AGENDA
CITY OF SHERIDAN
JUNE 17, 2024
REGULAR COUNCIL MEETING START 5:30 P.M.
PLEASE NOTE THE NEW START TIME

1. Call to Order

2. Pledge of Allegiance

3. Invocation to be given by Greg Green - Illuminate Church

4. Roll Call of Members

5. Consideration of Agenda

6. Staff Update

   A. WAM Update - City Administrator Stuart McRae

   B. 2023 Police Department Annual Report - Police Chief Travis Koltiska

7. Comments from the Public

8. Public Hearings

   A. Public Hearing for Resolution 21-24, FY25 Budget and Certification of Mill Levy - City Treasurer Darla Hawkins

      i. Consideration of Public Hearing for Resolution 21-24, FY25 Budget and Certification of Mill Levy

   B. Public Hearing for Resolution 27-24, FY24 Budget Revision- City Treasurer Darla Hawkins

      i. Consideration of Resolution 27-24, FY24 Budget Revision- City Treasurer Darla Hawkins

9. Consent Agenda

   A. Award for the Police Department Boiler Replacement to Apex Mechanical in the Amount of $211,775.00 - Chief of Police Travis Koltiska

   B. Professional Services Contract with American Maid for Custodial Services in the Amount of $110,175

C. Award to Axe Build for Blacktooth Park Phase IV Project in the Amount of $373,647.99

D. Release of paving assessment lien for Manolis, Speros; Block 18, Lot 10 of the Sheridan Land Company, SID #75 in the amount of $4,221.64.

E. Reappointment of Brandy Campbell to the Planning Commission for a 3-year term expiring July 1, 2027.

F. Minutes of Regular Council Meeting June 3, 2024

G. Claims

OLD BUSINESS

10. Consideration of the Second Reading of Ordinance 2276 Repealing Chapter 14B of City Code - City Clerk Cecilia Good and Human Resources Director Heather Doke

11. Consideration of Third and Final Reading of PL-24-12, Ordinance 2283, 4th and Val Vista Rezone - Public Works Director Hanns Mercer

NEW BUSINESS

12. Consideration of Resolution 19-24, Joint Resolution Approving Proposition for Continuation of a 1% Capital Facilities Tax - City Engineer Thomas Morneau

13. Consideration of Resolution 24-24 Adopting the City of Sheridan Standard Specifications and Details for Street and Utility Construction, 2024 Edition - City Engineer Thomas Morneau

14. Consideration of Resolution 25-24 Adopting the City of Sheridan Public Infrastructure Design Standards, 2024 Edition - City Engineer Thomas Morneau

15. Consideration of Resolution 26-24 Adopting the City of Sheridan Developer's Handbook, 2024 Edition - City Engineer Thomas Morneau

16. Consideration 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

17. Council Comments and Requests for Future Agenda Items

18. Adjournment

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: **2023 Police Department Annual Report - Police Chief Travis Koltiska**
From: Travis Koltiska, Police Chief
To: City Council
CC:
Date: 06/04/2024

Discussion:
See attached report.

Attachments

2023 PD Annual Report

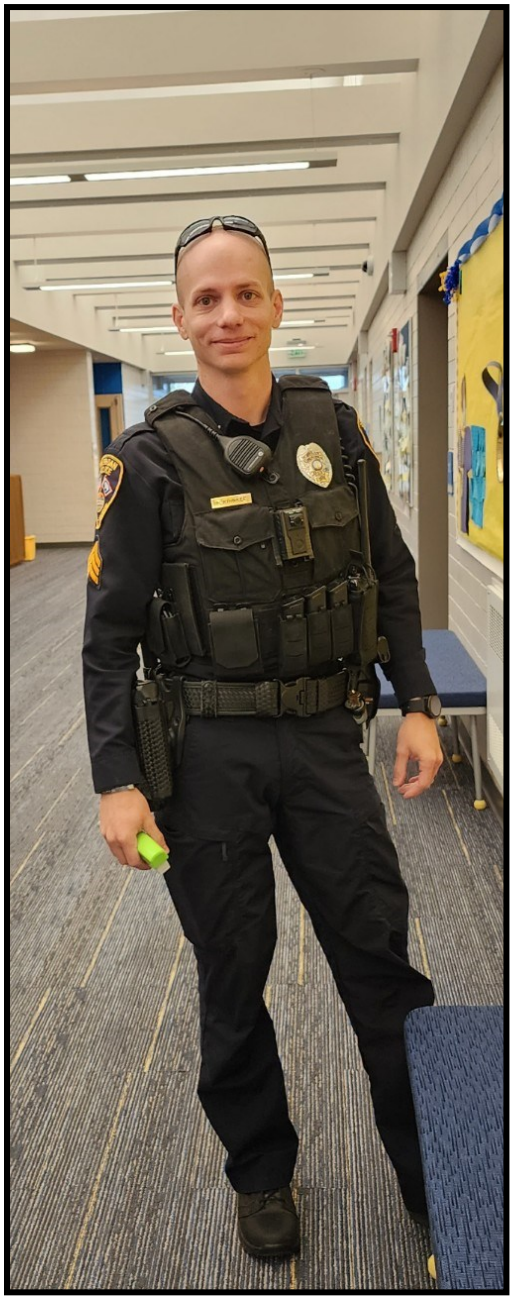
SHERIDAN POLICE DEPARTMENT



2023

Annual Report

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Message from the Chief of Police

In 2023, the Sheridan Police Department encountered both challenges and victories, marking another chapter in our ongoing commitment to serving our community. Despite hurdles, our dedication to our mission remains unwavering as we adapt and evolve to deliver top-notch services to the residents and visitors of Sheridan.

One significant focal point for us has been staffing. We observed a continued decline in the number of applicants for police officer positions compared to previous years, culminating in only one new hire in 2023. Throughout the year, we received a total of eight viable candidates, with merely three successfully passing initial testing. This resulted in four police officer vacancies and three dispatch vacancies by year-end. However, undeterred by these challenges, we are actively exploring innovative recruitment strategies to enhance interest not just in law enforcement careers but specifically in joining the ranks of the Sheridan Police Department. Anticipate the implementation of new recruitment initiatives slated for mid-2024 as we strive to bolster our staffing levels.

While external factors often influence our recruitment efforts, our commitment to providing a highly professional and well-equipped police force remains steadfast. Training has been a cornerstone of our efforts, ensuring our personnel are equipped with the knowledge and skills necessary for peak performance. Notably, the revitalization of our K9 program marked a significant achievement. Introducing two new narcotics detection dogs, Ava and Keva, we invested in five weeks of rigorous training in Gillette, Wyoming. This investment has yielded substantial returns, with our detection teams making numerous deployments in just their first four months of active duty, establishing themselves as indispensable assets in combating drugs within our community.

As we reflect on the challenges and triumphs of 2023, we extend our gratitude to you for taking the time to delve into our Annual Report. Your support and engagement are integral as we continue our unwavering dedication to serving the community we proudly call home.

Thank you,

Travis Koltiska
Chief of Police



Chief of Police, Travis Koltiska

Department Mission Statement

The mission of the Sheridan Police Department is to continuously evolve while serving all people in our jurisdiction by preventing crime, protecting life and improving the quality of life. We will work towards our goals through challenging and relevant training, quality hiring and working with community partners.

"To prevent crime and disorder"

Sir Robert Peel

City of Sheridan Core Values

Make a Difference

The primary purpose behind every City Staff action and activity is to make a 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.

Builds 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

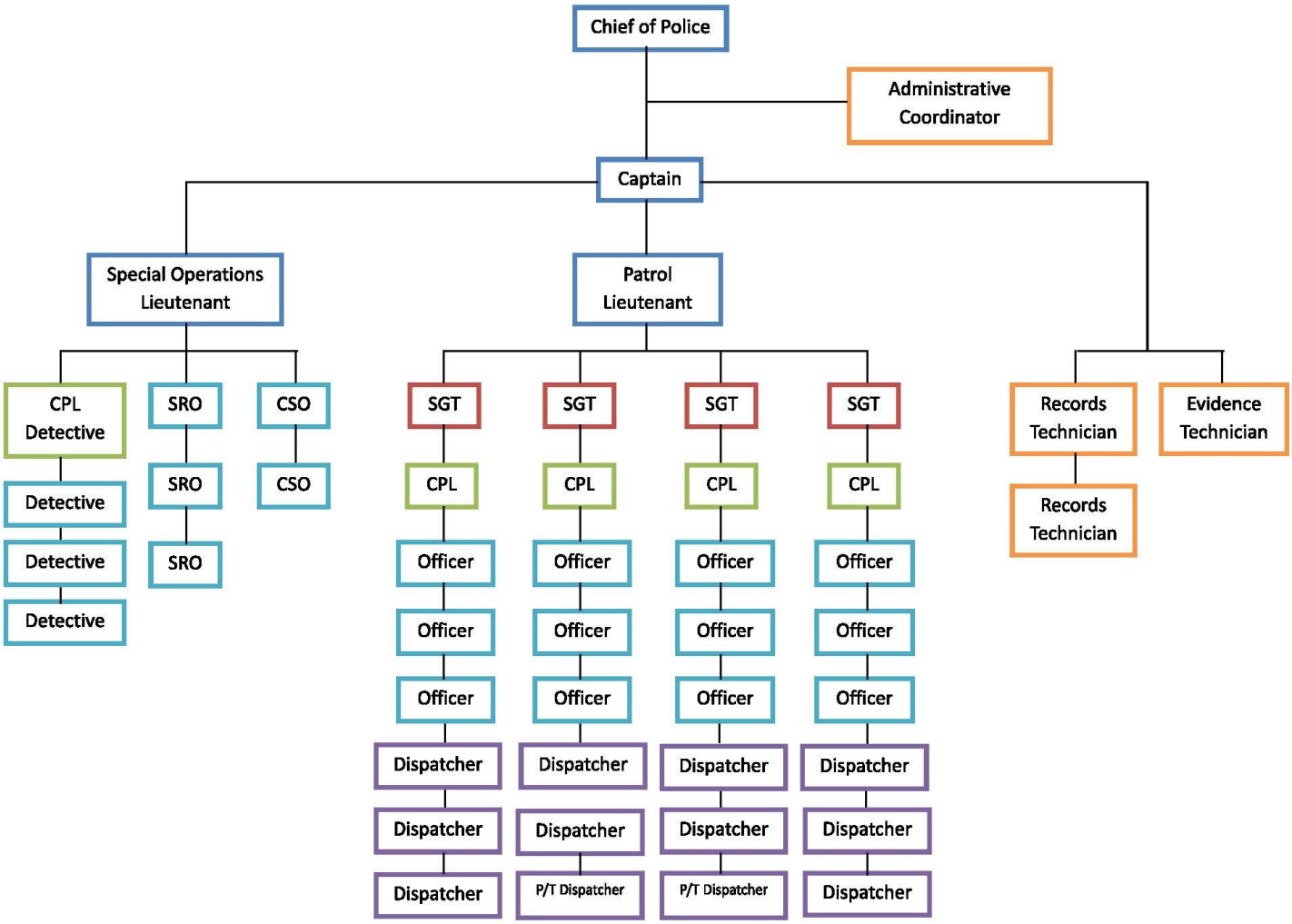
A positive attitude is a force multiplier and is contagious. We look for opportunities in every situation.

Promote Teamwork

Together **E**veryone **A**chieves **M**ore and that only occurs through communication, co-operation and collaboration with others.

Department Structure

Department Structure—The Sheridan Police Department staffing consists of an allocation of 31 sworn police officers, ten (10) full-time communications technicians, two (2) part-time communications technicians, two (2) Community Service Officers, one (1) evidence custodian and three (3) administrative/records staff. The department has experienced staffing shortages in the sworn ranks as well as in communications.



2023 Staffing Levels

2023 Allocated Staffing			
	Sworn	Civilian	Total
Administration	4	1	5
Patrol	23	0	23
Detectives	4	0	4
Community Service Officers	0	2	2
Dispatch	0	11	11
Records	0	2	2
Evidence	0	1	1
Total Employees	31	17	48

2023 Actual Staffing Levels			
	Sworn	Civilian	Total
Administration	4	1	5
Patrol	21	0	21
Detectives	2	0	2
Community Service Officers	0	2	2
Dispatch	0	9.5	9.5
Records	0	2	2
Evidence	0	1	1
Total Employees	27	15.5	42.5

	Actual					Allocated 2023
	2008	2012	2016	2020	2023	
Sworn	31	29	27	26	27	31
Dispatch	13	10	10.5	10	9.5	11
Civilian	11.5	7	6.5	7	6	6
Total	55.5	46	44	43	42.5	48

2023 Highlights

Promotions - Jonathan Snoozy was elevated from the rank of Corporal to Sergeant effective April 10, 2023. This promotion follows the retirement of Sergeant Rasmussen. With an illustrious tenure that commenced in 2014, Sergeant Snoozy has distinguished himself as a multifaceted asset within the department, serving as a K9 handler, Taser Instructor, TIPS Instructor, Field Training Officer, and fulfilling supervisory responsibilities with excellence. In tandem with Sergeant Snoozy's promotion, Officer Frank Ayers has been promoted to the position of Corporal following a rigorous selection process. Corporal Ayers, who joined the department in 2020, has proven his mettle as a Field Training Officer and is on track to become a Certified Firearms Instructor.





Communications System Coordinator - July 1, 2023, the department conducted an internal process within the communications center to designate the newly formed Communications System Coordinator position. Through a rigorous selection process, Becca Hartman has been selected for this role. While this position does not represent an additional slot within the center, it entails assigning existing communications technicians with coordination responsibilities concerning hardware, software, programs, vendors, and training for center personnel. The overarching objective is to consolidate several dispersed duties among both center personnel and patrol supervisors into this unified role. The selection process entailed a competitive assessment among existing communications center personnel.



Report Management System Consolidation - The necessary upgrades to our Report Management System, Spillman, prompted the police department and sheriff's office to consolidate onto a shared server, marking a significant transition. Since 2007, both agencies had been operating on separate servers, posing hurdles to seamless information exchange. The consolidation onto a shared server not only facilitated streamlined operations but also led to enhanced information sharing capabilities. Furthermore, this consolidation resulted in an estimated annual savings of approximately $40,000 in maintenance costs, ultimately benefiting our taxpayers.

Life-Saving Medal and Meritorious Service Awards - At the City Council meeting on February 21, 2023, Chief Koltiska bestowed a series of commendations upon police officers and communications technicians in recognition of their exemplary conduct during an incident on October 6, 2022. Sergeant Jerry Rasmussen was honored with the prestigious Life-Saving Medal for his heroic intervention, while Corporal Chase Philipp, Officer Ben Hawkins, Officer Alexander Murray, and Officer Zach Conlee, alongside Communications Technicians Kellen Phillips and Cheryl Strauch, were all lauded with Meritorious Service Commendations for their instrumental roles in responding to a critical vehicular roll-over involving five local teenagers.

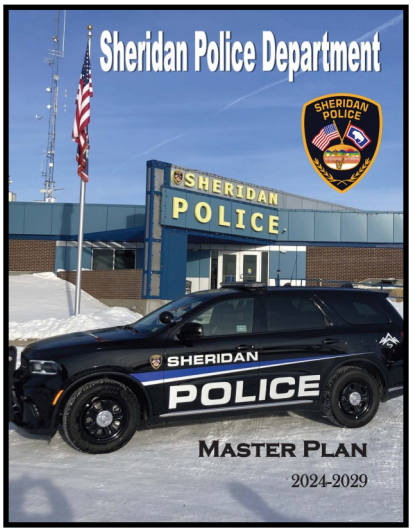




2023 Highlights



Active Shooter/Threat Training - The Sheridan Police Department has forged a strategic alliance with the Sheridan County Sheriff's Office to fortify our preparedness and coordination in addressing active shooter threats. Together, we are diligently training a cadre of active shooter instructors, unifying our approach to counter any potential threat effectively. Furthermore, once our instructors are fully trained, we will extend this crucial training opportunity to other law enforcement agencies in the area, fostering a collaborative effort to enhance community safety and security.



Handgun Changes/Upgrades - In late fall, department officers underwent a comprehensive four-hour transition training session, shifting from the Glock 22, .40 S&W pistol to the new Glock 45, 9mm pistol equipped with a Trijicon SRO red dot sight. Despite challenging weather conditions, the department observed immediate improvements in proficiency scores with the new platform. Furthermore, additional training and hands-on experience with the red dot sight are anticipated to elevate proficiency standards across the department even further.



Master Plan - In conjunction with the City's strategic planning, command staff members of the department are working on the police department's master plan, a document that will guide police services to our community for years to come. This document utilizes information from the Community Needs Assessment and internal SWOT analysis to develop priorities and strategies to address crime and quality of life issues. Construction of the Master Plan began in late 2023, with expected completion in early 2024.

Future and Ongoing Projects

Employee Development - Ensuring the professional growth and advancement of every member of our department is a paramount commitment. Each employee is furnished with a tailored developmental plan, meticulously outlining training objectives and progression milestones within the department. This steadfast investment in our employees' development guarantees a continuous expansion of their skills and capabilities throughout their career journey, irrespective of their role, whether sworn officers, communication technicians, or civilian staff.

By offering additional training opportunities and assigning increased responsibilities, we actively cultivate leadership competencies among our team members. Leadership development is ingrained at every echelon of our organization, empowering our employees to explore inventive problem-solving approaches and devise innovative solutions to the challenges we encounter.

TIPS Training - TIPS, a renowned national organization, stands as a beacon for establishing best practices in alcohol service. Recognizing the paramount importance of responsible alcohol handling, the Sheridan Police Department has taken proactive measures by investing in the training of several officers as certified TIPS instructors. Through this initiative, the department is dedicated to equipping community members with the knowledge and skills necessary to ensure safe and responsible alcohol service within Sheridan.

Moreover, as part of our commitment to fostering a culture of responsible alcohol consumption, the Sheridan Police Department extends a generous offer of free training sessions to individuals within the community who are involved in serving alcohol. This invaluable opportunity not only promotes compliance with established regulations but also cultivates a shared responsibility among all stakeholders in upholding the highest standards of alcohol service excellence in Sheridan.

Safe Ride - The City of Sheridan TIPSY Taxi program was implemented in July 2012. In December of 2013, the City of Sheridan received the Governor's Council on Impaired Driving, "Saving Lives Award", for the successful establishment of the program. The program continues to evolve to meet the needs of our community after 10 years. In April 2017, there was a name change and the funding solution had also changed. It is now called "Safe Ride".

It was started as a partnership with the City of Sheridan, local distributors, Sheridan County Liquor Dealers, ASAP, LOCO Printing and Sheridan Taxi. It averaged 140 rides a month at its conception. In 2023, there were an average of 274 rides given per month. It was funded with donations, fundraisers and the City's budget. Today the program is funded by the liquor dealers that use the program and the City budget. There are currently two taxi services involved in the program and the rides have grown substantially. In 2023, 11 liquor establishments used the program within the City Limits. There were 3,287 rides given to citizens in 2023. This program continues to grow to meet the demands of local citizens.



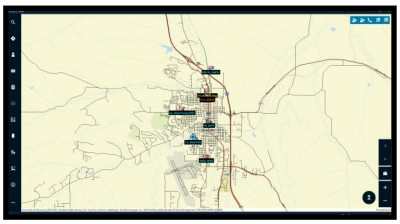
Future and Ongoing Projects

Traffic Safety Class - In 2022, the Sheridan Police Department began offering a free traffic safety class to the community. Community members can sign up for the class or be referred through local courts. These classes are eight hours, over four sessions, and held once a month. These classes both enhance traffic safety and provide for non enforcement communication between community members and police officers. The classes have been well attended, averaging twelve (12) citizens per month. The department continued the program in 2023, with very positive feedback from the attendees.

Body Cameras - The department continues to reap great benefits from the body cameras we purchased and implemented in June of 2018. Whenever an officer contacts an individual during the performance of their duties, the interaction is recorded on the officer's body camera. These cameras have provided critical evidence in many criminal investigations and provided valuable feedback in regards to officer performance.

Media Relations - The department has persistently broadened the scope of information we share with our community by fostering strong relationships with our local media outlets. Regular appearances on the live radio program, Public Pulse, twice a month allow members of the department to discuss various issues encountered or highlight existing programs aimed at addressing community concerns. Chief Koltiska contributes to the Sheridan Press with a "Community Perspective" column several times a year, further enhancing our outreach efforts. Additionally, our social media presence continues to expand. These concerted efforts are geared towards facilitating seamless communication to and from our community members. Establishing and nurturing relationships with our media partners remains integral to achieving effective communication.

Mapping/GIS - The department's communications center hinges on a Computer-Aided Dispatch (CAD) program to dispatch first responders to service calls. However, callers frequently struggle to provide precise location details, necessitating the reliance on accurate Geographical Information System (GIS) and mapping programs to ensure prompt response to calls for assistance. Currently, the mapping program integrated with our CAD system is due for an update, which in turn necessitates upgrades to our GIS information. Despite delays in upgrading the GIS system, attributed to various factors, we are committed to completing this project by spring 2024.



Crisis Intervention Team Training - A police officer's initial encounter and interaction with someone in crisis is critical to a safe resolution to all. The model for crisis intervention is the creation of a team of officers training in these principles. For several years, various members of the department have attended classes on how to interact with individuals who are mentally ill, or otherwise in crisis. The crisis may stem from a mental illness, substance abuse, co-existing disorders or Post Traumatic Stress Disorder. Crisis Intervention Team Training provides responding officers with the tools, skills and resources to successfully resolve problems those in crisis are encountering. The majority of officers have been trained in CIT. In April of 2023, the department had seven more officers complete CIT training.



Deer Management

During the 2023 archery program, 50 people signed up to participate and 16 successfully harvested 25 deer. In 2022, 27 deer were harvested.

The 2023 archery deer management program was another successful year and we hope to continue with this program in the future. The Sheridan Police Department has taken complaints in the past of deer damaging property and causing problems with pets in yards. There is still a large number of deer in the city and their numbers continue to grow. This program helps to decrease some of these problems.

Below is a list of areas in the city that deer were harvested during the archery program and what deer were taken.

Whitetail Does
1 was taken in area 9
2 were taken in area 17
1 was taken in area 19
1 was taken in area 22
4 were taken in area 23
2 were taken in area 24
Total 11

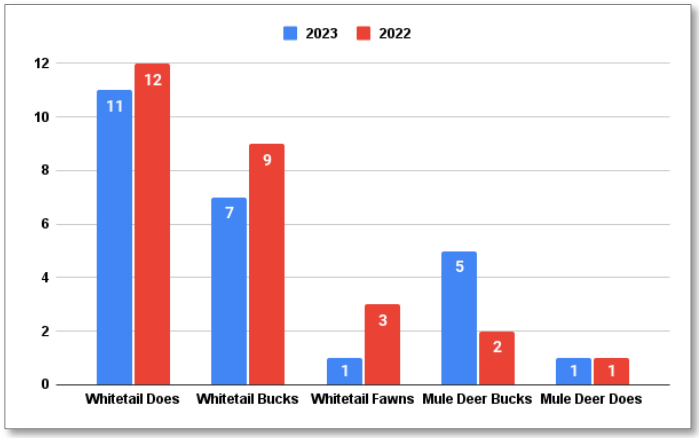
Whitetail Bucks
4 were taken in area 7
1 was taken in area 11
1 was taken in area 19
1 was taken in area 23
Total 7

Whitetail Fawn
1 was taken in area 22
Total 1

Mule Deer Bucks
4 were taken in area 17
1 was taken in area 23
Total 5

Mule Deer Doe
1 was taken in area 23
Total 1

A total of 25 deer were taken in the City of Sheridan during the 2023 archery season. The participants in the program that I spoke with enjoyed the opportunity to hunt in the city and help reduce the deer numbers. We also had people participating in the program that traveled to Sheridan to hunt in the city.

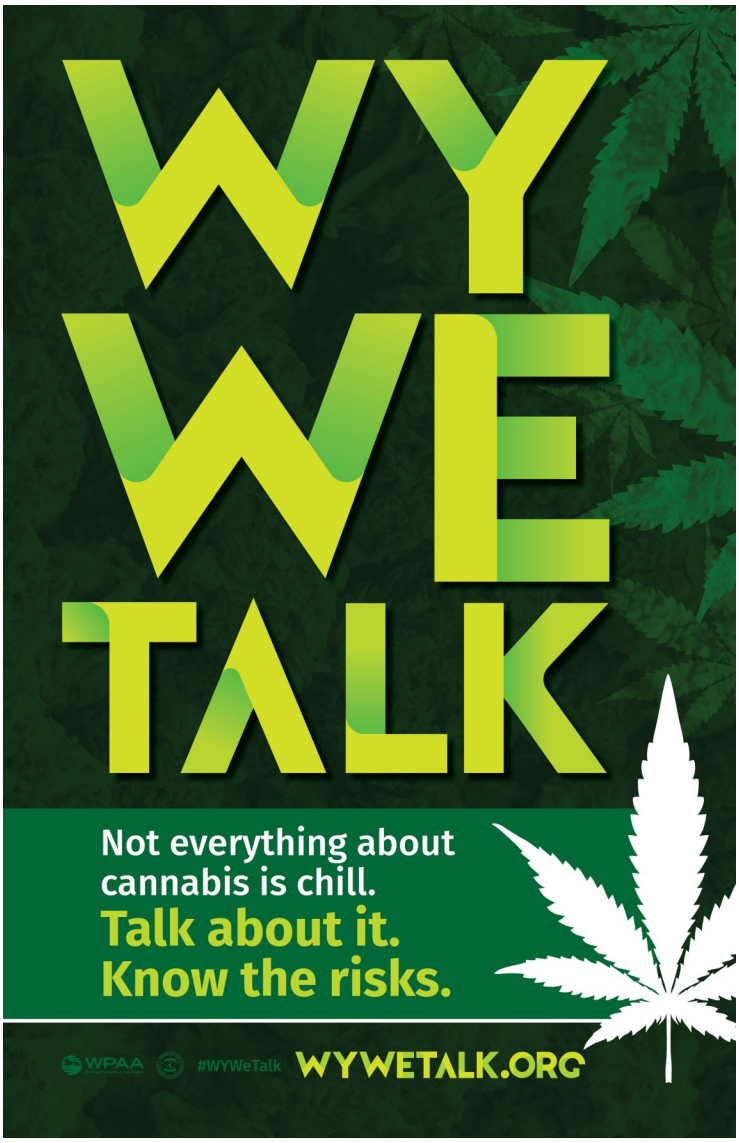


Chapter 56 Lethal Take of Wildlife

The City of Sheridan applied for a Chapter 56 permit in 2023 with the Wyoming Game & Fish Department. However, the City of Sheridan did not conduct any harvest hunts during this year due to several factors. Staffing levels of the department created challenges in conducting harvests. Additionally, recent development of previously unoccupied land where deer could more easily be harvested has created complications with the program. Finally, fewer locations where animals can be safely harvested now exist.

The City of Sheridan has requested the issuance of 15 Chapter 56 permits for the 2024 calendar year in hopes that the opportunity will exist to safely conduct a harvest hunt.

Cannabis in Wyoming



In recent years, there has been a major shift in attitude toward the legalization of marijuana (cannabis) for medicinal and recreational use. This shift has had a significant impact on our communities, families, schools, healthcare and law enforcement.

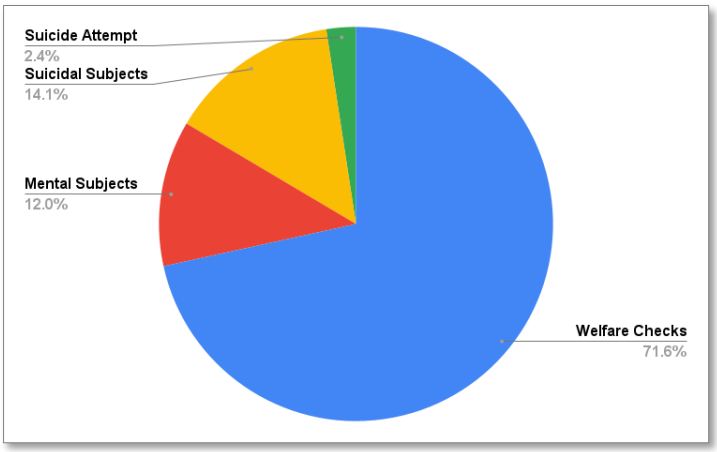
For more information on the impact of cannabis, scan the QR code below or go to wywetalk.org where you will find a digital information booklet titled "The Impact of Cannabis (High-Potency THC) on Wyoming."

Mental Health Response

CALLS FOR SERVICE

In 2023, the Sheridan Police Department responded to 661 (down from 762 in 2022) incidents regarding concern for a citizens mental health, which averages to 14 incidents per week. The incidents were dispatched as follows:

Welfare Checks (473 incidents)
Mental Subject (79 incidents)
Suicidal Subject (93 incidents)
Suicide Attempt (16 incidents)



RESOURCES AND TRAINING

In 2023, the Sheridan Police Department continued handing out brochures with resources available to citizens dealing with mental health or addiction issues on all related calls.
In 2023, the Sheridan Police Department sent officers and dispatchers to Crisis Intervention Training, a week long course focusing on best practices for law enforcement contacts with individuals in mental health crisis.

