



**AGENDA
CITY OF SHERIDAN
JUNE 10, 2024
STUDY SESSION COUNCIL MEETING START 5:30 P.M.**

1. Discussion of Resolution 21-24, FY25 Budget and Certification of Mill Levy - City Treasurer Darla Hawkins
2. Discussion of Resolution 27-24, FY24 Budget Revision- City Treasurer Darla Hawkins
3. Discussion of Resolution 19-24, Joint Resolution Approving Proposition for Continuation of a 1% Capital Facilities Tax - City Engineer Thomas Morneau
4. Discussion of Resolution 24-24 Adopting the City of Sheridan Standard Specifications and Details for Street and Utility Construction, 2024 Edition - City Engineer Thomas Morneau
5. Discussion of Resolution 25-24 Adopting the City of Sheridan Public Infrastructure Design Standards, 2024 Edition - City Engineer Thomas Morneau
6. Discussion of Resolution 26-24 Adopting the City of Sheridan Developer's Handbook, 2024 Edition - City Engineer Thomas Morneau
7. Discussion of Award to Axe Build for Blacktooth Park Phase IV Project in the Amount of \$373,647.99 - City Engineer Thomas Morneau
8. Discussion of Award to Dick Anderson Construction for the Kendrick Park Pool for a Project Cost of \$5,433,884.00 - Public Works Director Hanns Mercer
9. Discussion of Bid Award to Apex Mechanical for the Police Department Boiler Replacement in the amount of \$211,775.00 - Police Chief Travis Koltiska.



CITY OF SHERIDAN, WYOMING

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

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

Treasurer

MEMORANDUM

RE: Discussion of Resolution 21-24, FY25 Budget and Certification of Mill Levy - City Treasurer Darla Hawkins

From: Darla Hawkins, Treasurer

To: City Council

CC: Stuart J. McRae

Date: 06/17/2024

Discussion:

Please see attached draft Resolution.

Attachments

Resolution

CERTIFIED RECORD

OF

PROCEEDINGS OF THE GOVERNING BODY OF

THE CITY OF SHERIDAN, WYOMING

STATE OF WYOMING)
) ss.
COUNTY OF SHERIDAN)

A special meeting of the governing body (the “Governing Body”) of the City of Sheridan, State of Wyoming, was held at the regular meeting place of the Governing Body at 55 East Grinnell, Sheridan, Wyoming, on June 17, 2024, at the hour of 5:30 p.m. pursuant to notice and call duly given to each member of the Council.

The meeting was called to order by the Mayor, and upon roll call, the following members were present, constituting a quorum:

Mayor:	_____
Council Members:	_____

Absent:	_____

There was also present:	_____

Thereupon the following proceedings, among others, were had and taken. The following resolution was introduced and read by title only.

**CITY OF SHERIDAN
RESOLUTION 21-24**

A RESOLUTION APPROVING THE FISCAL YEAR 2025 BUDGET AND CERTIFYING THE
AMOUNT OF GENERAL TAX ASSESSMENT TO BE LEVIED ON TAXABLE
PROPERTY WITHIN THE CITY OF SHERIDAN FOR THE FISCAL YEAR 2025

WHEREAS, Wyoming Statute 16-4-103(a) requires a budget for each fiscal year for any city or town or every other year as provided for in Wyoming Statute 16-4-104(h);

WHEREAS, the State of Wyoming Constitution, Article 15 Section 6 allows the City to adopt a budget that includes up to 8 mills of property tax by resolution;

WHEREAS, during May and June 2024 the budget making authority prepared and submitted to the City Governing Body a Fiscal Year 2025 budget which included estimates of General Fund revenues from collections of the 8-mill property tax;

WHEREAS, a copy thereof was made available for public inspection at the Office of the City Clerk;

WHEREAS, a Notice of Public Hearing of the FY 2025 budget and the 8-mill property tax, together with a summary of each were published in the Sheridan Press, a legal newspaper of general circulation in the County on June 10, 2024;

WHEREAS, a Public Hearing was held on June 17, 2024, on the FY 2025 budget and on the 8-mill property tax at the time and place specified in said Notice, and which time all interested parties were given an opportunity to be heard;

WHEREAS, following such Public Hearing, certain alterations and revisions were made in the proposed budget.

BE IT RESOLVED BY THE CITY GOVERNING BODY THAT:

1. The City of Sheridan Budget is adopted as the Official City Budget for the Fiscal Year ending June 30, 2025. The budget appropriations are more specifically described on Exhibit A, attached hereto and incorporated herein.
2. The amount of general tax assessments to be levied upon the taxable property within the City of Sheridan for the Fiscal Year ending June 30, 2025, to meet expenses of the City for said Fiscal Year is hereby determined to be 8 mills, the same fixed and appropriated by the Council and which amounts are enumerated for the respective purposes as described on Exhibit A, attached hereto and incorporated herein.
3. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.
4. All resolutions, or parts thereof, inconsistent with this Resolution or within any of the documents hereby approved, are hereby repealed only to the extent of such inconsistency. This repeal shall not be construed as reviving any resolution or part thereof.
5. This Resolution shall be in full force and effect upon its passage and adoption.

PASSED, ADOPTED AND APPROVED _____, 2024.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Cecilia Good, City Clerk

A motion was made by Council Member _____ that the foregoing resolution be passed and adopted, and Council Member _____ seconded the motion. The roll was called with following results:

Those voting YES: _____

Those voting NO: _____

A majority of the members elected to the Governing Body having voted for the passage and approval of the resolution, the Mayor declared the resolution duly passed and adopted. After consideration of other business to come before the Governing Body, the meeting was adjourned.

CITY OF SHERIDAN, WYOMING

Richard Bridger, Mayor

ATTESTED:

Cecilia Good, City Clerk

STATE OF WYOMING)
) ss.
COUNTY OF SHERIDAN)

I, _____, the duly appointed, qualified, and acting City Clerk of the City of Sheridan, Wyoming (the “City”), do hereby certify:

- 1. The foregoing pages are true, correct and complete copies of the record of the proceedings of the Governing Body of the City, had and taken at a special meeting thereof held at the regular meeting place of the Council at 55 East Grinnell, Sheridan, Wyoming, on June 17,2024, at the hour of 5:30 p.m., as recorded in the records of the Governing Body kept in my office.
- 2. The proceedings of the Governing Body were duly had and taken as therein shown, the meeting therein shown was duly held, due notice and call was given each member, and the persons therein named as present at the meeting were present as shown by the minutes.
- 3. Notice of the meeting has been given as required by statutes of the State of Wyoming relating to meetings of governmental agencies. (W.S. Sections 16-4-401 through 16-4-407.)

WITNESS my name and the seal of the City, on _____, 2024.

Cecilia Good, City Clerk

EXHIBIT A

Summary of FY25 Budget Appropriations & Mill Levy

<u>Fund</u>	<u>FY25 Appropriations</u>
General	17,964,092
GPET	5,080,593
Direct Distribution	3,028,154
Special Revenue	243,065
Debt Service	342,828
Capital Projects	31,295,868
Water	6,198,798
Sewer	3,446,012
Solid Waste	6,604,013
Weed & Pest	205,657
Golf	564,645
Total	74,973,725
Mill Levy - 8 Mills	2,729,500



CITY OF SHERIDAN, WYOMING

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

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

Treasurer

MEMORANDUM

RE: Discussion of Resolution 27-24, FY24 Budget Revision- City Treasurer Darla Hawkins

From: Darla Hawkins, Treasurer

To: City Council

CC:

Date:

Discussion:

See attached Resolution.

Attachments

Resolution

CERTIFIED RECORD

OF

PROCEEDINGS OF THE GOVERNING BODY OF

THE CITY OF SHERIDAN, WYOMING

STATE OF WYOMING)
) ss.
COUNTY OF SHERIDAN)

A regular meeting of the governing body (the “Governing Body”) of the City of Sheridan, State of Wyoming, was held at the regular meeting place of the Governing Body at 55 East Grinnell, Sheridan, Wyoming, on March 20, 2023 at the hour of 7:00 p.m. pursuant to notice and call duly given to each member of the Council.

The meeting was called to order by the Mayor, and upon roll call, the following members were present, constituting a quorum:

Mayor:	_____
Council Members:	_____

Absent:	_____

There was also present:	_____

Thereupon the following proceedings, among others, were had and taken. The following resolution was introduced and read by title only:

**CITY OF SHERIDAN
RESOLUTION 27-24**

**A RESOLUTION ON FISCAL YEAR 2024 APPROPRIATIONS AND BUDGET
REVISIONS.**

WHEREAS, the City of Sheridan adopted its FY24 budget on June 19, 2023(the “Budget”); and

WHEREAS, the City’s Budget requires additional appropriations; and

WHEREAS, a Notice of Public Hearing of the revised FY24 budget, together with the summary of said budget appropriations was published in the Sheridan Press, a legal newspaper and of general circulation in the County on June 19, 2023; and

WHEREAS, a Public Hearing was held on June 17, 2024 on the revised FY24 budget at the time and place specified in said Notice, and which time all interested parties were given an opportunity to be heard;

BE IT RESOLVED BY THE CITY GOVERNING BODY THAT:

1. The City of Sheridan adopts this amendment to the FY24 Budget for the year ending June 30, 2024. The appropriations are more specifically described on Exhibit A, attached hereto and incorporated herein.
2. The mill levy will remain at 8 mills.
3. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.
4. All resolutions, or parts thereof, inconsistent with this Resolution or within any of the documents hereby approved, are hereby repealed only to the extent of such inconsistency. This repealer shall not be construed as reviving any resolution or part thereof.
5. This Resolution shall be in full force and effect upon its passage and adoption.

