AGENDA
CITY OF SHERIDAN
JUNE 16, 2025
REGULAR COUNCIL MEETING START 5:30 P.M.

1. Call to Order

2. Pledge of Allegiance

3. Invocation to be given by Rich Cullen, First Assembly of God

4. Roll Call of Members

5. Consideration of Agenda

6. Staff Update

   A. Parks Department Update - Parks Director Steve Gage

7. Comments from the Public

8. Public Hearings

   A. Public Hearing for the approval of the Resolution 17-25, FY26 Budget and Certification of Mill Levy - City Treasurer Darla Hawkins

      i. Consideration of Resolution 17-25, FY26 Budget and Certification of Mill Levy

   B. Public Hearing for a New Restaurant Liquor License #16 for Espadas Brazilian Steakhouse at 850 Sibley Circle - City Clerk Ashlee Foster

      i. Consideration of a New Restaurant Liquor License for Espadas Brazilian Steakhouse at 850 Sibley Circle

9. Consent Agenda

   A. Smith Alley East Use Agreements

   B. Lease for Use of Verdello Parking Lot

   C. Agreement with Verdello for Public Portable Toilets

D. Final Acceptance of Public Infrastructure for The Villages Phase II Subdivision

E. Final Acceptance of Public Infrastructure for East Ridge Industrial Hydrant Extension

F. Consideration of Employee Handbook Updates - City Attorney Brad Thimmesch

G. Reappointment of Caitlin Addlesperger to the Sheridan County Travel & Tourism Board for a 3-year term, beginning on 8/19/2025 and ending on 8/19/2028.

H. Approval of a five-year renewal agreement with Sheridan Recreation District

I. Minutes of Regular Council Meeting June 2, 2025

J. Claims

OLD BUSINESS

10. Consideration of Second Reading for PL-25-9, Ordinance 2292, Rezone from B1 to B2 - City Planner Kelly Schroeder

11. Consideration of Final Reading of Ordinance 2293 Amending City Code Chapter 9 - Courts, Fines and Imprisonment - City Attorney Brad Thimmesch

NEW BUSINESS

12. Council Comments and Committee/Board Reports

13. Adjournment

CITY OF SHERIDAN, WYOMING
55 Grinnell Plaza, Sheridan, Wyoming 82801
Ph (307) 674-6483

Treasurer

MEMORANDUM

RE: Public Hearing for the approval of the Resolution 17-25, FY26 Budget and Certification of Mill Levy - City Treasurer Darla Hawkins

From: Darla Hawkins, Treasurer

To: City Council

CC: City Administrator Stuart McRae

Date: 06/16/2025

Attachments

Resolution 17-25 Budget

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 16, 2025, 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 17-25

A RESOLUTION APPROVING THE FISCAL YEAR 2026 BUDGET AND CERTIFYING THE AMOUNT OF GENERAL TAX ASSESSMENT TO BE LEVIED ON TAXABLE PROPERTY WITHIN THE CITY OF SHERIDAN FOR THE FISCAL YEAR 2026

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 2025 the budget making authority prepared and submitted to the City Governing Body a Fiscal Year 2026 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 2026 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 09, 2025;

WHEREAS, a Public Hearing was held on June 16, 2025, on the FY 2026 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 GOVERING BODY OF THE CITY OF SHERIDAN, WYOMING:

1. The City of Sheridan Budget is adopted as the Official City Budget for the Fiscal Year ending June 30, 2026. 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, 2026, 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.

RESOLUTION 17-25 IS PASSED, ADOPTED AND APPROVED June 16, 2025.

City of Sheridan

_____

Richard Bridger, Mayor

ATTEST:

_____

Ashlee Foster, 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 the 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:

_____

Ashlee Foster, City Clerk

STATE OF WYOMING)
) ss.
COUNTY OF SHERIDAN)

I, Ashlee Foster , 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 16, 2025, 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 16-4-109, 16-4-401 through 16-4-407.)

WITNESS my name and the seal of the City, on _____, 2025.

_____
Ashlee Foster, City Clerk

EXHIBIT A

Summary of FY26 Budget Appropriations & Mill Levy

Fund	FY26 Appropriations
General	20,115,197
GPET	4,881,471
Direct Distribution	2,526,734
Special Revenue	779,085
Debt Service	215,275
Capital Projects	76,557,906
Water	9,570,951
Sewer	7,207,076
Solid Waste	17,700,893
Weed & Pest	220,102
Golf	620,459
Total	140,395,149
Mill Levy - 8 Mills	2,400,000

CITY OF SHERIDAN, WYOMING
55 Grinnell Plaza, Sheridan, Wyoming 82801
Ph (307) 674-6483

Clerk

MEMORANDUM

RE: Public Hearing for a New Restaurant Liquor License #16 for Espadas Brazilian Steakhouse at 850 Sibley Circle - City Clerk Ashlee Foster

From: Ashlee Foster, City Clerk

To: City Council

CC: City Administrator Stuart McRae

Date: 06/16/2025

Background:

Restaurant Liquor Licenses have unlimited availability as they are not subject to the population formula. Restaurant Licensees' primary source of revenue must be from food services and not from the sale of alcoholic or malt beverages. A minimum of 60% of gross sales must be derived from food services over a 12-month operation. (WS 12-4-408)

The Brazilan Steakhouse application was received in the Clerk's office in March 2025, however the company experienced construction delays. The location, 850 Sibley Circle, was the former home of Museum of the Bighorns, however it also has a history as a restaurant and has been deemed appropriate for their operations. The now finalized application has been reviewed and approved by the Wyoming Liquor Division and is ready for approval.

Discussion:

Please see the attached application and operational plan for the new Restaurant License, located at 850 Sibley Circle, Sheridan WY. The Licensees also hold a Restaurant Liquor License locally for Los Tacos and have remained in good standing since their approval in October 2024.

Staff Recommendation:

City Staff recommends that the Mayor and Council approve the new Restaurant Liquor License for Espadas Brazilian Steakhouse.

Attachments

Application

(7/23)

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:		
Trf from:		
Reviewer:	Initials	Date
Agent:		/ /
Mgr:		/ /

To be completed by City / Town / County Clerk

Local License #: 16

License Fees

Annual Fee: $____

Prorated Fee: $____ 227.12

Transfer Fee: $____

Publishing Fee: $ TO. -✓

Date filed with clerk: 3 / 20 / 25

Advertising Dates: (2 Consecutive Weeks Prior to Hearing) 6/4/25 & 6/11/25

Public Hearing Date: 6 / 16 / 25

Publishing Fee Direct Billed to Applicant: ☐

License Term: 6 (Month) / 17 (Day) / 25 (Year) Through 12 (Month) / 31 (Day) / 25 (Year)

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant (Business Name): Espadas Brazilian Steakhouse, LLC

Doing Business As (DBA) / Trade Name: Espadas Brazilian Steakhouse

Building to be licensed / Building Address: 850 Sibley Circle
(Address Number, and Suite or Unit Number, and Street or Road Name)

Sheridan (City) WY (State) 82801 (Zip) Sheridan (County)

Local Mailing Address: Same
(Address Number or PO Box, and Suite or Unit Number, and Street or Road Name)

City State Zip County

Local Business Telephone Number: 406 595 2346 Fax Number:

Business E-Mail Address: adim.zaazaa@icloud.com

Business Primary Contact: Abdeladim Zaazaa
First Name Last Name

FILING FOR

☒ NEW LICENSE

☐ TRANSFER OF LOCATION

☐ TRANSFER OF OWNERSHIP
☐ ASSIGNMENT LETTER MUST BE ATTACHED

FORMERLY HELD BY: _____

FILING IN (CHOOSE ONLY ONE)

☑ CITY / TOWN OF: Sheridan

☐ COUNTY OF:

FILING AS (CHOOSE ONLY ONE)

☐ INDIVIDUAL
☐ PARTNERSHIP
☐ LP ☐ LLP ☐ LLLP
☑ LLC ☐ LC
☐ CORPORATION (INC)
☐ POLITICAL SUDIVISION
☐ ORGANIZATION
☐ OTHER _____

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

☐ **RETAIL LIQUOR LICENSE**

PRIMARY BUSINESS TYPE (CHOOSE ONLY ONE)
☐ ON-PREMISE BAR
☐ OFF-PREMISE PACKAGE STORE
☐ ON & OFF PREMISE BAR & PACKAGE STORE

☑ RESTAURANT LIQUOR LICENSE
☐ BAR AND GRILL LIQUOR LICENSE
☐ RESORT LIQUOR LICENSE

LIMITED RETAIL LIQUOR LICENSE (CLUB)
☐ VETERANS CLUB
☐ FRATERNAL CLUB
☐ GOLF CLUB
☐ SOCIAL CLUB

☐ MICROBREWERY PERMIT
☐ WINERY PERMIT
☐ MANUFACTURER SATELLITE PERMIT
☐ WINERY SATELLITE PERMIT
☐ COUNTY MALT BEVERAGE PERMIT
☐ SPECIAL MALT BEVERAGE PERMIT

SPECIAL STATUTORY DESIGNATIONS (CHOOSE ONLY ONE)

☐ COMMERCIAL AIRPORT (W.S. 12-4-201(d)(iv))
☐ GOLF CLUB (W.S. 12-5-201(f))
☐ GUEST RANCH (W.S. 12-5-201(f))
☐ RESORT (W.S. 12-4-401(iv) / 12-5-201(f))
☐ GOLF CLUB-POLIT. SUBDIVISION (W.S. 12-4-301(e) / 12-5-201(f))
☐ Other: _____

OPERATIONAL STATUS (To Assist the Liquor Division with scheduling inspections (W.S. 12-1-101(a)(xxi) / 12-2-301(c) / 12-4-103(a)(iv)))

☑ FULL TIME
☐ SEASONAL
☐ NON-OPERATIONAL / PARKED

MONTHS OF OPERATION from Jan to Dec ☑ All Year (Jan-Dec)

DAYS OF WEEK OF OPERATION from Mon to Sun ☑ Every Day (Mon-Sun)

HOURS OF OPERATION from 11 AM to 10 PM ☐ 24 Hours a Day

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 3

1. BUILDING OWNERSHIP: W.S. 12-4-103(a)(iii)
Does the Applicant own or lease the licensed building?

(a) The Applicant **OWNS** the licensed building. ☑ YES (own)
(b) The Applicant **LEASES** the licensed building. ☐ YES (lease)

If the building is leased, please submit a copy of the lease and indicate:

(i) Lease term expiration date; located on page_____paragraph_____.

Note: The lease term **MUST** continue at least through the term of the liquor license or permit

(ii) **Sales** provision for alcoholic or malt beverages: located, on page_____ paragraph_____.

Note: The lease **MUST** contain a provision for **SALE OF ALCOHOLIC or MALT BEVERAGES.**

2. LIQUOR BUSINESS CONTROL: W.S. 12-4-601(b)

(a) To operate the liquor business, has the business or license/permit been assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license or permit or the licensed building? ☐ YES ☑ NO

(b) If the answer was **YES** to 2(a) above, explain fully and submit any documents in connection there within.

3. INTEREST IN LICENSE OR PERMIT: W.S. 12-5-401, 12-5-402, 12-5-403 -

Does any alcohol manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm:

(a) Hold any interest in the license/permit applied for? ☐ YES ☑ NO
(b) Furnish by way of loan or any other money or financial assistance for purposes hereof in the business? ☐ YES ☑ NO
(c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☐ YES ☑ NO
(d) If the answer was **YES** to any of the above, explain fully and submit any documents in connection there within.

4. RETAIL LIQUOR LICENSE-COUNTY LOCATIONS ONLY: W.S. 12-4-201(f)(ii)

Is the licensed building within five (5) miles of an incorporated town or city? ☐ YES ☐ NO

5. RETAIL LIQUOR LICENSE-COMMERCIAL SERVICE AIRPORTS ONLY: W.S. 12-4-201(m)

(a) Will food and beverage services be contracted or subcontracted? ☐ YES ☐ NO
1. If **YES**, is a copy of the food and beverage contract or lease attached? ☐ YES ☐ NO

6. BAR AND GRILL LICENSE OR RESTAURANT LIQUOR LICENSE ONLY: 12-4-413(a) / W.S. 12-4-407(a)

Is a copy of the valid food service permit or the approved permit application attached? ☐ YES ☐ NO

7. RESORT LIQUOR LICENSE: W.S. 12-4-401 through W.S. 12-4-403(b)

Does the resort complex:

(a) Have an actual valuation of at least one million dollars, or have committed or expended at least one million dollars ($1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) ☐ YES ☐ NO
(b) Include a restaurant and a convention facility; a convention facility that will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) ☐ YES ☐ NO
(c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) ☐ YES ☐ NO
(d) If no on question (c), have a ski resort facility open to the general public in which has been committed or expended not less than 10 million dollars ($10,000,000.00)? W.S. 12-4-401(b)(iv) ☐ YES ☐ NO
(e) Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b) ☐ YES ☐ NO
1. If **YES** to (e), is a copy of the food and beverage contract or lease attached? ☐ YES ☐ NO

8. MICROBREWERY PERMIT ONLY: WHOLESALE DISTRIBUTION: W.S. 12-2-201(a)

(a) Will the microbrewery self-distribute its products or distribute through a licensed wholesaler? ☐ YES ☐ NO

If **YES**, a wholesale malt beverage license from the Liquor Division will be required.

9. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

(a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO

(b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO

10. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

(a) Does the Veteran's organization hold a charter by the Congress of the United States? ☐ YES ☐ NO

(b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? ☐ YES ☐ NO

11. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D) / W.S. 12-4-301(e):

(a) Does the golf club have more than fifty (50) bona fide members? ☐ YES ☐ NO

(b) Does the Applicant, maintain, or operate a bona fide golf course together with a clubhouse? ☐ YES ☐ NO

(c) Is the Applicant a Political Subdivision of the state that owns, maintains, or operates this golf course? ☐ YES ☐ NO

1. Will food and beverage services be contracted or subcontracted? W.S. 12-4-301(e) ☐ YES ☐ NO
2. If **YES**, is a copy of the food and beverage contract or lease attached? ☐ YES ☐ NO

12. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E) / W.S. 12-4-301(b):

(a) Does the club have more than one hundred (100) bona fide members who are residents of the county in which the club is located? ☐ YES ☐ NO

(b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? ☐ YES ☐ NO

(c) Is the club qualified as a tax-exempt organization under the Internal Revenue Service? ☐ YES ☐ NO

(d) Has the club been in continuous operation for a period of not less than one (1) year? ☐ YES ☐ NO

(e) Has the club received twenty-five dollars ($25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? ☐ YES ☐ NO

(f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? ☐ YES ☐ NO

(g) Is a true copy of the club bylaws attached to this application? ☐ YES ☐ NO

(h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition(s) Attached) ☐ YES ☐ NO

13. Applicant is Filing As Individual, Partnership, Political Subdivision, Organization or Other: W.S. 12-4-102(a)(ii) & (iii)

Each individual, partner or officer (as applicable) must complete all of the information below.
(If more information is required, list on a separate piece of paper and attach to this application.)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip ***DO NOT LIST PO BOXES***	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been convicted within the previous 10 years of: a Felony Violation Relating to Alcoholic Liquor or Malt Beverages?	Have you been convicted within the previous 10 years of: any Violation Relating to Alcoholic Liquor or Malt Beverages?
[illegible]	[illegible]	[illegible] Sheridan WY 82801		YES ☑ NO ☐	YES ☐ NO ☑	YES ☐ NO ☑
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(7/23)

14. Applicant is Filing As a Corporation, Limited Company, Limited Liability Company, Limited Liability Partnership or Limited Partnership: W.S. 12-4-102(a)(iv) & (v)

Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock or ownership of the corporation, limited liability company, limited liability partnership, or limited partnership.

Each Officer, Director or LLC member must complete all of the information below.
(If more information is required, list on a separate piece of paper and attach to this application)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip ***DO NOT LIST PO BOXES***	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock or Ownership Held	Have you been convicted within the previous 10 years of: a Felony Violation Relating to Alcoholic Liquor or Malt Beverages?	Have you been convicted within the previous 10 years of: any Violation Relating to Alcoholic Liquor or Malt Beverages?
Abdelrodjim Zaaza	[redacted]	[redacted]	[redacted]	<1 year	50%	YES ☐ NO ☑	YES ☐ NO ☑
Mouad Zaaza	[redacted]	[redacted]	[redacted]	<1 year	50%	YES ☐ NO ☑	YES ☐ NO ☑
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

REQUIRED ATTACHMENTS:

- ☑ A statement indicating the financial condition and financial stability of the Applicant. W.S. 12-4-102(a)(vi).
- ☐ If transferring a license or permit to another Applicant, attach a form of assignment from the current licensee to the new Applicant authorizing the transfer. W.S. 12-4-601(b).
- ☐ A copy of any lease agreements. W.S. 12-4-103(a)(iii)
- ☑ Bar & Grill and Restaurant liquor license Applicants: attach a copy of the current Food Service Permit or the approved permit application for the Applicant and for the licensed building location. 12-4-413(a) / W.S. 12-4-407(a)
- ☐ If food and beverage services will be contracted or subcontracted attach a copy of the contract or lease agreement W.S. 12-4-201(m) / W.S. 12-4-301(e) / W.S. 12-4-403(b)
- ☐ If filing for a Golf Club or Social Club liquor license attach a copy of the club's bylaws W.S. 12-4-301(c)

OATH OR VERIFICATION

*Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers. W.S. 12-4-102(b)*

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)
) ***SS.***
COUNTY OF Sheridan)

Signed and sworn to before me on this 19th day of March, 2025 that the facts alleged in the foregoing instrument are true by the following:

	(Signature)	(Printed Name)	Title
1)	[signature]	Abdelrodjim Zaaza	3/19/2025
2)	[signature]	Mouad Zaaza	3/19/2025
3)			
4)			
5)			

Witness my hand and official seal:

[signature]
Signature of Notary Public

(SEAL)

CANDACE AINSLIE
NOTARY PUBLIC
STATE OF WYOMING
COMMISSION ID: 163988
MY COMMISSION EXPIRES: 04/11/2030

My commission expires: 4/11/30

CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza
Sheridan Wyoming 82801
(307) 675-4211
cainslie@sheridanwy.gov

BAR & GRILL/RESTAURANT
LIQUOR LICENSE OPERATION PLAN

Name as it appears on license:	Espadas Brazilian Steakhouse, LLC
Common Name (doing business as):	
Street Address:	850 Sibley Circle Sheridan WY 82801
Phone #:	406 595 2346

Hours of Operation

Our planned hours of operation are:

Monday:	11:00AM - 10:00PM
Tuesday:	Same
Wednesday:	Same
Thursday:	Same
Friday:	Same
Saturday:	Same
Sunday:	Same

Last call will be 10 **minutes before closing and last service will be** 5 **minutes before closing.**

Use of License

Please describe the characteristics of your operations, including any entertainment that will contribute to the 60% food sales/entertainment requirement if applying for a Bar & Grill license:

Restaurant License to serve Liquor for tables

CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza
Sheridan Wyoming 82801
(307) 675-4211
cainslie@sheridanwy.gov

- **Provide your dispensing building design referencing alcohol service and storage locations, including outside consumption areas***

Nature of Business:	**Regular Events:**	**Special Events:**	**Other:**
• Bar	• Happy Hour		
• Restaurant	• Live Entertainment		

Security/ Crowd Control/ Capacity Limits

The official occupancy limit for our business is:

250

In order to comply with our occupancy limits we shall:

keep track at all times on tables and guests

We shall maintain peace and order in and around our business by (but not limited to):

- Requiring TIPS Training
- Reporting altercations or potential altercations to the Sheridan Police Department
- Follow all guidelines established by Chapter Four of Sheridan Municipal Code

Rules of the establishment shall be enforced by:

Management and/or Supervisors

CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza
Sheridan Wyoming 82801
(307) 675-4211
cainslie@sheridanwy.gov

Alcohol Management

To comply with Sheridan Municipal Code regarding alcoholic and malt beverages, including the use of eighteen (18) to twenty (20) year old servers in restaurants if applicable, our establishment will:

Train all personel handling/serving alcohol.

I acknowledge that the Sheridan Police Department is an agent of the licensing authority and shall have the ability to inspect the licensed premises. Violations of City Code are subject to Section 4-13, resulting in action from Administrative Fees up to license revocation.

Signature of License Holder

3/18/2025

Date

Abdeladim Zrazza

Printed Name

*Outside consumption areas located on public right-of-way require a Sidewalk Use Agreement obtainable from the City Clerk's Office. Any substantial improvements on public right-of-way require a lease agreement.

Possible Dry storage

sink

10ft

1-ft

Table

Hood 1

Hood 2

7 6 5 4 3 2 1

Table

Table

Table

Table

Table

Hand washing sink

Kitchen

Map sink

3C Sink

Chemical Dishwasher

Ice Machine

Pepsi

1. Rotisserie
2 Grill
3 Oven/stove
4 Conv Oven
5/6 Fryers
7 Electric Steam table
8. Steam table
9 Salad bar cold

Shelving

Door

Dining

Exit

Exit

Exit

Patio

FIRST FEDERAL
BANK & TRUST

BUSINESS BANK: 46 W BRUNDAGE ST, SHERIDAN, WY 82801
PHONE (307) 674-0464 / www.efirstfederal.bank

Verification Letter

March 18, 2025

RE: Espadas Brazilian Steakhouse, LLC
850 Sibley Circle
Sheridan, WY 82801

To whom it may concern,

This letter is being used to verify that Espadas Brazilian Steakhouse, LLC is credit worthy and is in good standing with First Federal Bank & Trust. All respective loans and accounts are handled as agreed.

If you have any questions or concerns, please call me at 307-752-4059.

Sincerely,

Anthony Tarver

Anthony Tarver
Commercial Portfolio Manager
First Federal Bank & Trust
atarver@efirstfederal.com
Office 307-673-2945
Cell 307-752-4059

Wyoming DEPARTMENT OF Agriculture

REVIEW OF PLANS AND SPECIFICATIONS

PROJECT: **Espadas Brazilian Steakhouse LLC**

CONTACT PERSON: ZAAZAA, ABDELADIM

REVIEWED BY: Vanessa Gall

DATE OF REVIEW: 03/17/2025

ACTION: Approved

- Note - All aspects of construction should comply with the Americans with Disabilities Act (ADA) and all construction shall comply with WY Food Safety Rule.
- Note - Plans and specifications of general public facilities shall be retained by the Wyoming Department of Agriculture.

COMMENTS AND NOTES:

Be sure all drainage is indirect as we discussed hand sinks are not required to be indirectly drained. A hand sink will be needed in the bar are and at least 1 in the kitchen area. If you plan to use the back room for dishes or prep a hand sink will be required in that room as well. Please keep me updated on your progress and any questions you may have.

Additional Requirements may be required as this project progresses. Once your plan is approved and your construction is completed we will need do a pre-operational inspection of your facility to make sure all items are in place and clear you to use the facility and/or to receive product. If you have any further questions please do not hesitate to call Vanessa Gall at vanessa.gall1@wyo.gov.

APPLICATION FOR FOOD LICENSE

FOOD LICENSE: $200.00 Initial Fee; $100.00 Annual Renewal Fee.
(Licenses shall expire one year after date of issuance)

LICENSE ACCOUNT NUMBER	Cheyenne Office Use Only ACTIVATION DATE	CHECK NO/CASH

LICENSE APPLICATION INFORMATION (to be completed by applicant)

Type of Application:

☑ New ☐ Change of Location ☐ Change of Owner

If change of owner or location, previous establishment name/location:

- Establishment Information -

Trade/Business Name (dba): ESPADAS Brazilian Steakhouse **Applicant Name:** Maad Zooza

Physical Address: 850 Sibley Circle **Will a Liquor License Be Applied For?** ☑ Yes ☐ No

City: Sheridan **State:** WY **Zip:** 82801

Mailing Address: 350 Sibley Circle

City: Sheridan **State:** WY **Zip:** 82801

Business Phone Number: 307 429 1032 **Person in Charge on Site Phone:** 406 580 7716

Email: _____ **Fax:** _____

- Owner Information -

Name of Owner : _____

Name of Company (if applicable): Same

Parent Company (if applicable) : _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Owner Phone Number: _____

Form of Organization:

☐ Individual ☐ Co-Op ☐ Corporation
☐ Partnership ☒ LLC ☐ Non-Profit
☐ Other Entity _____

INDICATE WHERE TO MAIL RENEWAL FORMS 1 (1=ESTABLISHMENT; 2=OWNER)

Type of Establishment (please check applicable box)

☑ Food Service ☐ Grocery ☐ Convenience ☐ Meat Plant ☐ Distributor ☐ Warehouse ☐ Dietary Supplement Processor ☐ Institution
☐ Guest Ranch ☐ Dairy ☐ Bulk Water ☐ Bar ☐ Mobile ☐ Mobile/Commissary Dependent ☐ Retail Processor
☐ Retail Pre-Packaged ☐ Retail Pre-Packaged License Only ☐ School ☐ Hotel ☐ Bed and Breakfast ☐ Seasonal Facility
☐ Manufactured Food Processor; Type of Food: _____

I ATTEST TO THE ACCURACY AND INFORMATION PROVIDED IN THIS APPLICATION. I AGREE TO COMPLY WITH ALL APPLICABLE WYOMING LAWS AND REGULATIONS AND I UNDERSTAND THAT EACH SECTION OF THE LAWS AND REGULATIONS IS SEPARATELY AND COLLECTIVELY ENFORCEABLE. I AGREE TO ALLOW THE REGULATORY AUTHORITY ACCESS TO MY ESTABLISHMENT. LATE RENEWAL PAYMENTS WILL RESULT IN DEACTIVATION.

SIGNATURE OF APPLICANT	DATE	APPROVING OFFICIAL	COUNTY
	5/27/25	Vana Ball	Sheridan

Make Checks Payable to:

WYOMING DEPARTMENT OF AGRICULTURE
CONSUMER HEALTH SERVICES SECTION
2219 CAREY AVE.
CHEYENNE, WY 82002
(307) 777-7211
State Relay Service at 7-1-1 or 1 800 877-9965

Instructions: A plan review must be submitted before this application can be considered, unless this is a change of ownership. Submit this application to your inspector of the WY Department of Agriculture or local County Health Dept. Complete all sections. If section is not applicable enter "N/A". If additional space is needed for any item, attach additional sheet.

This application shall serve as receipt of payment.

EQUAL OPPORTUNITY IN EMPLOYMENT AND SERVICES

Revised 7/21

White copy to Cheyenne----Yellow copy inspector----Pink copy establishment

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:	Smith Alley East Use Agreements
From:	Thomas Morneau, City Engineer
To:	City Council
CC:	
Date:	05/27/2025

Recommendation:

Staff recommends the City Council approve the requests for the Alley Use Agreements for Smith Street Alley with Freshly Minted Real Estate, LLC and Bighorn Desin Homes LLC c/o Paul Del Rossi and authorize the Mayor to sign said agreement.

Background:

The adjacent properties of Smith Alley seek to make use of a portion of the alley to create outdoor seating. The Smith Street Alley is closed to vehicular traffic and serves as a primary path for pedestrians connecting to Main Street from the east. This request is aligned with the City's desire to increase downtown vibrancy and vitality. The proposed request allows for the adjacent businesses to utilize the alley for outdoor seating.

The attached agreements spells out the allowances and restrictions of the alley use. The initial term of the agreement is for five years. The Lessee's will be responsible for the cost of any improvements and physical streetscape items, which will require approval from the Public Works Director. Additionally, the Lessee's will provide cleaning and maintenance of the space and maintain a clear and direct ADA compliant access through the alley at all times. Alcohol will be permitted in the premises that is enclosed by the bollards on each end of the alley. The Lessee's are responsible for liability insurance with the City listed as an additional insured party. The City reserves the right to terminate the lease agreement for health and safety reasons at any time and to terminate with 90 days notice if the public interest is no longer served.

Attachments

Agreement-Del Rossi
Agreement-Mint

ALLEY USE AGREEMENT

THIS AGREEMENT is entered into and effective the ____ day of _____ 2025, by and between the City of Sheridan, Wyoming, a municipal corporation, whose address is 55 E. Grinnell Plaza, Sheridan, WY 82810 (the "City") and Bighorn Design Homes LLC c/o Paul Del Rossi ("Lessee"), whose address is 306 N. Main Street, Sheridan, Wyoming 82801. Lessee owns or has an interest in the property located at 171 N. Main Street, Sheridan, Wyoming (the "Property"). The Property is adjacent to the alley or public right-of-way described below, and Lessee wishes to use all or a portion thereof for its business services offered to the public. The City wishes to accommodate Lessee's desired use and finds Lessee's desired use to be in the public's interest.

THEREFORE, in consideration of the promises exchanged below, the Lessee and City agree as follows:

1. **Premises.** The City leases to Lessee the following described portion of alley adjacent to Lessee's Property, described as follows:

As shown on the site plan detailing the layout and use of the alley attached hereto as **Exhibit A** (the "Premises").

2. **Term.** The term of this Agreement shall be **five (5) years**, beginning on the effective date hereof and terminating five (5) years thereafter. The City may terminate this Agreement upon ninety (90) days' notice to Lessee should it deem the Agreement no longer serves the public interest; provided however, this Agreement may be terminated immediately by the City if it has any public health or safety concern arising from Lessee's use of the Premises or if the Lessee or the Property has any violation of the City's Municipal Code.

3. **Purpose.** The purpose for this Agreement and Lessee's use of the Premises is as follows:

Allow the Lessee the ability to establish a place for the serving and sale of retail goods. The City Governing Body finds these uses are beneficial to the economic and cultural vitality of the Sheridan historic downtown.

4. **Maintenance/Repair.** Lessee shall at all times keep the Premises clean, maintained, and in good repair in at least as good of condition as upon the effective date of this Agreement. Maintenance includes the removal of snow and ice. The City shall not be responsible for cleaning, maintaining, repairing, or inspecting the Premises during the term of this Agreement. Provided, should the Premise include any trees, the Lessee shall not prune or alter any tree in any manner. Should any tree require any maintenance, Lessee shall notify the City immediately.

5. **Pedestrian Access.** Lessee shall at all times maintain a clear and direct American with Disabilities Act (ADA) compliant access through the Premises.

6. **Improvements and Alterations.** Lessee must obtain written consent from the City's Public Works Director before making any alterations, improvements, modifications, or additions to the Premises. Any and all alterations, improvements, modifications, or additions to the Premises shall: (a) be in compliance with all applicable building codes; (b) be in compliance with the City's Municipal Code; (c) have emergency egress considerations; and (d) meet the City's design checklist. Unless otherwise agreed by the parties, Lessee shall remove all alterations, improvements, modifications, or additions to the Premises and restore the Premises to its original condition upon this Agreement terminating and not being renewed.

7. **Liability Insurance by Lessee.** During the term of this Agreement, Lessee shall provide insurance coverage for persons and property on the Premises for injury, death, or damage in an amount not less than One Million Dollars ($1,000,000.00) Per Occurrence. The City shall be added as an "Additional Insured" with a waiver of subrogation in favor of the City. The Lessee shall provide a Certificate of Liability Insurance with the location of the Premises at the time of the of the signing of this Agreement and **every year** thereafter on renewal of the Liability Coverage Policy.

8. **Indemnity/Governmental Immunity**. Lessee shall assume the risk of any liability arising from this Agreement and any and all use of the Premises, and Lessee shall hold harmless, defend, and indemnify the City for any liability associated with the use of the Premises and the improvements thereon. The City does not waive governmental immunity by entering into this Agreement and specifically retains all immunities and defenses available to it pursuant to Wyo. Stat. § 1-39-101 *et seq.* and all other applicable law.

9. **Third-Party Beneficiaries and Transferability**. The parties do not intend to create in any other party the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between parties hereto and shall inure solely to the benefit of the parties to this Agreement.

This Agreement is not transferable without the written consent of the City. Further, if the Lessee has an alcohol license, the parties agree that this Agreement is not part of the alcohol licensee's transferable premise even though the use has been approved as part of the licensee's operational plan. Any alcohol license transferee shall be required to enter into a new alley use agreement with the City after the approval of the license transfer.

10. **Alcohol**. If Lessee's use of the Property includes the selling and dispensing of alcohol under a duly issued and proper liquor license, then the City consents to the service of alcoholic beverages within an immediately adjacent fenced or enclosed area of the Premises as provided in Wyo. Stat.§ 12-5-201(a), or as otherwise required by the State of Wyoming Liquor Commission. Provided that such service has been approved as part of the Lessee's Operational Plan. Lessee must obtain the written consent from the City's Public Works Director before adding or constructing a fenced or enclosed area on the Premises as provided in Paragraph 5 herein.

If the Premises is any sidewalk located along or within the area between Burkitt St. and Dow St. and between Brooks St. and Gould St., the Lessee shall be required to provide food service if alcohol is going to be consumed on the Premises. Food service requires that the food is prepared on the Property and is not prepackage. The food service plan must be included in the Lessee's Operation Plan and approved by the City.

11. **Entire Agreement**. This Agreement represents the entire agreement between the parties hereto with respect to the subject matter hereof and all prior agreements, understandings, or negotiations shall be deemed merged herein.

12. **Modifications**. This Agreement shall not be modified, revised, or amended unless mutually agreed upon in writing by the parties.

13. **No Waiver**. The failure of either party to insist on a strict performance of any of the terms and conditions hereof shall not be deemed a waiver of the rights or remedies that party may have regarding that specific term or condition nor deemed a waiver of any prior or subsequent breach.

14. **Governing Law, Jurisdiction, & Venue**. The laws of the State of Wyoming shall govern the validity, interpretation, performance, and enforcement of this Agreement. A court of appropriate jurisdiction in Sheridan County, Wyoming shall have the sole and exclusive jurisdiction for the purposes of determining all claims arising under this agreement, and Owner and Tenant hereby consent to such jurisdiction and venue.

15. **Severability**. Any provision of this Agreement that is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this Agreement. Any such prohibition or unenforceability shall not invalidate or render unenforceable any other provisions of this Agreement.

16. **Notices**. All Notices required herein shall be delivered to the addresses stated at the beginning of this Agreement and be deemed delivered upon being placed in first class, prepaid mail. Notices to the City shall be directed to the Attention of the City Clerk.

CITY OF SHERIDAN, WYOMING:

_____
Richard Bridger, Mayor

ATTEST:

_____
Ashlee Foster, City Clerk

LESSEE:

Paul R Dez Rossi
Signature

PAUL R. DEZ ROSSI
Name

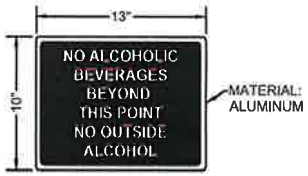
MANAGING PARTNER
Title BIGHORN DESIGN HOMES LLC

K:\Sheridan\Freshly Minted Real Estate LLC\2025\204 The Mint Alley\ISSUED\Sheets\25204_ALLEY_EXHT dwg 11X17 PP 5/15/2025 11:14:51 AM

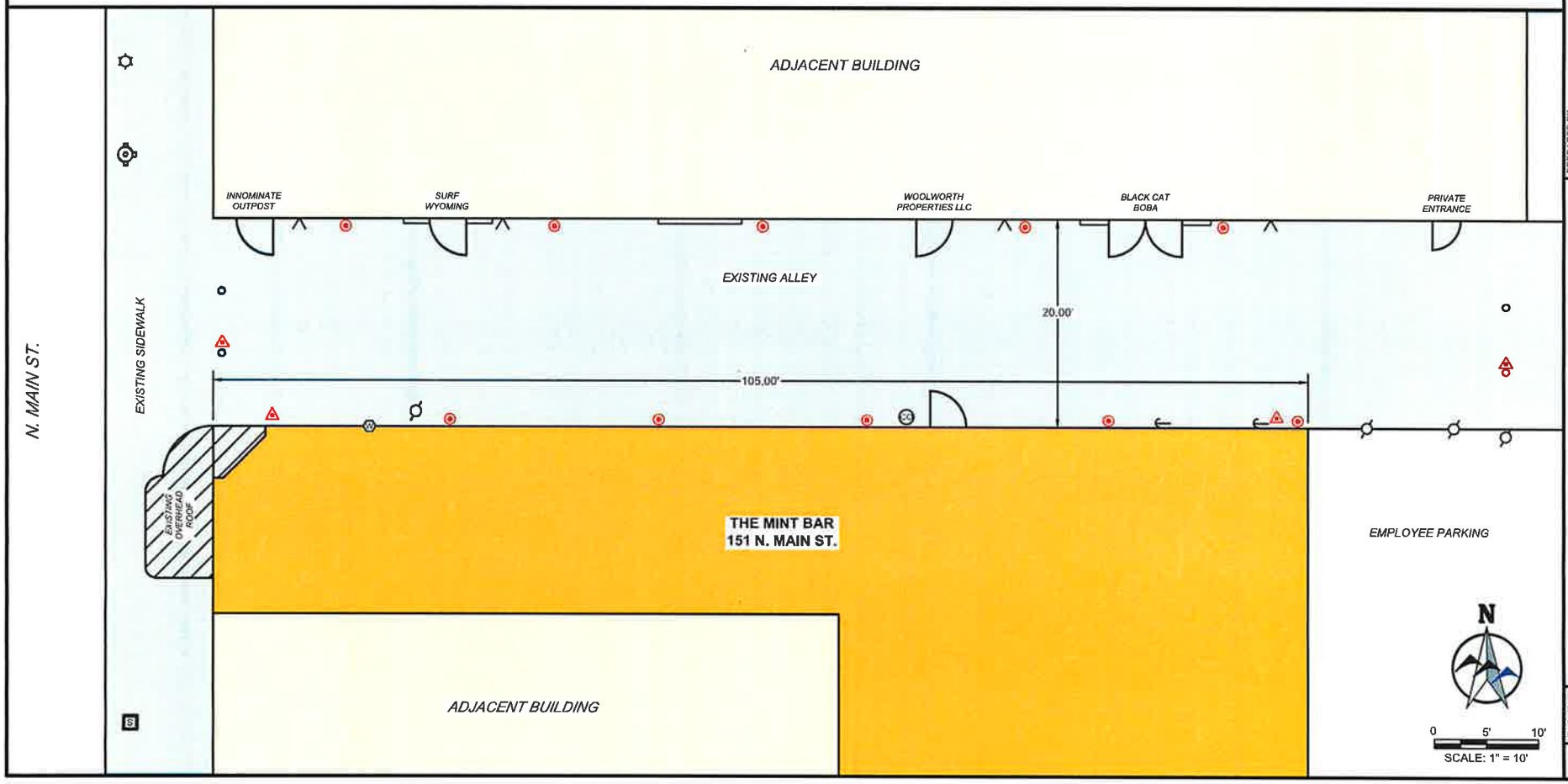
EXHIBIT A

LEGEND

- PROPOSED VERTICAL POLE
- PROPOSED N.A.B. SIGN
- EXISTING POWER POLE
- EXISTING GUY ANCHOR
- EXISTING STREET LIGHT
- EXISTING FIRE HYDRANT
- EXISTING WATER SPIGOT
- EXISTING SANITARY SEWER CLEANOUT
- EXISTING ROOF/RAINWATER DRAIN
- EXISTING BOLLARD
- EXISTING STATUE



N.A.B. SIGN DETAIL
NOT TO SCALE



NO.	REVISION	BY	DATE

PROJECT NO. 2025-204

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

FRESHLY MINTED REAL ESTATE LLC

THE MINT BAR ALLEY

ALLEY AGREEMENT SITE PLAN

SHERIDAN COUNTY, WYOMING

DESIGNED BY: CCV
DRAWN BY: CIM
CHECKED BY: JPC
DATE: 5/15/25

SHEET
1

ALLEY USE AGREEMENT

THIS AGREEMENT is entered into and effective the ____ day of _____ 2025, by and between the City of Sheridan, Wyoming, a municipal corporation, whose address is 55 E. Grinnell Plaza, Sheridan, WY 82810 (the "City") and Freshly Minted Real Estate, LLC ("Lessee"), whose address is 5110 E. 16th Street, Casper, Wyoming 82609. Lessee owns or has an interest in the property located at 151 N. Main Street, Sheridan, Wyoming (the "Property"). The Property is adjacent to the alley or public right-of-way described below, and Lessee wishes to use all or a portion thereof for its business services offered to the public. The City wishes to accommodate Lessee's desired use and finds Lessee's desired use to be in the public's interest.

