



**AGENDA
CITY OF SHERIDAN
AUGUST 4, 2025
REGULAR COUNCIL MEETING START 5:30 P.M.**

1. Call to Order
2. Pledge of Allegiance
3. Invocation to be given by Mike Evers, St. Peter's Episcopal Church
4. Roll Call of Members
5. Consideration of Agenda
6. Community Update
 - A. SAGE Community Arts / Sheridan Public Arts Council (SPAC) - Jill Benson, Executive Director
7. Staff Update
 - A. Navigating the Public Records Portal - City Clerk Ashlee Foster
8. Comments from the Public
9. Public Hearings
 - A. Public Hearing for PL-25-15, Resolution 20-25, Final Plat of Lindberg Minor Subdivision - Public Works Director Hanns Mercer
 - i. Consideration of PL-25-15, Resolution 20-25, Final Plat of Lindberg Minor Subdivision
10. Consent Agenda
 - A. Minutes of Regular Council Meeting: July 21, 2025
 - B. Claims

OLD BUSINESS

11. Consideration of the Second Reading of Ordinance 2294 - Amending City Code Article 2-VII, Capital Equipment Reserve and General Fund Reserve - City Attorney Brad Thimmesch

NEW BUSINESS

12. Discussion of Resolution 21-25 - GPET Application Process - City Clerk, Ashlee Foster
13. Council Comments and Committee/Board Reports
14. Adjournment



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: Public Hearing for PL-25-15, Resolution 20-25, Final Plat of Lindberg Minor Subdivision - Public Works
Director Hanns Mercer

From: Kelly Schroeder, Planning Director

To: City Council

CC:

Date: 07/15/2025

Recommendation:

Staff received a positive recommendation from the Planning Commission and recommends that the Governing Body find that the application PL-25-15 Lindberg Minor Subdivision is in accordance with the City of Sheridan Municipal Code Appendix B, Section 202A governing subdivision review criteria, and that the Governing Body recommend approval of the subdivision.

Background:

Cannon Consulting, LLC, on behalf of Jacob and Tricia Lindberg, has submitted an application for Lindberg Minor Subdivision, located at 512 W. 5th Street (PIN 56842236500625). The subject property is currently platted as Lot 6, Block 10, Sheridan Land Company's 1st Addition to the City of Sheridan, and is zoned R-2 Residential. The applicant seeks to divide 9,794 square feet into four residential use lots (zoned R-2) with the following proposed lot sizes:

- Lot 1: 4,879.73 square feet
- Lot 2: 2,029 square feet
- Lot 3: 1,251 square feet
- Lot 4: 1,634 square feet

As part of this subdivision, the applicant has also requested the following subdivision variances:

- A depth-to-front ratio of 3.94:1 for Lot 3
- A depth-to-front ratio of 2.96:1 for Lot 4
- A street frontage of 17.84' for Lot 3
- A street frontage of 23.12' for Lot 4

Appendix B, Article 5, Section 505(C)(1) requires a depth-to-front ratio of 2.5:1, while Appendix B, Article 5, Section 505(C)(5) states that every platted lot shall have a street frontage of at least 25 feet. The purpose of the variance request is that the applicant intends to build single-family attached (townhouse) style homes that require narrower lots.

Adjacent and surrounding properties are all zoned R-2 and are a mix of single-family detached and single-family attached homes.

Discussion:

The Future Land Use Map of 2017 identifies this area as appropriate for residential use. The proposed subdivision aids in achieving this vision by supporting infill development in an existing residential neighborhood and providing a balanced mix of housing types in the area.

Staff review comments on the subdivision application pertained to minor plat revisions. All staff comments have been adequately addressed at this time.

Staff sent out 33 nearest neighbor notifications to property owners within 300 feet as part of this application. In addition, notifications were advertised in the press, and a sign was posted on the property. No comments have been received to date regarding this application.

Relevant Ordinance:

The City of Sheridan Municipal Code Appendix B, Section 202A Review of City Subdivision Conditions lists the following criteria for subdivisions of land located within the City. City staff comments regarding the proposed subdivision in relation to these requirements are in italics.

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

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

B. Every plat shall conform to the Zoning Ordinance currently adopted at the time of final plat approval.

The proposed subdivision conforms to the Zoning Ordinance.

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

This proposed subdivision is outside the Airport influence area.

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

Future water and sewer will be connected to existing utilities in 5th Street and/or Adair Avenue and will be available to all lots.

Attachments

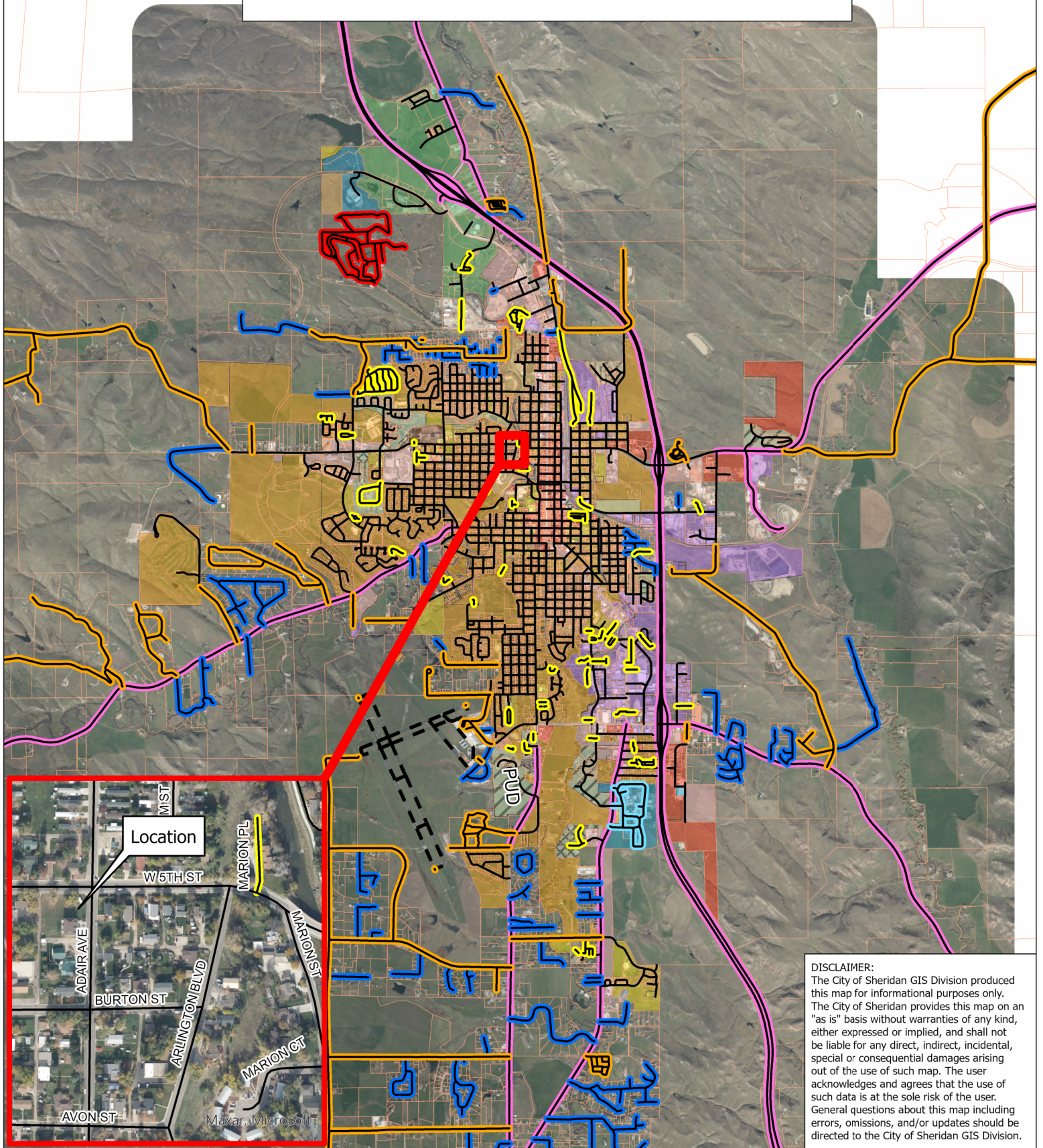
Aerial

Final Plat

Variance Letter

Resolution 20-25

Lindberg Minor Subdivision



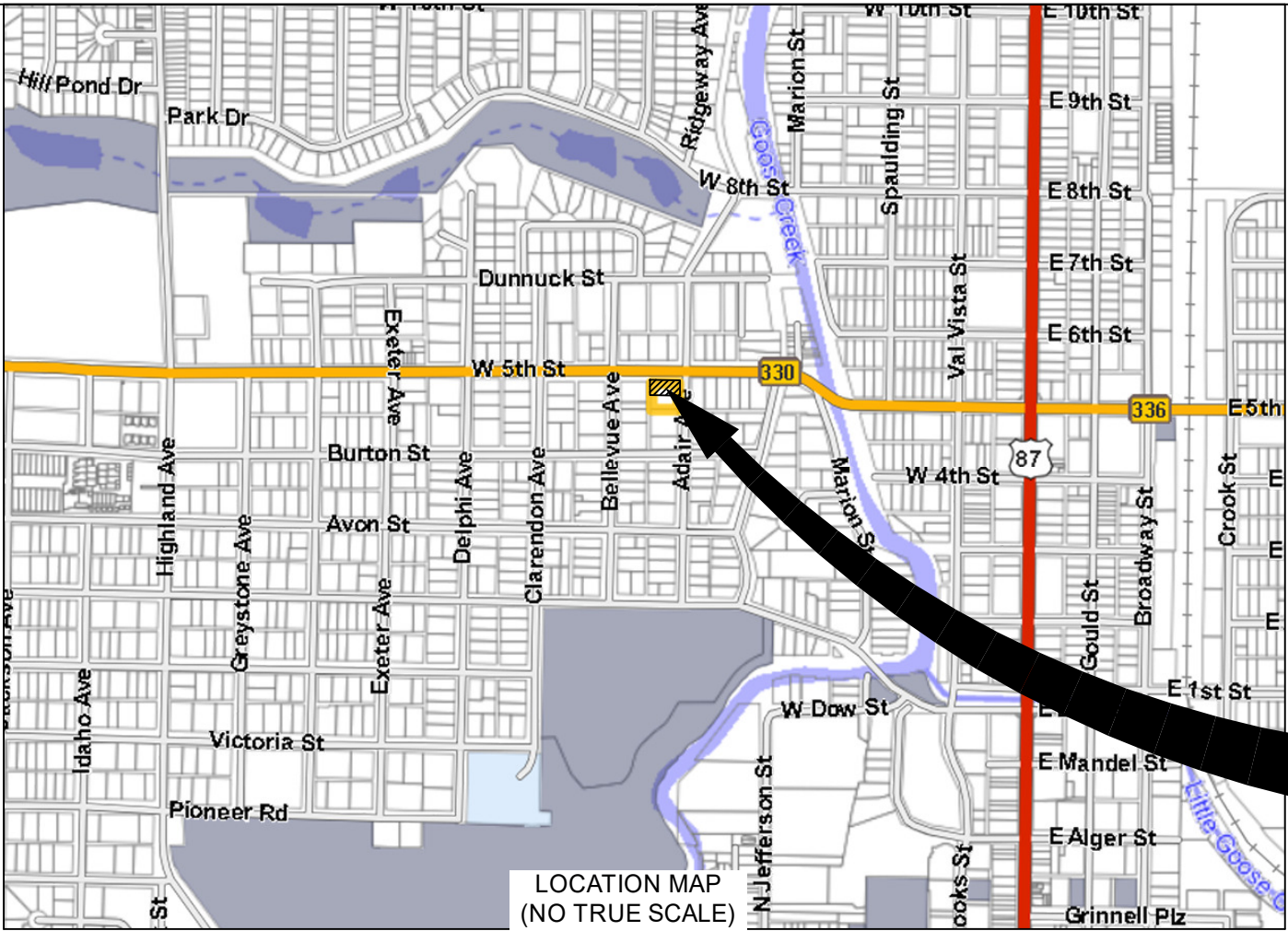
Legend

County Road	State of Wyoming Road	PUD - R2 ZONE
Private Road	VA Road	PUD - R3 ZONE
PUBLIC ROAD	Parcels	Zoning City
City of Sheridan Road	PUD	MA - Medical Arts District
Sheridan College Road	PUD - B1 ZONE	R1 - Residence District
Sheridan County Airport	PUD - R1 ZONE	R2 - Residence District



Miles 0 0.7 1.4

Date: 6/26/2025 11:26 AM User: sgoodman



SITE
LOCATION

CERTIFICATE OF DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED JACOB & TRICIA LINDBERG, BEING THE OWNER, PROPRIETOR OR PARTIES OF INTEREST IN THE LAND SHOWN ON THIS PLAT, DO HEREBY CERTIFY:

THAT THE FOREGOING PLAT DESIGNATED AS LINDBERG MINOR SUBDIVISION, BEING THE RE-SUBDIVISION OF LOT 6 OF BLOCK 10 OF SHERIDAN LAND COMPANY'S 1ST ADDITION TO THE CITY OF SHERIDAN, SHERIDAN COUNTY WYOMING

SUBJECT TO ANY PREVIOUSLY RECORDED EASEMENTS, EXCEPTIONS, RESTRICTIONS, COVENANTS, CONVEYANCES, AND

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

THAT THE UNDERSIGNED OWNER(S) OF THE LAND SHOWN AND DESCRIBED ON THIS PLAT DOES (DO) HEREBY DEDICATE TO THE CITY OF SHERIDAN AND ITS LICENSEES FOR PUBLIC USE FOR THE INDICATED PURPOSES, ALL EASEMENTS AND OTHER PUBLIC LANDS WITHIN THE BOUNDARY LINES OF THE PLAT, AS INDICATED, AND NOT ALREADY OTHERWISE DEDICATED FOR PUBLIC USE. THIS _____ DAY OF _____, 2025

STATE OF WYOMING } :ss
COUNTY OF SHERIDAN }

JACOB LINDBERG

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME
THIS _____ DAY OF _____, 2025.
WITNESS MY HAND AND OFFICIAL SEAL. MY COMMISSION EXPIRES: _____

NOTARY PUBLIC
STATE OF WYOMING } :ss
COUNTY OF SHERIDAN }

TRICIA LINDBERG

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME
THIS _____ DAY OF _____, 2025.
WITNESS MY HAND AND OFFICIAL SEAL. MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

THE UNDERSIGNED THE FIRST FEDERAL BANK AND TRUST, HEREINAFTER MORTGAGEE, HOLDS A MORTGAGE IN AND TO THE PROPERTY EMBRACED BY THIS SUBDIVISION PLAT, WHICH MORTGAGE WAS FILED WITH THE CLERK OF SHERIDAN COUNTY AND EX-OFFICIO RECORDER OF DEEDS FILED AS DOCUMENT # 2023-784388 MORTGAGEE, BY SIGNATURE ON THIS PLAT, CONSENTS TO THE DEDICATIONS MADE HEREIN AND SPECIFICALLY RELEASES ALL STREETS, ALLEYS, PARKS, EASEMENTS, OPEN SPACES AND OTHER AREAS DEDICATED TO THE CITY OF SHERIDAN FOR PUBLIC USE, AS LISTED AND DESCRIBED ON THIS PLAT, FROM THE AFOREMENTIONED MORTGAGE.

FIRST FEDERAL BANK AND TRUST

STATE OF WYOMING } :ss
COUNTY OF SHERIDAN }

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME
THIS _____ DAY OF _____, 2025.
WITNESS MY HAND AND OFFICIAL SEAL. MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

CERTIFICATE OF APPROVAL

THIS PLAT HAS BEEN PREPARED IN ACCORDANCE WITH THE REQUIREMENTS AND PROCEDURES OUTLINED IN THE SUBDIVISION REGULATIONS OF THE CITY OF SHERIDAN, AND CERTIFIED THIS _____ DAY OF _____, 2025, BY THE DIRECTOR OF PUBLIC WORKS OF SHERIDAN, WYOMING.

DIRECTOR OF PUBLIC WORKS

APPROVED BY THE CITY COUNCIL OF THE CITY OF SHERIDAN, WYOMING THIS _____ DAY OF _____, 2025.

ATTEST: CITY CLERK

MAYOR

CERTIFICATE OF APPROVAL CITY PLANNING COMMISSION

REVIEWED BY THE CITY OF SHERIDAN, WYOMING PLANNING COMMISSION THIS _____ DAY OF _____, 2025.

CHAIRMAN

ATTEST: VICE CHAIRMAN

CERTIFICATE OF RECORDER

STATE OF WYOMING } :ss
COUNTY OF SHERIDAN }

I HERBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK AND RECORDER AT O'CLOCK THIS _____ DAY OF _____, 2025
AND IS DULY RECORDED IN PLAT BOOK _____ ON PAGE _____

COUNTY CLERK

STAMP RECEIVING
NUMBER

NOTES

1. ANY PURCHASER DOES NOT HAVE THE RIGHT TO THE NATURAL FLOW OF ANY STREAM WITHIN, OR ADJACENT TO THE SUBDIVISION, SINCE WYOMING WATER ADMINISTRATION LAWS DO NOT RECOGNIZE ANY RIPARIAN RIGHTS WITH REGARD TO NATURAL FLOW FOR PERSONS LIVING ON THE BANK OF ANY STREAM OR RIVER.

2. ALL NEW CONSTRUCTION, REMODELING, ADDITIONS OR REPAIRS TO ANY PUBLIC OR PRIVATE BUILDINGS WITHIN THE SUBDIVISION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CITY SHERIDAN STANDARDS REGULATIONS AND BUILDING PERMITS AND INSPECTIONS ARE REQUIRED.

3. THE SURFACE ESTATE OF THE LAND TO BE SUBDIVIDED IS SUBJECT TO FULL AND EFFECTIVE DEVELOPMENT OF THE MINERAL ESTATE.

4. ALL LOTS ARE ZONED R-2

5. LOTS 2,3 AND 4 ARE TWIN HOME LOTS, SIDE SETBACKS ON THE "PARTY WALL LOT LINES FOR THESE LOTS IS 0 FEET

FINAL PLAT OF

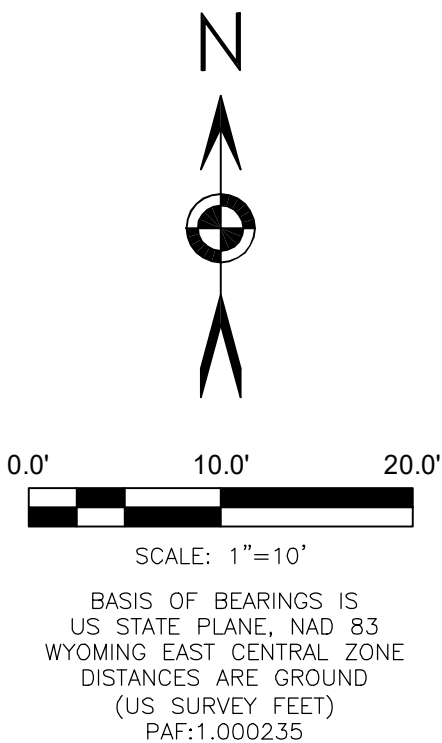
LINDBERG MINOR SUBDIVISION

THE RE-SUBDIVISION OF LOTS 6 OF BLOCK 10 OF SHERIDAN LAND COMPANY'S 1ST ADDITION TO THE CITY OF SHERIDAN, SHERIDAN COUNTY, LOCATED IN THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER (SE1/4), OF SECTION 22, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH P.M., SHERIDAN COUNTY, WYOMING
TOTAL AREA: ±9794 SQ. FT. (±0.22 ACRES)
TOTAL LOTS 4

5TH STREET (80' RIGHT-OF-WAY)

SHERIDAN LAND CO'S 1ST
ADDITION BLOCK 10 LOT 6
(NO SUBDIVISION)

SHERIDAN LAND CO'S 1ST
ADDITION BLOCK 10 LOT 4
(NO SUBDIVISION)



DECLARATION VACATING PREVIOUS PLATTING

THIS PLAT IS THE RE-SUBDIVISION OF LOT 6 OF SHERIDAN LAND COMPANY'S 1ST ADDITION TO THE TOWN NOW THE CITY OF SHERIDAN RECORDED ON MAP 1 POCKET NO: 3, FOLDER NO. 4, IN THE RECORDS OF SHERIDAN COUNTY CLERK. ALL EARLIER PLATS OR PORTIONS THEREOF ENCOMPASSED BY THE BOUNDARIES OF THIS PLAT ARE HEREBY VACATED.

