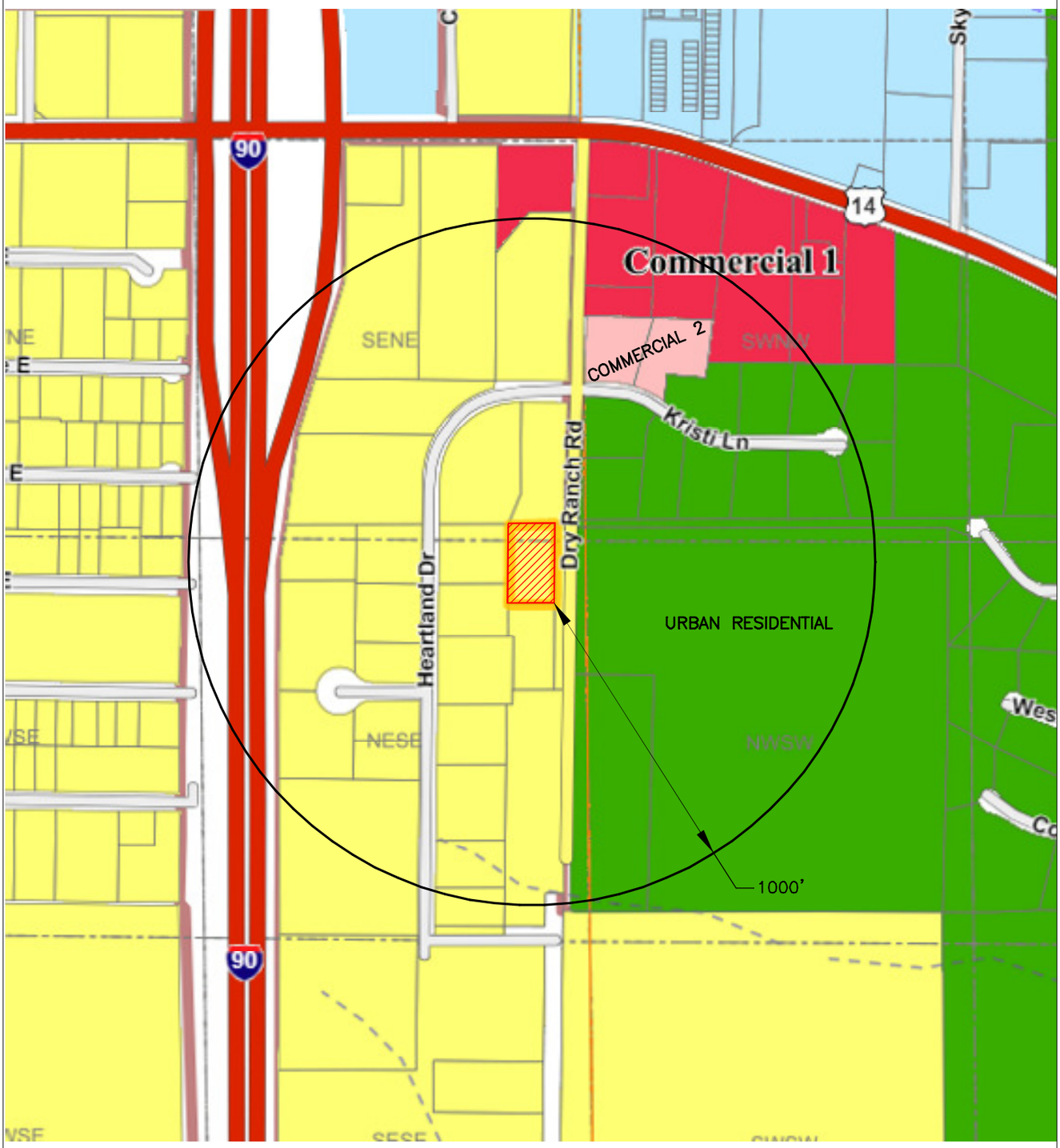
FOR:
BUTLER PROPERTIES, LLC
50 RIVER ROCK ROAD
SHERIDAN, WY

Prepared by Cannon Consulting LLC (307) 752-0109

DATE: 9/29/23

COUNTY ZONING

FOR 1000 FEET SURROUNDING A TRACT OF LAND DESCRIBED IN BOOK 507, PAGE 519 IN THE RECORDS OF THE SHERIDAN COUNTY CLERK
LOCATED IN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER (NE¼SE¼), SECTION 2,
T55N, R84W, 6TH P.M., SHERIDAN COUNTY, WYOMING,



N

NO TRUE SCALE

PREPARED BY:	CANNON CONSULTING, LLC PO BOX 6106 SHERIDAN, WY 82801
FOR:	BUTLER PROPERTIES 50 RIVER ROCK ROAD SHERIDAN, WY

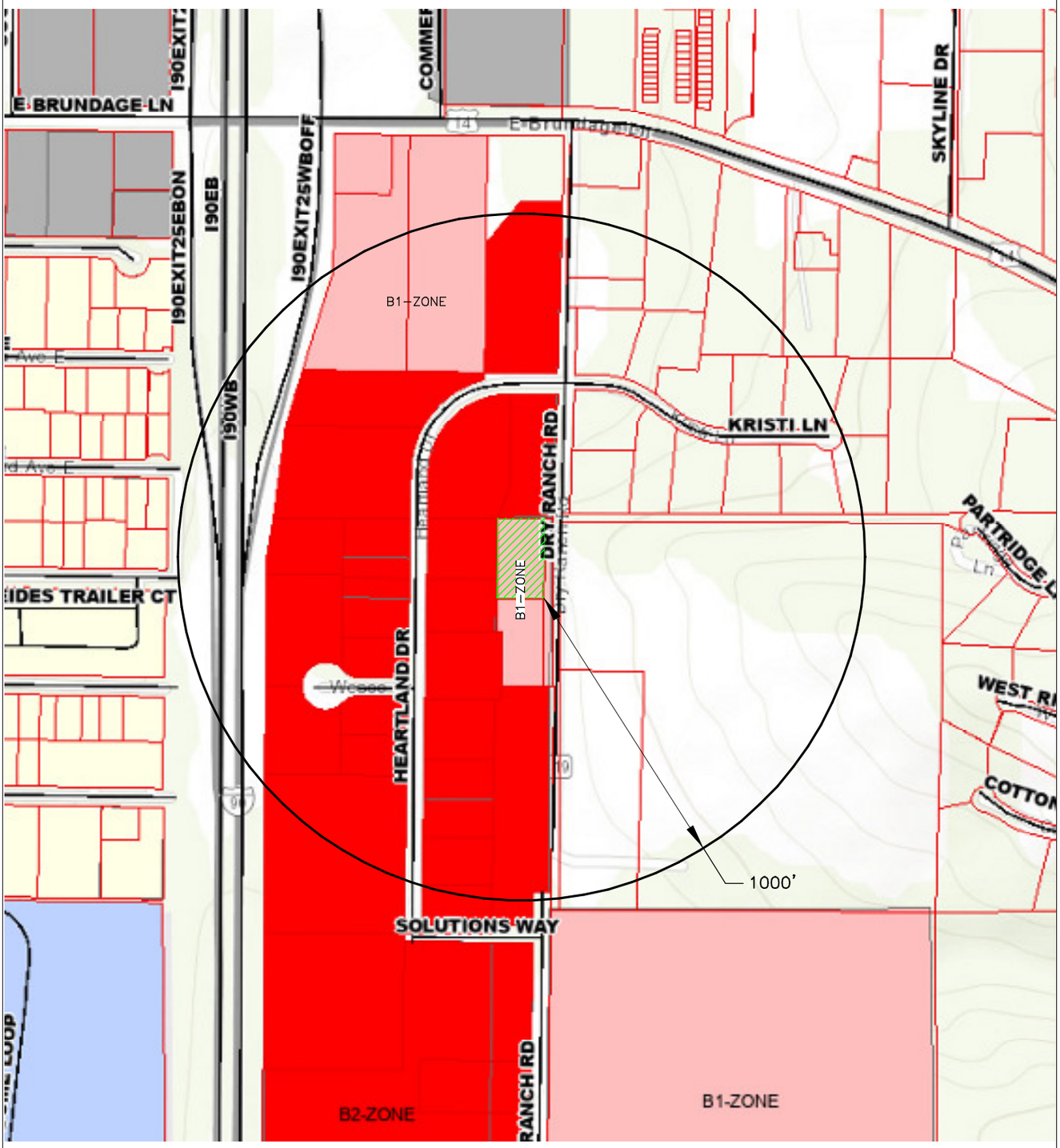
Cannon Consulting LLC
Making every shot count

Prepared by Cannon Consulting LLC (307) 752-0109

DATE: 9/14/23

CITY ZONING

FOR 1000 FEET SURROUNDING A TRACT OF LAND DESCRIBED IN BOOK 507, PAGE 519 IN THE RECORDS OF THE SHERIDAN COUNTY CLERK
LOCATED IN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER (NE¼SE¼), SECTION 2,
T55N, R84W, 6TH P.M., SHERIDAN COUNTY, WYOMING,



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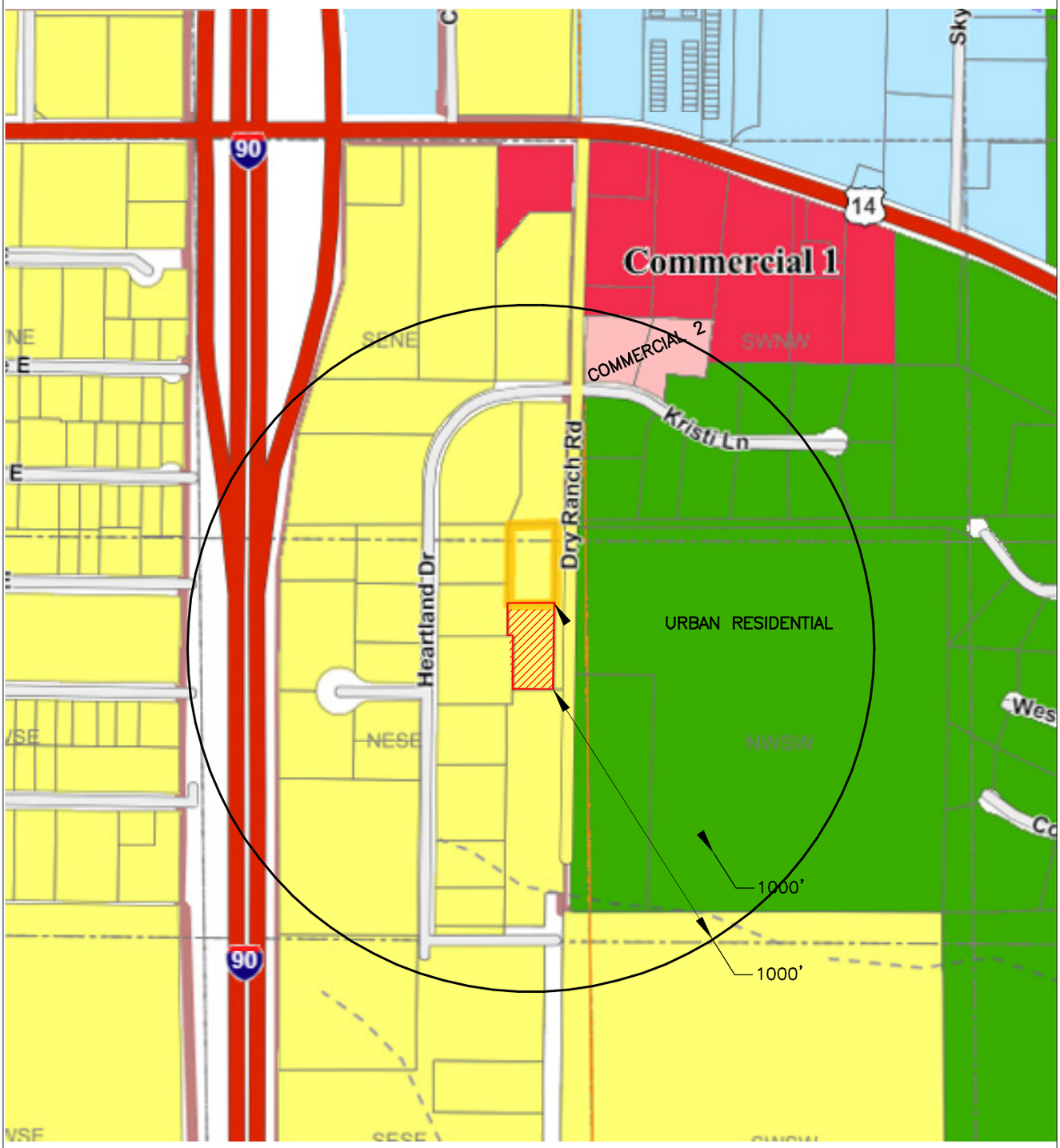
NO TRUE SCALE

Cannon Consulting LLC
Making every shot count

PREPARED BY:	CANNON CONSULTING, LLC PO BOX 6106 SHERIDAN, WY 82801
FOR:	BUTLER PROPERTIES 50 RIVER ROCK ROAD SHERIDAN, WY
Prepared by Cannon Consulting LLC (307) 752-0109	DATE: 9/14/23

COUNTY ZONING

FOR 1000 FEET SURROUNDING A TRACT OF LAND DESCRIBED BY DEED # 2023-784566 IN THE RECORDS OF THE SHERIDAN COUNTY CLERK
LOCATED IN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER (NE¼SE¼), SECTION 2,
T55N, R84W, 6TH P.M., SHERIDAN COUNTY, WYOMING,



N

NO TRUE SCALE

PREPARED BY:	CANNON CONSULTING, LLC PO BOX 6106 SHERIDAN, WY 82801
FOR:	BUTLER PROPERTIES 50 RIVER ROCK ROAD SHERIDAN, WY

Cannon Consulting LLC
Making every shot count

Prepared by Cannon Consulting LLC (307) 752-0109

DATE: 9/14/23

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 Bid Award to Wayne Coleman Construction, Inc. for the 2023 Crushing Project in the Amount of $59,307 - City Engineer Thomas Morneau
From:	Hanns Mercer, Public Works Director
To:	Mayor and Council
CC:	
Date:	10/09/2023

Recommendation:

Staff recommends that the Mayor and City Council award the 2023 Crushing Project to Wayne Coleman Construction, Inc., the lowest qualified bid, in the amount of $59,307.

Staff requests that for the 2023 Crushing Project, the 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 2023 Crushing Project consists of crushing approximately 3,670 cubic yards of concrete and asphalt into gradations of no greater than 1.25 inches in size. Concrete with rebar will be crushed and excess rebar will be sorted and hauled to the metal recycling pile. All work will be completed at the Sheridan landfill.

This project was advertised in the Sheridan Press on October 11th, 20th, and 23rd. A pre-bid conference was held on October 25th and bids were due on November 2nd.

Bids Received

Wayne Coleman Construction, Inc. $59,307

Funding:

This project is funded with pavement preservation funds.