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

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Cecilia Good, City Clerk

A motion was made by Council Member that the foregoing resolution be passed and adopted, and Council Member seconded the motion.

The roll was called with following results:

Those voting YES: _____

Those voting NO: _____

A majority of the members elected to the Governing Body having voted for the passage and approval of the resolution, the Mayor declared the resolution duly passed and adopted. After consideration of other business to come before the Governing Body, the meeting was adjourned.

CITY OF SHERIDAN, WYOMING

Richard Bridger, Mayor

ATTESTED:

Cecilia Good, City Clerk

STATE OF WYOMING)
) ss.
COUNTY OF SHERIDAN)

I, _____, the duly appointed, qualified, and acting City Clerk of the City of Sheridan, Wyoming (the “City”), do hereby certify:

1. The foregoing pages are true, correct and complete copies of the record of the proceedings of the Governing Body of the City, had and taken at a regular meeting thereof held at the regular meeting place of the Council at 55 East Grinnell, Sheridan, Wyoming, on June 17, at the hour of 5:30 p.m., as recorded in the records of the Governing Body kept in my office.
2. The proceedings of the Governing Body were duly had and taken as therein shown, the meeting therein shown was duly held, due notice and call was given each member, and the persons therein named as present at the meeting were present as shown by the minutes.
3. Notice of the meeting has been given as required by statutes of the State of Wyoming relating to meetings of governmental agencies. (W.S. Sections 16-4-401 through 16-4-407.)

WITNESS my name and the seal of the City, on _____, 2024.

Cecilia Good, City Clerk

EXHIBIT A

Summary of Revised FY24 Budget Appropriations

Fund	FY24 Current Budget Appropriations	Amendments		FY24 Revised Budget Appropriations
General	16,148,900	250,000	(1)	16,548,900
		150,000	(2)	
GPET	5,390,944			5,390,944
Direct				
Distribution	2,657,287			2,657,287
Special Revenue	2,418,600			2,418,600
Debt Service	164,796			164,796
Capital Projects	53,322,632			53,322,632
Water	5,736,291			5,736,291
Sewer	3,367,634			3,367,634
Solid Waste	7,199,396			7,199,396
Weed & Pest	279,600			279,600
Golf	539,599			539,599
Total	97,225,679	400,000		97,625,679
Mill Levy - 8 Mills	2,525,021	0		2,525,021

- (1) Karo Hamilton approved settlement agreement**
(2) Doubleday Sorts Complex funding for infrastructure



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

RE: Discussion of Resolution 19-24, Joint Resolution Approving Proposition for Continuation of a 1% Capital Facilities Tax - City Engineer Thomas Morneau

From: Hanns Mercer, Public Works Director

To: City Council

CC:

Date: 05/14/2024

Recommendation:

Staff recommends that the Mayor and Council approve Resolution 19-24, a Joint Resolution approving proposition for continuation of a 1% Capital Facilities Tax.

Background:

The Sheridan County One Percent Specific Purpose Capital Facilities Tax (CAP Tax) was first approved in 1989 and has been continuously approved by the voters of Sheridan County. This is a specific purpose tax, meaning that the funds can only be spent on Capital Improvement Projects. The CAP Tax is also a specific amount tax, which means the CAP Tax expires when the amount of funds in the resolution are collected.

Discussion:

The governing bodies of Sheridan County, Town of Clearmont, Town of Dayton, Town of Ranchester, and City of Sheridan hereby determine that renewal of the 1% capital facilities tax in the specified principal amounts and for the specified purposes listed below should be placed on the ballot per Wyo. Stat. § 39-15-203(a)(iii)(A)..

a. \$800,000.00 Town of Clearmont

for infrastructure improvements to water, sewer, and street projects

b. \$2,000,000.00 Town of Dayton

for infrastructure improvements to water, sewer, and street projects, improvements to public facilities, and capital equipment

c. \$2,000,000.00 Town of Ranchester

for infrastructure improvements to water, sewer, and street projects

d. \$22,720,000.00 City of Sheridan

for infrastructure improvements to streets, storm sewer, sanitary sewer, and water lines or other public facilities

e. \$12,480,000.00 Sheridan County

for infrastructure improvements to county roads, bridges, and public facilities

Upon completion of the projects identified, any excess funds collected shall be expended for capital construction purposes only. The excess funds shall be distributed in the following percentages:

a. Town of Clearmont - 2.0%

b. Town of Dayton - 5.0%

c. Town of Ranchester - 5.0%

d. City of Sheridan - 56.8%

e. County of Sheridan - 31.2%

Attachments

Resolution 19-24

**CITY OF SHERIDAN
RESOLUTION 19-24**

A JOINT RESOLUTION APPROVING PROPOSITION FOR CONTINUATION OF A 1% SPECIFIC PURPOSE EXCISE TAX IN SHERIDAN COUNTY, WYOMING, SAID PROPOSITION TO BE PLACED ON THE BALLOT FOR THE NOVEMBER 5, 2024 GENERAL ELECTION.

WITNESSTH

WHEREAS, Wyo. Stat. § 39-15-204(a)(iii) authorizes a county to collect an excise tax not to exceed one percent upon retail sales of tangible personal property, admissions and services made within the county; the revenue from the tax shall be used in a specified amount for specific purposes authorized by the qualified electors (commonly known as the capital facilities tax); and

WHEREAS, Sheridan County is presently collecting the 1% capital facilities tax authorized by Wyo. Stat. § 39-15-204(a)(iii), which is estimated to expire in 2025, and any continuation of the capital facilities tax would take effect after that expiration; and

WHEREAS, before any proposition to continue a capital facilities tax shall be placed before the electors, the governing body of the County, and the governing bodies of at least two-thirds of the incorporated municipalities within the County shall adopt a resolution approving the proposition, setting forth a procedure for qualification of a ballot question for placement on the ballot and specifying how excess funds shall be expended; and

WHEREAS, the Board of County Commissioners of Sheridan County, and the governing bodies of the Towns of Clearmont, Dayton, and Ranchester, and the City of Sheridan will each consider this Joint Resolution; and

WHEREAS, the respective governing bodies have identified specific purposes totaling \$40,000,000.00 that would be appropriately funded by the capital facilities tax and in the best interest of the community.

THEREFORE, IT IS JOINTLY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SHERIDAN COUNTY, WYOMING, AND THE GOVERNING BODIES OF THE TOWN OF CLEARMONT, WYOMING, THE TOWN OF DAYTON, WYOMING, THE TOWN OF RANCHESTER, WYOMING, AND THE CITY OF SHERIDAN, WYOMING, THAT:

1. The governing bodies of Sheridan County, Town of Clearmont, Town of Dayton, Town of Ranchester, and City of Sheridan hereby determine that renewal of the 1% capital facilities tax in the specified principal amounts and for the specified purposes listed below should be placed on the ballot per Wyo. Stat. § 39-15-203(a)(iii)(A).
 - a. **\$800,000.00** **Town of Clearmont**
for infrastructure improvements to water, sewer, and street projects
 - b. **\$2,000,000.00** **Town of Dayton**
for infrastructure improvements to water lines, sewer and street projects, improvements to public facilities, and capital equipment.
 - c. **\$2,000,000.00** **Town of Ranchester**
for infrastructure improvements to water, sewer, and street projects.
 - d. **\$22,720,000.00** **City of Sheridan**
for infrastructure improvements to streets, storm sewer, sanitary sewer and water lines or other public facilities.
 - e. **\$12,480,000.00** **Sheridan County**
for infrastructure improvements to County roads, bridges, and public facilities.

2. The proposition of continuing a 1% capital facilities tax in Sheridan County, State of Wyoming, for the specific purposes identified above shall be combined and contained within one ballot question and submitted to qualified electors at the general election to be held on **November 5, 2024**. The election shall be held in accordance with the current Wyoming Election Code.
3. The ballot shall set forth substantially the following proposition:

*Shall Sheridan County, State of Wyoming, be authorized to continue a specific purpose capital facilities tax to collect funds not to exceed **\$40,000,000.00**, to be used as follows:*

\$800,000.00 for infrastructure improvements to water, sewer, and street projects for the Town of Clearmont; and

\$2,000,000.00 for infrastructure improvements to water lines, sewer and street projects, improvements to public facilities, and capital equipment for the Town of Dayton; and

\$2,000,000.00 for infrastructure improvements to water, sewer, and street projects for the Town of Ranchester; and

\$22,720,000.00 for infrastructure improvements to streets, storm sewer, sanitary sewer and water lines or other public facilities for the City of Sheridan; and

\$12,480,000.00 for infrastructure improvements to County roads, bridges, and public facilities for Sheridan County.