CERTIFICATE OF SURVEYOR

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

REGISTERED LAND SURVEYOR

NO. 14250

LEGEND

- FOUND CORNER AS NOTED
- FOUND 2" AC LS 3159
- SET 1.5" AC LS 14250
- AC ALUMINIUM CAP
- P.O.B. POINT OF BEGINNING

- BOUNDARY OF THIS SUBDIVISION
- ADJOINING LOT LINE
- INTERIOR LOT LINE
- EXISTING FENCE



51 COFFEN AVE. SUITE #2 SHERIDAN, WYOMING 82801

DATE OF PREPARATION: JULY 14, 2025

RECORD OWNER: JACOB AND TRICIA LINDBERG
1814 KROE LN SHERIDAN, WY

City of Sheridan
Planning and Zoning Department
Sheridan, Wyoming, 82801

June 4, 2025

Dear Planning and Zoning Department,

We respectfully request the following variances:

- Depth-to-width ratio for lot 3 (proposed depth to width is 1:3.94')
- Depth-to-width ration for lot 4 (proposed depth to width is 1:2.96')
- Street Frontage Minimum Variance for lot 3 (proposed street frontage 17.84')
- Street Frontage Minimum Variance for lot 4 (proposed street frontage 23.12')

These variances are essential to support our goal of creating attainable housing in Sheridan by constructing small, single-family-attached homes, which is one of the most cost-effective methods for providing affordable housing. By their nature, these homes require narrow small lots to maintain affordability.

We believe this variance aligns with the public welfare and will not be detrimental to the neighborhood. The surrounding area already includes multifamily buildings, such as a triplex adjacent to the proposed site and another multifamily structure across the alley to the West. The prevalence of multifamily housing in this neighborhood supports the compatibility of our project.

We are committed to working collaboratively with the City of Sheridan to advance attainable housing initiatives and appreciate your consideration of this request. Please feel free to contact us to discuss further details or address any concerns.

Sincerely,
Jake & Tricia Lindberg
(307) 752-1396
Lenterprise5@yahoo.com

**CITY OF SHERIDAN
RESOLUTION 20-25**

A RESOLUTION APPROVING PL-25-15, THE FINAL PLAT OF LINDBERG MINOR SUBDIVISION, DIVIDING 9,794 SQUARE FEET, CURRENTLY PLATTED AS LOT 6, BLOCK 10, SHERIDAN LAND COMPANY’S 1ST ADDITION TO THE CITY OF SHERIDAN, INTO 4 LOTS WITH A MINOR SUBDIVISION. ZONED R-2 RESIDENTIAL DISTRICT. LOCATED AT 512 W. 5TH STREET (PIN 56842236500625).

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

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

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

The city approves the final plat of Lindberg Minor subdivision, dividing 9,794 square feet, currently platted as Lot 6, Block 10, Sheridan Land Company’s 1st Addition to the City of Sheridan, into 4 lots.

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

- 1. The property is already within the corporate limits of the City and requires no further action as pertains to annexation.
- 2. The lots as platted conform to the requirements of the City Zoning Ordinance.
- 3. The subdivision falls outside the Airport Influence Area.
- 4. As concluded by Public Works staff, there is adequate long-term water supply to serve this subdivision as of the time of this resolution.

In addition to approving the Lindberg Minor subdivision, the Governing Body is also approving a depth-to-front ratio variance and a minimum street frontage variance. The depth-to-front ratio for Lots 3 and 4 will be greater than 2.5:1. The street frontage for Lot 3 will be 17.84’ and the street frontage for Lot 4 will be 23.12’.

PASSED, APPROVED AND ADOPTED this ____ day of _____ 2025.

City of Sheridan

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: Minutes of Regular Council Meeting: July 21, 2025
From: Ashlee Foster, City Clerk
To: City Council
CC:
Date:

Attachments

Minutes

CITY OF SHERIDAN, WYOMING
MINUTES OF REGULAR COUNCIL MEETING

COUNCIL CHAMBERS

5:30 P.M.

JULY 21, 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 Harry Bohling, Cornerstone 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	Absent
Terry Weitzel	Absent
Jack Wood	Present
Bev Leichtnam	Present

5. CONSIDERATION OF AGENDA

Councilmember Brantz moved, seconded by Councilmember Wood, to approve the agenda. Voice vote to approve the agenda. Motion passes with unanimous consent.

6. STAFF UPDATE

- A. Post-Rodeo Update – Chief of Police Travis Koltiska**
 - a. The Chief provided overall updates and led a discussion with Council on potential changes for future years. Topics included the use of plastic cups vs. aluminum cans, implementing higher-visibility barricades for events, increasing the lead-time of permit applications as well as codifying safety and liability insurance requirements for large-scale events.

7. COMMENTS FROM THE PUBLIC

- A. John Wilcox -** Mr. Wilcox shared his concerns about a situation that took place at the rodeo regarding alcohol service.

8. PUBLIC HEARINGS

- A. Public Hearing for the First Reading of Ordinance 2294 - Amending City Code Article 2-VII, Capital Equipment Reserve and General Fund Reserve.** Mayor Bridger opened the public hearing at 6:04pm. City Attorney Brad Thimmesch updated the Council.

Council Comments & Questions

- 1. **Councilmember Brantz** recalled that Council had previously requested the General Fund savings to be at its current level and noted a past concern mentioned that having too much in savings could be detrimental when applying for loans. He and City Administrator Stuart McRae discussed the matter.
- 2. **Councilmember Patceg** asked clarifying questions about revenue percentages and the restriction of funding to equipment and fleet. The City Attorney and City Administrator provided further clarification. Discussed overall resiliency of Sheridan County and noted these types of emergencies being discussed often come with State and/or Federal Funding.
- 3. **Councilmember Leichtnam** noted that she had previously requested staff to develop an Equipment Reserve Fund, only to learn that staff were already in the process of doing so. She expressed her belief that emergency

expenditures should be defined in the new ordinance as they were in the prior resolution, emphasizing the importance of clear definitions for future councils. Other Councilmembers voiced their support for including defined emergencies in the updated ordinance.

Mayor Bridger closed the public hearing at 6:26pm.

i. Consideration of Ordinance No. 2294, Amending City Code Article 2-VII.
Councilmember Leichtnam moved to approve Ordinance 2294 on first reading with the annotation that City Staff look at emergency uses as discussed. Councilmember Patceg seconded the motion. Roll call vote, Motion passed, and Ordinance No. 2294 will move to Second Reading on August 4, 2025.

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

9. CONSENT AGENDA

- A.** Bid Award to Astech Corp for the 2025 Sheridan Micro-Surface Project in the Amount of \$203,920.10
- B.** Approval of Resolution 19-25, Authorizing Bank Signatories
- C.** Appointment of Jack Wood to the Finance Committee
- D.** Minutes of Regular Council Meeting July 7, 2025

VENDOR NAME	AMOUNT
A & M Service & Supp	\$ 280.88
A & M Service & Supp	\$ 280.87
A Clear View Inc	\$ 1,750.00
Ace & Knecht	\$ 49.43
Ace & Knecht	\$ 84.15
Ace & Knecht	\$ 14.79
Ace & Knecht	\$ 22.03
All Valley Diesel	\$ 325.00
AlphaGraphics of Wyo	\$ 692.66
AlphaGraphics of Wyo	\$ 233.44
AlphaGraphics of Wyo	\$ 35.75
AlphaGraphics of Wyo	\$ 1,431.71
AlphaGraphics of Wyo	\$ 613.00
Amanda Allyn	\$ 300.00
Amazon Capital Servi	\$ 15.40
Amazon Capital Servi	\$ 137.18
Amazon Capital Servi	\$ 117.40
Amazon Capital Servi	\$ 151.16
Amazon Capital Servi	\$ (367.49)
American Maid	\$ 750.00
American Maid	\$ 1,575.00
American Maid	\$ 1,275.00
American Maid	\$ 3,412.10
American Maid	\$ 1,575.00
American Maid	\$ 487.50
American Maid	\$ 731.25
American Maid	\$ 93.75
American Maid	\$ 93.75

American Maid	\$ 75.00
American Maid	\$ 225.00
American Welding & G	\$ 23.05
Angel Armor LLC	\$ 1,490.00
Angel Armor LLC	\$ 71.13
Angel Armor LLC	\$ 579.00
Angel Armor LLC	\$ 418.50
Angel Armor LLC	\$ 376.50
Apex Communications	\$ 405.00
ATCO Manufacturing	\$ 486.00
Automationdirectcom	\$ 98.00
B&B Leasing Company	\$ 157.43
Bailey Moss	\$ 110.77
Big Horn Sanitation	\$ 462.00
Big Horn Sanitation	\$ 632.50
Big Horn Sanitation	\$ 253.00
Bighorn Security LLC	\$ 50.00
Bluepeak	\$ 243.00
Brian's Boot & Shoe	\$ 200.00
Buggy Bath Unlimited	\$ 320.24
Buggy Bath Unlimited	\$ 320.23
Burgess Design Group	\$ 105.00
Burns & Mc Donnell	\$ 13,711.50
C & K Equipment	\$ 486.12
Carahsoft Technology	\$ 4,514.90
Carahsoft Technology	\$ 1,387.84
Carahsoft Technology	\$ 1,387.84
Carahsoft Technology	\$ 1,387.84
Carahsoft Technology	\$ 4,514.90
Carahsoft Technology	\$ 15,975.28

Carahsoft Technology	\$ 15,975.28
Carahsoft Technology	\$ 9,029.24
Carahsoft Technology	\$ 1,387.84
Carahsoft Technology	\$ 1,387.86
Carolina Software	\$ 550.00
Carquest Auto Parts	\$ 9.46
Carquest Auto Parts	\$ 150.34
Carquest Auto Parts	\$ 19.98
Carquest Auto Parts	\$ 37.80
Carquest Auto Parts	\$ 77.04
Carquest Auto Parts	\$ 7.16
Carquest Auto Parts	\$ 42.96
Carquest Auto Parts	\$ 66.00
Carquest Auto Parts	\$ 44.00
Carquest Auto Parts	\$ 13.21
Carquest Auto Parts	\$ 11.71
Carquest Auto Parts	\$ 29.64
CDG Engineers Inc	\$ 27,775.92
CenturyLink Communic	\$ 144.97
CenturyLink Communic	\$ 7.40
CenturyLink Communic	\$ 4.44
CenturyLink Communic	\$ 2,832.88
CenturyLink Communic	\$ 2,832.88
CenturyLink Communic	\$ 7.40
CenturyLink Communic	\$ 4.44
CenturyLink Communic	\$ 2.96
CenturyLink Communic	\$ 2.96
CenturyLink Communic	\$ 14.79
CenturyLink Communic	\$ 55.25
Chase Philipp	\$ 93.79
Chemtrade Chemicals	\$ 9,538.07
Chemtrade Chemicals	\$ 9,517.58
Chemtrade Chemicals	\$ 9,529.05
CivicPlus LLC	\$ 5,016.38
CivicPlus LLC	\$ 6,287.40
CMI-Teco	\$ 126.44
CMI-Teco	\$ 325.46
CMI-Teco	\$ 149.29
CNA Surety	\$ 350.00
Collin Eisenman	\$ 1,000.00
Column Software	\$ 62.12
Column Software	\$ 686.18
Column Software	\$ 302.71
Communication Electr	\$ 156.00
Comtech	\$ 1,080.00
Comtech	\$ 973.00
County Trash LLC	\$ 115.00
Craftco Manufacturing	\$ 1,614.77
Crescent Electric	\$ 70.58
Crescent Electric	\$ 65.09
Direct Electric	\$ 473.00
Dog and Cat Shelter	\$ 25,000.00
Dowl	\$ 42,076.24
Electric Solutions	\$ 502.25
Elizabeth Leahy	\$ 200.00
Elizabeth Leahy	\$ 1,895.00

Employ LLC	\$ 4,895.10
Employ LLC	\$ 3,869.46
Employers Council	\$ 7,350.00
Employers Council	\$ 1,157.50
Environmental Resour	\$ 1,394.18
Excel Wyoming	\$ 337,922.55
Farmers Co-op Oil Co	\$ 598.20
Farmers Co-op Oil Co	\$ 2,234.44
Farmers Co-op Oil Co	\$ 545.37
Farmers Co-op Oil Co	\$ 2,949.95
Farmers Co-op Oil Co	\$ 62.23
Farmers Co-op Oil Co	\$ 343.00
Farmers Co-op Oil Co	\$ 37.73
Farmers Co-op Oil Co	\$ 46.21
Farmers Co-op Oil Co	\$ 64.14
Farmers Co-op Oil Co	\$ 64.13
Farmers Co-op Oil Co	\$ 918.75
Farmers Co-op Oil Co	\$ 2,000.14
Farmers Co-op Oil Co	\$ 635.98
Farmers Co-op Oil Co	\$ 1,918.39
Farmers Co-op Oil Co	\$ 2,131.54
Farmers Co-op Oil Co	\$ 538.10
Farmers Co-op Oil Co	\$ 568.08
Farmers Co-op Oil Co	\$ 360.36
Farmers Co-op Oil Co	\$ 465.99
Farmers Co-op Oil Co	\$ 815.11
Farmers Co-op Oil Co	\$ 2,445.35
Farmers Co-op Oil Co	\$ 459.38
Farmers Co-op Oil Co	\$ 459.37
First Due	\$ 21,800.00
Foot of the Bighorns	\$ 116.00
Grainger Inc	\$ 6.19
Grainger Inc	\$ 16.03
Grainger Inc	\$ 406.64
Grainger Inc	\$ 4,442.82
Greenfold Services	\$ 1,960.00
Hach Company	\$ 2,078.60
Hach Company	\$ 1,105.79
Harris Computer Syst	\$ (2.00)
Harris Computer Syst	\$ 734.80
Harris Computer Syst	\$ 490.09
Hawkins Inc	\$ 9,476.74
Heather Czaplinski	\$ 360.00
Heather Doke	\$ 2,155.12
Heather Doke	\$ 2,040.13
Home Depot Credit Se	\$ 381.54
Home Depot Credit Se	\$ 1,065.27
Home Depot Credit Se	\$ (77.46)
Home Depot Credit Se	\$ (1,065.27)
Home Depot Credit Se	\$ (5.81)
International Sculp	\$ 3,250.00
Joe Johnson Equip	\$ 544.88
John Deere Financial	\$ 229.99
John Deere Financial	\$ 829.98
John Deere Financial	\$ 61.08
John Deere Financial	\$ 41.97

John Deere Financial	\$ 24.99
John Deere Financial	\$ 321.95
John Deere Financial	\$ 209.95
John Deere Financial	\$ 164.99
John Deere Financial	\$ 1,310.77
John Deere Financial	\$ 37.99
John Deere Financial	\$ 127.48
John Deere Financial	\$ 92.97
John Deere Financial	\$ 109.98
John Deere Financial	\$ 109.98
John Deere Financial	\$ 174.98
John Deere Financial	\$ 69.99
John Deere Financial	\$ 10.99
John Deere Financial	\$ (209.95)
John Deere Financial	\$ 82.98
John Deere Financial	\$ 6.99
John Deere Financial	\$ 199.95
John Deere Financial	\$ 55.98
Killy's Smokehouse	\$ 1,758.71
Kilpatrick Creations	\$ 59.93
Kilpatrick Creations	\$ 36.82
Kilpatrick Creations	\$ 101.59
Kilpatrick Creations	\$ 62.41
Kilpatrick Creations	\$ 57.61
Kilpatrick Creations	\$ 35.39
Kilpatrick Creations	\$ 71.86
Kilpatrick Creations	\$ 44.14
Kilpatrick Creations	\$ 81.30
Kilpatrick Creations	\$ 54.20
Kilpatrick Creations	\$ 126.50
Kois Brothers Equipm	\$ 680.36
Kois Brothers Equipm	\$ 715.48
Kois Brothers Equipm	\$ 730.93
LeadsOnline	\$ 4,158.00
Lease Servicing Cent	\$ 3,926.18
Lease Servicing Cent	\$ 1,230.47
Lease Servicing Cent	\$ 360.03
Lease Servicing Cent	\$ 294.53
Local Govt Liability	\$ 97,405.87
Local Govt Liability	\$ 4,146.55
Local Govt Liability	\$ 3,028.51
Local Govt Liability	\$ 2,528.34
Local Govt Liability	\$ 2,491.49
Local Govt Liability	\$ 1,188.62
Local Govt Liability	\$ 2,184.85
Local Govt Liability	\$ 2,150.33
Local Govt Liability	\$ 4,688.74
Local Govt Liability	\$ 2,622.76
Local Govt Liability	\$ 4,729.46
Local Govt Liability	\$ 4,880.52
Local Govt Liability	\$ 5,308.19
Local Govt Liability	\$ 930.29
Local Govt Liability	\$ 1,809.48
Lube Refiners LLC	\$ 71.87
Luke A Goddard	\$ 500.00
Marsh & McLennan	\$ 30,590.00