CITY OF SHERIDAN, WYOMING

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

Human Resources

MEMORANDUM

Project Name:	Discussion of Drug and Alcohol Plan Updates - Human Resources Director Heather Doke and City Attorney Brendon Kerns
From:	Heather Doke, Human Resources Director
To:	Mayor and Council
CC:	
Date:	

Discussion:

See attached memo

Attachments

Redlined Drug & Alcohol Plan

Memo

CITY OF SHERIDAN
DRUG AND ALCOHOL PLAN

SECTION I. INTRODUCTION AND GENERAL INFORMATION

A. Drug and Alcohol Prohibition Policy

1. Policy. The City of Sheridan has a long-standing commitment to maintain the highest standards possible for the health and safety of its employees, and the public at large. We comply with the federal Drug-Free Workplace Act. Abuse of alcohol, drugs, and controlled substances impairs employee judgment, resulting in increased safety risks, injuries, and faulty decision-making. The use of drugs and/or alcohol during or prior to work time, is contrary to these high standards and will not be tolerated.

2. Purpose. The purpose of this Drug and Alcohol Plan is to maintain the highest safety, health, and work performance standards possible, and to reduce work-related accidents, injuries, and damage which may be caused by drug or alcohol use. This policy is also intended to ensure the maintenance of productivity, the quality of services, and the security of property.

3. Definitions.

a. For the purposes of this policy, the following defined terms are used interchangeably by this policy and the reference to one term incorporates the definition of the other terms:

Alcohol is defined as any spirituous or fermented fluid including malt beverage and medication including alcohol;

Controlled Substance is defined by Wyoming Statute 37-7-1002(a)(iv);

Drug or *Illegal Drug* is intended to include all substances which are prohibited by law to use without a prescription including but not limited to Wyoming Statute 37-7-1002(a)(xiv), (xv) and (xvi). These terms also include derivatives from illegal substances.

b. Additional Definitions:

Accident is defined as an unplanned, undesired event, not necessarily resulting in injury, but damaging to property and/or interrupting the activity in process.

On Duty is defined as at work being paid by the City, and being paid to respond to a call made by a supervisor for the City. Off duty is defined as neither on duty or on-call.

4. Prohibited Conduct

The use, possession ~~(except evidence confiscated in the course of duty that is in transit to be logged into evidence according to police policies and procedures),~~ solicitation for, sale of narcotics or other illegal drug, alcohol or prescription medication without a valid ~~prescription, while~~prescription, or other mind altering substances derived from marijuana or other illegal drugs, while on duty. ~~For~~

~~purposes of this plan, on duty is defined as at work being paid by the City, on-call is defined as being paid to carry a pager for the City. Off duty is defined as neither on duty or on-call.~~

~~The presence of any detectable amount of prohibited substances in the employee's system while on duty. Detectable amount of illegal drugs is set forth in Part 40 of CFR 49 and alcohol is .02 as stated in section II of this Plan.~~

~~Prohibited substances include illegal drugs, alcohol, or prescription drugs not taken in accordance with a legally obtained prescription given the employee, or a legally obtained prescription or over the counter medication not taken in accordance with directions.~~

i. Evidence possession by confiscation in the course of duty and is in transit to be logged into evidence or as required by a police department employee's job duties shall not be a violation of this plan. Provided such possession shall be in accordance with Police Department policies and procedures.

ii. Firefighters who are dispatched to operate the City ambulance or other job duties in which the City ambulance is required shall not be in violation of this plan. Provided, such possession shall be in accordance with Fire Department policies and procedures.

b. The presence of any detectable amount of prohibited substances or alcohol in the employee's system while on duty shall be a violation of this Plan. Detectable amount of illegal drugs is set forth in Part 40 of CFR 49 and alcohol is .02 as stated in section II of this Plan.

c, Prohibited substances include illegal drugs, alcohol, prescription drugs or other mind altering substances derived from illegal substances not taken in accordance with the recommendation of a legally prescribed prescription medication or over the counter medication not taken in accordance with directions. Additionally, a substance which is illegal to possess in Wyoming shall not be deemed legal to consume or possess even if obtained with a valid prescription in another state.

B. Effective Date of Policy

1. This revised policy will become effective ~~April 5, 2010~~ , 2023, and remain in effect until amended by the City Governing Body.

2. Prospective and existing employees shall receive a copy of this plan and sign that they understand the policies in the Drug and Alcohol Plan. Copies of the Drug and Alcohol Plan are on file in the Human Resources offices and are available upon request.

C. Acceptance of Policy

1. Compliance with this policy is a condition of employment.

2. Acceptance of the terms of this policy shall not be construed to be a contract, written or implied, for long-term employment.

D. Applicability

1. Individuals Subject to Drug and Alcohol Policy: Any prospective employee or employee of the City of Sheridan. **This includes all employees of the City covered under Wyoming Workers Compensation**.

E. Circumstances for Testing

The City of Sheridan will test employees for drugs and/or alcohol under the following circumstances:

1. Pre Employment Testing

All job applicants will be required to submit to, and pass, a Pre-Employment drug test. Any applicant refusing to consent to testing will be denied employment.

2. Post Accident Testing

a. Persons Subject to Post-Accident Testing.

Any employee involved in an accident that damages City property/vehicles, private property, or any accident that results in a Workers Compensation claim will be required to undergo drug and/or alcohol impairment testing. Drug testing will be conducted ~~within 8 hours of the accident, but no later than 32 hours after the accident. Alcohol testing will be performed within two hours of the accident, and no longer than 8 hours after the accident.~~ immediately after being requested.

An "Accident" is defined as an unplanned, undesired event, not necessarily resulting in injury, but damaging to property and/or interrupting the activity in process.

b. Obligations of Employee Subject to Post-Accident Testing.

1) An employee who is subject to post-accident testing may not consume alcohol for 8 hours after the accident, or until he/she has taken an alcohol test as prescribed by this policy, whichever occurs first.

2) An employee who is subject to post–accident testing must undergo testing immediately after requested ~~remain readily available for such testing~~ and may not take any action to interfere with the testing or the results of testing.

3) An employee who does not abide by the two above obligations may be subject to disciplinary action up to and including termination.

3. Random Testing.

a. There are 2 separate random testing pools:

i. Commercial Drivers License. Employees required by their job duties to have a Commercial Drivers License are subject to random testing.

ii. Safety Sensitive Positions. Employees working in safety sensitive positions including, but not limited to: Police Officers, Communications Technicians, Community Services Officers, Evidence Technicians, Firefighters, Landfill Equipment Operators, and those with access to the Water Treatment Plants are subject to random testing.

b. For employees who are found within the above two pools, the following guidelines will be followed for administering random testing:

i. Random tests will only be administered during an employee's work time.
ii. Employees shall remain in the random selection pool at all times, regardless of whether or not they have been previously selected for testing.
iii. Employees shall be selected for testing by using a computer-based random number generator.
iv. No advance warning will be given to employees regarding the dates and times of random testing.
~~iv.~~v. Upon being notified of a random test, the employee's supervisor shall take the employee to the testing facility.

c. Random tests will be administered according to the regulations in Part 40 of CFR 49. To the extent permitted by law, random testing shall be conducted, at a minimum, on 20% of the average staff on an annual basis.

4. Reasonable Cause/Suspicion Testing

Any employee whom the City of Sheridan reasonably suspects may be affected by the use of drugs or alcohol which may adversely affect job performance, safety or the work environment will be required to submit to a drug and/or alcohol test. This includes instances when an employee demonstrates behavior that leads to the suspicion that he/she has used drugs or alcohol *prior* to work time.

a. A trained supervisor will make the decision whether there is reasonable suspicion to believe an employee is impaired by or under the influence of a drug or alcohol while on duty in violation of this policy.

In making a determination of reasonable cause, the factors to be considered include, but are not limited to the following:

1) Adequately documented pattern of unsatisfactory work performance, for which no apparent non-impairment related reason exists, or a change in an employee's prior pattern of work performance, especially when there is some evidence of drug related behavior on or off the work site.

2) Physical signs and symptoms consistent with substance abuse; or

3) Evidence of illegal substance use, possession, sale, or delivery while on duty.

b. Events After Determination Is Made

When a determination is made that reasonable suspicion exists that an employee may be under the influence of drugs or alcohol in violation of this policy, the employee shall be driven by a supervisor to the collection site for testing. The employee will be relieved of his/her duties pending the result of the substance abuse testing.

F. Refusal to Submit to Testing and Use of Adulterants

1. Any employee who refuses to submit to testing for any reason will be terminated. (Employees subject to Civil Service protection will be referred to the Civil Service Commission with a recommendation to terminate employment.)

2. A specimen containing an adulterant, a substance used to hinder the detection of a drug, will be treated the same as a positive test. Tampering with a specimen or substituting another specimen for one's own are acts also considered refusals to submit to testing. An employee who is found to have adulterated, tampered with or substituted another sample for their sample will be terminated. (Employees subject to Civil Service protection will be referred to the Civil Service Commission with a recommendation to terminate employment.)

G. Disciplinary Actions for Violations of Drug and Alcohol Prohibitions

1. Pre-hire:

Failure to pass a pre-hire drug test shall result in failure to hire a prospective employee

2 Post-hire:

a. First Violation: Refusal to test or failure to pass drug or alcohol test.
It shall be at the sole discretion of the City as to whether to proceed to immediate dismissal (Employees subject to Civil Service protection shall go through Civil Service process) or to pursue other measures such as, but not limited to referral to an EAP and random drug/alcohol monitoring. The City may consider, but is not required to do so, past conduct, years of service, prior on the job performance reviews, and any other factor as the City may bear on the decision to pursue rehabilitation or termination. If rehabilitation is the result, the employee must sign an agreement admitting violation of the policy and agreeing that any further violation will result in termination.

b. Subsequent Violation: Refusal to test or failure to pass drug or alcohol test.
Any subsequent violation will result in termination (Employees subject to Civil Service protection shall go through Civil Service process).

SECTION II. SAMPLE COLLECTION AND TESTING PROCEDURES

A. Collection of Samples

1. Drug testing under this policy will be conducted by approved means to include urinalysis, saliva and /or hair follicle tests. Pre-Employment testing may be conducted using one or more of these approved methods.

2. Drug testing for Random, Post-Accident and Reasonable Suspicion purposes will require a urinalysis following procedures set forth in Part 40 of CFR 49.

Note: Procedures set forth in Part 40 of CFR 49 require that a split specimen urine collection be sent to the Laboratory for testing following Department of Transportation Procedures for specimen collection. The City may request that alternative forms of testing (urine express, saliva and/ or hair follicle) be conducted in addition to the split specimen collection, provided that the additional and alternative methods for testing do not interfere with or take the place of the required specimen collection performed under Part 40 of CFR 49.

3. Evidential breath testing devices or a Q.E.D. saliva test may be used when measuring blood alcohol content in all circumstances for testing.

4. The collection site shall have all necessary trained personnel, materials, equipment, facilities, and supervision to provide for the collection, security, temporary storage, and shipping or transportation of specimens to a certified drug testing laboratory designated by the City of Sheridan.

5. Drug and alcohol tests will be scheduled during, immediately before, or immediately after the employee's regular work period or work time. Testing under this policy is considered work time and will be compensated at the employee's normal rate of pay.

B. Testing Procedures

1. The City of Sheridan shall use a drug-testing laboratory approved or certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) to confirm all initial non-negative express drug tests.

2. Positive drug tests will be confirmed by gas chromatography mass spectrometry. The City will not rely on an initial positive drug test unless the confirming drug test results have been reviewed by a licensed Medical Review Officer.

3. Alcohol testing will be performed by a Breath Alcohol Technician (BAT) at the hospital or designated medical facility. ~~or Saliva Test Technician (STT).~~ If the result of an alcohol screening test is an alcohol concentration of 0.02 Blood Alcohol Content (BAC) or greater, a confirmation test will be performed. The confirmation test will be conducted no sooner than 15 minutes, but not more than 30 minutes after the screening test. The results of these tests will be reported directly to the City of Sheridan.

C. Review of Drug Test Results

1. Medical Review Officer

The City of Sheridan shall contract the services of a Medical Review Officer (MRO). The MRO shall review all confirmed positive drug test results.

2. Reporting and Review of Results

a. The MRO shall review confirmed positive test results. The MRO shall first attempt to contact the employee within 48 hours of receiving the results from the laboratory to offer the employee an opportunity to discuss the test results.

b. This review shall be performed by the MRO prior to the transmission of results to the City of Sheridan.

c. An employee who receives a positive confirmed test result may contest or explain the result to the City of Sheridan within five (5) working days after written notification of the test result.

3. Prescription Drug Use

a. The use of prescription drugs and/or over the counter medications must be reported to the City if such use has the ability to impair the safe performance of job duties. In some circumstances, a Physicians' determination that using the drug or medication in question should not impair the ability of the employee to perform his/her job function may be necessary. It is the employee's responsibility to review all prescription drug labels and over the counter medications to determine whether side effects would potentially result in impairment.

If the prescription drug use has the ability to cause production or safety problems, a supervisor may grant the employee sick leave, if available, or temporarily assign the worker different duties.

b. Use of a prescription or legal drug that results in a positive drug test will be subject to disciplinary action when:

1) The employee failed to notify the employee's supervisor, before beginning work, that the employee was taking medications or drugs which might interfere with the safe and/or effective performance of duties;

2) Verification of valid current prescription or legal use of such drug is not provided upon request by the next scheduled work day; or

3) Misuse of the prescription or recommended drug has been established by the MRO.

4. Results Consistent with Legal Drug Use

a. If the MRO determines there is a legitimate medical explanation for the positive test result, the MRO may report the test result to the City of Sheridan as negative.

SECTION III. CONFIDENTIALITY OF RESULTS

A. General

1. All records relating to drug and alcohol testing will be maintained in a confidential file in a secure location with controlled access, separate from personnel files.

2. A communication received by the City of Sheridan relevant to an employees' drug and/or alcohol test and received through the City of Sheridan testing program is confidential and privileged, and will not be disclosed by the City of Sheridan except:

a. To the tested employee, prospective employer or another person designated in writing by the employee or prospective employee;

b. An individual designated by an employer to receive and evaluate test results or hear the the explanation from the employee or prospective employee;

c. As ordered by a court government agency; or

d. In any proceeding initiated by or on behalf of the individual arising from a positive test.

SECTION IV. EMPLOYEE'S RIGHT TO CONTEST

A. An employee is entitled to contest a positive result for the presence of drugs or alcohol. To contest a positive test, the Employee must follow the applicable civil service rules, if relevant, or notify the Human Resources Director in writing within 5 days of the positive confirmed test result and provide a statement of explanation or basis for contesting.

1. Except as otherwise allowed by law a review or prescribed by relevant civil service rules , the explanation or basis for contesting shall occur as follows:

a. An employee is not entitled to an evidentiary hearing or the right to a contested hearing;

b. The Human Resources Director shall review the explanation or basis for contesting the results;
c. Except as otherwise provided by law, the City Administrator's determination shall be final.