THEREFORE, in consideration of the promises exchanged below, the Lessee and City agree as follows:

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CITY OF SHERIDAN, WYOMING:

_____
Richard Bridger, Mayor

ATTEST:

_____
Ashlee Foster, City Clerk

LESSEE:

_____
Signature

Ryan Wagner
Name

President
Title

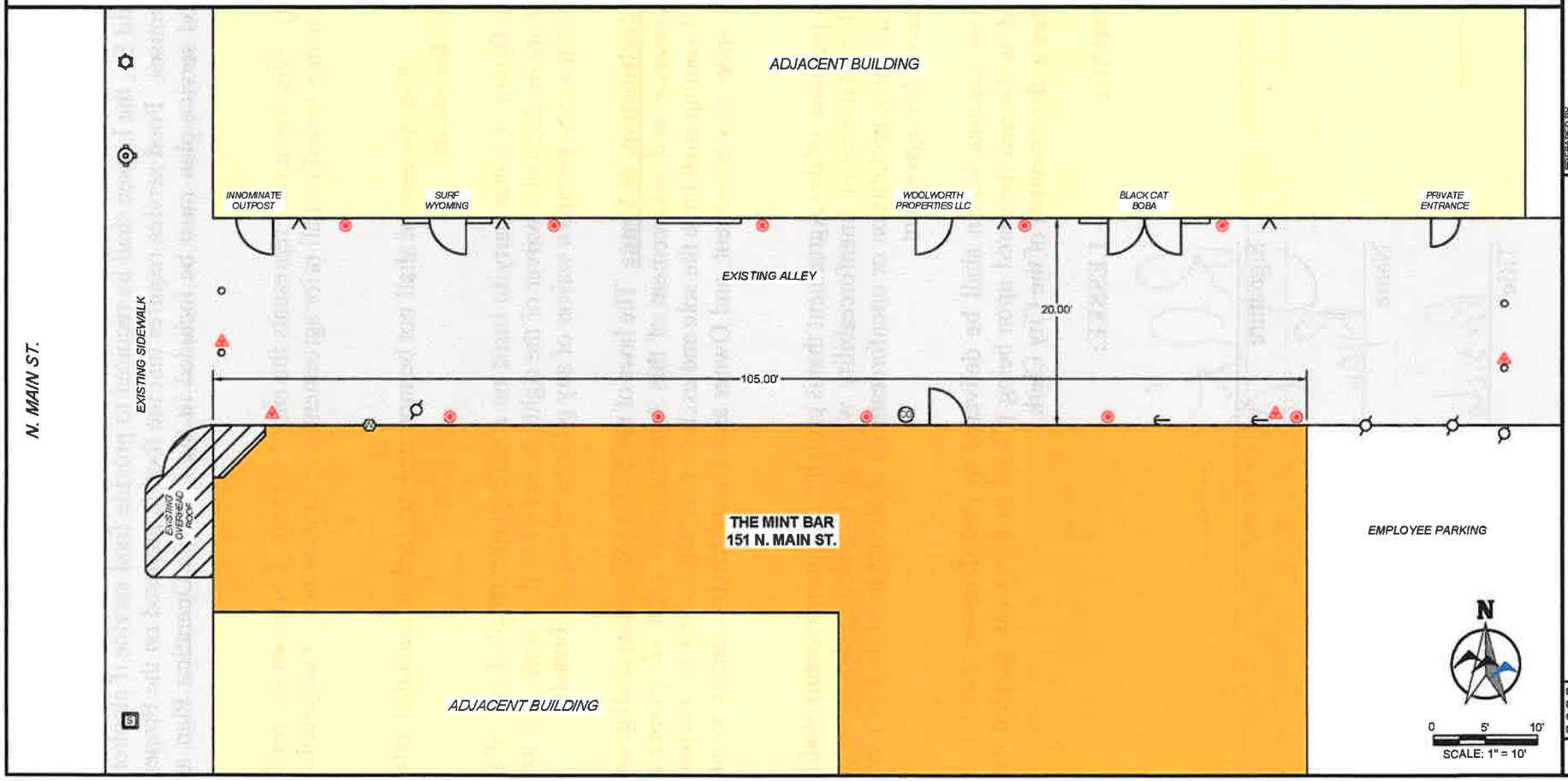
EXHIBIT A

LEGEND

- PROPOSED VERTICAL POLE
- PROPOSED N.A.B. SIGN
- EXISTING POWER POLE
- EXISTING GUY ANCHOR
- EXISTING STREET LIGHT
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- EXISTING WATER SPIGOT
- EXISTING SANITARY SEWER CLEANOUT
- EXISTING ROOF/RAINWATER DRAIN
- EXISTING BOLLARD
- EXISTING STATUE



N.A.B. SIGN DETAIL
NOT TO SCALE



NO. | REVISION | BY | DATE

PROJECT NO. 2025-204

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

FRESHLY MINTED REAL ESTATE LLC
THE MINT BAR ALLEY
ALLEY AGREEMENT SITE PLAN
SHERIDAN COUNTY, WYOMING

DESIGNED BY: CCV
DRAWN BY: CIM
CHECKED BY: JPC
DATE: 5/15/25

SHEET
1

K:\Sheridan\Freshly Minted Real Estate LLC\2025\014 The Mint Alley\ESCAD\Sheets\25-01_ALLEY_EXHIT dwg 11X17 PP 5/15/2025 11:14:51 AM

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:	Lease for Use of Verdello Parking Lot
From:	Hanns Mercer, Public Works Director
To:	City Council
CC:	
Date:	06/04/2025

Background:

The parties recognize that the boundary between their respective properties is not evident to users, and accordingly, City employees and general public often traverse or park on the Property. The City has used the Leased Premises for the storage of certain items on the Property including but not limited to, a cardboard recycling container, for access to stored items through the Property, for access to generator and maintenance, for access to side doors and storage areas, for access to stored port-a-pottie and maintenance, for access to the building for maintenance, and for City employee temporary parking alongside Town Hall. As such, the parties desire to ensure that proper liability protection and an understanding of responsibilities are adequately memorialized.

Attachments

Lease Agreement
Exhibit A

LEASE FOR USE OF PARKING LOT

THIS Lease for Use of Parking Lot ("Lease") is entered into and effective the _____ day of _____ 2025 (herein "Effective Date") by and between MARK A. BEDE and KATHERINE M. BEDE, as Trustees of the BEDE FAMILY REVOCABLE TRUST DATED January 28, 2016, (herein "Owner"), and the City of Sheridan, Wyoming, a municipal corporation (herein "City").

WHEREAS, Owner owns certain real property located at 21-23-25 Grinnell Plaza, Sheridan, WY 82801, consisting of both a parking lot and commercial building (the "Property"), which is immediately West of the City's property located at 55 Grinnell Plaza, Sheridan, WY 82801, also known as City Hall; and

WHEREAS, the City desires to use and access a certain portion of the Property for the purpose of conducting City business.

NOW THEREFORE, in consideration of the mutual promises, covenants and conditions exchanged below, the parties agree as follows:

1. **Premises Leased.** Owner grants a lease of certain areas of the Property being approximately 6,300 Sq. ft. as shown in **Exhibit A** (the "Leased Premises") to the City, subject to the conditions described herein. The parties acknowledge and agree that Exhibit A is a demonstrative exhibit which shows a rough estimation of the Leased Premises. The parties agree the property line between the City's property and the Owner's property is accurately reflected in the applicable recorded deed. This Lease is not exclusive and shall be subordinate to Owner's uses of its Property.

2. **Term.** The term of this Lease shall be for one (1) year from the Effective Date and shall automatically renew annually until terminated by the parties. Either party may terminate this Lease upon providing thirty (30) days' written notice to the other.

3. **Purpose.** The parties recognize that the boundary between their respective properties is not evident to users, and accordingly, City employees and general public often traverse or park on the Property. The City has used the Leased Premises for the storage of certain items on the Property including but not limited to, a cardboard recycling container, for access to stored items through the Property, for access to generator and maintenance, for access to side doors and storage areas, for access to stored port-a-pottie and maintenance, for access to the building for maintenance, and for City employee temporary parking alongside Town Hall. As such, the parties desire to ensure that proper liability protection and an understanding of responsibilities are adequately memorialized.

4. **City's Use.** The City may use the Leased Premises in the same manner as outlined above as long as such use does not interfere with Owner's use of its Property or obstruct customers of Owner to utilize the other parking spaces on the Property. Further, storage of City property shall be stored in an orderly manner and shall be limited to the north end of the Leased Premises. City employee parking shall be temporary and not to exceed parking

for longer than one (1) hour. It shall be City's responsibility to notify City employees that parking in the Leased Premises is temporary and not to exceed one (1) hour. City shall send a reminder to all City employees at least annually. If City violates the use of the Leased Premises, Owner may notify City in order for the City to cure. If the violation is not cured within a reasonable time, Owner may seek additional remedies.

In the event the City wants to use the Leased Premises in a manner that exceeds the original purpose of this Lease, the City must first obtain the written consent of Owner.

5. **Rent.** As consideration for holding this Lease, Owner is granting access to the Leased Premises and the City is providing insurance. Further, the parties agree that this Lease will serve as the agreement required under Ordinance 4-12(d). In exchange for the use of the Leased Premises, the City will not charge a fee to Owner and Owner will not be required to pay a fee for Owner's use of public sidewalks, streets, or alleys for the sale and consumption of alcoholic beverages in connection with its business.

6. **Owner Business.** The City's use shall not interfere with any entity utilizing the commercial building that is located on the Property. City employees shall not use any parking space(s) that are designated as reserved for the use of the building or it's occupant(s). However, City employees may utilize those parking space(s) at times when any business operated by the building's occupant(s) is/are not open.

7. **Cleaning/Maintenance/Repair.** The City is not responsible for any cleaning, maintenance or repair to the Leased Premises or the Property. Provided, however, that any negligent use by City employees which causes damage to the Leased Premises shall be repaired by the City at the City's expense. Owner shall be responsible for removing snow from the surface of the Leased Premises and the City agrees to remove piled up snow from the Leased Premises at the City's expense.

    a. Owner shall abide by all City ordinances which may affect the Leased Premises.

    b. Owner shall not construct any permanent structure or fixture which would impede the City's use of or access to the Leased Premises.

8. **Liability Insurance by Owner; Premium Reimbursement by City.** During the term of this Lease, the City shall provide general liability insurance for injury, death, and damage in an amount not less than $1,000,000 per occurrence and general aggregate covering the Leased Premises. The City shall provide Owner with a Certificate of Insurance or Certificate of Coverage within thirty (30) days of the execution of this Agreement.

9. **No Indemnity/Governmental Immunity.** Each party assumes the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other. Provided, however, that the City shall defend Owner from any claim made by a City employee which may arise from an event occurring while such City employee is performing his/her job duties. The City does not waive governmental immunity by entering into this Lease and specifically retains immunity and all defenses available to it pursuant to Wyo. Stat. § 1-39-104(a) and all other state law.

10. **No Third-Party Beneficiaries.** The parties do not intend to create in any individual or entity the status of third-party beneficiary, and this Lease shall not be construed so as to create such status. The rights, duties, and obligations contained in this Lease shall operate only between the parties hereto and shall inure solely to the benefit of the parties to this Lease. The provisions of this Lease are intended only to assist the parties in determining and performing their obligations hereunder. The parties to this Lease intend and expressly agree that only the parties' signatory to this Lease shall have any legal or equitable right to seek to enforce the terms hereof, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Lease, or to bring an action for the breach of this Lease.

11. **Notices.** All notices to be given with respect to this Lease shall be in writing. Each notice shall be sent by registered or certified mail, postage prepaid and return receipt requested, or, by e-mail or personal hand-delivery, to the party to be notified, at the addresses set forth below:

City:	Owner:
Hanns Mercer, Public Works Director	Mark and Kathy Bede, Trustees of the
55 Grinnell Plaza	Bede Family Revocable Trust
Sheridan, WY 82801	109 Decker Road
Phone: 307-675-4200	Sheridan, WY 82801
Email: hamercer@sheridanwy.gov	Phone: 307-751-0965
	Email: hli@vcn.com

Every notice, if mailed, shall be deemed to have been given at the time it shall be deposited in the United States mail in the manner prescribed herein. Notice sent by facsimile or via e-mail shall be deemed to have been given at the time sent. Nothing contained herein shall be construed to preclude personal service of any notice.

12. **Modifications.** Any changes, modifications, revisions or amendments to this Lease which are mutually agreed upon by the parties to this Lease shall be incorporated by written instrument, executed and signed by all parties hereto.

13. **Assignment.** This Lease shall be binding on all heirs, assigns, or beneficiaries. Owner shall provide notice of this Lease to any new potential buyer of the Property and the buyer shall purchase the Property subject to the Lease while reserving the option of continuing or terminating the Lease upon the time for renewal as specified by this Lease.

14. **No Waiver.** The failure of the Owner to insist on a strict performance of any of the terms and conditions hereof shall be deemed a waiver of neither the rights or remedies that the Owner may have regarding that specific term or condition, nor of any prior or subsequent breach. If a term in this Lease is determined to be illegal, then the rest of this Lease shall remain in full force and effect and shall be binding upon parties.

15. **Law and Venue.** The construction, interpretation, and enforcement of this Lease shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall

have jurisdiction over this Lease and the parties, and the venue shall be the Fourth Judicial District, Sheridan County, Wyoming.

IN WITNESS WHEREOF, the City of Sheridan has caused this Lease to be executed on its behalf by its Mayor, and duly attested by its Clerk, and Owner has executed this Lease with due authority, on the effective date first written above.

THIS LEASE MAY BE SIGNED IN SEPARATE COUNTERPARTS.

CITY OF SHERIDAN:

By: _____
Richard Bridger, Mayor

Attest:

_____
Ashlee Foster, Clerk

OWNER: Bede Family Revocable Trust
dated January 28, 2016

By: _____
Mark A. Bede, Trustee

By: _____
Katherine M. Bede, Trustee


0.14 ac, 6,259 sq ft
N Gould St
Grinnell Plz
River, Creeks, Lakes
2023 Aerial, Hi-Res, Limited Areas
B.L.M.
Department of Defence
Local Government
Other Federal Land
U.S.F.S.
State of Wyoming
U.S. Highway
State Highway
County Road
Other Roads
Railroad
Municipal Corporate Limits
NORTH
Sheridan County
Wyoming MapServer
Sheridan County provides this map for illustrative purposes only and assumes no liability for actions taken by users based on information shown.
printed 5/8/2025

Exhibit A

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:	Agreement with Verdello for Public Portable Toilets
From:	Hanns Mercer, Public Works Director
To:	City Council
CC:	
Date:	06/04/2025

Background:

The City may set up and operate up to five (5) portable toilets at the northeast corner of the Leased Premises as shown in Exhibit A. The parties acknowledge and agree that Exhibit A is a demonstrative exhibit which shows a rough placement of the portable toilets on the Leased Premises and extends the area of the Leased Premises as identified in the Parking Lot Lease.

The Owner understands and acknowledges that these portable toilets that will be operated on the Leased Premises are for the purpose of serving the general public and as a result there will be an increase in the amount of general public traversing on the Leased Premises.

The term of this Agreement shall be five (5) years from the Effective Date. The City may operate public portable toilets on the Leased Premises from the Effective Date through November 1, 2030. The City shall block access to the portable toilets on an annual basis no later than November 8, 2025, unless both parties agree otherwise. Either party may terminate this Agreement upon providing forty-five (45) days' written notice to the other. Upon termination of the Agreement, the City agrees to remove the portable toilets and any fixture/structure associated with the portable toilets within ninety (90) days from the termination of this Agreement. Further, the City shall return the Leased Premises, and the area in which the portable toilets were installed, to a condition as good as prior to the installation of the portable toilets.

Attachments

Agreement
Exhibit A

AGREEMENT FOR USE OF PUBLIC PORTABLE TOILETS

THIS Agreement for the Use of Portable Toilets ("Agreement") is entered into and effective the _____ day of _____ 2025 (herein "Effective Date") by and between MARK A. BEDE and KATHERINE M. BEDE, as Trustees of the BEDE FAMILY REVOCABLE TRUST DATED January 28, 2016, as amended and restated, (herein "Owner"), and the City of Sheridan, Wyoming, a municipal corporation (herein "City").

WHEREAS, Owner owns certain real property located at 21-23-25 Grinnell Plaza, Sheridan, WY 82801, consisting of both a parking lot and commercial building (the "Property"), which is immediately West of the City's property located at 55 Grinnell Plaza, Sheridan, WY 82801, also known as City Hall;

WHEREAS, the Owner and the City currently have a Lease for Use of Parking Lot, dated May 19, 2023, ("Parking Lot Lease") wherein Owner grants a lease of certain parking lot areas of the Property being approximately 6,300 sq. ft. to the City (the Leased Premises").

WHEREAS, the Parking Lot Lease provides, "In the event the City wants to use the Leased Premises in a manner that exceeds the original purpose of [the Parking Lot Lease], the City must first obtain the written consent of Owner;"

WHEREAS, the City desires to set up and operate public portable toilets to be used on the Leased Premises, and the parties agree this use exceeds the original purpose of the Parking Lot Lease; and

WHEREAS, the parties desire to enter into this additional Agreement for the purpose of setting up and operating public portable toilets on the parking lot of the Property.

NOW THEREFORE, in consideration of the mutual promises, covenants and conditions exchanged below, the parties agree as follows:

1. **Prior Lease.** This Agreement is in addition to the Parking Lot Lease between the parties. This Agreement does not amend, modify, or revoke the Parking Lot Lease in any way except as specifically modified below.

2. **Owner's Consent.** The City may set up and operate up to five (5) portable toilets at the northeast corner of the Leased Premises as shown in **Exhibit A.** The parties acknowledge and agree that Exhibit A is a demonstrative exhibit which shows a rough placement of the portable toilets on the Leased Premises and extends the area of the Leased Premises as identified in the Parking Lot Lease.

The Owner understands and acknowledges that these portable toilets that will be operated on the Leased Premises are for the purpose of serving the general public and as a result there will be an increase in the amount of general public traversing on the Leased Premises.

3. **Term.** The term of this Agreement shall be five (5) years from the Effective Date. The City may operate public portable toilets on the Leased Premises from the Effective Date through November 1, 2030. The City shall block access to the portable toilets on an annual basis no later than November 8, 2025, unless both parties agree otherwise. Either party may terminate this Agreement upon providing forty-five (45) days' written notice to the other. Upon termination of the Agreement, the City agrees to remove the portable toilets and any fixture/structure associated with the portable toilets within ninety (90) days from the termination of this Agreement. Further, the City shall return the Leased Premises, and the area in which the portable toilets were installed, to a condition as good as prior to the installation of the portable toilets.

4. **Consideration.** As consideration for this Agreement, the City shall pay Owner $2,500.00 due annually on June 1st of each year.

5. **Cleaning/Maintenance/Repair.** The City is not responsible for any cleaning, maintenance or repair to the Property unless there is damage to the Property as a result of the installation, repair, maintenance, or removal of the portable toilets. The City shall maintain and repair the portable toilets as needed and shall ensure the portable toilets remain in good condition. The City shall contract with a cleaning service to ensure portable toilets are kept in a neat and sanitary condition. Owner shall be responsible for removing snow from the surface of the Leased Premises and the City agrees to remove piled up snow from the Leased Premises at the City's expense.

Owner shall not construct any permanent structure or fixture which would impede the public's use of the portable toilets on the Leased Premises. The City shall not construct any other structure or fixture related to the use of the portable toilets unless agreed to by Owner in writing.

6. **Liability Insurance by Owner; Premium Reimbursement by City.** The City shall maintain the general liability insurance which shall cover the use of the portable toilets as provided for in the Parking Lot Lease.

7. **No Indemnity/Governmental Immunity.** Each party assumes the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other. Provided, however, that the City shall defend Owner from any claim made by any individual in regards to the use or any injury/damage arising from the use, access, installation, repair, maintenance, and/or removal of the portable toilets on the Leased Premises. Nothing in this provision shall be construed as a waiver by the City. City does not waive governmental immunity by entering into this Agreement and specifically retains immunity and all defenses available to it pursuant to Wyo. Stat. § 1-39-104(a) and all other state law.

8. **No Third-Party Beneficiaries.** The parties do not intend to create in any individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between the parties hereto and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations hereunder. The parties to this Agreement intend and expressly agree that only the parties' signatory to this Agreement shall have any legal or equitable right to seek to enforce the terms hereof, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this

Agreement.

9. Notices. All notices to be given with respect to this Agreement shall be in writing. Each notice shall be sent by registered or certified mail, postage prepaid and return receipt requested, or, by e-mail or personal hand-delivery, to the party to be notified, at the addresses set forth below:

City:
Hanns Mercer, Public Works Director
55 Grinnell Plaza
Sheridan, WY 82801
Phone: 307-675-4200
Email: hamercer@sheridanwy.gov

Owner:
Mark and Kathy Bede, Trustees of the
Bede Family Revocable Trust
109 Decker Road
Sheridan, WY 82801
Phone: 307-751-0965
Email: hli@vcn.com

Every notice, if mailed, shall be deemed to have been given at the time it shall be deposited in the United States mail in the manner prescribed herein. Notice sent by facsimile or via e-mail shall be deemed to have been given at the time sent. Nothing contained herein shall be construed to preclude personal service of any notice.

10. Modifications. Any changes, modifications, revisions or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed and signed by all parties hereto.

11. Assignment. This Agreement shall be binding on all heirs, assigns, or beneficiaries. Owner shall provide notice of this Agreement to any new potential buyer of the Property and the buyer shall purchase the Property subject to the Agreement while reserving the option of continuing or terminating the Agreement upon the time for renewal as specified by this Agreement.

12. No Waiver. The failure of the Owner to insist on a strict performance of any of the terms and conditions hereof shall be deemed a waiver of neither the rights or remedies that the Owner may have regarding that specific term or condition, nor of any prior or subsequent breach. If a term in this Agreement is determined to be illegal, then the rest of this Agreement shall remain in full force and effect and shall be binding upon parties.

13. Law and Venue. The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties, and the venue shall be the Fourth Judicial District, Sheridan County, Wyoming.

IN WITNESS WHEREOF, the City of Sheridan has caused this Agreement to be executed on its behalf by its Mayor, and duly attested by its Clerk, and Owner has executed this Agreement with due authority, on the effective date first written above.

THIS AGREEMENT MAY BE SIGNED IN SEPARATE COUNTERPARTS.

CITY OF SHERIDAN:

By: _____
Richard Bridger, Mayor

Attest:

_____
Ashlee Foster, Clerk

OWNER: Bede Family Revocable Trust
dated January 28, 2016

By: _____
Mark A. Bede, Trustee

By: Katherine M. Bede
Katherine M. Bede, Trustee



Exhibit A

CITY OF SHERIDAN, WYOMING
55 Grinnell Plaza, Sheridan, Wyoming 82801
Ph (307) 674-6483

Public Works

MEMORANDUM

RE: Final Acceptance of Public Infrastructure for The Villages Phase II Subdivision
From: Hanns Mercer, Public Works Director
To: City Council
CC:
Date: 06/09/2025

Background:

The infrastructure associated with this project was installed per City of Sheridan Standard Specifications and Details for Utility Construction. As part of the request for final acceptance, the City will receive all required information from the developer's consulting engineer to prepare to accept ownership of the infrastructure and to ensure that all work has been completed satisfactorily.

Staff Recommendation:

Staff recommends that the Mayor and Council approve final acceptance of public infrastructure for The Villages Phase II Subdivision. Further, the Utilities Director is authorized to sign the necessary Permit Transfer Request Form in compliance with Wyoming DEQ Rules and Regulations.

By signing the Permit Transfer Request Form, the City accepts ownership and future operation/maintenance of the Infrastructure associated with The Villages Phase II Subdivision.

Approximately:

Water System

- 950 LF 6" Water Main
- 1,593 LF 12" Water Main
- 580 LF 12" Water Main

Sanitary Sewer System

- 3,205 LF 8" Sewer Main
- 10 Manholes

Storm Sewer System

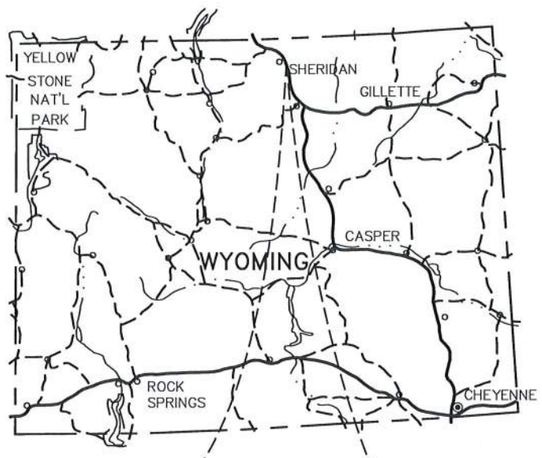
- 11 LF 18" Storm Pipe
- 38 LF 15" Storm
- 2 Type A Storm Inlets
- 1 18" Flared End

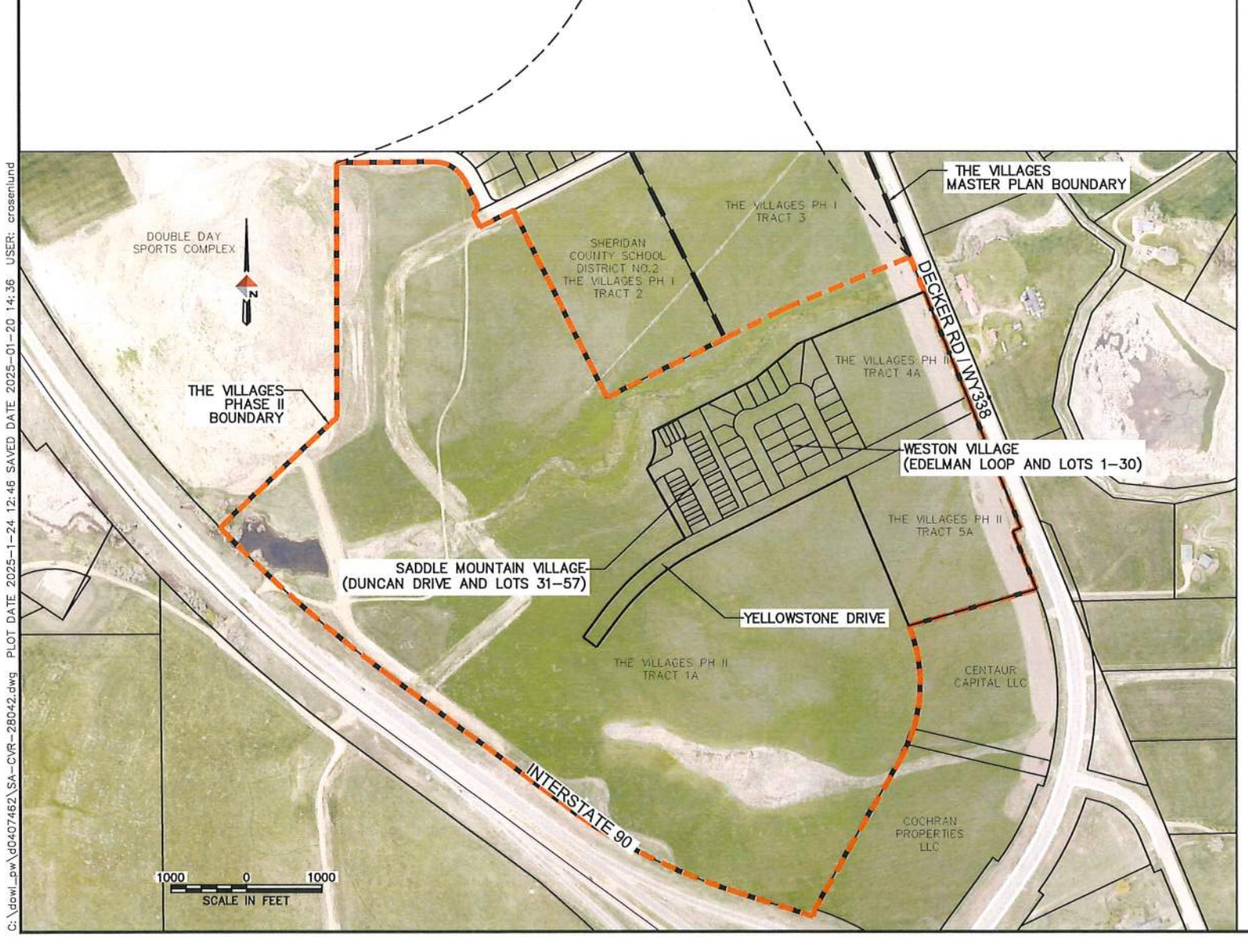
Street

- Yellowstone Drive - 1,700 LF asphalt, 39' wide with curb, gutter, and 5' detached sidewalk
- Edelman Loop - 891 LF asphalt, 36' wide with curb, gutter, and 5' attached sidewalk
- Duncan Drive - 454 LF asphalt, 36' wide with curb, gutter, and 5' attached sidewalk

Attachments

Record Drawings





THE VILLAGES PHASE II
STREETS AND UTILITIES
SHERIDAN, WYOMING

PREPARED FOR:

STONEMILL CONSTRUCTION, LLC
1150 DOVETAIL LANE
SHERIDAN, WYOMING 82801

SHEET INDEX

SHEET NO.	TITLE
CVR	COVER SHEET
G1–G2	GENERAL NOTES, LEGEND, ABBREVIATIONS
T1	TYPCIAL SECTIONS
OV1–OV4	OVERALL SYSTEMS AND MAPS
K1–K2	KEY MAPS
SV1–SV2	WATER AND SEWER SERVICES
PP1–PP9	WATER AND SEWER PLAN AND PROFILES
PP10	STORM PLAN AND PROFILES SHEETS
PP11–PP19	STREET PLAN AND PROFILE SHEETS

PREPARED BY:

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

RECORD DRAWING
JANUARY 2025

Professional Engineer
DREW D. HOMOLA
18527
Date 01/27/2025
WYOMING

HORIZONTAL DATUM: WYOMING STATE PLANE, NAD83
EAST CENTRAL ZONE, FEET WITH PAF OF 1.00024 (SURFACE COORDINATE SYSTEM)
VERTICAL DATUM: NAVD88

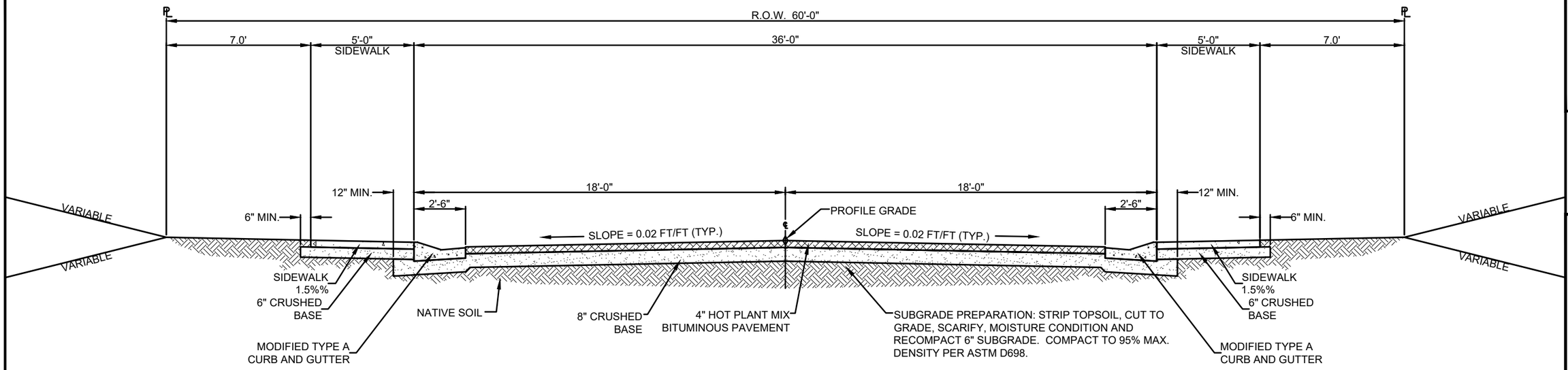
PROJECT 5063.28042.01
DATE 01/20/2025

SHEET
CVR

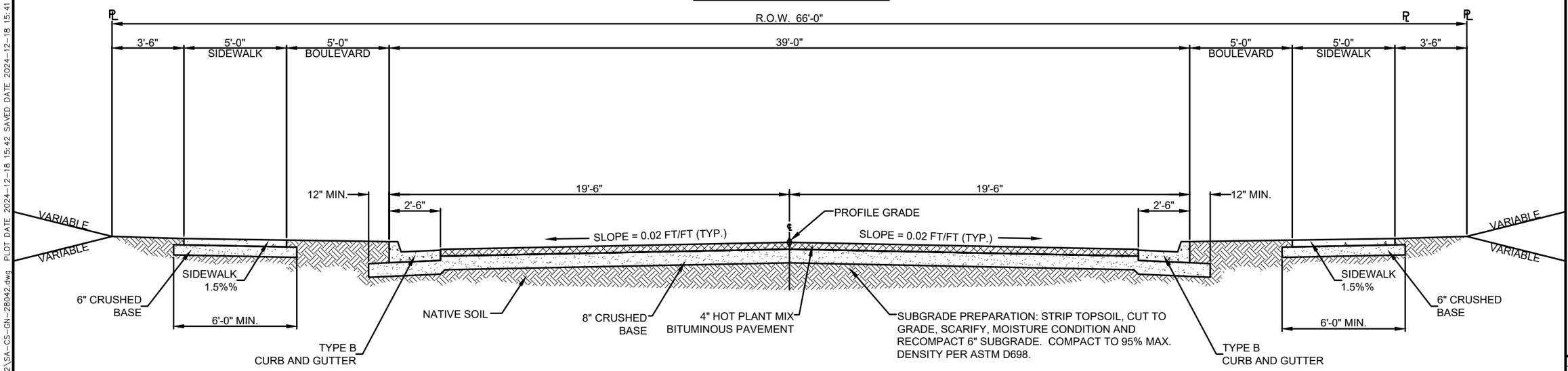
C:\dowl_pw\d0407462\SA-CVR-28042.dwg PLOT DATE 2025-1-24 12:46 SAVED DATE 2025-01-20 14:36 USER: crosenlund

RECORD DRAWING
DECEMBER 2024

TYPICAL LOCAL STREET SECTION
ATTACHED SIDEWALK



TYPICAL COLLECTOR STREET SECTION
DETACHED SIDEWALK



REVISIONS

REV	DATE	DESCRIPTION	BY
1	05/16/24	DESIGN	DH
2	12/18/24	RECORD DRAWINGS	DH

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

THE VILLAGES PHASE II SUBDIVISION
SHERIDAN, WYOMING

TYPCIAL SECTIONS

PROJECT 5063.28042.01
DATE 12/18/2024

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SHEET
T1

C:\dowl_pw\d0407462\SA-CS-GN-28042.dwg PLOT DATE 2024-12-18 15:42 SAVED DATE 2024-12-18 15:41 USER: rlevanen

EXISTING 12" WATERLINE
3952 PRESSURE ZONE

98' OF 8" WATERLINE

NEW 8"X8" TEE

NEW FIRE HYDRANT

THE VILLAGES PHASE 2 BOUNDARY

390' OF 8" WATERLINE

DUNCAN DRIVE ROW

928' OF 6" WATERLINE

EDELMAN LOOP ROW

NEW FIRE HYDRANT

EXISTING 12" WATERLINE
3890 PRESSURE ZONE

EXISTING FIRE HYDRANT

YELLOWSTONE DRIVE ROW

1097' OF 8" WATERLINE

NEW 12"X8" REDUCER

36' OF 6" WATERLINE FOR FUTURE USE

CONNECT TO EXISTING 12" WATERLINE

NEW 8"X8" TEE

NEW FIRE HYDRANT

NEW 8"X6" CROSS

NEW FIRE HYDRANT

565' OF 12" WATERLINE

NEW 12"X6" CROSS

NEW FIRE HYDRANT

NEW FLUSHING HYDRANT

NEW 8"X6" TEE

EXISTING 12" WATERLINE
3890 PRESSURE ZONE

EXISTING FIRE HYDRANT

150 0 150
SCALE IN FEET

RECORD DRAWING
DECEMBER 2024

REV	DATE	DESCRIPTION	BY
1	05/16/24	DESIGN	DH
2	12/18/24	RECORD DRAWINGS	DH

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

THE VILLAGES PHASE II SUBDIVISION
SHERIDAN, WYOMING

WATER OVERALL MAP

PROJECT 5063.28042.01
DATE 12/18/2024

© DOWL, 2024

SHEET
OV1

C:\dowl_pw\d0407462\SA-CU-UT-OV-28042.dwg PLOT DATE 2025-1-24 13:05 SAVED DATE 2025-01-22 13:21 USER: crosenlund

ALL NEW SANITARY SEWER PIPE IS 8" SDR35 PVC

MH 1
240' @ 0.60%
MH 2
400' @ 1.05%
MH 3
270' @ 1.15%
MH 4
275' @ 1.51%
MH 5
269' @ 0.60%
MH 6
268' @ 1.68%
EXMH-14

MH 10
52' @ 0.60%
83' @ 0.60%
MH 9
323' @ 1.00%
MH 7
341' @ 0.50%
MH 8
275' @ 1.51%
342' @ 0.50%

THE VILLAGES PHASE 2 BOUNDARY
DUNCAN DRIVE ROW
YELLOWSTONE DRIVE ROW
EDELDMAN LOOP ROW
OUTLOT A
OUTLOT B

END OF SANITARY SEWER TO BE INSTALLED IN THIS PHASE

EXISTING 15" SANITARY SEWER LINE

CONNECT TO EXISTING SANITARY SEWER WITH MODIFICATION TO EXISTING MANHOLE

SAN
OHP

150 0 150
SCALE IN FEET

RECORD DRAWING
DECEMBER 2024

REVISIONS			
REV	DATE	DESCRIPTION	BY
1	05/16/24	DESIGN	DH
2	12/18/24	RECORD DRAWINGS	DH

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

THE VILLAGES PHASE II SUBDIVISION
SHERIDAN, WYOMING

SANITARY SEWER OVERALL MAP

PROJECT 5063.28042.01
DATE 12/18/2024

© DOWL 2024

SHEET
OV2

C:\dowl_pw\d0407462\SA-CU-UT-OV-28042.dwg PLOT DATE 2025-1-24 13:05 SAVED DATE 2025-01-22 13:21 USER: crosenlund

ALL DRAINAGE FROM SUBDIVISION SHALL BE CONVEYED AS SURFACE FLOW WITH THE EXCEPTION OF THE YELLOWSTONE DRIVE AND HIGHWAY 338 INTERSECTION

DRAINAGE/UTILITY EASEMENT

DRAINAGE SWALE IN EASEMENT

EXISTING 48" CMP CULVERTS: C-24 C-25

DRAINAGE SWALE IN EASEMENT (TO FUTURE STORMWATER POND)

DRAINAGE SWALE IN EASEMENT

HIGH POINT IN STREET

SIDEWALK GRATE

DRAINAGE SWALE IN EASEMENT

THE VILLAGES PHASE 2 BOUNDARY

HIGH POINT IN STREET

EDELMAN LOOP ROW

DUNCAN DRIVE ROW

HIGH POINT IN STREET

DRAINAGE SWALE IN EASEMENT

GENERAL FLOWPATHS

YELLOWSTONE DRIVE ROW

SIDEWALK GRATE

STORM SEWER INLETS AND PIPES SEE SHEETS PP10

150 0 150

SCALE IN FEET

RECORD DRAWING
DECEMBER 2024

REV	DATE	DESCRIPTION	BY
1	05/16/24	DESIGN	DH
2	12/18/24	RECORD DRAWINGS	DH

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

THE VILLAGES PHASE II SUBDIVISION
SHERIDAN, WYOMING

STORM AND DRAINAGE OVERALL MAP

PROJECT 5063.28042.01
DATE 12/18/2024

© DOWL 2024

SHEET
OV3

C:\dowl_pw\d0407462\SA-CU-UT-OV-28042.dwg PLOT DATE 2025-1-24 13:05 SAVED DATE 2025-01-22 13:21 USER: crosenlund

THE VILLAGES PHASE 2 BOUNDARY

DUNCAN DRIVE: 36' STANDARD ROAD W/ 5' ATTACHED SIDEWALKS

ADA RAMP

IFC APPROVED ALTERNATIVE HAMMERHEAD

EDELMAN LOOP

EDELMAN LOOP ROW

DUNCAN DRIVE ROW

YELLOWSTONE DR
DUNCAN DR
STOP

YELLOWSTONE DR
EDELMAN LP
STOP

ADA RAMP

DUNCAN DRIVE

EDELMAN LOOP: 36' STANDARD ROAD W/ 5' ATTACHED SIDEWALKS

YELLOWSTONE DR
EDELMAN LP
STOP

SIGN LOCATION

SIGN LOCATION

SIGN LOCATION

DECKER RD/HWY 338

YELLOWSTONE DRIVE ROW

ADA RAMP

ADA RAMP

YELLOWSTONE DRIVE

ADA RAMPS

YELLOWSTONE DRIVE 39' STANDARD ROADWAY W/ 5' BOULEVARD SIDEWALKS

YELLOWSTONE DR
STOP

SIGN LOCATION

TEMPORARY 50' GRAVEL CUL-DE-SAC TO BE INSTALLED (FUTURE ROUNDABOUT OR 4-LEG INTERSECTION)

FUTURE DOVETAIL LANE ROW

N

150 0 150

SCALE IN FEET

RECORD DRAWING
DECEMBER 2024

C:\dowl_pw\d0407462\SA-CU-UT-OV-28042.dwg PLOT DATE 2025-1-27 15:21 SAVED DATE 2025-01-24 13.52 USER: crosenlund

REV	DATE	DESCRIPTION	BY
1	05/16/24	DESIGN	DH
2	12/18/24	RECORD DRAWINGS	DH

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

THE VILLAGES PHASE II SUBDIVISION
SHERIDAN, WYOMING

STREETS AND TRAFFIC OVERALL MAP

PROJECT 5063.28042.01
DATE 12/18/2024

© DOWL 2024

SHEET
OV4

CITY OF SHERIDAN, WYOMING
55 Grinnell Plaza, Sheridan, Wyoming 82801
Ph (307) 674-6483

Public Works

MEMORANDUM

RE: Final Acceptance of Public Infrastructure for East Ridge Industrial Hydrant Extension
From: Hanns Mercer, Public Works Director
To: City Council
CC:
Date: 06/09/2025

Background:
The infrastructure associated with this project was installed per City of Sheridan Standard Specifications and Details for Utility Construction. As part of the request for final acceptance, the City will receive all required information from the developer's consulting engineer to prepare to accept ownership of the infrastructure and to ensure that all work has been completed satisfactorily. Attached is a map showing the location of the project and a Plan and Profile sheet of the new waterline.

Staff Recommendation:
The Eastridge Industrial Hydrant Extension, located along Eastridge Road, has been constructed, and the developer is seeking final acceptance for this project. Staff recommends that the Mayor and City Council approve final acceptance of public infrastructure for the Eastridge Industrial Hydrant Extension. Furthermore, the Utilities Director is authorized to sign the necessary DEQ Permit Transfer Request form in compliance with Wyoming DEQ Rules and Regulations.