MC2 Engineering	\$ 12,575.00
MC2 Engineering	\$ 6,600.00
Michael Paxton Wadin	\$ 900.00
Michael Paxton Wadin	\$ 900.00
Midland Implement Co	\$ 727.18
Midland Implement Co	\$ 14.70
Midland Implement Co	\$ 96.91
Midwest Laboratories	\$ 66.00
Mike's Electric Inc	\$ 158.63
Montana Dakota Utili	\$ 157.07
Montana Dakota Utili	\$ 2,651.22
Montana Dakota Utili	\$ 72.67
Montana Dakota Utili	\$ 1,074.64
Montana Dakota Utili	\$ 620.82
Montana Dakota Utili	\$ 1,429.11
Montana Dakota Utili	\$ 823.08
Montana Dakota Utili	\$ 299.96
Montana Dakota Utili	\$ 320.80
Montana Dakota Utili	\$ 1,044.94
Montana Dakota Utili	\$ 13,625.01
Montana Dakota Utili	\$ 547.51
Montana Dakota Utili	\$ 107.28
Montana Dakota Utili	\$ 30.69
Montana Dakota Utili	\$ 0.33
Montana Dakota Utili	\$ 21.69
Morrison-Maierle Inc	\$ 172.00
Mullinax Concrete Se	\$ 309.29
Mullinax Concrete Se	\$ 1,435.00
Mullinax Concrete Se	\$ 286.38
Mullinax Concrete Se	\$ 273.33
Mullinax Concrete Se	\$ 223.16
National Testing Net	\$ 500.00
National Testing Net	\$ 195.00
NEOGOV	\$ 1,200.00
NEOGOV	\$ 1,200.00
Nolan Leibee	\$ 104.00
Norco Inc	\$ 147.46
Norco Inc	\$ 284.96
Norco Inc	\$ 60.24
Northern Underground	\$ 13,483.35
Office Shop	\$ 238.23
Office Shop	\$ 201.70
Office Shop	\$ 86.18
Office Shop	\$ 86.70
Office Shop	\$ 4.26
Office Shop	\$ 6.39
Office Shop	\$ 39.14
Office Shop	\$ 37.42
Office Shop	\$ 34.18
Office Shop	\$ 60.00
Office Shop	\$ 131.93
Office Shop	\$ 444.92
Office Shop	\$ 34.97
Office Shop	\$ 24.29
Office Shop	\$ 107.16
OMP Engineering Inc	\$ 1,080.00

OpenGov Inc	\$ 32,609.19
Pace Analytical Serv	\$ 133.30
Pace Analytical Serv	\$ 535.80
Pace Analytical Serv	\$ 125.00
Pace Analytical Serv	\$ 598.40
Pace Analytical Serv	\$ 535.80
Padon Saeler	\$ 200.00
Peacock's Handyman	\$ 100.00
Peak Pest Solutions	\$ 78.75
Peak Pest Solutions	\$ 131.25
Peak Pest Solutions	\$ 125.00
Pfitzer Pest Control	\$ 228.00
Pitney Bowes	\$ 1,003.86
Polydyne Inc	\$ 3,150.00
Porter Muirhead Corn	\$ 20,000.00
Positive Concepts	\$ 260.64
Powder River Heating	\$ 1,042.26
Powder River Power C	\$ 22.47
Powder River Power C	\$ 29.80
Powder River Power C	\$ 34.18
Powder River Power C	\$ 22.78
Powder River Power C	\$ 110.00
Powder River Power C	\$ 181.56
Precision Excavation	\$ 8,700.00
Prospect Const	\$ 26,125.00
Samsara	\$ 7,729.44
Samsara	\$ 702.96
Samsara	\$ 1,054.44
Samsara	\$ 2,811.84
Samsara	\$ 1,405.92
Samsara	\$ 351.48
Servall Uniform & Li	\$ 315.37
Servall Uniform & Li	\$ 40.84
Servall Uniform & Li	\$ 179.15
Servall Uniform & Li	\$ 71.31
Servall Uniform & Li	\$ 44.57
Servall Uniform & Li	\$ 163.33
Servall Uniform & Li	\$ 152.14
Servall Uniform & Li	\$ 217.90
Sheridan Artists Gui	\$ 1,200.00
Sheridan Auto Parts	\$ 13.16
Sheridan Auto Parts	\$ 215.99
Sheridan Auto Parts	\$ 8.49
Sheridan Auto Parts	\$ 379.99
Sheridan Auto Parts	\$ 168.93
Sheridan Auto Parts	\$ 24.99
Sheridan Auto Parts	\$ 28.38
Sheridan Auto Parts	\$ 35.09
Sheridan Auto Parts	\$ 62.96
Sheridan Auto Parts	\$ 35.98
Sheridan Auto Parts	\$ 14.15
Sheridan Auto Parts	\$ 215.16
Sheridan Auto Parts	\$ 143.45
Sheridan Auto Parts	\$ 40.19
Sheridan Auto Parts	\$ 26.80
Sheridan Auto Parts	\$ 36.70

Sheridan Auto Parts	\$ 41.88
Sheridan Auto Parts	\$ 14.15
Sheridan Auto Parts	\$ (18.00)
Sheridan Auto Parts	\$ (28.38)
Sheridan Commercial	\$ 25.48
Sheridan Commercial	\$ 19.77
Sheridan Commercial	\$ 8.23
Sheridan Commercial	\$ 30.97
Sheridan Commercial	\$ 35.97
Sheridan Commercial	\$ 144.37
Sheridan Commercial	\$ 174.05
Sheridan Commercial	\$ 26.72
Sheridan Commercial	\$ 269.00
Sheridan Commercial	\$ 2.92
Sheridan Commercial	\$ 45.44
Sheridan Commercial	\$ 227.79
Sheridan Commercial	\$ 5.30
Sheridan Commercial	\$ 5.29
Sheridan Commercial	\$ 13.47
Sheridan Commercial	\$ 27.32
Sheridan Commercial	\$ 18.22
Sheridan Commercial	\$ 39.53
Sheridan Commercial	\$ 25.97
Sheridan Commercial	\$ 4.34
Sheridan Commercial	\$ 4.34
Sheridan Commercial	\$ 20.40
Sheridan Commercial	\$ 7.54
Sheridan Commercial	\$ 7.53
Sheridan Commercial	\$ 5.54
Sheridan Commercial	\$ 19.88
Sheridan Commercial	\$ 4.97
Sheridan Commercial	\$ 16.11
Sheridan Commercial	\$ 6.40
Sheridan Commercial	\$ (144.37)
Sheridan Commercial	\$ (8.23)
Sheridan County	\$ 11,440.00
Sheridan County	\$ 6,000.00
Sheridan County	\$ 4,000.00
Sheridan County	\$ 1,060.00
Sheridan County	\$ 97,010.59
Sheridan Econ-O-Wash	\$ 66.00
Sheridan Econ-O-Wash	\$ 48.00
Sheridan Econ-O-Wash	\$ 36.00
Sheridan Econ-O-Wash	\$ 36.00
Sheridan Fire Equipm	\$ 722.00
Sheridan Fire Equipm	\$ 361.00
Sheridan Fire Equipm	\$ 208.00
Sheridan Media	\$ 336.00
Sheridan Media	\$ 336.00
Sheridan Media	\$ 336.00
Sheridan Media	\$ 336.00
Sheridan Media	\$ 409.50
Sheridan Memorial	\$ 287.00
Sheridan Memorial	\$ 262.00
Sheridan Memorial CI	\$ 243.00
Sheridan Memorial CI	\$ 248.00

Sheridan Memorial Cl	\$ 222.00
Sheridan Motor Inc	\$ 527.32
Sheridan Motor Inc	\$ 368.12
Sheridan Motor Inc	\$ 1,347.06
Sheridan Seed Co Inc	\$ 152.50
Sheridan Transportat	\$ 2,180.00
Shippy Solutions	\$ 20.00
State of Wyoming	\$ 75.00
Steve's Truck Servic	\$ 343.00
Sue Quinlan	\$ 5,625.00
Sugarland Walk-In Cl	\$ 600.00
Sugarland Walk-In Cl	\$ 125.00
Ted's Towing LLC	\$ 75.00
Tire Rama	\$ 122.90
Tires for Reclamatio	\$ 1,513.00
T-Mobile USA Inc.	\$ 1,231.30
Top Office Products	\$ 57.95
Toro NSN	\$ 175.00
Trihydro Corporation	\$ 618.50
TruGreen	\$ 132.00
TW Enterprises Inc	\$ 4,926.47
TW Enterprises Inc	\$ 336.65
TWS Trucking Service	\$ 800.00
Tyler Technologies I	\$ 1,304.00
USABlueBook	\$ 1,995.46
Van Diest Supply Com	\$ 1,933.25
Van Diest Supply Com	\$ 170.75
Van Diest Supply Com	\$ 3,906.00
Vertical Door Soluti	\$ 136.60
Virtual Graffiti Inc	\$ 5,916.00
Visionary Communicat	\$ 408.20
Visionary Communicat	\$ 408.20
Visionary Communicat	\$ 1,555.76
VRM Inc	\$ 293.25
WAMWCCA	\$ 2,500.00
Wareings Sheridan	\$ 37.70
Wareings Sheridan	\$ 398.00
Water Products & Sol	\$ 10.00
Water Products & Sol	\$ 35.00
Water Products & Sol	\$ 28.00
Water Products & Sol	\$ 35.00
Water Products & Sol	\$ 28.00
Water Products & Sol	\$ 17.50
Weed Warriors	\$ 2,635.00
Weed Warriors	\$ 5,700.00
Wex Bank	\$ 69.06
Wex Bank	\$ 5,478.43

Wex Bank	\$ 2,015.13
Wex Bank	\$ 3,818.46
Wex Bank	\$ 38.55
Wex Bank	\$ 681.91
Wex Bank	\$ 256.90
Wex Bank	\$ 70.05
Wex Bank	\$ 26.65
Wex Bank	\$ 49.62
Wex Bank	\$ 413.51
Wex Bank	\$ 161.34
Wex Bank	\$ 147.26
Wex Bank	\$ 1,345.30
Wex Bank	\$ 417.99
Wex Bank	\$ 188.60
Wex Bank	\$ 107.56
Wex Bank	\$ 896.86
Wex Bank	\$ 457.39
Wex Bank	\$ 8,140.35
Wex Bank	\$ 3,961.65
Wex Bank	\$ 269.91
Wex Bank	\$ 543.38
Willscot Mobile Mini	\$ 1,745.50
Winsupply of Sherida	\$ 3,841.40
Winsupply of Sherida	\$ 78.61
Winsupply of Sherida	\$ 15.39
Winsupply of Sherida	\$ 30.72
Winsupply of Sherida	\$ 714.73
Winsupply of Sherida	\$ 91.67
Winsupply of Sherida	\$ 80.08
Winsupply of Sherida	\$ 128.00
Winsupply of Sherida	\$ 1,515.73
Winsupply of Sherida	\$ 503.76
Winsupply of Sherida	\$ 200.88
Winsupply of Sherida	\$ 214.99
Winsupply of Sherida	\$ 91.26
Winsupply of Sherida	\$ 433.46
WYO Rides	\$ 252.00
WYO Rides	\$ 204.00
Wyoming Bank & Trust	\$ 30,000.00
Wyoming Bank & Trust	\$ 1,616.25
Wyoming Machinery	\$ 1,120.00
Wyoming Machinery	\$ 42.26
Wyoming Machinery	\$ 648.33
Wyoming Machinery	\$ 484.87
Wyoming Machinery	\$ 2,500.00
Yonkee & Toner LLP	\$ 11,970.00

Councilmember Wood moved, seconded by Councilmember Leichtnam to approve the Consent Agenda. Voice Vote. Consent Agenda approved.

Mayor Rich Bridger	Aye
Steven Brantz	Aye
Andrew Patceg	Aye
Greg Luhman	Absent
Terry Weitzel	Absent

Jack Wood	Aye
Bev Leichtnam	Aye

NEW BUSINESS

10. Renewal of the Sheridan Travel and Tourism Operating Agreement. City Attorney Brad Thimmesch updated the Council. Councilmember Brantz moved, seconded by Council member Wood to approve the Operating Agreement with Sheridan Travel and Tourism. Voice Vote. Agreement approved.

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

11. Approval of Amendment B to the Emergency Medical Services Agreement. City Attorney Brad Thimmesch updated the Council.

Council Comments & Questions

1. **Councilmember Patceg** inquired whether the original agreement included the City providing ambulances and whether this is standard practice. The City Attorney and City Administrator clarified that, even with the City transferring the current ambulance and contributing to future ambulance costs, the City still saves money by not having to maintain equipment or staffing. Additional discussion was held regarding future purchases, and the City Attorney noted that a replacement plan would be provided to help the City prepare for upcoming expenses. Overall, the cost of this service remains significantly lower than any other bid received.

Council member Brantz moved, seconded by Council member Leichtnam to approve the Amendment to Emergency Medical Services Agreement. Voice Vote. Agreement approved.

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

12. Council Comments and Committee/Board Reports.

- A. SEEDA - Nothing new to report
- B. NEWY - Nothing new to report
- C. CAST - Next meeting will be held next month
- D. SAWS - The SAWS budget was approved
- E. SPAC - Councilmember Luhman absent. No Update
- F. DSA - Councilmember Luhman absent. No Update
- G. Justice JPB – Councilmember Brantz shared the mission statement and scope of services provided to the community. He noted that, at their last meeting, the budget was approved following some controversy over staff wage increases. Despite this, the board expressed appreciation for the City’s increased contribution.
- H. City Administrator Stuart McRae
 - a. NE Wyoming Growth Alliance (NEWGA) - The committee was originally formed as an economic development group for the Northeast Region; however, it has not progressed as intended and has lacked activity for at least the last five years. It is likely time to dissolve the committee. If disbanded, any unspent funds

would be redistributed to the participating communities. Sheridan’s portion—approximately \$83,000—would be returned to the General Fund.

- b. Chief Harnish has returned to work on a limited schedule as he continues to recover. He is doing well overall and plans to gradually increase his hours as his recovery progresses.

13. Mayor Bridger adjourned the meeting at 6:58 pm.

APPROVED:

Richard Bridger, Mayor

ATTEST:

Ashlee Foster, City Clerk



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

Treasurer

MEMORANDUM

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

Attachments

Claims

REFERENCE	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
1	Ace & Knecht	500-Water Distribution	Department Functional Supplies	\$ 51.44	12334044	2x4s & paint gallon	07/16/2025
2	Ace & Knecht	120-Street Construction/Maint	Department Functional Supplies	\$ 17.98	12335984	AA & D Batteries - ST	07/16/2025
3	Advanced Pump & Eq	500-SWTP	Department Functional Supplies	\$ 8,109.27	INVAPE16462	MP5-A Chlorine instrument and panel -Big Horn Boos	06/12/2025
4	Advanced Traffic	120-Signs	Department Functional Supplies	\$ 4,657.00	0000040969	Traffic Signal-Wavetronix Detector	07/22/2025
5	Agosto LLC	120-Information Technology	Software & Website Fees	\$ 68,815.70	INV36145-1	Google Services Business Plus and Archive Licenses	07/01/2025
6	AlphaGraphics of Wyo	100-Planning/Zoning	Printing	\$ 344.31	26078	Downtown Design Standards - postcards/mailling PLN	07/18/2025
7	AlphaGraphics of Wyo	100-Treasurer	Printing	\$ 500.08	26090	Budget books FY26	07/11/2025
8	AlphaGraphics of Wyo	100-Police Administration	Printing	\$ 147.00	26189	business cards - PD	07/23/2025
9	Amazon Capital Servi	100-Police Administration	Department Functional Supplies	\$ 149.65	119Q-DKLT-9LTD	MDC Battery - PD	07/24/2025
10	Amazon Capital Servi	520-Sanitation	Department Functional Supplies	\$ 26.08	11RT-RCPJ-RMRG	Sharpies, filters, laptop cleaner, toilet cleaner	07/26/2025
11	Amazon Capital Servi	520-Recycling	Department Functional Supplies	\$ 26.08	11RT-RCPJ-RMRG	Sharpies, filters, laptop cleaner, toilet cleaner	07/26/2025
12	Amazon Capital Servi	520-Landfill	Department Functional Supplies	\$ 50.23	11RT-RCPJ-RMRG	Sharpies, filters, laptop cleaner, toilet cleaner	07/26/2025
13	Amazon Capital Servi	100-Police Administration	Department Functional Supplies	\$ 97.20	11XP-PYYG-9LRD	Commercial Air Deflector Cover for 24" x 24	07/15/2025
14	Amazon Capital Servi	500-Water Distribution	Office Supplies	\$ 57.62	13M1-GPGW-9Q1M	Desk & Pens	07/12/2025
15	Amazon Capital Servi	500-Water Distribution	Equip/Mach/Furniture-Non-cap	\$ 810.42	13M1-GPGW-9Q1M	Desk & Pens	07/12/2025
16	Amazon Capital Servi	510-WW Collection	Equip/Mach/Furniture-Non-cap	\$ 540.28	13M1-GPGW-9Q1M	Desk & Pens	07/12/2025
17	Amazon Capital Servi	100-Communication Services/911	Office Supplies	\$ 70.88	1C4R-WNQF-CWL6	Headset & EncorePro 310 part	07/17/2025
18	Amazon Capital Servi	520-Solid Waste Administration	Office Supplies	\$ 9.76	1CT4-YCYR-V7YD	Packing Tape, paper, highlighters, clock & tally c	07/16/2025
19	Amazon Capital Servi	520-Landfill	Office Supplies	\$ 24.50	1CT4-YCYR-V7YD	Packing Tape, paper, highlighters, clock & tally c	07/16/2025
20	Amazon Capital Servi	520-Landfill	Department Functional Supplies	\$ 87.43	1CT4-YCYR-V7YD	Packing Tape, paper, highlighters, clock & tally c	07/16/2025
21	Amazon Capital Servi	100-Communication Services/911	Office Supplies	\$ 213.06	1FYY-FHJN-XVJK	Headset & EncorePro 310 parts	07/16/2025
22	Amazon Capital Servi	520-Sanitation	Office Supplies	\$ 111.39	1GN6-6NQ4-77DQ	Sharpies, filters, laptop cleaner, toilet cleaner	07/28/2025
23	Amazon Capital Servi	520-Recycling	Office Supplies	\$ 111.39	1GN6-6NQ4-77DQ	Sharpies, filters, laptop cleaner, toilet cleaner	07/28/2025
24	Amazon Capital Servi	520-Solid Waste Administration	Technology Equipment	\$ 183.81	1KM6-JPFT-JLQ9	Wireless DECT Headset (Plantroni	07/25/2025
25	Amazon Capital Servi	100-Treasurer	Office Supplies	\$ 113.22	1NJN-F1XR-LHNQ	Sticky notes, Stamp, hanging files, name plates	07/25/2025
26	Amazon Capital Servi	500-Water Distribution	Department Functional Supplies	\$ 52.00	1PRR-NWTW-917N	Stacking Brackets (Black)	07/24/2025
27	Amazon Capital Servi	520-Landfill	Department Functional Supplies	\$ 39.99	1RDF-DF71-CM4V	Safety Vest with 20pcs Gel Ice Pack	07/28/2025
28	Amazon Capital Servi	100-Police Administration	Office Supplies	\$ 56.98	1T9R-VJ3G-9N1G	Monitors, fingerprint cards, mouse, keyboard	07/21/2025
29	Amazon Capital Servi	100-Police Administration	Department Functional Supplies	\$ 126.90	1T9R-VJ3G-9N1G	Monitors, fingerprint cards, mouse, keyboard	07/21/2025
30	Amazon Capital Servi	100-Communication Services/911	Office Supplies	\$ 42.19	1T9R-VJ3G-9N1G	Monitors, fingerprint cards, mouse, keyboard	07/21/2025
31	Amazon Capital Servi	100-Communication Services/911	Technology Equipment	\$ 885.78	1T9R-VJ3G-9N1G	Monitors, fingerprint cards, mouse, keyboard	07/21/2025
32	Amazon Capital Servi	120-Police Administration	Department Functional Supplies	\$ 51.32	1T9R-VJ3G-9N1G	Monitors, fingerprint cards, mouse, keyboard	07/21/2025
33	Amazon Capital Servi	520-Landfill	Department Functional Supplies	\$ 110.97	1XXC-3M3G-RNMJ	Safety Vest with 20pcs Gel Ice Pack	07/26/2025
34	American Maid	500-SWTP	Contractual-Other	\$ 600.00	2025-6-10	Monthly cleaning- SWTP	06/28/2025
35	American Maid	510-WW Treatment	Contractual-Other	\$ 750.00	2025-6-11	Facility Cleaning Services WWTP	06/28/2025
36	American Maid	500-Water Distribution	Contractual-Professional	\$ 607.50	2025-6-16	cleaning UM	06/28/2025
37	American Maid	510-WW Collection	Contractual-Professional	\$ 405.00	2025-6-16	cleaning UM	06/28/2025
38	American Maid	500-BGWTP	Contractual-Other	\$ 937.50	2025-6-9	Monthly cleaning- BGWTP	06/28/2025
39	American Welding & G	520-Sanitation	Department Functional Supplies	\$ 36.06	0010973634	Disks for Welder	07/03/2025
40	American Welding & G	520-Recycling	Department Functional Supplies	\$ 36.06	0010973634	Disks for Welder	07/03/2025
41	Ardurra Group Inc.	120-Engineer	Contractual-Professional	\$ 3,523.75	250002 - 6	GIS Services 6/1/25 - 6/30/25	06/30/2025
42	Ashlee Foster	100-Human Resources	Department Functional Supplies	\$ 350.00	FosWell25	FY 25 Wellness Program Reimbursement	07/24/2025
43	AT&T Mobility	110-Fire Administration	Telecom Services	\$ 240.24	072525-TeleCom	TeleCom 06/13-07/12/25	07/12/2025
44	AT&T Mobility	100-Police Administration	Telecom Services	\$ 480.48	072525-TeleCom 2	TeleCom 06/13-07/12/25	07/12/2025
45	AutoZone Stores LLC	120-Service Center	Department Functional Supplies	\$ 19.39	06406062362	ST275 - steering wheel cover	07/16/2025
46	Bev Leichtnam	100-Mayor/Council	Travel/Training	\$ 88.62	07/16/2025	Gas- WY Academy/Bev	07/21/2025
47	Bev Leichtnam	100-Mayor/Council	Travel/Training	\$ 1,000.00	07/18/25	WY Academy Tuition- Bev	07/21/2025
48	Bev Leichtnam	100-Mayor/Council	Travel/Training	\$ 238.00	072825 Leichtnam	Per Diem- Bev/WY Acad	06/27/2025
49	Big Horn Tire	120-Service Center	Department Functional Supplies	\$ 1,697.68	152668	ST333 - new tires (4)	07/22/2025
50	Big Horn Tire	120-Service Center	Department Functional Supplies	\$ 132.00	152727	ST501 - new 17.5x6.75 steel wheel	07/23/2025
51	Big Horn Tire	500-Water Distribution	Department Functional Supplies	\$ 158.40	152728	UM566 - new 17.5x6.75 steel wheel spares	07/23/2025