2. An employee whose confirmed positive test is overturned because of the explanation of basis for contesting shall have the test results stricken from their personnel file.
3. An employee who contests a disciplinary decision shall be subject to the procedures provided in the City Employee Handbook or applicable Civil Service Rules.

SECTION V. ON-CALL EMPLOYEES

A. General:

Employees who are called to work must be fit for duty upon arrival. If an employee is called to perform a job duty for the City on his/her off time, it is the responsibility of the employee to report to the supervisor any possible impairment due to drug or alcohol use before reporting for duty. Once an employee reports for duty and is perceived to be under the influence, the employee will be subject to the provisions of Reasonable Suspicion testing.

SECTION VI. EMPLOYEE ASSISTANCE PROGRAM (EAP)

A. The City provides assistance to any employee who voluntarily informs the City of a personal drug and/or alcohol use or dependency problem and requests assistance for such problem. Referral to the EAP for drug/alcohol rehabilitation may be recommended for violations of this Plan

B. The employee assistance program provides free, confidential short-term counseling to identify an employee's problem and, when appropriate, make referrals to outside organizations, facilities, or programs that can further assist the employee in resolving their abuse or dependency problems. Please see Human Resources for a complete copy of the Employee Assistance Program.

C. While undergoing evaluation and treatment, the employee will receive the same benefits provided for any other leave of absence.

SECTION VII. TRAINING

A. Employee Training

The City, for the purposes of this plan, will provide one hour per year of education and training on drug abuse and alcohol misuse to all employees. The education shall include, but not be limited to:

1. Informational material distributed to employees.

2. Distribution of the City of Sheridan Drug and Alcohol Plan regarding the use of prohibited drugs and alcohol to all employees.

3. Audio and video presentations.

B. Supervisor Training

Supervisory personnel will receive two hours of training per year regarding the Drug and Alcohol Plan. The training shall include at least 60 minutes of training on the signs and effects of controlled substance use, and at least 60 minutes

of training on the signs and effects of alcohol misuse. This training shall be for all supervisors who may need to make a determination whether an employee will be drug and alcohol tested for reasonable suspicion.

SECTION VIII. RIGHT TO SEARCH

Although efforts will be made to respect the privacy of our employees, the City of Sheridan reserves the right to conduct unannounced searches for illicit drugs and/or alcohol on the City of Sheridan premises, in City vehicles, facilities, equipment and on-site locations. Employees are expected to cooperate in the conducting of searches.

A search of an employees' personal property will be conducted only when cause exists to suspect that the employee is in violation of this policy.

SECTION IX. EMPLOYER RESPONSIBILITIES

A. General

1. All vacancy positions advertised by the City must include a statement that informs a prospective applicant that the employer implements a drug testing program.

3. The employer will post a notice that Substance Abuse Testing is a required condition of employment in the employee's work area.

4. The employer shall post a notice that the employers' Drug and Alcohol Plan and Employee Assistance Plan shall be made available to the employee as soon as is reasonably possible after request. The Policy and EAP will be on file in the office of the Human Resource Manager or Designated Employer Representative.

SECTION X. EMPLOYEE REPORTING REQUIREMENTS

1. All employees are required to report to management within 2 days any drug or alcohol conviction.

2. Reporting of a criminal charge.

a. Any employee who is required to have a commercial drivers license shall as soon as reasonably possible inform the City Human Resources department if a criminal charge for an alcohol or drug related offense has resulted in a suspended or revoked drivers license.

b. Employees working in safety sensitive positions including but not limited to: Police Officers, Communications Technicians, Community Services Officers, Firefighters, Evidence Technicians, Landfill Equipment Operators and those with access to the Water Treatment Plants are required to inform the City Human Resources department as soon as reasonably possible if they are charged with an alcohol or drug related offense.

SECTION XI. AT-WILL EMPLOYMENT

Although acceptance of the terms of this Policy and Procedure is a condition of employment, it does not affect the employee's status as an "at-will" employee. The employee remains free to resign his/her employment at any time for any or no reason, without notice. Similarly, the City reserves the right to terminate any employee's employment, for any or no reason, without notice except as provided for in Civil Service Statutes or a collective bargaining agreement. Nothing in this policy statement is meant to infer a contract, written or implied, for long term employment.

SECTION XII. COMPLIANCE WITH APPLICABLE LAWS

The City reserves the right to interpret, modify or revise this policy in whole or in part with notice to employees. The City will follow requirements of applicable law and the terms of this plan, provided that the plan is consistent with applicable law.

The City Administrator may amend this policy as may be needed to comply with all state and federal law without approval of the Governing Body.

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MEMORANDUM

Date: **November 8, 2023**
To: **City Governing Body**
RE: **Drug and Alcohol Policy**

The City Drug and Alcohol Policy was last updated in 2010. Consequently, the policy needed updated. The proposed changes from the prior policy include a new definitional section, distinctions between legal drugs and illegal drugs and general updates to form and language.

TARVER, KERNS & BUNTING, LLP



Brendon E. Kerns

CITY OF SHERIDAN, WYOMING

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Human Resources

MEMORANDUM

Project Name:	Discussion of Employee Handbook Updates - City Administrator Stu McRae, Human Resources Director Heather Doke and City Attorney Brendon Kerns
From:	Heather Doke, Human Resources Director
To:	Mayor and Council
CC:	
Date:	11/07/2023

Recommendation:

Staff recommends approval of the updated Employee Handbook.

Background:

There are some changes and updates that need to be made to the current employee handbook.

Discussion:

The following changes are being proposed to the Employee Handbook:

- Updating the dates throughout.
- Employee Assistance Plan (Page 12) - Our health insurance provider has added an Employee Assistance Plan that is available to employees who have elected to participate in the health insurance plan. Language needed to be changed to reflect this.
- Employment of Immediate Family (Page 20) - This section has been updated to clarify how this policy works for employees in the Police Department.
- Electronic Use Policy (Page 21) - Minor changes have been made to this policy based on recommendations made by our IT Manager and our Cybersecurity Insurance provider.
- Vehicle Policy (Page 24) - This policy has been updated to be in compliance with our Property and Liablity insurance policies.
- Appendix A and the pay scale have been updated to reflect current positions and the pay scale approved in the budget for the FY24 budget.

We have also proposed some changes to Employee Benefits based on feedback from our employee survey. They include:

- Vacation Leave (Page 7) - Changing vacation accrual for employees with 0-4 years of service from 80 hours per year to 96 hours per year.
- Sick Leave (Page 9) - Adding sick leave accrual for part-time employees. Part-time employees currently do not accrue sick leave, only vacation leave.
- Holidays (Page 10) - Adding another Personal Day to the list of paid holidays. The decision was made instead of adding another set holiday where City operations would be closed, to add another floating holiday that employees can use when they choose.

Just as a heads up, the Employee Benefits for the Firefighters are included in their contract instead of the Employee Handbook. Our proposal is to offer them 2 additional Personal Days. Because they work 24-hour shifts and they take their vacation 3 shifts at a time, this proposal works better for them. The Union membership will need to

approve this addition if it is approved.

Funding:
There will be no direct costs for any of these updates.

Attachments

Redlined Handbook



CITY OF SHERIDAN, WYOMING

Employee Handbook

July 1, 2023~~2~~

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INTRODUCTORY NOTICE

THE INFORMATION IN THIS HANDBOOK IS FOR GENERAL INFORMATION ONLY. IT GENERALLY OUTLINES YOUR RESPONSIBILITIES, BENEFITS, AND CITY GUIDELINES RELATED TO THE WORKPLACE. THE GUIDELINES, PRACTICES, AND PROGRAMS DESCRIBED IN THE HANDBOOK ARE SUBJECT TO CHANGE AT ANY TIME WITH OR WITHOUT NOTICE AND MAY NOT BE ALL-INCLUSIVE. WHERE THIS HANDBOOK CONFLICTS WITH BENEFIT PLAN DOCUMENTS, CIVIL SERVICE STATUTES, OR A COLLECTIVE BARGAINING AGREEMENT, THE PLAN DOCUMENTS, STATUTES, AND THE AGREEMENT WILL PREVAIL.

AT THE CITY OF SHERIDAN, NEITHER THE EMPLOYEE NOR THE CITY IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH THE CITY OF SHERIDAN IS AT-WILL. EITHER THE EMPLOYEE OR THE CITY HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON (EXCEPT INSOFAR AS SUCH MAY BE COVERED BY A LEGALLY BINDING COLLECTIVE BARGAINING AGREEMENT OR CIVIL SERVICE RULES). THIS HANDBOOK AND ANY VERBAL STATEMENTS BY THE CITY ARE NOT INTENDED TO AND WILL NOT CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION. NO REPRESENTATIVE OF THE CITY, OTHER THAN THE GOVERNING BODY, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, APPROVED BY THE GOVERNING BODY, AND SIGNED BY THE EMPLOYEE. THIS HANDBOOK SUPERCEDES ALL PREVIOUSLY ISSUED EDITIONS.

City of Sheridan Mission Statement

The City of Sheridan is dedicated to improving the quality of life with emphasis on public safety, exceptional service, livability and infrastructure, while being accountable and professional.

City of Sheridan Vision

We embrace "Our City" and its historical Western lifestyle and values while being focused on socio-economic diversity with open eyes, minds, and hearts in keeping Sheridan the community of choice for all.

City of Sheridan Core Values

Our Values are what define us both as individuals and as a collective group of people. At the City of Sheridan, we've selected these five values to emphasize the leadership role that every employee has in working as part of a team of teams, whether those teams are in another department within the City or at the County, State or National level. These values are paramount to meeting the mission of the City.

- **Make a Difference** – The primary purpose behind every City Staff action and activity is to make a positive difference in the lives of our Citizens.

- **Take Initiative** – In the absence of guidance, we seize opportunities to advance the Mission of the City of Sheridan.

- **Build Trust** –We operate with honesty, fairness and humility. We support others and interact with co-workers and citizens in a way that maintains confidence in the City. We must ensure that we daily earn the trust of the people of Sheridan, even when no one is watching us.

- **Show Optimism** – A positive attitude is a force multiplier and is contagious. We look for opportunities in every situation.

- **Promote Teamwork** – Together Everyone Achieves More and that only occurs through communication, cooperation, and collaboration with others.

EMPLOYMENT

Applicability

This handbook applies to all employees of the City of Sheridan. Certain positions are, by reason of the nature of their appointment, exempt from the provisions of this manual.

The following positions are exempt:
- Elected officials
- Council appointees
- Council appointed committees and commissions

Civil Service personnel are subject to this handbook except where there is conflict with the current collective bargaining agreement, the Civil Service Rules, or Wyoming State Statutes.

Equal Employment Opportunity (EEO)/Unlawful Harassment

The City of Sheridan is dedicated to the principles of equal employment opportunity. The City prohibits unlawful discrimination against applicants or employees on the basis of race, color, religion, sex (including pregnancy, sexual orientation or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history), or any other status protected by applicable federal, state or local law.

This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

Americans with Disabilities Act (ADA) and Religious Accommodation

The City will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the City or cause a direct threat to health and safety. The City will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the City. Employees needing such accommodation are instructed to contact their supervisor or the Human Resources Director immediately.

Sexual Harassment

The City strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined a unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.

- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to always conduct themselves in a professional and businesslike manner. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on the protected classes listed above, including sexual harassment, please use the following complaint procedure. The City expects employees to make a timely complaint to enable the City to investigate and correct any behavior that may be in violation of this policy.

Report the incident to your immediate supervisor or department head who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Human Resources Director.

The City prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure outlined above.

If the City determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

Employee Status

Full-time Employee
An employee normally scheduled to work 40 hours per week. Full-time employees are currently eligible for all City benefits.

Part-time Employee
An employee normally scheduled to work less than 40 hours per week. Part-time employees are currently eligible for some City benefits on a pro-rated basis based on average hours worked.

Temporary/Seasonal Employee
An employee who is hired in a job established for a temporary period or for a specific assignment. Temporary/Seasonal employees are currently ineligible for City benefits.

Exempt Employee
An employee who is not eligible for overtime pay

Nonexempt Employee
An employee who is eligible for overtime pay

EMPLOYEE BENEFITS

Employee Insurance Coverage

The City of Sheridan provides employee insurance programs for full-time, employees. Part-time employees are eligible for insurance coverage at a prorated rate based on average hours worked. The City, at its discretion, has the right to change its health insurance coverage by increasing deductibles and/or changing coverage. Retired employees may choose to sign up for retiree health insurance coverage through our current provider, Wyoming Educators Benefits Trust (WEBT), provided they meet the following conditions:

1. The retiring employee must have a combination of years of service and age totaling eighty (80).
2. The retiring employee must not be eligible for medical coverage under any other group or through Medicare/Medicaid.
3. The retired employee shall be responsible for the payment of all premiums for his/her insurance benefits.

For more specific information on benefit coverage and provisions, please refer to the appropriate plan documents or contact the Human Resources Department.

Vacation Leave

Vacation leave accrues monthly. Accruals will be calculated at the beginning of the week when an employee receives the second paycheck of each month if the employee worked during the previous month. Employees may use accrued leave as soon as it is accrued.

Employees transferring within a department or between departments shall retain their years of service for accrual rates.

1. Vacation leave for full-time and part-time employees accrues as follows:

a) **Full-time Employees**

Length of Service	**Vacation Leave**
0 through 4 years	96~~80~~ hours/yr
5 through 9 years	120 hours/yr
10 through 14 years	160 hours/yr
15 through 24 years	200 hours/yr
25 or more years	240 hours/yr

b) **Part-time Employees**

30+ hrs worked/wk	**Vacation Leave**
0 through 4 years	6 hrs/mo
5 through 9 years	8 hrs/mo
10 through 14 years	10 hrs/mo
15 through 24 years	12 hrs/mo
25 or more years	14 hrs/mo

<30 hrs worked/wk	Vacation Leave
0 through 4 years	4 hrs/mo
5 through 9 years	6 hrs/mo
10 through 14 years	8 hrs/mo
15 through 24 years	10 hrs/mo
25 or more years	12 hrs/mo

Note: Since part-time employees do not earn sick leave, they may use vacation time as their sick leave.

Suspension of Leave:

Any leave or holidays provided for in this section may be suspended during any period of emergency declared by the City Administrator in consultation with the City Governing Body.

Schedule of Leave:

The scheduling of vacation shall be at the discretion of the head of each department Supervisor.

Granting of Vacation Leave:

An employee must request leave through their supervisor at least one (1) week in advance of taking leave, unless prior notice was not possible due to unusual circumstances.

Employees must request time off using the electronic timekeeping system and have it approved by their supervisor.

Pay in Lieu of Vacation Leave: Pay in lieu of vacation leave will be granted in accordance with the following:

a) If an employee's employment ends and they have unused vacation leave, the employee will be paid for the unused accrued vacation leave.

b) If an employee dies and has unused vacation leave, the salary equivalent of the unused accrued vacation leave will be payable as directed by the employee's beneficiary form or to the decedent's estate.