FOR the County 1% capital facilities tax _____

AGAINST the County 1% capital facilities tax _____

4. Upon completion of the projects identified, any excess funds collected shall be expended for capital construction purposes only. The excess funds shall be distributed in the following percentages:
- a. Town of Clearmont – 2.0%
 - b. Town of Dayton – 5.0%
 - c. Town of Ranchester – 5.0%
 - d. City of Sheridan – 56.8%
 - e. County of Sheridan – 31.2%
5. Approval of this Joint Resolution by Sheridan County and at least 2/3 of the municipalities within Sheridan County constitutes approval of the proposition to continue a 1% capital facilities tax for the above-specified purposes and amounts for a total of \$40,000,000.00.
6. Approval of this Joint Resolution shall constitute written notification to the County Clerk, specifying the date of the election and the proposition.
7. Each provision of this Joint Resolution is severable and should any provision of this Joint Resolution be judicially determined to be invalid or unenforceable, such determination shall not affect the remaining provisions hereof.

PASSED, APPROVED AND ADOPTED this 6th day of June, 2024.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Cecilia Good, City Clerk



CITY OF SHERIDAN, WYOMING

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

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

Public Works

MEMORANDUM

RE: Discussion of Resolution 24-24 Adopting the City of Sheridan Standard Specifications and Details for Street and Utility Construction, 2024 Edition - City Engineer Thomas Morneau

From: Thomas Morneau, City Engineer

To: City Council

CC:

Date: 05/24/2024

Recommendation:

Staff recommends that the Mayor and Council approve Resolution 24-24, adopting the City of Sheridan Standard Specifications and Details for Streets and Utility Construction, 2024 Edition.

Background:

In 2016 the City Council adopted the City of Sheridan Standard Specifications and Details for Street and Utility Construction, 2016 Edition. This edition was in need of being updated to reflect innovations in the use of materials, construction techniques, and Wyoming Department of Environmental Quality regulations.

The project for the update was awarded to Engineering Associates on October 17, 2022.

The scope included the following items:

- Meet with members of CITY staff to develop a list of potential parties that would be interested in participating in the Project by being a member of a committee charged with reviewing and recommending changes to the 2016 Standards, hereinafter the 2016 Standards Update Committee. The list is anticipated to include not only engineering firms other than the CONSULTANT, but also representatives of local contractors and developers.
- Invite those on the list developed in Item A to become a member of the 2016 Standards Update Committee.
- Meet with the CITY and members of the 2016 Standards Update Committee to discuss the overall objectives and ground rules for the 2016 Standards Update Committee.
- Solicit and receive comments from other local engineering firms, contractors and developers on the 2016 Standards.
- Meet with the 2016 Standards Update Committee and CITY staff to review and discuss the comments received from other local engineering firms, contractors and developers, as well as any comments that are received from the members of the 2016 Standards Update Committee and CITY staff. For purposes of developing a fee for this Contract, it is assumed that approximately nine meetings of the 2016 Standards Update Committee and CITY staff will be necessary, and that approximately three meetings with various CITY division staff members will be necessary.
- As part of the revisions to the 2016 Standards, utilize the Engineers Joint Contract Documents Committee (EJCDC) General Conditions as the new General Conditions for the proposed new standards. In so doing, the CONSULTANT shall revise the current Supplementary Conditions so that they align with the 2018 EJCDC General Conditions.
- Incorporate the comments tentatively agreed upon by members of the 2016 Standards Update Committee and

CITY staff into an update of the 2016 Standards. Changes to the standard specifications will be made in the most recent version of Microsoft Word, and changes to the standard details would be made in the most recent version of AutoCAD.

- Provide a draft version of the proposed new standards to DEQ for review and approval.
- After receiving approval from DEQ, and assuming that CITY staff agrees to any changes made by DEQ, provide final deliverables to the CITY in Microsoft Word, AutoCAD and pdf.
- Include new sections to address Lighting standards and Irrigation standards.

City Staff held meetings over several months that included input from local engineers and firms, local contractors, suppliers, developers, and state agencies to draft proposed revised Standards and Specifications.

WYDEQ reviewed and approved the updates to the City Specifications.

The Sheridan Municipal Code 28-64(c) states that the city of Sheridan standard specifications, details and design standards for utility construction shall be modified and updated on a frequency as necessary by resolution of the governing body.

Attachments

Resolution 24-24

Spec Update Change List 2024

**CITY OF SHERIDAN
RESOLUTION 24-24**

A RESOLUTION adopting the City of Sheridan Standard Specifications and Details for Street and Utility Construction, 2024 Edition.

WHEREAS, in 2016 the City Council adopted the City of Sheridan Standard Specifications and Details for Street and Utility Construction, 2016 Edition; and

WHEREAS, the 2016 City of Sheridan Standard Specifications and Details for Street and Utility Construction, 2016 Edition needed to be updated to reflect innovations in the use of materials, construction techniques, and Wyoming Department of Environmental Quality regulations; and

WHEREAS, City Staff held meetings over several months that included input from local engineers, contractors, suppliers, developers, and state agencies to draft proposed revised Standards and Specifications; and

WHEREAS, the Sheridan Municipal Code 28-64(c) states that the City of Sheridan Standard Specifications, Details and Design Standards for Utility Construction shall be modified and updated on a frequency as necessary by resolution of the governing body; and

WHEREAS, the City Council recognized the benefit to engineers, contractors, suppliers, developers and city staff in updating these specifications to keep pace with changes occurring within the construction industry that provides the public with safe infrastructure.

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

That the City of Sheridan Standard Specifications and Details for Street and Utility Construction, 2024 Edition, are adopted by City Council thereby superseding and replacing the latest adoptions of the “Standard Specifications and Details for Street and Utility Construction, 2016 Edition”; and shall hereby be administered and enforced upon the effective date of this Resolution.

PASSED, APPROVED AND ADOPTED this 17th day of June, 2024.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Cecilia Good, City Clerk

CHANGE LIST - SPECIFICATIONS

Section	Number	Issue	Spec Pages/Sections Modified	Detail Sheet Modified
TABLE OF CONTENTS				
Table of Contents		Edits made reflective of Specifications Update		

DIVISION 0 - BIDDING AND CONTRACT REQUIREMENTS

Advertisement For Bids	00010	Updated amount charged by Questcdn for downloading bid docs. Removed need for signature by Public Works Director.		
Instructions to Bidders	00100	Removed "Owner may also reject the Bid of any Bidder if Owner believes that it would not be in the best interest of the Project to make an award to that Bidder."	p. 6, 19.1	
		Replaced bid with "Bid (Base Bid + selected Bid Alternate(s))" and added "The City reserves the right to reject any and all bids."	p. 8, 19.7	
Bid Form	00300	Changed signature and submission of Agreement and required forms from 15 days to 10 days after Notice of Award.	p. 1, #2	
		Added the Wyoming Certificate of Residency to be submitted with bidding documents.	p. 2, 10d	
		Changed proof of the bidder's registration in the U.S. Government's SAM so that it will be submitted within 48 hours of Owner's request.	p. 2, 11	
		Deleted "Corporate Seal", and on the Attest line (Secretary).	p.3, 13	
Bid Bond	00410	Changed "severely" to "severally".	p. 1	
		Changed requirement for Contractor to enter into a contract after award from 15 days to 10 days.	p. 1	
Agreement	00500	Added "(General Description)" Notation.	p. 1, Article 1	
		Modified agreement so that contract time could be counted as either "calendar days" or "working days" .	p. 1 & 2, Articles 3.1 and 3.2	
		Changed reference for schedule of values from Article "14" to "15" of General Conditions.	p. 3, Article 5.0	
		Updated Agreement to align with recently-enacted Wyoming statutes regarding the amount of monies to be retained and when retainage is paid to the Contractor.	P. 3 and 4, Article 5.1 - 5.4	
General Conditions	00700	Changed address of City from P.O. Box to 55 Grinnell Plaza.	p. 7	
Supplementary Conditions to the General Conditions	00810	Updated to 2018 version of EJCDC General Conditions.	Entire section	
		Updated to now supplement the 2018 EJCDC General Conditions.	Entire section	
		Changed from "two (2)" copies of Agreement, to "three (3)" in section SC-2.01	p. 1, SC-2.01	