TITLE 25 ACTION TAKEN

In 2023, the Sheridan Police Department placed 27 (down from 52 in 2022) citizens to an involuntary medical assessment under Title 25 authority.

Of the above 661 incidents, Officers used Title 25 holds in 4% of the incidents.

USE OF FORCE

Of the 27 citizens put under a Title 25 hold, officers used force in only one (1) incident to gain compliance. Force was limited to open hand techniques and did not result in any injuries to the patient.

This means that officers successfully gained compliance without any force through de-escalation and communication techniques 98% of the time.

FOLLOW-UP CONTACTS

74% of patients placed under Title 25 had future contacts with the SPD.

Conversely, 26% of patients placed on a Title 25 hold had no future contacts with the SPD in 2023.

Six (6) of the 27 Title 25 actions were the same individuals being Titled a second time.

Community Relations

In 2023, the department used the following methods to ensure continued community support:

- Held monthly “Coffee with a Cop” events for citizens to interact with officers.
- Organized and participated in the Christmas “Shop with a Cop” event.
- 373 school visits by patrol officers at elementary schools. These range from running traffic in a school zone to reading to kids in the classroom.
- 2,233 visits to Sheridan College for close patrol.
- 1,085 “public contacts”, defined as an officer logging a personal non-enforcement citizen contact while on patrol.
- Regular participation on the radio show “Public Pulse” to message department activity and transparency.
- Offered citizen ride-a-longs for the public to spend time one on one with an officer while the officer is on shift.
- Participated in the High School’s internship program.
- Taught monthly TIPS (responsible serving) classes to those in the community serving alcohol.
- Participated in “Cook with a Cop”, an event for kids to make a meal with officers.
- Maintained a “Safe Exchange Location” at the department for people to safely conduct business such as custody exchanges, face to face online sales and other meetings.
- Held a naming contest giving community members a chance to name our new K9’s.

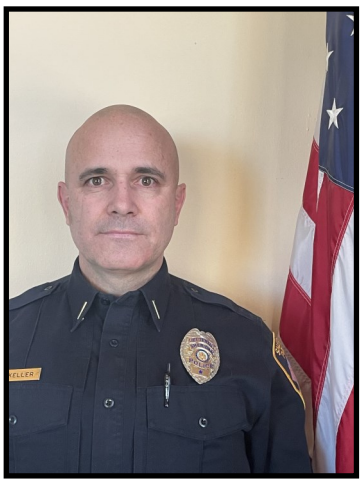


Patrol Operations

MISSION

THE PATROL OPERATIONS BUREAU SUPPORTS THE MISSION OF THE AGENCY WITH STRATEGIC EFFORTS IN FOUR PRIMARY COMPETENCIES; CRIME PREVENTION, TRAFFIC SAFETY, CRIMINAL INVESTIGATIONS AND COMMUNITY ENGAGEMENT.

The Patrol Operations Bureau, under the direction of Lieutenant Daniel Keller, provides uniformed patrol services to the community. Service is provided 24/7 to the community by officers working twelve hour shifts. The patrol officers respond to all citizen's calls for service and engage in self initiated activities that prevent crime and keep traffic safe. The bureau uses data driven approaches to use police resources most effectively, such as high visibility enforcement, when most known traffic accidents occur. The patrol operations bureau utilizes specialized training, including but not limited to, K9 drug detection, mental health crisis response and drug recognition expertise. In addition to enforcement and prevention activities the bureau regularly engages in non-enforcement contacts such as reading to children in elementary schools or visiting with citizens at community events.



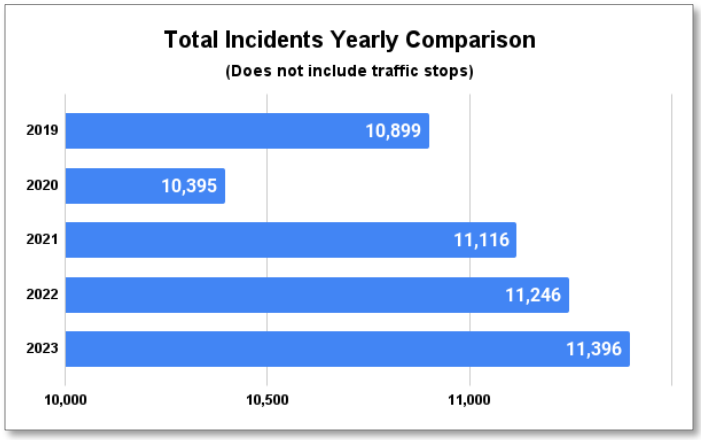
Lieutenant Daniel Keller

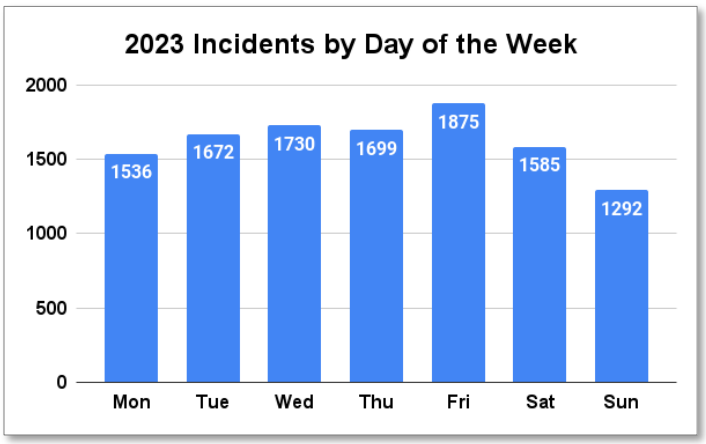
Patrol

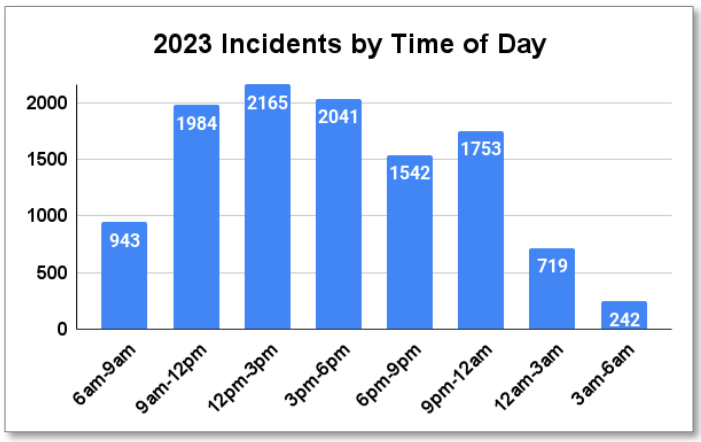
In an average week of 2023, the Sheridan Police Department (SPD) was manned by four (4) patrol officers on day shift, four (4) patrol officers on night shift, two (2) detectives, two (2) school resource officers and administrative and civilian personnel. Average weekly activity throughout 2023 was:

Total Incidents (non traffic) responded to:	219
Traffic Stops:	115
Traffic Accidents:	13
Criminal Arrests (custodial and summons):	29
Use of Force Incidents:	.6
DWUI Arrests:	3
Mental Health / Welfare Checks:	12
Detective Investigations (death investigation, sexual assault, etc..):	1

In addition to these regular duties officers conducted community policing events, training requirements and administrative duties on a regular and ongoing basis throughout the year.







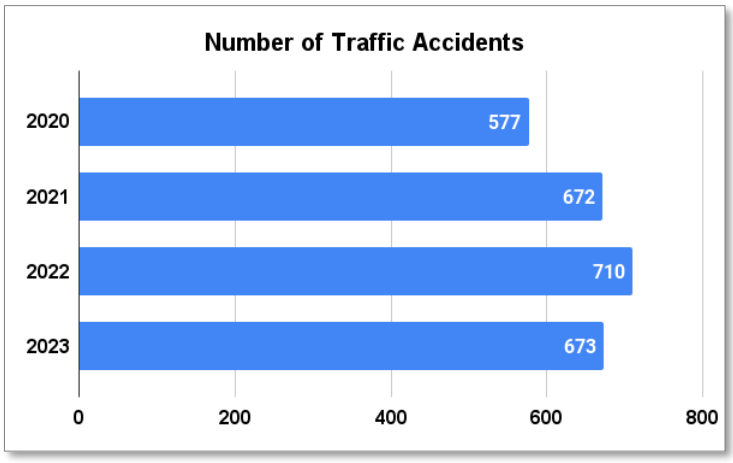
Traffic Management

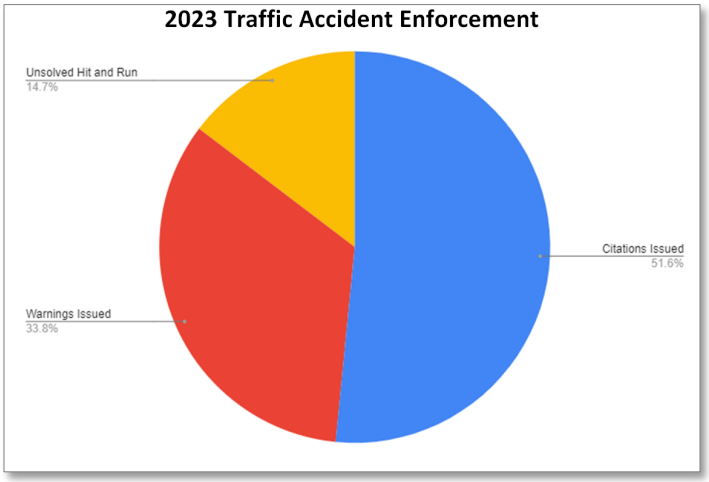
ACCIDENTS

The Sheridan Police Department has instituted the Traffic Management Program to make Sheridan a safer place to drive and to reduce traffic crashes in the community. In partnering with the community, we can all do our part in reducing vehicular crashes throughout the community and in turn make Sheridan safer for all.

Total Accidents:

2020 – 2022 average accidents:	653
2023 accidents responded to:	673





A Citation or Warning Is Issued on 85.4% of All Accidents

Strategies to Reduce Accidents:

High Visibility Enforcement

- Used data to determine a high visibility enforcement (HVE) approach to traffic enforcement most effectively used when most accidents occur (12pm – 4pm) and when most DWUI arrests occur (12am – 3am).

Traffic Studies

- Used close patrols and JAMAR speed recording device to study different neighborhoods based on citizen complaints.

Media and Education

- Used social media messaging as well as local radio to alert the public to different traffic safety issues.
- Started hosting and instructing traffic safety classes open to the public. SPD has been averaging 12 citizens a month in attendance for these 8 hour classes.

Traffic Management

DWUI

Total DWUI Arrests:

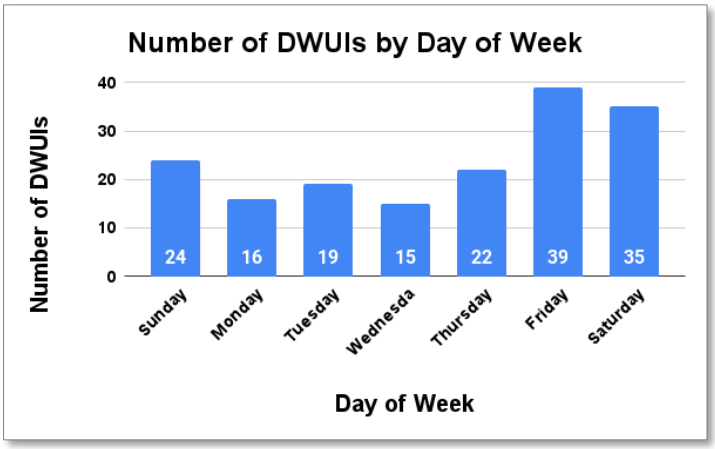
2022 DWUI Arrests:	169
2023 DWUI Arrests:	163
2020 - 2023 Average DWUI Arrests:	189

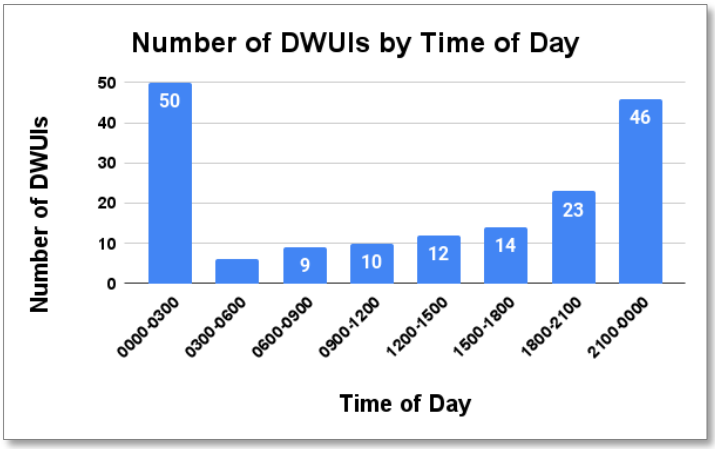
Testing:

Average BAC	2022 - .18 2023 - .15
Breath Tests	2022 - 76 2023 - 94
Blood Draws	2022 - 79 2023 - 67
Meth. Contributing factor	2022 - 5 2023 - 12
Marijuana Contributing factor	2022 - 22 2023 - 13
Drug Other Contributing factor	2022 - 9 2023 - 15
No test obtained	2022 - 3 2023 - 2

REDDI Reports:
(Citizen Reports of Drunk Drivers):

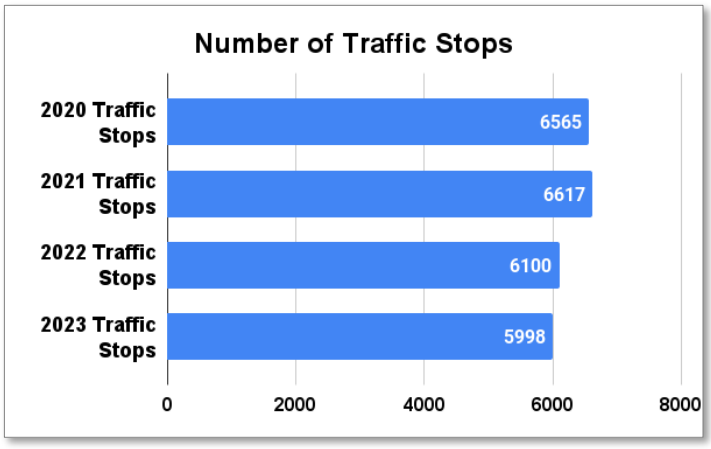
REDDI Reports made by citizens	2022 - 256 2023 - 223
Reports that resulted in arrests	2022 - 37 (14%) 2023 - 53 (24%)





Traffic Management

TRAFFIC STOPS



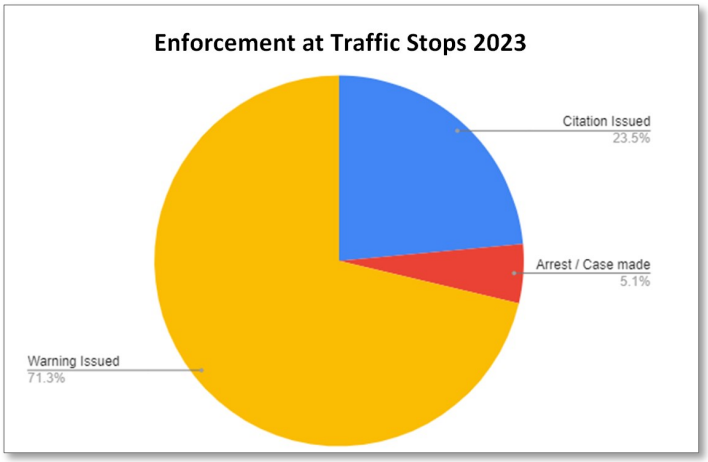
Total Traffic Stops:

2020-2022 Average traffic stops:	7094
2023 Traffic Stops	5998

Enforcement:

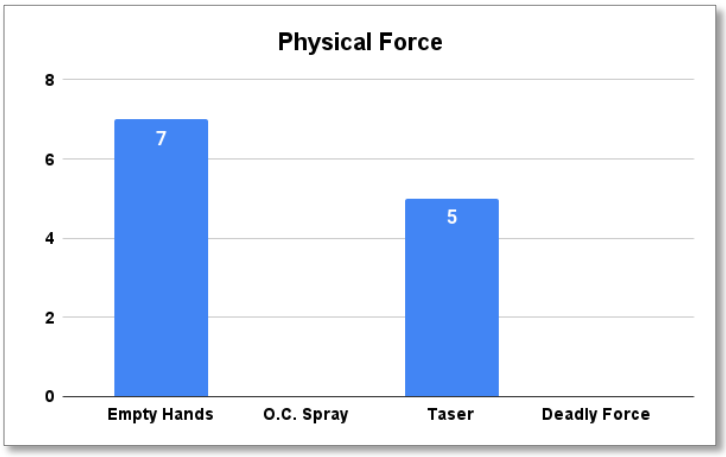
A traffic stop will result in one of three outcomes. The driver will be issued a citation. The driver will be issued a warning. The traffic stop additionally may result in a more serious offense being discovered resulting in an arrest and a case made for further investigation.

23.5% of traffic stops resulted in a citation.
71.3% resulted in a warning.
5.1% of stops resulted in a more serious offense being recognized by the officer and an active case being generated.



Only 23.5% of Traffic Stops Resulted in a Citation Being Issued

Use of Force



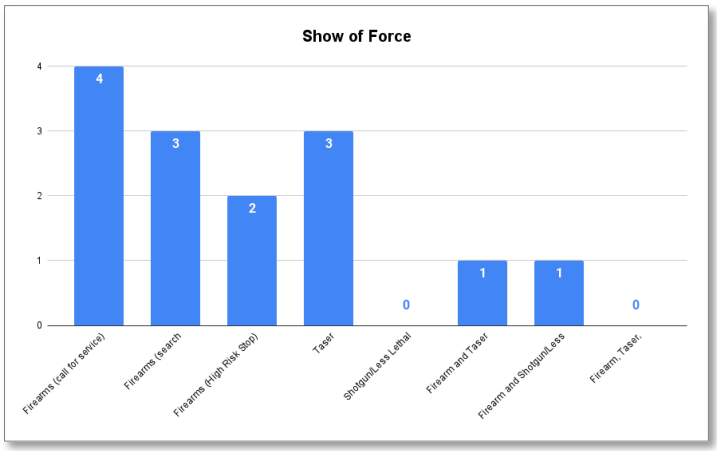
Physical Force/Intermediate Force

- Officers employed empty hand techniques 7 times in 2023. (including 3 leg sweeps and 1 strike to the face).
- Officers deployed O.C. spray 0 times in 2023.
- Officers fully deployed a taser cartridge 2 times in 2023.
- Officers utilized taser drive stuns 3 time in 2023.
- Officers did not use deadly force in 2023.
- Officers were injured in 2 use of force incidents (control holds) in 2023. The injuries did not rise above the level of abrasions, sprains and bruises .
- No suspects were injured beyond the level of abrasions, sprains and bruises in 2023.

Show of Force

Officers used displays of force to control suspect movements and to secure a scene in 20 use of force incidents in 2023.

- Firearms only (call for service) 4
- Firearms search warrants/arrests 3
- Firearms only (high risk traffic stop) 2
- Taser 3
- Shotgun/less lethal only 0
- Firearm and Taser 1
- Firearm and Shotgun/less lethal 1
- Firearm, Taser and Shotgun/less lethal 0



K-9 Program

Having an active K-9 program is an important part of the department's mission to prevent crime, and investigate criminal activity - specifically narcotics investigations. In addition, the K-9 handler positions add another avenue for job diversification in a patrol officer's career. Another important benefit of the K-9 program is in using the K-9 as a bridge to the community with meet-n-greets and public demonstrations.

2023 saw a major change in the K-9 program. K-9s Charlie and Colt were retired. They had served since 2016 and had done an incredible job in aiding the department's narcotics investigations. A special thanks to Corporal Karla Krinkee and Sergeant Jonathan Snoozy for doing a remarkable job in reinstituting the K-9 program back in 2016 and serving as Charlie and Colt's handlers for nearly eight years.

In the summer of 2023, Officers Conlee and Stallions undertook five weeks of dedicated training to become certified K-9 handlers. They then welcomed their new K-9 partners, Keva and Ava, to the department. Keva and Ava are certified using the Wyoming Police Service Dog Certification to detect marijuana, cocaine, heroin, and methamphetamine.

The K-9 handlers expose their K-9s to frequent training and exposure to the substances they will come into contact with. They are required to receive a minimum of twelve hours of training in drug detection every three months. The K-9s are used on the officer's regular patrol duties to generate cases, supplement ongoing investigations, and to be a resource for other agencies.





Officer Conlee
K-9 Keva

Officer Stallions
K-9 Ava

Dispatch

Virtually all requests for law enforcement and emergency services in Sheridan County will go through the Sheridan Police Department's communication center.

The Sheridan Police Department has twenty-four (24) hour, two (2) way radio capability providing continuous communication between the communications center and every emergency agency in Sheridan County. City of Sheridan patrol vehicles are equipped with mobile radios and mobile data terminals and every officer is equipped with a portable radio.

	2021	2022	2023
9-1-1 Calls Presented	8,673	8,005	8,605
Admin Calls - Inbound	42,457	40,684	38,058
Total Calls Received	51,130	48,689	46,663
Admin Calls - Outbound	13,790	12,389	12,019

CAD Incidents	2010	2014	2018	2022	2023
SPD	12,481	10,276	11,041	11,236	11,277
Other Agencies	11,793	13,799	16,195	12,842	13,441
Total CAD Incidents	24,274	24,075	27,236	24,078	24,718

The Communications Center is staffed and operated on a twenty-four (24) hour basis to provide continuous communications and support services to Sheridan County. This includes the Sheridan Police Department, Sheridan County Sheriff's Office, nine (9) fire/ems agencies and providing support services for six (6) additional law enforcement agencies in Sheridan County. Our Communications Center is also responsible for all 911 calls for the entire county and after hours calls for the Sheridan County Sheriff's Office.



Dispatchers: Shelby Pippin, Kellen Phillips, John Maholick and Cynthia Sheperd-Godwin



Dispatchers: Shawn Bowen, Becca Hartman, Jack Roberts and Bella Ewen

Special Operations Bureau

MISSION

Support the accomplishment of the department's mission by providing specialized employees, resources and skills to prevent crime and enhance quality of life.

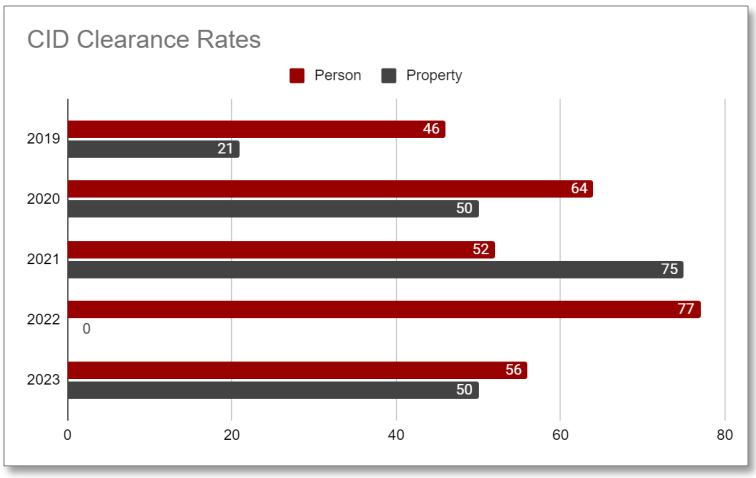


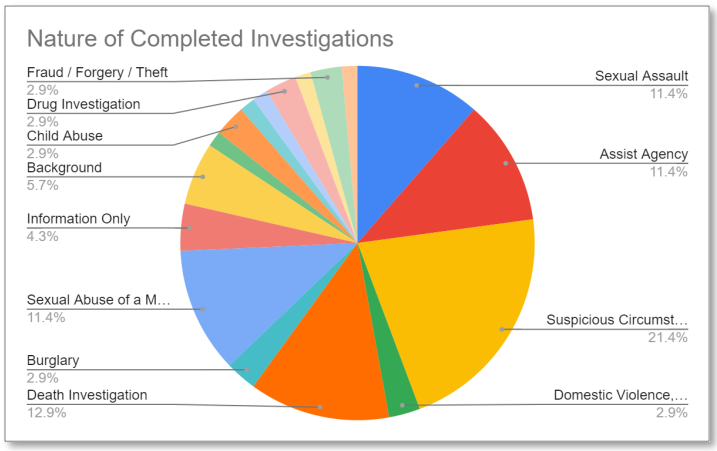
Lieutenant James Hill

The Special Operations Bureau, under the direction of Lieutenant James Hill, is comprised of the Criminal Investigations Division, Community Service Officer Division and the School Resource Officers. In addition to the operations of the three sections listed above, the Special Operations Bureau is charged with handling many personnel affairs for the department. The Bureau oversees the hiring process for all new employees, including testing and background investigations. Also, the Special Operations Bureau conducts internal investigations and reviews as needed.

Criminal Investigations Division

The Criminal Investigation Division supports the bureau and department mission by conducting investigations that go beyond the routine due to their complexity, sensitivity, or consequences. The division was comprised of Detective Corporal Karla Krinkee and Detective Aaron Hartman, with additional supervision and casework by Lieutenant James Hill. In 2023, CID conducted a double homicide investigation. The identified offender completed suicide in another jurisdiction. About 20% of the investigations completed by CID are sexual crimes. These investigations led to two adults being arrested and charged with first-degree sexual assault and three people being charged with sexual abuse of a minor. Detectives work closely with the Department's School Resource Officers to investigate crimes involving juveniles either as victims as in the above-mentioned abuse cases or as perpetrators. Two cases of note involved juveniles committing felony property crimes. In one instance firearms were stolen from a home. The investigation led to seven people being charged for various offenses including aggravated burglary and accessory after the fact. In another incident, four people were charged with felony theft.

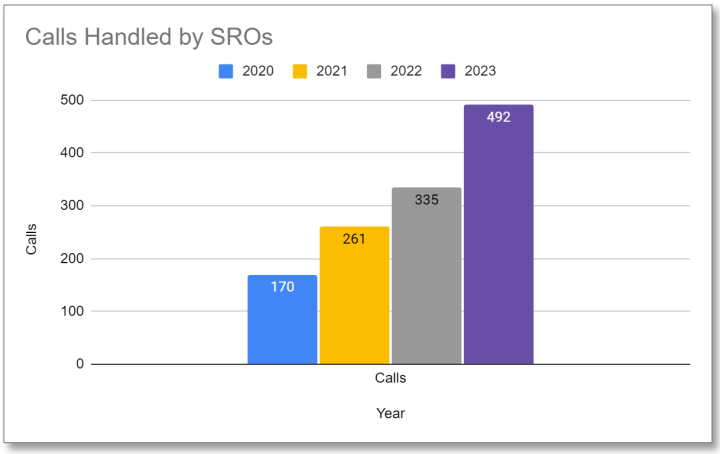




Detectives also worked to enhance and expand the Department's capabilities. Cpl. Krinkee and Det. Hartman attended a course taught by the FBI on the topic of Child Abduction Response. Det. Hartman became certified as a mobile device examiner. A software suite was purchased to allow Det. Hartman (pursuant to a search warrant or the owner's consent) the ability to retrieve and download stored information on mobile devices. As these devices play an important part in people's everyday lives they can contain evidence of criminal activity. Previously the SPD used other agencies to perform this task, but now we can gather this important information.

School Resource Officers

The mission of the program is to promote safety, provide law enforcement services, and build relationships. The department has three School Resource Officer (SRO) positions. In 2023, only two positions were filled. SROs were stationed at the High School and Junior High School but provided support to and responded to all schools in the city. Officer Meagan Phillips and Officer Ben Hawkins were the department SROs. The SROs work during regular school hours as well as attending school events and functions. SROs focus on promoting safety by identifying needs, addressing security concerns, and preventive efforts through contacts and investigations of students who make threats or exhibit concerning behaviors. Both Officer Hawkins and Officer Phillips are certified ALICE instructors. ALICE is a recognized active threat response program. SROs provide police services for the school community by investigating criminal acts and enforcing laws. SROs also serve as liaisons between the department and the school community including staff, administrators, parents, and students. Both SROs are members of the Safe Schools Taskforce. During the summer and school breaks, the SROs supplement the Patrol Division and Criminal Investigation Division as needed. The demands placed on SROs continue to grow with increasing caseloads and expectations.