Maximum Accrual:

Accrual of vacation leave will be limited to 240 hours for full time employees Accrual of vacation leave will be limited to 120 hours for part time employees who average working 20-30 hours per week. Accrual of vacation leave will be limited to 192 hours for part time employees who average working 30-40 hours per week if an employee's vacation leave balance reaches the limit, there will be no further accrual of vacation leave until the balance is reduced below the limit.

Sick Leave

The City's sick leave policy is established to help employees with the financial burden of lost work time incurred because of illness.

Sick leave accrues monthly. Accruals will be calculated at the beginning of the week when the employee receives the second paycheck of each month if the employee worked the previous month. Employees may use accrued sick leave as soon as it is accrued.

~~Full-time~~ ~~e~~Employees shall be granted sick leave in cases of their own illness if they have leave available. Sick leave may also be used for illness or death in the employee's immediate family. Immediate family includes: spouse, child, parent, stepparents, parents-in-law, stepchildren, children-in-law, siblings, half-siblings, step-siblings, siblings-in-law, grandparents, step-grandparents, grandparents-in-law and grandchildren. Sick leave may also be used for medical, dental or optical appointments.

To receive sick leave benefits, an employee must notify their department head or supervisor on the first day of absence, or as soon thereafter as possible.

Verification of Illness:

For illness extending for three (3) working days or more, the employee may be required by their supervisor to provide a certification of illness and recovery by a physician or practitioner. Verification of illness for absences of lesser duration may be requested of the employee at the discretion of the supervisor.

Accumulation:

Full time employees will earn eight (8) hours of sick leave for each month of service and may accumulate up to 960 hours. Part time employees will earn six (6) hours of sick leave for each month of service and ma accumulate up to 720 hours.

Granting of Sick Leave:

Sick leave must be requested in the electronic timekeeping system. If the sick time was not scheduled before the absence, the time must be requested immediately upon return to work by the employee.

Conversion of Sick Leave:

a) Upon separation or termination employees will be paid out one-third of their unused sick leave balance.

b) If an employee dies and has unused sick leave, the salary equivalent of one-third (1/3) the unused sick leave will be payable as directed by the employee's beneficiary form or to the decedent's estate.

Leave Donation Program:

The purpose of this program is to provide accrued sick leave to another City employee who, because of a serious medical condition, has exhausted all accrued time off.

a) A City employee, who has a minimum of eighty (80) hours of sick leave may donate up to sixteen (16) hours of sick leave per calendar year to a City employee who has an immediate need for such assistance. Employees who are affected by a serious medical condition may request in writing to become sick leave recipients to the Human Resources Director. The

Human Resources Director will email requests and forward requests to all departments for posting on department bulletin boards. The requests will remain posted for ten (10) days. If, after reviewing the request for sick leave donations, a City employee decides to participate in the donation program, the donor shall fill out a form specifying the number of hours to be donated, and the name of the employee to whom the donation is being made and turn it in to the Human Resources department. Donated leave will be used on a "first in, first used" basis.

b) The maximum number of sick leave hours which may be donated to an employee is 120 days or 960 hours in a year from the time it is requested.

c) Sick leave and vacation leave will not accrue while the employee is using donated leave.

Holidays

The following paid holidays/personal days shall be observed by the City of Sheridan**:**

1. New Year's Day
2. President's Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Veterans Day
7. Thanksgiving Day
8. Day After Thanksgiving
9. Christmas Day
10. Personal Day
~~10.~~11. Personal Day

One Personal Day is earned each fiscal year. This Personal Day must be taken during the fiscal year it is earned or be forfeited.

Full-time employees will receive eight (8) hours of holiday pay paid at their regular hourly rate for each observed holiday and eight (8) hours paid at their regular hourly rate for their Personal Day. Part-time employees will be paid holiday hours as follows at their regular hourly rate based on average hours worked the month before the holiday:

Average hrs worked/week	**Holiday Leave**
20-30 hours	4 hours/holiday
30-40 hours	6 hours/holiday

Paid Holiday and Vacation:

If a paid holiday occurs during an employee's vacation, the employee shall receive that day as holiday time rather than vacation time.

Holiday Occurring on Sunday:

When an observed holiday occurs on a Sunday, the next day, (Monday), shall be the observed holiday.

Holiday Occurring on Saturday:

When an observed holiday occurs on a Saturday, the previous day (Friday), shall be the observed holiday.

Bereavement Leave

All employees shall be granted up to four (4) working days with pay when a death occurs in the employee's immediate family. Immediate family includes: spouse, child, parent, stepparents, parents-in-law, stepchildren, children-in-law, siblings, half-siblings, step-siblings, siblings-in-law, grandparents, step-grandparents, grandparents-in-law and grandchildren. If circumstances necessitate additional time off, the employee may use other leave, with the approval of their supervisor.

Funeral Leave

Funeral leave is intended for use by employees to attend the funeral of a fellow city employee. The City Administrator, in conjunction with the department heads, may grant employees up to two (2) hours paid leave for funeral leave

Employee Development

The City recognizes the value to the City and community of an educated, trained work force. The City understands the need to develop employees to a high level of proficiency. The City will strive to promote, transfer and cross-train employees in the best interests of the City. The personnel actions described below shall be based solely upon the qualifications of the employee and the need for the City to maintain a competent workforce.

Seminar/Conference Fees & Travel Expenses:

a) Seminar/conference fees and travel expenses for pre-approved job-related training classes and conferences shall be reimbursed.

b) Employees shall complete the Request to Attend Class or Training Form. The forms are to be submitted to the City Administrator, through the Director of Human Resources, for signature prior to attendance.

c) Upon completion of the class or conference, employees must complete a request for reimbursement, or City credit card reconciliation, and attach all necessary receipts and documentation.

Certification Exam Fees:

d) Fees for taking certification examinations needed to advance in their position will also be reimbursed by the City upon passing the exam.

Continuing Education Reimbursement:

e) The City Administrator may approve up to $200.00 per credit hour up to a maximum of $2,500 per fiscal year (subject to budget approval by the Governing Body) incurred by an employee for continuing education through an accredited program that either offers growth in an area related to his or her current position or might lead to promotional opportunities.

f) Reimbursement percentage up to the maximum specified above is based on the grade received in the class as follows:
   A - 90%
   B - 80%
   C - 70%
   D&F - Nothing

g) The employee will be responsible for costs above the per credit hour and/or annual limit.

h) Expenses that may be reimbursed under this program include tuition, fees and books. In order for the employee's expenses to be considered for reimbursement, all of the following conditions must be met:

i) The employee must have and maintain satisfactory performance during the period of time they are attending school and requesting reimbursement of expenses.

j) The employee must receive a passing grade of "C" or better.

k) The employee must complete a Pre-Approval for Class form and have it approved by their Department Head, the HR Director, and the City Administrator prior to taking the course. Upon completion of the class, the employee must complete and submit a Reimbursement for Class Form along with receipts and evidence of grades for courses taken to their Department Head and the City Administrator.

l) Requests for reimbursement must be submitted within 2 months of completion of the course.

m) If an employee leaves City employment prior to completing the course, the City will not reimburse course costs.

Membership in Professional Organizations or Societies

At the discretion of the City Administrator, an employee's membership dues in work related professional societies and organizations may be paid by the City.

Employee Assistance Plan

The City of Sheridan attempts to provide a practical, constructive mechanism for assisting employees with personal problems which may affect the work situation The City of Sheridan believes that an employee's job performance may also be affected when a member of his or her family is experiencing personal issues. For this reason, the City of Sheridan extends the same offer of referral to any member of the employee's immediate family.

The Employee Assistance Program(s) (EAP) areis offered to all employees and their family members.

The City of Sheridan will encourage employees and family members who are experiencing personal problems to take advantage of the assessment, counseling and referral services available. The use of these services is on a voluntary basis through the EAP. Problems may include emotional and mental issues, family concerns, alcohol and drug problems, and questions related to financial and legal concerns. Early intervention and assistance minimizes the adverse impact on an employee's personal/family life and job performance.

An employee's acceptance, rejection, or failure to respond to treatment does not diminish the employee's responsibility to meet required job performance standards. Employees are only eligible for the EAP services while they are active employees.

All EAP services (aAssessment, referral, and short-term counseling, if available, and follow-up) through the EAP services, are free of charge. In some instances, referrals to service providers outside the EAP may be recommended. Any costs for services outside of the EAP are the

employee's responsibility. The employee is also responsible for determining if the outside services recommended by the EAP are covered under his or her health benefit plan.

LEAVES OF ABSENCE

Family and Medical Leave Act (FMLA)

The City provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Where two spouses are employed by the City, their combined leave will be limited to twelve (12) work weeks during any twelve-month period if the leave is taken for:

- birth of the employee's son or daughter or to care for the child after birth
- for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement
- to care for the employee's parent with a serious health condition.

Military Family Leave Entitlements:

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

Benefits and Protections:

During FMLA leave, the City maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees as defined by FMLA) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements:

Employees are eligible if they have worked for the City for at least 12 months and worked at least 1,250 hours over the previous 12 months.

Definition of Serious Health Condition:

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

Use of Leave:

The maximum time allowed for FMLA is 12 weeks in the 12-month period, or 26 weeks as explained above. The twelve (12) month period shall commence the first day leave is used.

An employee does not need to use FMLA leave in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the City's consent may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Substitution of Paid Leave for Unpaid Leave:

The City requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave must be taken in compliance with the City's normal paid leave policies. FMLA leave is without pay when paid leave benefits are exhausted.

Employee Responsibilities:

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as is practicable and comply with the City's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection, the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees shall be required to provide a certification and periodic recertification supporting the need for leave. The City may require second and third medical opinions at the City's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the City's attendance guideline. Employees on leave must contact the Human Resources Director at least two (2) days before their first day of return.

The City's Responsibilities:

The City will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the City must provide a reason for the ineligibility.

Unlawful Acts:

FMLA makes it unlawful for the Company to:

1) Interfere with, restrain, or deny the exercise of any right provided under FMLA.

2) Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the City.

Military Leave of Absence

Employees having a reserve status in any branch of the U.S. Armed Forces or the Wyoming National Guard or National Reserves will be paid up to 15 working days of military leave each calendar year to attend training programs. This leave is in addition to any sick and vacation leave to which the employee may be entitled. Any leave to fulfill military obligations beyond the 15 days may be vacation, personal leave, or leave without pay.

A military leave of absence will be granted to employees who are ordered to active duty. Notice of military leave and orders must be given to the supervisor as soon as they are available. During the period of active duty, the employees are paid and re-employed in accordance with the laws governing veteran's re-employment rights. Paid sick and vacation leave continue to accrue during unpaid Military Leave.

Workers' Compensation

Employees injured while in the performance of their assigned responsibilities may receive benefits as provided by the Workers' Compensation Act.

While the employee is receiving temporary disability benefits for on the job injuries, the employee will pay his/her contribution to the group health/dental plan. The City will continue to pay the employer's contribution to the group health/dental insurance plan.

The employee may use their accrued sick leave (or other leave) to supplement their temporary disability payments to receive their regular wage.

The employee shall use FMLA (if he/she is eligible) leave in conjunction with temporary disability leave.

When an injured employee has been off work and receiving temporary total disability benefits, a doctor must certify when the employee is able to return to work, full or light duty. If a doctor recommends the employee for light duty, the City will determine if a position exists that the employee can do within his/her restrictions. Light duty is limited to twelve (12) months.

Jury Duty or Court Directed Witness

The City recognizes jury duty as a civic responsibility of everyone. Upon presentation of an authorized court directive, or equivalent, to the employee's supervisor, the employee shall be granted leave of absence. Employees shall not lose regular pay or leave accrual while serving on jury duty or while appearing as a witness on behalf of the City in a court proceeding. Employees are expected to report to work on any day that jury duty hours reasonably permit.

An employee required to appear in court as a witness on matters in civil proceedings shall be granted vacation leave, personal leave or leave without pay at the discretion of the supervisor. Any City employee called as a witness in their official capacity (i.e., Police Officer) will be paid for the period they are a witness. If the employee is called as a witness during off duty periods, the employee shall be compensated for a minimum of two (2) hours.

Voting

Voting is an important responsibility we all assume as citizens. The City encourages employees to exercise their voting rights in all municipal, state, and federal elections. Employees shall be granted up to two (2) hours off work, at the convenience of the supervisor or department head for voting purposes in any primary, general, or special election. If an employee does not have three (3) or more consecutive non-working hours during the time the polls are open, up to 1 hour of that time may be compensated.

EMPLOYEE COMPENSATION

Pay Days

Employees are paid on a biweekly basis, every other Friday. Pay will be automatically deposited into the bank account(s) of the employee's direction.

Pay information may be accessed online through the employee self-service portal. Please contact the Human Resources Department for information on how to set up an account.

Overtime Compensation

Non-exempt (hourly) employees receive overtime payment for actual hours worked in excess of forty (40) hours per work week at one and one-half times their normal compensation rate. The

work week begins at 12:01 a.m. on Sunday and ends at 12:00 a.m. midnight on Saturday. All overtime is to be approved by the immediate supervisor or department head. Sworn police personnel and fire department personnel receive overtime based on FLSA rules that apply and the work period established by the department or collective bargaining agreement.

Pay for Exempt Employees

Exempt (salaried) employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period based on a weekly basis. The City is committed to complying with salary basis requirements which allows properly authorized deductions.

Deductions from salaries that are permissible:

- **Personal Absences.** Employers may deduct for full day absences for personal reasons other than sickness or disability.
- **Absences for illness or injury.** Employers may deduct for full day absences due to illness or injury.
- **Absences for FMLA Leave.** Employers may deduct for full day absences taken as FMLA leave and partial day absences for hours taken as intermittent or reduced FMLA leave.
- **Infractions of safety rules.** Employers may deduct for penalties imposed when salaried employees violate safety rules.
- **Infractions of workplace conduct rules.** Employers may suspend exempt employees with pay for full days for infractions of workplace conduct rules. This deduction is meant to cover only suspensions for "serious workplace misconduct" such as sexual harassment or drug and alcohol violations.
- **First or last weeks of employment.** Employers may make partial week payments during an employee's first or last weeks of employment.

If you believe an improper deduction has been made to your salary, you should immediately report this information to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

On-Call Compensation

When an hourly employee's job requires that he/she be on-call, they will be compensated at a flat rate for each hour they are on-call and not scheduled to work. This pay is specifically for the employee(s) to be available during non-productive hours. If the employee is scheduled to work while he/she is on-call, no flat rate on-call compensation will be provided for the hours worked. If the employee is called to duty during any off-duty time, they will be compensated for the hours worked (minimum of two hours) at overtime rate in place of the flat rate on-call pay. The current on-call rate of pay is $2.00 per hour.

Job Classification and Compensation Plan

The City shall develop and maintain a job classification and compensation plan covering all employees of the City. Each position within the City shall be classified into one of the City's classifications for salary purposes and assigned to a particular salary grade. No person shall be employed by the City for any position for which there is not a complete and accurate description within the plan. Market surveys shall be conducted every three to five years to update this plan.