DIVISION 1 - GENERAL REQUIREMENTS

Summary of Work	01010	Clarified allowable height of adjusting rings allowed for manholes. Updated utility contact information.	p. 3, 1.08 p. 4 and 5	
Field Engineering	01050	Added "If requested by CONTRACTOR, the ENGINEER shall provide digital design information (.dwg, .dgn, LandXML)" for construction surveying purposes.	p. 1, 1.01A	
Permits	01060	Added "Permits shall include, but not be limited to, any building permits, utility fees, and excavation licenses by the City," and "Upon completion of the project, the CONTRACTOR shall transfer the responsibility for the Storm Water Pollution Prevention Plan (SWPPP) to the City. "	p. 1, Part 1	
Quality Control	01400	Changed "Engineer will provide quality assurance" to "Engineer may provide quality assurance".	p. 1, 1.01	
Contract Closeout	01700	Changed "Letter of Final Acceptance" requirement to "Certificate of Final Completion", removed Letter of Partial Acceptance language, removed "Acceptance may be given prior to correction of deficiencies which do not preclude operation and use of the facility; however, final payment will be withheld until all deficiencies are corrected."	p. 3, 3.04	
		Changed requirement for post-construction from one year from the date of final acceptance to one year from the date of the Certificate of Substantial Completion.	p. 3, 3.05	
Operation and Maintenance	01730	Changed requirement for O&M submittals to be in hard copy format to submittals to be in digital format.	p. 2, 1.03	

DIVISION 2 - SITE WORK

Mobilization	02000	Modified language as to when 5% of the mobilization line item is to be paid.	p. 1, Part 4	
Clearing and Grubbing	02110	Added the requirement for all tree trimming to be performed by someone who passes an arborist license issued by the City.	p.2, 3.00	
Trenching, Backfilling, and Compacting	02221	Added storm drain inlets to manholes and valve boxes as locations where compaction tests are required.	p. 1, 1.02B	

CHANGE LIST - SPECIFICATIONS

Section	Number	Issue	Spec Pages/Sections Modified	Detail Sheet Modified
Trenching, Backfilling, and Compacting	02221	Added Type B Bedding material allowed for pressurized pipelines.	p. 3, 2.01B	02221-2.01Ba, 02221-2.01Bb
		Added a plasticity index (PI) requirement for imported bedding material.	p. 4, 2.01B	
		Added a frequency requirement for trench plugs to be installed when Type B Imported Bedding Material is used.	p. 5, 2.01E	
		Changed "Detectable" to "Non-detectable" warning tape, and clarified depth at which warning tape shall be installed.	p. 10, 3.06A	02221-2.01Ba, 02221-2.01Bb
Grading	02450	Clarified requirements for additional compaction, watering or drying when moisture content of soil is outside the percent allowable.	p. 1, 1.03A	
Topsoil	02460	Clarified requirements for removing materials larger than 1 inch from topsoil.	p. 2, 3.03B	
Reclamation	02480	Amended table showing types of grass seed and fertilizer allowed, based upon materials available locally.	p. 3 - 5, 2.01 and 2.02	
		Clarified method of measurement for Erosion Control Blanket bid item.	p. 12, 4.01 (3)	
Landscaping	02490	Added table showing types of trees allowed.	p. 3, 2.01D	02490-3.02A
Crushed Aggregate Base Course	02519	Defined Aggregate Gradation Chart as being for Grading W.	p. 2, 2.00	
Asphalt Pavement	02525	Removed statement that Quality Assurance testing will be conducted by the OWNER on a random basis .	p. 14, 3.01	
		Removed requirement for split sampling for all asphalt tests between Contractor and Owner.	p. 15, 3.02B	
		Changed frequency for asphalt core density tests.	p. 16, 3.02G	
		Changed "1/8" to 1/4" for allowable variation in asphalt thickness.	p. 18, 3.04B (2)	
Paint Striping	02530	Defined allowable wet thickness of paint.	p. 5, 3.02A	
Adjusting Street Fixtures	02570	Added requirements and specifications for the installation of concrete "diamond" collars.	p. 2, 3.01G	02570-3.01a, 02570-3.01b
		Added a requirement to use flowable fill in areas adjacent to valve boxes and manhole covers where hand compaction is unsatisfactory.	p. 2, 3.01I	
Underground Utilities	02600	Clarified measurements for payment on number of utility crossings and number of underground utilities identified.	p. 3, 4.01A (1)	
Street Signs, Utility Poles, and Mailboxes	02605	Provided additional information on street name signage.	p. 3, 2.01D	
Valves and Valve Boxes	02641	Added "Kennedy KS FW C509" Gate Valve. Added "Mueller PermaSeal" Insertion Gate Valve.	p. 2, 2.01A	
		Added requirement for Valve Box Alignment Tool, requiring valve nut to be centered, and box to be plumb.	p. 2, 2.01B	02641-2.01B, 02641-2.01E
		"Foster Adaptors" to restrain valves and/or fittings in close proximity to each other.	p. 3, 2.01G	
		Added "ARI Model D-040" combination air/vacuum valves for those that are 2" and smaller.	p. 6, 2.02J	02641-2.02Ja, 02641-2.02Jb
		Modified marker post length and Manufacturers Number.	p. 7, 2.05	02641-2.05
		Deleted "fusion bonded" requirement for epoxy coated rebar.	p. 3, 2.01F	
Fire hydrants	02644	Added "Centurion" to name of acceptable Mueller fire hydrants, and added Kennedy K81-D as an acceptable fire hydrant.	p. 1, 1.02	
		Added information on hydrant weep hole requirements.	p. 2, 2.01 and 2.02	
		Substituted the Kupferle Eclipse #2 for the Kupferle Model 77 Mainguard as an acceptable flushing hydrant, and placed the requirement for there to be a shutoff valve placed on the waterline leading to the flushing hydrant.	p. 2, 2.02	02644-2.02
		Eliminated the need for gravel beneath a weephole if the weephole is not required.	p. 3, 3.02	02644-2.01, 02644-2.02
		Mars Company zinc anode caps placed on all tee bolts may be used as a substitute for an anode if approved by the ENGINEER.	p. 3, 3.04	
Water Service Lines and Appurtenances	02645	Change meter pit lid requirements to "The lid shall be designed with a hole in the lid to accommodate the Mi.Net® node read system".	p. 4, 2.04A.	02645-2.04A
		Changed specification for individual PRV. By so doing, the outlet pressure range decreased from 75-100 psi to 25-75 psi (outlet pressure to be set to 75 psi vs. 50 psi factory setting, unless indicated otherwise), and the cost for an individual PRV decreased significantly.	p. 4, 2.04.c	
		Added requirements for pressure testing and flushing for fire suppression service lines.	p. 6, 3.01	
Water Main	02710	Removed all reference to C905 pipe (C905 pipe incorporated into C900 pipe) and removed allowable use of C909, changed pipe size from Ductile Iron O.D. to cast iron O.D. (CIOD).	p. 1 and 2, 2.01	
		Added the requirement for certification of persons performing fusing of HDPE pipe, and added the requirement for a datalogger to be furnished to record and store data for each fusion joint performed.	p. 4, 2.04A (4)	
		Changed fusion-bonded epoxy coating requirements from a minimum of 10 mils thick to 8 mils thick.	p. 10, 2.05F and 2.06	
		Changed "Detectable" to "Non-Detectable" warning tape.	p. 11, 2.09	02221-2.01Ba
		Added language about horizontal spacing requirements for water and sewer service lines, added text defining where in the specifications the mix design for flowable fill can be found.	p. 14, 3.01H	
		Eliminated use of pre-blended concrete material such as Sakrete or Quickrete as an acceptable material for construction of thrust blocks, and provided information on when pre-cast thrust thrust blocks may be used.	p. 15, 3.01I	