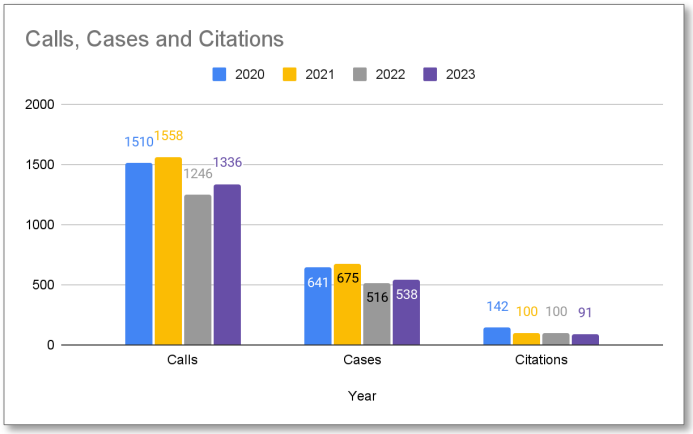
SRO Ben Hawkins

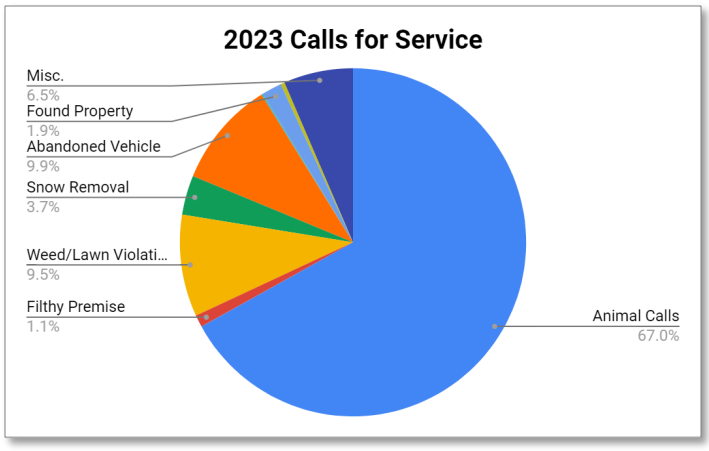


CSO Kris Walker and CSO Ed Boone

Community Service Officers

The Community Service Division supports the agency by providing specialized enforcement and investigations involving city codes such as snow removal and animals. The division is comprised of two Community Service Officers (CSO), Kris Walker and Ed Boone.

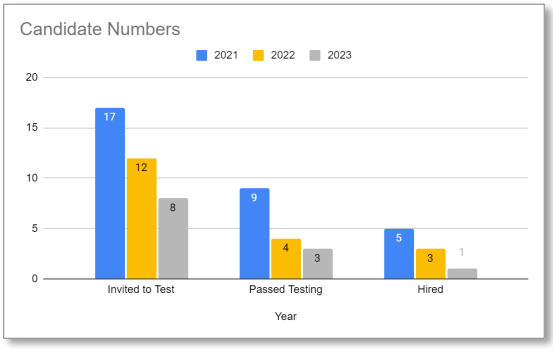




The CSOs respond to calls for service and patrol the city. The Department was able to purchase a new pickup truck for CSO Walker to use, replacing a thirteen-year-old vehicle.

Department Hiring

The Special Operations Bureau helps to organize and conduct the hiring for the department. There were five police officer testing days in 2023, down from ten in 2021. This was driven by the lower number of applications received. The chart below illustrates the decline. Also, the totals listed for 2021 only include those from May onward, before then the numbers were not tracked by the bureau. Different recruiting strategies have been researched to see the effectiveness of various methods. Job fairs, recruitment videos, and most other marketing methods are not cost-effective, especially for small agencies. The most important way to get people to apply for law enforcement jobs is strong word-of-mouth recommendations from current employees. The SPD encourages all employees to talk to potential officers about the benefits of working at the SPD. Another important way to increase hiring numbers is to make the process more efficient while maintaining standards. This year, the Department contracted with the National Testing Network (NTN). NTN is a national recruiting and testing organization. NTN posted information about the SPD on their website, at testing locations, colleges, and job fairs. More importantly, NTN hosts online testing. Now when applicants apply to the SPD they can sign up to test at home or a testing center. There is no need to travel to Sheridan for the written test.



Administrative Services Bureau

MISSION

Support the accomplishments of the Department by providing specialized employees skilled in records and evidence management. To promote and enhance the highest ethical and professional standards that further the mission of the Sheridan Police Department.

The Administrative Services Bureau, under the direction of Captain Tom Ringley, is responsible for all police administrative functions within the department. Comprised of four full-time employees, the bureau provides some of the traditional services associated with most police departments. Included in these services are: Records Management and Property & Evidence Management. The following Police Department functions are also managed by the Administrative Services Bureau:

- Grant applications and grant management
- All purchasing activities for the department, including vehicle purchases, facility repair and maintenance services and RFPs (Request for Proposal)
- Coordinates training for all basic and in-service training
- Public information dissemination
- Records Management
- Crime analysis and reports
- Record request dissemination
- Evidence and property management



Captain Tom Ringley

Records

The Records Division is the data collection, dissemination and retention arm of the Sheridan Police Department. They are responsible for processing and maintaining all records generated by the department. They are also the main point of contact for individuals and agencies needing information regarding the department activities.

Currently the Records Division is staffed by two (2) full-time records technicians. In order to help process the volume of reports and requests that are received, Administration and Evidence will also assist in Records periodically.

Records staff respond to all requests for records and statistical information from the public as well as from other law enforcement agencies. Every business day, reports are sent to the offices of the prosecuting attorneys, Division of Criminal Investigations and other governmental agencies. Monthly reports are also sent to the FBI for inclusion in the federal crime statistics.

In addition, the Records Division researches all records for subpoenas, processes concealed firearms permits, conducts VIN checks, handles all walk-in traffic during business hours and processes court abstracts.



Records Technicians: Kat Hersman, and Jerome Smith

	2015	2019	2023
Cases Routed*	2758	4608	4679
Cases Posted	5790	7491	7182
Records Checks	931	1376	774
Report Requests	638	686	961
VIN Inspections	146	250	436
Concealed Firearm Permits	430	370	299
Window Traffic**	4785	2643	2024
Court Abstracts Processed	UNKN	2670	2795

*The increase in Cases Routed is due to Municipal Court moving to City Hall in 2014. Municipal Court no longer had direct access to the Records Management System so cases had to start being routed to them by Records staff.
**In 2016, the Records Division moved to processing report requests online which led to a drastic decrease in the amount of walk-in traffic.

Grant Programs - In 2023, the Sheridan Police Department received $136,756.07 in grant funding. This came from the following grants:

- Enforcing Underage Drinking Laws (EUDL)
- Highway Safety Grant for Impaired Driving
- Highway Safety Grant for Occupant Protection
- Highway Safety Grant for Traffic Safety Education
- Bullet Proof Vest Grant
- Walmart Grant
- Tobacco Compliance Grant
- Alcohol Compliance Grant
- State Energy Retrofit Grant
- Highway Safety Video Camera Equipment
- Highway Safety Radar Equipment
- Homeland Security Helmet Grant

Evidence

The Evidence Department is charged with the duty of preserving and maintaining all evidence coming into the custody of the Sheridan Police Department. As a certified property and evidence specialist, the technician accepts, catalogs, safeguards, stores, returns to legal owners or otherwise legally destroys all property received. While we staff only one full-time Evidence Technician, one of our Records Technician is also a fully trained Evidence Technician and assists in Evidence when needed.

Property received by the Evidence Department includes not only evidence related to crimes investigated by our officers and detectives, but also audio, video and digital media and found or received stolen property of all types.

The types of evidence range in size from vehicles to fingerprints, and also include audio and video media. The city and county attorneys will often request copies of these different media, so their duplication is also a duty of the evidence technician. Knowledge of all of our media systems is essential as court testimony is sometimes required.

In addition to case evidence, the evidence department is responsible for receiving found or recovered stolen property for safekeeping. The technician works diligently to locate and arrange the return of these items to their rightful owners. Contraband that is no longer needed for a criminal case is destroyed. Because all property coming into and leaving the Evidence Department is subject to strict legal constraints, the technician also maintains the physical chain of custody.



	2015	2019	2023
Evidence Received	2407	1310	432
Evidence Purged	938	826	1092
Evidence Returned	278	339	221
Evidence Sent to Auction	0	16	0
Evidence Sent to Lab	257	193	118
Reports Taken	95	119	22
Supplemental Reports	394	767	195
Recordings	1533	991	4467

	2015	2019	2023
Drugs Surrendered	351	839.2	642.3
Drugs Burned	401	813.6	644
Illegal Drugs Burned	70	131	573

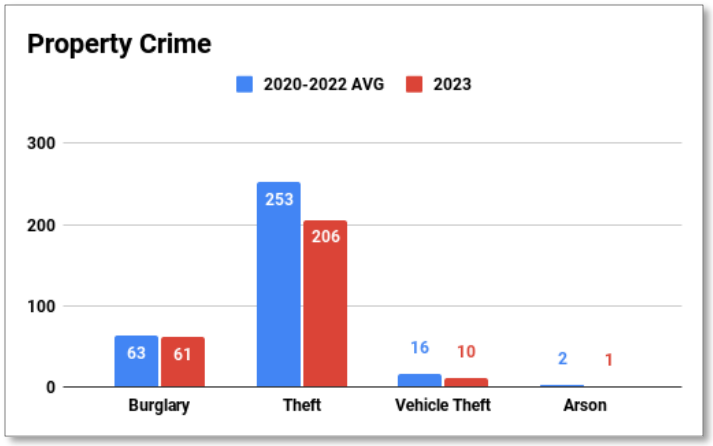
* Measurement is in pounds



Crime Statistics

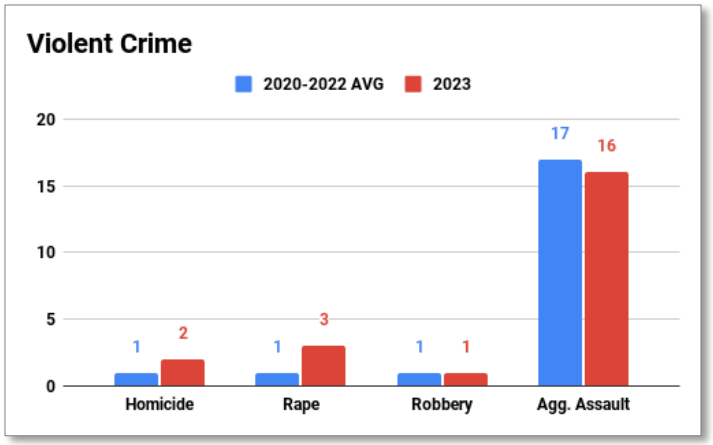
1. Property crimes.

	2020-2022 Average	2023	% of Change
Total Cases	333	278	-16.5
Burglary	63	61	-3.2
Larceny - Theft	253	206	-18.6
Vehicle Theft	16	10	-37.5
Arson	2	1	-50



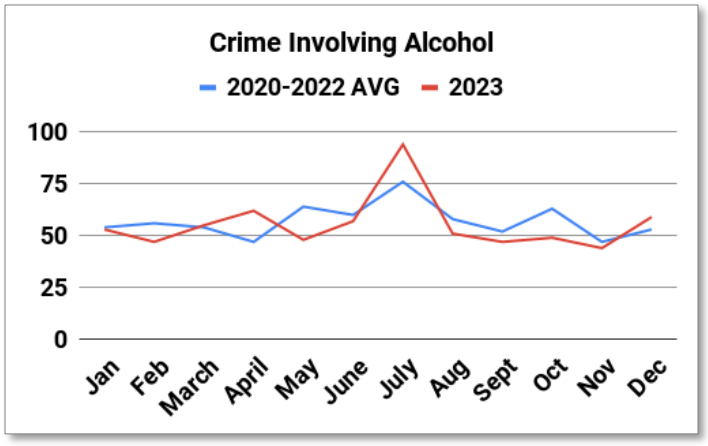
2. Violent crimes.

	2020-2022 Average	2023	% of Change
Total Cases	20	22	10
Homicide	1	2	100
Rape	1	3	200
Robbery	1	1	0
Aggravated Assault	17	16	-5.9
Simple Assault	190	181	-4.7



3. Alcohol related crime.

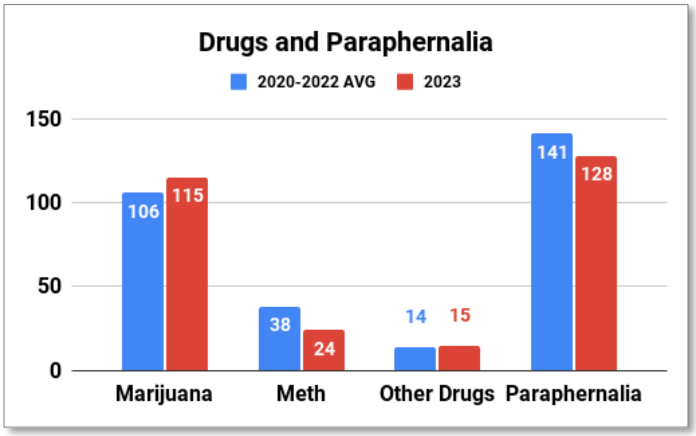
	2020-2022 Average	2023	% of Change
DUI Arrests	195	172	-11.8
Alcohol Arrests (not DUI)**	153	169	10.5
All Alcohol Involved Cases	683	666	-2.5



Crime Statistics

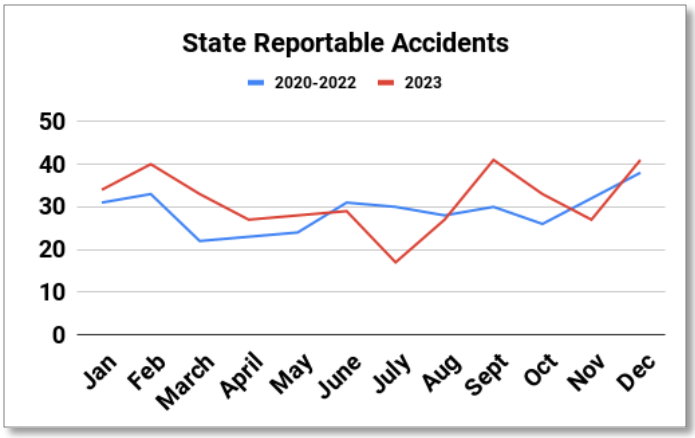
4. Drug seizures and drug related cases.

	2020-2022 Average	2023	% of Change
Marijuana	106	115	8.5
Methampheta-mine	38	24	-36.8
Other Drugs (Cocaine, Hero-in, Speed, LSD, etc)	14	15	7.1
Cases with Drug Paraphernalia Seized	141	128	-9.2
Drug Arrests	187	214	14.4
All Drug Involved Cases	248	241	-2.8



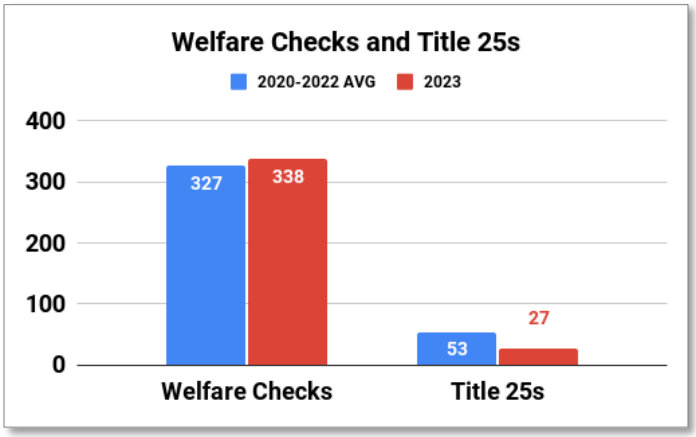
5. State reportable accidents and those involving alcohol or injury.

	2020-2022 Average	2023	% of Change
State Reporta-ble Accidents	348	377	8.6
Alcohol Involved	15	13	-13.3
Injury Crashes	38	40	5.3



6. Welfare checks and Title 25s conducted.

	2020-2022 Average	2023	% of Change
Welfare Checks	327	338	3.4
Title 25's	53	27	-49.1



SHERIDAN
POLICE
SHERIDAN WYOMING



Thank You

Published by The Sheridan Police Department. 2024

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: Public Hearing for 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:

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 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

Fund	FY25 Appropriations
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: Public Hearing for 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	250,000 150,000	(1) (2)	16,548,900
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

Police

MEMORANDUM

RE: Award for the Police Department Boiler Replacement to Apex Mechanical in the Amount of $211,775.00 - Chief of Police 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 current boiler is 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: Maser Mechanical - $212,000.00 and Apex Mechanical - $211,775.00. 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 FY2024 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.

Attachments

Apex Mechanical Bid

Master Mechanical Bid

Project Identification: City of Sheridan – Police Department Boiler Upgrade Project

CITY OF SHERIDAN, WYOMING

This Bid is submitted to:

CITY OF SHERIDAN
55 GRINNELL PLAZA
SHERIDAN, WYOMING 82801

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with the OWNER, in the form included in the Contract Documents, to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Price, and within the Contract Time indicated in this Bid, and in accordance with the other terms and conditions of the Contract Documents.

2. The BIDDER accepts all of the terms and conditions of the Advertisement for Bids, and Instructions to Bidders, including without limitation, those dealing with the disposition of Bid Security. This Bid will remain subject to acceptance for sixty (60) days after the day of the Bid Opening. The BIDDER will sign and submit the Agreement with the Construction Performance Bond and Payment Bond on the forms provided in this Project Manual, and other documents required by the Bidding Requirements, within fifteen days after the date of the OWNER'S Notice of Award.

3. In submitting this BID, BIDDER represents, as more fully set forth in the Agreement, that:

   (a) BIDDER has examined copies of all the Bidding Documents, and of the following Addenda (receipt of all which is hereby acknowledged):

NUMBER	DATE
1	6/6/2024

   (b) BIDDER has familiarized itself with the nature and extent of the Contract Documents, work, work site, locality, and all local conditions and Laws, Regulations, local laws or ordinances that in any manner may affect cost, progress, performance, or furnishing of the Work.

   (c) BIDDER has given the ARCHITECT written notice of all conflicts, errors, or discrepancies that it has discovered in the Contract Documents, and the written resolution thereof by the ARCHITECT is acceptable to the BIDDER.

   (d) This Bid is genuine and not made in the interest of, or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; the BIDDER has not directly or indirectly induced or solicited

any other BIDDER to submit a false or sham Bid; the BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and the BIDDER has not sought, by collusion, to obtain for itself any advantage over any other BIDDER or over the OWNER.

4. The BIDDER agrees to perform all the Work described in the Contract Documents and on the following Bid Schedule. The Method of Measurement and Basis of Payment shall be as specified in Section 01150 and the Project Manual.

5. The BIDDER hereby agrees to accept an award of a contract for the Bid Schedules as determined under Section 00100, paragraph 19.

6. The BIDDER agrees that the unit prices shall govern in checking the bid, and should a discrepancy exist in the sum of extended prices and Total Amount of Bid after extensions are checked and corrections made, if any, the sum of extended prices shall be used in considering the award of this Contract.

7. The BIDDER will complete the Work for the following unit or lump sum prices(s):

BASE BID: All labor, materials and associated costs for all work as described in the Construction Documents.

For the sum of Two Hundred Eleven Thousand Seven Hundred Seventy-Five Dollars

($211,775.00)

8. The BIDDER understands that the OWNER reserves the right to reject any or all bids or to waive any informality or technicality in any proposal in the interest of the OWNER. If an award is made, it will be made to the lowest bidder that is determined qualified and responsible at the sole discretion of the OWNER.

9. BIDDER agrees that the Work CITY OF SHERIDAN – POLICE DEPARTMENT BOILER UPGRADE for CITY OF SHERIDAN, WYOMING, will be substantially complete in accordance with paragraph 3.1 of the Agreement. BIDDER accepts the provisions of the Agreement as to liquidated damages, in the event of failure to complete the Work on time.

10. The following documents are attached to and made a condition of this bid:

(a) Required Bid Security in the form of Bid Bond
   i. For bids less than $100,000, a certified check, cashier's check or draft drawn on a State or National Bank in the amount of five percent (5%) of the total bid may be utilized.
   ii. For bids greater than $100,000, a Bid Bond, prepared on the form provided in the Project Manual, issued by a Surety authorized to do business in the State of Wyoming and acceptable to the OWNER in the amount of five percent (5%) of the total bid must be utilized.

(b) BIDDER'S list of construction equipment with hourly rates, owned or rented, that will be used in the performance of the Work.

(c) BIDDER'S list of hourly labor rates for construction personnel that will be in place during the performance of the Work.

(d) Proof of BIDDER'S registration in the U.S. Government's System for Award Management (SAM) is not required as an attachment to this bid, but will be required before award, within 48 hours of OWNER'S request.

11. Communications concerning this Bid shall be addressed to:

Contractor Apex Mechanical, LLC
Address 1235 N Main Street
City/State/Zip Sheridan, WY 82801
Phone (307) 949-0263
Fax N/A
E-mail justin@apexmechanicalwyo.com

12. The terms used in this Bid, which are defined in the General Conditions of the Construction Contract included as part of the Contract Documents, have the meanings assigned to them in the General Conditions.

SUBMITTED ON June 6th, 2024

BY Josh Boyer LLC
Name (Individual, Partnership, Corporation, or Joint Venture)

Wyoming
(State of Residency)

BY Josh Boyer
(Name of Person Authorized to Sign) (Signature and Printed)

Owner
(Title)

Corporate Seal (If Applicable)

Attest Tonia Sprehan
(Secretary)

Business Address: PO Box 3438, Gillette, WY 82717

Phone No.: (307) 363-7179 Fax No. N/A

License No.: 24403 - CL-19-61

Email Address: office@apexmechanicalwyo.com

ANTICIPATED SUBCONTRACTORS

1. Type of Work to be Sublet Test & Balance

   Approximate Dollar Amount of Subcontract $ 1,880.00

   Probable Subcontractor Big Horn Testing

   Address PO Box 22305, Billings, MT 59104

2. Type of Work to be Sublet Roofing

   Approximate Dollar Amount of Subcontract $ 800.00

   Probable Subcontractor Dave Loden Construction

   Address 400 Hemlock St., Buffalo, WY 82834

3. Type of Work to be Sublet Concrete

   Approximate Dollar Amount of Subcontract $ 4,500.00

   Probable Subcontractor Crossfire Contracting

   Address 89 East Ln., Sheridan, WY 82801

Statement of Qualifications: The CONTRACTOR shall submit a statement of each subcontractor's qualifications and shall obtain written permission from the OWNER prior to the actual subletting or assignment of any portion of the contract as per Section 7.06 of the General Conditions.

ANTICIPATED SUBCONTRACTORS

1. Type of Work to be Sublet Insulation

   Approximate Dollar Amount of Subcontract $ 6,790.00

   Probable Subcontractor Miller Insulation

   Address 3700 Salt Creek Hwy, Casper, WY 82601

2. Type of Work to be Sublet Water Treatment

   Approximate Dollar Amount of Subcontract $ 12,600.00

   Probable Subcontractor Snow Crest

   Address 924 Pine Ridge Ln., Billings, MT 59105

3. Type of Work to be Sublet Temperature Controls

   Approximate Dollar Amount of Subcontract $ 41,745.00

   Probable Subcontractor Long Building Technologies

   Address 3534 Salt Creek Hwy, Casper, WY 82601

Statement of Qualifications: The CONTRACTOR shall submit a statement of each subcontractor's qualifications and shall obtain written permission from the OWNER prior to the actual subletting or assignment of any portion of the contract as per Section 7.06 of the General Conditions.

PREVIOUS EXPERIENCE OF BIDDER

SIMILAR PROJECTS COMPLETED (List at least three)

1. DATE December 22, 2022 VALUE 294,000.00

Name of Project, Address, Type of Improvement Kaycee Boiler Project
235 Holt Ave., Kaycee, WY 82639
Boiler Replacement

Name/Phone of Owner Johnson County School District #1, (307) 684-9571

Name/Phone of Architect Arete Design Group (307) 672-8270

2. DATE April 12, 2023 VALUE 277,700.00

Name of Project, Address, Type of Improvement Lakeway Learning Center
525 West Lakeway Rd., Gillette, WY 82718
Boiler Replacement

Name/Phone of Owner Campbell County School District #1 (307) 682-5171

Name/Phone of Architect Ace Inc. (307) 673-5300

3. DATE June 1, 2018 VALUE 280,000.00

Name of Project, Address, Type of Improvement Hillcrest Boiler
1500 Bulter Spaeth Rd., Gillette, WY 82716
Boiler Replacement

Name/Phone of Owner Campbell County School District #1 (307) 682-5171

Name/Phone of Architect Ace Inc. (307) 673-5300

SIMILAR PROJECTS UNDER CONTRACT

DATE February 14,2024 VALUE 287,540.00

Name of Project, Address, Type of Improvement Educational Services Center Bldg. Boiler Replacement

1000 West 8th Street, Gillette, WY 82716

Boiler Replacement

Name/Phone of Owner Campbell County School District #1 (307) 682-5171

Name/Phone of Architect Ace Inc. (307) 673-5300

END OF SECTION 00300

SIMILAR PROJECTS UNDER CONTRACT

DATE March 4,2024 VALUE 469,200.00

Name of Project, Address, Type of Improvement Cottonwood Elementary School Boiler Replacement Project
330 Wright Blvd. Wright, WY 82732

Boiler Replacement

Name/Phone of Owner Campbell County School District #1 (307) 682-5171

Name/Phone of Architect Ace Inc. (307) 673-5300

END OF SECTION 00300

STATE OF WYOMING

CERTIFICATE OF RESIDENCY

Contractor Number: 1709

APEX MECHANICAL, LLC

HAS BEEN GRANTED RESIDENCY STATUS PURSUANT TO WYOMING STATUTE 16-6-101, AS AMENDED. FIVE PERCENT PREFERENCE SHALL BE ALLOWED WHEN BIDDING ON ANY PUBLIC WORKS CONTRACT FOR A PERIOD OF ONE (1) YEAR FROM THE DATE CERTIFICATION IS GRANTED.

GRANTED THIS 2ND DAY of APRIL TWO THOUSAND AND 24

Michele Johnson, Program Manager

EXPIRATION DATE: 4/1/2025

To verify the authenticity of the certificate, please contact our office at 307-777-7261 or visit wyomingworkforce.org/businesses/labor/info

CERTIFICATE SERIAL NUMBER: 204202404

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/27/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CRS Insurance Brokerage 9780 S Meridian Blvd Suite 400 Englewood CO 80112	CONTACT NAME: Katie Smothers PHONE (A/C, No, Ext): 303-996-7800 FAX (A/C, No): 303-757-7719 E-MAIL ADDRESS: ksmothers@crsdenver.com
INSURED APEXMEC-01 APEX Mechanical, LLC PO Box 3438 Gillette WY 82716	INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A : United Fire & Casualty Company 13021 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 196764037 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			60537466	2/21/2024	2/21/2025	EACH OCCURRENCE	$ 1,000,000
	[ ] CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
	X WY EL Stop Gap						MED EXP (Any one person)	$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	$ 1,000,000
	[ ] POLICY [X] PRO-JECT [ ] LOC						GENERAL AGGREGATE	$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	$ 2,000,000
							Stop Gap Liability	$ 1,000,000
A	AUTOMOBILE LIABILITY			60537466	2/21/2024	2/21/2025	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	[ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR			60537466	2/21/2024	2/21/2025	EACH OCCURRENCE	$ 2,000,000
	EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$ 2,000,000
	DED X RETENTION $ 0							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N	N / A					PER STATUTE [ ] OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Leased and Rented Equipment Special/ACV/80% Coinsurance			60537466	2/21/2024	2/21/2025	Limit Deductible	50,000 1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

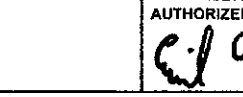
CERTIFICATE HOLDER

For Information Only

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, APEX MECHANICAL, LLC as BIDDER, and AMERICAN ALTERNATIVE INSURANCE CORPORATION as Surety, are hereby held and firmly bound unto CITY OF SHERIDAN, WYOMING, as OWNER, in the penal sum Five Percent (5%) of the Total Amount of the Bid for payment of which, well and truly to be made, we hereby jointly and severely bind ourselves, successors and assigns.

The Condition of the above obligation is such that whereas the BIDDER has submitted to CITY OF SHERIDAN, WYOMING a certain BID, attached hereto, and hereby made a part hereof, to enter into a Contract in writing, for the construction of the **CITY OF SHERIDAN, WYOMING,** Police Department Boiler Upgrade Project (Project).

NOW, THEREFORE,

(a) If said BID shall be rejected, or

(b) If said BID shall be accepted, and the BIDDER shall execute and deliver a Contract in the Form of Contract attached hereto (properly completed in accordance with said BID), and shall furnish a BOND for his or her faithful performance of said Contract, and furnish a BOND for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID,

Then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated. The Bond shall be forfeited as liquidated damages, if the Bidder, upon the award of the Contract to them, fails to enter into the Contract within 15 (fifteen) days after it is presented to them for that purpose, or fails to proceed with the performance of the Contract.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such BID; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the BIDDER and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers.

Signed and sealed this 6th day of June, 20 24.