By signing the Permit Transfer Request Form and granting Final Acceptance, the City accepts ownership and future operation/maintenance of the water infrastructure associated with the Eastridge Industrial Hydrant Extension.

Approximately:

- ≈ 138' of 8" PVC water main
- ≈ 10' of 6" PVC water main
- 1 fire hydrant assembly

Attachments

Plan & Profile
Map

20 0 20
SCALE IN FEET

EXISTING 30' UTILITIES EASEMENT

EXISTING 30' EMERGENCY ACCESS AND SEWER EASEMENT

WATER AND SEWER SERVICE CROSSINGS

WATER AND SEWER SERVICE CROSSINGS

STA: 1+58 0.0'L
8" GATE VALVE

STA: 1+60 -0.1'L
16" X 8" LIVE TAP TEE

156 LF 8" PVC W

STA: 0+10 1'R
6" HYDRANT
W/THRUST BLOCK
BURY LINE: 3893.91

STA: 0+20 1'R
8" x 6" REDUCER
W/ THRUST BLOCK
BURY LINE: 3893.68

20' UTILITIES EASEMENT

PROPOSED BUILDING EDGE

STA: 1+54 0.2'R
8 " 45° Bend

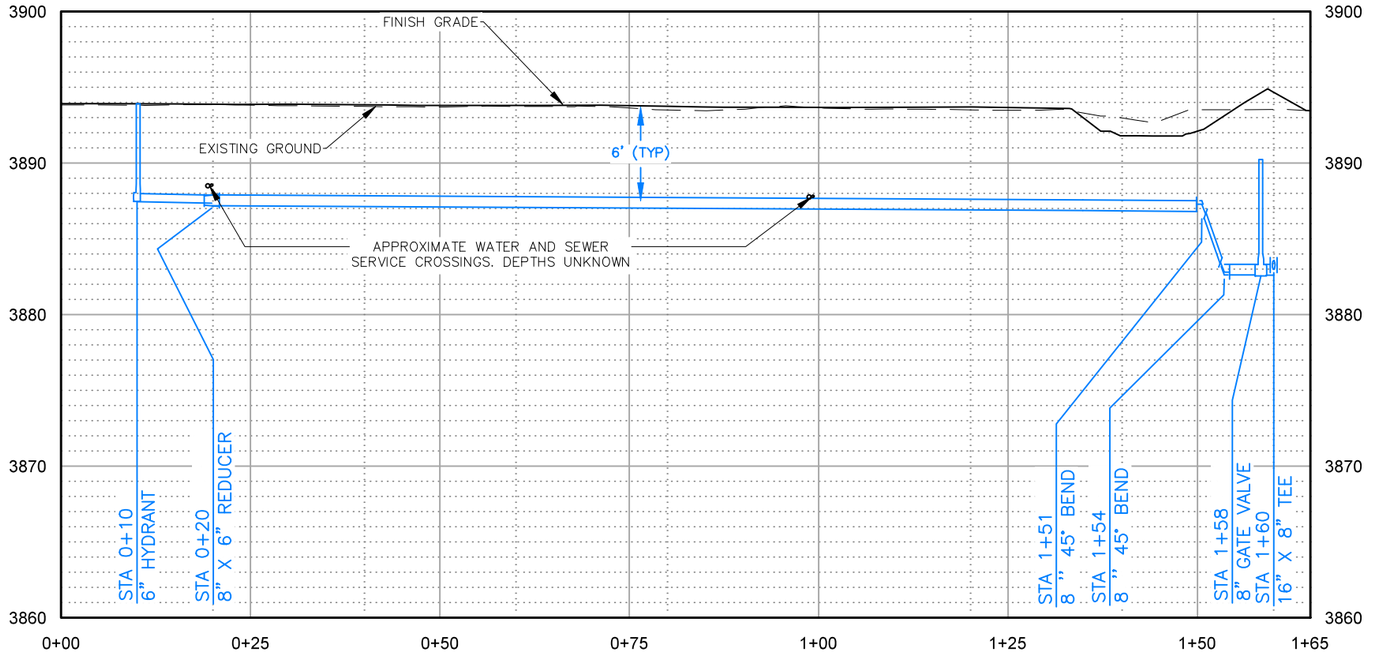
STA: 1+51 0.2'R
8 " 45° Bend

FG: 3895

FG: 3894

0+00 0+25 0+50 0+75 1+00 1+25 1+50 1+72

N



RECORD DRAWING
SEPTEMBER 2023

REVISIONS			
REV	DATE	DESCRIPTION	BY
1	9/25/23	RECORD DRAWINGS	CR

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

EAST RIDGE INDUSTRIAL GARAGE CONDOS PHASE II
SHERIDAN, WYOMING

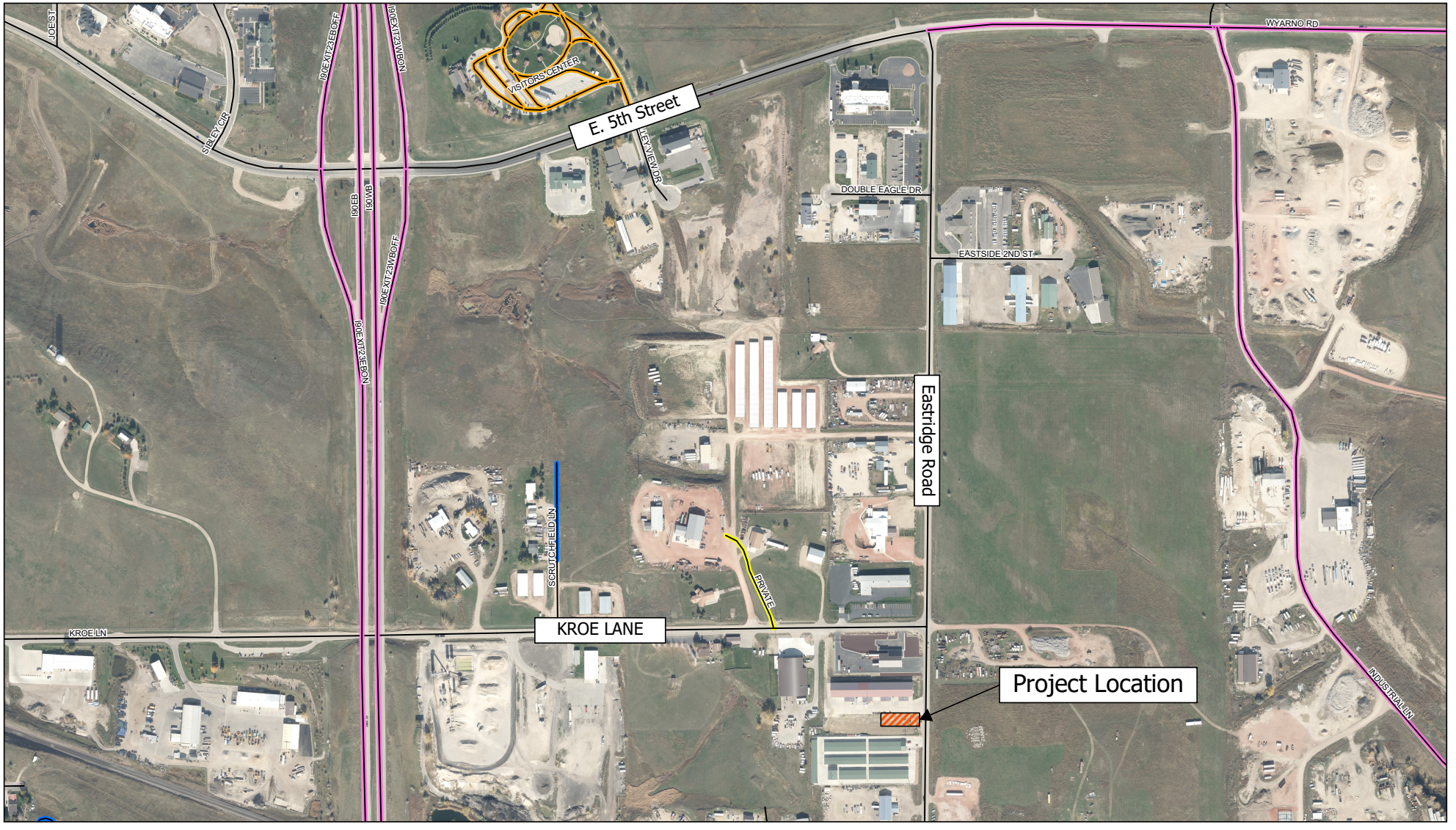
HYDRANT EXTENSION PLAN AND PROFILE

PROJECT 5028.28006.01
DATE 11/10/2022

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SHEET
PP

C:\dowl_pw\d0403922\SA-CU-PP-28006.dwg PLOT DATE 2023-9-26 11:55 SAVED DATE 2023-09-26 11:54 USER: crosenlund



CITY OF Sheridan WYOMING

Eastridge Industrial Hydrant Extension - Project Location

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 Employee Handbook Updates - City Attorney Brad Thimmesch
From:	Heather Doke, Human Resources Director
To:	City Council
CC:	City Administrator Stuart McRae
Date:	06/09/2025

Recommendation:

Staff recommends approval of updated Employee Handbook

Background:

The Wyoming Legislature recently voted to approve HB172, Repeal Gun Free Zones, and the bill will become law on July 1, 2025. This will allow for the concealed carry of "deadly weapons" in many locations across our community where the carrying in such a manner is not currently allowed by state law. This new law makes it necessary to update our Employee Handbook. While preparing the handbook updates, other needed changes were also identified.

Discussion:

The following changes are being proposed to the Employee Handbook:

- Updating dates throughout.
- On-Call Compensation (page 17) - We are changing "overtime rate" to say "time and a half" because employees do not have to work 40 hours (or 80 hours in 2 weeks for Police Officers) to be paid time and a half for on-call time.
- Firearms (page 19) - This section is being added to comply with the new gun-free zone legislation that goes into effect 7/1/25.
- Anti-Violence (page 19) - This section is being amended to take out language to comply with the new gun-free zone legislation as well.
- The pay scale has been updated to reflect the increase to the pay scale being proposed in the FY26 budget.

Please contact me if you have any questions about any of these changes.

Attachments

Redlined Handbook

CITY OF SHERIDAN, WYOMING

Employee Handbook

JuneDecember 16, 20254

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INTRODUCTORY NOTICE

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

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

City of Sheridan Mission Statement

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

City of Sheridan Vision

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

City of Sheridan Core Values

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

- **Make a Difference** – The primary purpose behind every City Staff action and activity is to make a positive difference in the lives of our Citizens.
- **Take Initiative** – In the absence of guidance, we seize opportunities to advance the Mission of the City of Sheridan.
- **Build Trust** –We operate with honesty, fairness and humility. We support others and interact with co-workers and citizens in a way that maintains confidence in the City. We must ensure that we daily earn the trust of the people of Sheridan, even when no one is watching us.
- **Show Optimism** – A positive attitude is a force multiplier and is contagious. We look for opportunities in every situation.
- **Promote Teamwork** – Together Everyone Achieves More and that only occurs through communication, cooperation, and collaboration with others.

EMPLOYMENT

Applicability

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

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

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

Equal Employment Opportunity (EEO)/Unlawful Harassment

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

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

Americans with Disabilities Act (ADA), Pregnancy and Religious Accommodation

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

Sexual Harassment

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

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.

- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.

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

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

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

Complaint Procedure

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

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

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

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

Employee Status

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

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

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

Exempt Employee
An employee who is not eligible for overtime pay

Nonexempt (Hourly) Employee
An employee who is eligible for overtime pay

EMPLOYEE BENEFITS

Employee Insurance Coverage

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

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

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

Vacation Leave

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

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

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

a) **Full-time Employees**

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

b) **Part-time Employees**

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

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

Suspension of Leave:

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

Schedule of Leave:

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

Granting of Vacation Leave:

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

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

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

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

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

Maximum Accrual:

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

Sick Leave

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

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

Employees shall be granted sick leave in cases of their own illness if they have leave available. Sick leave may also be used for illness or death in the employee's immediate family. Immediate

family includes: spouse, child, parent, stepparents, parents-in-law, stepchildren, children-in-law, siblings, half-siblings, step-siblings, siblings-in-law, grandparents, step-grandparents, grandparents-in-law and grandchildren. Sick leave may also be used for medical, dental or optical appointments.

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

Verification of Illness:

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

Accumulation:

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

Granting of Sick Leave:

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

Conversion of Sick Leave:

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

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

Leave Donation Program:

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

a) A City employee, who has a minimum of eighty (80) hours of sick leave may donate up to sixteen (16) hours of sick leave per calendar year to a City employee who has an immediate need for such assistance. Employees who are affected by a serious medical condition may request in writing to become sick leave recipients to the Human Resources Director. The Human Resources Director will email requests and forward requests to all departments for posting on department bulletin boards. The requests will remain posted for ten (10) days. If, after reviewing the request for sick leave donations, a City employee decides to participate in the donation program, the donor shall fill out a form specifying the number of hours to be donated, and the name of the employee to whom the donation is being made and turn it in to the Human Resources department. Donated leave will be used on a "first in, first used" basis.

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

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

Holidays

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

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

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

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

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

Paid Holiday and Vacation:

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

Holiday Occurring on Sunday:

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

Holiday Occurring on Saturday:

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

Bereavement Leave

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

Funeral Leave

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

Employee Development

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

Seminar/Conference Fees & Travel Expenses:

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

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

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

Certification Exam Fees:

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

Continuing Education Reimbursement:

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

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

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

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

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

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

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

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

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

Membership in Professional Organizations or Societies

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

Employee Assistance Program

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

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

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

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

Assessment, referral, and short-term counseling, if available, through the EAP services, are free of charge. In some instances, referrals to service providers outside the EAP may be recommended. Any costs for services outside of the EAP are the employee's responsibility. The employee is also responsible for determining if the outside services recommended by the EAP are covered under his or her health benefit plan.

LEAVES OF ABSENCE

Family and Medical Leave Act (FMLA)

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

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

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

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

Military Family Leave Entitlements:

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

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

Benefits and Protections:

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

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

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

Eligibility Requirements:

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

Definition of Serious Health Condition:

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

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

Use of Leave:

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

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

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

Substitution of Paid Leave for Unpaid Leave:

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

Employee Responsibilities:

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

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

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

The City's Responsibilities:

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

Unlawful Acts:

FMLA makes it unlawful for the Company to:

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

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

Enforcement:

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

Military Leave of Absence

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

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

Workers' Compensation

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

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

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

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

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

Jury Duty or Court Directed Witness

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

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

Voting

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

EMPLOYEE COMPENSATION

Pay Days

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

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

Overtime Compensation

Non-exempt (hourly) employees receive overtime payment for actual hours worked in excess of forty (40) hours per work week at one and one-half times their normal compensation rate. The work week begins at 12:01 a.m. on Sunday and ends at 12:00 a.m. midnight on Saturday. All overtime is to be approved by the immediate supervisor or department head. It is important to remember that all off-the-clock work, including responding to work-related emails, must also be authorized and approved in advance by the supervisor and must be compensated. Sworn police personnel and fire department personnel receive overtime based on FLSA rules that apply and the work period established by the department or collective bargaining agreement.

Pay for Exempt Employees

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

Deductions from salaries that are permissible:

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

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

On-Call Compensation

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

Job Classification and Compensation Plan

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

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

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

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

Merit/Scale Increases

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

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

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

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

Two types of merit increases may be awarded:

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

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

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

WORK ENVIRONMENT

Drugs & Alcohol

The City is committed to a safe, healthy, and productive work environment for all employees, free from the effects of illegal or non-prescribed drugs and alcoholic beverages. Use of drugs and alcohol alters employee judgment resulting in increased safety risks, employee injuries, and faulty decision making. Therefore, the use, possession, solicitation, sale of narcotics alcohol, prescription medication without a valid prescription, other illegal drug or other mid altering substances derived from marijuana or other illegal drugs while on duty is prohibited.

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

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

Tobacco

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

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

Firearms

With the exception of the City's certified peace officers, employees shall not open carry, display, or wear a firearm or firearms while acting with the scop of their duties with the City.

With the exception of the City's certified peace officers, employees are not requested, required, or authorized to carry or use a concealed weapon while acting within the scope of their duties for the City. However, the City will not prevent or prohibit an employee from lawfully carrying a concealed weapon.

Any employee choosing to lawfully carry a concealed firearm shall store the firearm within a concealed biometric container or a lock box within the employee's direct control at all times when the firearm is not being carried on the employee's person.

Anti-Violence

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

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

Attendance

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

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

During times of inclement weather or natural disaster, it is essential that the City continue to provide vital public services. Therefore, it is expected that employees will make every reasonable effort to report to work provided that doing so does not endanger their personal safety. City Administration will notify employees of emergency closures via the City email system, or other designated means. Unless the City Administration announces an emergency closure applicable to an employee's position, an employee who is unable to report to work or leaves work early because of inclement weather conditions shall be required to use personal or vacation time or leave without pay for the time off.

Performance Appraisal

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

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

Employment of Immediate Family (Nepotism Policy)

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

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

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

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

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

Outside Employment/Financial Interest

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

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

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

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

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

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

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

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

Electronic Use Policy

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

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

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

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

- Employees should not intentionally send anonymous messages or represent a message to have been written by someone else. All correspondence sent by network users should be clearly identifiable as to its originator. Personal communications between individuals or groups should not be quoted without the original author's prior consent.
- Employees shall not intentionally reveal anyone's personal information such as name, home address, or phone number using the City network. Employees are not to give out passwords, allow others to use their account, or use another individual's account.

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

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

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

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

1. To knowingly facilitate illegal activity.

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

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

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

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

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

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

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

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

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

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

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

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

Disciplinary Action

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

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

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

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

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

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

Dispute Resolution Process

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

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

Ethical Conduct

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

Job Vacancies and Posting

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

Personnel Files

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

Vehicle Policy

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

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

MVR checks which reveal any of the following:

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

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

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

Safety Issues:

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

Operator of City Vehicles:

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

Use of City Vehicles:

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

specified, City vehicles shall be used for official City business only. In no circumstances shall City vehicles be directly or indirectly used for purposes of personal gain.

Special Provisions:

Passengers – passengers in City vehicles are limited to:

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

The City will also run an annual query of the Commercial Drivers License Drug and Alcohol Clearinghouse for all employees who are required by their job to have a Commercial Drivers License.

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

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

Employees assigned an Emergency Service Vehicle may use such vehicle for deminimus personal purposes (the occasional stop or errand performed between work locations or commuting points).

Travel Policy

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

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

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

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

This Policy:

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

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

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

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

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

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

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

The following are some guidelines for appropriate uses:

<u>All employees shall:</u>

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

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

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

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

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

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

Honor Code

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

Severability Clause

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

ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED 6/16/25~~12/16/24~~. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

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

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

_____ _____

EMPLOYEE NAME (PRINTED) DATE

_____

EMPLOYEE SIGNATURE

APPENDIX A

Position/Grade Analysis

DEPT	POSITION	GRADE	FLSA
AD/1	City Administrator	28	E
AD/2	Executive Assistant	16	NE
CC/1	City Clerk	23	E
CC/2	Deputy City Clerk	16	NE
CC/3	Municipal Court Clerk	14	NE
CC/4	Assistant Clerk	12	NE
FD/1	Fire Chief	25	E
FD/2	Division Chief - Operations	DC	E
FD/3	Division Chief – Fire Marshal	DC	E
FD/4	Battalion Chief	BC	NE
FD/5	Lieutenant	F3	NE
FD/6	Firefighter	FF	NE
FD/7	Administrative Coordinator	14	NE
HR/1	Human Resources Director	25	E
HR/2	Senior Human Resources Generalist	18	E
HR/2	Human Resources Generalist	16	E
PD/1	Police Chief	25	E
PD/2	Police Captain	23	E
PD/3	Police Lieutenant	22	E
PD/4	Police Sergeant	20	NE
PD/6	Police Corporal	18	NE
PD/7	Police Officer	17	NE
PD/8	Administrative Coordinator	14	NE
PD/9	Community Service Officer	13	NE
PD/10	Communications Technician	13	NE
PD/11	Evidence Technician	12	NE
PD/12	Records Technician	10	NE
PK/1	Parks Director	25	E
PK/2	Parks Superintendent	21	E
PK/3	Golf Course Superintendent	16	NE
PK/4	Natural Resources Coordinator	14	NE
PK/5	Assistant Golf Course Superintendent	14	NE
PK/6	Landscape Technician	12	NE
PK/7	Cemetery Foreman	12	NE
PK/8	Grounds Maintenance Coordinator	12	NE
PK/9	Weed & Pest Technician	12	NE
PK/10	Grounds Maintenance Worker II	11	NE
PK/10	Grounds Maintenance Worker I	10	NE
PW/1	Public Works Director	25	E
PW/2	Administrative Coordinator	14	NE
PW/3	Fleet & Administrative Coordinator	15	NE

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

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

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

Appendix A - City of Sheridan Salary Scale – 7/1/25

Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	27,956.70	28,306.16	28,659.99	29,018.24	29,380.96	29,748.23	30,120.08	30,496.58	30,877.79	31,263.76	31,654.56	32,050.24	32,450.87	32,856.50
2	29,372.01	29,739.16	30,110.90	30,487.28	30,868.38	31,254.23	31,644.91	32,040.47	32,440.98	32,846.49	33,257.07	33,672.78	34,093.69	34,519.86
3	30,858.97	31,244.70	31,635.26	32,030.70	32,431.09	32,836.48	33,246.93	33,662.52	34,083.30	34,509.34	34,940.71	35,377.47	35,819.69	36,267.43
4	32,421.20	32,826.47	33,236.80	33,652.26	34,072.91	34,498.82	34,930.06	35,366.68	35,808.77	36,256.38	36,709.58	37,168.45	37,633.06	38,103.47
5	34,062.53	34,488.31	34,919.41	35,355.90	35,797.85	36,245.33	36,698.39	37,157.12	37,621.59	38,091.86	38,568.00	39,050.10	39,538.23	40,032.46
6	35,786.94	36,234.28	36,687.21	37,145.80	37,610.12	38,080.25	38,556.25	39,038.20	39,526.18	40,020.26	40,520.51	41,027.02	41,539.85	42,059.10
7	37,598.65	38,068.64	38,544.50	39,026.30	39,514.13	40,008.06	40,508.16	41,014.51	41,527.19	42,046.28	42,571.86	43,104.01	43,642.81	44,188.34
8	39,502.09	39,995.86	40,495.81	41,002.01	41,514.53	42,033.47	42,558.88	43,090.87	43,629.51	44,174.87	44,727.06	45,286.15	45,852.23	46,425.38
9	41,501.88	42,020.65	42,545.91	43,077.74	43,616.21	44,161.41	44,713.43	45,272.35	45,838.25	46,411.23	46,991.37	47,578.76	48,173.49	48,775.66
10	43,602.91	44,147.95	44,699.80	45,258.55	45,824.28	46,397.08	46,977.04	47,564.26	48,158.81	48,760.80	49,370.31	49,987.43	50,612.28	51,244.93
11	45,810.31	46,382.94	46,962.73	47,549.76	48,144.13	48,745.93	49,355.26	49,972.20	50,596.85	51,229.31	51,869.68	52,518.05	53,174.52	53,839.21
12	48,129.46	48,731.08	49,340.21	49,956.97	50,581.43	51,213.70	51,853.87	52,502.04	53,158.32	53,822.80	54,495.58	55,176.77	55,866.48	56,564.82
13	50,566.01	51,198.09	51,838.06	52,486.04	53,142.11	53,806.39	54,478.97	55,159.96	55,849.46	56,547.57	57,254.42	57,970.10	58,694.73	59,428.41
14	53,125.91	53,789.99	54,462.36	55,143.14	55,832.43	56,530.34	57,236.97	57,952.43	58,676.83	59,410.30	60,152.92	60,904.84	61,666.15	62,436.97
15	55,815.41	56,513.11	57,219.52	57,934.76	58,658.95	59,392.19	60,134.59	60,886.27	61,647.35	62,417.94	63,198.17	63,988.14	64,787.99	65,597.84
16	58,641.07	59,374.08	60,116.26	60,867.71	61,628.56	62,398.92	63,178.90	63,968.64	64,768.25	65,577.85	66,397.57	67,227.54	68,067.89	68,918.74
17	61,609.77	62,379.90	63,159.64	63,949.14	64,748.50	65,557.86	66,377.33	67,207.05	68,047.14	68,897.73	69,758.95	70,630.94	71,513.82	72,407.75
18	64,728.77	65,537.88	66,357.10	67,186.57	68,026.40	68,876.73	69,737.69	70,609.41	71,492.03	72,385.68	73,290.50	74,206.63	75,134.21	76,073.39
19	68,005.66	68,855.73	69,716.43	70,587.89	71,470.23	72,363.61	73,268.16	74,184.01	75,111.31	76,050.20	77,000.83	77,963.34	78,937.88	79,924.60
20	71,448.45	72,341.55	73,245.82	74,161.40	75,088.41	76,027.02	76,977.36	77,939.57	78,913.82	79,900.24	80,899.00	81,910.23	82,934.11	83,970.79
21	78,865.72	79,851.54	80,849.69	81,860.31	82,883.56	83,919.60	84,968.60	86,030.71	87,106.09	88,194.92	89,297.35	90,413.57	91,543.74	92,688.04
22	87,053.00	88,141.16	89,242.92	90,358.46	91,487.94	92,631.54	93,789.44	94,961.80	96,148.83	97,350.69	98,567.57	99,799.66	101,047.16	102,310.25
23	96,090.22	97,291.35	98,507.49	99,738.83	100,985.57	102,247.89	103,525.99	104,820.06	106,130.31	107,456.94	108,800.15	110,160.16	111,537.16	112,931.37
24	100,954.79	102,216.72	103,494.43	104,788.11	106,097.96	107,424.19	108,766.99	110,126.58	111,503.16	112,896.95	114,308.16	115,737.01	117,183.73	118,648.52
25	106,065.62	107,391.44	108,733.84	110,093.01	111,469.17	112,862.54	114,273.32	115,701.74	117,148.01	118,612.36	120,095.01	121,596.20	123,116.15	124,655.10
26	117,076.60	118,540.06	120,021.81	121,522.08	123,041.11	124,579.12	126,136.36	127,713.07	129,309.48	130,925.85	132,562.42	134,219.45	135,897.20	137,595.91
27	129,230.66	130,846.05	132,481.62	134,137.64	135,814.36	137,512.04	139,230.94	140,971.33	142,733.47	144,517.64	146,324.11	148,153.16	150,005.08	151,880.14
28	142,646.47	144,429.55	146,234.92	148,062.86	149,913.65	151,787.57	153,684.91	155,605.97	157,551.05	159,520.43	161,514.44	163,533.37	165,577.54	167,647.26

O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
33,267.21	33,683.05	34,104.09	34,530.39	34,962.02	35,399.04	35,841.53	36,289.55	36,743.17	37,202.46	37,667.49	38,138.33	38,615.06	39,097.75	39,586.47
34,951.36	35,388.25	35,830.61	36,278.49	36,731.97	37,191.12	37,656.01	38,126.71	38,603.29	39,085.83	39,574.41	40,069.09	40,569.95	41,077.08	41,590.54
36,720.77	37,179.78	37,644.53	38,115.09	38,591.53	39,073.92	39,562.34	40,056.87	40,557.58	41,064.55	41,577.86	42,097.58	42,623.80	43,156.60	43,696.06
38,579.76	39,062.01	39,550.29	40,044.66	40,545.22	41,052.04	41,565.19	42,084.75	42,610.81	43,143.45	43,682.74	44,228.78	44,781.63	45,341.41	45,908.17
40,532.86	41,039.52	41,552.52	42,071.93	42,597.82	43,130.30	43,669.43	44,215.29	44,767.99	45,327.58	45,894.18	46,467.86	47,048.71	47,636.81	48,232.27
42,584.84	43,117.15	43,656.12	44,201.82	44,754.34	45,313.77	45,880.19	46,453.69	47,034.36	47,622.29	48,217.57	48,820.29	49,430.55	50,048.43	50,674.03
44,740.70	45,299.96	45,866.21	46,439.53	47,020.03	47,607.78	48,202.88	48,805.41	49,415.48	50,033.17	50,658.59	51,291.82	51,932.97	52,582.13	53,239.41
47,005.70	47,593.27	48,188.18	48,790.54	49,400.42	50,017.92	50,643.15	51,276.19	51,917.14	52,566.10	53,223.18	53,888.47	54,562.07	55,244.10	55,934.65
49,385.36	50,002.68	50,627.71	51,260.56	51,901.31	52,550.08	53,206.96	53,872.04	54,545.44	55,227.26	55,917.60	56,616.57	57,324.28	58,040.83	58,766.34
51,885.49	52,534.06	53,190.74	53,855.62	54,528.82	55,210.43	55,900.56	56,599.31	57,306.81	58,023.14	58,748.43	59,482.79	60,226.32	60,979.15	61,741.39
54,512.20	55,193.60	55,883.52	56,582.06	57,289.34	58,005.45	58,730.52	59,464.65	60,207.96	60,960.56	61,722.57	62,494.10	63,275.28	64,066.22	64,867.05
57,271.88	57,987.77	58,712.62	59,446.53	60,189.61	60,941.98	61,703.76	62,475.05	63,255.99	64,046.69	64,847.27	65,657.87	66,478.59	67,309.57	68,150.94
60,171.26	60,923.41	61,684.95	62,456.01	63,236.71	64,027.17	64,827.51	65,637.85	66,458.33	67,289.05	68,130.17	68,981.79	69,844.07	70,717.12	71,601.08
63,217.43	64,007.65	64,807.75	65,617.85	66,438.07	67,268.54	68,109.40	68,960.77	69,822.78	70,695.56	71,579.26	72,474.00	73,379.92	74,297.17	75,225.89
66,417.82	67,248.04	68,088.64	68,939.75	69,801.50	70,674.01	71,557.44	72,451.91	73,357.56	74,274.53	75,202.96	76,142.99	77,094.78	78,058.47	79,034.20
69,780.22	70,652.47	71,535.63	72,429.82	73,335.20	74,251.89	75,180.03	76,119.79	77,071.28	78,034.67	79,010.11	79,997.73	80,997.70	82,010.18	83,035.30
73,312.84	74,229.25	75,157.12	76,096.58	77,047.79	78,010.89	78,986.02	79,973.35	80,973.02	81,985.18	83,009.99	84,047.62	85,098.21	86,161.94	87,238.97
77,024.31	77,987.11	78,961.95	79,948.97	80,948.33	81,960.19	82,984.69	84,022.00	85,072.28	86,135.68	87,212.37	88,302.53	89,406.31	90,523.89	91,655.44
80,923.66	81,935.21	82,959.40	83,996.39	85,046.34	86,109.42	87,185.79	88,275.61	89,379.06	90,496.30	91,627.50	92,772.84	93,932.51	95,106.66	96,295.49
85,020.42	86,083.18	87,159.22	88,248.71	89,351.82	90,468.71	91,599.57	92,744.57	93,903.87	95,077.67	96,266.14	97,469.47	98,687.84	99,921.44	101,170.45
93,846.64	95,019.72	96,207.47	97,410.06	98,627.69	99,860.53	101,108.79	102,372.65	103,652.31	104,947.96	106,259.81	107,588.06	108,932.91	110,294.57	111,673.25
103,589.13	104,883.99	106,195.04	107,522.48	108,866.51	110,227.34	111,605.18	113,000.25	114,412.75	115,842.91	117,290.95	118,757.08	120,241.55	121,744.57	123,266.37
114,343.01	115,772.30	117,219.46	118,684.70	120,168.26	121,670.36	123,191.24	124,731.13	126,290.27	127,868.90	129,467.26	131,085.60	132,724.17	134,383.22	136,063.01
120,131.63	121,633.28	123,153.69	124,693.11	126,251.78	127,829.92	129,427.80	131,045.64	132,683.72	134,342.26	136,021.54	137,721.81	139,443.33	141,186.37	142,951.20
126,213.29	127,790.96	129,388.35	131,005.70	132,643.27	134,301.31	135,980.08	137,679.83	139,400.83	141,143.34	142,907.63	144,693.98	146,502.65	148,333.93	150,188.11
139,315.86	141,057.31	142,820.52	144,605.78	146,413.35	148,243.52	150,096.56	151,972.77	153,872.43	155,795.84	157,743.28	159,715.08	161,711.51	163,732.91	165,779.57
153,778.64	155,700.88	157,647.14	159,617.73	161,612.95	163,633.11	165,678.52	167,749.50	169,846.37	171,969.45	174,119.07	176,295.56	178,499.25	180,730.49	182,989.63
169,742.85	171,864.63	174,012.94	176,188.10	178,390.45	180,620.33	182,878.09	185,164.07	187,478.62	189,822.10	192,194.87	194,597.31	197,029.78	199,492.65	201,986.31

CITY OF SHERIDAN, WYOMING
55 Grinnell Plaza, Sheridan, Wyoming 82801
Ph (307) 674-6483

Executive

MEMORANDUM

RE: Reappointment of Caitlin Addlesperger to the Sheridan County Travel & Tourism Board for a 3-year term, beginning on 8/19/2025 and ending on 8/19/2028.

From: Richard Bridger, Mayor

To: City Council

CC: City Administrator Stuart McRae

Date: 06/16/2025

CITY OF SHERIDAN, WYOMING
55 Grinnell Plaza, Sheridan, Wyoming 82801
Ph (307) 674-6483

Park's Department

MEMORANDUM

RE: Approval of a five-year renewal agreement with Sheridan Recreation District
From: Steve Gage, Parks Director
To: City Council
CC: City Administrator Stuart McRae
Date: 06/16/2025

Background:

Historically, the City and Recreation District have entered into multiple contracts and extensions regarding the operation of City facilities. In past agreements, the Recreation District has agreed to manage, operate, maintain and regulate the setting of user fees, scheduling entities and individuals requesting use of the developed parks and recreational facilities owned by the City. Both parties have agreed to take all reasonable and necessary action to best serve the recreational needs of the community.

Discussion:

Minor changes have been made to the new proposed five-year contract that would become effective July1, 2025. They include:

- The removal of Blacktooth Park from the list of areas to be maintained by the Recreation District.
- The establishment of current Asset Management Maintenance Standards recommended by the 2019 Park Facilities, Pathways and Open Spaces Master Plan.

Staff Recommendation:

Staff recommends that Mayor and City Council approve the renewal of a five-year operating agreement with the Sheridan Recreation District.

Attachments

Agreement

OPERATING AGREEMENT

THIS OPERATING AGREEMENT (hereinafter "Agreement") is made and entered into effective July 1, 2025, by and between the **CITY OF SHERIDAN, WYOMING,** a Wyoming municipal corporation, by and through its City Governing Body, whose principal place of business is located at 55 Grinnell Plaza, Sheridan Wyoming, 82801 (hereinafter referred to as "City"), and the **SHERIDAN RECREATION DISTRICT,** by and through its Board of Directors, whose principal place of business is located at Thorne-Rider Park, P. 0. Box 6308, Sheridan Wyoming, 8280l (hereinafter referred to as "Recreation District").

Recitals

A. By virtue of Wyo. Stat. Ann. § l 8-9-202(b), the Recreation District Board (hereinafter referred to as the "District Board") has the power to manage, operate, and regulate the recreational systems and may take any steps necessary to insure the safe, economical, and enjoyable operation of the system.

B. The City and Recreation District have entered into multiple contracts and extensions thereof regarding the operation of City facilities. Those prior contracts and extensions have expired and are no longer controlling.

C. The City and the Recreation District, for the purpose of defining the duties and responsibilities of the City and the Recreation District concerning the operation, management, and regulation of the recreational system, desire to enter into this Agreement and both the Recreation District and the City find this Agreement to be in the best interests of the citizens within the boundaries of the Recreation District.

Agreement

NOW, THEREFORE, in consideration of the mutual covenants, promises, and agreements of the parties hereinafter stated, to be kept and maintained by them, it is hereby agreed as follows:

1. **Effective Date and Term of Agreement.** This Agreement is effective July 1, 2025, and terminates on June 30, 2030, unless extended by mutual agreement of the City and the Recreation District as provided in Paragraph 13. Provided, however, this Agreement may be terminated by either party upon sixty (60) days written notice to the other party of its intent to do so. Notice shall be deemed to have been given, and the time period stated above shall be deemed to have commenced, on the date of actual and personal receipt of such written notice by an authorized representative of the receiving party.

2. **Budget and Finances of the Recreation District.** The funding of the Recreation District shall be derived from the following sources:

    a. From revenues generated from the taxes authorized in Wyo. Stat. Ann. §§ 18-9-201 and 202, as amended, or by other taxes or Statutes, including, but not limited to, mill levies, or fractions thereof, as approved by the City or School District for the benefit of the Recreation District;

    b. From revenues generated in programs and facility operations, including, but not limited to, grants, fees, and charges as established by the Recreation District;

c. From the City for operations assigned to the Recreation District for the developed and undeveloped parks and recreational facilities owned and/or leased by the City and described in **Exhibit A**, attached hereto and incorporated herein**.** Such amount to be presented annually in a budget by the Executive Director of the Recreation District, subject to approval first by the District Board, and then by the City Governing Body, with payment made by the City to the Recreation District on a quarterly basis from the time of final budget approval, as follows: July 1 - 35%; October 1 - 25%; January 1 - 15%; April 1 - 25%. Any park which reverts to the City's control, per the terms described in Exhibit A, shall also correspond with a reduction in the amount of money paid to the Recreation District for the maintenance of the park. The reduction in the amount of money shall be proportionate to the expenses the Recreation District incurred for that park (average of the prior three (3) fiscal years) from funds received by the City compared to all of the funds the Recreation District received by the City (average of the prior three (3) fiscal years) and prorated to the date the park reverts to the City's control.

d. From the City to the Recreation District for shared expenses with the School District for administration and program subsidies, such amounts to be subject to annual approval by the District Board and the City Governing Body, with payment made by the City to the Recreation District.

e. From funds donated by any person, company, non-profit or any other entity to the Recreation District.

3. **Employees.** All persons employed by the Recreation District, by and through the District Board, shall be employees of the Recreation District and the District Board, and not employees of the City. The District Board shall, in addition to other powers necessarily given any employer, possess the sole authority, as employer of such employees, to hire, train, supervise, discipline (including, but not limited to, suspension, dismissal, or termination), and compensate those employees.

4. **Insurance**.

a. During the term of this Agreement, and any extension, the City shall maintain property insurance coverage for all real and personal property and fixtures owned by the City and subject to this Agreement and shall provide for the Recreation District and the District Board as additional-named insureds in the policies for such insurance. Such property insurance shall be for the fair market value of property insured.

b. During the term of this Agreement, and any extension, the Recreation District, at its sole expense, shall maintain program operation's liability insurance, excess medical coverage for youth tackle football programs, Web Wright Baseball, and special events liability insurance coverage, with the cost of such insurance to be the responsibility of the Recreation District from its program operations and administration budget.

5. **Management, Operation, Maintenance, and Regulation of Parks, Grounds and Facilities.**

a. Subject to the terms of this Agreement, or any other agreement entered into between the parties hereto, the Recreation District agrees to manage, operate, maintain, and regulate, including, but not limited to, setting user fees for and fairly scheduling entities and individuals requesting use of the

developed and undeveloped parks and recreational facilities owned and/or leased by the City and described in **Exhibit A** in such a manner that will serve the best interests of the community.

1. The Asset Management Maintenance Standards are attached hereto as **Exhibit B** and incorporated herein. These Standards define the frequency, timeframe and type of maintenance that must be performed on the parks, playgrounds, and athletic fields. The Recreations District shall maintain all facilities and fields at a Level 2 Standard. These Standards apply to all areas maintained by the Recreation District.

2. An annual fall maintenance and safety assessment shall be conducted by the City's Parks Director or designee and Sheridan Recreation Director or designee for the purpose of identifying and creating a report of any repairs or maintenance for the properties described in **Exhibit A**. Following the annual fall assessment and report, the parties shall, in good faith, work together to determine a schedule for the priority and budgeting of the identified repairs.

3. Should the Recreation District fail to correct the repairs and maintenance priorities pursuant to the fall assessment, after written notice of the deficiency and 30 days opportunity to cure, the respective facility shall revert to the Cities control and supervision. The Recreation District shall have access to the parks for its recreational programs.

b. The Recreation District shall coordinate Emergency Services for any Recreation District sponsored event.

c. The Recreation District shall adhere to its Rules and Regulations.

d. The City and the Recreation District may enter into separate written agreements specifically defining the responsibilities of each party pertaining to any property subject to this Agreement.

e. All developed and undeveloped parks and recreational facilities owned by the City and described in **Exhibit A** shall remain the property of the City, and shall be subject to all laws, regulations, and restrictions concerning the same.

f. The Recreation District shall be subject to any and all bidding requirements set forth by Wyoming Statute.

6. **Utilities.** The Recreation District shall be responsible for payment of all utilities, including, but not limited to, water, sewer, electricity, heat and telephone, and any other utility costs associated with the parks and recreational facilities described in **Exhibit A**. Provided, however, the City shall be responsible for the maintenance, repair, and replacement of all public utilities and City streets. Streets shall not include parking lots.

7. **Coordination Between City and Recreation District.** During the term of this Agreement, the parties agree to take all reasonable and necessary action to best serve the recreational needs of the community within the parties' designated boundaries. In furtherance for the purposes and intents of this Agreement, the City

and the Recreation District agree that the City and its departments will from time to time cooperate and provide assistance, including, but not limited to, use of additional labor, equipment, vehicles, and supplies, where needed to the Recreation District, and the Recreation District will provide the same to the City. It is further agreed that the cost of repair and replacement of any facility, unless otherwise specified by this Agreement or if the costs of repair or replacement of which are covered by insurance or similar source of funding, shall be borne by the Recreation District.

