



**AGENDA
CITY OF SHERIDAN
MARCH 10, 2025
STUDY SESSION COUNCIL MEETING START 5:30 P.M.**

1. Collective Bargaining Review & Discussion of Collective Bargaining Rules and Procedures - Human Resources Director Heather Doke

2. General Discussion and Potential Future Agenda Items - City Administrator Stuart J. McRae
 - A. Brundage & Bighorn WYDOT Update
 - B. Krinke Park Update
 - C. Safe Streets - 5th & Main Update
 - D. Council Request for Future Agenda Items



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: Collective Bargaining Review & Discussion of Collective Bargaining Rules and Procedures - Human Resources Director Heather Doke

From: Heather Doke, Human Resources Director

To: City Council

CC:

Date:

Recommendation:

Staff recommends that Mayor & Council approve the Collective Bargaining Rules and Procedures for the 2025 collective bargaining session with IAFF Local #276.

Background:

City staff and representatives from IAFF Local #276 have agreed to the same rules and procedures for collective bargaining for this year that we used last year. The process includes having a quorum of the Governing Body negotiate with the Union. That quorum of the Governing Body will meet for a full day in executive session on a date to be determined in April to discuss all proposals. A second date will be identified to finalize the proposed contract. Proposals from both sides will be submitted 14 days prior to the first meeting. The proposed contract will then be presented to the entire Governing Body and the Union membership for final approval.

Attachments

CB Rules & Procedures



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Human Resources

MEMORANDUM

RE: Collective Bargaining Review & Discussion of Collective Bargaining Rules and Procedures - Human Resources Director Heather Doke
From: Heather Doke, Human Resources Director
To: City Council
CC:
Date: 02/28/2024

Recommendation:

Staff recommends that Mayor & Council approve the Collective Bargaining Rules and Procedures for the 2025 collective bargaining session with IAFF Local #276.

Background:

City staff and representatives from IAFF Local #276 have agreed to the same rules and procedures for collective bargaining for this year that we used last year. The process includes having a quorum of the Governing Body negotiate with the Union. That quorum of the Governing Body will meet for a full day in executive session on a date to be determined in April to discuss all proposals. A second date will be identified to finalize the proposed contract. Proposals from both sides will be submitted 14 days prior to the first meeting. The proposed contract will then be presented to the entire Governing Body and the Union membership for final approval.

Attachments

CB Rules & Procedures

Collective Bargaining Rules and Procedures

This Agreement, to establish Collective Bargaining Rules and Procedures, is entered into by and between the City of Sheridan, a Wyoming Municipal Corporation, (hereinafter "City") and IAFF Local #276, (hereinafter "Local #276") on the date of the last party's signature.

WHEREAS, the parties are required to engage in collective bargaining per W.S. 27-10-101 et.al ; and

WHEREAS, the parties are currently operating under a two year agreement which became effective July 1, 2024; and

WHEREAS, the parties desire to establish the rules and procedures for collective bargaining.

IT IS THEREFORE AGREED TO BY THE PARTIES:

I - Controlling Law and Obligations

1. Contract negotiation discussions shall be governed by the Wyoming Collective Bargaining Statutes. *See W.S. § Title 27 - Chapter 10 - Collective Bargaining for Firefighters.*
2. Both parties shall meet and confer in good faith for the benefit of all parties.

II - Collective Bargaining Proposals

1. Per Wyoming Statute, a request for collective bargaining must be made no later than 120 days before the last day available for appropriation. Upon either party serving its request to begin collective bargaining, the parties shall set a date for the first collective bargaining session.
2. All matters to be negotiated under the Collective Bargaining Statutes shall be submitted in writing by either party no later than (14) fourteen days before the first scheduled collective bargaining session. Any matter which has not been presented, shall not be eligible for negotiation or arbitration unless otherwise agreed upon by both parties.
 - A. Prior to the first scheduled collective bargaining session, either party may request the other to clarify proposals.
 - B. Initial proposals may be general or specific in nature. If a specific request is being made, the statement shall include a redlined version of the Collective Bargaining Agreement showing the proposed language change(s).

- C. Initial proposals shall be made on the agreed form attached and incorporated herein as **Attachment A**.
- 3. Contract negotiation discussions shall occur during a public meeting, unless conducted in executive session, with a quorum of the Governing Body being present and at least one Local #276 representative present. If the Governing Body elects to hold discussions in executive session, the City shall provide means of recording the session.
 - A. Recordings of the executive session shall be made available to the Union for their convenience.
 - B. Records of an executive session shall not be public records and shall not be disclosed to the public unless consented to by both parties or required by Wyoming Statute or Court Order. Executive session recordings shall be automatically available and disclosable to the parties legal counsel or arbitrators appointed pursuant to Wyoming Statute.

III - Collective Bargaining Session(s)

- 1. The first Collective Bargaining Session shall be held on a date agreed to by the parties. The parties intend for the session to be scheduled for an entire working day. The intent and goal of an all day bargaining session is to provide a better opportunity for the parties to discuss matters and work through proposals.
- 2. The parties anticipate that at least one additional collective bargaining session will be required to finalize a proposed contract. Any issues or matters which have not been resolved during the first collective bargaining session, shall be negotiated at a second meeting. Proposals to be negotiated at a second meeting shall be provided to the other party at least 3 days prior to the next collective bargaining session.
- 3. Even though a quorum of the City Governing Body will be present at the collective bargaining sessions, the City negotiating committee cannot provide a final approval until the matter is presented to the full City Governing Body at a regularly scheduled meeting.
- 4. Any matter believed to be settled during the collective bargaining session shall not be deemed to be formally approved until certified by each parties' respective body.

IV - Additional Terms

- 1. These rules and procedures may be amended upon mutual written agreement by the parties. This agreement shall expire upon the parties entering into a new agreement.

2. Both parties agree that should they not be able to reach an agreement and the matter is to be set for arbitration, that they shall explore the possibility of retaining a mediator to attempt to resolve the matter.
3. Negotiations shall be held in the City of Sheridan Council Chambers or other agreed upon venue.
4. The parties may extend the negotiation period beyond the statutorily determined thirty (30) days upon the agreement of the City of Sheridan Governing Body and the Local #276 Representatives.
5. All parties agree to continue, in good faith, negotiating even in the unlikely event that arbitration is declared. This continuation of negotiating is in the best interest of all parties even during the arbitration process.
6. Upon request by the Local #276 representative, the City shall provide any information which are public records per Wyoming Statute or information regarding Fire Department employment and compensation records.

By: Local #276 Authorized Representative

Date

Approved this _____ day of _____, 2025 by the Governing Body of the City of Sheridan.

Mayor Richard Bridger

Attest: City Clerk

City of Sheridan, WY/IAFF Local 276

Collective Bargaining 2025

Party: _____

Date: _____

Proposal #: _____ (City proposal numbers shall start at 1000. Union proposal numbers shall start at 2000.)

FOR EACH ITEM TO BE NEGOTIATED, A NEW FORM SHALL BE REQUIRED.

Indicate below whether the following is an offer, counteroffer or for discussion only. All offers and counteroffers shall be given or accepted conditionally pending approval of the respective bodies.

Offer: _____ Counteroffer to Proposal#: _____ For Discussion Only: _____

Item for negotiation:

Proposal:

Supporting Information:

Policy Statement:

Redlined Contract: Attach the tracked version (redlined) of the current contract.

The foregoing offer/counteroffer/topic of discussion is hereby presented by _____ on this _____ day of _____, 2024.

(Signature of authorized representative)