APEX MECHANICAL, LLC (SEAL)
(BIDDER)

BY: Owner
(Title)

Iona Sprehan
(Witness)

AMERICAN ALTERNATIVE INSURANCE CORPORATION
(Surety)

BY:
(Attorney-in-Fact) Douglas J. Rothey
Attorney-in-Fact

END OF SECTION 00410

CERTIFIED COPY

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the AMERICAN ALTERNATIVE INSURANCE CORPORATION, a corporation organized and existing by virtue of the laws of the State of Delaware ("Corporation") with offices at 555 College Road East, Princeton, N.J. 08543, has made, constituted and appointed, and by these presents, does make, constitute and appoint:

Douglas J. Rothey; Cynthia M. Burnett; Kim Payton; Wesley J. Butorac; and Zach Rothey

its true and lawful Attorneys-in-Fact, at Princeton, in the State of New Jersey, each of them alone to have full power to act without the other or others, to make, execute and deliver on its behalf, as Surety or Co-surety, bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking so made, executed and delivered shall obligate said Company for any portion of the penal sum thereof in excess of the sum of **One Hundred Million Dollars ($100,000,000)**.
Such bonds and undertakings for said purposes, when duly executed by said Attorney(s)-in-Fact, shall be binding upon said Company as fully and to thesame extent as if signed by the President of said Company under its corporate seal attested by its Secretary.
This appointment is made under and by authority of a certain Resolution adopted at a meeting of the Board of Directors of said Company duly held on the 27th day of August, 1975, a copy of which appears below.

IN WITNESS WHEREOF, the AMERICAN ALTERNATIVE INSURANCE CORPORATION has caused its corporate seal to be hereunto affixed, and these presents to be signed by its duly authorized officers this 24th day of September, 2021.

AMERICAN ALTERNATIVE INSURANCE CORPORATION CORPORATE SEAL 1923 STATE OF DELAWARE

By: _____
Michael G. Kerner
President

Attest: _____
Ignacio Rivera
Deputy General Counsel & Secretary

STATE OF NEW JERSEY, COUNTY OF SOMERSET

The foregoing instrument was acknowledged before me by means of online notarization this 24th day of September, 2021, by Michael G. Kerner and Ignacio Rivera, who are personally known to me.

JILLIAN SANFILIPPO NOTARY PUBLIC NEW JERSEY

_____
Jillian Sanfilippo, Notary Public
State of New Jersey
My Commission Expires February 8, 2026

SECRETARY'S CERTIFICATE

The undersigned, Ignacio Rivera, hereby certifies:

1. That the undersigned is Secretary of American Alternative Insurance Corporation, a corporation of the State of Delaware;
2. That the original power of attorney of which the foregoing is a copy was duly executed on behalf of said Corporation on the day of its date, and has not since been revoked, amended or modified; that the undersigned has compared the foregoing copy thereof with said original power of attorney, and that the same is a true and correct copy of said original power of attorney and of the whole thereof;
3. That the original resolution of which the following is a copy was duly adopted at, and recorded in the minutes of, a regular meeting of the Board of Directors of said Corporation duly held on August 4, 1998, and has not since been revoked, amended or modified.

   RESOLVED, that each of the following officers of this Corporation, namely, the President, the Executive Vice President, the Senior Vice Presidents, and the Vice Presidents, be, and they hereby are, authorized, from time to time in their discretion, to appoint such agent or agents or attorney or attorneys-in-fact as deemed by them necessary or desirable for the purpose of carrying on this Corporation's business, and to empower such agent or agents or attorney or attorneys-in-fact to execute and deliver, in this Corporation's name and on its behalf, and under its seal or otherwise, surety bonds, surety undertakings or surety contracts made by this Corporation as surety thereon.

   RESOLVED, that the signature of any authorized officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney and revocation of any power of attorney or certificate of either given for the execution of any surety bond, surety undertaking, or surety contract, such signature and seal, when so used being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed.

   FURTHER RESOLVED, that any prior appointments by the Corporation of MGAs are, in all respects, hereby ratified, confirmed and approved.

   FURTHER RESOLVED, that the Secretary or any Assistant Secretary of this Corporation is hereby authorized to certify and deliver to any person to whom such certification and delivery may be deemed necessary and desirable in the opinion of such Secretary or Assistant Secretary, a true copy of the foregoing resolution.
4. The undersigned has compared the foregoing copies of said original resolutions as so recorded, and they are the same true and correct copies of said original resolutions as so recorded and of the whole thereof.

Witness the hand of the undersigned and the seal of said Corporation this 6th day of June, 20 24.

AMERICAN ALTERNATIVE INSURANCE CORPORATION CORPORATE SEAL 1923 STATE OF DELAWARE

AMERICAN ALTERNATIVE INSURANCE CORPORATION

Ignacio Rivera (Sep 24, 2021 16:06 EDT)

Ignacio Rivera
Deputy General Counsel & Secretary

City of Sheridan – Police Department
Boiler Upgrade Project

APEX MECHANICAL, LLC
1235 N MAIN STREET
SHERIDAN, WY 82801

RECEIVED

Date: 6/6/24 **Time:** 01:10 AM/PM

By: Darlene McCuistion

Project Identification: City of Sheridan – Police Department Boiler Upgrade Project

CITY OF SHERIDAN, WYOMING

This Bid is submitted to:

CITY OF SHERIDAN
55 GRINNELL PLAZA
SHERIDAN, WYOMING 82801

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with the OWNER, in the form included in the Contract Documents, to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Price, and within the Contract Time indicated in this Bid, and in accordance with the other terms and conditions of the Contract Documents.

2. The BIDDER accepts all of the terms and conditions of the Advertisement for Bids, and Instructions to Bidders, including without limitation, those dealing with the disposition of Bid Security. This Bid will remain subject to acceptance for sixty (60) days after the day of the Bid Opening. The BIDDER will sign and submit the Agreement with the Construction Performance Bond and Payment Bond on the forms provided in this Project Manual, and other documents required by the Bidding Requirements, within fifteen days after the date of the OWNER'S Notice of Award.

3. In submitting this BID, BIDDER represents, as more fully set forth in the Agreement, that:

   (a) BIDDER has examined copies of all the Bidding Documents, and of the following Addenda (receipt of all which is hereby acknowledged):

NUMBER	DATE
1	5/31/24

   (b) BIDDER has familiarized itself with the nature and extent of the Contract Documents, work, work site, locality, and all local conditions and Laws, Regulations, local laws or ordinances that in any manner may affect cost, progress, performance, or furnishing of the Work.

   (c) BIDDER has given the ARCHITECT written notice of all conflicts, errors, or discrepancies that it has discovered in the Contract Documents, and the written resolution thereof by the ARCHITECT is acceptable to the BIDDER.

   (d) This Bid is genuine and not made in the interest of, or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; the BIDDER has not directly or indirectly induced or solicited

any other BIDDER to submit a false or sham Bid; the BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and the BIDDER has not sought, by collusion, to obtain for itself any advantage over any other BIDDER or over the OWNER.

4. The BIDDER agrees to perform all the Work described in the Contract Documents and on the following Bid Schedule. The Method of Measurement and Basis of Payment shall be as specified in Section 01150 and the Project Manual.

5. The BIDDER hereby agrees to accept an award of a contract for the Bid Schedules as determined under Section 00100, paragraph 19.

6. The BIDDER agrees that the unit prices shall govern in checking the bid, and should a discrepancy exist in the sum of extended prices and Total Amount of Bid after extensions are checked and corrections made, if any, the sum of extended prices shall be used in considering the award of this Contract.

7. The BIDDER will complete the Work for the following unit or lump sum prices(s):

BASE BID: All labor, materials and associated costs for all work as described in the Construction Documents.

For the sum of two hundred twelve thousand Dollars

($ 212,000.00)

8. The BIDDER understands that the OWNER reserves the right to reject any or all bids or to waive any informality or technicality in any proposal in the interest of the OWNER. If an award is made, it will be made to the lowest bidder that is determined qualified and responsible at the sole discretion of the OWNER.

9. BIDDER agrees that the Work CITY OF SHERIDAN – POLICE DEPARTMENT BOILER UPGRADE for CITY OF SHERIDAN, WYOMING, will be substantially complete in accordance with paragraph 3.1 of the Agreement. BIDDER accepts the provisions of the Agreement as to liquidated damages, in the event of failure to complete the Work on time.

10. The following documents are attached to and made a condition of this bid:

(a) Required Bid Security in the form of 10,600
   i. For bids less than $100,000, a certified check, cashier's check or draft drawn on a State or National Bank in the amount of five percent (5%) of the total bid may be utilized.
   ii. For bids greater than $100,000, a Bid Bond, prepared on the form provided in the Project Manual, issued by a Surety authorized to do business in the State of Wyoming and acceptable to the OWNER in the amount of five percent (5%) of the total bid must be utilized.

(b) BIDDER'S list of construction equipment with hourly rates, owned or rented, that will be used in the performance of the Work.

(c) BIDDER'S list of hourly labor rates for construction personnel that will be in place during the performance of the Work.

(d) Proof of BIDDER'S registration in the U.S. Government's System for Award Management (SAM) is not required as an attachment to this bid, but will be required before award, within 48 hours of OWNER'S request.

11. Communications concerning this Bid shall be addressed to:

Contractor Master Mechanical
Address 834 Summer St
City/State/Zip Sheridan, WY 82801
Phone 307 363 3265
Fax
E-mail mastermechanical78@gmail.com

12. The terms used in this Bid, which are defined in the General Conditions of the Construction Contract included as part of the Contract Documents, have the meanings assigned to them in the General Conditions.

SUBMITTED ON June 6, 2024

BY Master Mechanical
Name (Individual, Partnership, Corporation, or Joint Venture)

WY
(State of Residency)

BY Tracy Roberts Tracy Roberts
(Name of Person Authorized to Sign) (Signature and Printed)

President
(Title)

Corporate Seal (If Applicable)

Attest
(Secretary)

Business Address: 834 Summer St

Phone No.: 307 363 3265 Fax No.

License No.: CL-24-35 CL-24-36

Email Address: mastermechanical78@gmail.com

ANTICIPATED SUBCONTRACTORS

1. Type of Work to be Sublet Automated building controls

   Approximate Dollar Amount of Subcontract $_____

   Probable Subcontractor Long Technologies

   Address 862 Lincoln Drive
   Sheridan, WY

2. Type of Work to be Sublet Electrical

   Approximate Dollar Amount of Subcontract $_____

   Probable Subcontractor Current Electric

   Address 2571 Massey Ave
   Sheridan, WY

3. Type of Work to be Sublet Mechanical Insulation

   Approximate Dollar Amount of Subcontract $ 5,500.00

   Probable Subcontractor CMI

   Address 86 Copper Ave
   Evansville, WY

Statement of Qualifications: The CONTRACTOR shall submit a statement of each subcontractor's qualifications and shall obtain written permission from the OWNER prior to the actual subletting or assignment of any portion of the contract as per Section 7.06 of the General Conditions.

PREVIOUS EXPERIENCE OF BIDDER

SIMILAR PROJECTS COMPLETED (List at least three)

1. DATE 2022 VALUE not sure

Name of Project, Address, Type of Improvement
~~[illegible]~~ GMB
Sheridan college
~~Address~~ construction ~~Mechanical Heating boilers~~ Mechanical Room and boiler upgrades

Name/Phone of Owner Sheridan college

Name/Phone of Architect Arete

2. DATE 2022 VALUE not Sure

Name of Project, Address, Type of Improvement
~~Golden~~ ~~Dorsey~~ Early building
Sheridan Junior High
System repairs boiler upgrades Na

me/Phone of Owner School District #2

Name/Phone of Architect Arete

3. DATE 2021 VALUE not Sure

Name of Project, Address, Type of Improvement
Red Barn Boiler Replacement:
Ucrosse Wy
boiler move and replacement

Name/Phone of Owner Ucross Foundation

Name/Phone of Architect not Sure I believe Powder River HVAC was design

SIMILAR PROJECTS UNDER CONTRACT

DATE 2022 VALUE not Sure

Name of Project, Address, Type of Improvement

Health Science
Sheridan college
Built System into much Room

Name/Phone of Owner Sheridan college

Name/Phone of Architect Arcte

END OF SECTION 00300

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, Master Mechanical as BIDDER, and Tegler as Surety, are hereby held and firmly bound unto CITY OF SHERIDAN, WYOMING, as OWNER, in the penal sum 212,000.00 for payment of which, well and truly to be made, we hereby jointly and severely bind ourselves, successors and assigns.

The Condition of the above obligation is such that whereas the BIDDER has submitted to CITY OF SHERIDAN, WYOMING a certain BID, attached hereto, and hereby made a part hereof, to enter into a Contract in writing, for the construction of the **CITY OF SHERIDAN, WYOMING,** Sheridan Police Department Boiler (Project).

NOW, THEREFORE,

(a) If said BID shall be rejected, or

(b) If said BID shall be accepted, and the BIDDER shall execute and deliver a Contract in the Form of Contract attached hereto (properly completed in accordance with said BID), and shall furnish a BOND for his or her faithful performance of said Contract, and furnish a BOND for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID,

Then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated. The Bond shall be forfeited as liquidated damages, if the Bidder, upon the award of the Contract to them, fails to enter into the Contract within 15 (fifteen) days after it is presented to them for that purpose, or fails to proceed with the performance of the Contract.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such BID; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the BIDDER and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers.

Signed and sealed this 6 day of June, 2024.

CASHIER'S CHECK

THE BANKS of BUFFALO • GILLETTE • SHERIDAN
Branches of Buffalo Federal Bank

1375 SUGARLAND DRIVE
SHERIDAN, WY 82801
PH. (307) 673-8100

3119522

06/06/2024

Remitter Tracey Michael Roberts

Exactly Ten Thousand Six Hundred And 00/100

$ 10,600.00

Pay to the order of City of Sheridan

Bid Bond Master Mechanical

NOT VALID AFTER 90 DAYS FROM DATE OF ISSUANCE

TWO SIGNATURES REQUIRED OVER $250,000.00

MP

Details on back. Security Features Included.

⑈000311952 2⑈ ⑆302373011⑆030100002 7⑈

© DELUXE - BLUESTONE

THE BANK OF SHERIDAN

3119522

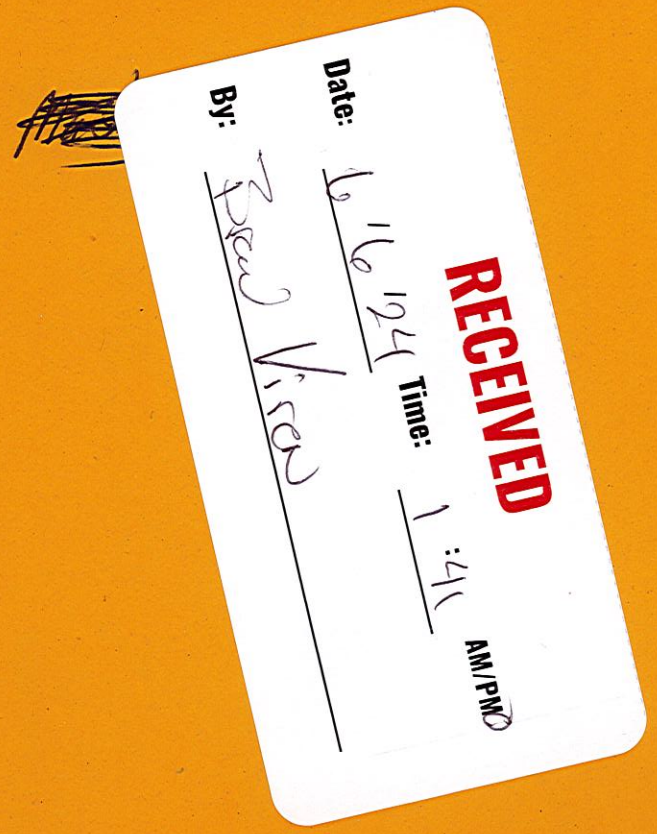
06/06/2024	City of Sheridan	03-0102648-9	10,600.00

Bid Bond Master Mechanical
MC

Tracey Michael Roberts

Master Mechanical
834 Summer St
Sheridan WY

Sheridan Police Dept Boi



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: Professional Services Contract with American Maid for Custodial Services in the Amount of $110,175
From: Hanns Mercer, Public Works Director
To: City Council
CC:
Date: 05/13/2024

Recommendation:

Staff recommends that the Mayor and City Council award a Professional Services Contract with American Maid for custodial services in the amount of $110,175.

Staff requests that for the Professional Services Contract, 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 contract.

Background:

The Professional Services Contract includes custodial services for the following buildings:

- Sheridan Landfill & Landfill Scale House - 1x weekly, Annual Cost $6,825.00
- Recycle Center - 1x weekly, Annual Cost $6,825.00
- Wastewater Treatment Plant - 1x weekly, Annual Cost $9,750.00
- Utility Maintenance Building - 2x weekly, Annual Cost $11,700.00
- City Hall - 3x weekly, Annual Cost $40,950.00
- Parks Building - 820 Kroe Lane - 1x weekly, Annual Cost $3,900.00
- Parks Building - 2002 Frackleton St - 1x weekly, Annual Cost $1,950.00
- Parks Building - 1000 Ash St - 1x weekly, Annual Cost $3,900.00
- Parks Building - 830 Beaver St - 1x weekly, Annual Cost $3,900.00
- Sheridan Water Treatment Plant - 1x weekly, Annual Cost $7,800.00
- Big Goose Water Treatment Plant - 1x weekly, Annual Cost $9,750.00

The Request for Proposals was advertised in the Sheridan Press on January 19 and 29, 2024. The proposals were due on February 6, 2024.

Proposals Received

- American Maid
- Greensky Commercial Cleaning
- Redinger Cleaning Company

*NOTE: The Water Treatment Plants requested to be part of this proposal after they were submitted. The City reached out to American Maid for quotes for those sites, which resulted in the contract being $110,175.00, in lieu of their initial proposal of $92,625.00.

Funding:

The contract is funded out of Contractual-Other (6602) funds within the following budgets: General Government Building Maintenance, Solid Waste, Wastewater, Water Treatment, Parks, and Utility Maintenance Distribution and Collection.

Attachments

Contract

Exhibit A

Exhibit B

Exhibit C

Exhibit D

Deep Cleanings & Schedule

CONTRACT FOR PROFESSIONAL SERVICES

FOR

Custodial Services for City of Sheridan

THIS CONTRACT, made and entered into this _____ day of _____, 2024, by and between the following:

CITY OF SHERIDAN, a Municipal Corporation, Sheridan, Wyoming 82801, hereinafter designated the "Owner"

and

American Maid, 104 S Main Street, Sheridan, Wyoming, a professional corporation, hereinafter designated the "Contractor".

WITNESSETH:

WHEREAS, the Owner has need for professional custodial services and;

WHEREAS, the Owner has authority to contract for professional custodial services, and;

WHEREAS, the Contractor represents that it is qualified to perform such services and is willing to provide such services to the Owner.

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein, or attached and incorporated herein, the Parties hereto agree as follows:

1. **CONTRACTOR RIGHTS AND DUTIES**: the Contractor's duties and responsibilities include the following:

    a. To furnish labor, materials, equipment, supplies, and incidentals necessary to conduct and complete the Contractor's portion of the project as defined in Section 3 - Scope of Work

    b. Contacts who shall be the liaisons between the Owner and the Contractor are as follows: For City Hall Ashley Garcia (307) 675-4204, for the Utility Maintenance Facility Jason Neavill (307) 675-4269, for the Recycling/Sanitation Facility Paul Larson (307) 675-4268, for the Parks Department Facilities Steve Gage (307) 675-4265, for the Landfill Facility and Scale House Seliena Parker (307) 674-8461, for the Wastewater Treatment Plant Brian Edwards (307) 675-4350, and for both the Water Treatment Plants Becky Lundblade (307) 674-9833.

2. **SCOPE OF WORK**: The professional services to be provided by the Contractor under this Agreement shall be as necessary for custodial services. The Contractor will clean and provide janitorial services for the City of Sheridan per the stated cleaning specifications and frequency shown in **Exhibit A**.

3. **CONTRACT LENGTH**: This contract shall be valid for a time of three years with the option to renew it for two additional years two times.

4. **PAYMENT**: The work of the Contractor, as outlined in the scope of work, shall be accomplished for the fees as detailed below:

a. Time and Materials not to Exceed:

i. The Owner shall pay the Contractor for basic services, as defined in the bid proposals, for the work performed under Section 3 of this Agreement, Time and Materials shall not to exceed One Hundred Ten Thousand, One Hundred and Seventy-Five and xx/100 Dollars (110,175.00) as shown in **Exhibit B, Exhibit C, and Exhibit D.**

b. **INSPECTION AND AUDIT**: Contractor shall inspect all work performed and make all necessary corrections in a timely manner.

5. **EMPLOYMENT**: The Contractor warrants that they have not employed or retained any company or persons, other than a bona fide employee, working solely for the Contractor, to solicit or secure this Contract, and that he/she has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any commission, percentage, brokerage fee, gifts or any other considerations contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the Owner shall have the right to annul this Contract without liability or at its discretion to deduct from the Contractor fee, or otherwise recover the full amount of such commission, percentage, brokerage fee, gift or contingent fee.

a. Any and all employees of the Contractor or other persons while engaged in the performance of any work or services required by the Contractor shall be considered employees of the Contractor only and not of the Owner, and any and all claims that may arise under the Workman's Compensation Act on behalf of said employees or other persons while so engaged and any and all claims made by a third party as a consequence of any act or omission on the part of the Contractor's employees or other persons while so engaged on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the Contractor.

b. The Contractor shall be subject to and comply with Title VI of the Civil Rights Act of 1964; Section 140, Title 23, United States Code, and all regulations promulgated thereunder.

c. The Contractor shall comply with all provisions of Equal Employment Opportunity (EEO) and Disadvantaged Business Act (DBA - Minority and Women's Business Enterprises), and the Owner's implementation plan of this act.

6. **DECLARATION OF NO FINANCIAL INTEREST**: The Contractor hereby declares that the Contractor's partners, principal shareholders, officers and professional engineers assigned to or otherwise working on the projects or in any way associated with Contractor does not own any equitable or legal rights to property within the project, whether public or private, or have any interest either directly or indirectly in the project except for the remuneration provided herein: N/A.

7. **SUCCESSORS AND ASSIGNS**: This agreement and all of the covenants hereof shall insure to the benefit of and be binding upon the Owner and Contractor respectively and his/her partners, successors, assigns and legal representatives. Neither the Owner nor the Contractor shall have the right to assign, transfer or sublet his/her interest or obligations hereunder without written consent of the other party.

8. **CHANGES IN WORK**: Any change in the scope of work as stated in this Contract for whatever reason, will be negotiated between the Owner and the Contractor and an amendment to the Contract will be issued with the appropriate change of work and Contract fee noted.

9. **LEGAL RELATIONS**: The Contractor shall comply with all Federal, State and local laws and ordinances applicable to the work to be done.

10. **INSURANCE**: The Contractor shall secure and furnish to the Owner Certificate of Liability Insurance, therein, naming the Owner as an additional named insured, to include thirty (30) days notice of

cancellation or non-renewal. In the case of joint ventures, all entities must be named. The limit of liability for Bodily Injury and Property Damage to be One Million Dollars ($1,000,000) single limits, with any insurance company authorized to do business in the State of Wyoming

11. **TERMINATION OF AGREEMENT**: The right is reserved by the Owner to terminate this Contract at any time upon not less than thirty (30) days written notice to the Contractor.

    a. In the event this Contract is terminated by the Owner, the Contractor shall be paid for the amount of work performed or services rendered to date of termination per the Contract fee.

12. **PUBLIC INFORMATION**: The Contractor shall not issue any statements, releases or information for public dissemination without prior approval of the Owner.

13. **RECORDS**: The Contractor shall maintain accounting records and other evidence pertaining to the cost incurred and to make the records available at all times during the Contract term and for three (3) years from the date of final payment. Such accounting records and other evidence pertaining to the cost incurred will be made available for inspections authorized by the Owner and copies thereof shall be furnished if requested.

14. **ATTORNEY**'s **FEES AND COSTS**: That in the event it becomes necessary for either Party to this Contract to retain an attorney to enforce any of the terms or conditions of this Contract or to give any notice required herein, then the prevailing Party or the Party giving notice shall be entitled to reasonable attorney's fees and costs.

15. **LITIGATION LOCATION**: In the event litigation is pursued under this contract it will be in the 4th Judicial District of the State of Wyoming.

16. **ADMINISTRATION MEDIATION**: Any disputes concerning the Contractor's performance of the work between the Contractor and the Owner shall be referred for determination to the Mayor of the City before commencing any legal action to resolve the same.

17. **MODIFICATION AND AMENDMENTS**: That any amendment or modifications of this Contract or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this contract.

18. **HOLD HARMLESS PROVISION**: The Contractor shall only be liable for professional services stated specifically under the scope of this Agreement.

    a. Owner shall indemnify, defend, and hold harmless Consultant from all claims, demands, suits, losses, costs, and damages that are directly caused by the negligent acts of the Owner or its employees up to the maximum liability of the Owner provided under the Wyoming Governmental Claims Act

    b. Contractor shall indemnify, defend, and hold harmless Owner from all claims, demands, suits, losses, costs, and damages, arising out of, or in any way connected with the work provided by Contractor and/or that are directly caused by the errors, omissions, or negligent acts of Contractor or its officers, directors employees, or agents.

    c. Nothing herein is intended to waive the Owner's Governmental Immunity granted by Wyoming Statute 1-39-101 et. al.

CONTRACTOR:

NAME: _____

BY: _____

TITLE: _____

DATE: _____

CITY OF SHERIDAN, WYOMING

BY: _____

NAME:_____

DATE: _____

Exhibit A

Written Specification Sheet For City Hall Located at 55 Grinnell Plaza

Area/Item	Description	Frequency
Common Areas/Hallways	Vacuum, clean & sanitize all surfaces, railings, side tables & empty trash.	Twice a week
Restrooms	Clean and sanitize all fixtures, mirrors, counter tops, sinks and toilets. Refill soap & air freshener dispensers & paper goods. Empty trash, sweep & mop floors.	Thrice a week
Entryways	Vacuum, empty trash, dust & clean windows.	Twice a week
Conference Rooms/Kitchen	Clean & sanitize all accessible surfaces, including tables & windowsills. Vacuum/sweep & mop floors. Empty trash.	Twice a week
Offices	Dust, clean & sanitize areas or surfaces/desks that are clear & windowsills. Empty trash. Vacuum floors. Mop chair mats (monthly).	Weekly
Elevator	Vacuum & wipe down/sanitize controls.	Weekly
Council Chambers (3rd Floor)	Dust, clean & sanitize all surfaces, including windowsills, table, podium & dais. Empty trash. Vacuum (preferably Friday-Sunday) before Court & Council on Mondays.	Weekly
Entire City Hall	Deep clean. Oil all decorative wood paneling. Dust & clean light fixtures.	Twice a year

Written Specification Sheet for Utility Maintenance Building Located at 932 Kroe Lane

Area/Item	Description	Frequency
Lunchroom	Clean & sanitize all accessible surfaces, empty trashes, sweep, mop & vacuum rugs.	Twice a week
Lobby/Entryways	Sweep, mop & vacuum rugs.	Twice a week
Offices	Empty trash, vacuum rugs & carpet.	Twice a week
Restrooms/Locker Rooms	Clean & sanitize all fixtures, toilets, showers and empty trash.	Twice a week
Windows	Clean inside & outside.	Yearly
Blinds	Dust.	Yearly
Baseboards	Clean them in the entryway, hallway & lunchroom	Yearly

Written Specification Sheet for Sheridan Landfill Located at 82 E. Ridge Rd.

Area/Item	Description	Frequency
Supervisor Office	Dust desks, computer monitors, shelving/bookcases and wipe down window sills. Empty trash, vacuum & mop floors.	Weekly (preferably on Sunday)
Entryway/Common Area	Dust desks, computer monitors, shelving/bookcases, vending machine & wipe down window sills & countertops. Empty trash, vacuum & mop floors.	Weekly (preferably on Sunday)
Restroom	Clean & sanitize all fixtures, mirrors, countertops, sink, toilet & shelving. Empty trash cans. Refill dispensers, paper goods, vacuum & mop floors.	Weekly (preferably on Sunday)
Locker Rooms	Clean & sanitize all fixtures, clean showers & wipe down lockers. Vacuum & mop floors.	Weekly (preferably on Sunday)
Kitchen/Breakroom	Clean & sanitize all surfaces, wipe down microwave (inside & outside), fridge (outside) & windowsills. Clean sink, empty trash, vacuum & mop floors.	Weekly (preferably on Sunday)
Hallway	Vacuum & mop floors.	Weekly (preferably on Sunday)

Written Specification Sheet for Sheridan Landfill Scale House Located at 82 E. Ridge Rd.

Area/Item	Description	Frequency
Scale house	Clean & sanitize all surfaces. Dust desks, computer monitors & shelving/bookcases. Wipe down window sills & blinds. Empty trash, vacuum & mop floors.	Weekly (preferably on Sunday)

Written Specification Sheet for Sheridan Recycling Center Located at 1148 Kroe Lane

Area/Item	Description	Frequency
Supervisor Office	Empty trash, vacuum & mop floors. Dust desks, computer monitors, shelving/bookcases & wipe down window sills.	Weekly (preferably on Sunday)
Kitchen/Breakroom	Clean & sanitize all surfaces, wipe down microwave (inside & outside), fridge (outside) & windowsills. Clean sink, empty trash, vacuum & mop floors.	Weekly (preferably on Sunday)
Restrooms/Locker Rooms	Clean & sanitize all fixtures, mirrors, countertops, sinks, toilets & shelving. Clean showers & wipe down lockers. Empty trash cans. Refill dispensers, paper goods, vacuum & mop floors.	Weekly (preferably on Sunday)

Written Specification Sheet for Wastewater Treatment Plant Located at 393 Fort Rd.