CHANGE LIST - SPECIFICATIONS

Section	Number	Issue	Spec Pages/Sections Modified	Detail Sheet Modified
		Changed "Detectable" to "Non-detectable" warning tape.	p.16, 3.01J	02221-2.01Ba
		Added information on live tapping of existing water mains.	p. 17, 3.01L	
		In section 3.01M, added Contractor shall furnish the corporation stop "and service saddle" to the City.	p. 17, 3.01M	
Sanitary Sewer	02712	Added requirement for Schedule 40 PVC sewer service line pipe to have glued joints, specified types of covers to be used for cleanouts.	p. 2, 2.01D	02712-2.01Db, 02712-2.01Dc
		Added "Testing of manholes may be waived at the discretion of the Engineer and Owner for situations in which live flows prevent such testing."	p. 7, 3.01F (5g)	
Storm Drain Pipe and Fittings	02714	Added Contech A-2000 PVC pipe to list of acceptable storm drain pipe.	P.2, 2.01B	
		Added AWWA C900 & SDR (min. 26) PVC pipe to list of acceptable storm drain pipe.	P.2, 2.01B	
		Added High-Performance polypropylene pipe to list of acceptable storm drain pipe.	P.3, 2.01C	
		Added fused-joint High Density Polyethylene pipe to list of acceptable storm drain pipe.	P.3, 2.01D	
		Added and modified measurement and payment items for the types of pipe materials being added to the specifications.	P.7-11, Part 4	
		In section 2.01B deleted the requirement "color shall be green".	p. 2, 2.01B	
Storm Drain Inlets	02720	Amended types of frames and grates specified, based upon those most readily available.	p. 2, 2.02	02720-2.01a, 02720-2.01b, 02720-2.01d, 02720-2.01e
Manholes	02722	Amended type of sealant to be used for manhole joints, and added exterior joint wrap around manhole joints.	p. 2-3, 2.01	02722-2.01a, 02722-2.01b, 02722-2.01c, 02722-STRM-A, 02722-STRM-B
		Added FRP manhole base liner for sanitary sewer channels and benches	p. 3, 2.01	02722-2.01a, 02722-2.01b, 20722-2.01c
		Deleted requirement for bitumastic coating of manhole exteriors	p. 3, 2.01	
		Amended types of rings and covers specified, based upon those most readily available	p. 4, 2.02	02722-2.01a, 02722-2.01b, 02722-2.01c, 02722-STRM-A, 02722-STRM-B
		Added marker posts for sewer manholes	p. 5, 2.06	
		Deleted instructions for installation of manhole invert channels, based upon new requirement for FRP base liners	p. 5, 3.01	
		Added requirement for the Engineer and City staff to be trained in confined space entry prior to entering any confined space.	p. 7, 3.04	
		Added requirements and specifications for the installation of concrete "diamond" collars.	p. 7, 3.07	
		Adjusted measurement and payment sections based upon changes in this specification section.	p. 8-10, Part 4	
Testing, Cleaning and Sterilizing Waterline Systems	02766	Added requirement to provide a minimum flushing velocity of 3.0 fps and table showing orifice sizes required to meet this minimum flushing velocity required, based upon various pipe sizes.	p. 2, 3.01	
		Modified sampling requirements for testing for biological activity .	p. 5, 3.02C	
Engineering Fabric	02895	Changed summary of this specification section.	p. 1, 1.01	
		Added language about storage requirements for engineering fabrics.	p. 1, 1.03	
		Amended specifications for engineering fabric materials to be provided, added paving fabric and biaxial geogrids.	p. 1-6, 2.01	
Irrigation	02920	Added entirely new specification section dealing with irrigation.		

DIVISION 3 - CONCRETE

Concrete Work	03010	Amended Portland Cement material requirements.	p. 3, 2.03A	
		Defined gradations for Fine Aggregate and Coarse Aggregate.	p. 4-6, 2.03B	
		Amended curing requirements for cold weather concrete procedures.	p. 14, 3.07E	
Concrete Curb and Gutter	03020	Added Curb and Gutter Type C (both permanent and temporary) to the Method of Measurement and Basis of Payment.	p. 5-7, Part 4	03020-2.01a
		Modification to Part 4 for all bid items to make crushed aggregate base course paid separately and not incidental to bid item.	p. 5-7, Part 4	
Concrete Sidewalks, Approaches, Fillets and Double Gutter	03030	Modification to Part 4 for all bid items to make crushed aggregate base course paid separately and not incidental to bid item.	p. 6-8, Part 4	
Portland Cement Concrete Pavement	03040	Addressed procedures to follow in the event of random cracks.	p. 13, 3.11J	
		Removed language"for placing and compacting crushed base under the sidewalk" from all bid item basis of payment sections to make crushed aggregate base course paid separately.	p. 25, 4.02	

DIVISION 13 - CORROSION PROTECTION

Corrosion Protection of Water Systems	13900	Changed title of specification section from "Corrosion Protection of Plastic Pipe Systems" to "Corrosion Protection of Water Systems".	Global	
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CHANGE LIST - SPECIFICATIONS

Section	Number	Issue	Spec Pages/Sections Modified	Detail Sheet Modified
		Added Zinc Anode Caps to the list of acceptable materials to be used for corrosion protection if allowed by the Engineer.	p. 11, 2.07B3; p. 28, 3.06B7	13944D, 13944P
		Changed warning tape from "traceable" to "non-detectable", and added specifications for sewer warning tape.	p. 17, 2.13A	
		Re-wording of section 2.07B3.	2.07B3	

DIVISION 26 - ELECTRICAL

Electrical - General Provisions	26 0010	Added entirely new specification section		
Electrical - Trenching for Site Utilities	26 0045	Added entirely new specification section		
Electrical - Low-Voltage Electrical Power Conductors and Cables	26 0519	Added entirely new specification section		
Electrical - Grounding and Bonding for Electrical Systems	26 0526	Added entirely new specification section		
Electrical - Hangers and Supports for Electrical Systems	26 0529	Added entirely new specification section		
Electrical - Conduit for Electrical Systems	26 0533.13	Added entirely new specification section		
Electrical -Boxes for Electrical Systems	26 0533.16	Added entirely new specification section		
Electrical - Identification for Electrical Systems	26 0533	Added entirely new specification section		
Electrical - Panelboards	26 2416	Added entirely new specification section		
Electrical - Wiring Devices	26 2726	Added entirely new specification section		
Electrical - Fuses	26 2813	Added entirely new specification section		
Electrical - Enclosed Switches	26 2816.16	Added entirely new specification section		

DETAILS

Typical Water Main Trench Detail	02221-2.01Ba	Modification of 2016 Standard Detail		02221-2.01Ba
Typical Sanitary Sewer Trench Detail	02221-2.01Bb	Modification of 2016 Standard Detail		02221-2.01Bb
Tree Planting Detail	02490-3.02A	Modification of 2016 Standard Detail		02490-3.02A
Water Valve Box Adjustment Detail	02570-3.01a	Modification of 2016 Standard Detail		02570-3.01a
Manhole Adjustment Detail	02570-3.01b	Modification of 2016 Standard Detail		02570-3.01b
Water Line Valve And Box Detail	02641-2.01B	Modification of 2016 Standard Detail		02641-2.01B
Tapping Sleeve And Valve Connection To Existing Water Line Detail	02641-2.01E	Modification of 2016 Standard Detail		02641-2.01E
Air Release/Vacuum Valve 1" & 2" Detail With No Groundwater Present	02641-2.02Ja	New 2023 Standard Detail		02641-2.02Ja
Air Release/Vacuum Valve 1" & 2" Detail With Groundwater Present	02641-2.02Jb	New 2023 Standard Detail		02641-2.02Jb
Marker Post Detail	02641-2.05	Modification of 2016 Standard Detail		02641-2.05
Fire Hydrant Installation Detail	02644-2.01	Modification of 2016 Standard Detail		02644-2.01
Flushing Hydrant Detail	02644-2.02	New 2023 Standard Detail		02644-2.02
Water Line Service Connection Detail	02645-2.02c	Modification of 2016 Standard Detail		02645-2.02c
Thrust Blocking For Water Line Fittings Detail	02710-3.01b	Modification of 2016 Standard Detail		02710-3.01b
Sanitary Sewer Service Line Detail (New Construction Only)	02712-2.01Da	Modification of 2016 Standard Detail		02712-2.01Da
Sanitary Sewer Service Line With Cleanout Detail (Reconstruction Projects)	02712-2.01Db	Modification of 2016 Standard Detail		02712-2.01Db
Type A Storm Drain Inlet / Catch Basin Detail	02720-2.01a	Modification of 2016 Standard Detail		02720-2.01a
Type B Storm Drain Inlet / Catch Basin Detail	02720-2.01b	Modification of 2016 Standard Detail		02720-2.01b

CHANGE LIST - SPECIFICATIONS

Section	Number	Issue	Spec Pages/Sections Modified	Detail Sheet Modified
Type C Storm Drain Inlet / Catch Basin Detail	02720-2.01c	Modification of 2016 Standard Detail		02720-2.01c
Type D Storm Drain Inlet / Catch Basin Detail	02720-2.01d	Modification of 2016 Standard Detail		02720-2.01d
Curb & Gutter Box-Out For Type A Storm Drain Inlet/ Catch Basin Detail	02720-2.01e	Modification of 2016 Standard Detail		02720-2.01e
Sidewalk / Curb Grate Detail	02720-2.01f	Modification of 2016 Standard Detail		02720-2.01f
Eccentric Cone Sanitary Sewer Manhole Detail	02722-2.01a	Modification of 2016 Standard Detail		02722-2.01a
Typical Drop Manhole Detail	02722-2.01b	Modification of 2016 Standard Detail		02722-2.01b
Typical Manhole Channel Details	02722-2.01c	Modification of 2016 Standard Detail		02722-2.01c
Eccentric-Cone Storm Drain Manhole Detail	02722-STRM-A	Modification of 2016 Standard Detail		02722-STRM-A
Standard Straight Storm Drain Manhole Detail	02722-STRM-B	Modification of 2016 Standard Detail		02722-STRM-B
Manhole / Valve Box Concrete Collar Detail	02722-3.02	Modification of 2016 Standard Detail		02722-3.02
Curb And Gutter With Asphalt And Concrete Pavement Detail	03020-2.01a	Modification of 2016 Standard Detail		03020-2.01a
Double Gutter With Asphalt And Concrete Pavement Detail	03020-2.01b	Modification of 2016 Standard Detail		03020-2.01b
Curb & Gutter Taper Detail	03020-3.01a	Modification of 2016 Standard Detail		03020-3.01a
Curb End Transition Detail	03020-3.01b	Modification of 2016 Standard Detail		03020-3.01b
Curb & Gutter Removal and Replacement Detail	03020-3.01c	Modification of 2016 Standard Detail		03020-3.01c
Commercial And Alley Approach Detail	03030-3.01d	Modification of 2016 Standard Detail		03030-3.01d
Standard Fillet Detail	03030-3.01e	Modification of 2016 Standard Detail		03030-3.01e
Residential Approach Detail (With Concrete Driveway and Flares Sections)	03030-3.01f	Modification of 2016 Standard Detail		03030-3.01f
Residential Approach Detail (With Concrete Driveway and Flares Sections)	03030-3.01g	Modification of 2016 Standard Detail		03030-3.01g
Double Gutter Detail	03030-3.01i	Modification of 2016 Standard Detail		03030-3.01i
ADA Ramp In Sidewalk Detail	03030-3.01j	Modification of 2016 Standard Detail		03030-3.01j
Soil Corrosion Zones / Selection Of Anode Type	13900	Modification of 2016 Standard Detail		13900
Galvanic Anode Installation At Hydrant Assemblies w/ Ductile Stub Detail	13944D	Modification of 2016 Standard Detail		13944D
Galvanic Anode Installation At Hydrant Assemblies w/ PVC Stub Detail	13944P	Modification of 2016 Standard Detail		13944P