The Human Resources Department is responsible for all matters related to the development and maintenance of this plan.

Attached at the end of this Employee Handbook are the charts indicating the titles of positions, accompanying pay grade and FLSA classification, and the salary scale, titled Appendix A.

The position classification plan shall be used by the City of Sheridan in the following areas:

1. In providing standard job descriptions to promote understanding by public officials, employees and the general public.
2. In determining organizational structure, lines of authority, responsibilities and staffing requirements.
3. Creating an effective recruitment, examination and selection program.
4. Establishing an employee evaluation and training program.
5. Providing information to be used in the maintenance of the compensation plan.
6. Determining promotional steps and assisting in career growth.

Merit/Scale Increases

The City of Sheridan may award merit increases based on Governing Body approved funding (in the form of merit raises and/or merit payments, as defined below) to employees based on job performance as supported by annual performance appraisals.

The amount of each merit raise will be based upon the availability of funding and equitable allocation procedures proposed by the City administration and as approved by the Governing Body as a part of each annual budget. Merit increases may not exceed 5% in the employee's grade.

In the budget, the Governing Body will determine the total amount of funds available for merit increases.

A merit increase is defined as a compensation increase based on work performed but not associated with a promotion or change in job title. A merit increase may only be awarded once annually.

Two types of merit increases may be awarded:

- Merit Raise – An employee may be granted a merit raise that is added to the employee's base salary.

- Merit Payment – An employee may be granted a lump sum merit payment that is not added to the employee's base salary. Merit payments are subject to the standard payroll deductions.

The Governing Body will also determine during the budget process if an adjustment to the entire pay scale is necessary, supported by current market conditions and the availability of funds.

WORK ENVIRONMENT

Drugs & Alcohol

The City is committed to a safe, healthy, and productive work environment for all employees, free from the effects of illegal or non-prescribed drugs and alcoholic beverages. Use of drugs and alcohol alters employee judgment resulting in increased safety risks, employee injuries, and faulty decision making. Therefore, the possession, use, sale of controlled substances or alcohol on City premises or during City time is prohibited.

The Human Resources Department provides a list of community resources for substance abuse treatment and prevention services which is posted throughout the City.

Testing is an important element in the Company's efforts to ensure a safe and productive work environment. The City has issued a separate plan for this testing program. Please refer to the City of Sheridan Drug and Alcohol Plan for the full plan and contact the Human Resources Department or your supervisor if you have specific questions.

Tobacco

The City values its employees and sees smoke-free facilities as a healthier work environment. The City is dedicated to providing a healthful, comfortable, productive environment for all personnel.

The City of Sheridan prohibits the use of any form of tobacco products, whether smoke or smokeless tobacco, in City facilities and City vehicles. This includes, but is not limited to: cigarettes, pipes, chewing tobacco, and e-cigarettes (vaping).

Anti-Violence

Employees shall not at any time engage in physical or verbal intimidation (including profane language), threatening or violent conduct, vandalism, or sabotage. When working, employees shall not use firearms and/or possess firearms on their person or in a City vehicle, or engage in any other act which in management's opinion is inappropriate in the workplace. In addition, employees must refrain from making inappropriate or offensive comments regarding violent events and/or behavior. The prohibition of certain actions above are permissible if such actions are performed or conducted in a manner consistent with the professional standards which are required of the employee when acting within their official capacity. Employees are expected to report any prohibited conduct to their supervisor.

Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.

Attendance

All employees are expected to be on time to work. In addition, regular attendance is considered an essential function and it is necessary for the efficient operation of the City.

Employees who are going to be absent or late must contact their supervisor as soon as ~~is~~ possible prior to the start of their shift. Failure to call in when absent for two consecutive days will result in termination.

During times of inclement weather or natural disaster, it is essential that the City continue to provide vital public services. Therefore, it is expected that employees will make every reasonable effort to report to work provided that doing so does not endanger their personal safety. City Administration will notify employees of emergency closures via the City email system, or other designated means.

Unless the City Administration announces an emergency closure applicable to an employee's position, an employee who is unable to report to work or leaves work early because of inclement weather conditions shall be required to use personal or vacation time or leave without pay for the time off.

Performance Appraisal

All City employees shall receive a written performance appraisal prepared by their supervisor on an annual basis. Appraisals are based on the job duties and responsibilities of the employee's position as identified by the approved job description as well as the City of Sheridan Core Values. All evaluations shall be discussed with employees and employees will sign the form to indicate that the evaluation was discussed with them. The original completed evaluation will be maintained with the employee's personnel file.

Any employee may submit a request for review if they do not agree with their performance appraisal. The request must be in writing and submitted to the Human Resources Department within 30 days after the appraisal is given. The Human Resources Department will review the appraisal with the appropriate personnel and respond to the employee in a timely manner.

Employment of Immediate Family (Nepotism Policy)

In some circumstances, hiring immediate family members of current employees may appear to involve favoritism and be detrimental to morale and organizational goals. To avoid any possibility of favoritism and to prevent other practices or situations which may be detrimental to the City and City employees, special rules have been developed regarding the hiring and employment of immediate family members.

Immediate family members may be considered for employment with the City. However, under no circumstance is a person to be hired or promoted simply because of a relationship with a current employee. Also, employees may not attempt to influence employment decisions on behalf of immediate family members.

Immediate family members must meet the requirements of the open position and all employment procedures will be followed in the hiring of an immediate family member.

Immediate family members may not work together on the same shift in the same department or be in a reporting relationship with each other.

If two employees on the same shift in the same department should marry or qualify as immediate family members through marriage, it will be necessary for one to move to another shift or department as soon as a position is available for which they have the necessary qualifications. Provided, with those located in the Police Department may continue in the Department when: (1) The employees are in different divisions and approval has been obtained by the Police Chief; or (2) If the employees are on the same shift, neither is in a supervisory role and approval has been obtained from the Human Resource Director.

Outside Employment/Financial Interest

Employees of the City of Sheridan are required to provide the City with satisfactory job performance. Accordingly, employment with the City of Sheridan should be the first priority of all City employees. If an employee wishes to engage in outside employment or ownership in a business, the employee may do so upon completing the "Notice of Outside Employment of Financial Interest" form and having it approved by their Department Head, Human Resources Director, and the City Administrator. If the outside employment or business interest is determined to be a conflict of interest, the interest of the City shall prevail. The City of Sheridan recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the City. It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a supervisor. The list below suggests some of the types of activity that indicate improper behavior:

1. Simultaneous employment by another company that is a competitor of or supplier to the City of Sheridan.

2. Carrying on City business with a company in which the employee, or a close relative of the employee, has a substantial ownership or interest

3. Holding a substantial interest in, or participating in the management of, a company from which the City makes purchases.

4. Accepting substantial gifts from an outside organization or company.

5. Misusing privileged information or revealing confidential data outside the City.

6. Using one's position in the City or knowledge of its affairs for personal gains.

Employees must also notify the City if they or an immediate family member have a financial interest in any company that does business with the City of Sheridan.

Electronic Use Policy

Employees of the City of Sheridan will be granted access to the Internet through the City's networked computer system. Access to City networks offers vast, diverse, and unique resources that should promote productivity by facilitating resource sharing, innovation, information gathering, and communication. City employees should be aware that City work stations, smart phones, tablets and other equipment, including any data, history or information kept, generated, located or transmitted ~~or located~~ on the electronic device is City property, not personal property, and should be used accordingly. The destruction, deletion or removal of any data, history or information; or prevention of transmission, with the intent to prevent it from being made available to the public or the City is a criminal offense and may be grounds from the employee's termination.

Employees who use our computer network will have access to information and people around the world. Unfortunately, it is possible to access unsuitable information or sites on the internet even though the City has installed filters and firewalls as preventative measures. The City is not responsible for the quality or content of material that has been created elsewhere. The City has developed guidelines to provide assistance in using the network appropriately.

Accessing the City's networked computer system is a privilege, not a right. The use of City networks should be in support of the functions, goals and objectives of the City. Employees using computers linked to the City network are responsible for adherence to City regulations at all times. It is suggested that Internet use be matched as closely as possible to work activities.

When using the City's networked computer system, City staff shall adhere to the following guidelines:

- Employees should not intentionally send anonymous messages or represent a message to have been written by someone else. All correspondence sent by network users should be clearly identifiable as to its originator. Personal communications between individuals or groups should not be quoted without the original author's prior consent.

- Employees shall not intentionally reveal anyone's personal information such as name, home address, or phone number using the City network. Employees are not to give out passwords, allow others to use their account, or use another individual's account.

- Employees are not to engage in vandalism. Vandalism is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware, or to harm or destroy data or another user or any agencies or networks that are connected to the system. This includes, but is not limited to, the creation or intentional transmission of computer viruses or other malware or malicious code.

- The City may review, audit and download e-mail messages that are sent or received by its staff members and may monitor staff internet access. All email communication is considered public information.

Due to the technical nature of using the Internet, the City will not be held responsible for any damages that employees may suffer as a result of using the network. This would include the loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions. Use of any information obtained via the City's internet service is at the employee's own risk. Any personal information stored on City computers may be subject to deletion. The City specifically denies any responsibility for~~of~~ the accuracy or quality of information obtained through its services. City computers are set-up to block unauthorized programs in an attempt to protect City computers and the network. Employees that compromise their workstation or the network could lose saved information should unauthorized use require the computer to be fixed. In this situation it may be necessary for City technicians to return the workstation to the base configuration.

City employees using the computer network are expected to act in a responsible, ethical, moral, and legal manner in accordance with City policy, regulations, and state, federal or local law. A number of actions are prohibited. No City employee may use the network:

1. To knowingly facilitate illegal activity.

2. To conduct commercial or for-profit activities, except for City purposes which have been approved.

3. To intentionally send or post comments which are slanderous or defamatory, or which violate state or federal laws or City policies against discrimination, including sexual harassment. City employees may not use the network to make threats of violence or to facilitate illegal harassment or stalking.

4. To knowingly engage in the unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.

5. To intentionally access or email material which is illegal under state, federal, or local law, including, but not limited to child pornography or obscene materials, as defined by law. No City employee may use the network to intentionally access or email websites, files, video, images, text, or other material which is pornographic or sexually explicit.

6. To intentionally play games, find entertainment, or conduct personal (non-City) business, except that the employees may make occasional, but limited personal use of the network if such use is brief in duration, does not interfere with the performance of job duties, does not adversely impact the network resources, and is otherwise consistent with all City policies and regulations.

7. To intentionally obtain or modify files, passwords or data belonging to another user;

8. To log onto the network using someone else's password under false pretenses;

9. To fraudulently copy communications, or to knowingly modify files, or other electronic media;

10. To intentionally destroy, modify, or abuse City hardware or software;

11. Any other offense or infraction that the City deems inappropriate.

All computer files, documents, and software created or stored on the City's computer systems are subject to review and inspection at any time. Employees should not assume that any such information is confidential, including e-mail either sent or received.

The inappropriate use of electronic information can be considered a breach of City policy and it may be a violation of local, state, or federal laws. Employees that violate the terms of this policy may be subject to disciplinary actions including termination. (Employees covered by Civil Service may be referred to the appropriate Civil Service Commission.) The City reserves the right to deny network access to any user identified as a security risk. In more serious situations, violators will be turned over to the proper legal authorities.

Disciplinary Action

Occasionally performance or other behavior falls short of the City's standards and/or expectations. This could be among other reasons, for unacceptable job performance, violations of City or departmental policy or nonconformance with acceptable employee behavior.

In the event that discipline is necessary, the following types of actions may be used, depending on the specific circumstances:

- Verbal Counseling or Coaching
- Written Disciplinary Notice
- Performance Improvement Plan
- Suspension
- Demotion
- Termination

Department heads or supervisors in consultation with the Human Resources Director and the City Administrator shall determine the form of discipline to be applied in any particular circumstance. The City utilizes its discretion to determine when employee discipline is appropriate, and what disciplinary measures are appropriate under any particular circumstance. Depending on the nature, frequency and severity of the violations involved, and the position and

performance history of the employee, disciplinary action may take any of the forms listed above, or any other measure that the City believes may be effective in addressing the situation. Disciplinary action is not limited to these actions, nor will discipline necessarily be progressive, which means that the City reserves the right to select any disciplinary measure without first using less serious measures, depending on the circumstances. All employees are at-will employees, meaning that either the City or the employee can terminate the employment relationship at any time with or without cause or notice. The fact that the City may decide to impose discipline rather than termination in any particular situation does not alter the at-will nature of the employment relationship.

Termination of an employee shall be the responsibility of the Department Head. The Human Resources Director and City Administrator must approve such action in advance.

Dispute Resolution Process

An employee who disagrees with or is dissatisfied with a City action or policy should promptly discuss the matter with their immediate supervisor, where appropriate. This discussion should be held shortly after the incident. Timely held discussions will enhance the City's ability to resolve concerns while they are fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to the next level or the Human Resources Director, whichever is appropriate.

Ethical Conduct

Employees shall conduct their official duties with integrity, impartiality, and in the public interest. They shall conduct both their official and private affairs so as not to give a reasonable basis for the impression that any employee can be improperly influenced in the performance of their official duties. Employees shall conduct themselves as to maintain public confidence in the City. Employees should avoid the appearance of conflict between public duties and private interests.

Job Vacancies and Posting

Notices of any vacancies in the City shall be sent to all departments by the Human Resources Department to be posted on a bulletin board, located in each department, at the same time as the position is advertised to the general public.

Personnel Files

The City keeps a personnel file as a record of your employment. It is important for this record to be up-to-date and complete. This enables the City to reach you in an emergency, forward your mail, and properly maintain your insurance and other benefits. It also helps keep track of your payroll deductions and many other things that concern you as an employee. Notify the Human Resources Department immediately if you have changes in any of the following areas: Name, residence, telephone, email, marital status, insurance changes, tax changes, emergency contact, and other relevant information.

Vehicle Policy

City vehicles shall be operated in compliance with existing State Statutes, City Ordinances, and City policies and procedures. This policy shall supersede any former or current individual departmental or divisional policies.

Employees operating City vehicles must have in their immediate possession a current, valid, and applicable vehicle operator's license. Motor Vehicle Records (MVR) will be checked annually on all employees. The MVR will be reviewed to ascertain if the employee holds a valid license and their driving record is within the parameters set by City management. Should an employee knowingly have an invalid, cancelled or suspended license, for any reason, they shall immediately notify their supervisor.

MVR checks which reveal any of the following:

- Driving while intoxicated or while disabled by use of drugs;
- Refusal to take a breath analyzer test;
- Two or more preventable accidents in a twelve (12) month period;
- Fleeing the scene of an accident;
- Homicide or assault arising out of the operation of a motor vehicle, or criminal negligence in the operation of a motor vehicle resulting in death;
- Driving while license is suspended or revoked;
- Reckless or dangerous driving which results in injury to a person;
- Racing;
- Passing a stopped school bus;

may disqualify the employee from driving any City vehicle, or those vehicles in the care and custody of the City. The disqualification will last until the MVR again meets City requirements, the employee has met management requirements or indefinitely, if management determines necessary.