REFERENCE	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
52	Big Horn Tire	510-WW Collection	Department Functional Supplies	\$ 105.60	152728	UM566 - new 17.5x6.75 steel wheel spares	07/23/2025
53	Bluebeam, Inc.	120-Information Technology	Software & Website Fees	\$ 7,920.00	2433823.1	Bluebeam PDF Software 7/16/26-7/15/27	07/15/2025
54	Bluemel Plumbing & H	100-Gen Govt Bldg Maintenance	Repairs/Maint-Buildings	\$ 218.93	253173	Repaired leak in public restroom - CH	07/22/2025
55	Bluepeak	100-Other General Govt Costs	Telecom Services	\$ 158.00	076533101	Internet 830 Beaver St 7/25-8/24/25	07/20/2025
56	Bomber Mountain	120-Service Center	Repairs/Maint-EquipMachVehArt	\$ 254.60	6406	ST443 - machined new shaft	07/28/2025
57	Bosch	100-Service Center	Software & Website Fees	\$ 1,100.00	2111172176	Allison Trans Software - CSC/shop 3/28/25-3/27/26	06/30/2025
58	BRIAN & ANA ROBERTS	500-Water Fund	Accounts Receivable	\$ 19.19	26256	UB 00235540 460 5TH	07/22/2025
59	Brian's Boot & Shoe	510-WW Treatment	Uniforms/Clothing	\$ 112.45	176581	Steel Toe Boots	07/03/2025
60	Brian's Boot & Shoe	100-Fire Administration	Uniforms/Clothing	\$ 399.95	176587	Boots for GJohnston FY26 Clothing Allowance 7-9-20	07/09/2025
61	Brian's Boot & Shoe	520-Landfill	Uniforms/Clothing	\$ 179.95	176591	Boots for Pete B.	07/14/2025
62	Burns & Mc Donnell	400-WW Treatment	Cap Outlay-Bldg Improvements	\$ 138,975.87	171811-14	WWTP Upgrades - Prof. Svcs. thru 6/30/2025	06/30/2025
63	C & K Equipment	100-Parks Supervision	Rent/Lease-Equip/Mach/vehicles	\$ 150.00	18418	Tiller rental for Sagebrush Community Garden	05/07/2025
64	C & K Equipment	120-Service Center	Department Functional Supplies	\$ 41.88	19816	ST343 - camera cables	07/18/2025
65	C & K Equipment	520-Sanitation	Department Functional Supplies	\$ 376.53	19817	WC701 - camera & cables +frt	07/18/2025
66	Carquest Auto Parts	520-Recycling	Department Functional Supplies	\$ 37.70	1972-606605	RC448 - Air filter, lube filter	07/11/2025
67	Carquest Auto Parts	500-Water Distribution	Department Functional Supplies	\$ 11.99	1972-606606	UM273 - Wiper blades	07/11/2025
68	Carquest Auto Parts	510-Wastewater Administration	Department Functional Supplies	\$ 7.99	1972-606606	UM273 - Wiper blades	07/11/2025
69	Carquest Auto Parts	520-Sanitation	Department Functional Supplies	\$ 20.64	1972-606607	WC37 - Headlight	07/11/2025
70	Carquest Auto Parts	120-Service Center	Department Functional Supplies	\$ 31.03	1972-606608	ST244 - Headlight	07/11/2025
71	Carquest Auto Parts	120-Service Center	Department Functional Supplies	\$ 9.99	1972-606609	ST301 - Wiper blade	07/11/2025
72	Carquest Auto Parts	520-Sanitation	Department Functional Supplies	\$ 79.50	1972-606693	WC7002 - Lube filter, air filer	07/14/2025
73	Carquest Auto Parts	120-Service Center	Department Functional Supplies	\$ 163.65	1972-606821	TS28 - Brake pads, painted rotor, disc caliper pin	07/15/2025
74	Carquest Auto Parts	100-Service Center	Department Functional Supplies	\$ 23.54	1972-606822	Brake lubricant - SH	07/15/2025
75	Carquest Auto Parts	120-Service Center	Department Functional Supplies	\$ 5.05	1972-606824	TS28 - Disc brake caliper pin boot kit	07/15/2025
76	Carquest Auto Parts	120-Service Center	Department Functional Supplies	\$ 88.03	1972-606870	ST402 - Lube/hydraulic filters, fuel filters	07/16/2025
77	Carquest Auto Parts	120-Service Center	Department Functional Supplies	\$ 4.00	1972-606881	PK278 - Oil filter	07/16/2025
78	Carquest Auto Parts	520-Recycling	Department Functional Supplies	\$ 56.47	1972-606944	RC363 - Air filter	07/17/2025
79	Carquest Auto Parts	520-Recycling	Department Functional Supplies	\$ 47.93	1972-606948	RC301 - Air filter	07/17/2025
80	Carquest Auto Parts	530-Weed/Pest Administration	Department Functional Supplies	\$ 13.89	1972-606949	WP211 - Oil filter & air filter	07/17/2025
81	Carquest Auto Parts	520-Recycling	Department Functional Supplies	\$ 83.40	1972-606951	RC363 - Fuel & lube filters	07/17/2025
82	Carquest Auto Parts	120-Service Center	Department Functional Supplies	\$ 4.00	1972-606952	PK278 - Oil filter	07/17/2025
83	Carquest Auto Parts	120-Service Center	Department Functional Supplies	\$ 13.21	1972-606953	ST342 - Relay	07/17/2025
84	Carquest Auto Parts	520-Sanitation	Department Functional Supplies	\$ 40.12	1972-606954	WC7002 - Lube filters	07/17/2025
85	Carquest Auto Parts	520-Recycling	Department Functional Supplies	\$ 89.35	1972-606955	RC701 - Lube & air filters	07/17/2025
86	Carquest Auto Parts	120-Service Center	Department Functional Supplies	\$ 23.98	1972-606958	PK2002 - Wiper blades & oil filter	07/17/2025
87	Carquest Auto Parts	520-Recycling	Department Functional Supplies	\$ 9.85	1972-607007	RC701 - Lube filter	07/18/2025
88	Carquest Auto Parts	120-Service Center	Department Functional Supplies	\$ 26.33	1972-607138	MP178 - Oil filter, air filter, cabin air filter	07/21/2025
89	Carquest Auto Parts	520-Recycling	Department Functional Supplies	\$ 60.28	1972-607186	RC332 - Brake chamber	07/21/2025
90	Carquest Auto Parts	520-Recycling	Department Functional Supplies	\$ 56.47	1972-607187	RC363 - Air filter	07/21/2025
91	Carquest Auto Parts	120-Service Center	Department Functional Supplies	\$ 4.52	1972-607189	MP178 - Oil filter	07/21/2025
92	Carquest Auto Parts	100-Service Center	Department Functional Supplies	\$ 40.12	1972-607190	Lube filters, lube spin-on filter - SH	07/21/2025
93	Carquest Auto Parts	520-Sanitation	Department Functional Supplies	\$ 79.50	1972-607191	WC701 - Lube spin-on filter, air filter	07/21/2025
94	Carquest Auto Parts	520-Recycling	Department Functional Supplies	\$ 59.08	1972-607192	RC332 - Air filter	07/21/2025
95	Carquest Auto Parts	120-Service Center	Department Functional Supplies	\$ 21.81	1972-607214	MP178 - Air filter & cabin air filter	07/22/2025
96	Carquest Auto Parts	100-Service Center	Department Functional Supplies	\$ 25.22	1972-607228	Brake fluid - SH	07/22/2025
97	Carquest Auto Parts	120-Service Center	Department Functional Supplies	\$ 25.02	1972-607237	PK501 - Lift support	07/22/2025
98	Carquest Auto Parts	520-Sanitation	Department Functional Supplies	\$ 73.19	1972-607428	WC713 - Fuel spin-on filter & fuel/water separator	07/24/2025
99	Carson's Inc	110-Fire Administration	Repairs/Maint-EquipMachVehArt	\$ 190.00	4168	Replace inlet valve on refrigerator station kitche	07/15/2025
100	Casey Leahy	100-Human Resources	Department Functional Supplies	\$ 175.00	CleWell25	FY 25 Wellness Program Reimbursement	07/25/2025
101	CenturyLink Communic	500-SWTP	Telecom Services	\$ 313.08	080125-CenturyLink	TeleCom 7/22-8/21/25	07/22/2025
102	CenturyLink Communic	500-BGWTP	Telecom Services	\$ 369.86	080125-CenturyLink	TeleCom 7/22-8/21/25	07/22/2025

REFERENCE	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
103	CenturyLink Communic	510-WW Treatment	Telecom Services	\$ 192.48	080125-CenturyLink	TeleCom 7/22-8/21/25	07/22/2025
104	CenturyLink Communic	540-Golf Course Admin/Super	Telecom Services	\$ 413.18	080125-CenturyLink	TeleCom 7/22-8/21/25	07/22/2025
105	CenturyLink Communic	100-Other General Govt Costs	Telecom Services	\$ (1.07)	CR744655257	E911 Credit	07/16/2025
106	CH Diagnostics and C	500-Source of Supply	Contractual-Other	\$ 685.00	20250117	Giardia and Crypto sample analysis-Intake	07/15/2025
107	CH Diagnostics and C	400-Source of Supply	Cap Outlay-Land/Site Imprvmnts	\$ 635.00	20250118	E.Coli., Giardia and Crypto sample analysis invoice	07/15/2025
108	Chemtrade Chemicals	500-SWTP	Chemicals	\$ 9,956.70	90269113	Alum Sulfate-Chemical	07/15/2025
109	Christie Edwards	100-Human Resources	Department Functional Supplies	\$ 350.00	CEdWell25	FY 25 Wellness Program Reimbursement	07/24/2025
110	Collection Professio	100-Customer Service	Contractual-Professional	\$ 426.00	072825	Collections Acct # 1885 - 6/01-6/30/2025	06/30/2025
111	Colorado Barricade C	120-Signs	Department Functional Supplies	\$ 390.00	65167272-001	Barricade Boards - Plastic	07/17/2025
112	Column Software	100-Planning/Zoning	Advertising	\$ 57.10	9626F791-0117	LPO 41423 - PC Notice Lindberg/Elmwood	07/15/2025
113	Column Software	100-Planning/Zoning	Advertising	\$ 42.21	9626F791-0118	LPO 41424 - CC Notice for Lindberg Minor Sub	07/15/2025
114	Column Software	100-Service Center	Advertising	\$ 22.49	9626F791-0119	LPO 41425 - Ad for Surplus Date Moved	07/21/2025
115	CONNOR & CHLOE MILLE	500-Water Fund	Accounts Receivable	\$ 57.22	26257	UB 00247170 864 AVON	07/22/2025
116	Craftco Manufacturin	100-Gen Govt Bldg Maintenance	Department Functional Supplies	\$ 2,865.12	46905	Plaques - CH Directory	07/11/2025
117	CS Consulting	110-Fire Administration	Equip/Mach/Furniture-Non-cap	\$ 973.00	28103	2-2mGrillion;2Jane-I 100cm;2-Foottape, 12-Bm'D	07/14/2025
118	Dan Hart Patrol	400-Landfill	Cap Outlay-Land/Site Imprvmnts	\$ 255,716.58	elwe pay app #9	ELWE - Pay App #9 thru 7/20/2025	07/21/2025
119	Dana Kepner Co	500-Water Distribution	Department Functional Supplies	\$ 1,190.80	X283480	Ball corp, saddles	07/17/2025
120	David Ford	100-Human Resources	Department Functional Supplies	\$ 245.00	ForWell25	FY 25 Wellness Program Reimbursement	07/28/2025
121	Dick Anderson Constr	400-Pool Fac Const Acq/Maint	Cap Outlay-Land/Site Imprvmnts	\$ 578,100.16	Pool Pay App #13	Kendrick Pool Const. - Pay App #13	07/20/2025
122	Direct Electric	100-Gen Govt Bldg Maintenance	Repairs/Maint-Buildings	\$ 90.00	11820	electrical repairs - public restrooms	07/24/2025
123	DONNA & CLETE KOOYMA	500-Water Fund	Accounts Receivable	\$ 114.01	26253	UB 00011407 1233 WOODLAND PARK	07/22/2025
124	Earl Smith	100-Street Construction/Maint	Uniforms/Clothing	\$ 84.99	071025 Smith	Steel toe shoes reimb - E Smith - ST	07/10/2025
125	Employ LLC	520-Recycling	Contractual-Temp Services	\$ 4,571.35	17247	Temp Labor - Recycling	07/17/2025
126	Employ LLC	520-Recycling	Contractual-Temp Services	\$ 4,506.60	17266	Temp Labor - Recycling	07/24/2025
127	Energy Laboratories	500-SWTP	Contractual-Other	\$ 291.00	721770	TOC sample analysis invoicing-WY5600052	07/18/2025
128	Engineering Associat	500-Water Utility Admin	Contractual-Professional	\$ 9,313.95	4507052	Lake DeSmet Stakeholder Engagement project	07/24/2025
129	Fastenal Company	120-Street Construction/Maint	Department Functional Supplies	\$ 49.31	WYSHE162788	Brake cleaner, safety glasses, gloves, wipes, elec	06/30/2025
130	Fedex Freight	400-Source of Supply	Cap Outlay-Land/Site Imprvmnts	\$ 333.92	8-927-95879	Shipping for Watershed samples	07/18/2025
131	Fedex Freight	400-Source of Supply	Cap Outlay-Land/Site Imprvmnts	\$ 336.34	8-935-34311	Freight charge for Watershed samples	07/25/2025
132	First Federal Saving	500-Source of Supply	Postage	\$ 280.11	AtteburyJune2025	FedEx charge for sample analysis sent to CH Diagno	07/07/2025
133	First Federal Saving	100-Police Administration	Office Supplies	\$ 19.99	BenavidezJune25	Lodging, background searches, stamps.com, punch, e	06/30/2025
134	First Federal Saving	100-Police Administration	Travel/Training	\$ 474.68	BenavidezJune25	Lodging, background searches, stamps.com, punch, e	06/30/2025
135	First Federal Saving	100-Police Administration	Food	\$ 47.96	BenavidezJune25	Lodging, background searches, stamps.com, punch, e	06/30/2025
136	First Federal Saving	110-Police Administration	Contractual-Professional	\$ 76.50	BenavidezJune25	Lodging, background searches, stamps.com, punch, e	06/30/2025
137	First Federal Saving	100-Fire Administration	Department Functional Supplies	\$ 114.00	BomarJune25	Lodging MG-CE-WFA Instructor-Cheyenne, WY 5-27	06/30/2025
138	First Federal Saving	100-Fire Administration	Travel/Training	\$ 1,014.00	BomarJune25	Lodging MG-CE-WFA Instructor-Cheyenne, WY 5-27	06/30/2025
139	First Federal Saving	100-City Administrator	Travel/Training	\$ 306.74	BridgerJune25	Fuel, lodging, meals, car wash, working lunches	06/30/2025
140	First Federal Saving	100-City Administrator	Food	\$ 115.91	BridgerJune25	Fuel, lodging, meals, car wash, working lunches	06/30/2025
141	First Federal Saving	110-Fire Administration	Equip/Mach/Furniture-Non-cap	\$ 2,045.06	BrutlagJune25	3-Firehooks Pro Bar Halligan Tool 30 inch; 3 LPIGF	06/30/2025
142	First Federal Saving	100-Street Construction/Maint	Software & Website Fees	\$ 540.00	BryantJune25	Publish Pro subscription, pens, spoons, hose, coff	06/30/2025
143	First Federal Saving	120-Street Construction/Maint	Department Functional Supplies	\$ 72.32	BryantJune25	Publish Pro subscription, pens, spoons, hose, coff	06/30/2025
144	First Federal Saving	100-Police Administration	Travel/Training	\$ (3,212.69)	CRBenzvdezJune25	Canceled airbnb stay	06/30/2025
145	First Federal Saving	100-Information Technology	Software & Website Fees	\$ (290.43)	CRManryJune25	Credit for Flywheel and Microsoft	06/30/2025
146	First Federal Saving	100-Engineer	Travel/Training	\$ 136.93	CzaplinskiJune25	Flight/seat chg., taxi ride - GFX Conf. HCzap	06/30/2025
147	First Federal Saving	100-Police Administration	Office Supplies	\$ 71.92	DygonJune25	Flash Drives, batteries and dog biscuits	06/30/2025
148	First Federal Saving	100-Police Administration	Department Functional Supplies	\$ 15.94	DygonJune25	Flash Drives, batteries and dog biscuits	06/30/2025
149	First Federal Saving	510-WW Treatment	Department Functional Supplies	\$ 23.74	EdwardsJune2025	ASC Boards of Cerification, dry ice, WEF annual me	07/07/2025
150	First Federal Saving	510-WW Treatment	Licenses/Certs-Employees	\$ 237.00	EdwardsJune2025	ASC Boards of Cerification, dry ice, WEF annual me	07/07/2025
151	First Federal Saving	100-Fire Administration	Department Functional Supplies	\$ 73.23	FriedJune25	Water valve, extraction tool, door sealant	06/30/2025
152	First Federal Saving	100-Fire Administration	Travel/Training	\$ 1,239.76	HarnishJune25	Lodging for GHarnish-Cheyenne and Missouri	06/30/2025
153	First Federal Saving	100-Treasurer	Software & Website Fees	\$ 68.47	HawkinsJune25	Mobile time clock	06/30/2025