GENERAL & AWARD FORMS

	None		
	None		

AWARD FORMS

	None		
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CONSTRUCTION FORMS

Retainage Form		Replaced Retainage Certification, Interest Bearing Deposit Agreement & Assignment Forms with single Standard Joint Account Agreement Form.		
Retainage Release		Added "City of Sheridan, Wyoming".		
Engineer's Field Order		Deleted four copies-to checkboxes at top of form; in accordance with "Article 10" changed to "Article 11".		
Engineer's Field Order - Force Account		Deleted four copies-to checkboxes at top of form.		
Work Change Directive		Deleted four copies-to checkboxes at top of form.		

CHANGE LIST - SPECIFICATIONS

Section	Number	Issue	Spec Pages/Sections Modified	Detail Sheet Modified
Suspend Work Order		Changed title of form to "Suspend Work Notice" to "Suspend Work Order"; added (Working) Days; added descriptions to accumulated days.		
Resume Work Order		Added (Working) Days; added descriptions to accumulated days.		
Periodic Application For Progress Payment To Contractor		Updated City Address.		
Water Line Test Report		Added min. "3.0 fps" flushing velocity; added form information for collection of two Bacti Samples to meet new testing requirements.		

CLOSEOUT FORMS

Affidavit On Behalf Of Contractor		Deleted Notary Public portion at bottom of form		
Warranty		Modified effective date from date of "Final Completion" to date of "Substantial Completion". Added field for Substantial Compelction date.		
Public Notice - Notice Of Acceptance And Final Payment And Settlement		Modified language for conformance with State Statute 16-6-116; signed "City of Sheridan"; publish twice dates		



CITY OF SHERIDAN, WYOMING

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Public Works

MEMORANDUM

RE: Discussion of Resolution 25-24 Adopting the City of Sheridan Public Infrastructure Design Standards, 2024 Edition - City Engineer Thomas Morneau

From: Thomas Morneau, City Engineer

To: City Council

CC:

Date: 05/24/2024

Recommendation:

Staff recommends that the Mayor and Council approve Resolution 25-24, adopting the City of Sheridan Public Infrastructure Design Standards, 2024 Edition.

Background:

In 2017 the City Council adopted the City of Sheridan Public Infrastructure Design Standards, 2017 Edition. This edition was in need of being updated to reflect changes that were being made to the Standard Specifications and to better match Municipal Code.

This project was change ordered into the contract to Engineering Associates for the Specification Update Project.

The scope included the following items:

- Prepare revisions to existing 2017 Design Standards and submit to CITY for review. It is recognized that the Wyoming Department of Environmental Quality is currently revising its Chapter 12 Standards for Water Works, that the Environmental Quality Council has received comments on those revisions, but that the new Chapter 12 Standards for Water Works have not yet been approved.
- Review and incorporate comments received from CITY on draft revisions.
- Submit revised documents to local engineers and developers for their review and comment.
- Review comments received from local engineers and developers with CITY, incorporate approved comments.
- Provide final document to the CITY in Microsoft Word and pdf.

City Staff has worked in consultation with the local engineering community to develop an updated set of design and permitting standards and entitled it "City of Sheridan Public Infrastructure Design Standards, 2024 Edition".

City of Sheridan Public Infrastructure Design Standards, 2024 Edition, are the established rules, regulations, and standards for the issuance of permits required under W.S. 35-11-301 (a)(iii) and (v), which are at least as stringent as those promulgated by the State under W.S. 35-11-302(a)(iii).

Attachments

Resolution 25-24

Design Standards Change List 2024

**CITY OF SHERIDAN
RESOLUTION 25-24**

A RESOLUTION adopting the City of Sheridan Public Infrastructure Design Standards, 2024 Edition.

WHEREAS, in 2017 the City Council adopted the City of Sheridan Public Infrastructure Design Standards, 2017 Edition; and

WHEREAS, the City of Sheridan Public Infrastructure Design Standards, 2017 Edition established a process and rules for administration, design, permitting, and enforcement of all public infrastructure construction within the corporate boundaries and designated service area boundaries; and

WHEREAS, City Staff has worked in consultation with the local engineering community to develop an updated set of design and permitting standards and titled it “City of Sheridan Public Infrastructure Design Standards, 2024 Edition”; and

WHEREAS, the City of Sheridan Public Infrastructure Design Standards, 2017 Edition needed to be updated; and

WHEREAS, it is hereby acknowledged that the City of Sheridan Public Infrastructure Design Standards, 2024 Edition, are the established rules, regulations, and standards for the issuance of permits required under W.S. 35-11-301 (a)(iii) and (v), which are at least as stringent as those promulgated by the State under W.S. 35-11-302(a)(iii).

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

That the City of Sheridan Public Infrastructure Design Standards, 2024 Edition, are adopted by City Council thereby superseding and replacing the latest adoptions of the “City of Sheridan Public Infrastructure Design Standards, 2017 Edition”, and shall hereby be administered and enforced upon the effective date of this Resolution.

BE IT FURTHER RESOLVED, that the Public Utilities Director and City Engineer are hereby designated as the local officials authorized, on behalf of the City of Sheridan Governing Body, to administer, enforce, and update the City of Sheridan Public Infrastructure Design Standards, 2024 Edition, in accordance with the provisions provided therein.

PASSED, APPROVED AND ADOPTED this 17th day of June, 2024.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Cecilia Good, City Clerk

CHANGE LIST - DESIGN STANDARDS

Section	Number	Issue
General		Used updated numbering system for the various sections to provide for additional sections and correct previous discrepancies.
Section 101 - General Pre-Construction Requirements and Procedures, Section 102 - General Construction Requirements & Procedures		Incorporated updated City application forms throughout.
		Cited links to OpenGov for City requirements and online applications throughout.
		Added requirements for submittal of GIS information along with record drawings throughout.
		Added requirement for submittal of electronic drawings vs. paper drawings throughout (paper drawings still required in some instances).
		Eliminated prior requirement for interim record drawings.
Section 201 - Public Water Supplies		Changed title of section from "Design of Water Distribution Systems" to "Public Water Supplies".
		Revised design standards throughout to comply and align with 2023 updates to DEQ Chapter 12 Water Quality Standards.
	201.1	Amended design criteria for public water supplies to those shown in 2019 Master Plan.
	201.2.C	Added language increasing the velocity that a flushing device will achieve to at least 3.0 fps.
	201.2.D	Added requirements for higher pressure tests water service lines that also provide fire suppression flows.
	201.2.G	Eliminated all reference to transmission mains and the requirement to have valves on transmission mains no further than 1,000 feet apart.
	201.4	Modified language on when a Permit to Construct is required.
	201.6	Added a new subsection and figure addressing general guidelines to follow for the design of pressure-reducing valve stations.
Section 301 - Wastewater Systems		Changed title from "Design of Wastewater Systems" to "Wastewater Systems".
	301.1.1	Eliminated use of the term "Submain sewer".
	301.1.2	Modified values to be used when calculating design flows for the Engineering Design Report. Added the following language to this section: "The wastewater flows presented in this section are minimum criteria. The City reserves the right to modify these criteria at any time for the design of specific projects. Wastewater flows for uses not provided in this section shall be determined during system design."
	301.1.3.G	Added language on when a permit to construct is required.
	301.1.3.I	Inserted language on separation of sewer mains and manholes from water water mains.
	301.1.3.K	Added language about pipe slopes when new manholes are installed on existing mains.
Section 401 - Streets, Roadways and Pavement		Changed title from "Street Access and Parking Lot Criteria" to "Streets, Roadways and Pavement".
	401.1.4.A	Added language requiring that the emergency/primary access road, driveway or alley shall be hard-surfaced concrete or asphalt.
	403.2	Revised street design criteria to align with current Sheridan City Code requirements, including Pathways design criteria.
	403.2	Inserted new Type C as allowable type of curb and gutter (also changed in standard specifications).
	403.7	Changed grade change requirements to now always require a vertical curve.
Section 402 - Street Lighting		Added numerous new sub-sections throughout section.
Section 601 - Geotechnical Exploration and Report	601.3.2	Modified table showing boring minimum spacings and frequencies, modified other soil sampling requirements.
	601.3.3	Modified language on various soil testing parameters.