Employees must meet the requirements to be covered by the City's liability and property insurance at no additional expense to drive City vehicles.

Safety Issues:

City vehicles shall be operated in a reasonable and prudent manner. Safety devices (horns, lights, warning devices, etc.) shall be operable and properly utilized. Where existing, seatbelts shall be continuously worn by all occupants of City vehicles. Seatbelts must be worn by any employee driving for the purpose of work, whether in a personal or City-owned vehicle. Vehicle operators shall not be under the influence of any alcoholic beverage or prohibited drug, nor shall the odor of same be on or about their person.

Operator of City Vehicles:

Except as authorized in writing by the City Administrator, City vehicles shall be operated only by City employees authorized to do so by their Department Head. In the case of a clearly immediate and present emergency, a City vehicle may be temporarily operated by an employee or other person not otherwise authorized for its operation. When not in actual use, or when left unattended in the course of carrying out City business, City vehicles shall be properly secured. When not in actual use, City vehicles shall be properly parked or otherwise housed on city property with the exception of when the vehicle is parked at the residence of an employee of is officially on-call..

Use of City Vehicles:

While City vehicles are legitimate tools for performing City business, their use is also accompanied by serious responsibility and accountability. Employees will present a professional image and exhibit exemplary driving behavior when operating or otherwise utilizing City vehicles. To this end, employees shall at all times consider the public's perception of City vehicle

appearance, operator/occupant behavior, and vehicle use and location. Except as otherwise specified, City vehicles shall be used for official City business only. In no circumstances shall City vehicles be directly or indirectly used for purposes of personal gain. ~~Prior to and after official City travel, City vehicles may be taken home to accommodate employees leaving and arriving before or after regular working hours.~~

Special Provisions:

Passengers – passengers in City vehicles are limited to:

- Employees transported for purposes of carrying out official City business.
- Persons participating in an approved ride-along program.
- Persons transported during extreme emergency situation.
- Persons transported in conjunction with an arrest or other legitimate public safety matter.
- Non-employees transported for purposes of carrying out other legitimate City business.
- Other passengers as approved in writing by the applicable Department Head and City Administrator.

Employees operating City vehicles on an as-needed or On-call basis are responsible for ensuring the reasonable maintenance, safety, repair, and cleanliness of the vehicle operated while in their care.

~~Employees operating a City vehicle to conduct legitimate City business may utilize the vehicle for purposes of taking a scheduled meal break in the City, if such break is clearly incidental to a reasonably direct travel route to/from work assignments.~~

Employees temporarily assigned an On-call Vehicle for on-call purposes may use such vehicle for commuting while assigned.

Employees assigned an Emergency Service Vehicle, ~~or a temporary-use On-call Vehicle for standby duty~~, may use such vehicle for deminimus personal purposes (the occasional stop or errand performed between work locations or commuting points).

Travel Policy

For all business-related travel, employees shall complete the Request to Attend Training or Travel Pre-Approval Forms. The forms are to be submitted to the City Administrator, through the Director of Human Resources, for signature prior to attendance.

Employees shall refer to the formal Travel Policy for information on travel expense reimbursements.

Two Way Radio, Cellular Telephone & Personal Electronic Device Use Policy

City issued and personal Cellular Telephones, two-way radios and other personal electronic devices (communication devices) are issued to enhance communications and provide for better customer service and should be used in a safe and appropriate manner.

This Policy:

a. Applies to all City employees and volunteers, except where specifically exempted.

b. Applies to the use of both city and personal cell phones; and personal electronic devices Supervisors may determine are unsafe.

c. Applies to the operation of city-owned vehicles at all times.

d. For personal communications devices, this policy applies when “on the clock” for the City, including when operating a personal vehicle when “on the clock”.

e. For City issued personal communication devices, this policy applies at all times regardless of whether the employee is working.

f. Applies when use interferes with the performance of job tasks.

g. Shall serve as the base Policy. Individual Department Heads and Division Managers and Supervisors may enact more stringent policies and directives for their individual departments and divisions.

The following are some guidelines for appropriate uses:

All employees shall:

h. Avoid unnecessary cell phone or two-way radio use.

i. Keep two-way radio traffic and cell phone conversations brief.

j. Pull off the road and stop before dialing to make calls or receiving calls.

k. Do not drive while talking on the cell phone unless you have hands free models/adapters or other technological advances for improved safety and your department otherwise permits it.

l. Avoid any other activities that can lead to distracted driving.

Employees shall also comply with all current applicable laws (City, State and Federal).

Honor Code

It is the policy of the City of Sheridan that all employees are to report to management all any activity that he/she considers to be illegal or dishonest. The employee is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. Examples of illegal or dishonest activities are violations of federal, state, or local laws including but not limited to discrimination, harassment, OSHA concerns, ADA, FMLA, etc. If any employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Human Resources Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who files a false report of wrongdoing will be subject to the City's disciplinary process. Protections are provided for the reporting employee in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the employee will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The City will not retaliate against a reporting employee. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments. Any employee who believes he/she is being retaliated against for reporting an illegal or dishonest activity must contact the Human Resources Director immediately. The right of the employee for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Severability Clause

If any part of this handbook shall be held to be unconstitutional or invalid, it shall not affect the balance of this Employee Handbook.

ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED 7/1/2~~2~~3. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

THE INFORMATION IN THIS HANDBOOK IS FOR GENERAL INFORMATION ONLY. IT GENERALLY OUTLINES YOUR RESPONSIBILITIES, BENEFITS, AND CITY GUIDELINES RELATED TO THE WORKPLACE. THE GUIDELINES, PRACTICES, AND PROGRAMS DESCRIBED IN THE HANDBOOK ARE SUBJECT TO CHANGE AT ANY TIME WITH OR WITHOUT NOTICE AND MAY NOT BE ALL-INCLUSIVE. WHERE THIS HANDBOOK CONFLICTS WITH BENEFIT PLAN DOCUMENTS, CIVIL SERVICE STATUTES, OR A COLLECTIVE BARGAINING AGREEMENT, THE PLAN DOCUMENTS, STATUTES, AND THE AGREEMENT WILL PREVAIL.

AT THE CITY OF SHERIDAN, NEITHER THE EMPLOYEE NOR THE CITY IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH THE CITY OF SHERIDAN IS AT-WILL. EITHER THE EMPLOYEE OR THE CITY HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON (EXCEPT INSOFAR AS SUCH MAY BE COVERED BY A LEGALLY BINDING COLLECTIVE BARGAINING AGREEMENT OR CIVIL SERVICE RULES). THIS HANDBOOK AND ANY VERBAL STATEMENTS BY THE CITY ARE NOT INTENDED TO AND WILL NOT CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION. NO REPRESENTATIVE OF THE CITY, OTHER THAN THE GOVERNING BODY, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, APPROVED BY THE GOVERNING BODY, AND SIGNED BY THE EMPLOYEE. THIS HANDBOOK SUPERCEDES ALL PREVIOUSLY ISSUED EDITIONS.

_____ _____

EMPLOYEE NAME (PRINTED) DATE

_____

EMPLOYEE SIGNATURE

APPENDIX A

Position/Grade Analysis

DEPT	POSITION	GRADE	FLSA
AD/1	City Administrator	28	E
AD/2	Executive Assistant	16	E
CC/1	City Clerk	23	E
CC/2	Assistant City Clerk	16	NE
FD/1	Fire Chief	25	E
FD/2	Division Chief of Operations	F5	NE
FD/3	Fire Captain	F4	NE
FD/4	Firefighter II	F3	NE
FD/5	Firefighter I	F1	NE
FD/6	Administrative Coordinator	14	NE
HR/1	Human Resources Director	25	E
HR/2	Senior Human Resources Generalist	18	E
HR/2	Human Resources Generalist	16	E
PD/1	Police Chief	25	E
PD/2	Police Captain	23	E
PD/3	Police Lieutenant	22	E
PD/4	Police Sergeant	20	NE
PD/5	Administrative Services Manager	20	E
PD/6	Police Corporal	18	NE
PD/7	Police Officer	16	NE
PD/8	Administrative Coordinator	14	NE
PD/9	Community Service Officer	13	NE
PD/10	Communications Technician	13	NE
PD/11	Evidence Technician	12	NE
PD/12	Records Technician	10	NE
PK/1	Parks Director	25	E
PK/2	Parks Superintendent	21	E
PK/3	Golf Course Superintendent	16	NE
PK/4	Natural Resources Coordinator	14	NE
PK/5	Golf Course Assistant Superintendent	14	NE
PK/6	Landscape Technician	12	NE
PK/7	Cemetery Foreman	12	NE
PK/8	Grounds Maintenance Coordinator	12	NE
PK/9	Weed & Pest Technician	12	NE
PK/10	Grounds Maintenance Worker II	11	NE
PK/10	Grounds Maintenance Worker I	10	NE
PW/1	Public Works Director	25	E
PW/2	Administrative Coordinator	14	NE
PW-BD/1	Building/Fire Code Official	24	E
PW-BD/2	Inspection Supervisor	18	E
PW-BD/3	Building Inspector II	18	NE

PW-BD/3	Building Inspector I	17	NE
PW-BD/4	Permit Technician II	12	NE
PW-BD/5	Permit Technician I	11	NE
PW-BD/6	Code Compliance Officer	17	NE
PW-CD/1	Community Development Director	23	E
PW-CD/2	Planning Technician	14	NE
PW-CE/1	City Engineer	24	E
PW-CE/3	Senior Project Engineer	22	E
PW-CE/4	Project Engineer	21	E
PW-CE/5	Engineering Technician	19	E
PW-SHP/1	Shop Supervisor	18	E
PW-SHP/2	Mechanic II	14	NE
PW-SHP/3	Mechanic I	13	NE
PW-ST/1	Street Maintenance Superintendent	21	E
PW-ST/2	Street Maintenance Supervisor	17	NE
PW-ST/3	Street Maintenance Specialist II	14	NE
PW-ST/4	Street Maintenance Specialist I	13	NE
PW-ST/5	Street Maintenance Technician III	12	NE
PW-ST/6	Street Maintenance Technician II	11	NE
PW-ST/7	Street Maintenance Technician I	10	NE
PW-ST/8	Administrative Assistant	12	NE
PW-TS/1	Traffic & Sign Supervisor	17	NE
PW-TS/2	Sign Technician III	13	NE
PW-TS/3	Sign Technician II	12	NE
PW-TS/4	Sign Technician I	11	NE
TR/1	City Treasurer	25	E
TR/2	Assistant City Treasurer	21	E
TR/3	Staff Accountant	17	E
TR/4	Accounts Payable/Payroll Technician	14	NE
TR/5	Purchasing/Accounts Payable Technician	12	NE
UT/1	Utilities Director	25	E
UT/2	Administrative Coordinator	14	NE
UT-CS/1	Customer Service Supervisor	19	E
UT-CS/2	Customer Service Specialist	12	NE
UT-CS/3	Clerk of Court	12	NE
UT-IT/1	Information Technology Manager	22	E
UT-IT/2	Information Technology Specialist	17[1]	NE
UT-SW/1	Solid Waste Superintendent	21	E
UT-SW/2	Landfill Supervisor	17	E

[1] May be designated Senior Information Technology Specialist and placed a grade 19.

UT-SW/3	Sanitation & Recycling Supervisor	17	E
UT-SW/4	Solid Waste & Recycling Coordinator	14	NE
UT-SW/5	Senior Landfill Equipment Operator	14	NE
UT-SW/6	Senior Sanitation/Recycling Equip Operator	14	NE
UT-SW/7	Landfill Equipment Operator IV	13	NE
UT-SW/8	Sanitation & Recycling Equipment Operator IV	13	NE
UT-SW/9	Landfill Technician	12	NE
UT-SW/10	Landfill Equipment Operator III	12	NE
UT-SW/11	Sanitation & Recycling Equipment Operator III	12	NE
UT-SW/12	Landfill Equipment Operator II	11	NE
UT-SW/13	Sanitation & Recycling Equipment Operator II	11	NE
UT-SW/14	Landfill Equipment Operator I	10	NE
UT-SW/15	Sanitation & Recycling Equipment Operator I	10	NE
UT-SW/16	Landfill Attendant	10	NE
UT-SW/17	Solid Waste/Recycling Worker	9	NE
UT-SW/18	Landfill Worker	9	NE
UT-UM/1	Utility Maintenance Superintendent	21	E
UT-UM/2	Utility Maintenance Supervisor	17	NE
UT-UM/3	Utility Maintenance Operator III	14	NE
UT-UM/4	Utility Maintenance Operator II	13	NE
UT-UM/5	Utility Maintenance Operator I	12[1]	NE
UT-UM/5	Utility Maintenance Operator in Training	12[1]	NE
UT-UM/6	Administrative Assistant	12	NE
UT-US/1	Assistant Utilities Director	23	E
UT-US/2	Utility Services Technician	17	NE
UT-US/3	GIS Specialist	16	NE
UT-WT/1	Water Supply &Treatment Superintendent	21	E
UT-WT/2	Water Treatment Plant Supervisor	17	NE
UT-WT/3	Source Water-Intake Operator	14	NE
UT-WT/4	Water Treatment Plant Operator IV	14	NE
UT-WT/4	Water Treatment Plant Operator III	13	NE
UT-WT/4	Water Treatment Plant Operator II	12	NE
UT-WT/4	Water Treatment Plant Operator I	12[2]	NE
UT-WT/4	Water Treatment Plant Operator in Training	12[2]	NE
UT-WT/5	Office Assistant	10	NE
UT-WWT/1	Wastewater Treatment Plant Superintendent	21	E
UT-WWT/2	WWTP Operations Coordinator	15	NE
UT-WWT/3	WWTP Maintenance Mechanic Coordinator	15	NE
UT-WWT/4	WWTP Maintenance Mechanic	14	NE
UT-WWT/5	Wastewater Treatment Plant Operator IV	14	NE
UT-WWT/4	WWTP Mechanic Technician	13	NE
UT-WWT/6	Wastewater Treatment Plant Operator III	13	NE
UT-WWT/7	Wastewater Treatment Plant Operator II	12	NE
UT-WWT/4	WWTP Mechanic in Training	12	NE
UT-WWT/8	Wastewater Treatment Plant Operator I	12[2]	NE
UT-WWT/8	Wastewater Treatment Plant Operator in Training	12[2]	NE

[2] Advance 2.5% when employee obtains Level I certification & advance 2.5% when employee obtains Level II certification.