REFERENCE	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
154	First Federal Saving	110-Fire Administration	Equip/Mach/Furniture-Non-cap	\$ 534.99	JohnsonJune25	Ballistic protective equipment	06/30/2025
155	First Federal Saving	110-Fire Administration	Equip/Mach/Furniture-Non-cap	\$ 1,131.21	JohnstonJune25	Ball Shut Off 1.5"; Nozzle Dual Range; Ball Shut O	06/30/2025
156	First Federal Saving	100-Human Resources	Department Functional Supplies	\$ 7.63	LeahyJune25	Job advertisement, SHRM Luncheon, and Employee Rec	07/08/2025
157	First Federal Saving	100-Human Resources	Travel/Training	\$ 10.00	LeahyJune25	Job advertisement, SHRM Luncheon, and Employee Rec	07/08/2025
158	First Federal Saving	100-Human Resources	Advertising	\$ 1,250.30	LeahyJune25	Job advertisement, SHRM Luncheon, and Employee Rec	07/08/2025
159	First Federal Saving	100-Information Technology	Uniforms/Clothing	\$ 384.00	MANRYJUNE25	CompTIA exam fee, shirts, MSFT Power BI, Blue Iri	06/30/2025
160	First Federal Saving	100-Information Technology	Department Functional Supplies	\$ 58.39	MANRYJUNE25	CompTIA exam fee, shirts, MSFT Power BI, Blue Iri	06/30/2025
161	First Federal Saving	100-Information Technology	Travel/Training	\$ 369.00	MANRYJUNE25	CompTIA exam fee, shirts, MSFT Power BI, Blue Iri	06/30/2025
162	First Federal Saving	110-Information Technology	Software & Website Fees	\$ 237.00	MANRYJUNE25	CompTIA exam fee, shirts, MSFT Power BI, Blue Iri	06/30/2025
163	First Federal Saving	100-City Administrator	Travel/Training	\$ 285.68	McRaeJune25	MCRAEJUNE25	06/30/2025
164	First Federal Saving	530-Weed/Pest Administration	Telecom Services	\$ 149.99	MorganJune25	KGC software fee(charged twice), Weed and Pest tel	06/30/2025
165	First Federal Saving	540-Golf Course Admin/Super	Software & Website Fees	\$ 400.00	MorganJune25	KGC software fee(charged twice), Weed and Pest tel	06/30/2025
166	First Federal Saving	540-Golf Course Admin/Super	Department Functional Supplies	\$ 14.94	MorganJune25	KGC software fee(charged twice), Weed and Pest tel	06/30/2025
167	First Federal Saving	100-Service Center	Travel/Training	\$ 20.00	PierceJune25	Rod Lift Training	06/30/2025
168	First Federal Saving	100-City Administrator	Office Supplies	\$ 46.92	RizzottoJune25	Hats, plaque, lodging, Rev, awards sign, water	06/30/2025
169	First Federal Saving	100-City Administrator	Software & Website Fees	\$ 14.99	RizzottoJune25	Hats, plaque, lodging, Rev, awards sign, water	06/30/2025
170	First Federal Saving	100-City Administrator	Department Functional Supplies	\$ 335.40	RizzottoJune25	Hats, plaque, lodging, Rev, awards sign, water	06/30/2025
171	First Federal Saving	100-City Administrator	Travel/Training	\$ 945.00	RizzottoJune25	Hats, plaque, lodging, Rev, awards sign, water	06/30/2025
172	First Federal Saving	100-City Administrator	Printing	\$ 165.00	RizzottoJune25	Hats, plaque, lodging, Rev, awards sign, water	06/30/2025
173	First Federal Saving	500-Water Utility Admin	Memberships	\$ 221.40	robertsjune25	Hotspot & WEF sub 6/30/25-6/30/26	07/14/2025
174	First Federal Saving	500-Water Utility Admin	Telecom Services	\$ 99.00	robertsjune25	Hotspot & WEF sub 6/30/25-6/30/26	07/14/2025
175	First Federal Saving	510-Wastewater Administration	Memberships	\$ 147.60	robertsjune25	Hotspot & WEF sub 6/30/25-6/30/26	07/14/2025
176	First Federal Saving	510-Wastewater Administration	Telecom Services	\$ 66.00	robertsjune25	Hotspot & WEF sub 6/30/25-6/30/26	07/14/2025
177	First Federal Saving	120-Police Administration	Department Functional Supplies	\$ 79.48	TKoltiskaJune25	Gun Holster & mag pouch - PD	06/30/2025
178	First Federal Saving	100-Forestry/Nursery	Software & Website Fees	\$ 175.00	VanHoosierJune25	IQ irrigation software renewal for Community Fores	07/09/2025
179	First Federal Saving	100-Human Resources	Food	\$ 96.72	WMartineauJune25	TV monitor & cakes	06/30/2025
180	First Federal Saving	520-Landfill	Technology Equipment	\$ 118.00	WMartineauJune25	TV monitor & cakes	06/30/2025
181	First State Bank	400-Landfill	Cap Outlay-Land/Site Imprvmnts	\$ 13,458.77	ELWE #9 retainage	ELWE - Pay App #9 Retainage	07/21/2025
182	Foot of the Bighorns	100-Fire Administration	Uniforms/Clothing	\$ 140.00	220000050825	Running Shoes for KJohnson 7-16-2025	07/16/2025
183	Force America Distri	120-Snow/Ice Removal	Department Functional Supplies	\$ 7,708.34	IN001-2083903	Multi couplings - Stucchi, complete plate, zinc ni	07/17/2025
184	Force America Distri	100-Snow/Ice Removal	Software & Website Fees	\$ 160.00	IN200-2006722	GPS & stats service July 2025-July 2025 - SN	07/15/2025
185	Front Range Fire	120-Service Center	Department Functional Supplies	\$ 767.12	87337	FDT1 - DEF tank header, fittings +frt	07/16/2025
186	Gabe Legler	100-Fire Administration	Uniforms/Clothing	\$ 148.40	071625 Legler	Running Shoes for GLegler 7-16-2025 Invoice No 220	07/16/2025
187	Galls LLC	100-Police Administration	Uniforms/Clothing	\$ 123.75	030987832	Jacket tactical softshell - PD	04/08/2025
188	Galls LLC	100-Police Administration	Uniforms/Clothing	\$ 1,020.96	031913567	Tactical shirts & pants	07/14/2025
189	Galls LLC	100-Police Administration	Shipping/Freight	\$ 66.99	031913567	Tactical shirts & pants	07/14/2025
190	Galls LLC	100-Police Administration	Uniforms/Clothing	\$ 187.21	032029865	4 name plates & shirts	07/25/2025
191	Greensky Commercial	100-Street Construction/Maint	Contractual-Other	\$ 1,240.00	3540	Monthly cleaning services - ST	07/01/2025
192	Hach Company	500-BGWTP	Department Functional Supplies	\$ 28.55	14591406	Manver 2PWD PLWS 50ML - lab supplies	07/23/2025
193	Hawkins Inc	500-BGWTP	Chemicals	\$ 2,992.37	7139707	Soda Ash and Azone chemical- BGWTP	07/10/2025
194	Heather Czaplinski	100-Human Resources	Department Functional Supplies	\$ 350.00	HCzWell25	FY 25 Wellness Program Reimbursement	07/24/2025
195	Heather Duke	100-Human Resources	Department Functional Supplies	\$ 350.00	DokWell25	FY25 Wellness Program Reimbursement	07/24/2025
196	Home Depot Credit Se	100-Service Center	Equip/Mach/Furniture-Non-cap	\$ 687.00	1013304	shelving 4 tier - SH	05/30/2025
197	Home Depot Credit Se	530-Weed/Pest Administration	Equip/Mach/Furniture-Non-cap	\$ 215.00	2020533	Swamp cooler for Weed and Pest shop	07/08/2025
198	Home Depot Credit Se	100-Parks Supervision	Department Functional Supplies	\$ 77.46	6520140	Lumber for Parks grounds maintenace	07/04/2025
199	Home Depot Credit Se	100-Parks Supervision	Department Functional Supplies	\$ 73.08	6520143	Cedar boards for Parks grounds maintenance	07/04/2025
200	Home Depot Credit Se	540-Golf Course Admin/Super	Department Functional Supplies	\$ 102.63	9020082	Paint, rollers, thread locker and roller trays for	07/01/2025
201	iCrave Industries	110-Service Center	Cap Outlay-Equip/MachVehicles	\$ 1,584.76	2398.1	FD216 - Outfitting (remaining balance owed)	05/28/2025
202	Imperial Powder Coat	400-Gen Govt Bldg Maintenance	Cap Outlay-Bldg Improvements	\$ 620.00	4292	Elevator Project misc. - powder coated signs	07/25/2025
203	Intermountain Sales	510-WW Collection	Tools	\$ 681.86	32708	Chain	07/14/2025
204	Intermountain Sales	500-Water Distribution	Tools	\$ 1,015.58	32709	Chain and guidebar	07/14/2025

REFERENCE	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
205	Intermountain Sales	500-Water Distribution	Shipping/Freight	\$ 34.00	32709	Chain and guidebar	07/14/2025
206	Interstate Engineeri	400-Pool Fac Const Acq/Maint	Cap Outlay-Land/Site Imprvmnts	\$ 20,362.90	58638	Kendrick Park Pool - CA thru 7/12/2025	06/30/2025
207	Jake Kethman	510-WW Collection	Licenses/Certs-Employees	\$ 106.00	Kethman Collectionl	Collection I testing	07/07/2025
208	JB Storage Container	400-Landfill	Cap Outlay-Land/Site Imprvmnts	\$ 195.00	13555	LRCM misc. - 40' container rental July 2025	08/01/2025
209	JENNIFER CHAPLIN	500-Water Fund	Accounts Receivable	\$ 49.86	26259	UB 05420510 1657 TAYLOR	07/22/2025
210	Jigsaw	100-Planning/Zoning	Printing	\$ 20.00	061625	2) color plots 24x36 printed - Planning	07/16/2025
211	Joe Johnson Equip	120-Service Center	Department Functional Supplies	\$ 4,216.08	P03059	ST402 - ECU controller, core chg +frt	07/23/2025
212	JOSEPH D. & KARSYN I	500-Water Fund	Accounts Receivable	\$ 55.45	26254	UB 00119070 140 SMITH	07/22/2025
213	K Club Golf LLC	540-Golf Course Admin/Super	Contractual-Other	\$ 18,750.00	10425	K Club Golf LLC	07/15/2025
214	Kat Roderick	100-Human Resources	Department Functional Supplies	\$ 350.00	RodWell25	FY 25 Wellness Program Reimbursement	07/25/2025
215	Kelly Schroeder	100-Human Resources	Department Functional Supplies	\$ 350.00	SchWell25	FY 25 Wellness Program Reimbursement	07/24/2025
216	KENNETH WATSON	500-Water Fund	Accounts Receivable	\$ 40.35	26260	UB 20754050 2187 PIMA	07/22/2025
217	Kilpatrick Creations	110-Museum Collections	Advertising	\$ 163.60	200066	Committee t-shirts for Rodeo Parade	07/07/2025
218	Kilpatrick Creations	100-Fire Administration	Uniforms/Clothing	\$ 125.65	200121	Printing Charges for 7-clothing for JTownsend	07/17/2025
219	Kimball Midwest	100-Service Center	Department Functional Supplies	\$ 745.77	103555963	Washers and lugs - Shop supplies	07/14/2025
220	Klay Condos	100-Fire Administration	Uniforms/Clothing	\$ 35.90	113-0393200-6075428	Multi-Tool Stainless Steel FY 25 Clothing Allowanc	07/08/2025
221	KRISTINA WOLD	500-Water Fund	Accounts Receivable	\$ 26.55	26255	UB 00159540 1136 MAIN	07/22/2025
222	Legacy Irrigation	120-Street Construction/Maint	Department Functional Supplies	\$ 22.97	23IN-007913	Durasoft replacement handle & wood float - ST	07/17/2025
223	LIS Concrete & Excav	400-Street Construction/Maint	Cap Outlay-Land/Site Imprvmnts	\$ 133,681.75	Pavement maint 2025	2025 Pavement Maint. - Const. 6/16/25 - 7/15/25	07/21/2025
224	LN Curtis & Sons	110-Fire Administration	Repairs/Maint-Buildings	\$ 214.89	INV949713	Fill whip w/o CGA SdptCssh2 models	05/19/2025
225	LN Curtis & Sons	110-Fire Administration	Repairs/Maint-EquipMachVehArt	\$ 2,302.95	INV962183	Annual Servicing Eagle Air Compressor station FY25	06/25/2025
226	LN Curtis & Sons	110-Fire Administration	Repairs/Maint-EquipMachVehArt	\$ 3,712.00	INV965046	MSA Flow Testing on 32 SCBA's for station 6-2-2025	06/30/2025
227	LN Curtis & Sons	110-Fire Administration	Equip/Mach/Furniture-Non-cap	\$ 164.00	INV966896	4-Handlelok-hold tools on engines KJ	07/09/2025
228	LN Curtis & Sons	110-Fire Administration	Equip/Mach/Furniture-Non-cap	\$ 2,000.39	INV968262	Gate Valve	07/15/2025
229	Lomco	120-Street Construction/Maint	Department Functional Supplies	\$ 1,124.38	033766-01	PG 58-28 Oil - ST	07/17/2025
230	Lube Refiners LLC	120-Service Center	Repairs/Maint-EquipMachVehArt	\$ 71.87	3916	PD109 - LOF service	07/19/2025
231	Lube Refiners LLC	120-Service Center	Repairs/Maint-EquipMachVehArt	\$ 71.87	3926	PD108 - LOF service	07/19/2025
232	Mark Galloway	100-Fire Administration	Uniforms/Clothing	\$ 148.40	220000049603	Running shoes for MGalloway 7-3-2025	07/03/2025
233	Michael Paxton Wadin	520-Sanitation	Contractual-Other	\$ 650.00	107	Tree Trimming in Alley	07/11/2025
234	Michael Paxton Wadin	520-Recycling	Contractual-Other	\$ 650.00	107	Tree Trimming in Alley	07/11/2025
235	Michelle Stevenson	100-Human Resources	Department Functional Supplies	\$ 350.00	SteWell25	FY 25 Wellness Program Reimbursement	07/24/2025
236	Midland Implement Co	540-Golf Course Admin/Super	Department Functional Supplies	\$ 11.04	303616002	GC fleet - harware (screws)	07/14/2025
237	Midland Implement Co	120-Service Center	Department Functional Supplies	\$ 170.99	305943001	PK49 - steering tie rods +frt	07/15/2025
238	Mike's Electric Inc	520-Landfill	Repairs/Maint-Buildings	\$ 285.00	34732	Checked Breaker Connections for Landfill Outages	07/14/2025
239	Mikka Pechacek	100-Human Resources	Department Functional Supplies	\$ 350.00	PecWell25	FY 25 Wellness Program Reimbursement	07/28/2025
240	Montana Dakota Utili	100-Fire Administration	Gas/Electric-Buildings	\$ 1,203.18	072525-MDU	06/04-07/15/25 Electric/Gas	07/08/2025
241	Montana Dakota Utili	100-Parks Supervision	Gas/Electric-Buildings	\$ 149.56	072525-MDU	06/04-07/15/25 Electric/Gas	07/08/2025
242	Montana Dakota Utili	110-Street Construction/Maint	Electric-Other	\$ 14,882.70	072525-MDU	06/04-07/15/25 Electric/Gas	07/08/2025
243	Montana Dakota Utili	500-Water Distribution	Gas/Electric-Buildings	\$ 598.97	072525-MDU	06/04-07/15/25 Electric/Gas	07/08/2025
244	Montana Dakota Utili	500-SAWS	Gas/Electric-Buildings	\$ 1,361.55	072525-MDU	06/04-07/15/25 Electric/Gas	07/08/2025
245	Montana Dakota Utili	100-Other General Govt Costs	Gas/Electric/Propane-Buildings	\$ 1,694.40	080125-MDU	06/09-07/18/25 Electric/Gas	07/11/2025
246	Montana Dakota Utili	100-Street Construction/Maint	Gas/Electric-Buildings	\$ 237.46	080125-MDU	06/09-07/18/25 Electric/Gas	07/11/2025
247	Montana Dakota Utili	100-Cemetery Administration	Gas/Electric-Buildings	\$ 167.75	080125-MDU	06/09-07/18/25 Electric/Gas	07/11/2025
248	Montana Dakota Utili	100-Parks Supervision	Gas/Electric-Buildings	\$ 468.73	080125-MDU	06/09-07/18/25 Electric/Gas	07/11/2025
249	Montana Dakota Utili	110-Street Construction/Maint	Electric-Other	\$ 1,013.48	080125-MDU	06/09-07/18/25 Electric/Gas	07/11/2025
250	Montana Dakota Utili	500-Water Distribution	Gas/Electric-Buildings	\$ 172.09	080125-MDU	06/09-07/18/25 Electric/Gas	07/11/2025
251	Montana Dakota Utili	500-SAWS	Gas/Electric-Buildings	\$ 159.01	080125-MDU	06/09-07/18/25 Electric/Gas	07/11/2025
252	Montana Dakota Utili	510-WW Collection	Gas/Electric-Buildings	\$ 49.69	080125-MDU	06/09-07/18/25 Electric/Gas	07/11/2025
253	Montana Dakota Utili	510-WW Treatment	Gas/Electric-Buildings	\$ 28.61	080125-MDU	06/09-07/18/25 Electric/Gas	07/11/2025
254	Motorola Solutions I	120-Information Technology	Technology Equipment	\$ 1,199.20	8282157460	Watchguard 8 slot Bodycam Transfer Station	07/02/2025
255	N-able Global	120-Information Technology	Software & Website Fees	\$ 8,571.60	4498040	N-Central, MSP, & Take Control 6/27/25-6/26/26	07/01/2025