CITY OF SHERIDAN, WYOMING

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Public Works

MEMORANDUM

RE: Discussion of Resolution 26-24 Adopting the City of Sheridan Developer's Handbook, 2024 Edition - City Engineer Thomas Morneau
From: Thomas Morneau, City Engineer
To: City Council
CC:
Date: 05/24/2024

Recommendation:

Staff recommends that the Mayor and Council approve Resolution 26-24, adopting the City of Sheridan Developer's Handbook, 2024 Edition.

Background:

The City has a Developer's Handbook that has not been updated since 2014. This document establishes resources for staff, property owners, developers, consultants, and community members to provide a better understanding of the City of Sheridan's development review process.

Staff utilizes this document as a guide for development, as well as for the subdivision preliminary and final acceptance checklists for the public infrastructure that is installed as well as the guidelines for QA/QC (Quality Assurance/Quality Control).

The City of Sheridan Developer's Handbook, 2024 Edition establishes resources for staff, property owners, developers, consultants, and community members to provide a better understanding of the City of Sheridan's development review process.

This project was change ordered into the contract to Engineering Associates for the Specification Update Project.

The scope included the following items:

- Prepare a complete rewrite of existing Developer's Handbook vs. just merely revising the existing document. The rewrite will include new flowcharts to reflect the current development process of the CITY. Submit the rewrite to the CITY for review.
- Review and incorporate comments received from CITY on the rewrite.
- Submit new document to local surveyors, engineers and developers for their review and comment.
- Review comments received from local surveyors, engineers and developers with CITY, incorporate approved comments.
- Provide final document to the CITY in Microsoft Word and pdf.

City Staff has worked in consultation with the local engineering community to develop an updated resource of the City of Sheridan's development review process "City of Sheridan Developer's Handbook, 2024 Edition".

Attachments

**CITY OF SHERIDAN
RESOLUTION 26-24**

A RESOLUTION adopting the City of Sheridan Developer’s Handbook, 2024 Edition, establishing resources for staff, property owners, developers, consultants, and community members to provide a better understanding of the City of Sheridan’s development review process.

WHEREAS, City Staff has worked in consultation with the local engineering community to develop an updated resource of the City of Sheridan’s development review process, the “City of Sheridan Developer’s Handbook, 2024 Edition”.

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

That the City of Sheridan Developer’s Handbook, 2024 Edition, is adopted by City Council, and shall hereby be administered and enforced upon the effective date of this Resolution.

PASSED, APPROVED AND ADOPTED this 17th day of June, 2024.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Cecilia Good, City Clerk



CITY OF SHERIDAN, WYOMING

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Public Works

MEMORANDUM

RE: Discussion of Award to Axe Build for Blacktooth Park Phase IV Project in the Amount of \$373,647.99 -
City Engineer Thomas Morneau

From: Thomas Morneau, City Engineer

To: City Council

CC:

Date: 05/30/2024

Recommendation:

Staff recommends that the Mayor and City Council award the Blacktooth Park Phase IV Project to Axe Build, the lowest qualified bid, in the amount of \$373,647.99.

Staff requests that for the Blacktooth Park Phase IV 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 Blacktooth Park Phase IV Project base bid includes the construction of grading and concrete pathways throughout the Blacktooth Park playground area. The project includes 8,450 SY of grading, 2,267 SY of concrete for pathways and picnic shelter pads, and 38 LF of 4" conduit for pathway crossings for future irrigation.

This project was advertised in the Sheridan Press on May 1, 14, and 16, 2024 and bids were due on May 30. A pre-bid conference was held on May 16.

Bids Received

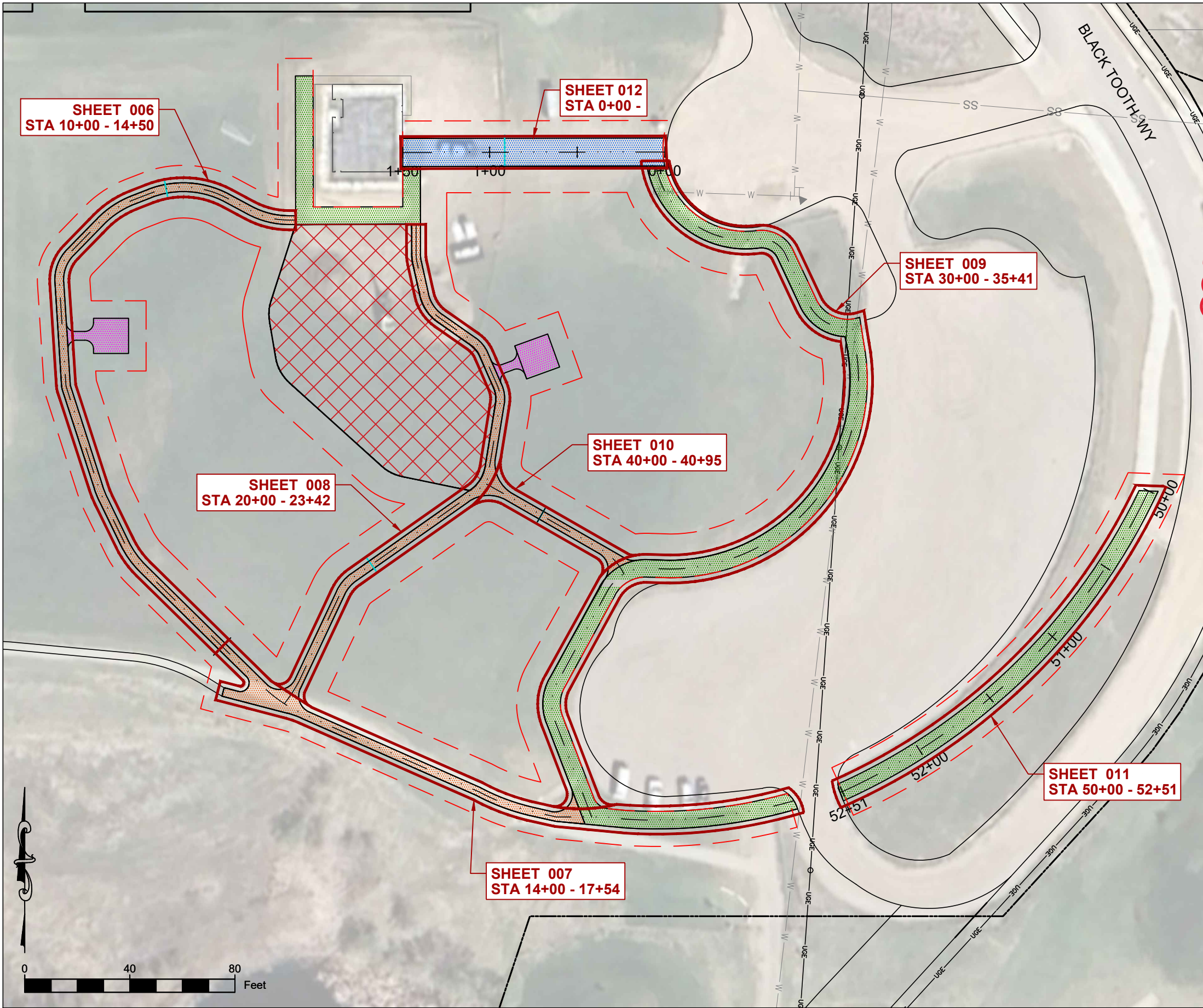
● Letrac Development, LLC	\$515,000.00
● Excel Wyoming	\$633,000.00
● Oftedal Construction Inc	\$809,975.00
● Axe Build	\$373,647.99
● LJS Concrete & Excavating	\$484,864.73

Funding:

This project is funded by GPET, Public Benefit and a LWCF grant.

Attachments

Exhibit



LEGEND

- 16' CONCRETE DRIVEWAY TO STORAGE (6" CONC, 6" BASE)
- 10' CONCRETE PATHWAY (6" CONC, 6" BASE)
- 5' CONCRETE PATHWAY (4" CONC, 4" BASE)
- PICNIC SHELTER CONCRETE PAD (4" CONC, 4" BASE)
- PROPOSED PLAYGROUND AREA (SUBGRADE PREPARATION ONLY)
- THICKENED EDGE/ CONC. CURB (6" WIDE, 12" DEEP)
- 4" IRRIGATION CONDUIT PIPE
- LIMITS OF DISTURBANCE



NO.	AMENDMENT	DATE INT.