Appendix A - City of Sheridan Salary Scale – 7/1/23~~7/1/22~~

Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	26,043.48	26,369.02	26,698.63	27,032.37	27,370.27	27,712.40	28,058.80	28,409.54	28,764.66	29,124.22	29,488.27	29,856.87	30,230.08	30,607.96	30,990.56	31,377.94	31,770.17	32,167.29
2	27,361.93	27,703.95	28,050.25	28,400.88	28,755.89	29,115.34	29,479.28	29,847.77	30,220.87	30,598.63	30,981.11	31,368.38	31,760.48	32,157.49	32,559.46	32,966.45	33,378.53	33,795.76
3	28,747.13	29,106.46	29,470.30	29,838.67	30,211.66	30,589.30	30,971.67	31,358.82	31,750.80	32,147.69	32,549.53	32,956.40	33,368.36	33,785.46	34,207.78	34,635.38	35,068.32	35,506.67
4	30,202.45	30,579.98	30,962.23	31,349.26	31,741.12	32,137.89	32,539.61	32,946.36	33,358.19	33,775.16	34,197.35	34,624.82	35,057.63	35,495.85	35,939.55	36,388.79	36,843.65	37,304.20
5	31,731.45	32,128.09	32,529.69	32,936.31	33,348.02	33,764.87	34,186.93	34,614.27	35,046.94	35,485.03	35,928.59	36,377.70	36,832.42	37,292.83	37,758.99	38,230.97	38,708.86	39,192.72
6	33,337.85	33,754.58	34,176.51	34,603.71	35,036.26	35,474.21	35,917.64	36,366.61	36,821.19	37,281.46	37,747.48	38,219.32	38,697.06	39,180.78	39,670.54	40,166.42	40,668.50	41,176.85
7	35,025.58	35,463.40	35,906.69	36,355.53	36,809.97	37,270.10	37,735.97	38,207.67	38,685.27	39,168.83	39,658.44	40,154.17	40,656.10	41,164.30	41,678.86	42,199.84	42,727.34	43,261.43
8	36,798.75	37,258.74	37,724.47	38,196.03	38,673.48	39,156.89	39,646.36	40,141.94	40,643.71	41,151.76	41,666.15	42,186.98	42,714.32	43,248.25	43,788.85	44,336.21	44,890.41	45,451.54
9	38,661.69	39,144.96	39,634.27	40,129.70	40,631.32	41,139.21	41,653.45	42,174.12	42,701.30	43,235.06	43,775.50	44,322.70	44,876.73	45,437.69	46,005.66	46,580.73	47,162.99	47,752.53
10	40,618.94	41,126.67	41,640.76	42,161.27	42,688.28	43,221.89	43,762.16	44,309.19	44,863.05	45,423.84	45,991.64	46,566.53	47,148.61	47,737.97	48,334.70	48,938.88	49,550.62	50,170.00
11	42,675.27	43,208.71	43,748.82	44,295.68	44,849.38	45,409.99	45,977.62	46,552.34	47,134.24	47,723.42	48,319.96	48,923.96	49,535.51	50,154.71	50,781.64	51,416.41	52,059.12	52,709.85
12	44,835.71	45,396.15	45,963.60	46,538.15	47,119.88	47,708.87	48,305.24	48,909.05	49,520.41	50,139.42	50,766.16	51,400.74	52,043.25	52,693.79	53,352.46	54,019.37	54,694.61	55,378.29
13	47,105.51	47,694.33	48,290.51	48,894.14	49,505.32	50,124.14	50,750.69	51,385.07	52,027.38	52,677.73	53,336.20	54,002.90	54,677.94	55,361.41	56,053.43	56,754.10	57,463.52	58,181.82
14	49,490.23	50,108.86	50,735.22	51,369.41	52,011.53	52,661.67	53,319.94	53,986.44	54,661.27	55,344.54	56,036.34	56,736.80	57,446.01	58,164.08	58,891.13	59,627.27	60,372.61	61,127.27
15	51,995.67	52,645.62	53,303.69	53,969.98	54,644.61	55,327.67	56,019.26	56,719.50	57,428.50	58,146.35	58,873.18	59,609.10	60,354.21	61,108.64	61,872.50	62,645.90	63,428.98	64,221.84
16	54,627.95	55,310.80	56,002.19	56,702.22	57,410.99	58,128.63	58,855.24	59,590.93	60,335.82	61,090.01	61,853.64	62,626.81	63,409.64	64,202.26	65,004.79	65,817.35	66,640.07	67,473.07
17	57,393.49	58,110.91	58,837.30	59,572.77	60,317.42	61,071.39	61,834.78	62,607.72	63,390.32	64,182.70	64,984.98	65,797.29	66,619.76	67,452.50	68,295.66	69,149.36	70,013.72	70,888.89
18	60,299.04	61,052.78	61,815.94	62,588.64	63,370.99	64,163.13	64,965.17	65,777.24	66,599.45	67,431.94	68,274.84	69,128.28	69,992.38	70,867.29	71,753.13	72,650.04	73,558.17	74,477.64
19	63,351.68	64,143.57	64,945.37	65,757.19	66,579.15	67,411.39	68,254.03	69,107.21	69,971.05	70,845.69	71,731.26	72,627.90	73,535.75	74,454.94	75,385.63	76,327.95	77,282.05	78,248.08
20	66,558.86	67,390.84	68,233.23	69,086.14	69,949.72	70,824.09	71,709.39	72,605.76	73,513.33	74,432.25	75,362.65	76,304.69	77,258.49	78,224.22	79,202.03	80,192.05	81,194.45	82,209.38
21	73,468.52	74,386.88	75,316.72	76,258.18	77,211.40	78,176.55	79,153.75	80,143.17	81,144.96	82,159.28	83,186.27	84,226.10	85,278.92	86,344.91	87,424.22	88,517.02	89,623.48	90,743.78
22	81,095.50	82,109.20	83,135.56	84,174.76	85,226.94	86,292.28	87,370.93	88,463.07	89,568.86	90,688.47	91,822.07	92,969.85	94,131.97	95,308.62	96,499.98	97,706.23	98,927.56	100,164.15
23	89,514.26	90,633.19	91,766.11	92,913.18	94,074.60	95,250.53	96,441.16	97,646.68	98,867.26	100,103.10	101,354.39	102,621.32	103,904.08	105,202.89	106,517.92	107,849.40	109,197.51	110,562.48
24	94,045.92	95,221.50	96,411.76	97,616.91	98,837.12	100,072.59	101,323.49	102,590.04	103,872.41	105,170.82	106,485.45	107,816.52	109,164.23	110,528.78	111,910.39	113,309.27	114,725.64	116,159.71
25	98,807.00	100,042.08	101,292.61	102,558.77	103,840.75	105,138.76	106,453.00	107,783.66	109,130.95	110,495.09	111,876.28	113,274.73	114,690.67	116,124.30	117,575.86	119,045.55	120,533.62	122,040.29
26	109,064.44	110,427.74	111,808.09	113,205.69	114,620.76	116,053.52	117,504.19	118,972.99	120,460.15	121,965.91	123,490.48	125,034.11	126,597.04	128,179.50	129,781.74	131,404.02	133,046.57	134,709.65
27	120,386.73	121,891.57	123,415.21	124,957.90	126,519.87	128,101.37	129,702.64	131,323.92	132,965.47	134,627.54	136,310.38	138,014.26	139,739.44	141,486.19	143,254.76	145,045.45	146,858.52	148,694.25
28	132,884.43	134,545.48	136,227.30	137,930.14	139,654.27	141,399.95	143,167.45	144,957.04	146,769.00	148,603.61	150,461.16	152,341.92	154,246.20	156,174.28	158,126.45	160,103.03	162,104.32	164,130.63

Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	23,624.34	23,919.65	24,218.64	24,521.38	24,827.90	25,138.24	25,452.47	25,770.63	26,092.76	26,418.92	26,749.16	27,083.52	27,422.07	27,764.84	28,111.90	28,463.30	28,819.09
2	24,820.33	25,130.58	25,444.71	25,762.77	26,084.81	26,410.87	26,741.00	27,075.27	27,413.71	27,756.38	28,103.33	28,454.62	28,810.31	29,170.44	29,535.07	29,904.25	30,278.06
3	26,076.86	26,402.82	26,732.85	27,067.01	27,405.35	27,747.92	28,094.77	28,445.95	28,801.53	29,161.54	29,526.06	29,895.14	30,268.83	30,647.19	31,030.28	31,418.16	31,810.88
4	27,397.00	27,739.46	28,086.20	28,437.28	28,792.75	29,152.66	29,517.06	29,886.03	30,259.60	30,637.85	31,020.82	31,408.58	31,801.19	32,198.70	32,601.19	33,008.70	33,421.31
5	28,783.97	29,143.77	29,508.07	29,876.92	30,250.38	30,628.51	31,011.37	31,399.01	31,791.50	32,188.89	32,591.25	32,998.64	33,411.12	33,828.76	34,251.62	34,679.77	35,113.26
6	30,241.16	30,619.17	31,001.91	31,389.44	31,781.80	32,179.08	32,581.32	32,988.58	33,400.94	33,818.45	34,241.18	34,669.20	35,102.56	35,541.34	35,985.61	36,435.43	36,890.87
7	31,772.12	32,169.27	32,571.38	32,978.53	33,390.76	33,808.14	34,230.74	34,658.63	35,091.86	35,530.51	35,974.64	36,424.32	36,879.63	37,340.62	37,807.38	38,279.97	38,758.47
8	33,380.58	33,797.84	34,220.31	34,648.07	35,081.17	35,519.68	35,963.68	36,413.22	36,868.39	37,329.24	37,795.86	38,268.31	38,746.66	39,230.99	39,721.38	40,217.90	40,720.62
9	35,070.47	35,508.85	35,952.71	36,402.12	36,857.15	37,317.86	37,784.34	38,256.64	38,734.85	39,219.04	39,709.27	40,205.64	40,708.21	41,217.06	41,732.28	42,253.93	42,782.10
10	36,845.92	37,306.49	37,772.82	38,244.98	38,723.04	39,207.08	39,697.17	40,193.38	40,695.80	41,204.50	41,719.56	42,241.05	42,769.06	43,303.68	43,844.97	44,393.03	44,947.95
11	38,711.24	39,195.13	39,685.07	40,181.13	40,683.40	41,191.94	41,706.84	42,228.17	42,756.03	43,290.48	43,831.61	44,379.50	44,934.25	45,495.92	46,064.62	46,640.43	47,223.44
12	40,671.00	41,179.38	41,694.13	42,215.30	42,742.99	43,277.28	43,818.25	44,365.98	44,920.55	45,482.06	46,050.58	46,626.22	47,209.04	47,799.16	48,396.65	49,001.60	49,614.12
13	42,729.97	43,264.09	43,804.89	44,352.45	44,906.86	45,468.19	46,036.55	46,612.00	47,194.65	47,784.59	48,381.89	48,986.67	49,599.00	50,218.99	50,846.73	51,482.31	52,125.84
14	44,893.17	45,454.33	46,022.51	46,597.80	47,180.27	47,770.02	48,367.15	48,971.74	49,583.88	50,203.68	50,831.23	51,466.62	52,109.95	52,761.32	53,420.84	54,088.60	54,764.71
15	47,165.89	47,755.46	48,352.40	48,956.81	49,568.77	50,188.38	50,815.73	51,450.93	52,094.07	52,745.24	53,404.56	54,072.11	54,748.02	55,432.37	56,125.27	56,826.84	57,537.17
16	49,553.66	50,173.08	50,800.24	51,435.25	52,078.19	52,729.17	53,388.28	54,055.63	54,731.33	55,415.47	56,108.16	56,809.52	57,519.63	58,238.63	58,966.61	59,703.70	60,449.99
17	52,062.31	52,713.09	53,372.01	54,039.16	54,714.65	55,398.58	56,091.06	56,792.20	57,502.10	58,220.88	58,948.64	59,685.50	60,431.57	61,186.96	61,951.80	62,726.20	63,510.27
18	54,697.97	55,381.69	56,073.96	56,774.89	57,484.58	58,203.13	58,930.67	59,667.30	60,413.15	61,168.31	61,932.91	62,707.08	63,490.91	64,284.55	65,088.11	65,901.71	66,725.48
19	57,467.05	58,185.39	58,912.71	59,649.12	60,394.73	61,149.67	61,914.04	62,687.96	63,471.56	64,264.96	65,068.27	65,881.62	66,705.14	67,538.96	68,383.19	69,237.98	70,103.46
20	60,376.32	61,131.03	61,895.16	62,668.85	63,452.22	64,245.37	65,048.43	65,861.54	66,684.81	67,518.37	68,362.35	69,216.88	70,082.09	70,958.12	71,845.09	72,743.16	73,652.45
21	66,644.16	67,477.22	68,320.68	69,174.69	70,039.37	70,914.87	71,801.30	72,698.82	73,607.55	74,527.65	75,459.24	76,402.48	77,357.51	78,324.48	79,303.54	80,294.83	81,298.52
22	73,562.69	74,482.22	75,413.25	76,355.91	77,310.36	78,276.74	79,255.20	80,245.89	81,248.97	82,264.58	83,292.88	84,334.05	85,388.22	86,455.57	87,536.27	88,630.47	89,738.35
23	81,199.44	82,214.43	83,242.12	84,282.64	85,336.17	86,402.88	87,482.91	88,576.45	89,683.65	90,804.70	91,939.76	93,089.01	94,252.62	95,430.78	96,623.66	97,831.46	99,054.35
24	85,310.16	86,376.54	87,456.25	88,549.45	89,656.32	90,777.02	91,911.74	93,060.63	94,223.89	95,401.69	96,594.21	97,801.64	99,024.16	100,261.96	101,515.23	102,784.17	104,068.98
25	89,628.99	90,749.35	91,883.72	93,032.27	94,195.17	95,372.61	96,564.77	97,771.83	98,993.97	100,231.40	101,484.29	102,752.85	104,037.26	105,337.72	106,654.44	107,987.62	109,337.47
26	98,933.64	100,170.31	101,422.43	102,690.21	103,973.84	105,273.52	106,589.43	107,921.80	109,270.82	110,636.71	112,019.67	113,419.92	114,837.66	116,273.13	117,726.55	119,198.13	120,688.11
27	109,204.22	110,569.27	111,951.39	113,350.78	114,767.67	116,202.26	117,654.79	119,125.48	120,614.55	122,122.23	123,648.75	125,194.36	126,759.29	128,343.78	129,948.08	131,572.43	133,217.09
28	120,541.03	122,047.79	123,573.39	125,118.06	126,682.03	128,265.56	129,868.88	131,492.24	133,135.89	134,800.09	136,485.09	138,191.15	139,918.54	141,667.52	143,438.37	145,231.35	147,046.74