REFERENCE	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
256	N-able Global	120-Information Technology	Software & Website Fees	\$ 17,728.80	4573319	N-Able Adlumin SIEM\MDR service 7/1/25-6/26/26	07/01/2025
257	Norco Inc	100-Gen Govt Bldg Maintenance	Department Functional Supplies	\$ 117.96	0044093096	Toilet paper - CH & public restrooms	07/16/2025
258	Norco Inc	500-Water Distribution	Department Functional Supplies	\$ 90.42	0044100680	roll towels, lens cleaner	07/17/2025
259	Norco Inc	120-Street Construction/Maint	Department Functional Supplies	\$ 81.49	0044101267	Toilet paper - ST	07/17/2025
260	Norco Inc	520-Recycling	Petroleum Products	\$ 253.16	0044149311	Forklift Propane for Recycling 07/23/25	07/23/2025
261	Norco Inc	520-Landfill	Department Functional Supplies	\$ 273.44	0044154858	(3) Paper Towels - Cases	07/24/2025
262	Norco Inc	100-Fire Administration	Office Supplies	\$ 208.24	0044167763	Multifold towels 4 Cases - station WD	07/25/2025
263	Office Shop	500-SWTP	Copier Supplies	\$ 17.31	319460	Ink usage - Canon/IRAC5535i-II-	06/30/2025
264	Office Shop	100-Police Administration	Copier Supplies	\$ 126.79	321009	Copier Overage Charges	07/18/2025
265	Office Shop	520-Solid Waste Administration	Copier Supplies	\$ 25.05	321261	Monthly Copy Charges	07/22/2025
266	Office Shop	120-Police Administration	Copier Supplies	\$ 33.70	321643	Copier Overage Charges 4/24/25-7/23/25	06/30/2025
267	Pace Analytical Serv	500-SWTP	Contractual-Other	\$ 125.00	255403230	Bac-T sample analysis invoicing- WY5601537	07/18/2025
268	Pace Analytical Serv	500-SWTP	Contractual-Other	\$ 598.40	255403351	Bac-T sample analysis invoicing- WY5600052	07/25/2025
269	Paraben Corporation	120-Police Administration	Software & Website Fees	\$ 1,199.00	50131	Paraben Subscription -PD 7/31/25-7/31/26	07/24/2025
270	Peacock's Handyman	100-Gen Govt Bldg Maintenance	Repairs/Maint-Buildings	\$ 100.00	1234	Repair door handle in finance office - CH	07/28/2025
271	Petty Cash	100-Service Center	Licenses/Fees/Permits- Other	\$ 141.00	063025-Petty Cah	Title/Plate Petty Cash	06/30/2025
272	Powder River Heating	520-Sanitation	Repairs/Maint-Buildings	\$ 200.60	SRVCE187177	Repaired AC Unit and Changed Filters	07/14/2025
273	Powder River Heating	520-Recycling	Repairs/Maint-Buildings	\$ 200.60	SRVCE187177	Repaired AC Unit and Changed Filters	07/14/2025
274	Powder River Heating	110-Street Construction/Maint	Repairs/Maint-Buildings	\$ 300.98	SRVCE187196	Repairs & service to CSC AC, capacitor replaced -	07/14/2025
275	Powder River Heating	120-Police Administration	Repairs/Maint-Buildings	\$ 210.00	SRVCE187302	Trblst broken A/C	07/17/2025
276	Powder River Heating	500-Water Distribution	Repairs/Maint-Buildings	\$ 70.00	SRVCE187321	Air conditioner repair - UM shop	07/17/2025
277	Powder River Heating	510-WW Collection	Repairs/Maint-Buildings	\$ 70.00	SRVCE187321	Air conditioner repair - UM shop	07/17/2025
278	Powder River Power C	510-WW Treatment	Department Functional Supplies	\$ 72.62	97243	Dry Pressure Gauge, Ball Bearing	07/15/2025
279	Powder River Power C	100-Service Center	Department Functional Supplies	\$ 99.51	97291	Gloves - SH	07/18/2025
280	Powder River Power C	500-SWTP	Department Functional Supplies	\$ 62.25	97310	Camlock fittings (x5)- SWTP	07/21/2025
281	Powder River Power C	520-Sanitation	Department Functional Supplies	\$ 266.69	97353	WC7002 - hyd hose & fittings	07/23/2025
282	Powder River Power C	100-Service Center	Department Functional Supplies	\$ 107.33	97354	Plug & cap kit - SH	07/23/2025
283	Powder River Power C	120-Service Center	Department Functional Supplies	\$ 60.00	97365	ST443 - pillow block bearing	07/24/2025
284	Powder River Power C	520-Sanitation	Department Functional Supplies	\$ 76.47	97388	WC713 - hyd hose, assy & fittings	07/25/2025
285	Range	100-Police Administration	Telecom Services	\$ 3,102.44	080125-Range	TeleCom 07/01-07/31/25	07/29/2025
286	Range	510-WW Treatment	Telecom Services	\$ 82.00	080125-Range	TeleCom 07/01-07/31/25	07/29/2025
287	RDO Equipment Co	520-Landfill	Software & Website Fees	\$ 5,600.00	S03415 R4	TANA, LF473 Carlson Command Software 7/1/25- 7/1/2	06/30/2025
288	Rick Czaplinski	100-Human Resources	Department Functional Supplies	\$ 350.00	RCzWell25	FY 25 Wellness Program Reimbursement	07/24/2025
289	Rocky Mountain Chapt	100-Police Administration	Travel/Training	\$ 395.00	12941	FBINAA Training - Koltiska - PD	07/28/2025
290	Rocky Mountain Disco	120-Police Administration	Department Functional Supplies	\$ 902.00	200448/2	AR Optic BDC reticle, scope mount , long gun light	07/21/2025
291	Rocky Mountain Drug	100-Human Resources	Contractual-Professional	\$ 525.00	7487	Occupational Testing	06/30/2025
292	ROCKY MOUNTAIN LANDS	500-Water Fund	Accounts Receivable	\$ 106.12	26258	UB 00661250 1145 WESTVIEW	07/22/2025
293	Rocky Mountain Perfo	100-City Administrator	Contractual-Professional	\$ 5,000.00	10-770	RMPEX Membership Jan-June 2026	07/17/2025
294	SAMUEL MILLER	500-Water Fund	Accounts Receivable	\$ 32.26	26261	UB 00018510 1349 RIDGEWAY	07/22/2025
295	Sarah Benavidez	100-Human Resources	Department Functional Supplies	\$ 315.00	BenWell25	FY 25 Wellness Program Reimbursement	07/24/2025
296	Scott Passini	100-Fire Administration	Uniforms/Clothing	\$ 75.00	951624	Radio Strap Custom for SPassini FY26 Clothing Allo	07/23/2025
297	Senior Citizens Coun	110-Rec/Senior Cntr Admin	Petroleum Products	\$ 8,394.83	June 2025	June 2025 fuel charges	06/30/2025
298	Servall Uniform & Li	100-Street Construction/Maint	Contractual-Other	\$ 315.37	1077988	Laundry and rug cleaning - ST	07/10/2025
299	Servall Uniform & Li	100-Fire Administration	Contractual-Other	\$ 40.84	1081043	Cleans rugs for SFR 7-17-2025	07/17/2025
300	Servall Uniform & Li	520-Sanitation	Contractual-Other	\$ 163.33	1083738	Rug Cleaning Bi-Weekly for Recycling Center	07/24/2025
301	Servall Uniform & Li	100-Street Construction/Maint	Contractual-Other	\$ 315.37	1083739	Laundry and rug cleaning - ST	07/24/2025
302	Servall Uniform & Li	520-Landfill	Contractual-Other	\$ 152.14	1083742	Rug Cleaning Bi-Weekly for Landfill	07/24/2025
303	Servall Uniform & Li	100-Police Administration	Contractual-Other	\$ 217.90	1083747	Rug Cleaning	07/24/2025
304	Sheridan Auto Parts	520-Sanitation	Department Functional Supplies	\$ 300.59	842097	WC78 - Air brake dryer	07/10/2025
305	Sheridan Auto Parts	120-Service Center	Tools	\$ 73.98	842107	Pinch-off pliers - SH	07/10/2025
306	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	\$ 16.25	842118	ST342 - Wheel spinner knob	07/10/2025

REFERENCE	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
307	Sheridan Auto Parts	510-WW Treatment	Tools	\$ 71.99	842611	Drive Ratchet 1/2 Inch	07/14/2025
308	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	\$ 201.99	842925	TS21 - Starter	07/15/2025
309	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	\$ 28.64	843078	PK278 - Coolant hose	07/16/2025
310	Sheridan Auto Parts	100-Service Center	Department Functional Supplies	\$ 34.50	843228	Washers - SH	07/17/2025
311	Sheridan Auto Parts	100-Service Center	Department Functional Supplies	\$ 139.36	843231	Brake parts cleaner, air chuck, gauge, washer, nut	07/17/2025
312	Sheridan Auto Parts	120-Service Center	Tools	\$ 20.99	843232	Wrench - SH	07/17/2025
313	Sheridan Auto Parts	520-Recycling	Department Functional Supplies	\$ 100.41	843842	RC27 - Body mirror	07/21/2025
314	Sheridan Auto Parts	500-Water Utility Admin	Department Functional Supplies	\$ 118.79	844067	UA269 - new battery +core chg	07/22/2025
315	Sheridan Auto Parts	510-Wastewater Administration	Department Functional Supplies	\$ 79.20	844067	UA269 - new battery +core chg	07/22/2025
316	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	\$ 141.74	844137	PK501 - Battery	07/22/2025
317	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	\$ 12.72	844337	FD525 - Oil filter & motor oil	07/23/2025
318	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	\$ 225.18	844390	FD215 - Brake rotor & brake pad	07/23/2025
319	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	\$ 109.99	844539	FD215 - Brake rotor	07/24/2025
320	Sheridan Auto Parts	100-Service Center	Department Functional Supplies	\$ 220.83	844575	Brake parts cleaner, shrink tubing, tarpstrap - SH	07/24/2025
321	Sheridan Auto Parts	520-Sanitation	Department Functional Supplies	\$ 53.99	844578	WC314 - 2 stud lamp with pigtail	07/24/2025
322	Sheridan Auto Parts	520-Sanitation	Department Functional Supplies	\$ 72.89	844579	WC703 - Purge valve	07/24/2025
323	Sheridan Auto Parts	520-Sanitation	Department Functional Supplies	\$ 300.59	844580	WC718 - Air brake dryer	07/24/2025
324	Sheridan Auto Parts	520-Recycling	Department Functional Supplies	\$ (55.56)	CR843070	Core deposit	07/16/2025
325	Sheridan Auto Parts	500-Water Utility Admin	Department Functional Supplies	\$ (10.80)	CR844077	Core deposit	07/22/2025
326	Sheridan Auto Parts	510-Wastewater Administration	Department Functional Supplies	\$ (7.20)	CR844077	Core deposit	07/22/2025
327	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	\$ (18.00)	CR844220	Core deposit	07/22/2025
328	Sheridan Commercial	510-WW Treatment	Office Supplies	\$ 144.37	262823	Printer Ink	06/18/2025
329	Sheridan Commercial	120-Street Construction/Maint	Department Functional Supplies	\$ 87.24	263407	marking paint - ST	07/14/2025
330	Sheridan Commercial	120-Street Construction/Maint	Department Functional Supplies	\$ 24.03	263431	Brass nipple, stop valve - ST	07/15/2025
331	Sheridan Commercial	500-SWTP	Department Functional Supplies	\$ 5.17	263453	Hose barb and bushings- SWTP	07/16/2025
332	Sheridan Commercial	100-Fire Administration	Office Supplies	\$ 89.91	263533	9 Volt Pro Batteries Dura12PK for station AFried	07/18/2025
333	Sheridan Commercial	520-Sanitation	Department Functional Supplies	\$ 15.43	263548	WC701 - hinges for canopy	07/18/2025
334	Sheridan Commercial	520-Sanitation	Department Functional Supplies	\$ 4.47	263606	WC314 - 2pk 9/16" OD cmp spring	07/22/2025
335	Sheridan County Cham	100-Mayor/Council	Travel/Training	\$ 50.00	89695	June Chamber Lunch	06/05/2025
336	Sheridan County Cham	100-Police Administration	Travel/Training	\$ 25.00	89695	June Chamber Lunch	06/05/2025
337	Sheridan County Hist	110-Museum Administration	Contractual-Other	\$ 10,000.00	FY25 GPET Qrt 3 & 4	FY25GPET \$5,000 Qu pymt	12/17/2024
338	Sheridan Econ-O-Wash	510-WW Treatment	Contractual-Other	\$ 48.00	21300	Laundry Services	07/01/2025
339	Sheridan Econ-O-Wash	510-WW Treatment	Contractual-Other	\$ 46.00	21359	Laundry Services	07/08/2025
340	Sheridan Econ-O-Wash	100-Service Center	Contractual-Other	\$ 34.00	21378	Laundry services - SH	07/14/2025
341	Sheridan Econ-O-Wash	100-Service Center	Contractual-Other	\$ 38.50	21438	Laundry services - SH	07/21/2025
342	Sheridan Econ-O-Wash	100-Service Center	Contractual-Other	\$ 24.50	21441	Laundry services - SH	07/21/2025
343	Sheridan Motor Inc	120-Service Center	Department Functional Supplies	\$ 72.46	32257	TS21 - wiring kit	07/21/2025
344	SHERIDAN PSYCHIATRY	500-Water Fund	Accounts Receivable	\$ 61.38	26263	UB 50000077 545 SHERIDAN	07/22/2025
345	Sherwin Williams	120-Signs	Department Functional Supplies	\$ 53.80	7825-6	Strainers	07/17/2025
346	Shift Calendars	100-Fire Administration	Office Supplies	\$ 461.57	07142025	Shift Calendars; 3 Shift Posters; 2 desk calendars	07/14/2025
347	SpyGlass Group LLC	100-Treasurer	Contractual-Other	\$ 1,232.88	28097	Consulting fees Savings on Voice/Data Services	07/28/2025
348	State of Wyoming	500-Water Utility Admin	Principal	\$ 34,977.67	CW154GR #7	CW154GR pymt #7	07/02/2025
349	State of Wyoming	510-Wastewater Administration	Principal	\$ 7,978.99	CW166 #7	CW166 pymt #7	07/02/2025
350	State of Wyoming	510-Wastewater Administration	Interest	\$ 1,637.81	CW166 #7	CW166 pymt #7	07/02/2025
351	State of Wyoming	510-Wastewater Administration	Principal	\$ 50,316.12	CW168 #6	CW168 pymt #6	07/02/2025
352	State of Wyoming	510-Wastewater Administration	Interest	\$ 11,083.65	CW168 #6	CW168 pymt #6	07/02/2025
353	State of Wyoming	510-Wastewater Administration	Principal	\$ 85,524.13	CW196 #1	CW196 pymt #1	07/02/2025
354	State of Wyoming	510-Wastewater Administration	Interest	\$ 11,060.61	CW196 #1	CW196 pymt #1	07/02/2025
355	State of Wyoming	500-Water Utility Admin	Principal	\$ 14,341.02	DW148 #10	DW148 pymt #10	07/02/2025
356	State of Wyoming	500-Water Utility Admin	Interest	\$ 2,551.84	DW148 #10	DW148 pymt #10	07/02/2025
357	State of Wyoming	500-Water Utility Admin	Principal	\$ 54,095.11	DW155GR #7	DW155GR pymt #7	07/02/2025