Area/Item	Description	Frequency
Offices/Common areas, Hallways & Breakrooms	Empty trash, vacuum throw mats, sweep & mop floors, clean stairways. Clean & sanitize all surface areas.	Weekly
Restrooms/Locker Rooms	Clean and sanitize all fixtures, mirrors, counter tops, sinks and showers. Refill dispensers, paper goods, empty trash and sweep & mop floors.	Weekly

Written Specification Sheet for Parks Building Located at 820 Krow Lane

Area/Item	Description	Frequency
Offices/Common areas	Empty trash, sweep, mop, dust, clean & sanitize all surfaces.	Weekly
Restrooms	Clean & sanitize all fixtures, mirrors, counter tops, sinks, walls, toilets, and showers. Refill dispensers, paper goods, empty trash and sweep & mop floors.	Weekly

Written Specification Sheet for Parks Building Located at 2002 Frackleton St.

Area/Item	Description	Frequency
Offices/Common areas	Empty trash & sweep.	Weekly
Restrooms	Clean and sanitize all fixtures, surfaces, sinks and toilets. Refill dispensers, paper goods, empty trash and sweep & mop floors.	Weekly

Written Specification Sheet for Parks Building Located at 1000 Ash St.

Area/Item	Description	Frequency
Offices/Common areas	Empty trash, sweep & mop.	Weekly
Restrooms	Clean and sanitize all fixtures, surfaces, sinks and toilets. Refill dispensers, paper goods, empty trash and sweep & mop floors.	Weekly

Written Specification Sheet for Parks Building Located at 830 Beaver St.

Area/Item	Description	Frequency
Offices/Common areas	Empty trash, sweep & mop.	Weekly
Restrooms/locker rooms	Clean and sanitize all fixtures, surfaces, sinks and toilets. Refill dispensers, paper goods, empty trash and sweep & mop floors.	Weekly

Written Specification Sheet for Sheridan Water Treatment Plant Located at 6 Soldier Creek Rd.

Area/Item	Description	Frequency
Restrooms	Clean and sanitize all fixtures, surfaces, sinks and toilets. Refill dispensers, paper goods, empty trash and sweep & mop floors.	Weekly
Laboratory	Empty trash, sweep & mop floors, clean dishes.	Weekly
Offices	Empty trash & recycling, sweep & mop floors.	Weekly.
Control Room	Empty trash & recycling, sweep & mop floors, clean & sanitize all surfaces including table, chairs, fridge, coffee area, top of filing cabinets & top of workstations.	Weekly
Upper Chemical Room	Empty trash, sweep & mop floors.	Weekly
Closet	Inventory supplies.	Weekly
Filter Room	Sweep & mop floors	Weekly

Written Specification Sheet for Big Goose Water Treatment Plant Located at 1350 Big Goose Rd.

Area/Item	Description	Frequency
Restrooms	Clean and sanitize all fixtures, surfaces, sinks and toilets. Refill dispensers, paper goods, empty trash and sweep & mop floors..	Weekly (preferably on Sunday)
Laboratory	Empty trash, sweep & mop floors, clean dishes.	Weekly
Control Room	Empty trash & recycling, sweep & mop floors, clean & sanitize all surfaces including table, chairs, fridge, coffee area, top of filing cabinets & top of workstations.	Weekly
Upper Chemical Room	Empty trash, sweep & mop floors.	Weekly
Filter Room	Sweep & mop floors	Weekly

Exhibit B

American Maid

Serving the Finest People Since 1987

(307) 672-9851
821 Illinois
Sheridan, WY 82801

"HAVE MOP – WILL TRAVEL"

Sharon Kraft
Owner/Manager

Sharon Kraft
Owner
American Maid
104 S Main Street
(307) 672-9851

Heather Czaplinski
Customer Service - Custodial Services
City of Sheridan
55 Grinnell Plaza
Sheridan, WY, 82801

Dear Heather,

This letter of transmittal comes from American Maid, 104 S Main Street, Sheridan, WY, (307) 672-9851. Any correspondence should be directed to Sharon Kraft, Owner, ammaid1@gmail.com or (307) 672-9851.

American Maid's intention is to provide a proposal for the following locations:

City Hall, 55 Grinnell Plaza
Utility Maintenance Facility, 932 Kroe Lane
Recycle/Sanitation Facility, 1148 Kroe Lane
Landfill Facility & Scale House, 82 E Ridge Road
Wastewater Treatment Facility, 393 Fort Road
Parks Department Facility, 820 Kroe Lane
Parks Department Facility, 2002 Frackleton Street
Parks Department Facility, 1000 Ash Street
Parks Department Facility, 830 Beaver Street

Within the proposal you will find details on our company's ability to meet and exceed your requirements, as well as client references and proposed costs for our services.

Thank you for considering American Maid for your custodial service needs. We appreciate your business and look forward to working with you.

If you have any additional questions, feel free to contact me at ammaid1@gmail.com or (307) 672-9851.

Sincerely,

Sharon Kraft

American Maid

(307) 672-9851
821 Illinois
Sheridan, WY 82801

Sharon Kraft
Owner/Manager

Serving the Finest People Since 1987

"HAVE MOP – WILL TRAVEL"

BID PROPOSAL

CITY OF SHERIDAN

CUSTODIAL SERVICES

American Maid
104 S Main Street
(307) 672-9851

Sharon Kraft
Owner
ammaid1@gmail.com
(307) 672-9851

Dear City of Sheridan,

Within this submission you will find details on our company's ability to meet and exceed your requirements, as well as client references and proposed costs for our services.

American Maid has been serving Sheridan businesses and homes for the last 37 years.
Our staff consists of a 15 person crew, their individual cleaning experience ranging from 5 years to 38 years in the field. Examples include:
Sharon, Owner and Operator, with 38 years of experience.
Randy, Commercial Supervisor, with 15 years of experience.
Tia, Residential Supervisor, with 20 years of experience.
Cindy with 18 years of experience, Charlene with 20 years of experience. Raquel, Kate, and Stephanie with 10 years of experience. Cortney, Josee, Brittni, and Jacob with 7 years cleaning experience. Laura and Gabby with 5 years, and Harlie with 2 years of experience.

Our staff members are highly responsible, reliable, and work cohesively together. We pride ourselves on attention to detail and are always willing to adjust and accommodate as needed to meet our client's ever changing needs. We ensure that all assigned areas are cleaned to the highest standards as well as adhere to health and safety guidelines and company policies. We have knowledge of public safety and security and realize the importance of maintaining that safety and security in your buildings. We put priority in meeting any requests or expectations you may have.

We have provided our services to many businesses in the local and surrounding areas, i.e., Vacutech, MDU, and WYDOT, all of which we clean daily. References include:

VACUTECH:
Connie Tucker - Administrator - 1350 Hi Tech Dr., Sheridan, WY - (307) 675-1982
We have cleaned for Vacutech daily for 7 years.

WYOMING DEPARTMENT OF TRANSPORTATION - WYDOT:
Kirby Goodvin - Executive - 10 E Brundage Ln., Sheridan, WY - (307) 674-2300
We have cleaned WYDOT daily for 11 years.

MONTANA-DAKOTA UTILITIES - MDU:
Lynn Hartji -Executive- 2324 Dry Ranch Rd., Sheridan, WY - (307) 673-3122
We have cleaned MDU twice per week for 12 years.

Proposed costs cover wages and supplies. Below you will find an itemized breakdown of our professional services per location and schedule:

Sheridan Landfill - 82 East Ridge Road
1.75 hour cleaning service : once per week : two person crew:
$75.00 per hour : Weekly cost = $131.25 : Annual Cost = $6,825.00

Landfill Scale House
0.75 hours cleaning service : once per week : two person crew:
$75.00 per hour : Weekly Cost = $56.25 : Annual Cost = $2,925.00

Recycle Center - 1148 Kroe Lane
1.75 hour cleaning service : once per week : two person crew:
$75.00 per hour : Weekly Cost = $131.25 : Annual Cost = $6,825.00

Waste Water Treatment Plant - 393 Fort Road
2.5 hour cleaning service : once per week : two person crew:
$75.00 per hour : Weekly Cost : $187.50 : Annual Cost = $9,750.00

Utility Maintenance Building - 932 Kroe Lane
1.5 hour cleaning service : twice per week : two person crew:
$75.00 per hour : Weekly Cost : $225.00 : Annual Cost = $11,700.00

City Hall - 55 Grinnell Plaza **
3.5 hour cleaning service : three times per week : two person crew:
$75.00 per hour : Weekly Cost : $787.50 : Annual Cost : $40,950.00
** We have found, after cleaning City Hall for a number of years, that this building requires more time than we have been allotted.

Parks Building -820 Kroe Lane

1 hour cleaning service : once per week : two person crew:
$75.00 per hour : Weekly Cost : $75.00 : Annual Cost : $3,900.00

Parks Building - 2002 Frackleton Street

0.5 hours cleaning service : once per week : two person crew:
$75.00 per hour : Weekly Cost : $37.50 : Annual Cost : $1,950.00

Parks Building - 1000 Ash Street

1 hour cleaning service : once per week : two person crew:
$75.00 per hour : Weekly Cost : $75.00 : Annual Cost : $3,900.00

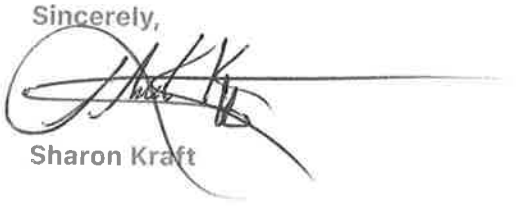
Parks Building - 830 Beaver Street

1 hour cleaning service : once per week : provided by a two person crew:
$75.00 per hour : Weekly Cost : $75.00 : Annual Cost : $3,900.00

Thank you for considering American Maid for your custodial needs. We appreciate your business and look forward to working with you.

If you have any additional questions, feel free to contact me at ammaid1@gmail.com or (307) 672-9851. I look forward to speaking with you further on this proposal.

Sincerely,



Sharon Kraft

Exhibit C

American Maid

(307) 672-9851
821 Illinois
Sheridan, WY 82801

Sharon Kraft
Owner/Manager

Serving the Finest People Since 1987

"HAVE MOP – WILL TRAVEL"

Sheridan Water Treatment Plant - 6 Soldier Creek Road
2 hour cleaning service once per week two person crew
$75.00 per hour:Weekly cost $150.00 = Annual cost $7800.00

Sharon Kraft

Exhibit D

American Maid

(307) 672-9851
821 Illinois
Sheridan, WY 82801

Sharon Kraft
Owner/Manager

Serving the Finest People Since 1987

"HAVE MOP – WILL TRAVEL"

Sheridan Big Goose Water Treatment Plant
1350 Big Goose Road
2.5 hours cleaning once per week by our two person crew.
$75.00 per hour: Weekly cost $187.50 =Annual cost $9750.00

Sharon Kraft

American Maid

(307) 672-9851
821 Illinois
Sheridan, WY 82801

Serving the Finest People Since 1987

"I HAVE MOP – WILL TRAVEL."

Sharon Kraft
Owner/Manager

Hanns Mercer
Ashley Garcia
Heather Czaplinski

Deep cleaning of City Hall to target completion May 11th

3rd Floor April 13th one crew 8 hours $ 600.00
2nd floor April 20th two crews 8 hours $1200.00
Main level April 27 two crews 8 hours $1200.00
Basement May 4th one crew 8 hours $ 600.00

cost $3,600.00

If job completion requires less, only time on site will be charged.

Cleaning schedule :

Parks Building 2002 Frackleton Street cleaned on Monday

Big Goose Water Treatment 1350 Big goose cleaned Monday

Utility Maintenance 932 Kroe Lane cleaned Monday & Thursday

Soldier Creek Water Treatment plant cleaned Tuesday

Parks Building 1000 Ash Street cleaned Tuesday

City Hall 55 Grinnell Plaza cleaned on Tuesday

Parks 820 Kroe Lane cleaned on Wednesday

Waste Water Treatment Plant 393 Fort Road cleaned on Wednesday

Parks Building 830 Beaver Street cleaned Thursday

City Hall 55 Grinnell Plaza cleaned on Thursday

City Hall 55 Grinnell Plaza cleaned Friday

Sheridan Landfill & Scale house 82 East Ridge Road cleaned on Sunday

Recycle Center 1148 Kroe Lane cleaned on Sunday

Thank you,
Sharon

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: Award to Axe Build for Blacktooth Park Phase IV Project in the Amount of $373,647.99
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

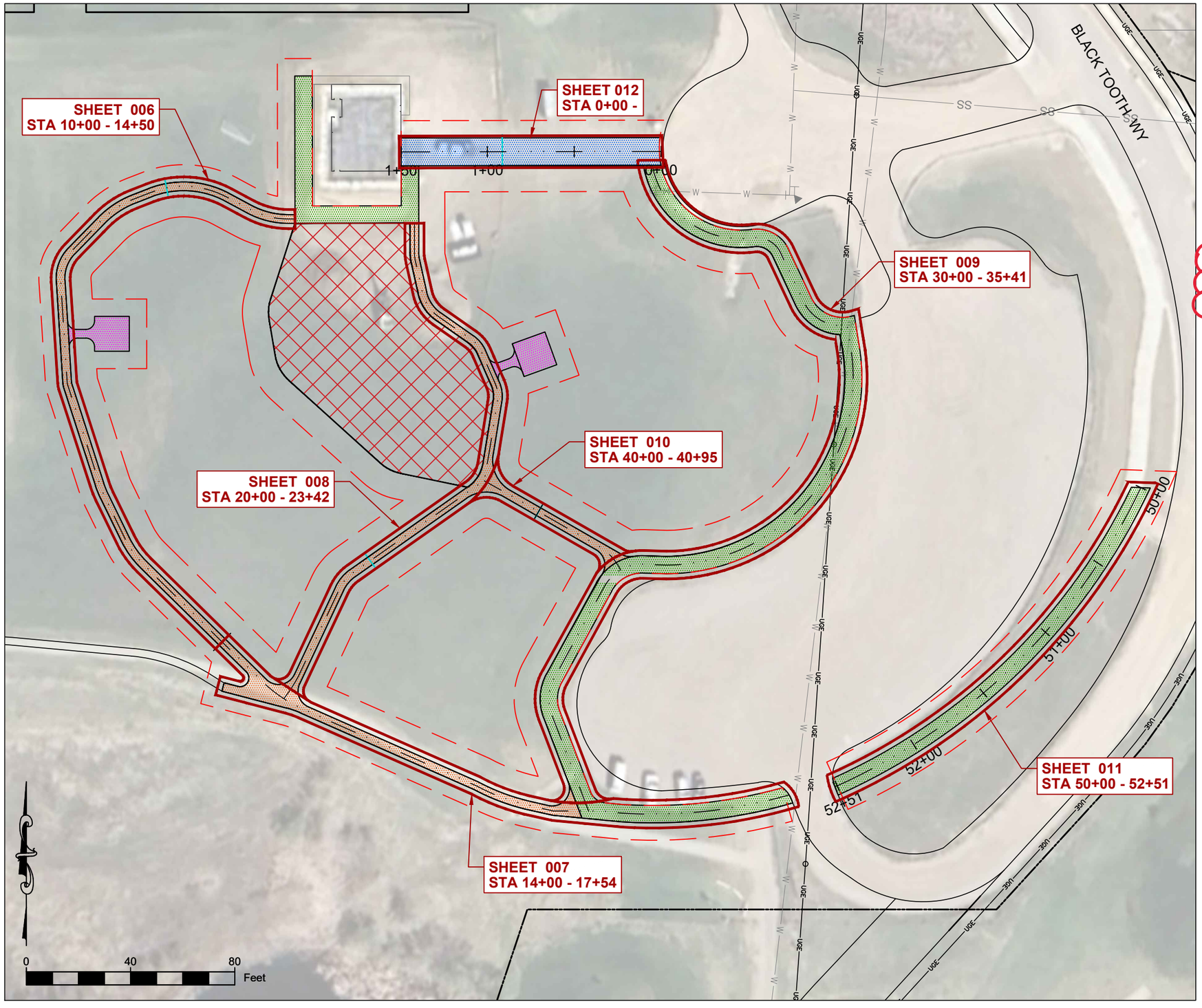
- Letrac Development, LLC $515,000.00
- Excel Wyoming $633,000.00
- Oftedal Construction Inc $809,975.00
- **Axe Build** **$373,647.99**
- LJS Concrete & Excavating $484,864.73

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: TME
CHECK: MLC
DATE: 04/16/24

BLACKTOOTH PARK PAHSE IV

PATHWAY OVERVIEW

Professional Engineer (Civil)
MEGAN L. CROW
9928
Date
WYOMING

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

MC2 ENGINEERING+ CONSTRUCTION

SHEET 005

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

Clerk

MEMORANDUM

RE: Release of paving assessment lien for Manolis, Speros; Block 18, Lot 10 of the Sheridan Land Company, SID #75 in the amount of $4,221.64.

From: Cecilia Good, City Clerk

To: City Council

CC:

Date:

Discussion:

See attached release.

Attachments

Lien Release

Memo

RELEASE OF PAVING ASSESSMENT LIEN

The City of Sheridan, Wyoming, hereby releases and authorizes the discharge of the Paving Assessment Lien filed of record in the Office of the County Clerk of Sheridan County, Wyoming, on **September 16, 1999** in Book B , Page 87, Instrument **#328299 ,** against the following real property:

Block 18, Lot 10 of the Sheridan Land Company Subdivision

for paving assessments due thereon in Special Improvement District No. 75 in the amount of **$4,221.64** from, Speros A. Manolis, PO Box 533, Sheridan, WY, 82801, the then last known owner of said property.

Dated June 12, 2024

CITY OF SHERIDAN

_____

ATTEST Richard Bridger, Mayor

_____

Cecilia Good, City Clerk

STATE OF WYOMING)

COUNTY OF SHERIDAN)

The foregoing instrument was acknowledged before me by **Cecilia Good,** City Clerk of the City of Sheridan, Wyoming, this _____ **2024.**

My Commission Expires: _____

Notary Public

P.O. BOX 848
55 E. GRINNELL
SHERIDAN, WY 82801

City of Sheridan

Ph. (307) 674-6483
FAX: (307) 674-7289

"GATEWAY TO THE BIG HORNS"

September 16, 1999

PAVING ASSESSMENT LIEN

The City of Sheridan, Wyoming is claiming a lien created by Section 15-6-406, Wyoming Statutes, 1999; Block 18, Lot 10 of the Sheridan Land Company Subdivision owned by Manolis, Speros A, in the amount of $4,221.64, plus interest and penalty, if applicable.

Special Improvement District #75 was created by Ordinance 1819 adopted on August 3, 1998, and the Assessment Roll was confirmed by Ordinance 1841 adopted on August 2, 1999. Notice of the assessment due was sent to the last known owner, Manolis, Speros A, PO Box 533, Sheridan, WY 82801.

Arthur W. Elkins,
City Clerk-Treasurer

The foregoing instrument was acknowledged before me by Arthur W. Elkins, Clerk-Treasurer of the City of Sheridan, Wyoming this 16th day of September, 1999.

Notary Public

CYNTHIA H. SHIPLEY - NOTARY PUBLIC
County of Sheridan State of Wyoming
My Commission Expires March 12, 2003

My Commission Expires:

SHERIDAN WYO The WEST AT ITS BEST

Manolis, Speros A - SID #75, Block 18, Lot 10, Sheridan Land Company Subdivision

PAVING LIEN

STATE OF WYOMING }
COUNTY OF SHERIDAN } ss.

This instrument was filed for record
at 2/00 P M 9/16/99 19
and duly _____
in Book 6 of LIENS
records on page 87

_____
County Clerk

_____
Deputy

No 328299 Fee $ 6.00

NOTICE TO PROPERTY OWNERS IN THE CITY OF SHERIDAN SID#75 STREET PAVING AND UTILITY REPLACEMENT PROJECT - NORTH OF 5TH STREET
August 4, 1999

FINAL ASSESSMENT FOR SPECIAL IMPROVEMENT DISTRICT #75

NAME: Clark, Maurice Elmer

ADDRESS: 303 Kennedy Road
San Dimas, CA 91773

PROPERTY DESCRIPTION: West View Addition B1 L13,14

AREA OF PROPERTY: 14200 square feet

LINEAL FRONTAGE OF PROPERTY: 100 feet

FINAL ASSESSMENT

Assessment for District-wide Improvements	$ 5,121.32
Water Service Lines	$ 540.00
Sanitary Sewer	$ 0.00
Valley Gutter	$ 0.00
Sidewalks	$ 0.00
TOTAL ASSESSMENT	$ 5,661.32

NOTES:

1. This is your final assessment. Any revisions you requested which were approved by the City Council at the August 2, 1999 Public Hearing should be reflected above, otherwise your assessment will be the same as the one dated July 14, 1999.

2. There is now a prepayment period from August 6 to September 7, 1999, should you want to prepay your assessment. Prepayment is optional. If you do not prepay your assessment, you may pay it off over a 15-year period as discussed on the attached informational sheet.

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

Executive

MEMORANDUM

RE: Reappointment of Brandy Campbell to the Planning Commission for a 3-year term expiring July 1, 2027.

From: Richard Bridger, Mayor

To: City Council

CC: Stuart J. McRae, City Administrator

Date: 06/17/2024

Recommendation:

I recommend Brandy Campbell's reappointment to the Planning Commission for a three-year term ending July 1, 2027. She is currently filling Evelayn Gernaat's unexpired term, which expires on July 1, 2024.

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

Clerk

MEMORANDUM

RE: **Minutes of Regular Council Meeting June 3, 2024**
From: Cecilia Good, City Clerk
To: City Council
CC:
Date:

Discussion:
Please see attached minutes.

Attachments

Minutes

CITY OF SHERIDAN, WYOMING

MINUTES OF REGULAR COUNCIL MEETING

COUNCIL CHAMBERS **5:30 P.M.** **June 3, 2024**

1. Mayor Bridger called the meeting to order at 5:30 P.M.

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

3. Invocation was given by Bev Leichtnam.

4. The meeting was called to order with a quorum as follows:

Mayor Rich Bridger	Present
Kristen Jennings	Absent
Steven Brantz	Absent
Andrew Patceg	Present
Greg Luhman	Present
Terry Weitzel	Present
Aaron Linden	Present

5. Councilmember Weitzel moved, seconded by Councilmember Luhman to approve the agenda.

Mayor Rich Bridger	Aye
Kristen Jennings	Absent
Steven Brantz	Absent
Andrew Patceg	Aye
Greg Luhman	Aye
Terry Weitzel	Aye
Aaron Linden	Aye

6. Community Update

A. Steve Maier, President of the Critical Air Service Team (CAST) presented an update.

7. Staff Update

A. Public Works Director Hanns Mercer a presented a Building Department Update. Mr. Mercer also introduced new Planning Director, Kelly Schroeder.

8. Comments from the Public

A. Several citizens spoke regarding the Westside Highway and RAISE grant.

9. A. Public Hearing for the First Reading of Ordinance 2276 Repealing Chapter 14B of City Code. Mayor Bridger opened the Public Hearing at_6:19 pm Human Resources Director Heather Doke updated the Council. Mayor Bridger closed the Public Hearing at 6:22.

i. Consideration of the First Reading of Ordinance 2276 Repealing Chapter 14B of City Code . Councilman Linden moved, seconded by Councilman Weitzel to approve on first reading Ordinance 2276 Repealing Chapter 14B of City Code. Roll Call Vote, unanimous.

Mayor Rich Bridger	Aye
Kristen Jennings	Absent
Steven Brantz	Absent
Andrew Patceg	Aye
Greg Luhman	Aye
Terry Weitzel	Aye
Aaron Linden	Aye

B. Public Hearing for the Transfer of Resort Liquor License #1 for Ramada Plaza Oasis Lounge. Mayor Bridger opened the Public Hearing at 6:23 pm. Deputy City Clerk Candace Ainslie updated the Council. Mayor Bridger closed the Public Hearing at 6:24 pm.

i. Consideration of the Transfer of Resort Liquor License #1 for Ramada Plaza Oasis Lounge. Councilman Weitzel moved, seconded by Councilman Patceg to approve Transfer of Resort Liquor License #1 for Ramada Plaza Oasis Lounge. Roll Call Vote, unanimous.

Mayor Rich Bridger	Aye
Kristen Jennings	Absent
Steven Brantz	Absent
Andrew Patceg	Aye
Greg Luhman	Aye
Terry Weitzel	Aye
Aaron Linden	Aye

C. Public Hearing for PL-24-14, Resolution 20-24, The Villages Phase II Subdivision Final Plat. Mayor Bridger opened the Public Hearing at 6:25 pm. Public Works Director Hanns Mercer updated the Council. Mayor Bridget closed the Public Hearing at 6:30 pm.

i. Consideration of the PL-24-14, Resolution 20-24, The Villages Phase II Subdivision Final Plat. Councilmember Weitzel moved, seconded by Councilmember Luhman to approve L-24-14, Resolution 20-24, The Villages Phase II Subdivision Final Plat.. Roll Call Vote.