8. **Public or Capital Improvements.** All park and recreational public or capital improvements will be planned by the Recreation District, except as provided in Paragraph 5, including the funding provisions through grant application and procurement of donations and budgeting funds as formulated in Paragraph 2 of this Agreement; provided, however, such public or capital improvements on City owned facilities and property shall be limited to those sites described in **Exhibit A.** Any Capital Improvement over $35,000 must be approved by the City. Any and all permanent improvements made to the premise shall become the property of the City. The City reserves the right to make any alteration, repair, addition, reconstruction or rebuild to any City owned park or facility at its discretion and without approval of the Recreation District, provided, however, except in the case of an emergency, the City shall provide thirty (30) days written notice of the City's intent to take any of the aforementioned actions. Provided, for any new facility or capital improvement made by the City, the City and the Recreation District shall, in good faith, negotiate the additional funds that will be provided to the Recreation District for the Recreation District's obligations under this Agreement for any such new facility or capital improvement

9. **Taxes.** The Recreation District agrees to reimburse the City for all actual costs of property taxes and assessments paid by the City concerning any of the sites, facilities, and properties subject to this Agreement, and which are used by the Recreation District in performance of this Agreement. Such reimbursement by the Recreation District shall be made from the park's maintenance budget of the Recreation District as formulated pursuant to Paragraph 2.c. of this Agreement.

10. **Use of Premises.** The Recreation District agrees to use the premises subject to this Agreement for lawful purposes only and not to permit any premises to be used for any unlawful purpose or in any manner contrary to law or any applicable ordinance.

11. **Right of Inspection.** The Recreation District agrees to permit the City the right to enter upon any of the City premises and improvements subject to this Agreement at reasonable times to inspect the same and the activities thereon.

12. **Public Use of the Premises.** The Recreation District agrees that the premises subject to this Agreement are to be managed, operated, and regulated by the Recreation District, through the District Board, exclusively for public park and recreational purposes. The Recreation District further agrees that any restriction upon said use previously incurred by the City relating to any of the premises subject to this Agreement will be followed and observed by the Recreation District so long as the District Board has knowledge of such restriction. The City reserves the right to restrict access to any public park or facility for the health, safety or general welfare of the public.

13. **Extension of Agreement.** At any time prior to termination, this Agreement may be extended by written mutual consent of the City and the Recreation District according to law.

14. **Modification of Agreement.** The terms of this Agreement shall not be altered, amended, or modified except in writing, approved by the parties according to law, and signed by a duly authorized representative of each respective party.

MADE AND ENTERED INTO EFFECTIVE as of the date first above written.

CITY OF SHERIDAN, WY

_____
Richard Bridger, Mayor

ATTEST:

_____
Ashlee Foster, Clerk

SHERIDAN RECREATION DISTRICT

By: _____

Name: _____
Chairman, Board of Directors

ATTEST:

Sign: _____

Name: _____
Secretary, Board of Directors

EXHIBIT A

Community Parks & Sports Complexes:

1. **Oatts Memorial Park (3.58 acres) 6th Street & N. Sheridan, (hereinafter "6th Street Park"):** 3 youth baseball fields, restrooms, and concessions stand, 3 ballfields used for recreational programs. The basketball court & playground serve as a neighborhood park maintained by the Recreation District.

2. **Thorne-Rider Park/Maida/Skate Park (56.34 acres) 11th Street at Spaulding Avenue (hereinafter "Thorne-Rider Park"):** 3 separate playground areas, 8 picnic shelters, 2 tennis courts, 2 pickleball courts, 2 Legion baseball field, rectangular fields, skate park, one basketball court, Recreation District office and 2 maintenance buildings, restrooms and 2 concession stands, horseshoe pits, 5 parking lots, a Food Forest, and the west Thorne Rider multi-sports area practice field. Approximately 41 acres is developed with it being scheduled, operated and maintained by the Recreation District.

3. **Kendrick Park off West Loucks Street at Beaver Street:** The Kendrick swimming pool. Includes 3 water slides, 1 activities pool, 1 main pool, 1 pump house, bath houses and 2 adjacent tennis courts. The ice cream and concession stand is generally located in the center of Kendrick Park.

EXHIBIT B

GENERAL PARKS MAINTENANCE

Both the frequency and timeframe vary for each level.

Task	Level 1 Frequency	Level 2 Frequency	Level 3 Frequency
Turf			
Mow/Trim/Blow Clippings	1x/5 days	1x/7 to 10 days	1 or 2x/year
Aerate	2x/year	1x/year	As needed
Overseed	1x/year	As needed	Not performed
Fertilize	2 to 4x/year	1x/year	Not performed
Apply weed control	1x/year and as needed	As needed	As needed
Trim Shrubs	1x/month and as needed	1x/year	As needed
Pick up trash prior to mowing	1x/5 days	1x/10 days	1x/10 days
Control pests	As needed	As needed	As needed
Manage leaves	2x/year and as needed	2x/year and as needed	1x/year
Line Trim	1x/week	1x/week	Monthly
Edge	1x/month	1x/year	As needed
Pavilion/Shelters			
Clean and sweep	1x/week	As needed	As needed
Remove and/or replace Garbage Bags and Trash cans	Daily	As needed	As needed
Paint Pavilion	1x/year	1x/2 years	As needed
Power wash	1x/week	2x/year	As needed
Inspect Electrical System Limited to Power Supply	1x/year	1x/year	1x/year
Inspect Picnic Tables	1x/week	1x/week or as needed	Monthly
Restrooms			
Clean and restock	2x/day (weekdays); 2x/day (weekends)	1x/day (weekdays); 2x/day (weekends)	Daily
Odor removal	7x/week	7x/week	Weekly
Repair vandalism	As needed	As needed	As needed
Remove and/or replace Garbage Bags and Trash cans	7x/week	7x/week	2x/week
Mechanical Inspection (plumbing)	1x/month	1x/month	1x/month
Schedule Lighting, Mechanical Systems	1x/week	1x/week	1x/year
Seasonal start-up and close-up	2x/year	2x/year	1x/year

GENERAL PARKS MAINTENANCE

Both the frequency and timeframe vary for each level.

Inspect	1x/week	1x/year and following storms	1x/year and following storms
Repair	As needed	As needed	As needed
Replace	As needed	As needed	As needed
Repaint	As needed	As needed	As needed
Vegetation Control	1x/year and as needed	1x/year and as needed	1x/year and as needed
Mulching			
Apply Mulch	2x/year	1x/year	As needed
Weed Control	2x/year	1x/year	As needed

PLAYGROUNDS

The difference in levels is the frequency of the task. Timeframes are the same for every level.

	Level 1	Level 2	Level 3
Task	**Frequency**	**Frequency**	**Frequency**
Inspect and document	Weekly	Monthly (7x/year)	Bi-Monthly(4x/year)
Major Annual Inspection	Annually	Annually	Annually
Repair	As needed	Monthly	As needed
Clean and pickup trash	Daily	Weekly	Weekly
Remove graffiti	As needed	As needed	As needed
Inspect water fountains, where applicable	Weekly	Monthly	As needed
Rake fiber mulch	Weekly	Monthly	Monthly
Seal rubberized, poured in place	Annually	Annually	Every 2 years
Supplementing Fiber Mulch	Annually	Every two years	As needed
Replace	Every 15 years	Every 15 years	As needed
Inspect for Pests/Bees/etc	Weekly	Monthly	As needed

NATURAL TURF ATHLETIC FIELDS

Both the frequency and timeframe vary for each level.

	Level 1	Level 2	Level 3
Task	**Frequency**	**Frequency**	**Frequency**
Athletic Fields - Baseball / Softball / Soccer / Multi-use			
Mow grass at 1.5-2" height per mowing	3x/week	2x/week	1x/week
Overseed	Twice/year	Once/year	Once/year
Fertilizer	3x/year	2x/year	1x/year
Line/Field Prep	As needed	As Needed	As Needed
Aerate	2x/year	1x/year	1x/year
Pick up trash and clean during events	Twice Daily	Daily	1x/week
Inspect bleachers /scoreboards / security lighting/fencing	Monthly	2x/year	2x/year
Water (1 inch / week)	Daily	As Needed	As Needed
Paint Backstops	Every 2 years	Every 3 years	Every 5 years
Set up recreational amenties	Daily	Daily	Daily

CITY OF SHERIDAN, WYOMING
55 Grinnell Plaza, Sheridan, Wyoming 82801
Ph (307) 674-6483

Clerk

MEMORANDUM

RE:	**Minutes of Regular Council Meeting June 2, 2025**
From:	Candace Ainslie, Deputy Clerk
To:	City Council
CC:	
Date:	

Attachments

Council Minutes

CITY OF SHERIDAN, WYOMING

MINUTES OF REGULAR COUNCIL MEETING

COUNCIL CHAMBERS **5:30 P.M.** **JUNE 2, 2025**

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 Jim Barth, First United Methodist Church

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

Mayor Rich Bridger	Present
Steven Brantz	Present
Andrew Patceg	Present
Greg Luhman	Present
Terry Weitzel	Present
Jack Wood	Present
Bev Leichtnam	Present

5. Consideration of Agenda.

Councilmember Weitzel moved, seconded by Councilmember Leichtnam to approve the agenda. Voice vote to approve the agenda. Motion passes.

Mayor Rich Bridger	Aye
Steven Brantz	Aye
Andrew Patceg	Aye
Greg Luhman	Aye
Terry Weitzel	Aye
Jack Wood	Aye
Bev Leichtnam	Aye

6. Staff Update

A. Small & Attractive Equipment Update - Fleet and Administrative Coordinator Heather Czaplinski

Fleet and Administrative Coordinator Czaplinski explained the report was suggested by Councilmember Brantz. She explained the tracking procedure and tools used to manage these pieces of equipment.

7. Comments from the Public

A. There were no comments from the public.

8. PUBLIC HEARINGS

A. Public Hearing for PL-25-9, Ordinance 2292, Rezone from B1 to B2. Mayor Bridger opened the Public Hearing at 5:41 pm. City Planner Kelly Schroeder updated the Council. Mayor Bridger closed the public hearing at 5:49pm. No public comment. Ms. Schroeder shared that her office received one phone call from a nearby resident, but she was able to answer their questions. The City Planning Commission voted unanimously to provide a positive recommendation to City Council for this rezone.

i. **Consideration of PL-25-9, Ordinance 2292, Rezone from B1 to B2**

Councilmember Brantz moved, Seconded by Councilmember Luhman to approve PL-25-9, Ordinance 2292, Rezone from B1 to B2. Roll Call vote.

Mayor Rich Bridger	Aye
Steven Brantz	Aye
Andrew Patceg	Aye
Greg Luhman	Aye
Terry Weitzel	Aye
Jack Wood	Aye
Bev Leichtnam	Aye

B. Public Hearing for the PL-25-11, Resolution 15-25, 130 W. Kooi St. Utility Easement Vacation. Mayor Bridger opened the Public Hearing at 5:51 pm. City Planner Kelly Schroeder updated the Council. Mayor Bridger closed the public hearing at 5:52. There was no public comment on this item.

City Planner Schroeder said her office sent letters of notification to 17 nearby land owners and received no questions or responses.

i. **Public Hearing for the PL-25-11, Resolution 15-25, 130 W. Kooi St. Utility Easement Vacation.**

Councilmember Weitzel moved, Seconded by Councilmember Luhman to approve PL-25-11, Resolution 15-25. Voice vote.

Mayor Rich Bridger	Aye
Steven Brantz	Aye
Andrew Patceg	Aye
Greg Luhman	Aye
Terry Weitzel	Aye
Jack Wood	Aye
Bev Leichtnam	Aye

9. Consent Agenda

A. Landfill Environmental Monitoring and Reporting Services contract with Trihydro Corporation in the amount of $385,567.
B. Final Acceptance of Public Infrastructure for the Valley Park 3rd Addition Subdivision
C. Appointment of Jack Wood to the Police Department Civil Service Commission for the unexpired term ending June 30, 2026.
D. Minutes of Regular Council Meeting May 19, 2025.
E. Claims

VENDOR NAME	AMOUNT
307 Print	$ 1,056.00
A & M Service & Supp	$ 190.50
A & M Service & Supp	$ 103.75
A Plus Plumbers & Ap	$ 2,001.25
A Plus Plumbers & Ap	$ 120.00
A Plus Plumbers & Ap	$ 154.20
Ace & Knecht	$ 10.68
Ace & Knecht	$ 13.76
Ace & Knecht	$ 70.77
ALEX COLLIER	$ 133.68
All Valley Diesel	$ 85.00
AlphaGraphics of Wyo	$ 39.00
Amazon Capital Servi	$ 1,288.75
Amazon Capital Servi	$ 56.67
Amazon Capital Servi	$ 319.98
Amazon Capital Servi	$ 54.87
Amazon Capital Servi	$ 229.62
Amazon Capital Servi	$ 36.45
Amazon Capital Servi	$ 10.40
Amazon Capital Servi	$ 36.45
Amazon Capital Servi	$ 10.37
Amazon Capital Servi	$ 128.88
Amazon Capital Servi	$ 39.98
Amazon Capital Servi	$ 98.10

Amazon Capital Servi	$	382.96
Amazon Capital Servi	$	439.32
Ameri -Tech Equipmen	$	1,229.16
Ameri -Tech Equipmen	$	524.28
American Maid	$	337.50
American Maid	$	937.50
American Maid	$	487.50
American Maid	$	262.50
American Maid	$	262.50
American Maid	$	225.00
American Maid	$	487.50
American Maid	$	3,412.10
American Maid	$	487.50
American Maid	$	525.00
American Maid	$	75.00
American Maid	$	75.00
American Maid	$	150.00
American Maid	$	581.25
American Welding & G	$	160.00
Ardurra Group Inc.	$	3,061.25
Ardurra Group Inc.	$	5,418.75
Ashlee Foster	$	1,065.08
Associated Construct	$	7,800.00
AT&T Mobility	$	69.26
AT&T Mobility	$	110.18
AT&T Mobility	$	346.70
AT&T Mobility	$	200.76
AT&T Mobility	$	77.49
AT&T Mobility	$	111.07
AT&T Mobility	$	163.18
AT&T Mobility	$	26.03
AT&T Mobility	$	67.15
AT&T Mobility	$	74.05
AT&T Mobility	$	58.64
AT&T Mobility	$	31.12
AT&T Mobility	$	59.99
AT&T Mobility	$	59.99
AT&T Mobility	$	73.62
AT&T Mobility	$	20.25
AT&T Mobility	$	480.48
AT&T Mobility	$	240.24
Bear's Paw Embroider	$	25.00
Bear's Paw Embroider	$	25.00
Becca Hartman	$	271.11
Becker First	$	26,550.00
Big Horn Sanitation	$	253.00
Big Horn Sanitation	$	126.50
Big Horn Sanitation	$	462.50
Big Horn Sanitation	$	253.00
BRADLEY WOOD	$	64.85
BRIAN ARNDT	$	60.64
Brian's Boot & Shoe	$	91.77
Brian's Boot & Shoe	$	61.18
Burns & Mc Donnell	$	25,171.03
C & K Equipment	$	541.20
C & K Equipment	$	59.04
C & K Equipment	$	47.25
C & K Equipment	$	229.12
C & K Equipment	$	212.25
C & K Equipment	$	141.50
Carahsoft Technology	$	2,769.60
Carahsoft Technology	$	851.36
Carahsoft Technology	$	851.36
Carahsoft Technology	$	2,769.62
Carahsoft Technology	$	851.36
Carahsoft Technology	$	9,799.87
Carahsoft Technology	$	9,799.86
Carahsoft Technology	$	5,538.89
Carahsoft Technology	$	851.36
Carahsoft Technology	$	851.36
Carahsoft Technology	$	765.33
Carahsoft Technology	$	235.25
Carahsoft Technology	$	235.25
Carahsoft Technology	$	765.31
Carahsoft Technology	$	235.25
Carahsoft Technology	$	2,707.94
Carahsoft Technology	$	2,707.94
Carahsoft Technology	$	1,530.53
Carahsoft Technology	$	235.25
Carahsoft Technology	$	235.25
Carquest Auto Parts	$	33.59
Carquest Auto Parts	$	134.21
Carquest Auto Parts	$	98.85
Carquest Auto Parts	$	95.29
Carquest Auto Parts	$	8.58
Carquest Auto Parts	$	46.99
Carquest Auto Parts	$	294.40
Carquest Auto Parts	$	147.20
Carquest Auto Parts	$	588.80
Carquest Auto Parts	$	588.80
Carquest Auto Parts	$	10.64
Carquest Auto Parts	$	79.05
Carquest Auto Parts	$	360.00
Carquest Auto Parts	$	360.00
Carquest Auto Parts	$	31.40
Carquest Auto Parts	$	6.89
Carquest Auto Parts	$	17.97
Carquest Auto Parts	$	72.70
Carquest Auto Parts	$	49.46
Carquest Auto Parts	$	32.97
Carquest Auto Parts	$	1.59
Carquest Auto Parts	$	1.06
Carquest Auto Parts	$	72.70
Carquest Auto Parts	$	104.91
Carquest Auto Parts	$	27.00
Carquest Auto Parts	$	15.04
Carquest Auto Parts	$	(1,177.60)
Catherine Bare	$	1,117.95
CED- Consolidated El	$	19.55
CED- Consolidated El	$	10.53

CenturyLink Communic	$	69.06
CH Diagnostics and C	$	685.00
CMI-Teco	$	34.83
CMI-Teco	$	454.00
CMI-Teco	$	364.36
CMI-Teco	$	1,166.72
CMI-Teco	$	63.68
CMI-Teco	$	(250.00)
CMI-Teco	$	(500.00)
Collection Professio	$	305.87
Collin Eisenman	$	238.00
Column Software	$	42.21
Column Software	$	506.26
Column Software	$	240.75
Communication Electr	$	332.53
Communication Electr	$	221.69
Dan Hart Patrol	$	514,727.62
Daniel Keller	$	102.52
Dick Anderson Constr	$	419,310.82
Direct Electric	$	1,335.00
Direct Electric	$	360.00
Edge Construction Su	$	7,867.93
Elizabeth Leahy	$	201.60
Employ LLC	$	4,423.72
Employ LLC	$	4,392.64
Engineering Associat	$	1,759.07
Fastenal Company	$	97.18
Fedex Freight	$	158.14
First Federal Saving	$	69.29
First Federal Saving	$	110.18
First Federal Saving	$	346.68
First Federal Saving	$	200.74
First Federal Saving	$	77.47
First Federal Saving	$	111.07
First Federal Saving	$	163.16
First Federal Saving	$	26.03
First Federal Saving	$	67.15
First Federal Saving	$	74.04
First Federal Saving	$	58.63
First Federal Saving	$	31.11
First Federal Saving	$	26.64
First Federal Saving	$	93.33
First Federal Saving	$	73.61
First Federal Saving	$	20.25
First Federal Saving	$	63.00
First Federal Saving	$	245.39
First Federal Saving	$	219.99
First Federal Saving	$	30.88
First Federal Saving	$	1,456.39
First Federal Saving	$	65.00
First Federal Saving	$	19.46
First Federal Saving	$	856.51
First Federal Saving	$	302.49
First Federal Saving	$	90.00
First Federal Saving	$	48.44

First Federal Saving	$	262.79
First Federal Saving	$	220.00
First Federal Saving	$	1,400.00
First Federal Saving	$	455.93
First Federal Saving	$	126.80
First Federal Saving	$	(1,054.70)
First Federal Saving	$	(15.53)
First Federal Saving	$	(68.94)
First Federal Saving	$	(10.88)
First Federal Saving	$	(76.49)
First Federal Saving	$	(65.00)
First Federal Saving	$	(152.16)
First Federal Saving	$	(152.16)
First Federal Saving	$	55.00
First Federal Saving	$	255.00
First Federal Saving	$	12.30
First Federal Saving	$	91.92
First Federal Saving	$	858.84
First Federal Saving	$	748.80
First Federal Saving	$	485.33
First Federal Saving	$	146.55
First Federal Saving	$	413.19
First Federal Saving	$	74.12
First Federal Saving	$	698.26
First Federal Saving	$	1,995.20
First Federal Saving	$	1,718.86
First Federal Saving	$	792.00
First Federal Saving	$	40.00
First Federal Saving	$	67.68
First Federal Saving	$	557.97
First Federal Saving	$	240.00
First Federal Saving	$	150.00
First Federal Saving	$	415.00
First Federal Saving	$	217.02
First Federal Saving	$	55.00
First Federal Saving	$	28.95
First Federal Saving	$	73.24
First Federal Saving	$	110.00
First Federal Saving	$	110.00
First Federal Saving	$	74.19
First Federal Saving	$	272.43
First Federal Saving	$	65.19
First Federal Saving	$	1,672.24
First Federal Saving	$	592.56
First Federal Saving	$	395.04
First Federal Saving	$	711.87
First Federal Saving	$	1,000.00
First Federal Saving	$	149.99
First Federal Saving	$	5,254.00
First Federal Saving	$	31.92
First Federal Saving	$	449.40
First Federal Saving	$	67.00
First Federal Saving	$	1,984.34
First Federal Saving	$	99.00
First Federal Saving	$	66.00

First Federal Saving	$	34.94
First Federal Saving	$	953.00
First Federal Saving	$	294.38
First Federal Saving	$	360.00
First Federal Saving	$	733.23
First Federal Saving	$	869.00
First Federal Saving	$	323.34
First Federal Saving	$	323.33
First Federal Saving	$	446.93
First Federal Saving	$	310.00
First State Bank	$	27,090.92
Fort Collins Nursery	$	2,941.80
Gabe Legler	$	170.00
GABRIELLE MILLER	$	26.39
Grainger Inc	$	28.47
Grainger Inc	$	83.40
Grainger Inc	$	144.72
Granite Peak Pump Se	$	637.76
Hawkins Inc	$	4,019.41
Hawkins Inc	$	7,346.21
Hawkins Inc	$	5,171.87
Heartland Kubota LLC	$	30.81
Heather Honken	$	725.50
Home Depot Credit Se	$	182.78
Home Depot Credit Se	$	86.82
Home Depot Credit Se	$	289.00
Home Depot Credit Se	$	110.65
IBS Inc	$	62.17
InfoSend Inc	$	3,758.26
InfoSend Inc	$	108.80
Interstate Engineeri	$	21,014.39
Jacob Townsend	$	306.00
Jacob Townsend	$	306.00
James & Tarah Vershu	$	0.18
JB Storage Container	$	195.00
KCR Enterprises LLC	$	159.95
Kelly Schroeder	$	410.00
Kilpatrick Creations	$	100.00
Kilpatrick Creations	$	600.00
Kilpatrick Creations	$	198.80
Kilpatrick Creations	$	150.00
Kilpatrick Creations	$	55.99
Kilpatrick Creations	$	55.99
Kilpatrick Creations	$	56.02
Kilpatrick Creations	$	23.80
Kilpatrick Creations	$	100.00
Kilpatrick Creations	$	700.00
Kilpatrick Creations	$	352.75
Kilpatrick Creations	$	100.00
Kilpatrick Creations	$	439.20
Kimball Midwest	$	173.88
Klay Condos	$	424.20
Knife River	$	2,113.03
Knife River	$	2,123.18
Kois Brothers Equipm	$	1,844.40
Kois Brothers Equipm	$	423.61
Kois Brothers Equipm	$	282.41
Kois Brothers Equipm	$	1,173.46
Leadership Wyoming	$	1,200.00
LJS Concrete & Excav	$	73,080.00
Long Building Techno	$	700.00
Lube Refiners LLC	$	141.45
Luke A Goddard	$	500.00
Mark Galloway	$	238.00
Matt Burtis	$	125.00
Mid-American Researc	$	159.23
Mid-American Researc	$	159.22
Mid-American Researc	$	192.30
Midwest Laboratories	$	410.00
Mike's Electric Inc	$	77.56
Mike's Electric Inc	$	77.55
Montana Dakota Utili	$	1,476.65
Montana Dakota Utili	$	965.20
Montana Dakota Utili	$	201.44
Montana Dakota Utili	$	324.83
Montana Dakota Utili	$	1,046.59
Montana Dakota Utili	$	166.56
Montana Dakota Utili	$	1,044.86
Montana Dakota Utili	$	152.47
Montana Dakota Utili	$	691.92
Montana Dakota Utili	$	1,368.26
Montana Dakota Utili	$	120.80
Montana Dakota Utili	$	526.36
Montana Dakota Utili	$	1,327.99
Montana Dakota Utili	$	1,257.49
Montana Dakota Utili	$	170.44
Montana Dakota Utili	$	561.87
Montana Dakota Utili	$	657.06
Montana Dakota Utili	$	5,651.02
Montana Dakota Utili	$	2,635.90
Montana Dakota Utili	$	52.08
Montana Dakota Utili	$	26.77
Montana Dakota Utili	$	436.28
Montana Dakota Utili	$	436.28
Morrison-Maierle Inc	$	10,112.61
Mueller Systems	$	2,453.01
Mullinax Concrete Se	$	781.48
Mullinax Concrete Se	$	963.53
Nathan Rager	$	200.00
Norco Inc	$	63.12
Norco Inc	$	65.05
Norco Inc	$	65.04
Norco Inc	$	65.05
Norco Inc	$	336.43
Norco Inc	$	97.53
Norco Inc	$	203.10
Norco Inc	$	55.87
Norco Inc	$	162.26
Norco Inc	$	60.24
Norco Inc	$	1,117.61

North Central Labs	$	426.42
Office Shop	$	35.92
Office Shop	$	567.63
Pace Analytical Serv	$	133.30
Park Reservoir Compa	$	544.25
Pavement Markings	$	2,625.00
Powder River Power C	$	121.86
Powder River Power C	$	5.75
Powder River Power C	$	180.97
Powder River Power C	$	66.34
Powder River Power C	$	299.01
Powder River Power C	$	109.04
Powder River Power C	$	55.16
Powder River Power C	$	82.82
Powder River Power C	$	110.78
PreCise MRM LLC	$	160.00
ProPet Distributors	$	4,263.68
RDO Equipment Co	$	1,151.25
REGYN HICKS	$	32.65
Rocky Mountain Drug	$	470.00
Rose Burns	$	335.00
Rose Burns	$	225.00
RUSSELL THOMPSON	$	115.77
Sarah Benavidez	$	186.00
Schoeny Inc	$	1,633.50
Secure Shred	$	63.96
Servall Uniform & Li	$	179.15
Servall Uniform & Li	$	69.53
Servall Uniform & Li	$	46.35
Servall Uniform & Li	$	81.66
Servall Uniform & Li	$	81.67
Servall Uniform & Li	$	315.37
Servall Uniform & Li	$	152.14
Servall Uniform & Li	$	217.90
Servall Uniform & Li	$	40.84
SHANNON MCALPINE	$	22.51
Sheridan Artists Gui	$	1,200.00
Sheridan Auto Parts	$	10.47
Sheridan Auto Parts	$	13.49
Sheridan Auto Parts	$	35.99
Sheridan Auto Parts	$	35.99
Sheridan Auto Parts	$	71.94
Sheridan Auto Parts	$	144.98
Sheridan Auto Parts	$	504.93
Sheridan Auto Parts	$	175.44
Sheridan Auto Parts	$	(264.58)
Sheridan Commercial	$	1,012.32
Sheridan Commercial	$	15.88
Sheridan Commercial	$	397.76
Sheridan Commercial	$	46.79
Sheridan Commercial	$	45.94
Sheridan Commercial	$	17.98
Sheridan Commercial	$	27.79
Sheridan Commercial	$	23.99
Sheridan Commercial	$	53.95

Sheridan Commercial	$	16.16
Sheridan Commercial	$	38.15
Sheridan Commercial	$	67.54
Sheridan Commercial	$	35.48
Sheridan Commercial	$	21.56
Sheridan Commercial	$	17.99
Sheridan Commercial	$	198.15
Sheridan Commercial	$	23.97
Sheridan Commercial	$	31.97
Sheridan Commercial	$	31.97
Sheridan Commercial	$	(15.88)
Sheridan Econ-O-Wash	$	58.00
Sheridan Econ-O-Wash	$	52.00
Sheridan Econ-O-Wash	$	27.00
Sheridan Econ-O-Wash	$	52.00
Sheridan Econ-O-Wash	$	48.00
Sheridan Lock & Key	$	101.25
Sheridan Lock & Key	$	101.25
Sheridan Motor Inc	$	164.46
Sheridan Motor Inc	$	(50.00)
Sheridan Newspapers	$	210.00
Sheridan Newspapers	$	210.00
Sheridan Newspapers	$	200.00
Sheridan Newspapers	$	210.00
Sheridan Newspapers	$	210.00
Sheridan Newspapers	$	216.00
Sheridan Saw Service	$	104.12
SOPHIA TAYLOR	$	45.51
Star Playgrounds	$	5,360.00
State of Wyoming	$	806.85
Stotz Equipment	$	1,178.30
TASHA ROESLER	$	22.27
Tire Rama	$	572.80
Tire Rama	$	1,131.24
Tire Rama	$	1,874.95
Tire Rama	$	27.50
Tires for Reclamatio	$	1,513.00
Torgerson's LLC	$	343.14
Torgerson's LLC	$	655.54
Tractor Supply Co	$	43.95
Tyler Technologies I	$	1,304.00
Tyler Technologies I	$	137,221.90
Tyler Technologies I	$	1,240.00
USABlueBook	$	251.90
Van Diest Supply Com	$	780.00
Van Diest Supply Com	$	624.00
Vertical Door Soluti	$	712.91
Vertical Door Soluti	$	1,547.77
Vertical Door Soluti	$	1,547.76
VRM Inc	$	1,400.00
VRM Inc	$	1,681.00
VRM Inc	$	472.25
VRM Inc	$	1,905.00
VRM Inc	$	1,090.00
VRM Inc	$	5,707.00

VRM Inc	$	870.00
VRM Inc	$	190.00
VRM Inc	$	912.50
WAM	$	75.00
WAM	$	30.00
WAM	$	260.00
Water Products & Sol	$	35.00
Water Products & Sol	$	8.75
Weed Warriors	$	1,665.00
Western Emulsions In	$	1,509.20
Western States Fire	$	760.00
Winsupply of Sherida	$	289.61
Winsupply of Sherida	$	53.20

Winsupply of Sherida	$	553.53
Winsupply of Sherida	$	263.88
Winsupply of Sherida	$	371.10
Winsupply of Sherida	$	356.14
Winsupply of Sherida	$	(553.53)
Wyoming Machinery	$	71.40
Wyoming Machinery	$	32.53
Wyoming Regional EMS	$	12,854.70
Zach McLain	$	170.00
Zowada Plumbing & He	$	632.08
Zowada Recycling & S	$	85.48

Councilmember Leichtnam moved, seconded by Councilmember Weitzel to approve Consent Agenda. Councilmember Patceg recused himself from item #160, Invoice #4505005 in the amount of $1,759.07 to Engineering Associates, due to conflict of interest.

Mayor Rich Bridger	Aye
Steven Brantz	Aye
Andrew Patceg	Aye
Greg Luhman	Aye
Terry Weitzel	Aye
Jack Wood	Aye
Bev Leichtnam	Aye

OLD BUSINESS

10. Consideration of the Second Reading of Ordinance 2293 Amending City Code Chapter 9 - Courts, Fines and Imprisonment. City Attorney Brad Thimmesch updated Council.

Councilmember Luhman moved, seconded by Councilmember Weitzel to approve Ordinance 2293 Amending City Code Chapter 9 - Courts, Fines and Imprisonment on second reading. Roll Call Vote.

Mayor Rich Bridger	Aye
Steven Brantz	Aye
Andrew Patceg	Aye
Greg Luhman	Aye
Terry Weitzel	Aye
Jack Wood	Aye
Bev Leichtnam	Aye

NEW BUSINESS

11. Consideration of Resolution 16-25 Dedicating Krinkee Park as a Public Park to the Memory of Sergeant Nevada Krinkee. Police Chief Travis Koltiska updated the Council.

Councilmember Leichtnam moved, seconded by Councilmember Weitzel to approve Resolution 16-25 Dedicating Krinkee Park as a Public Park to the Memory of Sergeant Nevada Krinkee. Voice Vote. Police Chief Travis Koltiska read the Resolution in full and announced the dedication of the Krinkee Park opening as June 10, 2025 at 4:00 pm. This Resolution will be read at the dedication.

Mayor Rich Bridger	Aye
Steven Brantz	Aye
Andrew Patceg	Aye
Greg Luhman	Aye

Terry Weitzel	Aye
Jack Wood	Aye
Bev Leichtnam	Aye

12. Council Comments and Committee/Board Reports.

A. SEEDA - Meeting soon, working on Business Park and FY26 Budget.
B. NEWY - Nothing new to report – next week is the WAM Summer Conference.
C. CAST - Met recently, another meeting in August
D. SAWS - No update
E. SPAC – New sculpture installed on N. Main –"Dragonfly"…Look for it. The Stacked Frogs sculpture will move to the Brooks Street mini-park.
F. DSA - Launching their membership campaign.
G. SJCJPB - Nothing new to report
H. City Administrator Stuart McRae

a. The Draft Budget will be published in the Sheridan Press on Monday June 9th
b. WAM Summer Conference next week in Cheyenne. Stuart, Bev, the Mayor will attend. Dan Roberts will be the acting City Administrator
c. The City raised quite a bit of money on the Yeti Raffle, won by David Ford.
d. Mr. McRae shared commemoration of Kim Love who recently passed away. His generosity was legendary, especially regarding the Public Arts. Just a few days before he died he donated money for SPAC to purchase "Egghead" – one of the most popular sculptures in town.

Councilmember Bev Leichtnam shared kudos to the Parks Dept for how beautiful the cemetery looked for Memorial Day.

11. Mayor Bridger adjourned the meeting at 6:11 pm.

APPROVED:

_____

Richard Bridger, Mayor

ATTEST:

_____

Ashlee Foster, City Clerk

CITY OF SHERIDAN, WYOMING
55 Grinnell Plaza, Sheridan, Wyoming 82801
Ph (307) 674-6483

Clerk

MEMORANDUM

RE:	**Claims**
From:	
To:	City Council
CC:	
Date:	

Attachments

Claims

REFERENCE	VENDOR NAME	ORG DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
1	AARON HUGHES	500-Water Fund	4.96	24672	UB 00161050 919 AIRPORT	05/30/2025
2	Abdeladim Zaazaa	100-General Fund	165.44	LLRef2025 MCA	Refund New L License app-Espadas	06/11/2025
3	Ace & Knecht	500-SWTP	145.50	12082956	Work light, hose shut off, brass nozzles, misc. pl	05/21/2025
4	Ace & Knecht	100-Parks Supervision	127.96	12109431	Head for line trimmers - KGC	05/28/2025
5	Ace & Knecht	540-Golf Course Admin/Super	55.49	12114989	Mowing head autocut for KGC	05/29/2025
6	ADAM MOULTON	500-Water Fund	74.98	24659	UB 00110050 1839 DE SMET	05/29/2025
7	AED Brands	100-Gen Govt Bldg Maintenance	409.00	181894	AED pads - adult & pediatric - CH 2nd flr AEd	06/05/2025
8	AgTerra Technologies	530-Weed/Pest Administration	600.00	25-4435	Mosquito spraying software - 06-01-25 through 05-3	06/03/2025
9	ALICE PINTER	500-Water Fund	68.54	24654	UB 00024338 627 ASPEN	05/29/2025
10	All Valley Diesel	110-Police Administration	275.00	3908	Tow - 25P003384 - PD	05/15/2025
11	All Valley Diesel	110-Police Administration	104.00	3953	Tow unit 1-19 to Sheridan Motor - PD	05/16/2025
12	AlphaGraphics of Wyo	110-Museum Collections	409.30	24740	Rack Cards ro SPAC Sculpture Walk	03/31/2025
13	AlphaGraphics of Wyo	120-Service Center	141.61	25372	PD123 - graphics installation	05/30/2025
14	AlphaGraphics of Wyo	500-Water Distribution	169.49	25533	City logo vinyl stickers 5x7	05/29/2025
15	Amazon Capital Servi	520-Sanitation	4.38	117P-FWNT-3MC9	Printer Paper & paper clips	05/27/2025
16	Amazon Capital Servi	520-Sanitation	26.40	117P-FWNT-3MC9	Printer Paper & paper clips	05/27/2025
17	Amazon Capital Servi	520-Recycling	4.37	117P-FWNT-3MC9	Printer Paper & paper clips	05/27/2025
18	Amazon Capital Servi	520-Recycling	26.39	117P-FWNT-3MC9	Printer Paper & paper clips	05/27/2025
19	Amazon Capital Servi	120-Street Construction/Maint	74.28	1CMX-76MF-GJDV	Rebar Tie Wire, 1/32" Diamete	05/27/2025
20	Amazon Capital Servi	500-Water Utility Admin	59.42	1HPM-J46Q-9MLL	Pens & binders	05/27/2025
21	Amazon Capital Servi	510-Wastewater Administration	39.63	1HPM-J46Q-9MLL	Pens & binders	05/27/2025
22	Amazon Capital Servi	520-Landfill	41.95	1LDG-FMK3-W7CQ	ITEM: Eargasm High Fidelity Earplugs with Blue Fi	06/10/2025
23	Amazon Capital Servi	100-Parks Supervision	17.19	1NK9-D7F3-C7MT	PTO switch, USB sticks, moisture meters for Parks	05/28/2025
24	Amazon Capital Servi	100-Parks Supervision	152.80	1NK9-D7F3-C7MT	PTO switch, USB sticks, moisture meters for Parks	05/28/2025
25	Amazon Capital Servi	100-Parks Supervision	210.30	1NK9-D7F3-C7MT	PTO switch, USB sticks, moisture meters for Parks	05/28/2025
26	Amazon Capital Servi	520-Landfill	52.79	1TPM-KRX7-9L76	Printer Paper	05/29/2025
27	Amazon Capital Servi	100-Police Administration	124.99	1TXF-WC17-9644	Panasonic TOUGHBOOK 55 FZ-55 FZ-VZSU1HU Sta	06/11/2025
28	Amazon Capital Servi	520-Sanitation	43.62	1Y7K-7KFD-4GPK	Paper punch, Airport Windsock & Safety Vest	05/28/2025
29	Amazon Capital Servi	520-Landfill	12.99	1Y7K-7KFD-4GPK	Paper punch, Airport Windsock & Safety Vest	05/28/2025
30	Amazon Capital Servi	520-Landfill	20.23	1Y7K-7KFD-4GPK	Paper punch, Airport Windsock & Safety Vest	05/28/2025
31	Amazon Capital Servi	500-Water Utility Admin	10.91	1YL3-N1WK-4NXN	Kleenx	05/28/2025
32	Amazon Capital Servi	510-Wastewater Administration	7.27	1YL3-N1WK-4NXN	Kleenx	05/28/2025
33	Amazon Capital Servi	100-Customer Service	53.63	1YMH-CJGW-6JK4	sticky pads/pens	05/05/2025
34	Amazon Capital Servi	100-Clerk	(31.99)	CR1WPL-6PTM-169L	Returned minute book paper	06/03/2025
35	Ameri -Tech Equipmen	100-Service Center	1,963.24	00015594	SH214 - Decked XR4 trcuk bed storage system +frt	06/03/2025
36	American Maid	500-Water Distribution	540.00	2025-15 May	Cleaning- May - UM	05/28/2025
37	American Maid	510-WW Collection	360.00	2025-15 May	Cleaning- May - UM	05/28/2025
38	American Maid	100-Parks Supervision	900.00	2025-1-May	Blacktooth Park restroom cleaning - May25	05/28/2025
39	American Maid	100-Parks Supervision	281.25	2025-2-May	Marshall Park restroom cleaning - May25	05/28/2025
40	American Maid	100-Parks Supervision	375.00	2025-3-May	South Park restroom cleaning - May25	05/28/2025
41	American Maid	100-Parks Supervision	562.50	2025-4-May	Kendrick Park restroom cleaning - May25	05/28/2025
42	American Maid	100-Parks Supervision	75.00	2025-5-May	Kendrick Park shop cleaning - May25	05/28/2025
43	American Maid	100-Parks Supervision	150.00	2025-6-May	Parks admin office cleaning - May25	05/28/2025