REFERENCE	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
358	State of Wyoming	500-Water Utility Admin	Principal	\$ 25,118.04	DW157 #6	DW157 pymt #6	07/02/2025
359	State of Wyoming	500-Water Utility Admin	Interest	\$ 5,159.13	DW157 #6	DW157 pymt #6	07/02/2025
360	State of Wyoming	500-Water Utility Admin	Principal	\$ 20,617.27	DW166 #9	DW166 pymt #9	07/02/2025
361	State of Wyoming	500-Water Utility Admin	Interest	\$ 3,425.27	DW166 #9	DW166 pymt #9	07/02/2025
362	State of Wyoming	500-Water Utility Admin	Principal	\$ 24,107.15	DW199 #7	DW199 pymt #7	07/02/2025
363	State of Wyoming	500-Water Utility Admin	Interest	\$ 4,948.84	DW199 #7	DW199 pymt #7	07/02/2025
364	State of Wyoming	500-Water Utility Admin	Principal	\$ 33,791.68	DW208 #6	DW208 pymt #6	07/02/2025
365	State of Wyoming	500-Water Utility Admin	Interest	\$ 14,805.46	DW208 #6	DW208 pymt #6	07/02/2025
366	State of Wyoming	500-Water Utility Admin	Principal	\$ 11,913.70	DW238 #1	DW238 pymt #1	07/02/2025
367	State of Wyoming	500-Water Utility Admin	Interest	\$ 3,032.09	DW238 #1	DW238 pymt #1	07/02/2025
368	State of Wyoming	500-Water Utility Admin	Principal	\$ 117,597.76	DW243 #1	DW243 pymt #1	07/02/2025
369	State of Wyoming	500-Water Utility Admin	Interest	\$ 13,743.49	DW243 #1	DW243 pymt #1	07/02/2025
370	State of Wyoming	500-Water Utility Admin	Principal	\$ 201,233.49	DW250 #1	DW250 pymt #1	07/02/2025
371	State of Wyoming	500-Water Utility Admin	Interest	\$ 26,024.72	DW250 #1	DW250 pymt #1	07/02/2025
372	State of Wyoming	500-Water Utility Admin	Principal	\$ 99,548.52	DW252 #1	DW252 pymt #1	07/02/2025
373	State of Wyoming	500-Water Utility Admin	Interest	\$ 14,033.88	DW252 #1	DW252 pymt #1	07/02/2025
374	State of Wyoming	500-Water Utility Admin	Principal	\$ 8,562.37	Pymt #14 DW101	Loan DW101 pymt #14	07/01/2025
375	State of Wyoming	500-Water Utility Admin	Interest	\$ 938.61	Pymt #14 DW101	Loan DW101 pymt #14	07/01/2025
376	STEPHEN MCMILLIN	500-Water Fund	Accounts Receivable	\$ 43.02	26262	UB 00037510 1425 RIDGEWAY	07/22/2025
377	Sue Goodman	100-Human Resources	Department Functional Supplies	\$ 350.00	GoodWell25	FY 25 Wellness Program Reimbursement	07/24/2025
378	Susan Jenn	100-Signs	Uniforms/Clothing	\$ 200.00	S.J Reimb June 25	work boots reimbursement - S Jenn - TS	06/30/2025
379	Swayne Redinger	100-General Fund	Build Permits/Inspections	\$ 1,434.00	B-25-161	Customer refund for overpaid permit B-25-161	07/09/2025
380	Team Laboratory Chem	120-Street Construction/Maint	Department Functional Supplies	\$ 305.00	INV0047605	Terminator II - Weed killer spray concentrate - ST	07/10/2025
381	Thatcher Company Inc	500-SWTP	Chemicals	\$ 11,972.00	2025100109665	Soda Ash-Dense 2000# sacks	07/08/2025
382	Tire Rama	510-WW Treatment	Department Functional Supplies	\$ 818.84	201 - 26054	Front Tires for Backhoe	07/09/2025
383	Tire Rama	520-Landfill	Repairs/Maint-EquipMachVehArt	\$ 1,137.90	201 - 26249	LF382 - retread (4) 11R22.5 tire casings	07/15/2025
384	Tire Rama	540-Golf Course Admin/Super	Repairs/Maint-EquipMachVehArt	\$ 177.39	201 - 26292	GC496 - R&R Turf Master tire	07/16/2025
385	Tire Rama	520-Recycling	Department Functional Supplies	\$ 130.88	201 - 26383	RC02 - new tire, ST225/75R15	07/18/2025
386	Tire Rama	520-Landfill	Repairs/Maint-EquipMachVehArt	\$ 320.00	201 - 26521	LF382 - tire installation (8)	07/22/2025
387	Tire Rama	120-Service Center	Repairs/Maint-EquipMachVehArt	\$ 745.00	201 - 26572	PD126 - rear brakes, tire repair & rotate	07/24/2025
388	Top Office Products	100-Fire Administration	Office Supplies	\$ 270.45	202612	Pkging & Scotch Tape; Spiral Notebooks; STIndex	07/28/2025
389	Top Office Products	100-Planning/Zoning	Office Supplies	\$ 12.64	203317	Coding labels - Planning	07/16/2025
390	Top Office Products	100-Fire Administration	Copier Supplies	\$ 144.09	203398	Copy Charge for July 2025 Admin/Station	07/21/2025
391	Torgerson's LLC	120-Service Center	Department Functional Supplies	\$ 431.86	3076746483	STL406 - filters +S&H	07/15/2025
392	Town of Lovell	100-Police Administration	Travel/Training	\$ 900.00	4456	Reg Thunder Ranch TECC Training - PD	07/16/2025
393	Trihydro Corporation	400-Street Construction/Maint	Cap Outlay-Land/Site Imprvmnts	\$ 1,013.25	0216629	Pavement Maint. - striping T&M thru 5/28/2025	07/23/2025
394	Trihydro Corporation	520-Landfill	Contractual-Professional	\$ 5,117.12	0216632	Semi-Annual Groundwater Reporting - June 2025	07/23/2025
395	Trihydro Corporation	400-Water Distribution	Cap Outlay-Infrastructure	\$ 718.50	0216727	Water Crossing - Prof. Svcs. 6/1/25 - 6/28/25	06/30/2025
396	TWS Trucking Service	520-Landfill	Contractual-Other	\$ 800.00	2805	Hauled Tires for Recycling 07/08/25	07/14/2025
397	Tyler Technologies I	400-Treasurer	Cap Outlay-Equip/MachVehicles	\$ 1,240.00	045-531086	HMR Project Mgmt 7/14/2025	07/19/2025
398	Van Diest Supply Com	530-Weed/Pest Administration	Chemicals	\$ 357.50	242496	Tordon for Weed and Pest	06/30/2025
399	Van Diest Supply Com	530-Weed/Pest Administration	Chemicals	\$ 1,450.00	242498	Milestone for Weed and Pest	06/30/2025
400	VRM Inc	520-Landfill	Repairs/Maint-EquipMachVehArt	\$ 250.00	3708	Pumped Levels on Leachate Well Pumps	07/07/2025
401	VRM Inc	520-Landfill	Repairs/Maint-EquipMachVehArt	\$ 528.38	3725	LF476 - R&R carburetor on fire sup sys	07/14/2025
402	VRM Inc	520-Landfill	Repairs/Maint-EquipMachVehArt	\$ 976.13	3739	LF401 - 500 hr service & samples	07/14/2025
403	VRM Inc	520-Landfill	Repairs/Maint-EquipMachVehArt	\$ 1,435.00	3741	LF476 - repaired damaged adapter plates	07/21/2025
404	WAM	100-Mayor/Council	Memberships	\$ 24,759.00	18362	WAM Dues FY26 7/1/25-6/30/26	07/07/2025
405	Water Products & Sol	520-Landfill	Food	\$ 43.75	13384072425	(5) Water 5-Gallon Bottles 07/24/25	07/24/2025
406	Wes Dobrenz	100-Fire Administration	Uniforms/Clothing	\$ 61.47	105650	Work Gloves for WDobrenz 7-8-2025	07/08/2025
407	Western Water Consul	400-Street Construction/Maint	Cap Outlay-Site Improve - Depr	\$ 4,502.75	240360010	12th St. Realignment - CA thru 5/31/2025	06/30/2025
408	Wex Bank	100-Service Center	Petroleum Products	\$ 16.08	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025

REFERENCE	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
409	Wex Bank	120-Service Center	Petroleum Products	\$ 5,514.36	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
410	Wex Bank	120-Service Center	Petroleum Products	\$ 1,035.80	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
411	Wex Bank	120-Service Center	Petroleum Products	\$ 4,148.65	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
412	Wex Bank	120-Service Center	Petroleum Products	\$ 42.86	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
413	Wex Bank	120-Service Center	Petroleum Products	\$ 1,036.87	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
414	Wex Bank	120-Service Center	Petroleum Products	\$ 45.41	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
415	Wex Bank	120-Service Center	Petroleum Products	\$ 268.74	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
416	Wex Bank	120-Service Center	Petroleum Products	\$ 91.41	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
417	Wex Bank	120-Service Center	Petroleum Products	\$ 586.98	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
418	Wex Bank	500-Water Utility Admin	Petroleum Products	\$ 168.34	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
419	Wex Bank	500-Source of Supply	Petroleum Products	\$ 347.87	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
420	Wex Bank	500-Water Distribution	Petroleum Products	\$ 1,391.75	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
421	Wex Bank	500-SWTP	Petroleum Products	\$ 630.14	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
422	Wex Bank	500-BGWTP	Petroleum Products	\$ 189.78	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
423	Wex Bank	510-Wastewater Administration	Petroleum Products	\$ 112.22	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
424	Wex Bank	510-WW Collection	Petroleum Products	\$ 927.84	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
425	Wex Bank	510-WW Treatment	Petroleum Products	\$ 548.20	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
426	Wex Bank	520-Sanitation	Petroleum Products	\$ 7,795.49	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
427	Wex Bank	520-Recycling	Petroleum Products	\$ 5,069.82	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
428	Wex Bank	520-Landfill	Petroleum Products	\$ 385.51	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
429	Wex Bank	530-Weed/Pest Administration	Petroleum Products	\$ 469.05	106140199	Fuel - 6/23/25 - 7/22/25	07/23/2025
430	Willscot Mobile Mini	400-Landfill	Cap Outlay-Land/Site Imprvmnts	\$ 1,871.50	9024233116	LRCM misc. - 44x12 mobile office rental	07/25/2025
431	Winsupply of Sherida	510-WW Treatment	Department Functional Supplies	\$ 20.16	526229 01	30 psi Gauge, 4MIP Adaptor	07/08/2025
432	Wyoming Isn't Real	100-Fire Administration	Uniforms/Clothing	\$ 100.00	072125	Leather Helmet Fronts-PJurgens	07/21/2025
433	Wyoming Regional EMS	110-Medical Services	Contractual-Professional	\$ 12,854.70	1127	FY25 Ambulance Services	06/30/2025
434	Yonkee & Toner LLP	100-Court	Contractual-Professional	\$ 750.00	37	Judge Kessner Fees June 25	06/30/2025



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan, Wyoming 82801
Ph (307) 674-6483

Attorney

MEMORANDUM

RE: Consideration of the Second Reading of Ordinance 2294 - Amending City Code Article 2-VII, Capital Equipment Reserve and General Fund Reserve - City Attorney Brad Thimmesch

From: Brad Thimmesch, City Attorney
To: City Council
CC: City Administrator Stuart McRae
Date: 07/21/2025

Background:

Please see attached memo

Attachments

Memo re: Ord 2294
Ord. No 2294 Revised
Resolution 17-14
Proposed Resolution 23-25

JAY A. GILBERTZ
KENDAL R. HOOPES
KEVIN K. KESSNER
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MEMORANDUM

To: City of Sheridan
From: Brad Thimmesch
Subject: General Equipment Reserve and General Fund Reserve
Date: July 8, 2025

Mayor and Council,

Both the General Fund Reserve and a Fleet Reserve have come up a few times at Council meetings. Currently, there is a City Code for each of these reserves and a resolution for the General Fund Reserve. As brought up by the Governing Body, City staff do want to clean up the current policies for these reserves and propose the following changes as represented by the proposed Ordinance No. 2294.

Before going into the specific reserves, I do want to provide some background. Wyo. Stat. § 16-4-105 regulates both of these reserves:

(a) A municipality may accumulate retained earnings in any enterprise or intragovernmental service fund or accumulate a fund surplus in any other fund. With respect to the general fund the accumulated fund balance may be used to meet any legal obligation of the municipality or to:

(ii) Provide a reserve to meet emergency expenditures.

(b) A municipality may appropriate funds from estimated revenue in any budget year to a reserve for capital improvements and for depreciation within any capital improvements fund, and for the purpose of purchasing or replacing specified equipment or a depreciation reserve for equipment, which has been duly established by ordinance. Money in the reserves may be allowed to accumulate from year to year until the accumulated total is sufficient to permit economical expenditure for the specified purposes. Disbursements from reserves shall be made only by transfer to a revenue account within a capital improvements fund pursuant to an appropriation for the fund. The amount appropriated to reserves under this subsection in any budget year shall not exceed ten percent (10%) of the municipality's total revenues for that budget year.

Additionally, you will notice that Wyo. Stat. § 16-4-105(b) outlines how a reserve works. A reserve is not and cannot be a Fund, but it is an "account" within a Fund. When the City wants to use money from a reserve the money must first be transferred to an appropriate "revenue account" that is also within a Fund. Then from this revenue account, the money can be used.

I. Capital Equipment Reserve

Currently, City Code 2-91 – General Fixed Assets Replacement Reserve Fund provides:

A general fixed assets replacement reserve fund is created and established which will be used only as a depreciation reserve fund for purchase of equipment accounted for in the general fixed assets fund or transferred to a capital improvements fund for funding additions and replacements to general fixed assets. Annually the city treasurer will report to the city council on the adequacy of the general fixed assets replacement reserve fund as to fund replacements for the next thirty years.

I do not believe this “Reserve Fund” is currently being used or if it ever has been. Additionally, this current Reserve Fund can be used for any fixed asset such as buildings, equipment, vehicles, infrastructure, and fixtures.

The new proposed City Code 2-91 – Capital Equipment Reserve provides:

The Capital Equipment Reserve is created and established for the purpose of accumulating and maintaining funds to be used only for the maintenance, purchase, or replacement of equipment. The amount of revenue appropriated to the Capital Equipment Reserve for a fiscal year shall not exceed ten percent (10%) of the City's total revenues for that fiscal year.

The proposed updates clarify that this is a reserve “account” and not a Fund. Additionally, as discussed by the Governing Body, this reserve is only for accumulating and maintaining funds for the sole purpose of being used for our fleet and equipment. The reserve will be maintained within the City’s General Fund and from there, the money can be transferred to any revenue account to purchase approved parts, equipment, or vehicles needed for the City.

II. General Fund Reserve

Currently, there are two (2) policies for a general reserve, City Code 2-92 and Resolution 17-14.

City Code 2-92 – General Cash Reserve Fund provides:

A general cash reserve fund is created and established which will be used only to finance expenditures from the beginning of the budget year until general property taxes and other revenues are collected and to meet emergency expenditures. Amounts will be added annually to the reserve until the reserve is ten percent of the general fund's operating budget. When needed, transfers will be made to the general fund. If needed to meet emergency expenditures the general cash reserve fund will be replenished from the general fund in subsequent budgets as soon as the budget allows. Interfund loans per Section 16-4-117 of the Wyoming State Statutes can be made from the general cash reserve fund to fund unforeseen expenses. The general cash reserve fund will be replenished from the appropriate fund in subsequent budgets as soon as the fund's budget allows.

Resolution 17-14 is provided with this memo for your review.

You will notice that both of these policies together can be contradictory and confusing. City Code 2-92 provides that the reserve can only be used from the beginning of the budget year until revenues are collected and it only needs to be ten percent (10%) of the General Fund's operating budget. Resolution 17-14 provides the reserve should be maintained at an amount equivalent to six (6) months of annual General Fund expenses and shall only be reduced below three (3) months in extreme emergency circumstances. This Resolution also provides additional regulations on how and for what the reserve funds can be used.

The new proposed City Code 2-92 General Fund Reserve provides:

- (a) The General Fund Reserve is created and established for the purpose of accumulating and maintaining funds to be used for emergency expenditures. The balance of the General Fund Reserve shall be maintained at twenty-five percent (25%) of the General Fund's expenditures for that fiscal year. If the balance of the General Fund Reserve is below twenty-five percent (25%) of the General Fund's expenditures, then funds shall be added annually to the General Fund Reserve, as the budget allows, until the General Fund Reserve's balance is twenty-five percent (25%) of the General Fund's expenditures.
- (b) Any transfers from the General Fund Reserve that will decrease the balance below twenty-five percent (25%) of the General Fund's expenditures must be for emergency expenditures and approved by the Governing Body.
- (c) Any transfers from the General Fund Reserve that will not decrease the balance below twenty-five percent (25%) of the General Fund's expenditures must be approved by the Governing Body.
- (d) Interfund loans, pursuant to Wyo. Stat. Section 16-4-117, can be made from the General Fund Reserve to fund unforeseen expenses.

City Staff, after talking with our auditors and other Wyoming cities, have determined that maintaining a reserve at 25% of the General Fund's expenditures provides enough funding to maintain the City's operations in an emergency. The proposal also clearly defines when and how the City can use these reserve funds. If the proposed expense keeps the reserve at or above 25%, then only the approval of the Governing Body is required. However, if the proposed expense drops the reserve below 25%, then the proposed expense must be for an emergency and approved by the Governing Body. This also means that the Governing Body has the discretion to determine whether or not the proposed expense is an emergency.

Additionally, because Resolution 17-14 will still contradict and may confuse the process with this new proposed policy for the General Fund Preserve, City Staff will be bringing forward the included proposed resolution for revoking Resolution 17-14 on the third and final reading of Ordinance No. 2294.

If you have any questions or concerns, please let me know.

YONKEE & TONER, LLP

Brad Thimmesch

Brad M. Thimmesch

**CITY OF SHERIDAN
ORDINANCE NO. 2294**

AN ORDINANCE AMENDING AND RESTATING SHERIDAN MUNICIPAL CODE ARTICLE 2-VII – GENERAL FIXED ASSETS REPLACEMENT RESERVE AND CASH RESERVE FUNDS.

WHEREAS, City staff and the Governing Body have identified the need for updating and revising the City’s reserves.

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

Article 2-VII of the Code of the City of Sheridan, Wyoming is hereby amended and restated in its entirety to read as follows:

Article 2-VII – Capital Equipment Reserve and General Fund Reserve

2-91 - Capital Equipment Reserve

The Capital Equipment Reserve is created and established for the purpose of accumulating and maintaining funds to be used only for the maintenance, purchase, or replacement of equipment. The amount of revenue appropriated to the Capital Equipment Reserve for a fiscal year shall not exceed ten percent (10%) of the City's total revenues for that fiscal year.

2-92 - General Fund Reserve

- (a) The General Fund Reserve is created and established for the purpose of accumulating and maintaining funds to be used for emergency expenditures. The balance of the General Fund Reserve shall be maintained at twenty-five percent (25%) of the General Fund's expenditures for that fiscal year. If the balance of the General Fund Reserve is below twenty-five percent (25%) of the General Fund's expenditures, then funds shall be added annually to the General Fund Reserve, as the budget allows, until the General Fund Reserve's balance is twenty-five percent (25%) of the General Fund's expenditures.
- (b) Any transfers from the General Fund Reserve that will decrease the balance below twenty-five percent (25%) of the General Fund's expenditures must be for emergency expenditures and approved by the Governing Body.
 - (1) Prior to the approval of any transfer from the General Fund Reserve under this subsection (b) that will decrease the balance below twenty-five percent (25%) of the General Fund’s expenditures, the City Administrator or their delegee shall present to the Governing Body the proposed emergency expenditure, why said emergency expenditure is an emergency, and why the City does not have the funds to support said emergency expenditure without the aid of the General Fund Reserve. Additionally, the City Administrator or their delegee shall present a proposed plan to replenish the General Fund Reserve back to the required balance.
 - (2) The following may be considered an emergency expenditure:
 - (i) Expenditures that result from a temporary decrease in the City’s revenues that will prevent the City from being able to perform or fund necessary operations;
 - (ii) Expenditures that result from a temporary decrease in the City’s revenues that will prevent the City from being able to perform or fund necessary upkeep, maintenance, repairs, or replacement of the City’s property;
 - (iii) Unexpected expenditures necessary for the upkeep, maintenance, repairs, or replacement of the City’s property;

- (iv) Expenditures necessary in the case of floods, winter weather events, or other natural disasters;
 - (v) Expenditures necessary for the public peace, health, safety, or welfare;
 - (vi) Expenditures necessary for the City's employee salaries, wages, and/or benefits so long as such expenditures are supported by a sustainable financial plan; or
 - (vii) Any other expenditure that the Governing Body determines to be for an emergency.
- (c) Any transfers from the General Fund Reserve that will not decrease the balance below twenty-five percent (25%) of the General Fund's expenditures must be approved by the Governing Body.
- (d) Interfund loans, pursuant to Wyo. Stat. Section 16-4-117, can be made from the General Fund Reserve to fund unforeseen expenses.

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.

RESOLUTION 17-14

A RESOLUTION Adopting the General Fund Reserve Policy for the City of Sheridan

WHEREAS, past experience has shown the City of Sheridan experiences fluctuations of revenues; and

WHEREAS, well run municipal governments judiciously prepare for both boom and bust economic conditions by setting aside funds over time; and

WHEREAS, the primary objectives are to increase reserves to plan for contingencies and to maintain adequate reserves to preserve a good credit rating; and

WHEREAS, City staff has briefed the Council and the Council desires to provide direction to current and future staff through the formal adoption of the General Reserve Fund Policy.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the City of Sheridan hereby directs the following General Fund Reserve Policy be adopted as follows:

GENERAL FUND RESERVE POLICY

I. POLICY:

The City of Sheridan shall increase, and then maintain, a General Fund Reserve equivalent to six months of the annual General Fund expense and shall only be reduced below three months in extreme emergency circumstances.

II. OBJECTIVE:

To achieve the policy stated above proposed budgets shall be presented to council for adoption that will, over time, elevate the General Fund Reserve to the six month reserve amount.

The primary objectives, in priority order, of the City of Sheridan reserve shall be:

- i. Plan for contingencies: such as funding for extreme events, local events, revenue declines, and unanticipated expenditures of a non-recurring nature or realizing unexpected opportunities for growth.
- ii. Maintain an adequate level of reserves to maintain good standing credit rating.

III. DEFINITION OF GENERAL FUND RESERVES:

The calculation of General fund reserves, made up of Non-spendable, Restricted, Committed and Assigned Fund Balances, shall include all general fund revenues included each budget year, less the expenditures for the year, and shall exclude revenues restricted to specific uses such as One Cent optional sales/use taxes, Capital Facilities optional sales/use taxes or funds appropriated to local governments by other entities where use of those funds has been restricted, such as state supplemental funding. The level of reserves identified in Section I above refers to General Fund expenditures.