Mayor Rich Bridger	Aye
Kristen Jennings	Aye
Steven Brantz	Absent
Andrew Patceg	Absent

Greg Luhman	Aye
Terry Weitzel	Aye
Aaron Linden	Aye

10. Consent Agenda

A. Award to Wagner Ranch Services, LLC, for the Wetlands Drive Pathway Extension Project in the Amount of $190,777.25

B. Appointment of Seth Carrel to the Travel and Tourism Board for a 3-year term expiring June 30, 2027.

C. Minutes of Regular Council Meeting from May 20, 2024

D. Claims

Elan Financial Services	postage, background searches, subscription	$522.98
Elan Financial Services	training, travel	$1,805.53
Elan Financial Services	Grainger purchases: Safety shields and ladder labe	$230.20
Elan Financial Services	supplies, redaction case, bulbs, video	$558.51
Elan Financial Services	Annual Car Wash Pass for Paul's Truck	$220.00
Elan Financial Services	software	$1,287.07
Elan Financial Services	Employee Recognition Supplies	$31.85
Elan Financial Services	ICC membership, tazer certification, IAEI conferen	$1,048.05
Elan Financial Services	Various items	$486.82
Elan Financial Services	UPlift desk- Jason Neavill	$1,697.00
Elan Financial Services	Office/Membership	$105.58
Elan Financial Services	Parking blocks for KGC and safety cones for parks	$897.26
Elan Financial Services	Weed and Pest telecom services	$139.98
Elan Financial Services	Community Forestry membership fee and equipment	$1,659.22
Elan Financial Services	uplift desk, software, supplies	$4,866.97
Elan Financial Services	R. Bridger Working Lunch Meetings	$242.95
Elan Financial Services	training, lift parts	$336.00
Elan Financial Services	registration, supplies, travel	$2,033.22
Elan Financial Services	travel	$376.48
Elan Financial Services	training, travel	$881.00
Elan Financial Services	return	($150.00)
Elan Financial Services	food return	($139.71)
Elan Financial Services	return	($4.14)
Elan Financial Services	supplies	$6,034.49
Elan Financial Services	refund	($628.60)
Elan Financial Services	certifications, training, equipment	$383.25
Elan Financial Services	return	($50.00)
Elan Financial Services	flowers, install, lodging	$1,169.87
Elan Financial Services	portable restroom	$17,597.00
Elan Financial Services	postage, supplies for Marion House	$391.29
Elan Financial Services	software, training	$1,702.82
Elan Financial Services	software, memberships, training, uniforms	$3,424.83
Elan Financial Services	Leadership WY (Luhman), 2024 Funding Summit (Luhma	$2,987.99
Elan Financial Services	shipping, electronics, lodging	$1,268.83
A Plus Plumbers & Appliance Repair LLC	Actuator repair for Blacktooth	$334.70
Ace Hardware-Newkirk	Oil and trimmer line for KGC	$278.86

Ace Hardware-Newkirk	Bolts/Utility Knife	$23.17
Ace Hardware-Newkirk	Gasket material for irrigation repair	$5.37
Ace Hardware-Newkirk	Items for Twin Lakes: key master, hose washers, nu	$34.38
AlphaGraphics of Wyoming	Planning - Public Notice 18x24 yard signs	$271.00
AlphaGraphics of Wyoming	Restroom sign for Blacktooth Park	$566.64
AlphaGraphics of Wyoming	Gas, Electric tags for inspections	$626.78
Amazon Capital Services #A33MIR27FEZN42	USB adapter for Parks Maintenance truck	$14.98
Amazon Capital Services #A33MIR27FEZN42	printer cartridge return	($189.04)
Amazon Capital Services #A33MIR27FEZN42	batteries, mouse	$89.67
Amazon Capital Services #A33MIR27FEZN42	return of mouse	($67.68)
Amazon Capital Services #A33MIR27FEZN42	return of mouse	($66.02)
Amazon Capital Services #A33MIR27FEZN42	file cabinet	$89.09
Amazon Capital Services #A33MIR27FEZN42	plumbing code manual, flash cards	$35.94
Amazon Capital Services #A33MIR27FEZN42	door stopper, wipes, under cabinet lights	$46.77
Amazon Capital Services #A33MIR27FEZN42	stamp, markers, tape, headphones, sharpies, staple	$107.72
Amazon Capital Services #A33MIR27FEZN42	AAA batteries	$26.17
Amazon Capital Services #A33MIR27FEZN42	return of storage container	($49.41)
Amazon Capital Services #A33MIR27FEZN42	wireless keyboard and mouse	$82.99
Amazon Capital Services #A33MIR27FEZN42	dna swabs, sharpes containers, hard drive	$336.98
Amazon Capital Services #A33MIR27FEZN42	chairs, closet rod	$248.97
Amazon Capital Services #A33MIR27FEZN42	3 hole punch, bluetooth adapter	$35.66
Amazon Capital Services #A33MIR27FEZN42	ITEM: Wireless Keyboard and Mouse Combo - Samsers	$48.99
Ameri -Tech Equipment Company	RC332 - button pack	$451.28
American Maid	Restroom cleaning for parks	$1,162.50
Anderson Forklift Inc.	RC448 - knobs & decals	$101.47
Arizona Machinery LLC	parts	$723.41
Associated Construction Engineering Inc	Boiler Plant Upgrade Engineering	$19,760.00
AT&T Mobility	MDC Aircards	$480.48
Bighorn Security LLC	Final phase of the security system install for SFR	$1,999.98
Brian's Boot & Shoe Company	Uniforms/clothing - boots	$200.00
Brian's Boot & Shoe Company	Steel toe boots - Robert Morris	$197.95
Brian's Boot & Shoe Company	Steel toe boots - Mark Conrad	$197.95
Burns & Mc Donnell	Cell 10 Title V - Prof. Svcs. 4/1/24 - 4/30/24	$23,549.25
C & K Equipment Sales Inc	PK402 - 50HR service	$501.47
Carquest Auto Parts	Unit #BG4-21 lawn mower (seafoam fuel additive)	$37.84
Carquest Auto Parts	Shop supplies - Diesel fluid	$45.60
Carquest Auto Parts	UA269 Windshield Wiper Blades	$26.78
CDG Engineers Inc	W. 5th St. Bridge - Prof. Svcs. 4/1/24 - 4/30/24	$3,651.00
CDG Engineers Inc	S. Downtown - Prof. Svcs. 4/1/24 - 4/30/24	$7,160.25

Chemtrade Chemicals US LLC	Alum Sulfate and freight surcharge	$8,829.34
CivicPlus LLC	Municode subscription - not prepaid May-June	$833.13
CMI-Teco	WC - Mack trucks biannual software updates	$2,100.00
CMI-Teco	RC332 - pressure sensor, wiring harness, injector	$1,318.51
CMI-Teco	WC701 - sensors	$1,523.34
CMI-Teco	WC713 - fuel control module	$595.41
CMI-Teco	RC301 - PTO wiring to provide pump protection	$2,458.87
Cobra Crete LLC	Lyon's Park entrance saw cut, prep and install	$8,650.00
Coca-Cola Bottling Company High Country	Pallet of water UM shop	$642.60
Collection Professionals Inc	CPi Acct # 2527 Collections -4/1/2024-4/30/2024	$7,506.82
Collection Professionals Inc	CPI Acct #1885 Collections 4/01/2024-4/30/2024	$340.70
Communication Technologies	SN302 - new CM200D installed s/n: 751LZG4481	$700.70
Communication Technologies	STL434 - new CM200D installed s/n: 7511ZG4412	$312.45
Communication Technologies	STL439 - new CM200D installed s/n: 751LZC5283	$611.60
Communication Technologies	STL437 - new CM200D installed s/n: 751LZG4469	$513.80
Communication Technologies	RC201 - installed coax kit, antenna & connector	$145.75
Communication Technologies	Portable Radio Repair-connector and antenna 5-13-2	$113.55
Comtronix	UM fire monitoring	$120.00
Craftco Metals Services Inc	Crusher Body Resurfacing for Grinder LF476	$9,752.29
Crescent Electric Supply Co	Timeclocks for Decorative Lights (2)	$1,196.44
Dana Kepner Company	N. Heights misc. - backflow prev. & rebuild kits	$2,531.81
Dana Kepner Company	N. Heights misc. - backflow prev. & rebuild kits	$4,705.83
DOWL LLC	Terra Turner - Prof. Svcs. 4/21/24 - 5/18/24	$31,542.50
DOWL LLC	NE Transmission - Prof. Svcs. 4/21/24 - 5/18/24	$2,810.20
DOWL LLC	Transportation Plan Update	$1,940.50
DOWL LLC	E. 5th St. Corridor - Prof. Svcs. 4/21/24 - 5/18/2	$600.00
Elliott Equipment Company	Shop supplies - Wear pad, washer lock, nut hex	$36.04
Emergency Services Consulting International Inc.	SFR Master Plan 30% complete	$10,000.00
Energy Laboratories Inc	WY5600052: TOC lab sample analysis invoice (C24050	$261.00
Engineering Associates	Spec Update - Prof. Svcs. 4/18/24 - 5/17/24	$2,085.55
Enviro-Clean Equipment Inc	ST343 - brooms, wide sweep	$4,413.59
Fastenal Company	Streets - Vending Machine Supplies	$169.98
First Northern Bank of Wyoming	Cell 10 - Pay App #8 Retainage	$9,572.10
Flowpoint Environmental Systems Inc	repair	$658.95
Galls LLC	SG733 RBNV LG ELBECO UFX ULTRA-LIGHT TACTICAL LONG	$66.75
Galls LLC	SG733 RBNV LG ELBECO UFX ULTRA-LIGHT TACTICAL LONG	$671.46
Galls LLC	SH015 MDNV MD REG Mens PDU Rapid Shirt	$267.00
Galls LLC	SG733 RBNV LG ELBECO UFX ULTRA-LIGHT TACTICAL LONG	$133.50
GIG Forever LLC	Restriping for Malcolm Wallop Park	$350.00

GIG Forever LLC	Kendrick Park lot striping	$2,625.00
Grainger Inc	WC37 - solenoid air controls	$339.00
Granicus	Video Streaming Services (Swagit) FY24	$1,295.00
Hach Company	annual software subscriptions - prepaid	$18,728.00
Hawkins Inc	Azone 15, Sodium Bisulfite	$5,265.21
High Land Inc	Washington Park irrigation install	$29,820.00
Home Depot Credit Services	Shop supplies for Parks Grounds Maintenance	$184.48
Home Depot Credit Services	Misc supplies, shelves - Streets	$127.26
Home Depot Credit Services	Sanding sponges, rakes and shop supplies for Parks	$635.65
iCrave Industries	PD117 Outfitting- Radio/Siren, Lights & Accessorie	$5,328.84
iCrave Industries	PD117 - paint corr, interior detail & rpr armrest	$626.10
Joe Johnson Equipment LLC	ST342 - wire, 75 lbs.	$1,500.00
John Deere Financial #1111308145	Shop supplies for KGC	$144.88
Joshua A Meyers	Safe Rides	$372.00
Kane Funeral Services LLC	Cemetery markers for sections 51-62 and 70-90	$1,825.00
Keith Alan Van Pelt	April Strategy meetings	$656.25
Kilpatrick Creations Inc	Tactical work shirt for GJohnston 5-15-2024	$137.25
Kilpatrick Creations Inc	Initial embroidery set up fee for new test logo fo	$60.00
Kilpatrick Creations Inc	Uniform Shirts	$122.00
KnowBe4 Inc	KnowBe4 Additional Licenses	$621.00
Kois Brothers Equipment Co	WC713 - HL-transducer	$167.64
Landon's Greenhouse & Nursery Inc	Hanging baskets UM shop	$220.00
Lawson Products Inc	ST343 - Gr 12.9 socket head c/s	$1.35
Les Schwab Group Holdings LLC	PD103 - new tire (1) 265/60R-18 Wrgl AT ADV Kevlar	$212.56
LJS Concrete & Excavating LLC	N. Heights Ph III - Const. Pay App #1	$472,287.91
Lube Refiners LLC	PD142 - LOF service	$55.84
Lube Refiners LLC	PD111 - LOF service	$71.16
Luke A Goddard	Medical Doctor Coverage for June 2024	$500.00
Mark Lee Fritz	Repair for window leak at CSC	$225.00
MC2 Engineering & Construction	2024 R&O - N. Heights CA - 1/29/24 - 4/30/24	$15,875.00
MC2 Engineering & Construction	SWTP Flooring - Design 2/1/24 - 4/30/24	$3,683.00
Midland Implement Co Inc	Course supplies for KGC	$2,031.75
Midland Implement Co Inc	Irrigation ball valve	$158.41
Midland Implement Co Inc	PK49 - 7" adjuster asm	$128.52
Midland Implement Co Inc	PK411 - tie rods & ball joints	$420.75
Mike's Electric Inc	installed exit sign	$1,400.00
Mike's Electric Inc	(3) Exit Signs, (12) High Bays and (1) LED Wall Pa	$6,400.00
Morrison-Maierle Inc	Wetland Dr. Pathway - Prof. Svcs thru 4/26/2024	$6,154.25
Motorola Solutions Inc	FLEX server combining	$7,000.00
Mountain View Building Inc	Cell 10 - Pay App #8	$181,869.79
Mullinax Concrete Service & Irrigation	Streets - Pea gravel/sand	$4,821.94
Mullinax Concrete Service & Irrigation	Streets - gravel for CSC parking lot project	$577.98
Mullinax Concrete Service & Irrigation	Streets - Pea gravel	$2,774.58
Mullinax Concrete Service & Irrigation	Streets - gravel for CSC lot	$293.17
Napa Auto Parts	Shop supplies - brake parts cleaner	$40.68

Napa Auto Parts	Nitrile gloves, parts washer solvent, anti-seize a	$262.55
Napa Auto Parts	Parts washer solvent	$128.99
Norco Inc	Fire Extinguisher Brackets	$32.18
Norco Inc	Case of Paper Towels	$52.06
Norco Inc	Case of Wypall Paper Towels	$104.60
Norco Inc	Nano-Lok Lifeline: Safety harness/gear	$352.38
Norco Inc	Streets - Hard hats	$320.04
Norco Inc	Nitrile Gloves x4 boxes	$26.04
Northern Industrial Hygiene Inc	Rotary Park - limited lead-based paint survey	$2,000.00
Northern Underground LLC	Snow/Ice - Snow Haul 1/17/24	$960.00
Northern Underground LLC	Snow/Ice - Snow Haul 2/29/2024	$1,018.50
Office Shop Inc	chairs for Court office	$584.34
Office Shop Inc	3rd floor copier monthly copy charge	$329.93
Office Shop Inc	Monthly Copy Charges	$127.05
One-Time Customer Refund Vendor	landfill refund	$7.00
One-Time Employee Reimbursement Vendor	Wellness Program Reimbursement	$200.00
One-Time Employee Reimbursement Vendor	Riley Hauf CDL Learners Permit	$47.25
One-Time Employee Reimbursement Vendor	Wellness Program Reimbursement	$100.00
One-Time Employee Reimbursement Vendor	Collection Level I Exam	$106.00
One-Time Employee Reimbursement Vendor	Wildland Boots for ZMcLain-Clothing Allowance $519	$491.31
One-Time Employee Reimbursement Vendor	Troy Gilbert Reimbursement for WWTP Level I exam	$100.00
One-Time Employee Reimbursement Vendor	Fuel reimbursement for T. Koltiska	$116.00
Pace Analytical Services LLC	WY5600052-BacT sample analysis invoices	$100.00
Pace Analytical Services LLC	WY5600052-BacT sample analysis invoices	$493.20
Pace Analytical Services LLC	WY5600052-BacT sample analysis invoices	$551.10
Pace Analytical Services LLC	WY5600052-BacT sample analysis invoices	$481.20
Pace Analytical Services LLC	WY5600052-BacT sample analysis invoices	$100.00
Park Reservoir Company	Annual operating assessment of $7.00 per share (#1	$544.25
Parkers Glass Shop	Replacement of old windows	$7,680.00
Pepsi of Gillette/Sheridan	10 cases of water for CSC	$56.00
Powder River Power of Sheridan Inc	Pillow Block Bearing x2, Vbelt	$7,785.96
Powder River Power of Sheridan Inc	Keystock for Aerators	$43.66
Powder River Power of Sheridan Inc	WC78 - hyd hose, assy & fittings	$127.32
Powder River Power of Sheridan Inc	WC701 - brass fitting	$4.82
Powder River Power of Sheridan Inc	ST301 - hyd hose, assy & fittings	$52.55
Powder River Power of Sheridan Inc	ST301 - adapter fittings	$22.92
Powder River Power of Sheridan Inc	ST301 - adapter fittings	$7.72
Powder River Power of Sheridan Inc	ST301 - adapter fittings	$14.66
Quill LLC	toner	$197.98
Quill LLC	toner	$478.96
R & R Products Inc	Replacement tire for mower	$98.55
R & R Products Inc	Roller, trimmer and receiver for KGC	$614.70
R & R Products Inc	Replacement seats for Gators at KGC	$710.60
R J Thomas Manufacturing Company Inc	Replacement planks for park benches	$1,149.00
Regency Midwest Ventures Limited Partnership	D.Davis WARWS Conference Lodging	$303.00
Regency Midwest Ventures Limited Partnership	D.Davis WARWS Conference Lodging	$303.00

Regency Midwest Ventures Limited Partnership	D.Davis WARWS Conference Lodging	$253.00
Richard Owen Crays	MagPul Magazines	$536.00
Servall Uniform & Linen Supply	Rug Cleaning	$195.64
Servall Uniform & Linen Supply	Uniform and rug cleaning	$215.49
Servall Uniform & Linen Supply	Bi Weekly Rug Cleaning	$147.08
Servall Uniform & Linen Supply	City Hall rugs May 16 2024	$164.64
Servall Uniform & Linen Supply	UM rug cleaning	$104.19
Sheridan Artists Guild Et al	Administration for SPAC	$1,200.00
Sheridan Commercial Co	Flag Tape for Drop Sites	$3.39
Sheridan Commercial Co	Batteries, string trimmer line	$39.20
Sheridan Commercial Co	Shop - fasteners and anchors	$0.59
Sheridan Commercial Co	Shop supplies for Parks Grounds Maintenance	$383.89
Sheridan Commercial Co	Park supplies for Parks Grounds Maintenance	$544.35
Sheridan Commercial Co	Fasteners, batteries, cables for city hall	$73.92
Sheridan Commercial Co	Streets supplies - white marking paint	$87.24
Sheridan Commercial Co	Streets - supplies for 5th st proj	$79.16
Sheridan Commercial Co	Streets - Fasteners and anchors	$48.72
Sheridan Commercial Co	Primer; Glue; Adapter	$18.10
Sheridan Commercial Co	Conduit; Adapter	$29.43
Sheridan Commercial Co	Small tools: taper files	$17.18
Sheridan Commercial Co	Paper Towels	$43.17
Sheridan Commercial Co	6 rolls of duct tape for station 5-16-2024 GNeeson	$53.82
Sheridan Commercial Co	Streets supplies - CSC parking lot project	$29.65
Sheridan Commercial Co	Shop supplies for KGC	$499.13
Sheridan Commercial Co	Color Electrical Tape; Screw	$6.94
Sheridan Commercial Co	Bolts	$29.69
Sheridan Econ-O-Wash Laundry	Laundry Services - Shop	$48.00
Sheridan Econ-O-Wash Laundry	Laundry Services - Shop	$62.00
Sheridan Econ-O-Wash Laundry	Laundry Services - Shop	$36.00
Sheridan Econ-O-Wash Laundry	WWTP Econ-o-wash Laundry Services	$42.00
Sheridan Fire Equipment & Service Professional LLC	Annual Servicing of fire extinguishers for SFR 5-2	$430.00
Sherwin Williams Company	Paint supplies for parks grounds maintenance	$46.00
Sherwin Williams Company	Paint to touch up ice cream dumpster	$38.62
Source Office & Technology	TASK CHAIR/SHIPPING-KAYANA	$355.92
Stalker Radar	Radar Units	$4,885.00
Steve's Truck Service Inc	RC363 - rplcd A/C comp, drier & DOC , reset ECM	$5,166.10
Steve's Truck Service Inc	RC363 Rebuild - engine, radiator & DPF filter kit	$9,776.90
Timothy L James	Removal/replacement of concrete for City Hall park	$11,046.00
Tire Rama	wc - spare drive tires	$1,960.85
Tire Rama	WC718 - LFI tire swapped out	$40.00
Tire Rama	wc - spare drive tires	$1,659.90
Tires for Reclamation Inc	Tire Recycling 05/22/24	$1,513.00
Top Office Products Inc	Copy Count for Admin and Station Copiers for May 2	$206.25
Torgerson's LLC	Streets - Lease payment for contract #000698	$2,360.00
Tractor Supply Credit Plan	Aquashade Pond Dye for Clarifier	$119.98
Tri State Truck & Equipment Inc	RC432 - pivot pin & spacer	$271.22
Tri State Truck & Equipment Inc	RC432 - hardware, bushings & pivot pins	$2,860.44
Two Roses Salon 1 Inc	Shop - Hydraulic Training	$5,980.00

TWS Trucking Services LLC	Hauled Tires for Recycling 05/22/24 and Hauled Tre	$1,100.00
Tyler Technologies Inc	annual application services 5/1/24-4/30/25	$137,221.90
Tyler Technologies Inc	annual content manager application 5/1/24-4/30/25	$2,185.00
Tyler Technologies Inc	annual Notify software 5/1/24-4/30/25	$6,000.00
Tyler Technologies Inc	utility billing implementation	$1,304.00
Tyler Technologies Inc	utility billing implementation	$2,608.00
Van Diest Supply Company	Larvicide for Weed and Pest	$640.00
Van Diest Supply Company	insecticide	$219.50
Van Diest Supply Company	insecticide	$200.00
Van Diest Supply Company	Defoamer for Weed and Pest	$86.76
Vertical Door Solutions Inc	Repair Door Next to Paul's Office	$372.50
VRM Inc	Labor to Replace Rollers, Axels and Inner Hangers	$870.00
VRM Inc	Labor to Replace Leaking Hydraulic Lines on TANA L	$5,035.40
WAM	convention registration	$810.00
WAM	WyoCMA Membership - S. McRae, J. Rizer	$225.00
Wamco Lab Inc	Quarterly LabTesting 2024 WWTP	$2,800.00
Water Products & Solutions	Shop - 5 gallon water	$8.75
Water Products & Solutions	CSC - Water dispenser rental	$10.00
Weed Warriors	Contracted mowing by Parks dept.	$1,640.00
Weed Warriors	Contractual mowing	$3,170.00
Western Water Consultants Inc	BGWTP Imp. - Prof. Svcs . 4/1/24 - 4/30/24	$3,577.10
Winsupply of Sheridan Wy Co	Irrigation Supplies for Parks Dept.	$369.40
Winsupply of Sheridan Wy Co	Irrigation supplies for Parks Grounds Maintenance	$64.72
Winsupply of Sheridan Wy Co	Irrigation supplies for Parks Grounds Maintenance	$49.80
WY Dept of Argiculture	Scale License for Landfill May 2024 - May 2025	$40.00
WY Dept of Argiculture	Scale License for Recycling May 2024 - May 2025	$40.00
WY Law Enforcement Academy	Dispatch Basic	$1,550.00
Wyoming Audiology & Hearing	Industrial audiogram for employees (T. Manolis, J.	$288.00
Wyoming First Aid & Safety Supply LLC	WWTP Med Cab. Supplies	$31.96
Wyoming Machinery Company	LF486 - filters, elements & sensors	$634.75
Wyoming Machinery Company	LF479 - elements	$68.05
DOWL LLC	WWTP S. Clarifier - Prof. Svcs. 1/21/24 - 2/17/24	$4,320.00
DOWL LLC	WWTP S. Clarifier - Prof. Svcs. 2/18/24 - 3/23/24	$3,024.00
DOWL LLC	NE Transmission - Prof. Svcs. 2/18/24 - 3/23/24	$8,212.00
DOWL LLC	Terra Turner Prof. Services 2/18/24 - 3/23/24	$32,847.50
Montana Dakota Utilities Co	partial MDU bills	$4,249.36
One-Time Customer Refund Vendor	insurance claim	$4,641.67
Tri State Truck & Equipment Inc	Payment #1 Volvo L90H2	$21,300.00

Councilmember Weitzel moved, seconded by Councilmember Linden, to approve the consent agenda. Councilmember Luhman recused himself because of payments to Sheridan Fire Rescue.

Mayor Rich Bridger	Aye

Kristen Jennings	Absent
Steven Brantz	Absent
Andrew Patceg	Aye
Greg Luhman	Aye
Terry Weitzel	Aye
Aaron Linden	Aye

OLD BUSINESS

11. Consideration of the Third and Final Reading of PL-24-6, Ordinance 2278, Story House Property Company Rezone 44.86 Acres from B-2 to PUD. Public Works Director Hanns Mercer updated the Council.

Councilmember Linden moved, seconded by Councilmember Weitzel to approve on Third and Final Reading of PL-24-6, Ordinance 2278, Story House Property Company Rezone 44.86 Acres from B-2 to PUD.

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

12. Consideration of Second Reading of PL-24-12, Ordinance 2283, 4th and Val Vista Rezone. Public Works Director Hanns Mercer updated the Council.

Councilmember Luhman moved, seconded by Councilmember Weitzel to approve on Second Reading of PL-24-12, Ordinance 2283, 4th and Val Vista Rezone.

Mayor Rich Bridger	Aye
Kristen Jennings	Absent
Steven Brantz	Absent
Andrew Patceg	Aye
Greg Luhman	Aye
Terry Weitzel	Aye
Aaron Linden	Aye

NEW BUSINESS

12. Consideration of Settlement Agreement with Karo Hamilton in the amount of $250,000. City Attorney Brad Thimmesch updated the Council.

Councilmember Linden moved, seconded by Councilmember Patceg to approve Consideration of Settlement Agreement with Karo Hamilton in the amount of $250,000.

Mayor Rich Bridger	Aye
Kristen Jennings	Absent
Steven Brantz	Absent
Andrew Patceg	Aye
Greg Luhman	Aye
Terry Weitzel	Aye
Aaron Linden	Aye

13. Council Comments and Requests for Future Agenda Items

A. SAWS is drafting a new agreement that will be upcoming soon.

B. Sheridan Public Arts: new on-loan sculptures are arriving.

C. CAST- No updates

D. Councilmember Aaron Linden gave kudos to the Departments Heads for the hard work on the budget.

17. Mayor Bridger adjourned the meeting at 6:52 P.M.

APPROVED:

_____

Richard Bridger, Mayor

ATTEST:

_____

Candace Ainslie, Deputy City Clerk

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:	**Claims**
From:	Darla Hawkins, Treasurer
To:	City Council
CC:	
Date:	

Discussion:

See attached claims list.

Attachments

Claims

Vendor	Description
3G LLC	Business Cards
A & M Service & Supply Inc	Toner for Steve M's Printer
Ace Hardware-Newkirk	Shop supplies for KGC
Ace Hardware-Newkirk	Downtown Restrooms - lumber
Ace Hardware-Newkirk	Downtown Restrooms - lumber & hardware
Ace Hardware-Newkirk	Gloves and angle grinder
AlphaGraphics of Wyoming	Arboretum trail sign
Amazon Capital Services #A33MIR27FEZN42	54" Blades for John Deere mower
Amazon Capital Services #A33MIR27FEZN42	ITEM: HID 1346 ProxKey III Proximity Key Fob (25
Amazon Capital Services #A33MIR27FEZN42	file folders, desk organizer
Amazon Capital Services #A33MIR27FEZN42	Trifold paper towels, TP and paper towel rolls
Amazon Capital Services #A33MIR27FEZN42	HP ink cartridge
Amazon Capital Services #A33MIR27FEZN42	ITEM: OtterBox iPhone 14 & iPhone 13 Defe
Amazon Capital Services #A33MIR27FEZN42	cleaner, dog treats, trail cameras
Amazon Capital Services #A33MIR27FEZN42	diffuser, trail camera box, camera signs
American Maid	UM office cleaning
American Maid	Monthly Cleaning Service for Landfill Office
American Maid	Monthly Cleaning Service for Recycling Center
American Maid	Monthly Cleaning Service for Scale House
American Maid	City Hall cleaning May 2024
American Welding & Gas Inc	Annual Cylinder Maintenance on AWG Leased Cylinder
Angel Armor LLC	Bulletproof vest
Ardurra Group Inc.	On-Call GIS Services 5/1/24 - 5/31/2024
Ardurra Group Inc.	On-Call GIS Services 3/1/2024 - 3/31/2024
Asphalt Drum Mixers Inc	Streets - Supplies for Hot Plant
Ayres Associates Inc	M1 Zone District Analysis Prof. Svcs. thru 5/18/20
Ayres Associates Inc	DDD Zoning Prof. Svcs. thru 5/18/2024
B&B Leasing Company	Sharp Copier Model No BP50C26-Serial No 25059278 L
Big Horn Sanitation	Monthly Port-A-Potty Rental at Landfill
Big Horn Sanitation	Monthly Port-A-Potty Rental at Landfill
Big Horn Sanitation	Monthly Port-A-Potty Rental at Landfill
Big Horn Sanitation	Monthly Port-A-Potty Rental at Landfill
Bighorn Design Studio LLC	City of Sheridan hats
Bloedorn Lumber	Downtown Restrooms - lumber, shims & hardware
Bomber Mountain Field Services, LLC	WC7002 - machine grease ports in pin
Buggy Bath Unlimited LLC	May 2024 SWR Truck Washing and Landfill Monthly Pa
Burns & Mc Donnell	LRCM Prof. Svcs. - April 2024
C & K Equipment Sales Inc	Oil for loader #SW422
C & K Equipment Sales Inc	Mower blades for parks grounds maintenance
C & K Equipment Sales Inc	CM420 - replaced all wheel bearins & shocks (4)
C & K Equipment Sales Inc	CM420 - replaced tires & glow plugs
Carquest Auto Parts	Grease for Solid Waste Trucks
Carquest Auto Parts	Various dept fleet supplies/parts
Carquest Auto Parts	Various dept fleet supplies/parts
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Carquest Auto Parts	Various dept fleet supplies/parts
Carquest Auto Parts	Various dept fleet supplies/parts
Carquest Auto Parts	Various dept fleet supplies/parts
Carquest Auto Parts	Oil for Solid Waste
CED- Consolidated Electrical Distributers Inc	Fuse Holders-street lighting
Cedars Health LLC	Occupational Testing
CH Diagnostics and Consulting	Giardia and Crypto sample analysis invoice
Coca-Cola Bottling Company High Country	Pallet of Water for SWR 06/07/24
Craftco Metals Services Inc	2 pedestals for SPAC Sculptures
Craftco Metals Services Inc	New Liners on Cargo Area for WC314
Crescent Electric Supply Co	Gel Splices for Street Lights
Crescent Electric Supply Co	Conduit for the sump pump
Dana Kepner Company	Brass saddles
Direct Electric	Downtown Restrooms - electrical/hook ups labor
DOWL LLC	N. Clarifier Design - Prof. Svcs. 4/20/24 - 5/18/2
Eldertech LLC	Repair of Rotomat Control (sensors, high level flo
Elliott Equipment Company	RC301 - arm kit
Employ LLC	temporary labor for recycling
Environmental Resource Associates	Annual Lab Certification Testing

Erica Dobbs Rinker	Sod for Parks Grounds Maintenance
Falcon Enviromental Corp	Estimate#1987 WWTP Wear Shoes for Grit Classifier
Fedex Freight	Sample analysis sent to CH Diagnostics
Floyd's Truck Center WY	WC711 - HMX400 blst spg kit w/wearpad
Floyd's Truck Center WY	ST329 - tube assy-coolant, mid chassis
Floyd's Truck Center WY	tube coolant
Fremarek Inc	Foaming root control
Galls LLC	SH015 MDNV MD REG Mens PDU Rapid Shirt
Galls LLC	SH015 MDNV MD REG Mens PDU Rapid Shirt
Galls LLC	SG733 RBNV LG ELBECO UFX ULTRA-LIGHT TACTICAL LONG
Galls LLC	SG733 RBNV LG ELBECO UFX ULTRA-LIGHT TACTICAL LONG
Galls LLC	SG733 RBNV LG ELBECO UFX ULTRA-LIGHT TACTICAL LONG
Galls LLC	Uniform Pants
Grainger Inc	ST343 - scrn protective flm, for diplay 12in
Grainger Inc	Drum Sling for HHW
Grainger Inc	Butterfly valve for the return waste water
Greenfold Services LLC	Janitorial Services
Hach Company	Reagent
Harris Computer Systems	employee self service June 2024
Hawkins Inc	Azone 15, Sodium Bisulfite
Hawkins Inc	Sodium Hypo and Soda Ash
Holy Name Catholic Church	PL-24-10 Vacation
Home Depot Credit Services	Planters and mirrors for new public restrooms
Home Depot Credit Services	J-B Weld
Home Depot Credit Services	irrigation parts
Hot Iron Inc	Terra Turner Const. - Pay App #4 thru 5/20/24
InfoSend Inc	printing/mailing bills - May
InfoSend Inc	email/service fee - May
Interstate Power Systems	SN302 - install Force float valve system
John Deere Financial #1111308145	Knife sharpeners
John Deere Financial #1111308145	Cordless Vac
John Deere Financial #1111308145	Utility Pump and Bucket for Oil Tank
Joshua A Meyers	Safe Rides
K Club Golf LLC	2024 PreSeason Pass Revenue Share
K Club Golf LLC	Management Fees Apr-Jun 2024
Kenny L Rolfe Matco Tools	Shop tool - oil pressure skt 1-1/16
Kenny L Rolfe Matco Tools	Shop tools - terminal set & test leads
Kenny L Rolfe Matco Tools	filter socket return
Kerns Law Office LLC	City attorney consult
Kilpatrick Creations Inc	18 SSleeve TShirts-Honor NKrinkee-MG-27.00; GL-13.
Kilpatrick Creations Inc	Clothing for firefighters for FY 2024 - JE-285.75;
Kilpatrick Creations Inc	Uniform supplies for Parks Department
Kilpatrick Creations Inc	Polo Shirts w/City Logo for Mayor Bridger
Kois Brothers Equipment Co	WC713 - HL-electrical switch
Kois Brothers Equipment Co	WC718 - harness, lift, DPF Rapid Rail
Kois Brothers Equipment Co	WC718 - bearings, cam followers, hardware
Lease Servicing Center Inc	Payment #11 for Case TV307B and Case 836C