REFERENCE	VENDOR NAME	ORG DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
44	American Maid	100-Cemetery Administration	75.00	2025-7-May	Cemetery office cleaning - May25	05/28/2025
45	American Welding & G	520-Sanitation	132.89	0010867017	Axles & Casters for Welder	05/21/2025
46	American Welding & G	520-Recycling	132.89	0010867017	Axles & Casters for Welder	05/21/2025
47	American Welding & G	100-Medical Services	39.73	0010883213	Cylinder Maintenance-Leased Medical Oxygen 5-31-20	05/31/2025
48	ANDREA REICH	500-Water Fund	28.66	24902	UB 01066530 815 PARK	06/06/2025
49	Arete Design Group	400-Recycing	160.00	11409	Recycle Center Add. - As-Builts	06/01/2025
50	B&B Leasing Company	100-Fire Administration	157.43	1659-31	Sharp Copier Lease Model No BP50C26, Serial No 250	05/31/2025
51	Bear's Paw Embroider	520-Sanitation	50.00	1099	Embroidery for Margaret S., Colee H., Kevin P., Am	06/05/2025
52	Bear's Paw Embroider	520-Recycling	50.00	1099	Embroidery for Margaret S., Colee H., Kevin P., Am	06/05/2025
53	Bear's Paw Embroider	520-Landfill	70.00	1099	Embroidery for Margaret S., Colee H., Kevin P., Am	06/05/2025
54	BEVERLY JOHNSON	500-Water Fund	65.49	25005	UB 00019510 1351 RIDGEWAY	06/10/2025
55	Big Horn Sanitation	100-Parks Supervision	126.50	55889	Portable toilet for Malcolm Wallop Park - April25	04/30/2025
56	Big Horn Sanitation	520-Landfill	253.00	56166	Port-A-Potties at Landfill	05/31/2025
57	Bloedorn Lumber	100-Parks Supervision	2,477.60	8807463	Split rail fencing for Parks grounds maintenance	06/02/2025
58	Bluemel Plumbing & H	100-Gen Govt Bldg Maintenance	532.15	253001	Repair toilet seals - CH public restrooms	06/03/2025
59	Bluemel Plumbing & H	100-Gen Govt Bldg Maintenance	121.92	253007	Public restroom repair	06/03/2025
60	Border States Electr	500-Source of Supply	357.42	930245949	Automation control hardware -Rockwell Automation	04/21/2025
61	Border States Electr	500-Water Distribution	1,284.67	930245949	Automation control hardware -Rockwell Automation	04/21/2025
62	Border States Electr	500-SWTP	3,876.34	930245949	Automation control hardware -Rockwell Automation	04/21/2025
63	Border States Electr	500-BGWTP	3,306.62	930245949	Automation control hardware -Rockwell Automation	04/21/2025
64	Border States Electr	510-WW Collection	1,172.96	930245949	Automation control hardware -Rockwell Automation	04/21/2025
65	Border States Electr	510-WW Treatment	1,172.99	930245949	Automation control hardware -Rockwell Automation	04/21/2025
66	BRAD BLACKSTOCK	500-Water Fund	33.38	24821	UB 00518200 840 ILLINOIS	06/04/2025
67	Brian's Boot & Shoe	520-Recycling	187.15	17637	Boots for Jean T.	05/27/2025
68	Brian's Boot & Shoe	520-Landfill	157.45	17648	Boots for Margaret S.	06/05/2025
69	Brian's Boot & Shoe	510-WW Collection	179.95	17660	Safety boots- summer help - Ridge Franklin	06/10/2025
70	BRIGITTA HAMILTON	500-Water Fund	123.53	24706	UB 00382180 193 SCOTT	06/02/2025
71	BRITTNAY AMES	500-Water Fund	90.03	24903	UB 27082050 1987 EDWARDS	06/06/2025
72	Burns & Mc Donnell	400-Landfill	86,191.55	135317-45	LRCM - Prof. Svcs. April 2025	05/27/2025
73	C & K Equipment	120-Service Center	173.37	18645	CM42 - spacers/rollers, CM43 - hyd mx fluid/roller	05/30/2025
74	C & K Equipment	520-Sanitation	146.90	18719	WC701 - hopper camera cable	06/05/2025
75	C & K Equipment	120-Service Center	3,103.31	R18718	ST319 - hp fuel pump & inj pump for pony eng +frt	06/05/2025
76	C & K Equipment	500-Water Distribution	265.52	R18733	Wheel/tire for mowers UM	06/06/2025
77	C & K Equipment	510-WW Collection	177.02	R18733	Wheel/tire for mowers UM	06/06/2025
78	CAMEN MITCHELL	500-Water Fund	9.92	24703	UB 00077100 461 4TH	06/02/2025
79	CAMILLA K. SUNDSTROM	710-SAWS Fund	59.73	24885	UB 00892290 5 PLEASANT VALLEY	06/06/2025
80	CARLTON CONSTRUCTION	500-Water Fund	34.94	24891	UB 50000023 3011 PINE HILLS	06/06/2025
81	CARLTON CONSTRUCTION	500-Water Fund	79.35	25009	UB 50000039 3065 REAL BIRD	06/10/2025
82	Carolina Software	520-Landfill	1,308.29	94626	Scale House Tickets - 10 Boxes	05/21/2025
83	Carquest Auto Parts	120-Service Center	21.41	1972-603792	ST319 - Fuel spin-on filter	05/27/2025
84	Carquest Auto Parts	510-WW Treatment	6.19	1972-604262	Disconnects	06/04/2025
85	CARROLL REALTY	500-Water Fund	61.85	24655	UB 00513230 39 SHERIDAN	05/29/2025
86	CARROLL REALTY	500-Water Fund	11.64	24669	UB 00170190 1035 SUMNER	05/30/2025

REFERENCE	VENDOR NAME	ORG DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
87	CARROLL REALTY	500-Water Fund	40.18	24681	UB 00005752 2020 BUNGALOW VILLAGE	05/30/2025
88	CARROLL REALTY	500-Water Fund	61.12	24816	UB 00004387 1657 HOLLOWAY	06/04/2025
89	CARROLL REALTY	500-Water Fund	35.84	24888	UB 00005942 2013 BUNGALOW VILLAGE	06/06/2025
90	CARROLL REALTY	500-Water Fund	21.18	24893	UB 05414510 1625 TAYLOR	06/06/2025
91	CARROLL REALTY	500-Water Fund	24.21	25007	UB 00145170 931 BURTON	06/10/2025
92	CASSIDY DREW & DEVER	500-Water Fund	18.70	24704	UB 00102140 1831 KENNEDY	06/02/2025
93	Caterpillar Financia	300-Street Construction/Maint	104,034.00	Payment #10	140M2 Motor Grader payment #10	05/25/2025
94	Caterpillar Financia	300-Street Construction/Maint	3,523.84	Payment #10	140M2 Motor Grader payment #10	05/25/2025
95	CenturyLink Communic	500-Water Distribution	293.49	060625-Telecom	05.22.25-06.21.25 Telecom	05/22/2025
96	CenturyLink Communic	500-SWTP	63.17	060625-Telecom	05.22.25-06.21.25 Telecom	05/22/2025
97	CenturyLink Communic	500-BGWTP	63.17	060625-Telecom	05.22.25-06.21.25 Telecom	05/22/2025
98	CenturyLink Communic	510-WW Treatment	193.59	060625-Telecom	05.22.25-06.21.25 Telecom	05/22/2025
99	CenturyLink Communic	100-Court	5.93	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
100	CenturyLink Communic	100-Mayor/Council	11.85	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
101	CenturyLink Communic	100-City Administrator	8.89	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
102	CenturyLink Communic	100-Clerk	5.93	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
103	CenturyLink Communic	100-Treasurer	14.82	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
104	CenturyLink Communic	100-Customer Service	14.82	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
105	CenturyLink Communic	100-Human Resources	5.93	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
106	CenturyLink Communic	100-Engineer	17.78	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
107	CenturyLink Communic	100-Fire Administration	8.89	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
108	CenturyLink Communic	100-Building Inspections	23.69	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
109	CenturyLink Communic	100-Street Construction/Maint	11.85	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
110	CenturyLink Communic	100-Cemetery Administration	2.96	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
111	CenturyLink Communic	100-Parks Supervision	5.93	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
112	CenturyLink Communic	100-Planning/Zoning	5.93	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
113	CenturyLink Communic	500-Water Utility Admin	7.41	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
114	CenturyLink Communic	500-Water Distribution	4.45	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
115	CenturyLink Communic	500-SWTP	2,845.38	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
116	CenturyLink Communic	500-BGWTP	2,845.38	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
117	CenturyLink Communic	510-Wastewater Administration	7.41	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
118	CenturyLink Communic	510-WW Collection	4.45	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
119	CenturyLink Communic	520-Sanitation	2.96	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
120	CenturyLink Communic	520-Recycling	2.96	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
121	CenturyLink Communic	520-Landfill	14.82	061325-Telecom	06.01.25-06.30.25 Telecom	06/01/2025
122	CH Diagnostics and C	500-Source of Supply	685.00	20250057	Giardia & Crypto analysis invoice	05/26/2025
123	CHARLES & KRISTI RAM	500-Water Fund	113.02	24683	UB 00912520 1321 HIGHLAND	05/30/2025
124	CHRYSTAL LOPEZ	500-Water Fund	86.46	24662	UB 00198040 1531 MARTIN	05/29/2025
125	CMI-Teco	520-Sanitation	792.08	64352	WC713 - coolant pump & t-stat +frt	05/22/2025
126	CMI-Teco	520-Recycling	1,163.97	64417	RC332 - separator +frt	05/30/2025
127	Cobra Crete LLC	110-Parks Supervision	14,750.00	1016	Repl concrete on Kendrick Park pathways.	05/25/2025
128	Column Software	100-Clerk	104.36	9626F791-0102	L License Espadas Publishing	05/28/2025
129	Column Software	400-Street Construction/Maint	437.04	9626F791-0103	LPO 41409 - Ad for Bids 25 Micro-Surface - Eng	06/02/2025

REFERENCE	VENDOR NAME	ORG DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
130	Column Software	100-Clerk	577.65	9626F791-0104	June 2 Council Minutes publishing	06/03/2025
131	Column Software	100-Clerk	93.76	9626F791-0105	FY26 Budget Hearing-Publishing	06/04/2025
132	Communication Electr	500-Water Distribution	90.00	6463911	Fire alarm monitoring - UM	06/01/2025
133	Communication Electr	510-WW Collection	60.00	6463911	Fire alarm monitoring - UM	06/01/2025
134	Comtech	120-Police Administration	1,920.00	92915	8 channel VOIP add on license - PD	10/16/2024
135	Comtech	120-Service Center	974.45	93188	ST305 & ST402 - installed supplied radios	11/06/2024
136	COOPER LARKIN	500-Water Fund	74.44	24906	UB 00168100 550 CUSTER	06/06/2025
137	County Trash LLC	500-BGWTP	115.00	397	Trash service - monthly	06/01/2025
138	Courtney Lohmeyrer	510-WW Treatment	295.00	Lohrmeyer061025	Wastewater Level 2 certification/travel - Courtney	06/10/2025
139	Crescent Electric	510-WW Treatment	212.53	S513262351.001	Liquid Tite, 3/4 in LT Connector Non Insulated, 1/	05/12/2025
140	Cummins Rocky Mounta	100-Service Center	840.00	40-250588362	Insite Pro annual subscription 5/31/25-5/30/26 - S	05/19/2025
141	DANETTE HARFST	500-Water Fund	109.86	24677	UB 00810100 2074 EASTSIDE 2ND	05/30/2025
142	Daniel Keller	100-Police Administration	598.00	Keller05172025	per diem to DC for Police Week - PD	06/05/2025
143	DAWN DURHAM	500-Water Fund	63.18	25004	UB 00006328 2028 BUNGALOW VILLAGE	06/10/2025
144	DEREK BELLIKA	500-Water Fund	40.48	24652	UB 00023624 4645 OXBOW	05/29/2025
145	DONNA GARLAND	500-Water Fund	19.27	24682	UB 00168100 550 CUSTER	05/30/2025
146	DOUG CONNELY	710-SAWS Fund	51.64	24751	UB 50000181 5 ST ANDREWS	06/03/2025
147	DOUG CONNELY	710-SAWS Fund	53.42	24752	UB 50000181 5 ST ANDREWS	06/03/2025
148	DOUG CONNELY	710-SAWS Fund	53.42	24753	UB 50000181 5 ST ANDREWS	06/03/2025
149	Dowl	400-WW Treatment	1,983.60	4528.27092.02 - 18	WWTP S. Clarifier - CA 4/27/25 - 5/24/25	05/30/2025
150	Dowl	400-Water Distribution	11,380.50	5063.28019.01 - 20	NE Transmission - Prof. Svcs. 4/27/25 - 5/24/25	05/29/2025
151	Dowl	120-Engineer	2,046.50	5071.28038.01 - 10	Transportation Plan Update	05/29/2025
152	DR. LESLIE MADDEN	710-SAWS Fund	60.71	24886	UB 02375290 83 CANYON VIEW	06/06/2025
153	Edge Construction Su	120-Signs	5,223.12	G86945	Telespar Post/Anchors (T/S)	05/28/2025
154	ELIZABETH BACON	500-Water Fund	18.90	24658	UB 00109040 1424 WARREN	05/29/2025
155	Employ LLC	520-Recycling	4,687.90	17141	Temp Labor Recycling	06/03/2025
156	Employ LLC	520-Recycling	3,113.18	17156	Temp Labor Recycling	06/04/2025
157	Energy Laboratories	500-SWTP	291.00	707514	TOC sample analysis invoice	05/15/2025
158	Enviro-Clean Intermo	120-Service Center	452.83	10P1038	ST343 - filter, cover, nozzle rubbers +frt	03/12/2025
159	Enviro-Clean Intermo	120-Service Center	1,591.10	10P1128	ST343 - DEf level sensor +frt	04/01/2025
160	Enviro-Clean Intermo	120-Service Center	638.20	10P1196	ST343 - wtr hose, cstr whl, brg/hsg for gd whl +fr	05/22/2025
161	Enviro-Clean Intermo	120-Service Center	27.74	10P1240	ST343 - hydr. male stud fittings +frt	05/02/2025
162	Enviro-Clean Intermo	120-Service Center	3,198.69	10P1344	ST343 - brooms, wide sweep (12) +frt	05/30/2025
163	Eurofins Eaton	500-SWTP	498.00	8100132164	UCMR5 sample analysis invoice	05/27/2025
164	Eurofins Eaton	500-BGWTP	498.00	8100132167	UCMR5 sample analysis invoice	05/27/2025
165	Farmers Co-op Oil Co	120-Service Center	15.68	163592	6.4 gal LP nonmotor - ST	05/12/2025
166	Farmers Co-op Oil Co	120-Service Center	20.11	163853	29lbs propane - Streets	05/12/2025
167	Farmers Co-op Oil Co	120-Service Center	918.75	164606	Bulk DEF, 5w30 oil & antifreeze	05/27/2025
168	Farmers Co-op Oil Co	120-Service Center	338.10	164606	Bulk DEF, 5w30 oil & antifreeze	05/27/2025
169	Farmers Co-op Oil Co	520-Sanitation	543.90	164606	Bulk DEF, 5w30 oil & antifreeze	05/27/2025
170	Farmers Co-op Oil Co	520-Recycling	235.20	164606	Bulk DEF, 5w30 oil & antifreeze	05/27/2025
171	Farmers Co-op Oil Co	120-Service Center	353.36	16803	5/22/25 fuel delivery to Cemetery	05/22/2025
172	Farmers Co-op Oil Co	520-Landfill	1,863.31	17084	Fuel for Landfill 05/23/25	05/23/2025

REFERENCE	VENDOR NAME	ORG DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
173	Farmers Co-op Oil Co	540-Golf Course Admin/Super	1,148.78	17190	5/14/2025 fuel delivery to KGC	05/14/2025
174	Farmers Co-op Oil Co	520-Landfill	2,443.88	17196	Fuel for Landfill 05/16/25	05/16/2025
175	Farmers Co-op Oil Co	520-Landfill	1,821.32	17215	Fuel for Landfill 05/02/25	05/02/2025
176	Farmers Co-op Oil Co	120-Service Center	349.86	17241	5/9/25 fuel delivery to Cemetery	05/09/2025
177	Farmers Co-op Oil Co	520-Landfill	2,868.15	17243	Fuel for Landfill 05/09/25	05/09/2025
178	Farmers Co-op Oil Co	120-Service Center	283.35	17406	5/29/2025 fuel delivery to Kendrick Park	05/29/2025
179	Farmers Co-op Oil Co	520-Recycling	429.70	17417	Fuel for Forklift and Skid Steer	05/30/2025
180	Farmers Co-op Oil Co	520-Landfill	2,679.65	17418	Fuel for Landfill 05/30/25	05/30/2025
181	Fastenal Company	120-Street Construction/Maint	46.76	WYSHE162425	Wipes, gloves - ST	05/22/2025
182	Fastenal Company	120-Signs	12.64	WYSHE162431	Set Screws (T/S)	05/22/2025
183	Ferguson	500-Water Distribution	407.02	0289206	hydrant anti-sieze, shell cutter	06/03/2025
184	FINNEY PROPERTIES, L	500-Water Fund	251.06	24817	UB 00070050 1816 THURMOND	06/04/2025
185	Floyd's Truck Center	120-Service Center	718.45	X301086678:01	ST343 - doser injector +frt	06/06/2025
186	Foot of the Bighorns	100-Fire Administration	98.00	220000046595	Running Shoes for PJuergens 6-5-2025	06/05/2025
187	Galls LLC	100-Police Administration	159.29	031293643	Uniform Shirts - Stallions - PD	05/09/2025
188	Galls LLC	100-Police Administration	148.67	031333014	Uniform Shirts - Stallions - PD	05/14/2025
189	Galls LLC	100-Police Administration	7.99	031380344	Return shipping - PD	05/19/2025
190	Galls LLC	100-Police Administration	(114.99)	CR031381316	Returned jacket	05/19/2025
191	GEORGIA DEMMING	500-Water Fund	6.66	24661	UB 00140030 143 COLORADO	05/29/2025
192	GFK Inc	120-Police Administration	6,720.00	986254	Concrete slab at the gun range - PD	05/20/2025
193	Gillette Contractors	120-Street Construction/Maint	4,305.00	877987	Concrete patch, Re-crete 20 min patch - ST	05/23/2025
194	Grainger Inc	500-Water Distribution	39.36	9519819644	Machine eye bolt for 30inch blow off	05/27/2025
195	Grainger Inc	510-WW Treatment	231.24	9524628089	Electric Motor	05/30/2025
196	Grainger Inc	100-Service Center	1,040.61	9525870599	Wall air conditioner - SH	06/02/2025
197	Grainger Inc	120-Service Center	152.80	9529555436	ST343 - fuel filters +frt	06/04/2025
198	Granicus LLC	100-Information Technology	1,385.65	206795	Granicus_SWAGIT	06/01/2025
199	Greenfold Services	120-Police Administration	1,960.00	113	Janitorial Services	05/27/2025
200	Greensky Commercial	100-Street Construction/Maint	1,240.00	3485	Janitorial services - May - ST	06/01/2025
201	Greg Luhman	100-Mayor/Council	566.17	06/10/2025	Per Diem, Taxi/Uber/Lyft, Rental Car - G.Luhman Ma	06/11/2025
202	Hawkins Inc	510-WW Treatment	10,577.03	7086658	Azone sodium hypochlorite, Filter aid, Sodium Bisu	06/03/2025
203	Hawkins Inc	500-BGWTP	5,680.31	7086660	Azone 660 GA & Soda Ash 2700 LB	06/03/2025
204	Heartland Kubota LLC	510-WW Treatment	19.10	HDQ-81633	Pulley	05/30/2025
205	Heather Doke	100-Human Resources	299.00	DOKEWYSHRM2025	WY SHRM Conference Registration	06/09/2025
206	Home Depot Credit Se	120-Signs	19.94	1023950	Ratchet Straps (8) (T/S)	06/09/2025
207	Home Depot Credit Se	520-Sanitation	389.00	1073117	Compressor for Plasma Cutter in Welding Shop	05/30/2025
208	Home Depot Credit Se	100-Parks Supervision	25.96	2013210	Flower pots for bell at City Hall	05/29/2025
209	Home Depot Credit Se	100-Fire Administration	649.00	3973312	Dewalt Flexvolt 60V Max Cordless In-line 1/2 inch	05/28/2025
210	Home Depot Credit Se	120-Police Administration	48.79	620031	Firewood for drug burn - PD	05/01/2025
211	Home Depot Credit Se	120-Police Administration	3,440.00	6900677	5-Shelf Metal Industrial Duty Freestanding Garage	06/04/2025
212	Home Depot Credit Se	100-Parks Supervision	105.31	7013485	Flowers for Krinkee Park planters	06/03/2025
213	Home Depot Credit Se	100-Parks Supervision	139.92	8012949	Flowers for planters at City Hall	05/23/2025
214	Home Depot Credit Se	100-Gen Govt Bldg Maintenance	58.97	9514257	light bulbs - public restrooms	05/22/2025
215	iCrave Industries	110-Service Center	15,067.09	2398	FD216 - Outfitting	05/28/2025

REFERENCE	VENDOR NAME	ORG DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
216	InfoSend Inc	100-Customer Service	9,278.07	288131	processing/printing/mailing utility bills May 2025	05/31/2025
217	InfoSend Inc	100-Customer Service	204.50	288406	service/email fee - May 2025	06/01/2025
218	Interstate Power Sys	500-SWTP	160.10	C009066530:01	SW468 - injectors	06/04/2025
219	Interstate Power Sys	500-SWTP	112.25	C009066530:02	SW468 - injector +frt	06/04/2025
220	IN-YARAK CONSTRUCTIO	500-Water Fund	30.10	24701	UB 00024977 2055 SKYVIEW WEST	06/02/2025
221	J&B Medical Supply I	110-Fire Administration	725.00	3216122	(25) C-A-T Tourniquet Orange Combat Applications	05/29/2025
222	Jackson Peterbilt	520-Sanitation	133.48	116467BL	WC78 - AFM device gaskets (8)	05/27/2025
223	Jackson Peterbilt	120-Service Center	573.30	116706BL	ST304 - doser injector +frt	05/29/2025
224	Jacob Townsend	100-Fire Administration	306.00	05302025-03	Meals Per Diem WFA-Cheyenne May 26-30, 2025 JTowns	06/09/2025
225	Jacob Townsend	100-Fire Administration	306.00	06052025	Per Diem WFA June 1-5, 2025 JTownsend	06/09/2025
226	James Hill	100-Police Administration	506.00	Hill05/17/25	Per diem for travel to Police Week - PD	06/06/2025
227	JEAN GREGG	500-Water Fund	71.62	24822	UB 00002160 176 5TH	06/04/2025
228	JENNIE DEES	500-Water Fund	60.15	25010	UB 00272110 579 7TH	06/10/2025
229	John Deere Financial	100-Cemetery Administration	166.11	13246033	Trimmer strap, heads and line for cemetery	05/16/2025
230	John Deere Financial	100-Parks Supervision	125.43	13264241	Spring maintenance for Parks ground maintenance li	05/30/2025
231	John Deere Financial	510-WW Treatment	11.98	C73514/3	Coupler Female to Male	05/13/2025
232	John Deere Financial	520-Landfill	28.95	C73846/3	Tent Stakes & Cable Ties for Litter Catch Fence	05/14/2025
233	John Deere Financial	520-Landfill	7.99	C73886/3	Cable Ties for Litter Catch Fence	05/14/2025
234	John Deere Financial	120-Signs	21.99	C73905/3	Net (T/S)	05/14/2025
235	John Deere Financial	500-BGWTP	134.99	C73930/3	Work shoe - A. Patterson	05/14/2025
236	John Deere Financial	520-Sanitation	67.49	C74285/3	(3) Pants for Ben R.	05/15/2025
237	John Deere Financial	520-Recycling	67.49	C74285/3	(3) Pants for Ben R.	05/15/2025
238	John Deere Financial	500-Water Distribution	101.97	C76493/3	Mens steel toe boots - Taylor Galbraith	05/21/2025
239	John Deere Financial	510-WW Collection	67.98	C76493/3	Mens steel toe boots - Taylor Galbraith	05/21/2025
240	John Deere Financial	540-Golf Course Admin/Super	24.99	C76830/3	Utility cord, disinfectant wipes & screwdriver set	05/22/2025
241	John Deere Financial	540-Golf Course Admin/Super	187.98	C76830/3	Utility cord, disinfectant wipes & screwdriver set	05/22/2025
242	John Deere Financial	520-Recycling	159.97	C79487/3	(3) Pair of Pants for Lyle W.	05/29/2025
243	John Deere Financial	100-Parks Supervision	41.73	C79502/3	Decorative chain for arboretum entrance	05/29/2025
244	John Deere Financial	520-Landfill	31.99	C81178/3	LF234 - vent cap	06/02/2025
245	John Deere Financial	500-BGWTP	679.96	C81354/3	Trimmer, trim line, battery, charger	06/03/2025
246	JOHN DIAZ	500-Water Fund	59.85	24901	UB 00721180 446 2ND	06/06/2025
247	JONATHAN OCONNOR & S	500-Water Fund	4.70	24660	UB 00111190 443 GLADSTONE	05/29/2025
248	JUDY AKSAMIT	500-Water Fund	119.61	24705	UB 00242040 1347 DE SMET	06/02/2025
249	Karla Krinkee	100-Police Administration	1,864.50	Krinkee06/05/25	Lodging Keller for Police Week - PD	06/05/2025
250	KARLA SWINGHOLM	500-Water Fund	1.49	24708	UB 00019824 727 GOULD	06/02/2025
251	KCC Software	500-SWTP	4,125.00	2514	SCADA programming services	06/06/2025
252	KCC Software	500-BGWTP	4,125.00	2514	SCADA programming services	06/06/2025
253	KCR Enterprises LLC	120-Service Center	20.00	98484	impact socket 11/16" - 1/2 drive 8pt - shop tool	05/29/2025
254	KCR Enterprises LLC	120-Service Center	47.24	98627	Large basket - SH	06/05/2025
255	KEITH GANN	500-Water Fund	11.91	24904	UB 27086050 1995 EDWARDS	06/06/2025
256	KENNETH PHIPPS	500-Water Fund	22.67	24896	UB 00009210 826 SHERIDAN	06/06/2025
257	Kimball Midwest	120-Service Center	362.14	103388723	Dot fit, cable ties, mini fuse, fuse - SH	05/20/2025
258	Kimball Midwest	120-Service Center	341.64	103410458	Dot fit, cable ties, mini fuse, fuse - SH	05/28/2025

REFERENCE	VENDOR NAME	ORG DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
259	Kimball Midwest	120-Service Center	(362.14)	CR103410409	Refunded due to being billed tax	05/28/2025
260	Kisling Law LLC	100-Court	2,725.00	2025-6	Judge Kisling May 2025 hours	05/30/2025
261	KnowBe4 Inc	110-Information Technology	6,725.70	INV386406	KnowBe4 Security Awareness Training Subscription	06/04/2025
262	KORRINA HOLWELL	500-Water Fund	34.36	24820	UB 00129040 1403 THURMOND	06/04/2025
263	KRISTIE & DAVID MIDD	500-Water Fund	19.74	24899	UB 00220090 261 SHERMAN	06/06/2025
264	KYAN & JENNA ROSENLU	500-Water Fund	28.40	24680	UB 01161530 612 11TH	05/30/2025
265	Landon's Greenhouse	500-Water Distribution	176.00	398752	4-hanging baskets	05/23/2025
266	Landon's Greenhouse	100-Parks Supervision	503.88	399909	Trees for Krinkee Park	06/03/2025
267	Landon's Greenhouse	500-Water Distribution	6.39	400004	flower pot (replacement)	06/06/2025
268	LAURYN CLEAVELAND	500-Water Fund	22.24	24897	UB 00120080 241 BURKITT	06/06/2025
269	Lease Servicing Cent	120-Street Construction/Maint	3,916.88	52046	Case TV370B Compact Track Loader & 2022 Case 836C	06/03/2025
270	Lease Servicing Cent	120-Street Construction/Maint	1,311.53	52046	Case TV370B Compact Track Loader & 2022 Case 836C	06/03/2025
271	Lease Servicing Cent	120-Street Construction/Maint	369.33	52046	Case TV370B Compact Track Loader & 2022 Case 836C	06/03/2025
272	Lease Servicing Cent	120-Street Construction/Maint	213.47	52046	Case TV370B Compact Track Loader & 2022 Case 836C	06/03/2025
273	LIFE STEPS OF WYOMIN	500-Water Fund	50.06	24657	UB 00058190 1227 GLADSTONE	05/29/2025
274	LIZ BALKE	500-Water Fund	27.77	24678	UB 01028530 1416 HOLLOWAY	05/30/2025
275	Local Govt Liability	510-WW Collection	287.41	16107	Liability Insurance Deductible	06/09/2025
276	Lube Refiners LLC	120-Service Center	81.87	2602	PD119 - LOF service	06/02/2025
277	Lube Refiners LLC	120-Service Center	81.87	2827	PD222 - LOF service	06/09/2025
278	MADDOX DUBE	500-Water Fund	0.01	25006	UB 00228200 1434 GLADSTONE	06/10/2025
279	MADISON HAWS	500-Water Fund	87.64	24895	UB 00003390 422 SHERIDAN	06/06/2025
280	MAGGIE MCGARVA	500-Water Fund	73.78	24900	UB 00398210 1218 SHERIDAN	06/06/2025
281	MARIAH WEBB	500-Water Fund	15.35	24905	UB 00023624 4645 OXBOW	06/06/2025
282	Mark Galloway	100-Fire Administration	67.80	4852823	4 pairs-socks for MGalloway 6-9-2025 - Uniform & C	06/09/2025
283	MARLEY MILLER	500-Water Fund	45.66	24898	UB 00157200 135 RICE	06/06/2025
284	MATT BOWERS	710-SAWS Fund	224.26	25008	UB 00225270 7 GOOSE	06/10/2025
285	McMaster-Carr Supply	510-WW Treatment	67.92	46632359	Ethernet cord, drill bits, pulley, bearing	06/03/2025
286	McMaster-Carr Supply	510-WW Treatment	179.09	46632359	Ethernet cord, drill bits, pulley, bearing	06/03/2025
287	MEGAN & TIM KERR	500-Water Fund	30.55	24890	UB 00911520 1327 HIGHLAND	06/06/2025
288	MELANIE KNOTTS	500-Water Fund	129.70	24818	UB 00016220 363 WYOMING	06/04/2025
289	Michael R Pettit	110-Museum Collections	2,000.00	SPAC 6625 onlo ca	Honorarium for On Loan sculpture 2025	06/06/2025
290	Modern Machinery Co	520-Landfill	2,065.88	3098862 ps	LF476 - coolant level sensor, drag chain/pins +frt	06/04/2025
291	MONICA TIFFANY	500-Water Fund	49.14	25011	UB 00002587 2560 COFFEEN	06/10/2025
292	Montana Dakota Utili	100-Gen Govt Bldg Maintenance	227.51	060625-City Hall	04.24.25-05.27.25 Electric/Gas	05/23/2025
293	Montana Dakota Utili	100-Parks Supervision	61.38	060625-Parks	04.24.25-05.27.25 Electric/Gas	05/23/2025
294	Montana Dakota Utili	110-Rec/Senior Cntr Admin	1,042.24	060625-Parks	04.24.25-05.27.25 Electric/Gas	05/23/2025
295	Montana Dakota Utili	530-Weed/Pest Administration	108.74	060625-Parks	04.24.25-05.27.25 Electric/Gas	05/23/2025
296	Montana Dakota Utili	100-Police Administration	2,710.63	060625-PD	04.24.25-05.27.25 Electric/Gas	05/23/2025
297	Montana Dakota Utili	100-Street Construction/Maint	27.82	060625-Streets	04.24.25-05.27.25 Electric/Gas	05/23/2025
298	Montana Dakota Utili	110-Street Construction/Maint	486.82	060625-Streets	04.24.25-05.27.25 Electric/Gas	05/23/2025
299	Montana Dakota Utili	510-WW Collection	64.96	060625-Utilities	04.24.25-05.27.25 Electric/Gas	05/23/2025
300	Montana Dakota Utili	110-Shelter Administration	1,255.30	061325-Animal Shelt	04.26.25-06.02.25 Electric/Gas	05/29/2025
301	Montana Dakota Utili	100-Cemetery Administration	352.70	061325-Parks	04.26.25-06.02.25 Electric/Gas	05/29/2025

REFERENCE	VENDOR NAME	ORG DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
302	Montana Dakota Utili	100-Parks Supervision	592.29	061325-Parks	04.26.25-06.02.25 Electric/Gas	05/29/2025
303	Montana Dakota Utili	100-Street Construction/Maint	44.12	061325-Streets	04.26.25-06.02.25 Electric/Gas	05/29/2025
304	Montana Dakota Utili	110-Street Construction/Maint	378.99	061325-Streets	04.26.25-06.02.25 Electric/Gas	05/29/2025
305	Montana Dakota Utili	500-SAWS	245.66	061325-Utilities	04.26.25-06.02.25 Electric/Gas	05/29/2025
306	Montana Dakota Utili	510-WW Collection	1,090.23	061325-Utilities	04.26.25-06.02.25 Electric/Gas	05/29/2025
307	Montana Dakota Utili	510-WW Treatment	13,863.85	061325-Utilities	04.26.25-06.02.25 Electric/Gas	05/29/2025
308	Montana Dakota Utili	520-Recycling	22.24	061325-Utilities	04.26.25-06.02.25 Electric/Gas	05/29/2025
309	Montana Dakota Utili	520-Landfill	836.07	061325-Utilities	04.26.25-06.02.25 Electric/Gas	05/29/2025
310	Motorola Solutions I	120-Service Center	6,184.15	8282143510	PD151 - radio (outfitting)	06/04/2025
311	Mountain States Ligh	120-Signs	9,900.00	14502	Decorative Lights-Lantern Fixtures (4) (T/S)	06/06/2025
312	Mullinax Concrete Se	120-Street Construction/Maint	410.36	0255636-IN	Top soil - Levy - ST	06/02/2025
313	Mullinax Concrete Se	120-Street Construction/Maint	230.91	0255677-IN	Top soil - Levy - ST	06/03/2025
314	N-able Global	110-Information Technology	226.10	3940152	N-able Take Control 10/1/24-1/26/25	10/01/2024
315	Narwhal Met LLC	100-Snow/Ice Removal	650.00	2025-26238	Weather forecast monthly - SNE	02/28/2025
316	National Testing Net	120-Police Administration	275.00	18582	Officer candidate testing - PD	05/31/2025
317	Navarro Bronze Works	110-Museum Collections	2,000.00	SPACOL2025	Honorarium for on loan sculpture	06/04/2025
318	Norco Inc	120-Street Construction/Maint	169.23	0043587987	Flux cored wire - ST	05/14/2025
319	Norco Inc	500-Water Distribution	113.51	0043596931	Air monitor filters	05/15/2025
320	Norco Inc	510-WW Treatment	249.27	0043674237	Degreaser	05/27/2025
321	Norco Inc	520-Landfill	427.11	0043690543	(3) Cases of Electrolyte Packets	05/29/2025
322	Norco Inc	500-Water Distribution	61.95	0043691242	Parka-waterproof	05/29/2025
323	Norco Inc	520-Landfill	26.23	0043691390	(3) Bottles of Hand Soap	05/29/2025
324	Norco Inc	520-Recycling	164.20	0043700820	Propane for Forklift 05/30/25	05/30/2025
325	Norco Inc	100-Service Center	133.92	0043734041	Cylinder rental - May - SH	05/31/2025
326	Norco Inc	100-Gen Govt Bldg Maintenance	174.22	0043740943	toilet paper - CH/public restrooms	06/02/2025
327	Norco Inc	520-Sanitation	15.55	0043769189	(2) Medium Zip Up Sweatshirts	06/05/2025
328	Norco Inc	520-Recycling	15.54	0043769189	(2) Medium Zip Up Sweatshirts	06/05/2025
329	Norco Inc	520-Landfill	15.55	0043769189	(2) Medium Zip Up Sweatshirts	06/05/2025
330	Office Shop	100-Street Construction/Maint	49.01	315966	Copier contract 1994-05 - usage for 5/2/25 - 6/1/2	05/27/2025
331	Office Shop	120-Police Administration	278.82	316384	Copier Charges	05/29/2025
332	Office Shop	500-SWTP	13.87	316791	Canon/IRAC5535i-III contract	06/02/2025
333	Office Shop	100-Gen Govt Bldg Maintenance	31.13	317331	Copier contract 3545-02 - chg. 5/15/25 - 6/14/25	06/09/2025
334	Office Shop	100-Gen Govt Bldg Maintenance	167.94	317332	Copier contract 3546-02 - chg. 5/15/25 - 6/14/25	06/09/2025
335	Office Shop	100-Gen Govt Bldg Maintenance	180.51	317333	Copier contract 3544-02 - chg. 5/15/25 - 6/14/25	06/09/2025
336	Office Shop	100-Gen Govt Bldg Maintenance	182.84	317334	Copier contract 3543-02 - chg. 5/15/25 - 6/14/25	06/09/2025
337	Office Shop	500-Water Distribution	13.11	317335	copier charges 5/15/25 - 6/14/25 - UM	06/09/2025
338	Office Shop	510-WW Collection	8.74	317335	copier charges 5/15/25 - 6/14/25 - UM	06/09/2025
339	Office Shop	100-Gen Govt Bldg Maintenance	103.71	8645	Copier Lease Agreement #390, Pmt 60 of 60	06/07/2025
340	Office Shop	100-Street Construction/Maint	102.15	8646	Lease pymnt 60 of 60, Agreement #393 - ST	06/07/2025
341	Office Shop	120-Police Administration	60.00	8647	Copier Leases	06/07/2025
342	Office Shop	120-Police Administration	131.93	8648	Copier Leases	06/07/2025
343	Office Shop	100-Gen Govt Bldg Maintenance	444.92	8649	Copier Lease Agreement #488-1, Pmt 14 of 60	06/07/2025
344	Office Shop	500-Water Distribution	35.56	8650	copier lease June - UM	06/07/2025

REFERENCE	VENDOR NAME	ORG DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
345	Office Shop	510-WW Collection	23.70	8650	copier lease June - UM	06/07/2025
346	Office Shop	520-Solid Waste Administration	107.16	8651	Monthly Copier Lease	06/07/2025
347	One-Call of Wyoming	100-Street Construction/Maint	259.32	75786	(742) Tickets for MAY	06/06/2025
348	One-Call of Wyoming	500-Water Distribution	129.70	75786	(742) Tickets for MAY	06/06/2025
349	One-Call of Wyoming	500-SAWS	259.32	75786	(742) Tickets for MAY	06/06/2025
350	One-Call of Wyoming	510-WW Collection	129.71	75786	(742) Tickets for MAY	06/06/2025
351	O'Reilly Auto Parts	120-Service Center	8.22	1568-274311	PD120 - fuel line nylon union	06/01/2025
352	Pace Analytical Serv	510-WW Treatment	133.30	255401544	Oil & Grease Lab Fees	04/18/2025
353	Pace Analytical Serv	500-SWTP	535.80	255402033	BacT & Coliform sample analysis invoice- SWTP	05/15/2025
354	Pace Analytical Serv	500-SWTP	125.00	255402034	BacT & Coliform sample analysis invoice	05/15/2025
355	Pace Analytical Serv	500-SWTP	598.40	255402203	BacT & Coliform sample analysis invoice-WY5600052	05/29/2025
356	Pace Analytical Serv	500-SWTP	125.00	255402204	BacT & Coliform sample analysis invoice- Madison W	05/29/2025
357	Pace Analytical Serv	500-SWTP	535.80	255402353	BacT sample analysis invoice- WY5600052	05/30/2025
358	PAT CHAPPELL	500-Water Fund	60.15	24815	UB 20649050 457 FALCON RIDGE	06/04/2025
359	PATRICK ELLIS	500-Water Fund	41.64	24676	UB 00643220 344 WYOMING	05/30/2025
360	PAULA HASTINGS & ANN	500-Water Fund	50.54	24670	UB 00115510 1360 RIDGEWAY	05/30/2025
361	Peak Consulting	120-Human Resources	1,200.00	0816	Supervisor Training	06/03/2025
362	Peak Pest Solutions	500-BGWTP	78.75	165860	Pest control-Monthly service	05/29/2025
363	Peak Pest Solutions	500-SWTP	125.00	166742	Pest control-Monthly service	06/02/2025
364	Peter Brooks	520-Landfill	826.20	BROOKS, PETER	Class Reimbursement for Dynamics and Mechanics of	06/04/2025
365	Powder River Heating	120-Police Administration	1,284.00	SRVCE186039	Trblsht HVAC issues -PD	05/23/2025
366	Powder River Power C	120-Service Center	25.44	96544	ST304 - hydraulic coupler	05/27/2025
367	Powder River Power C	510-WW Treatment	12.48	96555	WW301 - t-bolt clamps	05/28/2025
368	Powder River Power C	520-Recycling	54.75	96587	RC332 - air brk hose assy, fittings & sealant	05/29/2025
369	Powder River Power C	510-WW Treatment	39.00	96593	Floor dry, Belt	05/30/2025
370	Powder River Power C	510-WW Treatment	7.57	96593	Floor dry, Belt	05/30/2025
371	Powder River Power C	500-SWTP	351.26	96599	Camlock fittings, hose, clamps	05/30/2025
372	Powder River Power C	120-Service Center	6.00	96641	AA Battery - SH	06/03/2025
373	Powder River Power C	100-Fire Administration	20.86	96694	Hose Fitting; Brass Fitting for station 6-6-2025 C	06/06/2025
374	PREMIER ELECTRIC	500-Water Fund	39.38	24894	UB 00002595 240 KOOI	06/06/2025
375	Q CONTRUCTION, LLC	500-Water Fund	77.09	24674	UB 00024519 639 ASPEN	05/30/2025
376	Q CONTRUCTION, LLC	500-Water Fund	41.84	24887	UB 50000028 641 ASPEN	06/06/2025
377	R J Thomas Manufactu	100-Parks Supervision	1,246.00	278791	picnic benches (reclaimed cedar) for Parks Departm	04/16/2025
378	R J Thomas Manufactu	120-Parks Supervision	8,684.00	278791	picnic benches (reclaimed cedar) for Parks Departm	04/16/2025
379	Railroad Management	500-Water Distribution	417.05	522689	railroad lease crossing water pipe	04/10/2025
380	Range	100-Court	27.97	060625Range	June 25 Internet/Telephone	06/01/2025
381	Range	100-Mayor/Council	51.55	060625Range	June 25 Internet/Telephone	06/01/2025
382	Range	100-City Administrator	38.81	060625Range	June 25 Internet/Telephone	06/01/2025
383	Range	100-Clerk	25.78	060625Range	June 25 Internet/Telephone	06/01/2025
384	Range	100-Treasurer	64.44	060625Range	June 25 Internet/Telephone	06/01/2025
385	Range	100-Customer Service	64.44	060625Range	June 25 Internet/Telephone	06/01/2025
386	Range	100-Human Resources	25.78	060625Range	June 25 Internet/Telephone	06/01/2025
387	Range	100-Information Technology	33.66	060625Range	June 25 Internet/Telephone	06/01/2025