Grade	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
1	29,179.33	29,544.07	29,913.37	30,287.29	30,665.88	31,049.20	31,437.32	31,830.29	32,228.16	32,631.02	33,038.90	33,451.89	33,870.04	34,293.41	34,722.08	35,156.11	35,595.56	36,040.50
2	30,656.53	31,039.74	31,427.74	31,820.58	32,218.34	32,621.07	33,028.83	33,441.69	33,859.72	34,282.96	34,711.50	35,145.39	35,584.71	36,029.52	36,479.89	36,935.89	37,397.59	37,865.05
3	32,208.52	32,611.13	33,018.77	33,431.50	33,849.39	34,272.51	34,700.92	35,134.68	35,573.86	36,018.54	36,468.77	36,924.63	37,386.19	37,853.51	38,326.68	38,805.77	39,290.84	39,781.97
4	33,839.08	34,262.07	34,690.34	35,123.97	35,563.02	36,007.56	36,457.65	36,913.37	37,374.79	37,841.98	38,315.00	38,793.94	39,278.86	39,769.85	40,266.97	40,770.31	41,279.94	41,795.94
5	35,552.18	35,996.58	36,446.54	36,902.12	37,363.40	37,830.44	38,303.32	38,782.11	39,266.89	39,757.73	40,254.70	40,757.88	41,267.35	41,783.20	42,305.49	42,834.30	43,369.73	43,911.85
6	37,352.01	37,818.91	38,291.65	38,770.29	39,254.92	39,745.61	40,242.43	40,745.46	41,254.78	41,770.46	42,292.59	42,821.25	43,356.51	43,898.47	44,447.20	45,002.79	45,565.33	46,134.89
7	39,242.95	39,733.49	40,230.16	40,733.04	41,242.20	41,757.73	42,279.70	42,808.20	43,343.30	43,885.09	44,433.65	44,989.07	45,551.44	46,120.83	46,697.34	47,281.06	47,872.07	48,470.47
8	41,229.63	41,745.00	42,266.81	42,795.15	43,330.09	43,871.71	44,420.11	44,975.36	45,537.55	46,106.77	46,683.11	47,266.65	47,857.48	48,455.70	49,061.39	49,674.66	50,295.59	50,924.29
9	43,316.88	43,858.34	44,406.57	44,961.65	45,523.67	46,092.72	46,668.88	47,252.24	47,842.89	48,440.93	49,046.44	49,659.52	50,280.26	50,908.77	51,545.13	52,189.44	52,841.81	53,502.33
10	45,509.80	46,078.67	46,654.65	47,237.84	47,828.31	48,426.16	49,031.49	49,644.38	50,264.94	50,893.25	51,529.42	52,173.53	52,825.70	53,486.02	54,154.60	54,831.53	55,516.93	56,210.89
11	47,813.73	48,411.40	49,016.54	49,629.25	50,249.62	50,877.74	51,513.71	52,157.63	52,809.60	53,469.72	54,138.09	54,814.82	55,500.00	56,193.75	56,896.18	57,607.38	58,327.47	59,056.56
12	50,234.30	50,862.23	51,498.01	52,141.73	52,793.50	53,453.42	54,121.59	54,798.11	55,483.09	56,176.62	56,878.83	57,589.82	58,309.69	59,038.56	59,776.54	60,523.75	61,280.30	62,046.30
13	52,777.41	53,437.13	54,105.09	54,781.41	55,466.17	56,159.50	56,861.50	57,572.26	58,291.92	59,020.57	59,758.32	60,505.30	61,261.62	62,027.39	62,802.73	63,587.77	64,382.61	65,187.40
14	55,449.27	56,142.38	56,844.16	57,554.72	58,274.15	59,002.58	59,740.11	60,486.86	61,242.95	62,008.48	62,783.59	63,568.38	64,362.99	65,167.53	65,982.12	66,806.90	67,641.98	68,487.51
15	58,256.39	58,984.59	59,721.90	60,468.42	61,224.28	61,989.58	62,764.45	63,549.01	64,343.37	65,147.66	65,962.01	66,786.53	67,621.36	68,466.63	69,322.46	70,189.00	71,066.36	71,954.69
16	61,205.62	61,970.69	62,745.32	63,529.64	64,323.76	65,127.80	65,941.90	66,766.18	67,600.75	68,445.76	69,301.33	70,167.60	71,044.70	71,932.75	72,831.91	73,742.31	74,664.09	75,597.39
17	64,304.15	65,107.95	65,921.80	66,745.82	67,580.15	68,424.90	69,280.21	70,146.21	71,023.04	71,910.83	72,809.71	73,719.84	74,641.33	75,574.35	76,519.03	77,475.52	78,443.96	79,424.51
18	67,559.55	68,404.04	69,259.09	70,124.83	71,001.39	71,888.91	72,787.52	73,697.37	74,618.58	75,551.31	76,495.71	77,451.90	78,420.05	79,400.30	80,392.81	81,397.72	82,415.19	83,445.38
19	70,979.75	71,867.00	72,765.34	73,674.90	74,595.84	75,528.29	76,472.39	77,428.29	78,396.15	79,376.10	80,368.30	81,372.91	82,390.07	83,419.94	84,462.69	85,518.48	86,587.46	87,669.80
20	74,573.10	75,505.26	76,449.08	77,404.69	78,372.25	79,351.91	80,343.80	81,348.10	82,364.95	83,394.52	84,436.95	85,492.41	86,561.06	87,643.08	88,738.62	89,847.85	90,970.95	92,108.08
21	82,314.75	83,343.68	84,385.48	85,440.30	86,508.30	87,589.66	88,684.53	89,793.08	90,915.50	92,051.94	93,202.59	94,367.62	95,547.22	96,741.56	97,950.83	99,175.21	100,414.90	101,670.09
22	90,860.08	91,995.83	93,145.78	94,310.10	95,488.98	96,682.59	97,891.12	99,114.76	100,353.70	101,608.12	102,878.22	104,164.20	105,466.25	106,784.58	108,119.39	109,470.88	110,839.26	112,224.76
23	100,292.53	101,546.19	102,815.51	104,100.71	105,401.97	106,719.49	108,053.48	109,404.15	110,771.71	112,156.35	113,558.31	114,977.78	116,415.01	117,870.19	119,343.57	120,835.37	122,345.81	123,875.13
24	105,369.84	106,686.96	108,020.55	109,370.81	110,737.94	112,122.17	113,523.69	114,942.74	116,379.52	117,834.27	119,307.20	120,798.54	122,308.52	123,837.37	125,385.34	126,952.66	128,539.57	130,146.31
25	110,704.19	112,087.99	113,489.09	114,907.70	116,344.05	117,798.35	119,270.83	120,761.71	122,271.24	123,799.63	125,347.12	126,913.96	128,500.39	130,106.64	131,732.97	133,379.64	135,046.88	136,734.97
26	122,196.71	123,724.17	125,270.72	126,836.60	128,422.06	130,027.34	131,652.68	133,298.34	134,964.57	136,651.62	138,359.77	140,089.27	141,840.38	143,613.39	145,408.55	147,226.16	149,066.49	150,929.82
27	134,882.30	136,568.33	138,275.44	140,003.88	141,753.93	143,525.85	145,319.92	147,136.42	148,975.63	150,837.82	152,723.30	154,632.34	156,565.24	158,522.31	160,503.84	162,510.13	164,541.51	166,598.28
28	148,884.82	150,745.88	152,630.21	154,538.09	156,469.81	158,425.68	160,406.01	162,411.08	164,441.22	166,496.73	168,577.94	170,685.17	172,818.73	174,978.97	177,166.20	179,380.78	181,623.04	183,893.33

Grade	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
1	32,569.38	32,976.50	33,388.71	33,806.07	34,228.64	34,656.50	35,089.71	35,528.33	35,972.43	36,422.09	36,877.36	37,338.33	37,805.06	38,277.62	38,756.09	39,240.54	39,731.05
2	34,218.21	34,645.94	35,079.01	35,517.50	35,961.47	36,410.99	36,866.12	37,326.95	37,793.54	38,265.96	38,744.28	39,228.58	39,718.94	40,215.43	40,718.12	41,227.10	41,742.44
3	35,950.51	36,399.89	36,854.89	37,315.57	37,782.02	38,254.29	38,732.47	39,216.63	39,706.83	40,203.17	40,705.71	41,214.53	41,729.71	42,251.33	42,779.48	43,314.22	43,855.65
4	37,770.50	38,242.63	38,720.66	39,204.67	39,694.73	40,190.92	40,693.30	41,201.97	41,716.99	42,238.45	42,766.44	43,301.02	43,842.28	44,390.31	44,945.19	45,507.00	46,075.84
5	39,682.63	40,178.66	40,680.90	41,189.41	41,704.28	42,225.58	42,753.40	43,287.82	43,828.92	44,376.78	44,931.49	45,493.13	46,061.79	46,637.57	47,220.54	47,810.79	48,408.43
6	41,691.56	42,212.71	42,740.37	43,274.62	43,815.56	44,363.25	44,917.79	45,479.26	46,047.75	46,623.35	47,206.14	47,796.22	48,393.67	48,998.59	49,611.08	50,231.21	50,859.10
7	43,802.20	44,349.73	44,904.10	45,465.40	46,033.72	46,609.14	47,191.75	47,781.65	48,378.92	48,983.66	49,595.95	50,215.90	50,843.60	51,479.15	52,122.64	52,774.17	53,433.85
8	46,019.69	46,594.93	47,177.37	47,767.09	48,364.18	48,968.73	49,580.84	50,200.60	50,828.10	51,463.46	52,106.75	52,758.08	53,417.56	54,085.28	54,761.34	55,445.86	56,138.93
9	48,349.43	48,953.80	49,565.72	50,185.30	50,812.61	51,447.77	52,090.87	52,742.00	53,401.28	54,068.79	54,744.65	55,428.96	56,121.82	56,823.35	57,533.64	58,252.81	58,980.97
10	50,797.12	51,432.09	52,074.99	52,725.93	53,385.00	54,052.31	54,727.97	55,412.07	56,104.72	56,806.03	57,516.10	58,235.05	58,962.99	59,700.03	60,446.28	61,201.86	61,966.88
11	53,368.73	54,035.84	54,711.29	55,395.18	56,087.62	56,788.71	57,498.57	58,217.30	58,945.02	59,681.83	60,427.85	61,183.20	61,947.99	62,722.34	63,506.37	64,300.20	65,103.95
12	56,070.52	56,771.40	57,481.04	58,199.56	58,927.05	59,663.64	60,409.43	61,164.55	61,929.11	62,703.22	63,487.01	64,280.60	65,084.11	65,897.66	66,721.38	67,555.40	68,399.84
13	58,909.09	59,645.45	60,391.02	61,145.91	61,910.23	62,684.11	63,467.66	64,261.01	65,064.27	65,877.57	66,701.04	67,534.81	68,378.99	69,233.73	70,099.15	70,975.39	71,862.58
14	61,891.36	62,665.00	63,448.32	64,241.42	65,044.44	65,857.49	66,680.71	67,514.22	68,358.15	69,212.63	70,077.78	70,953.76	71,840.68	72,738.69	73,647.92	74,568.52	75,500.63
15	65,024.61	65,837.42	66,660.39	67,493.64	68,337.31	69,191.53	70,056.42	70,932.13	71,818.78	72,716.52	73,625.47	74,545.79	75,477.61	76,421.08	77,376.35	78,343.55	79,322.85
16	68,316.48	69,170.44	70,035.07	70,910.51	71,796.89	72,694.35	73,603.03	74,523.07	75,454.61	76,397.79	77,352.76	78,319.67	79,298.67	80,289.90	81,293.52	82,309.69	83,338.56
17	71,775.01	72,672.19	73,580.60	74,500.35	75,431.61	76,374.50	77,329.18	78,295.80	79,274.50	80,265.43	81,268.75	82,284.60	83,313.16	84,354.58	85,409.01	86,476.62	87,557.58
18	75,408.62	76,351.22	77,305.61	78,271.93	79,250.33	80,240.96	81,243.97	82,259.52	83,287.77	84,328.86	85,382.98	86,450.26	87,530.89	88,625.03	89,732.84	90,854.50	91,990.18
19	79,226.18	80,216.50	81,219.21	82,234.45	83,262.38	84,303.16	85,356.95	86,423.91	87,504.21	88,598.01	89,705.49	90,826.81	91,962.14	93,111.67	94,275.57	95,454.01	96,647.18
20	83,237.00	84,277.46	85,330.93	86,397.57	87,477.54	88,571.01	89,678.15	90,799.12	91,934.11	93,083.29	94,246.83	95,424.91	96,617.73	97,825.45	99,048.27	100,286.37	101,539.95
21	91,878.08	93,026.55	94,189.38	95,366.75	96,558.84	97,765.82	98,987.89	100,225.24	101,478.06	102,746.53	104,030.86	105,331.25	106,647.89	107,980.99	109,330.75	110,697.39	112,081.10
22	101,416.20	102,683.91	103,967.46	105,267.05	106,582.89	107,915.17	109,264.11	110,629.91	112,012.79	113,412.95	114,830.61	116,265.99	117,719.32	119,190.81	120,680.69	122,189.20	123,716.57
23	111,944.51	113,343.82	114,760.62	116,195.13	117,647.56	119,118.16	120,607.14	122,114.72	123,641.16	125,186.67	126,751.51	128,335.90	129,940.10	131,564.35	133,208.91	134,874.02	136,559.94
24	117,611.70	119,081.85	120,570.37	122,077.50	123,603.47	125,148.52	126,712.87	128,296.78	129,900.49	131,524.25	133,168.30	134,832.91	136,518.32	138,224.80	139,952.61	141,702.01	143,473.29
25	123,565.80	125,110.37	126,674.25	128,257.68	129,860.90	131,484.16	133,127.71	134,791.81	136,476.71	138,182.66	139,909.95	141,658.82	143,429.56	145,222.43	147,037.71	148,875.68	150,736.62
26	136,393.52	138,098.44	139,824.67	141,572.48	143,342.13	145,133.91	146,948.08	148,784.93	150,644.75	152,527.81	154,434.40	156,364.83	158,319.39	160,298.39	162,302.12	164,330.89	166,385.03
27	150,552.92	152,434.84	154,340.27	156,269.53	158,222.89	160,200.68	162,203.19	164,230.73	166,283.61	168,362.16	170,466.68	172,597.52	174,754.99	176,939.42	179,151.17	181,390.56	183,657.94
28	166,182.26	168,259.54	170,362.78	172,492.32	174,648.47	176,831.58	179,041.97	181,280.00	183,546.00	185,840.32	188,163.32	190,515.37	192,896.81	195,308.02	197,749.37	200,221.24	202,724.00

CITY OF SHERIDAN, WYOMING

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

Human Resources

MEMORANDUM

Project Name:	Discussion of Retention and Recognition Incentive - Human Resources Director Heather Doke
From:	Heather Doke, Human Resources Director
To:	Mayor and Council
CC:	
Date:	11/09/2023

Recommendation:

Staff recommends approval of a one-time bonus payment for all City employees.

Background:

There were many different suggestions that came out of the employee survey about how the City could better financially help our employees. Some of the suggestions are not allowed and most of them would only benefit a certain group of employees.

Discussion:

The proposal that was settled on provides a bonus payment that employees can use as they need for what is most important to them. The bonus will be based on years of service with the City.

Funding:

The funding for this one-time bonus will come out of unspent salaries and wages that were budgeted in the 23-24 fiscal year, but have not been spent due to unfilled positions.