Leininger Law LLC	Prosecuting attorney hours May 2024
Lube Refiners LLC	PD132 - LOF service
Lube Refiners LLC	PD113 - LOF service
Lube Refiners LLC	PD129 - LOF service
Lube Refiners LLC	PD134 - LOF service
MC2 Engineering & Construction	Sheltered Acres CAD work
McMaster-Carr Supply Co	Aerator replacement parts
Merchant McIntyre & Associates LLC	Infrastructure Grant Services - June 2024
Mike's Electric Inc	Troubleshot Methane Sensor in Landfill Mall
Mike's Electric Inc	Installed Exit Signs in Landfill Office and Shop
Motorola Solutions Inc	Dispatch keypads
Mullinax Concrete Service & Irrigation	Top soil for Cemetery
Mullinax Concrete Service & Irrigation	Streets - grade w road base for CSC parking lot
N.A. Nelson Construction Company	Service: Removal of Scum Pump for Repair/Inspectio
Napa Auto Parts	Shop supplies - paper towel holder
Napa Auto Parts	Shop tools - open finder
Napa Auto Parts	Shop supplies - brake parts cleaner
Napa Auto Parts	Shop supplies - cable ties
Napa Auto Parts	Lawnmower battery
Napa Auto Parts	10 bags of floor dry for station 6-5-2024
Napa Auto Parts	Battery for FD104 - DCBrutlag vehicle 5/29/2024
Napa Auto Parts	Various dept fleet supplies/parts
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Napa Auto Parts	Various dept fleet supplies/parts
Napa Auto Parts	product return
National Testing Network Inc	Peace Officer Testing
Norco Inc	Hand sanitizer liquid and dispensers for new publi
Norco Inc	Soap, sanitizer, toilet paper, paper towel dispens
Norco Inc	Gloves
Norco Inc	Janitorial supplies for Parks
Norco Inc	Shop - Cylinder Rental
Norco Inc	Gloves, Pre-Filter Retainer, Paint and Pesticide F
Norco Inc	WC - vehicle brackets, Amerex 2-1/2#-5
Office Shop Inc	1st floor copier charges
Office Shop Inc	Copier Charges
Office Shop Inc	CSC copier usage 5/1/24 - 6/1/24 #1994-04
Office Shop Inc	copier charges April
Office Shop Inc	copier charges City Hall April
Office Shop Inc	Contract Canon/ IRAC535i-II
Office Shop Inc	court copier costs
Office Shop Leasing	Copier Leases
Office Shop Leasing	Copier Lease Payments
Office Shop Leasing	Lease pymnt 48 of 60, Agreement #393
Office Shop Leasing	lease payment 2 of 60 city hall copiers
Office Shop Leasing	lease payment 1 of 60 for city hall copiers
Office Shop Leasing	Lease pymnt 47 of 60, Agreement #393
Office Shop Leasing	Copier Leases
Office Shop Leasing	Copier Leases
Office Shop Leasing	UM copier lease
Office Shop Leasing	UM copier lease
Office Shop Leasing	Copier Leases
One-Call of Wyoming	(631) One-Call Tickets for May 24 CDC
One-Time Customer Refund Vendor	Deposit Refund - 730 Sumner St.
One-Time Customer Refund Vendor	Deposit Refund - 2016 Quail Ct
One-Time Customer Refund Vendor	Deposit Refund - 252 Lewis St
One-Time Customer Refund Vendor	Deposit Refund - 923 Laclede St
One-Time Customer Refund Vendor	Deposit Refund - 600 1/2 Huntington St.
One-Time Customer Refund Vendor	Deposit Refund - 1677 Edwards Dr
One-Time Customer Refund Vendor	Deposit Refund - 478 W 5th St.
One-Time Customer Refund Vendor	Refund - 1725 Martin Ave
One-Time Customer Refund Vendor	Overpayment Refund - 806 Clarendon Ave

One-Time Customer Refund Vendor	Deposit Refund - 1631 Yonkee Ave
One-Time Customer Refund Vendor	Deposit Refund - 1526 Holloway Ave
One-Time Customer Refund Vendor	Deposit Refund - 2004 Demple St.
One-Time Customer Refund Vendor	Deposit Refund - 814 N Custer St. #104
One-Time Customer Refund Vendor	Deposit Refund - 3844 Coffeen Ave #NM
One-Time Customer Refund Vendor	Deposit Refund - 493 Blue Sky Ct
One-Time Customer Refund Vendor	Refund - 1755 S Sheridan Ave.
One-Time Customer Refund Vendor	Refund - 230 S Canby St.
One-Time Customer Refund Vendor	Refund - 840 1/2 Illinois St.
One-Time Customer Refund Vendor	Refund - 261 Sherman Ave.
One-Time Customer Refund Vendor	Refund - 1460 Gladstone St.
One-Time Customer Refund Vendor	Refund - 739 Lancelot St.
One-Time Customer Refund Vendor	Refund - 626 E Works St. & 624 E Works St.
One-Time Customer Refund Vendor	Refund - 22 Dee Dr.
One-Time Customer Refund Vendor	Refund - 1792 Yonkee Ave.
One-Time Customer Refund Vendor	Refund - 28 Freedom Ln
One-Time Customer Refund Vendor	Deposit Refund - 216 W Works St.
One-Time Customer Refund Vendor	Deposit Refund - 1977 Edwards Dr #A
One-Time Customer Refund Vendor	Deposit Refund - 1526 Holloway Ave
One-Time Customer Refund Vendor	Deposit Refund - 1916 Frackleton St.
One-Time Customer Refund Vendor	Refund - 841 Broadway St
One-Time Employee Reimbursement Vendor	Boot Reimbursement
One-Time Employee Reimbursement Vendor	2 pairs of work socks for MGalloway 5-28-2024
One-Time Employee Reimbursement Vendor	Per-diem: UISP Broadband Wireless Training (Matt B
One-Time Employee Reimbursement Vendor	Per diem reimb-Mercer 5/23/24 Casper
One-Time Employee Reimbursement Vendor	Running shoes and headlamp for ALindberg 264.94 -
One-Time Employee Reimbursement Vendor	Per Diem Pumps and Pumping class -
One-Time Employee Reimbursement Vendor	Per Diem Pumps and Pumping class -
One-Time Employee Reimbursement Vendor	Per Diem Pumps and Pumping class -
One-Time Employee Reimbursement Vendor	Reimbursment Jason Hinz Distribution Level II test
One-Time Employee Reimbursement Vendor	SHRM-CP Recertification Application
One-Time Employee Reimbursement Vendor	2024 Main Street Now Conference
One-Time Employee Reimbursement Vendor	Travel per diem - D. Ford Denver, CO 05/2024
One-Time Employee Reimbursement Vendor	Travel per diem - E Kern Pierre, SD 06/2024
One-Time Employee Reimbursement Vendor	Travel per diem - R. Czaplinski Pierre, SD 06/2024
One-Time Miscellaneous Accounts Payable Ve	alcohol compliance decoys
One-Time Miscellaneous Accounts Payable Ve	2024 tobacco decoy
One-Time Miscellaneous Accounts Payable Ve	tobacco decoy
Pace Analytical Services LLC	WY5600052- Bac-T Sample analysis invoice
Pace Analytical Services LLC	WY5600052- Bac-T Sample analysis invoice
Pace Analytical Services LLC	Monthly Oil & Grease Effluent Tests WWTP
Peak Pest Solutions LLC	Monthly pest service
Peak Pest Solutions LLC	Montly Pest Control
Peak Pest Solutions LLC	Monthly Pest Control
Pitney Bowes Inc	postage machine lease 4/30/24-7/29/24
Porter Muirhead Cornia & Howard	Additional costs & labor for June 2023 audit
Powder River Heating & Air Conditioning Inc	DSA building - leak test, rplcd vacuum lines & add

Powder River Power of Sheridan Inc	Shop - Nitrile glove, oil
Powder River Power of Sheridan Inc	Ball Bearings
Powder River Power of Sheridan Inc	Streets - supplies for Hot Plant
Powder River Power of Sheridan Inc	RC332 - hyd hose, assy & fittings
Powder River Power of Sheridan Inc	RC463 - 1" all thread & hardware
Powder River Power of Sheridan Inc	RC432 - 3/4" all thread
Powder River Power of Sheridan Inc	WC7002 - hyd hose, assy & fittings
Quill LLC	Copy paper, paper plates, sticky notes
Randall Engineering Surveys	1050 N Sheridan Ave - app to BoA Sideline Variance
Range	CrimeStoppers Line
Rapp Plumbing and Heating LLC	Main St. misc. - Red Bison Studio reset toilet
Regency Midwest Ventures Limited Partnershi	Lodging for Pumps & Pumping Course-Casper College
Rhonda M Gould	Seamstress
Sculpture Services of Colorado	Cleaning of Main Street sculptures
Security State Bank	Terra Turner Pay App #4 Retainage - 4/21-5/20/2024
Servall Uniform & Linen Supply	Clean Rugs for SFR 5-23-2024
Servall Uniform & Linen Supply	Clean Rugs for SFR 6-6-2024
Servall Uniform & Linen Supply	Landfill Bi-Weekly Rug Cleaning 05/30/24
Servall Uniform & Linen Supply	Rug Cleaning
Servall Uniform & Linen Supply	SWR Bi-Weekly Rug Cleaning 05/30/24
Servall Uniform & Linen Supply	UM rug cleaning
Servall Uniform & Linen Supply	Uniform and rug cleaning
Servall Uniform & Linen Supply	Uniform and rug cleaning
Sheridan Artists Guild Et al	Administration for SPAC
Sheridan Commercial Co	Shovel
Sheridan Commercial Co	WWTP Sheridan Commercial Blanket Supplies
Sheridan Commercial Co	Eng - certificate frames
Sheridan Commercial Co	Picture hanging strips for City Hall art gallery
Sheridan Commercial Co	Fasteners and Anchors
Sheridan Commercial Co	Putty Knife for WC314
Sheridan Commercial Co	Simple Green Cleaner
Sheridan Commercial Co	RC432 - 12" 8T MTL recip blades
Sheridan Commercial Co	merchandise return
Sheridan Commercial Co	item return
Sheridan Commercial Co	CSC - filters
Sheridan Commercial Co	Downtown Restrooms - Goo Gone gel
Sheridan Commercial Co	Downtown Restrooms - hoses, cleaner, dust pan/brus
Sheridan Commercial Co	Downtown Restrooms - fasteners & anchors
Sheridan Commercial Co	Marion House Repairs - anchor kit
Sheridan Commercial Co	Streets - Ratchet tie down
Sheridan Commercial Co	Bolts and washers for installation of dispensers i
Sheridan Commercial Co	Fasteners for baby changing station for new public
Sheridan Commercial Co	Fix a flat, trimmer line
Sheridan Commercial Co	Fasteners/anchors/epoxy gel for bay door chain hol
Sheridan Commercial Co	Coupler for hydrant flow equipment GNeeson 6-7-202
Sheridan Commercial Co	2PK 1/4 MNPT A Plug for hydrant flow equipment GNe
Sheridan County	Campaign packets

Sheridan County Public Health	Mark Conrad Twinrix #3
Sheridan Econ-O-Wash Laundry	Shop laundry services
Sheridan Econ-O-Wash Laundry	WWTP Econ-o-wash Laundry Services
Sheridan Econ-O-Wash Laundry	WWTP Econ-o-wash Laundry Services
Sheridan Econ-O-Wash Laundry	Shop laundry services
Sheridan Fire Equipment & Service Professiona	Annual Fire Extinguisher Maintenance
Sheridan Fire Equipment & Service Professiona	Annual Landfill Fire Extinguisher Inspection
Sheridan Fire Equipment & Service Professiona	Annual SWR Fire Extinguisher Inspection
Sheridan Fire Equipment & Service Professiona	Shop - Annual fire extinguisher maintenance
Sheridan Fire Equipment & Service Professiona	Annual Fire Extinguisher Maintenance
Sheridan Fire Equipment & Service Professiona	Annual fire extinguisher maintenance
Sheridan Fire Equipment & Service Professiona	Streets - Annual fire extinguisher maintenance
Sheridan Media	Memorial Day Ad 05/21/24
Sheridan Motor Inc	PD126 - diag a/c & fuel filler neck
Sheridan Motor Inc	ST267 - engine replacement
Sheridan Motor Inc	Shop supplies - adv engine treatment
Sheridan Newspapers Inc	Memorial Day Ads 05/22 & 05/25
Sheridan Transportation Taxi	Safe Rides
Simplot Partners	Fertilizer for KGC
Smith Psychological Services LLC	Therapy
Stantec Consulting Services Inc (SCSI)	Main St. - Const Obsrv 4/20/24 - 5/24/24
State of Wyoming	FY25 Closure and Post Closure Premium
The Tire Guys Inc	ST337 - LRO tire repair
Thomas J Klepperich	Judge May 2024 hours
Tiny Twigs Baby & Kid LLC	Department Photographs
Tire Rama	PK228 - installed new tires (4)
Tire Rama	GC - tire repair/swap out
Tire Rama	GC - tire repair
Tire Rama	Parks - tire repair
Tire Rama	wc - spare drive tires
Tire Rama	WC7002 - swapped 8 drive tires & installed steers
Tire Rama	LF263 - LF & RR tire repair
Tire Rama	RC332 - swapped 4 & rotated 4 tires
Tire Rama	Parks - loose mower tire repair
Tire Rama	WC701 - mounted drive tires
Tire Rama	GC - repaired loose mower tire
Top Office Products Inc	Planning - chair for City Planner
Top Office Products Inc	Streets office supplies - legal note pads
Top Office Products Inc	Streets office supplies - copy paper
Tree Mechanics	Cottonwood pruning
Tree Mechanics	Cottonwood air spading
Tri State Truck & Equipment Inc	RC432 - bushings & seals
Trihydro Corporation	Security Gates - Prof. Svcs. thru 4/27/2024
Trihydro Corporation	Environmental Monitoring and Reporting, April 27,
Tyler Technologies Inc	utility billing implementation
Vertical Door Solutions Inc	Service Call on Commercial Doors
Vertical Door Solutions Inc	Service call on commercial doors at SFR Bay 7-stra

Visionary Communications	Wireless Internet
VRM Inc	Removed Old Anvil Assembly on Grinder LF476
VRM Inc	Replaced Final Drive on Little Loader LF479
VRM Inc	Labor to Service Engine on Grinder LF476
VRM Inc	Labor to Remove Belt and Install New Parts on Grin
VRM Inc	Removed Old Landing Gear and Installed New on Bobc
VRM Inc	1,500 Service for TANA LF473
Weed Warriors	Brushhogging at Carlin St.
Weed Warriors	Contracted mowing by Parks dept.
Weed Warriors	Contracted mowing by Parks dept.
Western Water Consultants Inc	12th St. Realignment - Prof. Svcs. 4/1/24 - 4/30/2
Winsupply of Sheridan Wy Co	Utility pump and bushings
Winsupply of Sheridan Wy Co	Streets supplies - pipe
Winsupply of Sheridan Wy Co	Streets - Misc supplies
Winsupply of Sheridan Wy Co	Streets - meter pit ext
Winsupply of Sheridan Wy Co	Streets - coupling for yard drain line
Winsupply of Sheridan Wy Co	Gaskets
Winsupply of Sheridan Wy Co	Water sales repairs - Washington Park
WY Department of Transportation	N. Sheridan Int. -project expeditures #I901A01
WY Department of Transportation	N. Sheridan Int. -project expeditures #N601A02
WY Department of Transportation	N. Sheridan Int. -project expeditures #N601039
WY Department of Transportation	E. 5th St. Corridor - WYDOT thru 6/3/2024
WY Department of Transportation	Main St. Construction thru 6/3/2024
WY Dept of Enviromental Quality	Cell 10 Title V - Permit Hourly Review Fees
Wyoming First Aid & Safety Supply LLC	First aid resotock UM
Wyoming Machinery Company	LF4003 - t/s loss of throttle response
Wyoming Office of State Lands & Investments	WWTP Upgrades - CWSRF Loan Origination Fee
Xtreme Auto Body Inc	Car repairs
Yonkee & Toner LLP	Judge Kessner May 2024 hours
Yonkee & Toner LLP	city attorney fees May
Zowada Recycling & Steel LLC	WC7002 - material for pins
Montana Dakota Utilities Co	partial MDU bills
Torgerson's LLC	advance payment for Case 221F Wheel Loader

Invoice Net
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$131.50
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$1,020.50
$625.00
$17,370.00
$158.25
$18,338.75
$29,017.64

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

RE: Consideration of the Second Reading of Ordinance 2276 Repealing Chapter 14B of City Code - City Clerk Cecilia Good and Human Resources Director Heather Doke

From: Heather Doke, Human Resources Director

To: City Council

CC: Stuart J. McRae

Date: 06/17/2024

Discussion:

See attached draft Ordinance

Attachments

Ordinance

CITY OF SHERIDAN
ORDINANCE 2276

REPEALING CHAPTER 14B OF CITY CODE

NOW THEREFORE, be it ordained by the Governing Body of the City of Sheridan, in the State of Wyoming, as follows:

SECTION 1: **AMENDMENT** "14B-20 Strikes Prohibited--Remedies" of the Sheridan Municipal Code is hereby *amended* as follows:

A M E N D M E N T

14B-20 Strikes Prohibited--Remedies

(a) ~~No employee and/or employee or labor organization shall engage in a strike. No employee or employee and/or labor organization shall cause, instigate, encourage or support a strike. No employer shall cause, instigate or engage in any employee lockout.~~

(b) ~~Any employee(s) who engages in strike activity as defined in Section 14B-4 of this chapter may be lawfully discharged or temporarily or permanently replaced.~~

(c) ~~The city may, under this chapter, bring suit to recover from a labor or employee organization all incidental costs and expenses incurred by the city in responding to or operating during a strike called by, caused by, supported by, or instigated by the labor or employee organization. Any money saved by the city resulting from wages not paid during a strike shall not be set off against expenses incurred by the city for purposes of determining liability under this section.~~

(d) ~~Whenever the city believes that a strike creates clear and present danger to the health or safety of the public, the city may petition the Fourth Judicial District Court within and for the county of Sheridan, Wyoming, to issue a temporary restraining order enjoining the strike. If the court finds probable cause to believe that the strike may be a clear and present danger to the public health or safety, it has jurisdiction to issue a temporary restraining order in accordance with state law.~~

~~(Ord. No. 1970 § 1, 4-18-05.)~~

SECTION 2: **AMENDMENT** "14B-17 Prohibited Practices--Public Employees" of the Sheridan Municipal Code is hereby *amended* as follows:

A M E N D M E N T

14B-17 Prohibited Practices--Public Employees

(a) ~~A public employee, employee or labor organization and/or its agents or representatives shall not:~~
  (1) ~~Interfere with, restrain or coerce any employee in the exercise of any rights guaranteed by the provisions of this chapter, by state or federal law;~~
  (2) ~~Discriminate against a public employee because of nonmembership in an employee and/or labor organization;~~
  (3) ~~Solicit membership for an employee or labor organization during the employee's duty hours;~~
  (4) ~~Interfere with, restrain or coerce or picket the residence of or any place of private employment of any public official or representative of the city;~~
  (5) ~~Call, institute, maintain or conduct a boycott against any public employer, or picket any place of business of a public employer in connection with any dispute;~~
  (6) ~~Refuse or fail to comply with the provisions of this chapter;~~
  (7) ~~Interfere with the process of meeting and conferring between the governing body and an employee involvement committee;~~
  (8) ~~Engage in any picketing, strike or other concerted refusal to work;~~
  (9) ~~Dominate or interfere with the administration of the city;~~
  (10) ~~Act in a rude, insulting, discourteous, disrespectful or inappropriate manner towards a member of the public, while acting in the scope of employment.~~

(b) ~~An employee or labor organization shall not make any contribution out of the funds of the employee or labor organization in support of any candidate for the governing body, provided, however, this section shall not prohibit voluntary contributions by individuals.~~

~~(Ord. No. 1970 § 1, 4-18-05.)~~

SECTION 3: **AMENDMENT** "14B-16 Prohibited Practices--Public Employer" of the Sheridan Municipal Code is hereby *amended* as follows:

AMENDMENT

14B-16 Prohibited Practices--Public Employer

(a) ~~A public employer, its agents or representatives shall not:~~
  (1) ~~Discriminate against an employee with regard to the terms and conditions of employment because of the employee's membership or nonmembership in an employee or labor organization;~~
  (2) ~~Discriminate in regard to hiring, tenure or any term or condition of employment in order to encourage or discourage membership in an employee or labor organization;~~

(3) ~~Discharge or otherwise discriminate against an employee because he has filed an affidavit, petition, grievance or complaint or given any information or testimony under the provisions of this chapter;~~
(4) ~~Fail or refuse to comply with any provision of this chapter;~~
(5) ~~Establish a pattern or practice of repeated failures to timely process grievances.~~

~~(Ord. No. 1970 § 1, 4-18-05.)~~

SECTION 4: **AMENDMENT** "14B-1 Title" of the Sheridan Municipal Code is hereby *amended* as follows:

A M E N D M E N T

14B-1 Title

~~This chapter (Sections 14B-1 through 14B-20) shall be known and may be cited as the "City of Sheridan Employee Relations Ordinance."~~

~~(Ord. No. 1970 § 1, 4-18-05.)~~

SECTION 5: **AMENDMENT** "14B-2 Purpose--Rules Of Construction" of the Sheridan Municipal Code is hereby *amended* as follows:

A M E N D M E N T

14B-2 Purpose--Rules Of Construction

(a) ~~This chapter (Sections 14B-1 through 14B-20) shall be liberally construed and applied to promote its underlying purposes and policies.~~
(b) ~~The underlying purposes and policies of this chapter are:~~
(1) ~~To provide public employees the option to meet and confer with the city;~~
(2) ~~To promote harmonious, peaceful and cooperative relationships between public employees and the city;~~
(3) ~~To protect the public interest by assuring, at all times, the safe, orderly, efficient and timely operation of all city departments, delivery of services and instrumentalities of local government.~~

~~(Ord. No. 1970 § 1, 4-18-05.)~~

SECTION 6: **AMENDMENT** "14B-3 Conflicts" of the Sheridan Municipal Code is hereby *amended* as follows:

A M E N D M E N T

14B-3 Conflicts

~~In the event of conflict with other laws or ordinances, the provisions of this chapter shall not supersede other previously enacted federal or state legislation.~~

~~(Ord. No. 1970 § 1, 4-18-05.)~~

SECTION 7: **AMENDMENT** "14B-4 Definitions" of the Sheridan Municipal Code is hereby *amended* as follows:

A M E N D M E N T

14B-4 Definitions

~~As used in this chapter:~~

~~*City* means the city of Sheridan, Wyoming.~~

~~*Compensation* means every value offered for an employee's services, including, but not limited to, base pay, health insurance, dental insurance, vision insurance, life insurance, disability insurance, vacation, sick leave (including payout of sick leave), all other types of leave, retirement plans, holiday pay, flex time, employee breaks, purchasing discounts, compensatory overtime and/or after-hours pay, etc.~~

~~*Confer* means the opportunity for the city, by its representatives, and the representatives of its employees to voluntarily meet and confer in good faith at reasonable times and places regarding topics of mutual concern, but excluding management/public employer rights reserved unto the city and set out in Section 14B-7 of this chapter. To confer does not mean that the city is compelled to agree to a proposal nor does it require the making of a concession.~~

~~*Governing body* means the mayor and city council of the city of Sheridan, Wyoming.~~

~~*Public employee* means any person holding a regular full-time, part-time, casual, or other position with the city.~~

~~*Strike* means concerted action in failing to report to duty, willful absence from one's position, stoppage of work, slowdown, or abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purpose of inducing, influencing, or coercing a change in wages, hours, terms and other conditions of employment. The definition of strike includes, but is not limited to such actions as, sick-outs, slow-downs, traffic ticket writing campaigns, mass resignations and sympathy strikes.~~

~~(Ord. No. 1970 § 1, 4-18-05.)~~

SECTION 8: **AMENDMENT** "14B-5 Right To Work--"Fair Share" Contributions" of the Sheridan Municipal Code is hereby *amended* as follows:

A M E N D M E N T

14B-5 Right To Work--"Fair Share" Contributions

(a) ~~No person is required to become or remain a member of any labor and/or employee organization as a condition of employment or continuation of employment.~~
(b) ~~Public employees may not be required to pay "fair share" contributions.~~

~~(Ord. No. 1970 § 1, 4-18-05.)~~

SECTION 9: **AMENDMENT** "14B-6 Rights Of Public Employees" of the Sheridan Municipal Code is hereby *amended* as follows:

A M E N D M E N T

14B-6 Rights Of Public Employees

~~Public employees have the right to:~~

(a) ~~Form, join, assist, or participate in, or refrain from forming, joining, assisting, or participating in any employee organization of their own choosing;~~
(b) ~~Communicate through an employee relations committees with the city through its management or corporate representatives regarding topics of mutual concern.~~

~~(Ord. No. 1970 § 1, 4-18-05.)~~

SECTION 10: **AMENDMENT** "14B-7 Rights Of Public Employer--Management Rights" of the Sheridan Municipal Code is hereby *amended* as follows:

A M E N D M E N T

14B-7 Rights Of Public Employer--Management Rights

~~Any and all rights concerned with the management and operation of the city are exclusively that of the city. Nothing in this chapter shall be construed as delegating to others and the city specifically reserves the right to manage its operations and direct the work forces in a manner most advantageous to the city and consistent with the requirements of municipal employment and the public interest, including, by way of illustration only, but not limited to the right to:~~

(a) ~~Determine matters of inherent managerial policy, which include, but are not limited to, areas of discretion or policy such as the functions and programs of public employer, standards of services, its overall budget, utilization of technology, and organizational structure;~~
(b) ~~Direct and supervise all operations, functions and the work of all city employees;~~
(c) ~~Determine what, and by whom, services will be rendered, the job descriptions for the services so rendered, the operations to be performed, the technology to be utilized and the matters to be budgeted;~~
(d) ~~Assign incidental duties connected with operations enumerated in job descriptions, which are not always specifically described;~~
(e) ~~Maintain and improve the efficiency and effectiveness of governmental operations;~~
(f) ~~Determine appropriate compensation, salaries, wages and benefits of employees as well as the place to report for work and to determine the overall methods, process, means, or personnel by which governmental operations are to be conducted;~~
(g) ~~Hire, evaluate, promote, demote, assign, schedule, transfer, suspend, discipline, lay off, discharge or terminate employees, and to relieve employees from duties because of lack of work or funds or under conditions where the city, in its absolute discretion determines continuation of work would be wasteful, unproductive or otherwise not in the best interest of the city;~~
(h) ~~Determine the adequacy of the work force;~~
(i) ~~Effectively manage the work force;~~
(j) ~~To assign shifts, work days, vacation days, hours of work and work locations, and to designate, assign and reassign all work duties;~~
(k) ~~To determine the need for the qualifications of new employees, and to determine the qualifications for and qualifications of employees considered for transfer and promotion;~~
(l) ~~Determine the overall mission of the city as a unit of government and take actions to carry out the mission of the public employer as a governmental unit;~~
(m) ~~Designate its representative(s) for the purpose of meeting and conferring with public employees;~~
(n) ~~Make necessary selections as to who its confidential, supervisory and management employees may be, without recourse to any conferring agreement or to any grievance procedure;~~
(o) ~~Fulfill its statutory and charter rights and obligations in contracting for matters relating to municipal operations;~~

(p) ~~The right of contracting or subcontracting is vested in the city; and~~

(q) ~~To operate and manage its affairs in all respects in accordance with the law of the state of Wyoming.~~

~~(Ord. No. 1970 § 1, 4-18-05.)~~

SECTION 11: **AMENDMENT** "14B-7.1 Compensation System And Workforce Planning" of the Sheridan Municipal Code is hereby *amended* as follows:

A M E N D M E N T

14B-7.1 Compensation System And Workforce Planning

(a) ~~The city's workforce planning system should be designed to seek the best interests of the city as well as the city employee. The system should provide incentives and reward merit for employee work performance and productivity, with seniority playing a proper, but not exclusive or overwhelming role. The workforce planning system should also be structured so as to anticipate future skills needed in the workforce, and take into account a need for adaptation to changes and developments that would alter the work required, or the means by which work is accomplished. This same adaptivity should be applied when planning for future workforce skills needed, including anticipating retirements from the city's workforce.~~

(b) ~~It is the policy of the city that at least every five years, and no more often than every three years, a compensation study be conducted to examine the adequacy of compensation for city employees. The study should include, but not be limited to, the following:~~

(1) ~~A survey of compensation in the Sheridan job market for the primary job categories of the city; and~~

(2) ~~For jobs that draw upon labor markets beyond the Sheridan job market, comparable rates of compensation in those markets; and~~

(3) ~~Input from Sheridan employers and employees; and~~

(4) ~~Input from city of Sheridan employees should include attitude or morale surveys, as well as the views and recommendations of employees on workplace compensation and practices;~~

(5) ~~Results from these surveys, less the names or identifying designation of businesses and employees held in confidentiality, should be made available to the public.~~

(c) ~~It is the policy of the city that at least every five years, and no more often than every three years, the governing body shall review the personnel policies and procedures manual to determine its continuing adequacy to meet the needs of the city and its employees.~~

(d) ~~*Employee Concerns*.~~

(1) ~~It is the policy of the city that procedures (such as, but not limited to, the~~

employee handbook) shall be set up and made available for all employees so that they know they are empowered to communicate concerns regarding matters arising out of or related to employment with the city.