REFERENCE	VENDOR NAME	ORG DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
388	Range	100-Gen Govt Bldg Maintenance	39.57	060625Range	June 25 Internet/Telephone	06/01/2025
389	Range	100-Engineer	77.48	060625Range	June 25 Internet/Telephone	06/01/2025
390	Range	100-Police Administration	1,369.86	060625Range	June 25 Internet/Telephone	06/01/2025
391	Range	100-Fire Administration	309.46	060625Range	June 25 Internet/Telephone	06/01/2025
392	Range	100-Building Inspections	104.41	060625Range	June 25 Internet/Telephone	06/01/2025
393	Range	100-Street Construction/Maint	151.70	060625Range	June 25 Internet/Telephone	06/01/2025
394	Range	100-Cemetery Administration	12.89	060625Range	June 25 Internet/Telephone	06/01/2025
395	Range	100-Parks Supervision	25.78	060625Range	June 25 Internet/Telephone	06/01/2025
396	Range	100-Planning/Zoning	25.78	060625Range	June 25 Internet/Telephone	06/01/2025
397	Range	500-Water Utility Admin	38.66	060625Range	June 25 Internet/Telephone	06/01/2025
398	Range	500-Water Distribution	130.77	060625Range	June 25 Internet/Telephone	06/01/2025
399	Range	510-Wastewater Administration	25.78	060625Range	June 25 Internet/Telephone	06/01/2025
400	Range	510-WW Collection	87.18	060625Range	June 25 Internet/Telephone	06/01/2025
401	Range	510-WW Treatment	263.30	060625Range	June 25 Internet/Telephone	06/01/2025
402	Range	520-Sanitation	12.89	060625Range	June 25 Internet/Telephone	06/01/2025
403	Range	520-Recycling	13.04	060625Range	June 25 Internet/Telephone	06/01/2025
404	Range	520-Landfill	204.16	060625Range	June 25 Internet/Telephone	06/01/2025
405	RDO Equipment Co	520-Landfill	1,571.91	P4594412	LF473 - def injector +S&H	06/02/2025
406	REBECCA RADER	500-Water Fund	84.82	24907	UB 00100080 238 WORKS	06/06/2025
407	Rhonda M Gould	100-Police Administration	110.00	321	Hemming & patches on uniforms - PD	05/21/2025
408	Rick Czaplinski	510-WW Treatment	238.00	R.Czaplinski 061025	Per diem reimbursement Pumps and Pumping Class, Ca	06/11/2025
409	RITA KAWAMOTO	710-SAWS Fund	55.63	24656	UB 01424270 7 PLACE	05/29/2025
410	Rocky Mountain Drug	100-Human Resources	620.00	7408	Occupational Testing	06/03/2025
411	Rocky Mountain Scale	520-Landfill	1,970.00	21681	Calibration and Certification for Scales	04/14/2025
412	Scott Passini	100-Fire Administration	47.25	202402434	CDL License for SPassini 5-22-2025 DMV	06/04/2025
413	Senior Citizens Coun	110-Rec/Senior Cntr Admin	7,890.34	April 25 City	Fuel charges April 2025	05/30/2025
414	Servall Uniform & Li	500-Water Distribution	69.53	1062820	rug cleaning UM	05/29/2025
415	Servall Uniform & Li	510-WW Collection	46.35	1062820	rug cleaning UM	05/29/2025
416	Servall Uniform & Li	520-Sanitation	81.67	1062821	Bi Weekly Rug Cleaning for SWR	05/29/2025
417	Servall Uniform & Li	520-Recycling	81.66	1062821	Bi Weekly Rug Cleaning for SWR	05/29/2025
418	Servall Uniform & Li	100-Street Construction/Maint	315.37	1062822	Uniform/rug cleaning - ST	05/29/2025
419	Servall Uniform & Li	520-Landfill	152.14	1062825	Bi-Weekly Carpet Cleaning 05/29/25	05/29/2025
420	Servall Uniform & Li	120-Police Administration	217.90	1062830	Rug Cleaning	05/29/2025
421	Servall Uniform & Li	110-Fire Administration	40.84	1065066	Clean Rugs for SFR 6-5-2025	06/06/2025
422	Sheridan Auto Parts	500-BGWTP	283.48	833821	Battery for SCADA system	05/22/2025
423	Sheridan Auto Parts	500-SWTP	179.99	833849	Jump starter	05/22/2025
424	Sheridan Auto Parts	120-Service Center	168.59	834094	BD170 - Air injection check valve	05/23/2025
425	Sheridan Auto Parts	120-Street Construction/Maint	139.90	834537	Grease - ST	05/28/2025
426	Sheridan Auto Parts	120-Service Center	44.28	834764	Brake parts cleaner - SH	05/29/2025
427	Sheridan Auto Parts	120-Service Center	17.49	834765	ST342 - Blister pack capsules	05/29/2025
428	Sheridan Auto Parts	120-Service Center	35.99	834766	ST319 - Air brake dryer repair kit	05/29/2025
429	Sheridan Auto Parts	120-Service Center	44.97	834767	Gasket scraper - SH	05/29/2025
430	Sheridan Auto Parts	500-SAWS	222.98	835346	Battery-Southeast booster generator	06/02/2025

REFERENCE	VENDOR NAME	ORG DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
431	Sheridan Commercial	500-Water Distribution	13.48	261627	Tire sealant	06/02/2025
432	Sheridan Commercial	500-Source of Supply	155.20	261952	Office chair, notebooks, clipboard, pens, scissors	05/15/2025
433	Sheridan Commercial	500-Source of Supply	122.17	261952	Office chair, notebooks, clipboard, pens, scissors	05/15/2025
434	Sheridan Commercial	500-BGWTP	7.00	262128	Fasteners & anchors (SCADA)	05/22/2025
435	Sheridan Commercial	520-Landfill	13.29	262139	Padlock for Heather F. Locker	05/22/2025
436	Sheridan Commercial	120-Street Construction/Maint	33.66	262147	Cut wheel - ST	05/23/2025
437	Sheridan Commercial	510-WW Treatment	1,151.07	262169	Paper towels, light blubs, rotors, nozzels, cleani	05/23/2025
438	Sheridan Commercial	520-Recycling	3.39	262180	Flage Tape for Drop Sites	05/25/2025
439	Sheridan Commercial	120-Service Center	21.19	262231	Coupling, nozzle - Wash Bay - SH	05/28/2025
440	Sheridan Commercial	100-Gen Govt Bldg Maintenance	10.59	262265	hd sili lubricant 7.5oz - public restrooms	05/29/2025
441	Sheridan Commercial	120-Signs	9.75	262285	Anchors (T/S)	05/30/2025
442	Sheridan Commercial	120-Street Construction/Maint	125.18	262400	Land staples, utility knife blades - ST Levy	06/03/2025
443	Sheridan Commercial	510-WW Treatment	440.52	262423	Gloves, Distilled water, paper towels, fasteners,	06/04/2025
444	Sheridan Commercial	510-WW Treatment	68.17	262427	Washers, nuts, bolts, fasteners	06/04/2025
445	Sheridan Commercial	500-Source of Supply	16.98	262430	Fasteners & Anchors	06/04/2025
446	Sheridan Commercial	100-Gen Govt Bldg Maintenance	127.88	262474	toilet seats - public restrooms	06/05/2025
447	Sheridan Commercial	120-Service Center	3.80	262504	STL403 - fasteners & anchors (4)	06/06/2025
448	Sheridan Commercial	120-Service Center	45.88	262550	ST402 - fasteners & anchors	06/09/2025
449	Sheridan Commercial	500-Water Distribution	24.88	262564	shipping meter reading equipment	06/10/2025
450	Sheridan Commercial	510-WW Treatment	(68.17)	CR262428	Returned washers, hex nuts, bolts, eye bolt	06/04/2025
451	Sheridan County	120-Planning/Zoning	14.00	295459	Recorded - Sheridan Ave Sub & Sheridan Hills	05/08/2025
452	Sheridan County	110-Police Administration	130.00	59	Immunizations J. Kethman: Neutralization test S. W	04/08/2025
453	Sheridan County	500-Water Distribution	95.00	59	Immunizations J. Kethman: Neutralization test S. W	04/08/2025
454	Sheridan County	500-Water Distribution	285.00	80	Vaccines -Taylor G. & Jason H.	06/03/2025
455	Sheridan County	110-Airport Administration	184,204.07	SkyWest 2025 Qtr 1	SkyWest Air Service Jan-March 2025	05/30/2025
456	Sheridan County Cham	100-Mayor/Council	165.00	89510	Ignite Conf. registration - D. Hawkins & Mayor Bri	05/05/2025
457	Sheridan County Cham	100-Treasurer	175.00	89510	Ignite Conf. registration - D. Hawkins & Mayor Bri	05/05/2025
458	Sheridan Econ-O-Wash	510-WW Treatment	32.00	21035	Laundry	05/27/2025
459	Sheridan Econ-O-Wash	100-Service Center	54.00	21037	Laundry services - SH	05/28/2025
460	Sheridan Econ-O-Wash	510-WW Treatment	40.00	21089	Laundry	06/04/2025
461	Sheridan Fire Equipm	510-WW Treatment	1,097.00	0320	Fire extinguisher maintenance	05/27/2025
462	Sheridan Fire Equipm	540-Golf Course Admin/Super	107.00	0323	fire ext maintenance (annual) for KGC	05/27/2025
463	Sheridan Fire Equipm	100-Cemetery Administration	123.00	0324	fire ext maintenance (annual) for cemetery	05/27/2025
464	Sheridan Fire Equipm	520-Landfill	486.00	0327	Annual Fire Extinguisher Maintenance - Landfill	05/31/2025
465	Sheridan Fire Equipm	500-Source of Supply	198.75	0328	Hydrostatic testing, service, maintenance, mileage	05/31/2025
466	Sheridan Fire Equipm	500-BGWTP	198.75	0328	Hydrostatic testing, service, maintenance, mileage	05/31/2025
467	Sheridan Fire Equipm	500-SWTP	184.75	0329	Annual fire extinguisher maintenance (x17), mileag	05/31/2025
468	Sheridan Fire Equipm	110-Police Administration	729.00	0330	Fire extinguisher maintenance - PD	05/31/2025
469	Sheridan Fire Equipm	100-Parks Supervision	309.00	0333	fire ext maintenance (annual) for Parks grounds ma	05/31/2025
470	Sheridan Fire Equipm	520-Sanitation	88.00	0335	Annual Fire Extinguisher Maintenance - SWR	05/31/2025
471	Sheridan Fire Equipm	520-Recycling	88.00	0335	Annual Fire Extinguisher Maintenance - SWR	05/31/2025
472	Sheridan Media	520-Solid Waste Administration	67.50	25050629	Memorial Day Ad 05/20/25	05/31/2025
473	Sheridan Motor Inc	120-Service Center	461.04	31818	MP178 - molding & rivets	05/27/2025

REFERENCE	VENDOR NAME	ORG DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
474	Sheridan Motor Inc	120-Service Center	2,386.80	706818	PD134 - R&R cool res, axles, brk brng +alignment	05/09/2025
475	Sheridan Motor Inc	120-Service Center	1,958.45	707046	PD136 - R&R cv axles, rear brakes/rotors, rprd tir	05/09/2025
476	Sheridan Motor Inc	120-Service Center	557.33	707340	PD102 - replaced battery	05/28/2025
477	Sheridan Newspapers	100-Human Resources	220.00	300178027	AR/AP Technician - Job Advertisement	04/30/2025
478	Sheridan Newspapers	520-Solid Waste Administration	66.00	300178528	Memorial Day Ad 05/21	05/31/2025
479	SHERIDAN REC DIST -	500-Water Fund	501.25	24671	UB 00019694 CITY PARK POOL	05/30/2025
480	Sheridan Seed Co Inc	120-Street Construction/Maint	67.50	203860	Seed - Levy - ST	06/03/2025
481	Sheridan Sport Stop	100-Fire Administration	11.98	220000046310	Cloth Tape for tool handles in station 5-31-2025 G	05/31/2025
482	Sheridan Transportat	100-Police Administration	2,204.00	253	Safe Rides May 2025	06/01/2025
483	SHERMAN HUSTED	500-Water Fund	46.04	24707	UB 09212530 1378 HOLMES	06/02/2025
484	Sherwin Williams	120-Signs	58.99	5985-0	Paint Tip Extention-Striping (T/S)	05/23/2025
485	Simplot	540-Golf Course Admin/Super	1,329.00	211032326	Urea & Extreme Green for KGC	04/07/2025
486	Snow Crest Chemicals	120-Police Administration	672.00	00257055	BromMax chemical for cooling tower - PD	05/14/2025
487	Solutions	120-Information Technology	41,533.18	6644	Servers Purchases	05/07/2025
488	Source Office & Tech	100-Clerk	1,834.18	4969988-0	Ergo Reconfiguration	06/04/2025
489	State of Wyoming	520-Landfill	5,852.53	020 10526-25	FY26 Closure and Post Closure Premium	05/23/2025
490	State of Wyoming	100-Communication Services/911	1,580.00	C-12596	Public Safety Communications Basic - PD	05/23/2025
491	State of Wyoming	520-Landfill	150.00	IV004303	Air Quality Title V Permit	06/05/2025
492	Stephen Landis	110-Museum Collections	2,000.00	spac52825honor	Honorarium for on-loan sculpture	05/29/2025
493	STONEMILL CONSTRUCTI	500-Water Fund	23.98	24653	UB 00023898 1435 OXBOW	05/29/2025
494	STONEMILL CONSTRUCTI	500-Water Fund	80.09	24675	UB 00025051 1290 GRANITE	05/30/2025
495	STONEMILL CONSTRUCTI	500-Water Fund	25.06	24819	UB 00024340 1485 OXBOW	06/04/2025
496	STONEMILL CONSTRUCTI	500-Water Fund	67.70	24892	UB 50000083 1240 OXBOW	06/06/2025
497	Stuart McRae	100-City Administrator	98.07	McRae050925	MIleage & per diem - SM Travel- Joint Corp.	05/30/2025
498	Sugarland Walk-In Cl	100-Human Resources	1,140.00	4432	Occupational Testing	06/01/2025
499	SUNRISE HOMES CONSTR	500-Water Fund	4.93	24702	UB 00025052 120 SUNRISE	06/02/2025
500	SwiftComply US OpCo	500-Water Utility Admin	4,781.09	INV-10269	SwiftComply Backflow Software Annual Fees	06/02/2025
501	Target Solutions Lea	120-Police Administration	1,281.00	#INV115304	Guardian Tracking Renewal	05/29/2025
502	Team Laboratory Chem	120-Street Construction/Maint	322.00	INV0046745	Tack Coat - ST	05/31/2025
503	Ted's Towing LLC	110-Police Administration	150.00	18050	Towing - 25P004052 - PD	05/28/2025
504	Thatcher Company Inc	500-SWTP	11,920.00	2025100106576	Soda Ash-Dense 2000# sack	05/15/2025
505	Tire Rama	120-Service Center	707.00	201 - 24560	PD119 - installed new tires (4)	05/28/2025
506	Tire Rama	120-Service Center	83.40	201 - 24641	CM43 - installed new tires (2)	05/30/2025
507	Tire Rama	120-Service Center	220.00	201 - 24739	PK201 - swapped tires	06/03/2025
508	Tires for Reclamatio	520-Landfill	1,513.00	H052925	Tire Recycling 05/29/25	05/29/2025
509	T-Mobile USA Inc.	100-Police Administration	1,006.72	999116165May2025	Cell phone charges for May - PD	05/21/2025
510	Tom Manolis	500-Source of Supply	34.00	Manolis/Cheyenne	Per-Diem for Water Development Commissioner Orient	06/09/2025
511	Tom Manolis	500-SWTP	34.00	Manolis/Cheyenne	Per-Diem for Water Development Commissioner Orient	06/09/2025
512	Tom Manolis	500-BGWTP	34.00	Manolis/Cheyenne	Per-Diem for Water Development Commissioner Orient	06/09/2025
513	Tomahawk Tree	100-Forestry/Nursery	4,900.00	368	Tree removal from Marshall Park	05/28/2025
514	TONY RAMOS	500-Water Fund	24.09	24673	UB 00010080 231 LOUCKS	05/30/2025
515	Top Office Products	100-Fire Administration	182.02	202781	Copy Count Charges for May 2025 for Fire Admin and	05/20/2025
516	Top Office Products	100-Planning/Zoning	33.97	202893	Easel pad - PLN	05/22/2025

REFERENCE	VENDOR NAME	ORG DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
517	Torgerson's LLC	120-Service Center	1,454.00	P09379	STL403 - spare strips for rear broom (stock)	06/06/2025
518	Toro NSN	540-Golf Course Admin/Super	175.00	411991616	Irrigation software for KGC - June25	06/01/2025
519	Trihydro Corporation	400-Street Construction/Maint	689.40	0214407	2023 R&O - CA thru 4/26/2025	05/28/2025
520	Trihydro Corporation	400-Street Construction/Maint	4,003.25	0214512	Pavement Maint. - striping T&M thru 4/26/25	05/31/2025
521	TWS Trucking Service	520-Landfill	800.00	2734	Tires Hauled for Recycling 05/12/25	05/22/2025
522	TWS Trucking Service	520-Landfill	800.00	2759	Hauled Tires for Recycling 05/29/25	06/01/2025
523	Tyler Technologies I	400-Treasurer	3,912.00	045-522883	Payroll/HR implementation	05/28/2025
524	Van Diest Supply Com	530-Weed/Pest Administration	913.50	219621	Specticle G Herbicide for Weed and Pest	05/15/2025
525	Visionary Communicat	500-Source of Supply	110.34	1280580	Internet June 25	06/01/2025
526	Visionary Communicat	500-BGWTP	110.34	1280580	Internet June 25	06/01/2025
527	VRM Inc	520-Landfill	2,392.50	3530	LF434 - 500 HR service	06/09/2025
528	VRM Inc	520-Landfill	1,267.50	3585A	LF478 - 500 HR service	06/09/2025
529	VRM Inc	520-Landfill	4,368.00	3585B	LF478 - installed new wr plts on back/side of bkt	06/09/2025
530	VRM Inc	520-Landfill	1,996.58	3641	LF603 - R&R hyd lines & fuel return lines	06/09/2025
531	VRM Inc	520-Landfill	386.00	3679	LF473 - R&R hyd line on r/s dozer arm	06/09/2025
532	VRM Inc	520-Landfill	1,055.00	3690	LF4003 - cleaned & tightened tracks	06/09/2025
533	VRM Inc	520-Landfill	7,587.15	3698	LF473 - fire suppression system insp & repairs	06/09/2025
534	VRM Inc	520-Landfill	288.00	S-0103	LF fleet - coolant/antifreeze cases (3)	04/17/2025
535	Wareings Sheridan	120-Service Center	146.26	5012982	FD216 - power distribution box	05/29/2025
536	Water Products & Sol	100-Service Center	10.00	10547	Dispenser rental - SH	06/01/2025
537	Water Products & Sol	520-Landfill	43.75	13384053025	(5) Bottles of Water 05/30/25	05/30/2025
538	Water Products & Sol	100-Parks Supervision	28.00	41080	Water for Parks grounds maintenance	05/28/2025
539	Weed Warriors	100-Parks Supervision	1,405.00	1918	Mowing for Parks grounds maintenance	05/28/2025
540	Weed Warriors	100-Parks Supervision	395.00	1929	Mowing for Parks grounds maintenance	05/28/2025
541	Weed Warriors	100-Parks Supervision	2,240.00	1933	Mowing for Parks grounds maintenance	05/28/2025
542	Weed Warriors	100-Parks Supervision	160.00	1942	Mowing for Parks grounds maintenance	05/28/2025
543	Wex Bank	100-Court	42.18	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
544	Wex Bank	120-Service Center	5,078.55	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
545	Wex Bank	120-Service Center	1,759.77	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
546	Wex Bank	120-Service Center	4,124.69	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
547	Wex Bank	120-Service Center	87.17	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
548	Wex Bank	120-Service Center	515.46	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
549	Wex Bank	120-Service Center	53.57	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
550	Wex Bank	120-Service Center	318.44	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
551	Wex Bank	120-Service Center	58.91	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
552	Wex Bank	120-Service Center	560.97	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
553	Wex Bank	500-Water Utility Admin	157.94	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
554	Wex Bank	500-Source of Supply	294.78	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
555	Wex Bank	500-Water Distribution	674.41	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
556	Wex Bank	500-SWTP	658.06	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
557	Wex Bank	500-BGWTP	223.74	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
558	Wex Bank	510-Wastewater Administration	105.30	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
559	Wex Bank	510-WW Collection	449.61	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025

REFERENCE	VENDOR NAME	ORG DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
560	Wex Bank	510-WW Treatment	782.81	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
561	Wex Bank	520-Sanitation	7,854.60	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
562	Wex Bank	520-Recycling	3,643.12	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
563	Wex Bank	520-Landfill	296.63	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
564	Wex Bank	530-Weed/Pest Administration	514.69	104896627	Fuel - 4/24/25 - 5/23/25	05/23/2025
565	Willscot Mobile Mini	400-Landfill	1,871.50	9023842933	LRCM misc. - 44x12 mobile office rental	05/30/2025
566	Willscot Mobile Mini	400-Landfill	1,745.50	9023866121	LRCM misc. - 44x10 mobile office rental	06/03/2025
567	Winsupply of Sherida	100-Parks Supervision	98.90	523282 01	5 swing joints for Parks grounds maintenance	05/29/2025
568	Wyoming First Aid &	100-Gen Govt Bldg Maintenance	151.86	9000433	1st aid supplies restocked - City Hall	05/20/2025
569	Wyoming First Aid &	510-WW Treatment	105.91	9000434	First Aid Supplies for Adminstration Building	05/20/2025
570	Wyoming First Aid &	500-Water Distribution	104.59	9000436	First Aid items restock shop and tool truck - UM	05/20/2025
571	Wyoming First Aid &	510-WW Collection	69.73	9000436	First Aid items restock shop and tool truck - UM	05/20/2025
572	Wyoming Machinery	520-Landfill	14.10	PO8542196	LF478 - antifreeze	05/27/2025
573	Wyoming Regional EMS	110-Medical Services	12,854.70	1119	FY25 Ambulance Services	05/31/2025
574	Xetawave	500-Source of Supply	48.46	I250261	Rail mounts (SCADA)	06/02/2025
575	Xetawave	500-BGWTP	64.62	I250261	Rail mounts (SCADA)	06/02/2025
576	YOLANDA PETERMANN	500-Water Fund	90.00	24889	UB 00297090 322 WHITNEY	06/06/2025
577	Yonkee & Toner LLP	100-Legal	16,200.00	16	Attorney fees, May 2025	06/04/2025
578	Zach McLain	100-Fire Administration	165.00	951618-19-20-21	Radio Strap; Chinstrap; Flashlight Keeper; SCBA Ma	05/29/2025
579	Zowada Recycling & S	120-Street Construction/Maint	39.48	63758	Steel - 11 ga Sheet 27" X 4" - ST	06/04/2025

CITY OF SHERIDAN, WYOMING

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

Planning

MEMORANDUM

RE: Consideration of Second Reading for PL-25-9, Ordinance 2292, Rezone from B1 to B2 - City Planner Kelly Schroeder

From: Kelly Schroeder, Planning Director

To: City Council

CC:

Date: 04/30/2025

Recommendation:

Staff received a positive recommendation from the Planning Commission regarding PL-25-9, Ordinance 2292. The applicants: ACH Investments, LLC, D&P Investments, Trent and Heidi Stewart, Barney R. Averill Trustee Bar T Trust, Richard Mack, 252 W. Kooi St, LLC, and Seven Pillars Resources, LLC are requesting to rezone various properties from B-1 Business District to B-2 Business District. Located at 130 W. Kooi, PIN 56841541500101; 240 and 252 W. Kooi, PIN 56841541500102; 251 W. Kooi, PIN 56841541900225; 124 Canfield St., PIN 56841541800125; 133 Canfield St., PIN 56841541000525; 190 Canfield St., PIN 56841541900325; 52 W. Kooi St., PIN 56841542100825; 2483 N. Main St., PIN 56841542200225; 2420 N. Main, PIN 56841542100625.

Background:

Cody Hahn, owner of ACH Investments, LLC and 190 Canfield Street, along with other area property owners, has submitted a rezone application for the following properties:

- 190 Canfield Street, AKA Lots 13-19, Block 12, Suburban Homes Company Addition, together with the west 30 feet of vacated Keenan Avenue, being immediately adjacent to the aforementioned Lots 13-19 (PIN 56841541900325). Owned by ACH Investments, LLC.
- 133 Canfield Street, AKA the Easterly 60 feet of Lot 7 and the Westerly 40 feet of Lot 8, Block 2, Suburban Homes Company Addition (PIN 56841541000525). Owned by Trent & Heidi Stewart.
- 124 Canfield Street, AKA All of Block 11, except Lots 11, 12, 23, and 24, Suburban Homes Company Addition; and that portion of the vacated alley in Block 11, extending from the southerly line of Lots 10 and 22 extended, to the northerly line of Lots 1 and 13 extended; and the easterly 30 feet of Keenan Avenue, vacated, lying adjacent to Lots 1 thru 12 in said Block 11 (PIN 56841541800125). Owned by D&P Investments, Inc.
- 2420 N. Main Street, AKA a Portion of Block 16, Suburban Homes Company Addition as described by Deed Book 579, Page 390 in the Records of the Sheridan County Clerk (PIN 56841542100625). Owned by Barney R. Averill, Trustee of the Bar-T Trust.
- 2483 N. Main Street, AKA Lots 1-4 (except that portion thereof lying within U.S. Highway 87), Block 17, Suburban Homes Company Addition (PIN 56841542200225). Owned by Barney R. Averill, Trustee of the Bar-T Trust.
- 52 W Kooi Street, AKA Portion of Block 16, Suburban Homes Company Addition as described by Deed Book 541, Page 141 in the Records of the Sheridan County Clerk (PIN 56841542100825). Owned by Barney R. Averill, Trustee of the Bar-T Trust.
- 130 W Kooi Street, AKA Lot 1, Mack Subdivision (PIN 56841541500101). Owned by Seven Pillars Resources, LLC.

- 251 W Kooi Street, AKA Lots 9-12, Block 12, Suburban Homes Company Addition (PIN 56841541900225). Owned by Richard J. Mack.
- 252 W Kooi Street, AKA Lot 2, Mack Subdivision (PIN 56841541500102). Owned by 252 W. Kooi St, LLC.

The applicants are requesting to rezone these parcels from B-1 Business District to B-2 Business District to expand the allowable uses on the properties and better match the current and historical use of the area.

Discussion:

All of the properties encompassed by this rezone request were annexed into the City of Sheridan via Ordinance 1248 on October 7, 1973 and given the B-1 Business District zoning designation at the time.

The B-1 Business District lists 11 specific uses that are permitted in the district, such as residential, retail, offices, and beauty parlors. Only the uses that are listed are permitted. The B-2 Business district on the other hand, allows for any use except for the 47 uses listed. These prohibited uses include asphalt manufacture, explosives manufacture, iron, steel, or brass mills, and outdoor junk or salvage yards, among others. B-1 is intended for smaller scale, less intensive uses (such as retail and office space), whereas B-2 is intended for larger scale uses that may include warehousing, light manufacturing, and outdoor storage.

Properties included in this rezone application are currently being used in a variety of ways, including residential, truck repair services, large equipment storage, outdoor trailer sales, and vacant land. All of these uses would be appropriate for the B-2 Business District.

Adjacent properties are primarily zoned B-1 Business District with uses such as single-family residential, raw material processing, fast-food restaurants, hotels, and auto sales. The City of Sheridan Wastewater Treatment Plant is also located in the area and is zoned R-1 Residential.

The North Main area lying north of Fort Road and south of Malcom Wallop Park contains properties that are zoned R-1 Residential, B-1 Business, B-2 Business, and M-1 Industrial and is primarily made up of larger parcels of land with larger scale, more intensive uses in comparison to properties south of Fort Road. It is likely that much of the development in this area occurred prior to being annexed to the City in 1973. There are also a few properties that are still outside municipal boundaries east of Main Street and west of Higby Road. Given the historic development patterns in the area, staff believes the B-2 Business District is a more appropriate zoning designation for the subject properties.

The Future Land Use Map identifies this area as appropriate for commercial and residential use. A rezone from B-1 Business to B-2 Business would allow for a wider variety of commercial uses in addition to residential development.

Staff sent notices to 33 surrounding property owners and published a legal ad in the Sheridan Press with information about the project and the public hearing. All properties also had posted signs indicating a pending development application. To date, staff has received one inquiry regarding the proposed rezone from an adjacent property owner at 129 W. Kooi who shared concerns about the potential future uses on the 130 W. Kooi property.

Planning Commission held a public hearing for this rezone on Tuesday, May 27, 2025. Commissioners had comments related to surrounding land uses, road conditions, and future development in the area. One adjacent property owner had comments and questions for Planning Commission and staff. These comments pertained to concerns about potential future traffic in the area, safety for school buses, and road conditions. He stated he had no problem with the changes, but he wanted some clarification on how some of his concerns would be addressed with future development. Staff was able to answer most of the questions and indicated that future development would initiate further review of road conditions, utility availability, and traffic mitigation measures. Planning Commission then voted in favor of recommending approval of PL-25-9, Ordinance 2292 to City Council.

Neither state statute nor city code contains required findings that must be made in changing a property's zoning designation. State statute does provide some requirements for zoning regulations in general, which the Planning Commission and City Council should be aware of:

WS §15-1-601(d)

d) All regulations shall be made:

i. 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, "[promote] 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."

Attachments

Draft Ordinance 2292

Individual Exhibits

Overall Exhibit

Petitions

CITY OF SHERIDAN
ORDINANCE NO. 2292

AN ORDINANCE, AMENDING ORDINANCE NO. 826, THE ZONING ORDINANCE OF THE CITY OF SHERIDAN, TO ZONE THE ENTIRETY OF THE LAND MORE PARTICULARLY DESCRIBED BELOW AND SHOWN ON THE ATTACHED EXHIBITS, FROM B-1 BUSINESS DISTRICT TO B-2 BUSINESS DISTRICT; FOR PROPERTIES LOCATED AT 190 CANFIELD STREET, 133 CANFIELD STREET, 124 CANFIELD STREET, 2420 N. MAIN STREET, 2483 N. MAIN STREET, 52 W. KOOI STREET, 130 W. KOOI STREET, 251 W. KOOI STREET, AND 252 W. KOOI STREET.

WHEREAS, The owners of the following described lands have petitioned the City Council to rezone the same from B-1 Business District to B-2 Business District; and

WHEREAS, a public hearing has been held thereon by the City Council.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SHERIDAN, WYOMING:

1. The following described land is hereby rezoned from B-1 Business District to B-2 Business District:

   Lots 13-19, Block 12, Suburban Homes Company Addition, together with the west 30 feet of vacated Keenan Avenue, being immediately adjacent to the aforementioned Lots 13-19; and

   The Easterly 60 feet of Lot 7 and the Westerly 40 feet of Lot 8, Block 2, Suburban Homes Company Addition; and

   All of Block 11, except Lots 11, 12, 23, and 14, Suburban Homes Company Addition; and that portion of the vacated alley in Block 11, extending from the southerly line of Lots 10 and 22 extended, to the northerly line of Lots 1 and 13 extended; and the easterly 30 feet of Keenan Avenue, vacated, lying adjacent to Lots 1 thru 12 in said Block 11; and

   A portion of Block 16, Suburban Homes Company Addition as described by Deed Book 579, Page 390 in the Records of the Sheridan County Clerk; and

   Lots 1-4 (except that portion thereof lying within U.S. Highway 87), Block 17, Suburban Homes Company Addition; and

   A portion of Block 16, Suburban Homes Company Addition as described by Deed Book 541, Page 141 in the Records of the Sheridan County Clerk; and

   Lo1 1, Mack Subdivision; and

   Lots 9-12, Block 12, Suburban Homes Company Addition; and

   Lot 2, Mack Subdivision;

   All located in the City of Sheridan, Sheridan County, Wyoming.

2. Ordinance No. 826, the Zoning Ordinance of the City of Sheridan is hereby amended to conform herewith.

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

4. 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 _____ 2025.

City of Sheridan

_____

Richard Bridger, Mayor

ATTEST:

_____

Ashlee Foster, City Clerk

State of Wyoming)
) SS
County of Sheridan)

Signed and sworn (or affirmed) before me on this ____ day of _____ 20__

by _____

_____

Notary Public

My commission expires _____

1st Reading: _____
2nd Reading: _____
3rd Reading: _____
Published: _____

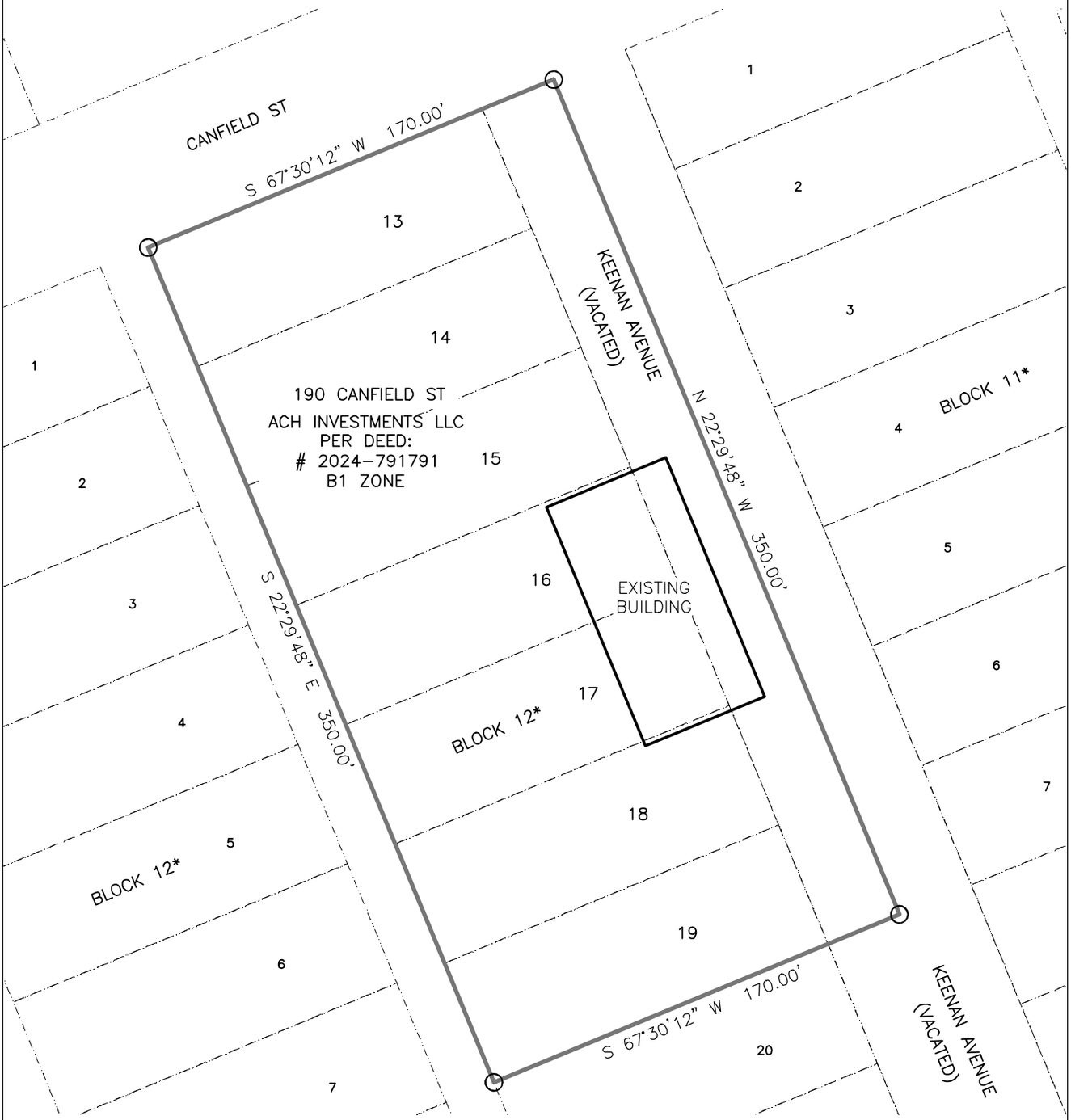
EFFECTIVE DATE: This Ordinance shall be in full force and effect on _(publication date)__, after the required approval and publication, according to law

REZONE EXHIBIT

FOR LOTS 13, 14, 15, 16, 17, 18, 19, ALSO THE WEST 30' OF VACATED KEENAN AVE, BLOCK 12 OF THE SUBURBAN HOMES COMPANY ADDITION TO THE CITY OF SHERIDAN, LOCATED IN THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER (NW¼SE¼) OF SECTION 15, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH P.M., SHERIDAN COUNTY, WYOMING,

LEGAL DESCRIPTION

LOTS 13, 14, 15, 16, 17, 18 AND 19 IN BLOCK 12 OF THE SUBURBAN HOMES COMPANY ADDITION TO THE CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING, TOGETHER WITH THE WEST THIRTY FEET OF VACATED KEENAN AVENUE, BEING IMMEDIATELY ADJACENT TO THE AFOREMENTIONED LOTS 13 THROUGH 19.
CONTAINING AN AREA OF ±59500 SQ FT (±1.37 ACRES)



NOTES:

* SUBURBAN HOMES COMPANY ADDITION

Professional Land Surveyor
CLAYTON ROSENLUND
14250
Date 4/02/25
WYOMING

Cannon Consulting LLC
Making every shot count

LEGEND

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

N

SCALE: 1"=55'

BASIS OF BEARINGS ARE THE SUBURBAN HOMES COMPANY PLAT

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

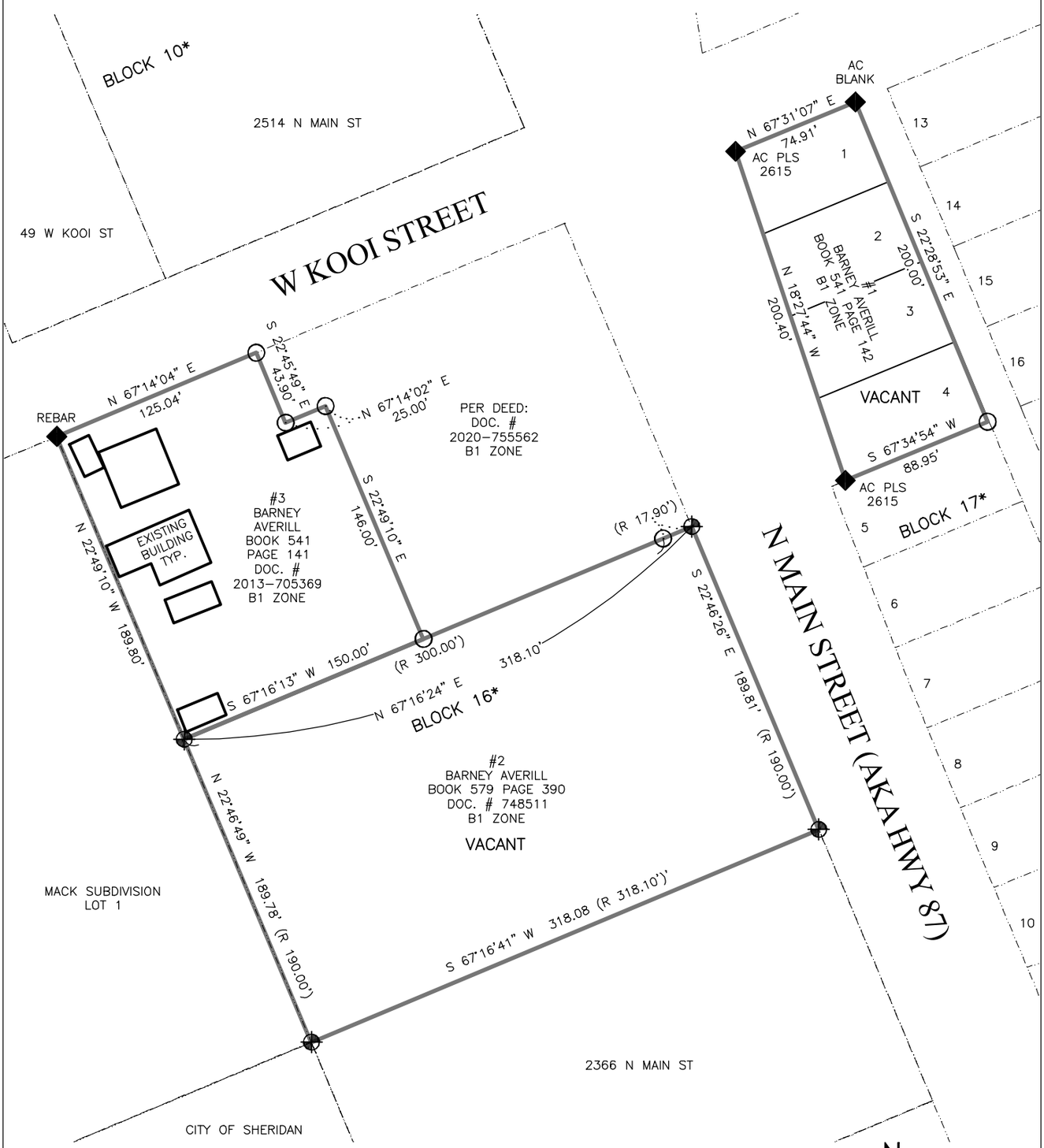
FOR:
ACH INVESTMENTS LLC
PO BOX 6231
SHERIDAN, WY 82801-1631

Prepared by Cannon Consulting LLC (307) 752-0109

DATE: 3/25/25

REZONE EXHIBIT

FOR PART OF LOTS 1, 2, 3 AND 4, BLOCK 17 OF SUBURBAN HOMES ADDITION TO THE CITY OF SHERIDAN, ALSO A PARCEL OF LAND IN BLOCK 16 OF SUBURBAN HOMES ADDITION TO THE CITY OF SHERIDAN DESCRIBED BY DEED BOOK 579, PAGE 390 IN THE RECORDS OF THE SHERIDAN COUNTY CLERK AND A PARCEL OF LAND IN BLOCK 16 OF SUBURBAN HOMES ADDITION TO THE CITY OF SHERIDAN DESCRIBED BY DEED BOOK 541, PAGE 141 IN THE RECORDS OF THE SHERIDAN COUNTY CLERK. LOCATED IN THE SOUTHEAST QUARTER (SE1/4) OF SECTION 15, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH P.M., SHERIDAN COUNTY, WYOMING,



Professional Land Surveyor
CLAYTON ROSENLUND
14250
Date 4/2/25
WYOMING

Cannon Consulting LLC
Making every shot count

NOTES:

* SUBURBAN HOMES COMPANY ADDITION

LEGEND

- AC LS 14250 SET DURING PRIOR SURVEY
- FOUND MONUMENT AS NOTED
- CALCULATED CORNER
- POB POINT OF BEGINNING
- TRACT BOUNDARY
- ADJOINING LOT LINES

N

SCALE: 1"=80'

BASIS OF BEARINGS ARE THE SUBURBAN HOMES COMPANY PLAT

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

FOR:
BARNEY AVERILL TRUSTEE
BAR-T-TRUST
1649 N HEIGHTS AVE
SHERIDAN, WY 82801

Prepared by Cannon Consulting LLC (307) 752-0109

DATE: 3/26/25

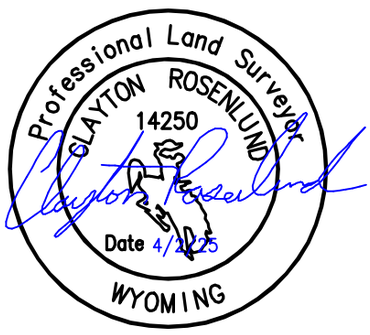
LEGAL DESCRIPTIONS

FOR PART OF LOTS 1, 2, 3 AND 4, BLOCK 17 OF SUBURBAN HOMES ADDITION TO THE CITY OF SHERIDAN, ALSO A PARCEL OF LAND IN BLOCK 16 OF SUBURBAN HOMES ADDITION TO THE CITY OF SHERIDAN DESCRIBED BY DEED BOOK 579, PAGE 390 IN THE RECORDS OF THE SHERIDAN COUNTY CLERK AND A PARCEL OF LAND IN BLOCK 16 OF SUBURBAN HOMES ADDITION TO THE CITY OF SHERIDAN DESCRIBED BY DEED BOOK 541, PAGE 141 IN THE RECORDS OF THE SHERIDAN COUNTY CLERK. LOCATED IN THE SOUTHEAST QUARTER (SE1/4) OF SECTION 15, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH P.M., SHERIDAN COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

1 – LOTS ONE, TWO, THREE AND FOUR (EXCEPT THAT PORTION THEREOF LYING WITHIN U.S. HIGHWAY 87, IN BLOCK 17, SUBURBAN HOMES COMPANY ADDITION TO THE CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING. CONTAINING ±16382 SQUARE FEET (±0.38 ACRES)
SUBJECT TO ALL RESERVATIONS, RESTRICTIONS, EASEMENTS, RIGHTS–OF–WAY AND COVENANTS OF RECORD.