DESIGN:	TIME	CHECK:	DATE:

BLACKTOOTH PARK PHASE IV
PATHWAY OVERVIEW

902 North Main Street
Sheridan, WY 82801
Office: 307.673.7350
www.mc2engineering.com





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

RE: Discussion of Award to Dick Anderson Construction for the Kendrick Park Pool for a Project Cost of \$5,433,884.00 - Public Works Director Hanns Mercer

From: Hanns Mercer, Public Works Director

To: City Council

CC:

Date: 06/04/2024

Recommendation:

Staff recommends that the Mayor and City Council award the Kendrick Park Pool Project to Dick Anderson Construction, the lowest qualified bid, for a project cost of \$5,433,884.00.

Staff requests that for the Kendrick Park Pool 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:

This project was advertised in the Sheridan Press on January 2, 16, and February 2, 2024, and bids were due on February 9. A pre-bid conference was held on January 17.

1 bid was received by Dick Anderson Construction:

Base Bid: Includes lap pool, site work and buildings = \$4,854,120

Bid Alternate AI: Includes Retaining Wall, Terrace Seating & Perimeter Fencing = \$470,600

Bid Alternate AII: Includes Activity Pool = \$1,455,300

Bid Alternate AIII: Includes Water Slide = \$2,743,400

Bid Alternate AIV: Includes Splash Deck = \$1,226,400

Bid Alternate V: Includes All Turn Around and Drop Off Areas = \$156,220

Bid Alternate DI: Includes Deferring the East Serpentine Flume, Pumps and Piping = (\$185,500)

Total Bid with all Alternate = \$10,906,040.

Discussion:

Staff, consultants, and contractor value engineered the project to the budget range that was presented to the Council and the public, (see attached Value Engineering).

Staff is recommending awarding the base bid, AII, AIII, and AV in the amount of \$9,208,539.99 and an immediate decreasing change order in the amount of (\$3,774,655.99) for a total project cost of \$5,433,884. Staff will present the options that will be included in the project during the study session.

Funding:

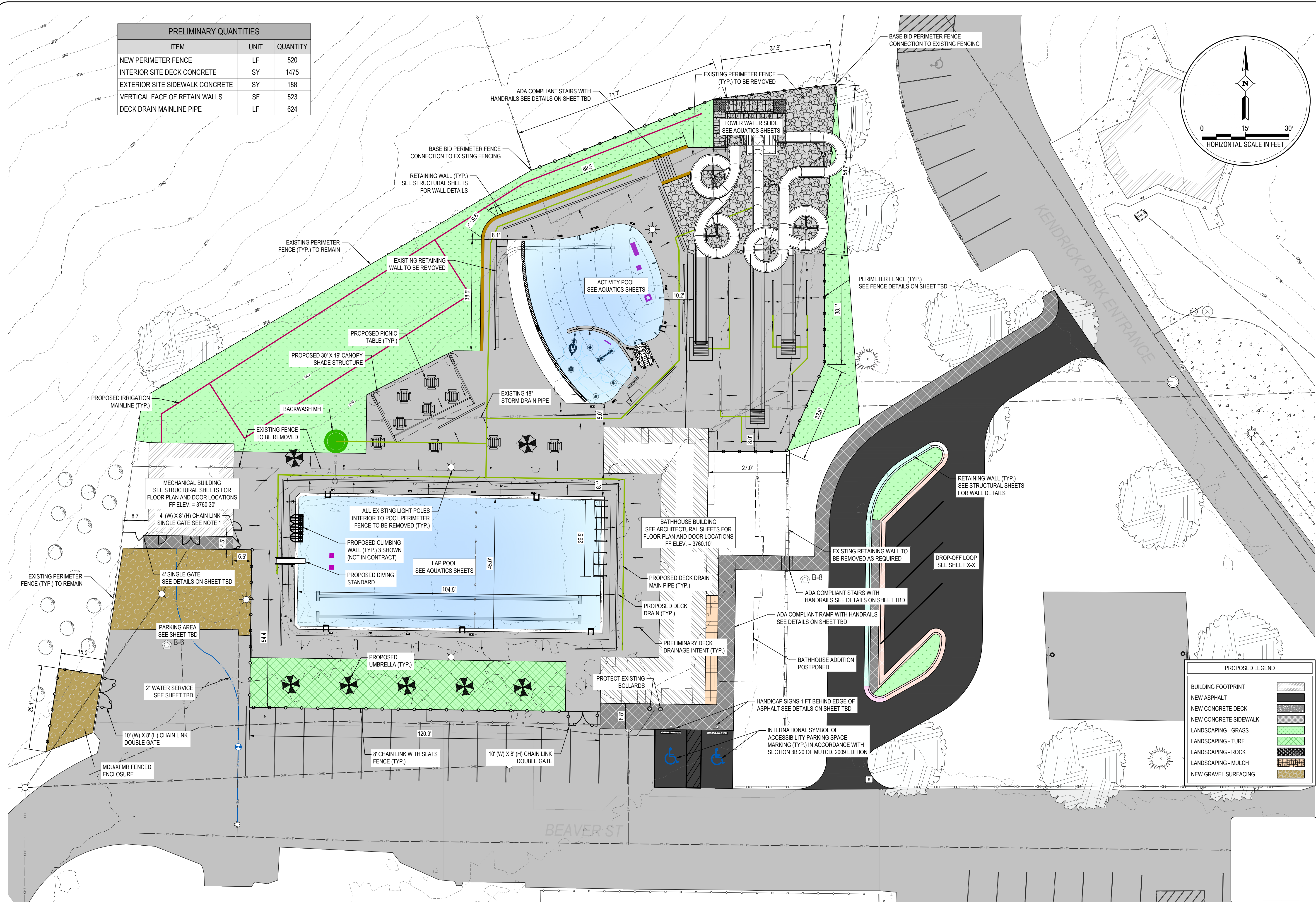
This project is funded by CAP Tax, Public Benefit and a LWCF Grant.

Attachments

Value Engineering
Exhibit

Original Bid amount and VE valuations				
Schedules Awarded	Original Bid Amount	VE Valuations	Difference	Allowances in VE Price
Base Bid I	\$ 4,854,619.99	\$ 2,986,485.00	\$ 1,868,135	\$ 365,000.00
AII Activity Pool	\$ 1,455,300.00	\$ 1,078,245.00	\$ 377,055	\$ 10,000.00
AIII Tower Water Slide	\$ 2,742,400.00	\$ 1,161,557.00	\$ 1,580,843	\$ 15,000.00
AV Turn around loop	\$ 156,220.00	\$ 207,597.00	\$ (51,377)	\$ 10,000.00
Totals	\$ 9,208,539.99	\$ 5,433,884.00	\$ 3,774,655.99	\$ 400,000.00

Base Bid Allowance items	
Bathhouse Renovation	\$ 250,000.00
Irrigation System Allowance	\$ 40,000.00
Miscellaneous Work	\$ 75,000.00
	\$ 365,000.00
Activity Pool Allowance	
Miscellaneous Work	\$ 10,000.00
Tower Water Slide	
Miscellaneous Work	\$ 15,000.00
Turn Around Loop	
Miscellaneous Work	\$ 10,000.00



Rev No

Date

By

Description

Project No:

WPR22-00-122

Date:

05/06/2024

Drawn By:

CD

Surveyed By:

AS

Designed By:

KB

Checked By:

BM

KENDRICK POOL REHABILITATION

CITY OF SHERIDAN, WYOMING

CIVIL SITE PLAN

Interstate Engineering

2161 Coffeen Avenue, Suite 603

Sheridan, WY 82801

www.interstateeng.com

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Professionals you need, people you trust.

SECTION

C

1

SHEET NO.



CITY OF SHERIDAN, WYOMING

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

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

Police

MEMORANDUM

RE: Discussion of Bid Award to Apex Mechanical for the Police Department Boiler Replacement in the amount of \$211,775.00 - Police Chief Travis Koltiska.

From: Travis Koltiska, Police Chief

To: City Council

CC:

Date: 05/31/2024

Recommendation:

The Mayor and City Council approve the contract with Apex Mechanical in the amount of \$211,775.00 for the Police Department Boiler Replacement.

Background:

The current PD boiler is the original boiler for the building, circa 1982. The boiler is at end of life. In 2021, a broken water main caused flooding which damaged parts that could only be found through a similar boiler that was just removed from a building to be scrapped. In 2016, the department remodel added new components to the heating system not designed to work with the existing boiler. The boiler is currently less efficient and more costly to operate. Associated Construction Engineering, Inc. was contracted to engineer and manage construction of a new boiler in FY 2024.

Discussion:

A pre-bid conference took place on May 29, 2024. Sealed bids were due to Customer Service by 2:00pm on June 6, 2024. Two (2) bids were received. From Master Mechanical in the amount of \$212,000 and Apex Mechanical in the amount of \$211,775. Bids were reviewed by Associated Construction Engineering, Inc. The bid by Apex Mechanical was complete and appropriate for the scope of the project.

Funding:

The FY 2024 budget allocated \$300,000 towards the replacement of the existing boiler. In addition, the department received a \$25,000 grant from the Wyoming Energy Authority to be put towards this project. The new boiler will require less energy than the existing system. Funds from this grant must be used by September 30, 2024. Absent unforeseen circumstances, the project will come in well below original estimates.