(2) Such procedures should state that it is the job of supervisors and managers to act as a link between employees and the city, and to help employees to get answers to questions or concerns.

(3) Such procedures should provide avenues of communication whereby employees may communicate openly with supervisors or managers with regard to matters such as:

(A) Ideas for improving city operations, or problems which may prevent city operations from running in an efficient or legal, ethical or professional manner; and,

(B) Concerns with respect to particular working conditions; and

(C) Any other serious concern, such as, but not limited to, safety, unlawful discrimination or unlawful harassment, Americans with Disabilities Act matters, Family Medical Leave Act issues, etc.;

(D) Such procedures should also allow for situations where communication with an employee's direct supervisor may not be perceived by the employee as a viable option, and alternative avenues of communication should be available to the employee by which an employee may report their concern to the city, such as, through a corporate compliance officer, or by reporting to other supervisors, managers, the human resources managers, or elected officials of the city;

(E) Such procedures are to further provide that any such act of reporting will not result in any act of discipline for the good faith action of reporting such concern(s); and, shall contain provisions that will not remove the prospect of discipline if the reporting employee was complicit in any violation of law or city policy or procedure.

(e) *Honor Code*.

(1) It is the policy of the city that all employees are to report, pursuant to subsection d of this section, instances of violations of law or city policy or procedure, including, but not limited to, unlawful discrimination, unlawful harassment, OSHA concerns, ADA, FMLA, etc.

(2) Procedures of the city should reflect mechanisms by which employees may communicate in good faith such concerns without fear of retribution.

(Ord. No. 1970 § 1, 4-18-05.)

SECTION 12: **AMENDMENT** "14B-12 Subjects Of Discussion--Exclusive" of the Sheridan Municipal Code is hereby *amended* as follows:

AMENDMENT

14B-12 Subjects Of Discussion--Exclusive

(a) ~~There is established an employee relations committee the mission of which is to exchange information and concerns that may affect either the city or employees and to promote harmonious relationship. The committee may discuss any topic of interest to its members, and shall endeavor to be a genuine avenue of communication between employees and the governing body.~~

(b) ~~The employee relations committee shall be a standing committee and shall consist of two members of the governing body selected by the council, two exempt city employees, and two nonexempt city employees from each public safety (police or fire/rescue), public works, and administration. The overall goal is an evenly balanced committee that represents all city employees.~~

(c) ~~The employee relations committee shall meet at the request of any committee member, but not more often than monthly, or less often than quarterly.~~

(d) ~~Employees of their respective departments shall nominate members of the committee. If more candidates are nominated then there are positions to fill, those so nominated shall agree among themselves as to which two shall serve on the employee relations committee. Members shall serve for one year.~~

(e) ~~Meeting notes will be taken and distributed to all employees, but do not constitute a binding obligation on the city.~~

(f) ~~Matters pertaining to topics of mutual concern are subject to discussion between the city and the employee relations committees, except:~~

(1) ~~The conduct and grading of civil service examinations, the rating of candidates, the establishment of eligibility lists from the examinations, and the original appointments from the eligible list are not appropriate subjects for conferring agreements;~~

(2) ~~Retirement programs provided under state law or other municipal deferred compensation plans;~~

(3) ~~Matters pertaining to civil rights, affirmative action, unemployment compensation, workers compensation, retirement of public employees, residence requirements, American with Disabilities Act, Family and Medical Leave Act of 1993, Drug-Free Workplace Act of 1988, and the Occupational Safety and Health Act;~~

(4) ~~Nothing herein contained shall be construed so as to impair the right and responsibility of the city to:~~

(A) ~~Determine matters of inherit managerial policy, which include, but are not limited to areas of discretion or policy such as the functions and programs of the city, standards of service, its overall budget, utilization of technology, and organizational structure,~~

(B) ~~Direct and supervise all operations, functions and the work of all city employees,~~

(C) ~~Hire, direct, supervise and evaluate city employees,~~

(D) ~~Maintain and improve the efficiency and effectiveness of governmental operations,~~

(E) ~~Determine the overall method, process, means or personnel by which~~

~~governmental operations are to be conducted,~~

(F) ~~Suspend, discipline, demote, discharge, lay off, transfer, assign, schedule, promote or retain public employees,~~

(G) ~~Determine the adequacy of the work force,~~

(H) ~~Determine the overall mission of the city as a unit of government,~~

(I) ~~Effectively manage the work force,~~

(J) ~~Take action to carry out the mission of the city as a governmental unit.~~

(g) ~~The city shall not be required to agree to a proposal or make a concession.~~

(h) ~~The opportunity to meet and confer allowed by this chapter shall not be construed as authorizing the city to enter into any agreement that is in conflict with the provisions of any statute or ordinance of the city, state, or federal government.~~

(i) ~~Nothing in this chapter shall be construed to interfere with the management rights of the governing body. The expenditure of funds shall be contingent upon specific appropriation of funds by the governing body and the availability of funds. Actual expenditure of the funds may be limited or discontinued if the city council determines that such expenditure is contrary to the best interest of the city due to budgetary emergencies.~~

~~(Ord. No. 1970 § 1, 4-18-05.)~~

PASSED AND ADOPTED BY THE CITY OF SHERIDAN GOVERNING BODY _____.

Presiding Officer

Attest

Richard Bridger, Mayor, City of Sheridan

Cecilia Good, City Clerk, City of Sheridan

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: Consideration of Third and Final Reading of PL-24-12, Ordinance 2283, 4th and Val Vista Rezone - Public Works Director Hanns Mercer

From: Hanns Mercer, Public Works Director

To: City Council

CC:

Date: 04/29/2024

Recommendation:

Staff received a positive recommendation from the Planning Commission regarding PL-24-12, West half of lots 13, 14, 15, 16, 17, and 18, Block 26 Sheridan Land Company's Addition, Ordinance 2283. The applicants, Kon Ho In and Sun Ok In, are requesting to rezone 10,500 sq ft from R-3 Residence District to B-2 Business District. Located at 55 and 51 W. 4th St. (PIN 56842247400600).

Background:

The properties to the north, east and west are commercial properties zoned R-3. The properties to the south are zoned B-2. The subject property has 2 separate dwellings.

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) *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 as downtown mixed use, so the proposed rezone is in accordance with the future land use map.*

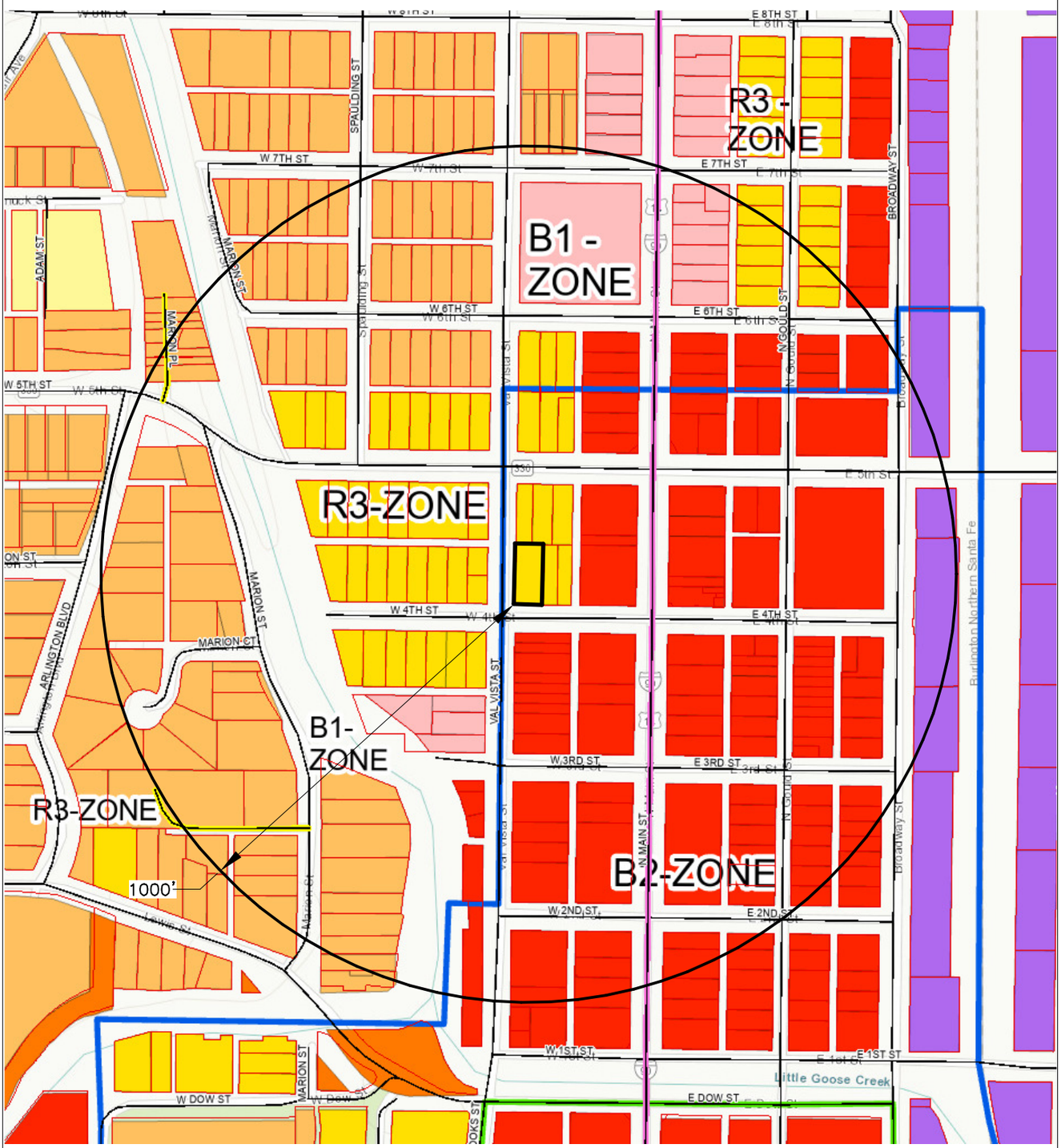
As part of the request to rezone this property, staff sent notices to the 31 property owners within 300 feet, placed a legal notice in the newspaper, and posted a sign on the property. At the time of writing this staff report, staff had not received any inquires.

Attachments

Zoning Exhibit
Rezone Exhibit
Petition
Rezone Concerns
Ordinance 2283

CITY ZONING

FOR 1000 FEET SURROUNDING A TRACT OF LAND DESCRIBED IN DEED BOOK 567, PAGE 638 IN THE RECORDS OF THE SHERIDAN COUNTY CLERK, LOCATED IN SHERIDAN LAND COMPANY'S ADDITION TO THE CITY OF SHERIDAN, IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER (SE¼SE¼) OF SECTION 22 AND THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER (NE¼NE¼) OF SECTION 27, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH P.M., CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING.



N

NO TRUE SCALE

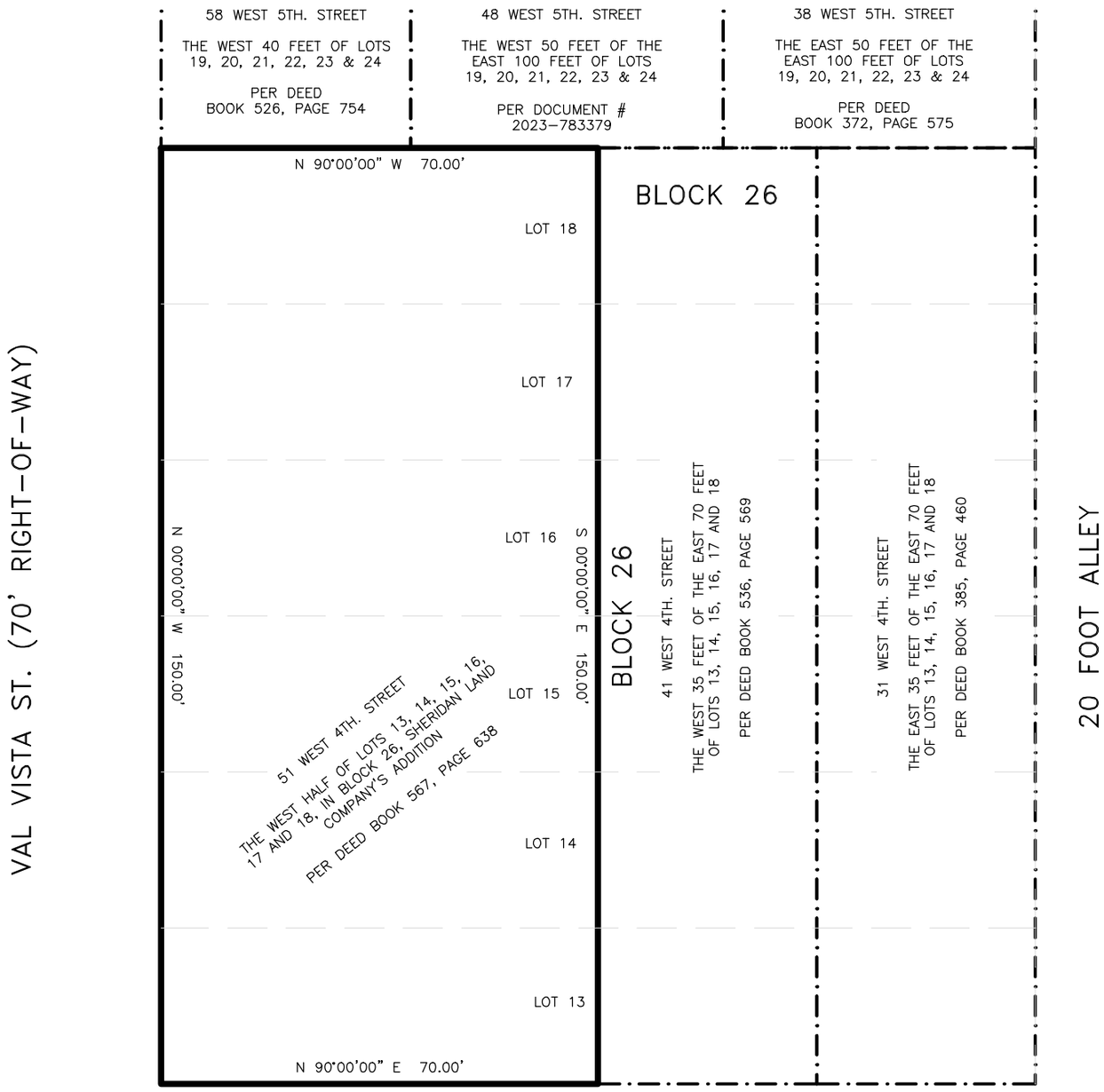
Cannon Consulting LLC
Making every shot count

PREPARED BY:	CANNON CONSULTING, LLC PO BOX 6106 SHERIDAN, WY 82801
FOR:	IN, KON HO & SUN OK 121 RED FOX RD SHERIDAN, WY 82801
Prepared by Cannon Consulting LLC (307) 752-0109	DATE: 3/22/24

REZONE EXHIBIT

LEGAL DESCRIPTION

A TRACT OF LAND, LOCATED IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER (SE¼SE¼) OF SECTION 22 AND THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER (NE¼NE¼) OF SECTION 27, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH P.M., CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING, BEING THE WEST HALF OF LOTS 13, 14, 15, 16, 17 AND 18, IN BLOCK 26, SHERIDAN LAND COMPANY'S ADDITION TO THE TOWN, NOW CITY OF SHERIDAN, WYOMING. SUBJECT TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE SOUTHWEST CORNER OF SAID BLOCK 26, SAID POINT BEING THE TRUE POINT OF BEGINNING OF SUBJECT TRACT; THENCE NORTH, 150.00 FEET ALONG THE WEST LINE OF SAID BLOCK TO THE NORTHWEST CORNER OF SAID LOT 18; THENCE EAST, 70.00 FEET ALONG THE NORTH LINE OF SAID LOT 18 TO THE MIDPOINT OF SAID NORTH LINE; THENCE SOUTH, 150.00 FEET ALONG THE EAST LINE OF THE WEST HALF OF SAID LOTS 13, 14, 15,16,17 AND 18 TO THE SOUTH LINE OF SAID LOT 13; THENCE WEST, 70.00 FEET ALONG SAID SOUTH LINE TO THE POINT OF BEGINNING.
CONTAINING AN AREA OF ±10500 SQ. FT. (±0.24 ACRES)



WEST 4TH ST. (70' RIGHT-OF-WAY)

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.

Professional Land Surveyor
CLAYTON ROSENLUND
14250
Date: 03/25/2024
WYOMING

Cannon Consulting LLC
Making every shot count

LEGEND

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

N

SCALE: 1"=25'

BASIS OF BEARINGS & DISTANCES ARE: PER SHERIDAN LAND COMPANY'S PLAT (BEARINGS & DISTANCES ARE OF RECORD)

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

FOR:
IN, KON HO & SUN OK
121 RED FOX RD
SHERIDAN, WY 82801

Prepared by Cannon Consulting LLC (307) 752-0109

DATE: 3/22/24

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:
   A TRACT OF LAND LOCATED IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER (SE1/4SE1/4) OF SECTION 22 AND THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER (NE1/4NE1/4) OF SECTION 27, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH P.M., CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING. BEING THE WEST HALF OF LOTS 13, 14, 15, 16, 17, AND 18, IN BLOCK 26, SHERIDAN LAND COMPANY'S ADDITION TO THE TOEN, NOW CITY OF SHERIDAN, WYOMING.

2. Kon Ho In 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 B-2.

Therefore, Petitioners pray said parcel(s) be rezoned B-2, pursuant to and in accordance with the applicable Wyoming Statutes and City Ordinances after proper notice and public hearing.

Dated this 28 day of March, 20☐. 2024

Signed by the Petitioners:

Subscribed and Sworn before me this 28TH day of MARCH, 2024

DREW HOMOLA
Notary Public

DREW HOMOLA
NOTARY PUBLIC
STATE OF WYOMING
COMMISSION ID: 163008
MY COMMISSION EXPIRES: 08/25/2029

My commission expires: 08/25/2029

Sue Goodman <sgoodman@sheridanwy.gov>

Fwd: PL-24-12,ORD 2283 rezone -concerns

1 message

Thomas Morneau <tmorneau@sheridanwy.gov> Tue, May 14, 2024 at 1:22 PM
To: Hanns Mercer <hmercer@sheridanwy.gov>, Sue Goodman <sgoodman@sheridanwy.gov>

FYI

Just received this email about proposed rezone.

Regards,

Thomas L. Morneau, P.E.
(307)-675-4228
City Engineer

---------- Forwarded message ---------
From: **John Vanblitter** <vanblitter@gmail.com>
Date: Tue, May 14, 2024 at 1:17 PM
Subject: PL-24-12,ORD 2283 rezone -concerns
To: tmorneau@sheridanwy.gov <tmorneau@sheridanwy.gov>

May 14,2024
John vanBlitter 41 W 4 st, Sheridan WY 82801
vanblitter@gmail.com

My property is next to subject property for proposed zoning changes.
- new owner has not stated what kind of retail/office or commercial business use. (current owner is star liquor store owner)
A gas station,liquor store would be inappropriate use due to close proximity to existing residential homes
Existing gas station on main and 4th. store,restaurant has had negative impacts with rubbish,
inadequate parking,loitering, and increasing problems with crime.

Future development should address minium parking standard,such as, one or more spaces per residential unit, 3 or more for employees (retail,office)

Property needs to be up to current codes in regards to utilities. ,currently, the three residential properties are all on the same line running to main sewer line on Val Vista. On going problem last ten years with blockage and collapse line on subject rezone property. Owner did not want to upgrade or let anyone near his property to fix or upgrade.
Public works has tried to clear lines on multiple times. my plumber had to snake 200ft to main line twice a year. Engineer tells me city has no responsibility for owner property lines.line is not on my property and have on numerous times tried to solved.

In Conclusion, My retirement home should have proper sewer/sanitation regardless of neighbor blockage. paying city services for water,sewer and garbage?
No Problem with rezone given the close proximity to main street and expanding downtown and believe multi use residential to be an ideal use for the community and not impact existing neighbors.

sincerely,
John vanBlitter
vanblitter@gmail.com

ORDINANCE NO 2283

AN ORDINANCE amending Ordinance No. 826, the Zoning Ordinance of the City of Sheridan, to rezone the entirety of the land located at 51 W 4th St., Sheridan, Wyoming more particularly and shown on the attached Exhibit A, from a an R-3 Residence 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 R-3 Residence 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 _____, 2024; 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 anR-3 Residence District to a B-2 Business District, to wit:

(See Attached EXHIBIT)

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 _____, 2024

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

_____, 2024 by _____.

_____
Notary Public
My commission expires _____.

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

Public Works

MEMORANDUM

RE: Consideration 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 17th 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: Consideration 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	
		Changed address of City from P.O. Box to 55 Grinnell Plaza.	p. 7	
General Conditions	00700	Updated to 2018 version of EJCDC General Conditions.	Entire section	
Supplementary Conditions to the General Conditions	00810	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.	p. 3, 1.08	
		Updated utility contact information.	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
		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	
Trenching, Backfilling, and Compacting	02221	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 unsafisfactory.	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 PermaeSeal" Insertion Gate Valve.	p. 2, 2.01A	
		Added requirement for Valve Box Alignement 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 Manfacturers 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 specifiction 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	

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 Conductiors 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 Deta	02710-3.01Ib	Modification of 2016 Standard Detail		02710-3.01Ib
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		

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 Compeltion 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

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

MEMORANDUM

RE: Consideration 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: Consideration 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

Resolution 26-24

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

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

MEMORANDUM

RE: Consideration 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 = $4,854,786
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 = $2,742,400
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 = $10,720,206

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 $9,208,706 and an immediate decreasing change order in the amount of ($3,774,822) for a total project cost of $5,433,884.

Funding:

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

Attachments

Value Engineering
Exhibit

Original As Bid amount and VE valuations June 11,2024				
Schedules Awarded	**Original Bid Amount**	**VE Valuations**	**Difference**	**Allowances in VE Price**
Base Bid I	$ 4,854,786.00	$ 2,986,485.00	$ 1,868,301	$ 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	**$ 9,208,706.00**	**$ 5,433,884.00**	**$ 3,774,822.00**	**$ 400,000.00**
Previous totals	$9,208,539.99	$166.01	**$3,774,655.99**	$166.01

Base Bid Allowance items	
Bathhouse Renovation	$ 250,000.00
Irrigation System Allowanc	$ 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

PRELIMINARY QUANTITIES		
ITEM	UNIT	QUANTITY
NEW PERIMETER FENCE	LF	520
INTERIOR SITE DECK CONCRETE	SY	1475
EXTERIOR SITE SIDEWALK CONCRETE	SY	188
VERTICAL FACE OF RETAIN WALLS	SF	523
DECK DRAIN MAINLINE PIPE	LF	624

ADA COMPLIANT STAIRS WITH HANDRAILS SEE DETAILS ON SHEET TBD
71.7'
37.9'
EXISTING PERIMETER FENCE (TYP.) TO BE REMOVED
BASE BID PERIMETER FENCE CONNECTION TO EXISTING FENCING
TOWER WATER SLIDE SEE AQUATICS SHEETS
BASE BID PERIMETER FENCE CONNECTION TO EXISTING FENCING
69.5'
RETAINING WALL (TYP.) SEE STRUCTURAL SHEETS FOR WALL DETAILS
58.7'
9.6'
8.1'
EXISTING PERIMETER FENCE (TYP.) TO REMAIN
EXISTING RETAINING WALL TO BE REMOVED
ACTIVITY POOL SEE AQUATICS SHEETS
38.5'
10.2'
38.1'
PERIMETER FENCE (TYP.) SEE FENCE DETAILS ON SHEET TBD
PROPOSED PICNIC TABLE (TYP.)
PROPOSED 30' X 19' CANOPY SHADE STRUCTURE
PROPOSED IRRIGATION MAINLINE (TYP.)
EXISTING 18" STORM DRAIN PIPE
8.0'
32.8'
BACKWASH MH
EXISTING FENCE TO BE REMOVED
8.0'
27.0'
MECHANICAL BUILDING SEE STRUCTURAL SHEETS FOR FLOOR PLAN AND DOOR LOCATIONS FF ELEV. = 3760.30'
8.1'
RETAINING WALL (TYP.) SEE STRUCTURAL SHEETS FOR WALL DETAILS
8.7'
4' (W) X 8' (H) CHAIN LINK SINGLE GATE SEE NOTE 1
ALL EXISTING LIGHT POLES INTERIOR TO POOL PERIMETER FENCE TO BE REMOVED (TYP.)
BATHHOUSE BUILDING SEE ARCHITECTURAL SHEETS FOR FLOOR PLAN AND DOOR LOCATIONS FF ELEV. = 3760.10'
4.5'
6.5'
PROPOSED CLIMBING WALL (TYP.) 3 SHOWN (NOT IN CONTRACT)
26.5'
EXISTING RETAINING WALL TO BE REMOVED AS REQUIRED
DROP-OFF LOOP SEE SHEET X-X
LAP POOL SEE AQUATICS SHEETS
45.0'
PROPOSED DIVING STANDARD
104.5'
B-8
EXISTING PERIMETER FENCE (TYP.) TO REMAIN
4' SINGLE GATE SEE DETAILS ON SHEET TBD
PROPOSED DECK DRAIN MAIN PIPE (TYP.)
ADA COMPLIANT STAIRS WITH HANDRAILS SEE DETAILS ON SHEET TBD
PROPOSED DECK DRAIN (TYP.)
ADA COMPLIANT RAMP WITH HANDRAILS SEE DETAILS ON SHEET TBD
PARKING AREA SEE SHEET TBD
B-5
54.4'
PRELIMINARY DECK DRAINAGE INTENT (TYP.)
15.0'
PROPOSED UMBRELLA (TYP.)
BATHHOUSE ADDITION POSTPONED
PROTECT EXISTING BOLLARDS
2" WATER SERVICE SEE SHEET TBD
29.1'
HANDICAP SIGNS 1 FT BEHIND EDGE OF ASPHALT SEE DETAILS ON SHEET TBD
8.8'
INTERNATIONAL SYMBOL OF ACCESSIBILITY PARKING SPACE MARKING (TYP.) IN ACCORDANCE WITH SECTION 3B.20 OF MUTCD, 2009 EDITION
120.9'
10' (W) X 8' (H) CHAIN LINK DOUBLE GATE
8' CHAIN LINK WITH SLATS FENCE (TYP.)
10' (W) X 8' (H) CHAIN LINK DOUBLE GATE
MDU/XFMR FENCED ENCLOSURE
KENDRICK PARK ENTRANCE
BEAVER ST

N

0 15' 30'
HORIZONTAL SCALE IN FEET

PROPOSED LEGEND
BUILDING FOOTPRINT
NEW ASPHALT
NEW CONCRETE DECK
NEW CONCRETE SIDEWALK
LANDSCAPING - GRASS
LANDSCAPING - TURF
LANDSCAPING - ROCK
LANDSCAPING - MULCH
NEW GRAVEL SURFACING

Rev No	Date	By	Description

KENDRICK POOL REHABILITATION

CITY OF SHERIDAN, WYOMING

CIVIL SITE PLAN

Surveyed By: AS
Drawn By: CD
Designed By: KB
Checked By: BM
Project No: WR22-00-122
Date: 05/08/2024

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SECTION
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