2 – A TRACT OF LAND SITUATED IN BLOCK 16 OF SUBURBAN HOMES COMPANY ADDITION TO THE CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING, DESCRIBED AS FOLLOWS:
BEGINNING AT A POINT ON THE SOUTHEASTERLY BOUNDARY OF KOOI STREET, SAID POINT OF BEGINNING BEING 175 FEET FROM THE NORTHEAST CORNER OF BLOCK 16 IN A SOUTHWESTERLY DIRECTION ALONG SAID SOUTHEASTERLY BOUNDARY OF KOOI STREET; THENCE SOUTHWESTERLY ALONG THE NORTHERLY BOUNDARY OF BLOCK 16 A DISTANCE OF 125 FEET; THENCE SOUTHEASTERLY PARALLEL TO THE EAST BOUNDARY OF BLOCK 16 A DISTANCE OF 190 FEET; THENCE NORTHEASTERLY PARALLEL TO THE NORTHERLY BOUNDARY OF BLOCK 16 A DISTANCE OF 150 FEET TO A POINT; THENCE NORTHWESTERLY PARALLEL TO THE EAST BOUNDARY OF BLOCK 16,A DISTANCE OF 146 FEET; THENCE SOUTHWESTERLY PARALLEL TO THE NORTHERLY BOUNDARY OF BLOCK 16 A DISTANCE OF 25 FEET; THENCE NORTHWESTERLY PARALLEL TO THE EAST BOUNDARY OF BLOCK 16 A DISTANCE OF 44 FEET TO THE POINT OF BEGINNING. CONTAINING ±27381 SQUARE FEET (±0.63 ACRES)
SUBJECT TO ALL RESERVATIONS, RESTRICTIONS, EASEMENTS, RIGHTS–OF–WAY AND COVENANTS OF RECORD.

3 – A TRACT OF LAND SITUATED IN BLOCK 16 OF SUBURBAN HOMES COMPANY ADDITION OF THE CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING, DESCRIBED AS FOLLOWS:
BEGINNING AT A POINT ON THE EAST BOUNDARY OF BLOCK 16; SAID POINT OF BEGINNING BEING SOUTHEASTERLY FROM THE NORTHEAST CORNER OF BLOCK 16, A DISTANCE OF 190 FEET ALONG THE EAST BOUNDARY OF BLOCK 16; THENCE SOUTHWESTERLY PARALLEL TO THE NORTHERLY BOUNDARY OF BLOCK 16 A DISTANCE OF 300 FEET; THENCE IN A SOUTHEASTERLY DIRECTION PARALLEL TO THE EAST BOUNDARY OF BLOCK 16 A DISTANCE OF 190 FEET THENCE IN A NORTHEASTERLY DIRECTION PARALLEL TO THE NORTHERLY BOUNDARY OF BLOCK 16 A DISTANCE OF 318.10 FEET TO A POINT LYING ON THE WESTERLY BOUNDARY OF US, HIGHWAY NO. 87; THENCE NORTHWESTERLY ALONG THE WESTERLY BOUNDARY OF U.S. HIGHWAY NO. 87 A DISTANCE OF 190 FEET; THENCE IN A SOUTHWESTERLY DIRECTION PARALLEL TO THE SOUTHEASTERLY BOUNDARY OF KOOI STREET A DISTANCE OF 17.9 FEET TO THE POINT OF BEGINNING. CONTAINING ±60371 SQUARE FEET (±1.39 ACRES)
SUBJECT TO ALL RESERVATIONS, RESTRICTIONS, EASEMENTS, RIGHTS–OF–WAY AND COVENANTS OF RECORD.



Cannon Consulting LLC
Making every shot count

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

FOR:
BARNEY AVERILL TRUSTEE
BAR–T–TRUST
1649 N HEIGHTS AVE
SHERIDAN, WY 82801

Prepared by Cannon Consulting LLC (307) 752–0109

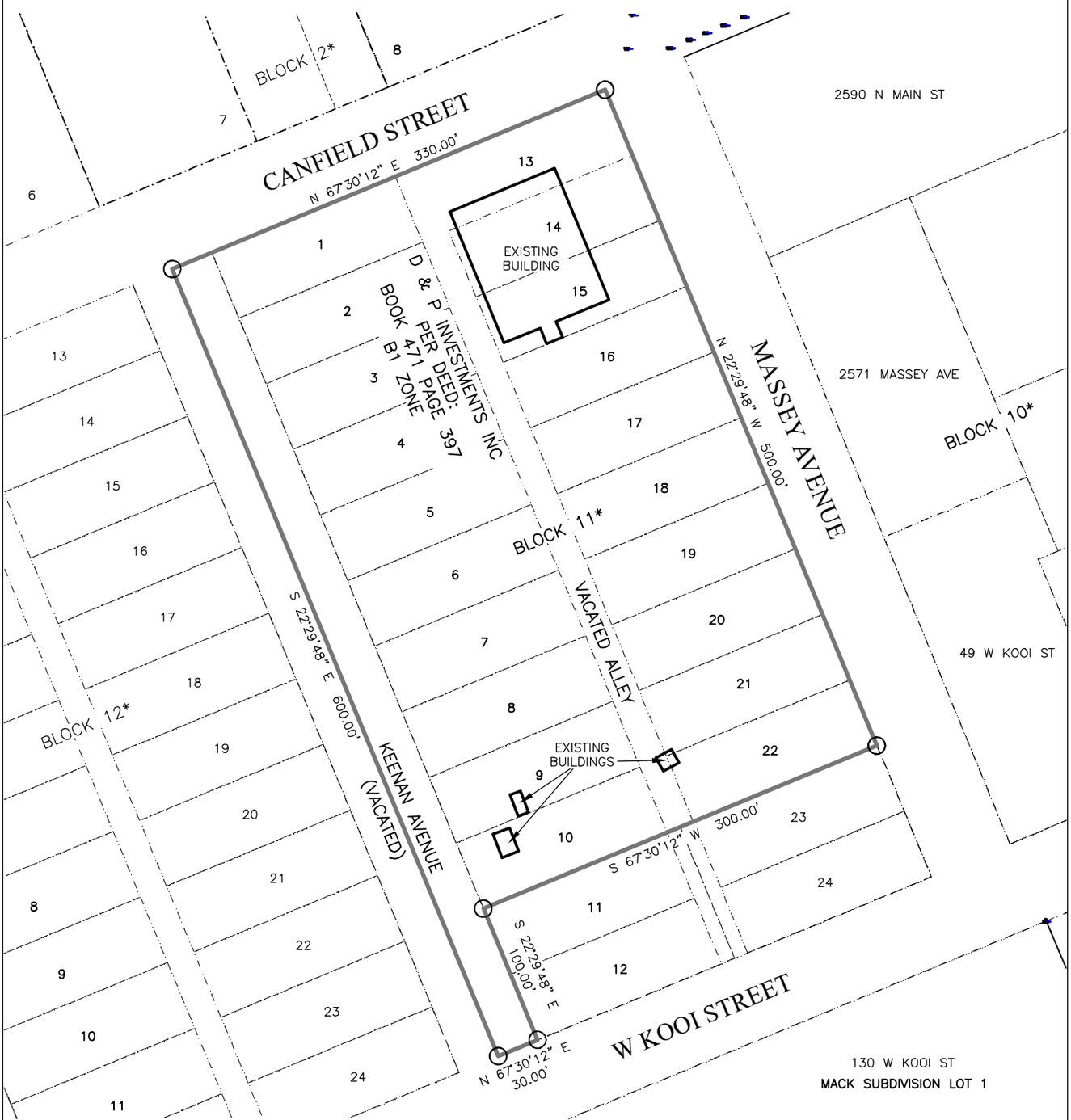
DATE: 3/26/25

REZONE EXHIBIT

FOR LOTS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 18, 19, 20, 21 AND 22, ALSO PART OF VACATED KEENAN AVE. AND PART OF VACATED ALLEY, BLOCK 11 OF THE SUBURBAN HOMES COMPANY ADDITION TO THE CITY OF SHERIDAN, LOCATED IN THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER (NW¼SE¼) OF SECTION 15, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH P.M., SHERIDAN COUNTY, WYOMING,

LEGAL DESCRIPTION

ALL OF BLOCK 11, EXCEPT LOTS 11, 12, 23, AND 24 OF SUBURBAN HOMES COMPANY ADDITION TO THE CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING; AND THAT PORTION OF THE THE VACATED ALLEY IN BLOCK 11, EXTENDING FROM THE SOUTHERLY LINE OF LOTS 10 AND 22 EXTENDED, TO THE NORTHERLY LINE OF LOTS 1 AND 13 EXTENDED; AND THE EASTERLY 30 FEET OF KEENAN AVENUE VACATED, LYING ADJACENT TO LOTS 1 THRU 12 IN SAID BLOCK 11. CONTAINING AN AREA OF ±168000 SQ FT (±3.86 ACRES)



13

Professional Land Surveyor
CLAYTON ROSENLUND
14250
Date 4/02/25
WYOMING

NOTES

* SUBURBAN HOMES COMPANY ADDITION

LEGEND

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

N

SCALE: 1"=100'

BASIS OF BEARINGS ARE THE SUBURBAN HOMES COMPANY PLAT

Cannon Consulting LLC
Making every shot count

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

FOR:
D & P INVESTMENTS INC
PO BOX 995
SHERIDAN, WY 82801-0995

Prepared by Cannon Consulting LLC (307) 752-0109

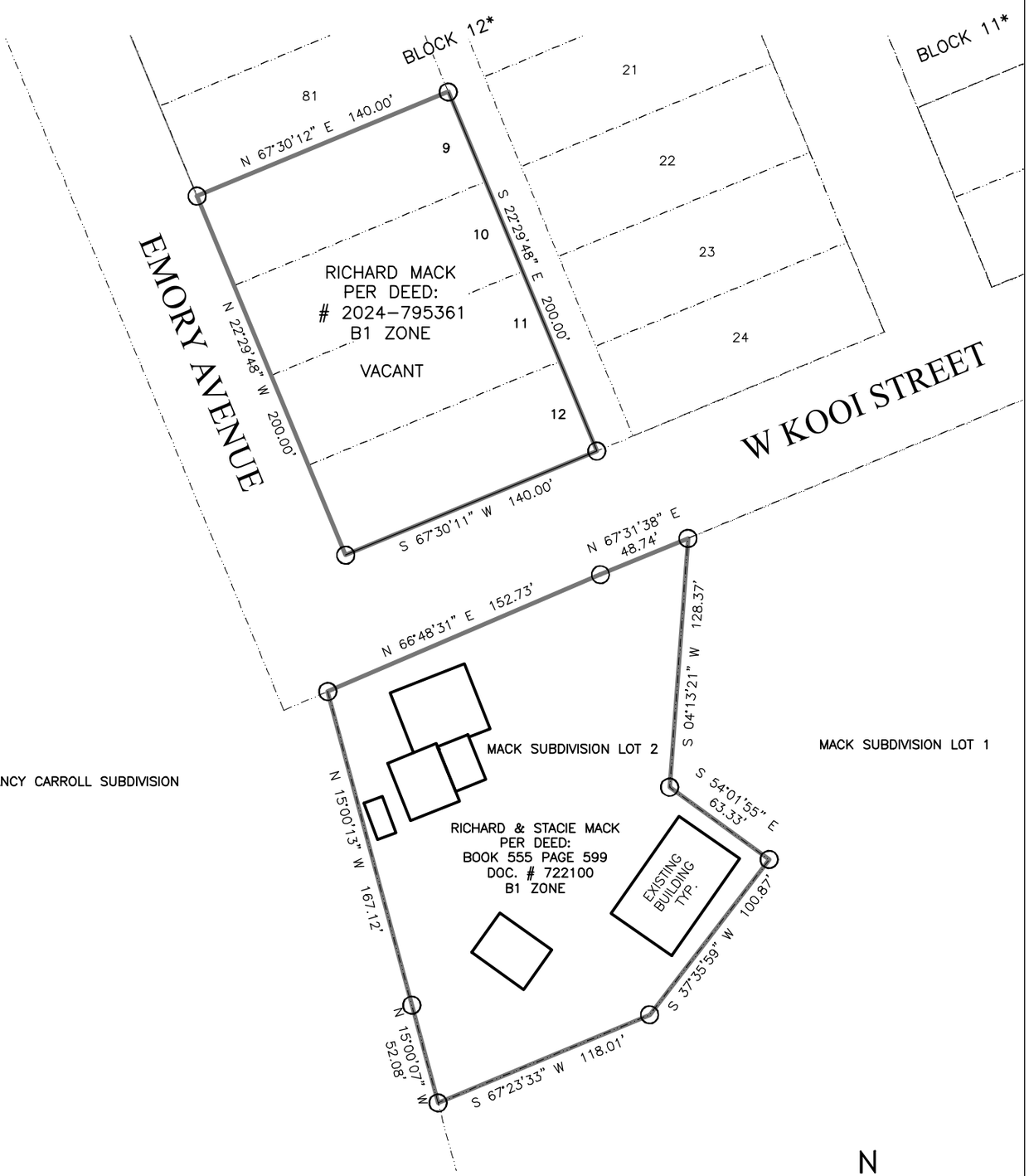
DATE: 3/25/25

REZONE EXHIBIT

FOR LOTS 9, 10, 11 AND 12, BLOCK 12 OF THE SUBURBAN HOMES COMPANY ADDITION AND LOT 2 OF MACK SUBDIVISION, CITY OF SHERIDAN, LOCATED IN THE WEST HALF OF THE SOUTHEAST QUARTER (W1/2SE1/4) OF SECTION 15, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH P.M., SHERIDAN COUNTY, WYOMING,

LEGAL DESCRIPTIONS

LOTS 9, 10, 11 AND 12 IN BLOCK 12, OF SUBURBAN HOMES COMPANY ADDITION TO THE CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING.
CONTAINING ±28000 SQ FT (±0.64 ACRES)
AND
LOT 2 MACK SUBDIVISION, CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING.
CONTAINING ±38114 SQUARE FEET (±0.88 ACRES)



NOTES:

* SUBURBAN HOMES COMPANY ADDITION

N

SCALE: 1"=75'

BASIS OF BEARINGS ARE
THE SUBURBAN HOMES COMPANY PLAT
AND THE MACK SUBDIVISION PLAT

Professional Land Surveyor
CLAYTON ROSENLUND
14250
Date 4/02/25
WYOMING

Cannon Consulting LLC
Making every shot count

LEGEND

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

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

FOR:
RICHARD & STACIE MACK
252 W KOOI ST
SHERIDAN, WY 82801-9220

Prepared by Cannon Consulting LLC (307) 752-0109

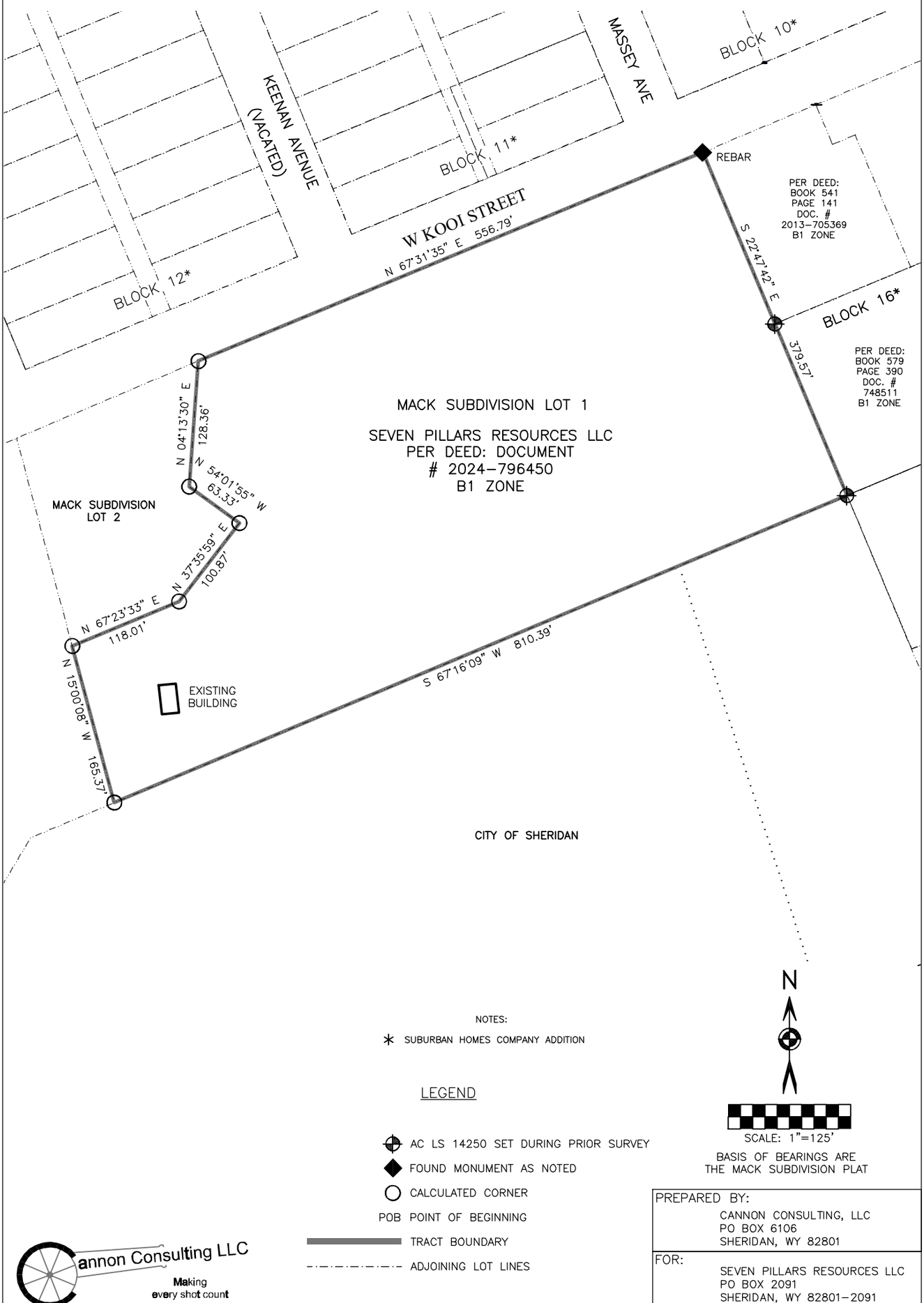
DATE: 3/25/25

REZONE EXHIBIT

FOR LOT 1 OF MACK SUBDIVISION, CITY OF SHERIDAN, LOCATED IN THE WEST HALF OF THE SOUTHEAST QUARTER (W1/2SE1/4) OF SECTION 15, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH P.M., SHERIDAN COUNTY, WYOMING,

LEGAL DESCRIPTION

LOT 1, MACK SUBDIVISION , CITY OF SHERIDAN, SHERIDAN COUNTY WYOMING.
CONTAINING ±260733 SQUARE FEET (±5.99 ACRES)



NOTES:

* SUBURBAN HOMES COMPANY ADDITION

LEGEND

- AC LS 14250 SET DURING PRIOR SURVEY
- FOUND MONUMENT AS NOTED
- CALCULATED CORNER
- POB POINT OF BEGINNING
- TRACT BOUNDARY
- ADJOINING LOT LINES

SCALE: 1"=125'

BASIS OF BEARINGS ARE
THE MACK SUBDIVISION PLAT

Cannon Consulting LLC
Making every shot count

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

FOR:
SEVEN PILLARS RESOURCES LLC
PO BOX 2091
SHERIDAN, WY 82801-2091

Prepared by Cannon Consulting LLC (307) 752-0109

DATE: 3/25/25

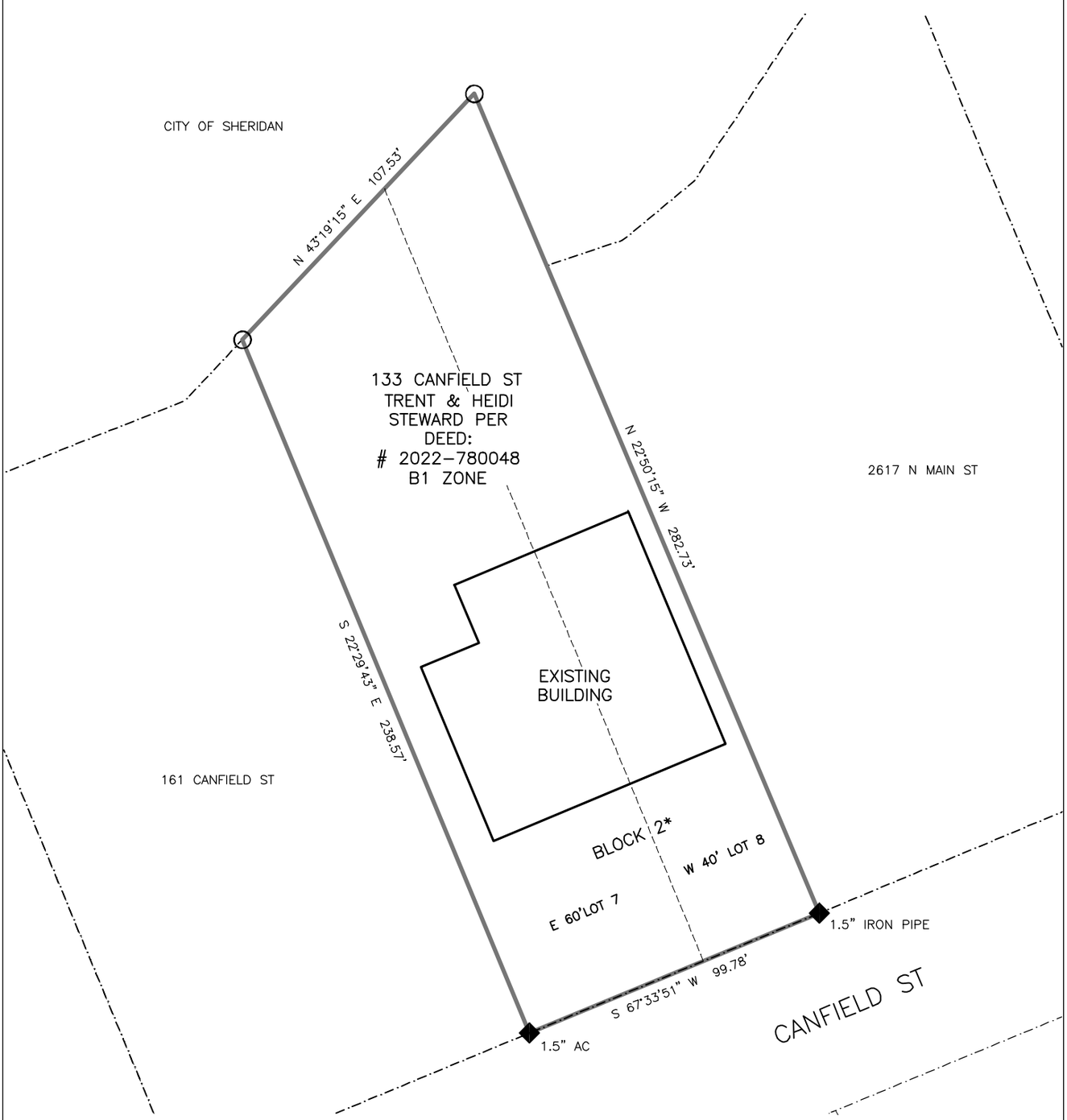
REZONE EXHIBIT

FOR A TRACT OF LAND BEING THE EAST 60 FEET OF LOT 7 AND THE WEST 40 FEET OF LOT 8, BLOCK 2 OF THE SUBURBAN HOMES COMPANY ADDITION TO THE CITY OF SHERIDAN, LOCATED IN THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER (NW¼SE¼) OF SECTION 15, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH P.M., SHERIDAN COUNTY, WYOMING,

LEGAL DESCRIPTION

ALL THAT PORTION OF LOTS 7 AND 8, BLOCK 2, OF SUBURBAN HOMES COMPANY ADDITION TO THE CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING, DESCRIBED AS FOLLOWS:

SAID TRACT BEING THE EASTERLY 60 FEET OF SAID LOT 7 AND WESTERLY 40 FEET OF SAID LOT 8.
CONTAINING AN AREA OF ±25806 SQ FT (±0.59 ACRES)



Professional Land Surveyor
CLAYTON ROSENLUND
14250
Date 4/02/25
WYOMING

Cannon Consulting LLC
Making every shot count

NOTES

* SUBURBAN HOMES COMPANY ADDITION

LEGEND

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

N

SCALE: 1"=45'

BASIS OF BEARINGS ARE
THE SUBURBAN HOMES COMPANY PLAT

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

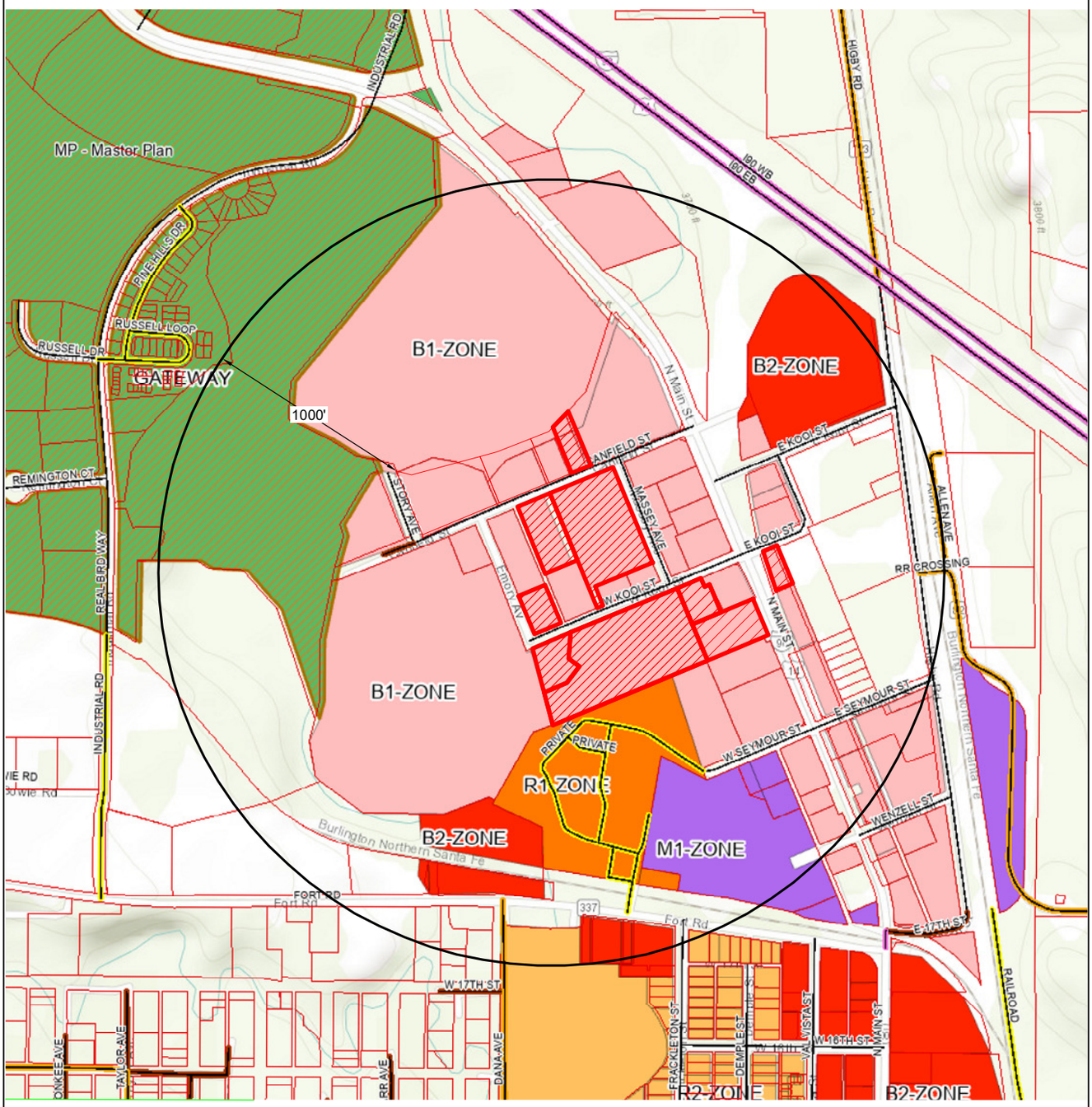
FOR:
TRENT AND HEIDI STEWART
51 COFFEEN AVE STE 101-269
SHERIDAN, WY 82801-4872

Prepared by Cannon Consulting LLC (307) 752-0109

DATE: 3/24/25

CITY ZONING

FOR 1000 FEET SURROUNDING LOTS 7 AND PART OF LOT 8, BLOCK 2 OF SUBURBAN HOMES COMPANY ADDITION, LOTS 9, 10, 11, 12, 13, 14, 15, 16, 17, 18 AND 19, BLOCK 12 OF SUBURBAN HOMES COMPANY ADDITION, LOTS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 18, 19, 20, 21 AND 22, PART OF VACATED ALLEY AND PART OF VACATED KEENAN AVENUE, BLOCK 11, LOTS 1, 2, 3, AND 4 OF BLOCK 17 OF SUBURBAN HOMES COMPANY ADDITION, PART OF BLOCK 16 OF SUBURBAN HOMES COMPANY ADDITION DESCRIBED BY DOCUMENT #2013-705369 AND BY BOOK 579 PAGE 390 IN THE RECORDS OF THE SHERIDAN COUNTY CLERK, ALSO LOTS 1 AND 2, OF MACK SUBDIVISION, LOCATED IN THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER (NE1/4SW1/4), THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER (NW1/4SE1/4) AND THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER (SW1/4SE1/4) OF SECTION 15, TOWNSHIP 56 NORTH, RANGE 84 WEST OF THE 6TH PRINCIPLE MERIDIAN, CITY OF SHERIDAN, SHERIDAN COUNTY WYOMING.



N

NO TRUE SCALE

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

FOR: SUE OSBORN

Cannon Consulting LLC
Making every shot count

Prepared by Cannon Consulting LLC (307) 752-0109

Date: 02/20/25

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:

   Lots 13, 14, 15, 16, 17, 18 and 19, in Block 12 of the Suburban Homes Company Addition to the City of Sheridan, Sheridan County, Wyoming, together with the West thirty feet of vacated Keenan Avenue, being immediately adjacent to the aforementioned Lots 13 through 19.

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

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

4. Petitioners hereby request that said lands be zoned 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 February, 2025

Signed by the Petitioners:

A Hahn — Anna Hahn - Owner

Subscribed and Sworn before me this 28 day of February, 2025

Notary Public

JESSICA G HEIL
NOTARY PUBLIC
STATE OF WYOMING
COMMISSION ID: 169950
MY COMMISSION EXPIRES: 05/21/2030

My commission expires: 05/21/2030

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:

2. James E Bretz Jr. are the owners or authorized agents of said described land proposed to be rezoned.

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

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

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

Dated this 25TH day of April, 2025.

Signed by the Petitioners:

James E Bretz Jr

Jan E Bretz Jr

Subscribed and Sworn before me this 25TH day of April, 2025

Aldijana Topalovic
Notary Public

ALDIJANA TOPALOVIC
Notary Public
State of Colorado
Notary ID # 20054037586
My Commission Expires 02-08-2029

My commission expires: 2-8-2029

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:

   ALL THAT PORTION OF LOTS 7 AND 8, BLOCK 2, OF SUBURBAN HOMES COMPANY ADDITION TO THE CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING. SAID TRACT BEING THE EASTERLY 60 FEET OF SAID LOT 7 AND WESTERLY 40 FEET OF SAID LOT 8.

2. Trent Stewart and Heidi Stewart 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 24 day of April, 2025

Signed by the Petitioners:

Subscribed and Sworn before me this 24 day of April, 2025

Notary Public

DEE CRAWFORD
Notary Public - State of Wyoming
Commission ID 169470
My Commission Expires Jan 23, 2030

My commission expires: 1/23/2030

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:

   See attached

2. D+P investments, Inc 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 12th day of March, 2025

Signed by the Petitioners:

Richard W Dellt

Subscribed and Sworn before me this 12th day of March, 2025

Travis Chadderdon

Notary Public

TRAVIS CHADDERDON
Notary Public - State of Wyoming
Commission ID: 170830
My Commission Expires Jan. 31, 2031

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:

   All of Block 11, except Lots 11, 12, 23, and 24 or Suburban Homes Company Addition to the City of Sheridan, Sheridan County, Wyoming; and that portion of the vacated alley in Block 11, extending from the southerly line of Lots 10 and 22 extended, to the northerly line of Lots 1 and 13 extended; and the easterly 30 feet of Keenan Avenue, vacated, lying adjacent to Lots 1 thru 12 in said Block 11.

2. D&P Investments, Inc. 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 _____day of _____, 20__.

Signed by the Petitioners:

Richard W Dellit _____

_____ _____

Subscribed and Sworn before me this _____day of _____, 20___

_____
Notary Public

My commission expires:_____

Legal Description for D&P Investments, Inc.

All of Block 11, except Lots 11, 12, 23, and 24 or Suburban Homes Company Addition to the City of Sheridan, Sheridan County, Wyoming; and that portion of the vacated alley in Block 11, extending from the southerly line of Lots 10 and 22 extended, to the northerly line of Lots 1 and 13 extended; and the easterly 30 feet of Keenan Avenue, vacated, lying adjacent to Lots 1 thru 12 in said Block 11.

State of Wyoming

County of Sheridan

This Petition for Rezoning signed or attested before me on
Title of document being signed or attested to

March 12, 2025 by Jacob, Gregory Pfau.
Date Name(s) or Person(s)

TRAVIS CHADDERDON
Notary Public - State of Wyoming
(Seal) Commission ID: 170830
My Commission Expires Jan. 31, 2031

Signature of Notarial Officer

Notary Public
Title (e.g. Notary Public) OR Rank (Rank if officer in active military)

My commission expires: January 31, 2031

State of Wyoming

County of Sheridan

This Petition for Rezoning signed or attested before me on
Title of document being signed or attested to

March 12, 2025 by Debra Ann Pfau.
Date Name(s) or Person(s)

TRAVIS CHADDERDON
Notary Public - State of Wyoming
Commission ID: 170830
My Commission Expires Jan. 31, 2031

Signature of Notarial Officer

Notary Public
Title (e.g. Notary Public) OR Rank (Rank if officer in active military)

My commission expires: January 31, 2031

State of Wyoming

County of Sheridan

This Petition for Rezoning signed or attested before me on
Title of document being signed or attested to

March 12, 2025 by Thomas Burr Rioseri
Date Name(s) or Person(s)

(Seal)
TRAVIS CHADDERDON
Notary Public - State of Wyoming
Commission ID: 170830
My Commission Expires Jan. 31, 2031

Signature of Notarial Officer

Notary Public
Title (e.g. Notary Public) OR Rank (Rank if officer in active military)

My commission expires: January 31, 2031

State of Wyoming

County of Sheridan

This instrument entitled Petition for Rezoning was acknowledged before me on
Title of document being acknowledged

March 12, 2025 by Debra Ann Rau as
Date Name of Person

Shareholder/owner of Richard Dellit.
Type of Authority, eg. officer, trustee, etc. Name of Party on Behalf of Whom the Instrument was Executed

TRAVIS CHADDERDON
Notary Public - State of Wyoming
(Seal) Commission ID: 170830
My Commission Expires Jan. 31, 2031

Signature of Notarial Officer

Notary Public
Title (e.g. Notary Public) OR Rank (Rank if officer in active military)

My commission expires: January 31, 2031

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:

FOR PART OF LOTS 1, 2, 3, AND 4, BLOCK 17 OF SUBURBAN HOMES ADDITION TO THE CITY OF SHERIDAN, ALSO A PARCEL OF LAND IN BLOCK 16 OF SUBURBAN HOMES ADDITION TO THE CITY OF SHERIDAN DESCRIBED BY DEED BOOK 579, PAGE 390 IN THE RECORDS OF THE SHERIDAN COUNTY CLERK AND A PARCEL OF LAND IN BLOCK 16 OF SUBURBAN HOMES ADDITION TO THE CITY OF SHERIDAN DESCBRIBED BY DEED BOOK 541, PAGE 141 IN THE RECORDS OF THE SHERIDAN COUNTY CLERK.

2. Barney R. Averill, Trustee 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 4-24-25 LSA day of _____, 20__.

Signed by the Petitioners:

B.R. Averill

Subscribed and Sworn before me this 24th day of April, 2025

Lisa Austin
Notary Public

LISA AUSTIN
NOTARY PUBLIC
SHERIDAN COUNTY
STATE OF WYOMING
MY COMMISSION EXPIRES 02/28/2028

My commission expires: 2/28/28

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:

   Lot 1 Mack Subdivision within the W1/2 SE 1/4 of Section 15, T56N, R84W. 6th P.M.

2. Seven Pillars Resources Limited Liability Company 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 20th day of February, 2025

Signed by the Petitioners:

Susan Osborn Authorized Agent

Subscribed and Sworn before me this 21st day of February, 2025

Notary Public

TRAVIS CHADDERDON
Notary Public - State of Wyoming
Commission ID: 170830
My Commission Expires Jan. 31, 2031

My commission expires: 01/31/2031

State of Wyoming

County of Sheridan

This Petition for Rezoning signed or attested before me on
Title of document being signed or attested to

February 21, 2025 by Susan Osborn.
Date Name(s) or Person(s)

TRAVIS CHADDERDON
Notary Public - State of Wyoming
Commission ID: 170830
(Seal) My Commission Expires Jan. 31, 2031

Signature of Notarial Officer

Notary Public
Title (e.g. Notary Public) OR Rank (Rank if officer in active military)

My commission expires: January 31, 2031

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: 251 W. Kooi

   Lots 9, 10, 11, and 12 in Block 12 of Suburban Homes Company Addition to the City of Sheridan, Sheridan County, Wyoming.

2. Richard Mack 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 25 day of Feb, 2025

Signed by the Petitioners:

Richard Mack

Subscribed and Sworn before me this 25th day of February, 2025

Georgia Fosnight
Notary Public

GEORGIA FOSNIGHT
NOTARY PUBLIC
STATE OF WYOMING
COMMISSION ID: 142693
MY COMMISSION EXPIRES: 12/30/2028

CITY OF SHERIDAN, WYOMING
55 Grinnell Plaza, Sheridan, Wyoming 82801
Ph (307) 674-6483

Clerk

MEMORANDUM

RE: Consideration of Final Reading of Ordinance 2293 Amending City Code Chapter 9 - Courts, Fines and Imprisonment - City Attorney Brad Thimmesch

From: Ashlee Foster, City Clerk

To: City Council

CC: City Administrator Stuart McRae

Date: 06/16/2025

Background:

City Attorney, Brad Thimmesch, will discuss the needed revisions to the City Code, Chapter 9 as outlined in the attached documents.

Discussion:

Please see the attached memo

Staff Recommendation:

The attached code changes have been reviewed and agreed upon by the City Attorney, City Staff, Current Municipal Court Judges, Sheridan's Police Chief, and the City Prosecuting Attorney. All parties are in agreement that the code revisions reflect current court procedures and State Statute. It is recommended that City Council approve Ordinance 2293 and adopt all Chapter 9 code revisions as outlined.

Attachments

Memo Ord No 2293

Ordinance No. 2293

Track Changes Version

JAY A. GILBERTZ
KENDAL R. HOOPES
KEVIN K. KESSNER
CHRISTOPHER M. SHERWOOD

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(1935-1995)

TELEPHONE (307) 674-7451
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MEMORANDUM

To: City of Sheridan
From: Brad Thimmesch
Subject: Ordinance 2293 - City Code Chapter 9 Amendments
Date: May 6, 2025

Mayor and City Council,

After reviewing Chapter 9 of the City Code with the current Municipal Judges and City Prosecutor, City Staff and I found it necessary to amend and update the provisions of Chapter 9 to better match the current procedures of the City and Wyoming State Statutes.

A majority of the changes are formatting such as changing all the references from "police justice" to "Court." However, the following outlines the changes that were made to update Chapter 9 to the current procedures and state law:

1. 9-1(a) Non-Jailable Offenses

    a. Incorporated the actual maximum fee a Municipal Court can fine pursuant to W.S. § 15-1-103(a)(xli).

    b. Made the expungement for violations of Section 19-1.2 automatic in line with W.S. § 14-3-304(d)

2. 9-1(b)(1) Jailable Offenses

    a. Removed Flee or Attempt to Elude because this violation goes straight to Circuit Court.

    b. Removed minor jailable offenses because a minor charged with violating a status offense cannot be detained in jail or sentenced to a term of imprisonment, W.S. §§ 5-6-112(a), 113(a).

3. 9-1(c) Probation

    a. Updated the probation for non-jailable offenses pursuant to W.S. § 5-6-116 and made the language similar for jailable offenses probations.

    b. The *Generally* terms are in line with W.S. §§ 7-13-304, 305.

4. 9-4 Collection of Fines and Costs, modified to match W.S. § 5-6-111.

5. 9-6 Sheridan Police Department City Ordinance Booklet, reflects the City's procedure for the Municipal Judge to review, review, and approve the Sheridan Police Department City Ordinance Booklet. The old 9-6 – Arrests, is not currently applicable because the officers should have the discretion to arrest and detain any person as provided by state law.

6. 9-7 Bail, updated to match the current procedure of the City Police and detaining officers.

7. 9-9 Forfeiture of Bond, modified to match the current language of Wyoming Rules of Criminal Procedure 3.1.

8. Sections 9-10 through 9-14 were removed because the City no longer maintains a jail and the Municipal Judges did not see a purpose for these sections.

9. 9-16 Juvenile Trial, removed because the Municipal Court tries juvenile defendants at the same time and place as the other defendants.

10. 9-17 Juvenile Probation, renamed to better suit the purpose of the section. (a) was added to reflect the additional authority the Court has with issuing probation for minor defendants pursuant to W.S. § 5-6-114.

11. 9-18 Juvenile Imprisonment, modified to match W.S. §§ 5-6-112(a), 113(a)-(b).

12. 9-26 Posting Bond, Failure to Appear, Bond Forfeitures; Applicability of Surcharges, updated to match Section 9-9 and Wyoming Rules of Criminal Procedure 3.1.

In making this final draft of Ordinance No. 2293, the current Municipal Judges and City Prosecutor were asked to and did review the proposed changes. If you have any further questions or concerns with the proposed Ordinance No. 2293 or any of the changes and modifications to Chapter 9, please do not hesitate to contact me.

YONKEE & TONER, LLP

Brad Thimmesch

Brad M. Thimmesch

CITY OF SHERIDAN
ORDINANCE NO. 2293

AN ORDINANCE AMENDING SHERIDAN MUNICIPAL CODE CHAPTER 9 - COURTS, FINES AND IMPRISONMENT.

WHEREAS, City staff have identified the need for updating and revising the Municipal Court codes to accurately reflect Wyoming State Statute and the City's Municipal Court Procedures.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SHERIDAN, WYOMING:

Chapter 9 – Courts, Fines and Imprisonment of the Code of the City of Sheridan, Wyoming is hereby amended to read as follows:

Article 9-I - In General

9-1 General Penalty; Continuing Violations

(a) *Non-Jailable Offenses.*

(1) *Generally.* Any violation of the City Code, ordinance, rule, or regulation promulgated by any officer or agency of the City under authority granted by statute or ordinance is declared unlawful and when no specific penalty is provided therefor, the violation shall constitute a misdemeanor and shall be punishable by a fine of no more than seven hundred and fifty dollars ($750.00). In addition to any fine ordered, the Court shall assess court costs in the amount of ten dollars ($10.00). In addition to any fine, community service may be ordered to be performed and credited towards any fine at the prevailing federal minimum wage. Each occurrence of any violation of this code, rule, or regulation shall constitute a separate offense.

(2) *Punishment for Violation of Section 19-1.2.* The violation of Section 19-1.2 shall constitute a misdemeanor. The conviction of a first (1st) offense is punished by a fine of up to one hundred dollars ($100.00). A conviction of a second (2nd) offense within six (6) months of the first (1st) is punished by a fine of up to two hundred dollars ($200.00) and may include up to six (6) months of supervised or unsupervised probation. A conviction of a third (3rd) offense within six (6) months of the second (2nd) conviction is punished by a fine of up to three hundred dollars ($300.00) and may include up to six (6) months of supervised or unsupervised probation. Additionally, the Court may require any person convicted under this subsection to complete a tobacco education class that is approved by the Court.

(A) Upon payment of the fine and completion of the probation imposed by Section 9-1(a)(2), criminal conviction(s) for violation of Section 19-1.2 shall be expunged by operation of law from all records of the Court six (6) months after the most recent entry of conviction. For any person whose record of conviction was expunged under this subsection, the conviction is deemed not to have occurred, and the individual may reply accordingly upon any inquiry in the matter. No expungement under this subsection shall be considered for purposes of any other law providing for expungement.

(b) *Jailable offenses.*

(1) Upon the conviction of any of the following violations, in addition to the penalties set forth in Section 9-1(a), the offender may be punished by imprisonment for a term not exceeding six (6) months:

Alcohol Prohibition Violation	§ 4-4.1(d)
Contempt of Court	Wyo. Rule Crim. Proc. Rule 42(a)(2)(C)
Disorderly Conduct—Resists or Obstructs	§ 19-2(d)(6)
Endangering the Welfare of a Minor	§ 4-7
Interference with an Emergency Proclamation	§ 2-71

(2) Upon the third (3rd) conviction of any of the following violations, in addition to the penalties set forth in Section 9-1(a), the offender may be punished by imprisonment for a term not exceeding six (6) months:

Aiding and Abetting	§ 9-2
Alcohol Standards	§ 4-5
Cruelty or Neglect of Animals	§ 6-32
Disorderly Conduct (excluding §19-2(d)(6) Resists or Obstructs)	§ 19-2(d)(1)-(5), (7)-(12)
Driver's License Suspend/Revoke	§ 16-14.5
Hit and Run	§ 16-6 adopting W.S. §§ 31-5-1102, 1104
Indecent Exposure	§ 19-13
Public Intoxication	§ 4-2
Larceny by Bailee	§ 19-31
Littering	§ 12-16
Possession of Drug Paraphernalia	§ 19-1.1
Reckless Driving	§ 16-6 adopting W.S. § 31-5-229
Vicious and Aggressive Animal(s)	§ 6-7

(c) *Probation.* After conviction or plea of guilty or nolo contendere, the Court may:

(1) *Probation for Non-Jailable Offenses.* The Court may suspend all or part of the fine for a specified period, not to exceed six (6) months, during which the defendant must meet specified conditions. The conditions imposed shall only require the defendant to conform their conduct to the requirements of the misdemeanor and shall not prohibit lawful conduct.

(A) When suspending a fine, the Court must:

(i) Specify the amount of the fine to be suspended; and

(ii) Specify the conditions the defendant must meet to avoid imposition of the suspended portion of the fine, including the date by which the conditions must be met.

(B) If a defendant fails to comply with the conditions specified, the Court may commence proceedings to impose the suspended portion of the fine during the period of suspension or within thirty (30) days thereafter. If after notice and a hearing the Court determines the defendant failed to comply with the conditions of the suspended fine, the court may proceed to deal with the case as if no suspension of fine had been ordered.

(2) *Probation for Jailable Offenses.* The Court may suspend the imposition or execution of sentence and place the defendant on supervised or unsupervised probation for a specified period not to exceed six (6) months, during which the defendant must meet specified conditions. The conditions imposed shall only require the defendant to conform their conduct to the requirements of the law and shall not prohibit lawful conduct.

(A) When suspending a sentence, the Court must:

(i) Specify the amount of the sentence to be suspended; and

(ii) Specify the conditions the defendant must meet to avoid imposition of the suspended portion of the sentence, including the date by which the conditions must be met.

(B) If a defendant fails to comply with the conditions specified, the Court may commence proceedings to impose the suspended portion of the sentence during the period of suspension or within thirty (30) days thereafter. If after notice and a hearing the Court determines the defendant failed to comply with the conditions of the suspended sentence, the court may proceed to deal with the case as if no suspension of sentence had been ordered.

(3) *Generally.* The Court may:

(i) Modify any condition of probation or suspension of sentence; and

(ii) Reduce, continue, or extend any term or period of probation. However, any such continuance or extension shall not exceed six (6) months.

9-2 Aiders and Abettors

Every person who shall aid or abet the commission of any misdemeanor; in any violation of any City Code, ordinance, rule, or regulation or Court order; or who shall counsel, encourage, hire, command, or otherwise procure such misdemeanor or violation to be committed, shall be deemed accessory before the fact, and may be informed against, tried, and convicted in the same manner as if he or she were a principal, and either before or after the principal offender is convicted, tried or informed against, and upon such conviction he or she shall suffer the same punishment and penalties as are prescribed by ordinance for the punishment of the principal.

Article 9-II - Municipal Court

9-3 Payment of Costs by Malicious Prosecutor

In all prosecutions in the municipal court for violations of the city ordinances prescribing fines or penalties, where the defendant has been acquitted, the informer or prosecutor may, in the discretion of the Court, be adjudged to pay the costs, if it appears to the satisfaction of the Court that the prosecution was instituted vexatiously and maliciously, or without reasonable cause, and judgment shall be so rendered and execution shall issue therefor.

9-4 Collection of Fines and Costs

Upon assessment of any fine and costs for the conviction of a violation of any ordinance of the City, judgment shall be entered against the defendant in favor of the City. If the judgment is not paid within ninety (90) days from the date of the judgment, the City may collect judgment by execution in circuit court in the manner provided by law. Except as otherwise provided by law all amounts recovered pursuant to this section shall be deposited with the City treasurer, used for the benefit of the City, and credited against the fine and reasonable costs of collection.

9-5 Location; Sessions to Be Public

The Municipal Court may be conducted in any suitable location within the City, and its sessions shall be open at all times to the public.

9-6 Sheridan Police Department City Ordinance Booklet

The Court has the authority to review, revise, and approve the Sheridan Police Department City Ordinance Booklet.

Article 9-III - Confinement

9-7 Bail—When Allowed; Bail Bond

Whenever any person has been arrested by a police officer of the City, it shall be lawful for the Chief of Police or their delegate to admit such person to bail by such person signing his own recognizance or bail bond to appear at the time named therein before the Court and paying the fine amount, as provided in the Sheridan Police Department City Ordinance Booklet, and court costs, such amount shall be named in such bond or recognizance. No irregularity, illegality or defect of any kind in such recognizance or bail bond shall invalidate the same, if the intention can be gathered therefrom, and from the evidence debtors thereof.

9-8 Police Justice May Receive Cash or Surety Bond

The Court is hereby authorized to receive as bail bonds a recognizance or bail bond signed by the person required to give the same, and accompanied by cash instead of sureties, in such amount as may be named by the Court. This section shall not abridge the power to receive bonds with sureties.

9-9 Forfeiture of Bond

Should a person required to appear before the Court fail to appear and comply with the requirements of the bond or recognizance, the Court may, if there be no mitigating circumstances requiring the appearance of the person, at once declare the bond forfeited and order the cash so deposited to be turned into the general fund of the treasury of the City, which shall be accordingly done. When such person fails to appear before the Court and the Court elects to declare the bond forfeited, such person has elected to 1) waive their

appearance before the Court; 2) waive their right to trial; and 3) not contest the violation(s) charged.

9-10 City Jail

Repealed by City Ordinance.

9-11 Suspended Sentences

Repealed by City Ordinance.

9-12 Judgment Need Not Specify Imprisonment for Nonpayment of Fines

Repealed by City Ordinance.

9-13 Refusal of Prisoner to Work

Repealed by City Ordinance.

9-14 Solitary Confinement for Refractory, Etc., Prisoners

Repealed by City Ordinance.

9-15 Disposition of Abandoned or Unclaimed Moneys

It shall be the duty of the chief of police and any police officer of the City, at least once a month, if money as herein mentioned is on hand, to deposit into the treasury of the City, as other money, all abandoned and unclaimed money, abandoned or left unclaimed with such police officer or his predecessor in office, by any person. Any person having abandoned or left unclaimed any such money may within one year file a claim therefor with the City, as other claims, and if he is legally entitled to such money, and there is no offset or counter claim of the City against the same, such claim shall be allowed as other claims. The City treasurer shall keep an account of moneys turned in as herein mentioned.

Article 9-IV - Juvenile Offenders

9-16 Trial

Repealed by City Ordinance.

9-17 Probation

(a) In addition to Section 9-1(c)(A), as a condition of probation or suspension of fines for minor defendants, the Court may require a defendant who is a minor to successfully complete a juvenile service program offered under the Community Juvenile Services Act.

(b) In all cases where a minor is convicted in the Municipal Court of violating any City Code, ordinance, rule, or regulation, the Court may, in its discretion, postpone the passing of sentence upon the minor for a period not exceeding six (6) months, during which time the minor may be placed on probation by the Court by an order entered on his docket requiring the minor to cease the misbehavior complained of, to conduct himself in a law-abiding manner, and to live a worthy, respectable life, and requiring the minor to appear before the Court at regular intervals, to be stated in the order, and report upon his conduct during such time. If, during the time so fixed, it appears to the Court that such minor has obeyed the order so made, and has practiced good behavior, then the Court may make the postponement of sentence permanent and discharge the minor; but if after notice and a hearing the Court determines the minor failed to comply with the conditions of the probation, the Court may proceed to deal with the case as if the sentence had not been postponed and the minor had not been put on probation.

9-18 Imprisonment

(a) No minor charged with violating a status offense shall be detained in jail.

(b) No minor convicted of a status offense shall be sentenced to a term of imprisonment.

(c) A minor convicted of a misdemeanor or of violating an ordinance of the City, other than a status offense, for which a term of imprisonment is authorized, shall only be imprisoned in a juvenile detention facility.

9-19 Correcting Delinquency

The police officers of the City shall assist the Court in every possible way to correct the delinquency of the minor, and to bring about, if possible, his or her reformation, and to that end the police officers and the Court shall cooperate with the parents, or guardian, of the minor in all reasonable and practicable ways.

9-20 Encouraging Minors to Break Probation, Etc.

Any person who shall obstruct or interfere with any order or process made or issued by the Court in any case coming within the provisions of this section, or who shall aid or abet or encourage any minor placed on probation to disregard the orders of the Court, or otherwise encourage any such minor to violate any ordinance of the City or to misbehave in any manner, shall be guilty of a misdemeanor.

Article 9-V - Crime Victims Surcharge

9-21 Title

There is added to Chapter 9 of this Code, a new Article numbered V, entitled: "Crime Victims Surcharge," governing the assessment of surcharge(s) in addition to monetary fines or sentences imposed for certain violations of this Code; the crime victims surcharge may also be known and cited as the "surcharge."

9-22 Scope of Crime Victims Compensation Surcharge

The Court shall assess the Wyoming Crime Victims Compensation surcharge pursuant to Wyoming Statute Section 1-40-119.

9-23 Receipt and Disbursement of Surcharges

Accounts will be established for receipt and disbursement of crime victims surcharges assessed by or forfeited to the Court. After disposition or adjudication of a case, surcharges collected by the Court shall be distributed to the Wyoming Crime Victims Compensation Commission on a monthly basis.

9-24 Imposition of Surcharge upon Conviction of Violating Certain Municipal Codes

In the event of a conviction for any violations set forth in Section 9-22, the crime victims surcharge shall be assessed in addition to any fine or sentence imposed, and the surcharge shall not be suspended, reduced or waived by the Court. The mandatory surcharge shall be collected in the same manner provided for collection of monetary fines imposed by the court. Nothing in this article shall be construed to limit the municipal court from arranging timely payment(s) of the surcharge as provided in Wyoming Statute Section 1-40-119(d), by any defendant(s) who are unable to immediately pay surcharge(s) imposed for violations of the Sheridan municipal code set forth in Section 9-22. All crime victims surcharges collected by the Court shall be accounted for and disbursed as provided in Section 9-23.

9-25 Applicability to Multiple Convictions

In the event convictions are obtained for multiple violations of the Code set forth in Section 9-22, a separate surcharge shall be assessed for each violation for which a conviction is obtained.

9-26 Posting Bond, Failure to Appear, Bond Forfeitures; Applicability of Surcharges

In the event any defendant posts bond prior to adjudication by the Court for offense(s) set forth in Section 9-22, the minimum surcharge shall also be collected from the defendant at the same time bond is posted. If any defendant having posted bond on all offense(s) fails to appear or elects to forfeit their bond such person has elected to 1) waive their appearance before the Court; 2) waive their right to trial; 3) not contest the violation(s) charged; and 4) forfeit the surcharge. Surcharges obtained in this manner shall be accounted for and disbursed as provided in Section 9-23.

9-27 Surcharge Refunds

Any defendant who has previously posted surcharges in addition to bond on one or more alleged violations and is adjudicated "not guilty" on any or all charges by the municipal

court; all moneys collected for the surcharges shall be refunded to the defendant on any charge(s) the defendant is acquitted of in the same manner as provided for refunding bond.

9-28 Surcharge Forfeitures

In the event bond and surcharges are posted by any defendant and they subsequently forfeit bond, plead guilty or after a hearing by the municipal court, are adjudicated guilty, the surcharge(s) shall also be forfeited and shall not be refunded to the defendant.

9-29 Imposition of Sentence; Forfeiture of Surcharges and Bonds Prohibited as a Defense

Nothing in this article shall be construed to prevent or preclude a convicted defendant from paying any surcharge(s), fines or serving such sentence(s) imposed by the Court. Forfeiture of surcharge(s), bond(s), or the completion of any sentence shall not be used as a defense or preclude imposition of additional surcharges upon any defendant for additional or subsequent convictions to which the surcharge applies.

PASSED, APPROVED AND ADOPTED this _____ day of _____ 20__.

City of Sheridan

_____

Richard Bridger, Mayor

ATTEST:

_____

Ashlee Foster, City Clerk

State of Wyoming)
) SS
County of Sheridan)

Signed and sworn (or affirmed) before me on this ____ day of _____ 20__

by _____

_____

Notary Public

My commission expires _____

1st Reading: _____
2nd Reading: _____
3rd Reading: _____
Published: _____

EFFECTIVE DATE: This Ordinance shall be in full force and effect on _(publication date)__, after the required approval and publication, according to law.

CHAPTER 9
COURTS, FINES AND IMPRISONMENT

Article 9-I - In General

9-1 General Penalty; Continuing Violations

(a) *Non-~~J~~jailable Oo~~ffenses~~.*

(1) *Generally*. Any violation of ~~this code or~~the City Code, ordinance, rule, or regulation promulgated by any officer or agency of the ~~city~~City under authority granted by statute or ordinance is declared unlawful and when no specific penalty is provided therefor, the violation shall constitute a misdemeanor and shall be punishable by a fine of no more than ~~what is allowed by Wyoming Statute.~~seven hundred and fifty dollars ($750.00). In addition to any fine ordered, the ~~court~~Court shall assess court costs in the amount of ten dollars ~~and as required by Wyoming State Statute.~~($10.00). In addition to any fine, community service may be ordered to be performed and credited towards any fine at the prevailing federal minimum wage. Each ~~day~~occurrence of any violation of this code, rule, or regulation~~,~~ shall constitute a separate offense.

(~~A)~~ 2) *Punishment for Violation of Section 19-1.2*. The violation of Section 19-1.2 shall constitute a misdemeanor. The conviction of a first (1st) offense ~~may be~~is punished by a fine of up to one hundred dollars~~.~~ ($100.00). A conviction of a second (2nd) offense ~~may be~~within six (6) months of the first (1st) is punished by a fine of up to two hundred dollars ($200.00) and may include up to six (6) months of supervised or unsupervised probation. A conviction of a third (3^{rd}) offense ~~shall be~~within six (6) months of the second (2^{nd}) conviction is punished by a fine of ~~at least~~up to three hundred dollars ($300.00) and ~~shall require~~may include up to six (6) months of supervised or unsupervised probation. Additionally, ~~for~~ the Court may require any ~~conviction of a violation of section 19-1.2:~~

~~(i) Any~~ person convicted under ~~section 19-1.2 shall be entitled to an expungement in accordance with W.S. 14-6-241.~~

~~(ii) Any person convicted under section 19-1.2 shall be required~~this subsection to complete a tobacco education class that is approved by the ~~municipal court.~~Court.

~~(2) *Probation*. After conviction or plea of guilty or nolo contendere, the court may:~~

~~(A) Suspend the imposition or portion thereof any fine or jail sentence and place the defendant on probation; or~~

~~(B) Impose or modify any condition of probation or suspension of sentence; or~~

~~(C) Require a substance abuse evaluation when any person pleads guilty to, or is found guilty of, any offense which pertains to, or is found to be caused by or directly related to, possession or use of any alcoholic or malt beverage, or use of any controlled substances as defined in Wyoming Statutes.~~

(A) Upon payment of the fine and completion of the probation imposed by Section 9-1(a)(2), criminal conviction(s) for violation of Section 19-1.2 shall be expunged by

operation of law from all records of the Court six (6) months after the most recent entry of conviction. For any person whose record of conviction was expunged under this subsection, the conviction is deemed not to have occurred and the individual may reply accordingly upon any inquiry in the matter. No expungement under this subsection shall be considered for purposes of any other law providing for expungement.

(b) *Jailable offenses.*

(1) Upon the conviction of any of the following violations, in addition to the penalties set forth in ~~section~~Section 9-1(a), the offender may be punished by imprisonment for a term not exceeding six (6) months:

Alcohol ~~Consumption/Possession~~ Prohibition Violation	§ 4-4.1(~~e~~d)
Contempt of Court	Wyo. Rule Crim. Proc. Rule 42(a)(2)(C)
~~Flee or Attempt to Elude~~	~~§ 16-6 adopting W.S. § 31-5-225(a)~~
Disorderly Conduct—~~Resist~~Resists or ~~Obstruct~~Obstructs	§ 19-2(d)(~~7~~6)
Endangering the Welfare of a Minor	§ 4-7~~(a)~~
Interference with an Emergency Proclamation	§ 2-71

~~The following offenses upon third conviction:~~

(2) Upon the third (3rd) conviction of any of the following violations, in addition to the penalties set forth in Section 9-1(a), the offender may be punished by imprisonment for a term not exceeding six (6) months:

~~-~~Aiding and Abetting	§ 9-2
Alcohol Standards	§ 4-5~~(a-f)~~
Cruelty or Neglect of Animals	§ 6-32
~~Curfew Violation~~	~~§ 19-23~~
Disorderly Conduct (~~except~~excluding §19-2(d)(6) Resists or Obstructs ~~above~~)	§ 19-2(d)(1~~)~~—(~~)~~-(5), (~~8)~~—(7)-(12)
Driver's License Suspend/Revoke	§ 16-14.5
Hit and Run	§ 16-6 adopting W.S. ~~§~~§§ 31-5-1102, 1104
Indecent Exposure	§ 19-13
Public Intoxication	§ 4-2

Larceny by Bailee	§ 19-31
Littering	§ 12-16
~~Minor Consumption of Alcohol~~	~~§ 4-3~~
_Possession of Drug Paraphernalia	§ 19-1.1
Reckless Driving	§ 16-6 adopting W.S. § 31-5-229
Vicious and Aggressive Animal(s)	§ 6-7

(c) *Probation.* After conviction or plea of guilty or nolo contendere, the Court may:

(1) *Probation for Non-Jailable Offenses.* The Court may suspend all or part of the fine for a specified period, not to exceed six (6) months, during which the defendant must meet specified conditions. The conditions imposed shall only require the defendant to conform their conduct to the requirements of the misdemeanor and shall not prohibit lawful conduct.

(A) When suspending a fine, the Court must:

(i) Specify the amount of the fine to be suspended; and

(ii) Specify the conditions the defendant must meet to avoid imposition of the suspended portion of the fine, including the date by which the conditions must be met.

(B) If a defendant fails to comply with the conditions specified, the Court may commence proceedings to impose the suspended portion of the fine during the period of suspension or within thirty (30) days thereafter. If after notice and a hearing the Court determines the defendant failed to comply with the conditions of the suspended fine, the court may proceed to deal with the case as if no suspension of fine had been ordered.

(2) *Probation for Jailable Offenses.* The Court may suspend the imposition or execution of sentence and place the defendant on supervised or unsupervised probation for a specified period not to exceed six (6) months, during which the defendant must meet specified conditions. The conditions imposed shall only require the defendant to conform their conduct to the requirements of the law and shall not prohibit lawful conduct.

(A) When suspending a sentence, the Court must:

(i) Specify the amount of the sentence to be suspended; and

(ii) Specify the conditions the defendant must meet to avoid imposition of the suspended portion of the sentence, including the date by which the conditions must be met.

(B) If a defendant fails to comply with the conditions specified, the Court may commence proceedings to impose the suspended portion of the sentence during the period of suspension or within thirty (30) days thereafter. If after notice and a

hearing the Court determines the defendant failed to comply with the conditions of the suspended sentence, the court may proceed to deal with the case as if no suspension of sentence had been ordered.

(3) *Generally.* The Court may:

(i) Modify any condition of probation or suspension of sentence; and

(ii) Reduce, continue, or extend any term or period of probation. However, any such continuance or extension shall not exceed six (6) months.

9-2 Aiders and Abettors

Every person who shall aid or abet the commission of any misdemeanor ~~under the ordinances of the city, or~~ ; in any violation of any ~~provision of any~~City Code, ordinance ~~of the city,~~, rule, or regulation or Court order; or who shall counsel, encourage, hire, command, or otherwise procure such misdemeanor or violation to be committed, shall be deemed accessory before the fact, and may be informed against, tried, and convicted in the same manner as if he or she were a principal, and either before or after the principal offender is convicted, tried or informed against, and upon such conviction he or she shall suffer the same punishment and penalties as are prescribed by ordinance for the punishment of the principal.

Article 9-II - Municipal Court

9-3 Payment of Costs by Malicious Prosecutor

In all prosecutions in the municipal court for violations of the city ordinances prescribing fines or penalties, where the defendant has been acquitted, the informer or prosecutor may, in the discretion of the ~~police justice~~Court, be adjudged to pay the costs, if it appears to the satisfaction of the ~~police justice~~Court that the prosecution was instituted vexatiously and maliciously, or without reasonable cause, and judgment shall be so rendered and execution shall issue therefor.

9-4 Collection of Fines and Costs

~~Whenever the judgment of the municipal court shall be that the person convicted shall pay a fine and costs, an execution may also issue as a civil process to seize the goods and chattels of the person so fined to satisfy the fine and costs, and the procedure thereon shall be as nearly as possible in conformity to the provisions of the law governing executions in justices' courts. The remedy provided for in this section may be pursued at any time, and the commitment of a person for nonpayment of fine and costs shall not operate as a satisfaction thereof.~~

Upon assessment of any fine and costs for the conviction of a violation of any ordinance of the City, judgment shall be entered against the defendant in favor of the City. If the judgment is not paid within ninety (90) days from the date of the judgment, the City may collect judgment by execution in circuit court in the manner provided by law. Except as otherwise provided by law all amounts recovered pursuant to this section shall be deposited with the City treasurer, used for the benefit of the City, and credited against the fine and reasonable costs of collection.

9-5 Location; Sessions to Be Public

The ~~municipal court~~Municipal Court may be conducted in any suitable location within the ~~city~~City, and its sessions shall be open at all times to the public.

9-6 Sheridan Police Department City Ordinance Booklet

The Court has the authority to review, revise, and approve the Sheridan Police Department City Ordinance Booklet.

Article 9-III - Confinement

~~9-6 Arrests~~

~~The chief of police and every police officer of the city shall arrest and detain any person found violating any provision of this code until a legal warrant can be obtained.~~

9-7 Bail—When Allowed; Bail Bond

Whenever any person has been arrested by a police officer of the ~~city, during the nighttime~~City, it shall be lawful for the ~~chief~~Chief of ~~police,~~Police or ~~in his absence, the officer in charge of the department at that time,~~their delegate to admit such person to bail~~,~~ by such person signing his own recognizance or bail bond to appear at the time named therein before the ~~police justice of the city, and accompanied by a deposit of a reasonable amount of cash, to~~Court and paying the fine amount, as provided in the Sheridan Police Department City Ordinance Booklet, and court costs, such amount shall be named in such bond or recognizance. No irregularity, illegality or defect of any kind in such recognizance or bail bond shall invalidate the same, if the intention can be gathered therefrom, and from the evidence debtors thereof.

9-8 Police Justice May Receive Cash or Surety Bond

The ~~police justice of the city~~Court is hereby authorized to receive as bail bonds a recognizance or bail bond signed by the person required to give the same, and accompanied by cash instead of sureties, in such amount as may be named by the ~~justice~~Court. This section shall not abridge the power to receive bonds with sureties.

9-9 Forfeiture of Bond

Should ~~the~~a person required to appear~~, as provided in the two preceding sections,~~ before the Court fail to appear and comply with the requirements of the bond or recognizance, the ~~police justice before whom such person is required to appear, or in case of his absence, death or disability, any other police justice of this city, shall~~Court may, if there be no mitigating circumstances ~~made to appear~~requiring the appearance of the person, at once declare the bond forfeited and order the cash so deposited to be turned into the general fund of the treasury of ~~this city, which shall be accordingly done~~the City, which shall be accordingly done. When such person fails to appear before the Court and the Court elects to declare the bond forfeited, such person has elected to 1) waive their appearance before the Court; 2) waive their right to trial; and 3) not contest the violation(s) charged.

9-10 City Jail

~~The term "city jail" shall be construed to mean the jail in the City Hall of the city, or any place which may be provided by the city council as a place of confinement of the persons committed, or to be committed, for violations of this Code. Whenever any judgment, sentence, or process of commitment, fails to specify the place of commitment, it shall be construed to mean the present jail in the City Hall, or such other place as may be provided for that purpose by the city council. The chief of police shall be the custodian of the city jail, and shall see to it that the same is kept in a clean and sanitary condition.~~

Repealed by City Ordinance.

9-11 Suspended Sentences

~~The police justice may, at his discretion, suspend the issuance of a mittimus, in any case, upon such terms, and for such time as he may deem proper.~~

Repealed by City Ordinance.

9-12 Judgment Need Not Specify Imprisonment for Nonpayment of Fines

~~In case the sentence in any case, or the entry of judgment, shall omit to direct the imprisonment, and the extent thereof, for the nonpayment of fine and costs, the judgment to pay the fine and costs shall operate to authorize and require the imprisonment of the defendant in the city jail, and work for the benefit of the city as provided by state law.~~

Repealed by City Ordinance.

9-13 Refusal of Prisoner to Work

~~In case any able-bodied prisoner, required to work for the city under the ordinances of the city or the laws of the state, on account of nonpayment of the fine and costs, refuses and fails to work, he shall receive no credit upon his fine and costs for every day he so fails and refuses, and such days shall not be counted in reducing the time of his imprisonment for nonpayment of fine and costs. The proper custodian of such prisoner shall, without further order or process, retain such prisoner in his custody until the fine and costs are paid, or until worked out at the rate provided by law; provided, however, that such custodian shall not retain such prisoner in his custody on account of such nonpayment of fine and costs, for a longer period than three months for any one offense of which the prisoner has been convicted. The provisions of this section shall control anything in any commitment to the contrary notwithstanding, in case of such refusal and failure to work by any able-bodied prisoner.~~

Repealed by City Ordinance.

9-14 Solitary Confinement for Refractory, Etc., Prisoners

~~If any person confined in the city jail shall be refractory or disorderly, or shall wilfully or want only destroy or injure any article or other furniture, or any part of the prison, or shall refuse to labor when under the provisions of this Code or the laws of the state, he is required to do so, the proper custodian of such prisoner may, after due inquiry, cause such person to be kept in solitary confinement not more than five days for any one offense, and during such confinement such prisoner shall be fed with bread and water only, unless other food shall be absolutely necessary for the preservation of his health.~~

Repealed by City Ordinance.

9-15 Disposition of Abandoned or Unclaimed Moneys

It shall be the duty of the chief of police and any police officer of the ~~city~~City, at least once a month, if money as herein mentioned is on hand, to deposit into the treasury of ~~this city~~the

City, as other money, all abandoned and unclaimed money, abandoned or left unclaimed with such police officer or his predecessor in office, by any person. Any person having abandoned or left unclaimed any such money, may within one year file a claim therefor with the ~~city~~City, as other claims, and if he is legally entitled to such money, and there is no offset or counter claim of the ~~city~~City against the same, such claim shall be allowed as other claims. The ~~city~~City treasurer shall keep an account of moneys turned in as herein mentioned.

Article 9-IV - Juvenile Offenders

9-16 Trial

~~The trial of all juvenile offenders shall be conducted separate and apart, and at a different time, from the trial of adults, and such trial may be held in some suitable room in the City Hall other than the regular police courtroom, if in the judgment of the police justice better results can be obtained thereby.~~

~~(R.O. 1937, § 121.)~~

~~9-17 Parole~~

Repealed by City Ordinance.

9-17 Probation

(a) In addition to Section 9-1(c)(A), as a condition of probation or suspension of fines for minor defendants, the Court may require a defendant who is a minor to successfully complete a juvenile service program offered under the Community Juvenile Services Act.

(b) In all cases where a minor is convicted in the ~~municipal court~~Municipal Court of violating any ~~city~~City Code, ordinance, rule, or regulation, the ~~police justice~~Court may, in ~~his~~its discretion, postpone the passing of sentence upon the minor for a period not exceeding ~~sixty days~~six (6) months, during which time the minor may be ~~paroled~~placed on probation by the ~~police justice~~Court by an order entered on his docket requiring the minor to cease the misbehavior complained of, to conduct himself in a law-abiding manner, and to live a worthy, respectable life, and requiring the minor to appear before the ~~police justice~~Court at regular intervals, to be stated in the order, and report upon his conduct during such time. If, during the time so fixed, it appears to the ~~police justice~~Court that such minor has obeyed the order so made, and has practiced good behavior, then the ~~police justice~~Court may make the postponement of sentence permanent and discharge the minor; but if~~, during such time,~~ after notice and a hearing the Court determines the minor ~~should wilfully violate the order so made, by failing~~failed to ~~report or to practice good behavior, as ordered, then~~comply with the ~~police justice shall immediately issue a warrant for the apprehension~~conditions of the ~~minor, and thereupon pass sentence in~~probation, the Court may proceed to deal with the ~~same manner~~case as if the sentence had not been postponed and the minor had not been ~~paroled~~put on probation.

9-18 Imprisonment

~~No minor under the age of sixteen years shall be confined in the city jail until after an effort has been made to correct his or her delinquency; and under no circumstances shall any minor be confined in jail with adult prisoners, it being the declared object of this article to correct the delinquency of the minor, rather than to inflict harsh and unnecessary punishment.~~

(a) No minor charged with violating a status offense shall be detained in jail.

(b) No minor convicted of a status offense shall be sentenced to a term of imprisonment.

(c) A minor convicted of a misdemeanor or of violating an ordinance of the City, other than a status offense, for which a term of imprisonment is authorized, shall only be imprisoned in a juvenile detention facility.

9-19 Correcting Delinquency

The police officers of the ~~city~~City shall assist the ~~police justice~~Court in every possible way to correct the delinquency of the minor, and to bring about, if possible, his or her reformation, and to that end the police officers and the ~~police justice~~Court shall cooperate with the parents, or guardian, of the minor in all reasonable and practicable ways.

9-20 Encouraging Minors to Break ~~Parole~~Probation, Etc.

Any person who shall obstruct or interfere with any order or process made or issued by the ~~police justice~~Court in any case coming within the provisions of this ~~article~~section, or who shall aid or abet or encourage any ~~paroled~~ minor placed on probation to disregard the orders of the ~~police justice~~Court, or otherwise encourage any such minor to violate any ordinance of the ~~city~~City or to misbehave in any manner, shall be guilty of a misdemeanor.

Article 9-V - Crime Victims Surcharge

9-21 Title

There is added to Chapter 9 of this Code, a new Article numbered V, entitled: "Crime Victims Surcharge," governing the assessment of surcharge(s) in addition to monetary fines or sentences imposed for certain violations of this Code; the crime victims surcharge may also be known and cited as the "surcharge."

9-22 Scope of Crime Victims Compensation Surcharge

The ~~municipal court~~Court shall assess the Wyoming ~~crime victims compensation~~Crime Victims Compensation surcharge pursuant to Wyoming Statute Section 1-40-119.

9-23 Receipt and Disbursement of Surcharges

Accounts will be established for receipt and disbursement of crime victims surcharges assessed by or forfeited to the ~~municipal court.~~Court. After disposition or adjudication of a

case, surcharges collected by the ~~municipal court~~Court shall be distributed to the Wyoming Crime Victims Compensation Commission on a monthly basis.

9-24 Imposition of Surcharge upon Conviction of Violating Certain Municipal Codes

In the event of a conviction for any violations set forth in ~~section~~Section 9-22, the crime victims surcharge shall be assessed in addition to any fine or sentence imposed, and the surcharge shall not be suspended, reduced or waived by the ~~Sheridan municipal court.~~Court. The mandatory surcharge shall be collected in the same manner provided for collection of monetary fines imposed by the court. Nothing in this article shall be construed to limit the municipal court from arranging timely payment(s) of the surcharge as provided in Wyoming Statute Section 1-40-119(d), by any defendant(s) who are unable to immediately pay surcharge(s) imposed for violations of the Sheridan municipal code set forth in ~~section~~Section 9-22. All crime victims surcharges collected by the ~~municipal court~~Court shall be accounted for and disbursed as provided in ~~section~~Section 9-23.

9-25 Applicability to Multiple Convictions

In the event convictions are obtained for multiple violations of the ~~code sections~~Code set forth in ~~section~~Section 9-22, a separate surcharge shall be assessed for each violation for which a conviction is obtained.

9-26 Posting Bond, Failure to Appear, Bond Forfeitures; Applicability of Surcharges

In the event any defendant posts bond prior to adjudication by the ~~municipal court~~Court for offense(s) set forth in ~~section~~Section 9-22, the minimum surcharge shall also be collected from the defendant at the same time bond is posted. If any defendant having posted bond on all offense(s) fails to appear or elects to forfeit their bond ~~thereby waiving~~such person has elected to 1) waive their appearance before the Court; 2) waive their right to ~~a municipal court hearing~~trial; 3) not contest the violation(s) charged; and ~~in effect pleading guilty,~~4) forfeit the surcharge~~ shall also be forfeited.~~. Surcharges obtained in this manner shall be accounted for and disbursed as provided in ~~section~~Section 9-23.

9-27 Surcharge Refunds

Any defendant who has previously posted surcharges in addition to bond on one or more alleged violations, and is adjudicated "not guilty" on any or all charges by the municipal court; all moneys collected for the surcharges shall be refunded to the defendant on any charge(s) the defendant is acquitted of in the same manner as provided for refunding bond.

9-28 Surcharge Forfeitures

In the event bond and surcharges are posted by any defendant and they subsequently forfeit bond, plead guilty or after a hearing by the municipal court, are adjudicated guilty, the surcharge(s) shall also be forfeited and shall not be refunded to the defendant.

9-29 Imposition of Sentence; Forfeiture of Surcharges and Bonds Prohibited as a Defense

Nothing in this article shall be construed to prevent or preclude a convicted defendant from paying any surcharge(s), fines or serving such sentence(s) imposed by the ~~municipal court.~~Court. Forfeiture of surcharge(s), bond(s~~)~~), or the completion of any sentence~~,~~ shall not be used as a defense or preclude imposition of additional surcharges upon any defendant for additional or subsequent convictions to which the surcharge applies.