IV. DEFINITIONS OF FUND BALANCE:

Per GFOA Financial Policies chapter 4 fund balance is the difference between assets and liabilities in a governmental fund. A portion of fund balance can be non-spendable (fixed assets), restricted (grants), committed (encumbered), assigned (to balance budget), and unassigned. Further the definition of fund balance within the Wyoming State Statutes is the excess of liabilities, reserves and contributions over fund asset, as reflected by a municipality's books of account.

- i. **Non-spendable fund balance**: Fund balance in this category is *inherently non-spendable*, such as the long-term portion of loans receivable, fixed assets, and inventories.
- ii. **Restricted fund balance**: *Externally enforceable limitation* on the use of fund balance, imposed by parties such as creditors, grantors, or laws or regulations of other governments.
- iii. **Committed fund balance**: This encompasses limitation *imposed by the government on itself* at its highest level of decision making (resolution).
- iv. **Assigned fund balance**: This category is for the portion that *is earmarked for an intended use*. It could be used to offset a gap in the budget stemming from decline in revenues or a portion could be assigned to pay for an upcoming special project.
- v. **Unassigned fund balance (UFB)**: This is the *remainder* when items i through iv are considered at the end of the fiscal year.

V. APPROVED RESERVES USES

City Council approval, as stated in the Section II, is required to use reserves. It is the responsibility of the department heads to:

- i. Present a balanced budget to the Mayor and Council for adoption each budget period.
- ii. Report to the Mayor and City Council during the fiscal year if the revenues will not support expenditures for the year
- iii. If General Fund Reserves are to be used in response to V (ii) in this section:
 - a. A report to Mayor and Council on a recommendation for use of reserves to complete the fiscal year limited to fund:
 - i. Temporary decreased revenues such as the City's share of taxes and royalties.
 - ii. Unexpected facility repairs or replacements
 - iii. Emergency expenditures in the case of floods, winter weather events, or other natural disasters
 - b. Propose a plan to replenish the targeted fund balances within one to three years of use.
- iv. Reserves shall not be used for employee salaries, wages and/or benefits where not supported by a sustainable financial plan

VI. USE OF UNASSIGNED FUND BALANCE:

Once the minimum annual contribution to the General Fund Reserve has been met any additional use of Unassigned Fund Balance shall be used for the following prioritized uses:

- i. Prepay existing debt
- ii. New expenditures of one time uses that achieve future operating cost reductions.
- iii. Replenish reserves or increase amounts held in reserve above level in Section I above.

VII. ADDITIONS TO GENERAL FUND RESERVES:

Annually, at a minimum, \$100,000 of Unassigned Fund Balance shall be placed into the General Fund Balance until such time as the General Fund Reserve has been met as stated in Section 1 above. This is a budgeted item each budget period, either each fiscal year or biannually.

VIII. RATIONALE FOR RESERVE POLICY

i. RESERVE LEVEL DETERMINATION:

Government Finance Officers Association (GFOA) is the premier authority on governmental finance in the United States. The GFOA Financial Policies chapter 4 recommends a minimum of two months of general fund reserves. The GFOA also recognizes each city's risk factors should be taken into consideration when establishing the reserves policy to allow for included extreme events, revenue stability, expenditure volatility, leverage, liquidity, other funds, and growth. Well run Wyoming first class cities all have between three and six month's reserves.

The City of Sheridan has identified the following, but not limited to, risks and economic indicators to be considered when making recommendations' for annual/biannual budgets, use of the General Fund Reserves and modifications to the General Fund Reserve Policy stated in Section I.

- Sales and Use Tax Volatility
- State Funding Uncertainty
- State Pensions Liabilities
- Health Care Costs
- Inflation/Deflation or other national trends.
- Building Permit Activity
- State and Local Employment Statistics
- CREG Report
- Economic Index's
- Gasoline Taxes

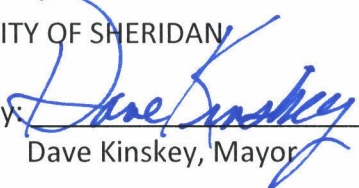
ii In light of all the known current and future expenditure risks coupled with uncertain/volatile revenue streams, it is prudent to achieve a General Fund Reserve of six months of expenditures as stated in Section 1 above.

IX. REVIEW OF RESERVES:

A reassessment of the risk/opportunities will be done during budget, or when sudden changes occur, to assess any necessary changes. If the assumptions for risk have changed, the level for the reserve will be reviewed and may be adjusted accordingly.

PASSED, APPROVED AND ADOPTED this 7th day of April, 2014.

CITY OF SHERIDAN

By: 

Dave Kinsley, Mayor





Scott Badley, City Clerk/Interim Treasurer

**CITY OF SHERIDAN
RESOLUTION 23-25**

A RESOLUTION REVOKING RESOLUTION 17-14, GENERAL FUND RESERVE POLICY

WHEREAS, the Governing Body previously adopted Sheridan City Code Section 2-92 – General Cash Reserve Fund by Ordinance No. 1967, which provides the policy for managing the General Cash Reserve Fund;

WHEREAS, the Governing Body amended and restated City Code Section 2-92 by Ordinance No. 2294, which changed the name of the reserve to General Fund Reserve and updated the policy;

WHEREAS, the Governing Body previously adopted General Fund Reserve Policy by Resolution 17-14, which provided the policy for managing the General Fund Reserve;

WHEREAS, the policy outlined in Ordinance No. 2294 and the policy outlined in Resolution 17-14 are different and may cause complications when dealing with the General Fund Reserve; and

WHEREAS, because the two (2) different policies may cause complications when dealing with the General Fund Reserve and the newly adopted Ordinance No. 2294 represents the City's current intent for this reserve, the Governing Body wishes to revoke Resolution 17-14, General Fund Reserve Policy.

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

For the reasons stated above, the Governing Body hereby revokes, in its entirety, Resolution 17-14, General Fund Reserve Policy, which was adopted on or around April 7, 2014.

PASSED, APPROVED AND ADOPTED this ____ day of _____ 20__.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Ashlee Foster, City Clerk



CITY OF SHERIDAN, WYOMING

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

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

Clerk

MEMORANDUM

RE: Discussion of Resolution 21-25 - GPET Application Process - City Clerk, Ashlee Foster
From: Ashlee Foster, City Clerk
To: City Council
CC: City Administrator Stuart McRae
Date: 08/04/2025

Background:

The current General Purpose Excise Tax (GPET) Annual Application Policy, outlined in Resolution 49-23, was originally adopted in 2020 and amended in 2023 to guide applicants through the City's GPET funding process. During the Fiscal Year 2026 application cycle, staff recognized a need to simplify the timeline and reduce redundancy across policy documents. Many of the updates - like clearer expectations and revised requirements - were already implemented during the most recent application process. Resolution 21-25 serves to formalize those updates and combine everything into one clear, streamlined document to help ensure a consistent and transparent process for both applicants and staff.

Note: Eligibility remains unchanged: only non-profit and governmental organizations may apply.

Discussion:

Resolution 21-25 includes updates to the General Purpose Excise Tax (GPET) Annual Application Policy. While many of the core requirements remain the same, the revised resolution introduces a few key changes aimed at improving accountability and setting clearer expectations for both the City and funding recipients.

Key additions in Resolution 21-25 include:

- **Public Benefit Requirement:** Applicants must now include an explanation of the public purpose or benefit associated with the use of GPET funds. This language, as well as the specified scope of services, are then outlined in the GPET Service Agreement.
- **Defined Legal Terms:** The resolution includes more specific language regarding fund guarantee and forfeiture, clarifying that funds are not guaranteed until the GPET Service Agreement is fully executed after the approval of the applicable fiscal year budget.
- **Streamlined Reporting:** The prior two-report structure has been consolidated into a single annual Fiscal Year Performance and Financial Report due February 15.
- **Mandatory Presentations:** Recipients are now required to present at least once per fiscal year to the City Council on how their GPET funds are being used. While these presentations have been standard practice for some time, they have not been required. This requirement will serve as an additional point of transparency for the use of GPET funds and how those funds benefit the community.
- **Refined Timeline:** A revised timeline introduces clearer milestones and deadlines to support a more transparent and consistent application process.

Modifications Made Since July 28th Study Session

- Resolution 21-25 has been updated to re-implement the requirement of a Year End Report, in addition to the

Feb 15th Report. A notice will be sent out to current GPET Recipients upon Resolution approval regarding reporting requirements.

- The Year-End Report will include the original organizational budget submitted with the application, comparing projected figures to actual expenditures to assess end-of-year performance and identify future budgetary needs.
- Reports Attached: draft versions of the Application, February report and End of Year report have been attached for reference and review
- Service Agreement Attached: The most recent draft of the Service Agreement has been attached for reference and review for future funding years

Funding:

There are no changes to funding levels or the City's adopted budget as a result of this resolution.

Attachments

Resolution 49-23 (Current)

2023 Application Policy (Current)

Resolution 21-25 (Proposed & Revised)

GPET Application (Current)

GPET Application (Draft)

Feb 15 Report (Draft)

End of Year Report (Draft)

Service Agreement (Draft)

Resolution 49-23

ONE CENT EXCISE TAX (GPET) ANNUAL APPLICATION POLICY

WHEREAS, the City Governing Body adopted two policies on October 19, 2022 governing the General Purpose Excises Tax: (1) General Purpose Excise Tax (GPET) Annual Application Policy and (2) General Purpose Excise Tax Policy; and

WHEREAS; this Resolution shall replace the General Purpose Excise Tax (GPET) Annual Application Policy adopted on or about October 19, 2020;

WHEREAS, this Resolution shall not amend the General Purpose Excise Tax Policy which remains in full force and effect.

NOW THEREFORE, THE CITY GOVERNING BODY HEREBY ADOPTS THE FOLLOWING POLICY:

1. GPET funds for outside groups shall be governed by the General Purpose Excise Tax Policy.
2. Only non-profit and governmental entities are eligible to apply for GPET funds.
3. Applications for GPET Funds must be completed annually.
4. The Governing Body will determine the amount of GPET funds to be distributed to outside groups.
5. Staff will review applications for completeness.
6. Staff will provide completed applications to the Governing Body.
7. The Governing Body will determine which applicants will receive funding based on the intended use of funds and the Governing Body priorities and needs of the City.
8. Recipients will be required to enter into General Purpose Excise Tax Agreement with the City.
9. Payments to recipients will be disbursed quarterly.
10. Recipients must submit a Semi-Annual Performance and Financial Report by January 15.
11. Recipients must submit an Annual Performance and Financial Report by July 15.
12. Semi-annual and annual reports not submitted on time may result in the withholding of future disbursements.
13. Unspent funds at the end of the fiscal year shall revert to the contingency account for future re-allocation.
14. The following timeline shall apply to the application process:
 - a. September 1- September 20 - Advertise availability of GPET applications
 - b. September 1- September 30- Distribute applications and accept questions from applicants
 - c. October 1 - October 7 - Prepare answers for dissemination to applicants
 - d. October 1- October 31- Complete and submit applications by applicants
 - e. November 1- November 30 - Review applications for completeness
 - f. December 1 – March 1 - Governing Body evaluates applications

- g. 2nd March Meeting- Governing Body determines recipients and amounts
- h. April 1 - Staff distributes agreements to recipients
- i. May 1 - Recipients return signed agreements to City
- j. May 15 - Agreements executed by the Mayor

PASSED, ADOPTED AND APPROVED NOVEMBER 6th, 2023.

CITY OF SHERIDAN, WYOMING



Richard Bridger, Mayor

ATTEST:



Cecilia Good, City Clerk



City of Sheridan
General Purpose Excise Tax (GPET) Annual Application Policy

The purpose of this policy is to establish procedures and guidelines for outside entities applying for General Purpose Excise Tax (GPET) funds.

1. GPET funds for outside groups shall be governed by the General Purpose Excise Tax Policy.
2. Only non-profit and governmental entities are eligible to apply for GPET funds.
3. Applications for GPET Funds must be completed annually.
4. The Governing Body will determine the amount of GPET funds to be distributed to outside groups.
5. Staff will review applications for completeness.
6. Staff will provide completed applications to the Governing Body.
7. The Governing Body will determine which applicants will receive funding based on the intended use of funds and the Governing Body priorities and needs of the City.
8. Recipients will be required to enter into General Purpose Excise Tax Agreement with the City.
9. Payments to recipients will be disbursed quarterly.
10. Recipients must submit a Semi-Annual Performance and Financial Report by January 15.
11. Recipients must submit an Annual Performance and Financial Report by July 15.
12. Semi-annual and annual reports not submitted on time may result in the withholding of future disbursements.
13. Unspent funds at the end of the fiscal year shall revert to the contingency account for future re-allocation.
14. The following timeline shall apply to the application process:
 - a. September 1 – September 20 – Advertise availability of GPET applications
 - b. September 1 – September 30 – Distribute applications and accept questions from applicants
 - c. October 1 – October 7 – Prepare answers for dissemination to applicants
 - d. October 1 – October 31 – Complete and submit applications by applicants
 - e. November 1 – November 30 – Review applications for completeness
 - f. December 1 – March 1 – Governing Body evaluates applications
 - g. 2nd March Meeting – Governing Body determines recipients and amounts
 - h. April 1 – Staff distributes agreements to recipients
 - i. May 1 – Recipients return signed agreements to City
 - j. May 15 – Agreements executed by the Mayor

Approved: October 19, 2020

Amended: November 6, 2023

**CITY OF SHERIDAN
RESOLUTION 21-25**

**A RESOLUTION OUTLINING THE ONE CENT GENERAL PURPOSE EXCISE TAX (GPET)
ANNUAL APPLICATION POLICY**

WHEREAS, The Governing Body previously adopted the City of Sheridan General Purpose Excise Tax (GPET) Annual Application Policy on or about October 19, 2020, by Resolution 49-23, and Amended November 6, 2023;

WHEREAS, The City desires to have consistent General Purpose Excise Tax (“GPET”) application (“GPET Application”) regulations and processes that prioritizes clear and open communication, fosters trust, and ensures information is readily available to the general public; and

WHEREAS, The Governing Body wishes to revoke the General Purpose Excise Tax (GPET) Annual Application Policy adopted on or about October 19, 2020, and Amended November 6, 2023, and adopt a new GPET Application policy.

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

The Governing Body hereby revokes the General Purpose Excise Tax (GPET) Annual Application Policy adopted on or about October 19, 2020, by Resolution 49-23, and Amended November 6, 2023, and hereby adopts the following regulations and processes for the GPET Application:

1. Only Non-Profit and Governmental Entities are eligible to apply for GPET funding.
2. GPET Applications for GPET funds must be completed annually. Receiving funding in one year does not guarantee funding in subsequent years.
3. All GPET Applications shall include the public purpose or benefits provided by the applicant, what the GPET funding will be used for if approved, and how the intended use of the GPET funding is a benefit to the public.
4. The Governing Body will determine how much GPET funding each applicant will receive, if any, based on the GPET Application, the priorities of the Governing Body, and the needs of the City. The Governing Body has the sole discretion to approve or deny any GPET Applications and determine how much, if any, GPET funding an applicant will receive.
5. Applicants approved to receive GPET funding by the Governing Body are required to enter into a GPET Service Agreement with the City. This agreement will clearly outline the scope of services and intended use of GPET funds as provided in the GPET Application. If an approved applicant fails to execute or timely execute the GPET Service Agreement, then the approved applicant shall have forfeited their rights, if any, to the approved GPET funds. Furthermore, the City does not guarantee the approved GPET funding until after both parties execute the GPET Service Agreement.
6. Approved GPET funds will be dispersed quarterly, unless otherwise and mutually agreed upon by the parties.
7. Recipients of GPET funding will be invited to present to the Governing Body during the fiscal year to share how their GPET funds have been utilized and the impact the GPET funds have had on the community.
8. Recipients of GPET funding shall submit a Performance and Financial Report by February 15th of the fiscal year they received the GPET funds. The Performance and Financial Report may be reviewed as part of the evaluation process and can be used to consider future GPET funding allocations.
9. Recipients of GPET funding shall submit a Fiscal Year End Report by July 15th of the next fiscal year. The Fiscal Year End Report may be reviewed as part of the evaluation process and can be used to consider future GPET funding allocations.
10. Failure to submit the required reports may result in the withholding of GPET funds and will be taken into consideration for future GPET Applications.
11. The following timeline shall apply to the GPET Application process for the following fiscal year:

- a. October: City Staff will advertise the availability of GPET Applications, distribute the GPET Applications, and accept questions from applicants.
- b. November 30th: All GPET Applications shall be submitted to the City no later than November 30th at 5:00 p.m. Any and all GPET Applications received after 5:00 p.m. on November 30th shall be automatically denied.
- c. December – March: GPET Applications will be reviewed by City Staff and the Governing Body.
- d. April 30th: By April 30th, the Governing Body will determine how much GPET funding each applicant may receive.
- e. May – City staff will distribute the GPET Service Agreements to the approved recipients of the GPET funding.
- f. June 10th: All GPET Service Agreements shall be executed by the recipients and returned to the City by June 10th at 5:00 p.m. If a recipient fails to execute or timely execute the GPET Service Agreement, then the recipient shall have forfeited their rights, if any, to the approved GPET funds.
- g. Following final approval of the Fiscal Year Budget by the Governing Body and no later than June 30th – Mayor will sign and execute all Service Agreements and a copy will be provided to the other party.

PASSED, APPROVED AND ADOPTED this _____ day of _____ 20__.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Ashlee Foster, City Clerk



General Purpose Excise Tax Annual Application

General Information

Applications are available for download on the City of Sheridan website at www.sheridanwy.gov. If you have any questions or need additional information, please contact Ashlee Foster at afoster@sheridanwy.gov or (307) 675-4214. Applicants must also submit a Good Standing Certificate from the Wyoming Secretary of State, which can be obtained at: <https://wyobiz.wyo.gov/Business/FilingSearch.aspx>.

Please ensure that all sections of the application are completed in the required format. Submit only the requested information—do not include additional items such as brochures, promotional materials, or similar documents.

Only complete applications will be considered and will be returned for completion. All applications must be submitted to the City Clerk's Office **no later than 5 PM on December 6, 2024**.

If the Governing Body approves your application and the mutually signed General Purpose Excise Tax Agreement is in place, disbursements will begin after July 1, 2025.

Please submit one (1) electronic copy of the application to afoster@sheridanwy.gov.

Applications are available for download on the City of Sheridan website at www.sheridanwy.gov. Contact Ashlee Foster at or 675-4214 if you have questions or require additional information. In addition, applicants must submit a Good Standing Certificate from the Wyoming Secretary of State. Forms can be obtained at <https://wyobiz.wyo.gov/Business/FilingSearch.aspx>.

Application Checklist - Submit with Application

	<u>Completed Application Form:</u>
	Good Standing Certificate from the Wyoming Secretary of State
	Completed W-9 (only for new recipient applications – existing organizations are on file)
	One (1) electronic Application

General Purpose Excise Tax Annual Application

(July 1, 2025 through June 30, 2026)

SECTION I: Cover Sheet

Organization Name:				
Address:				
City/State/Zip:				
Contact Person:				
Phone Number:				
Email:				
Organization TIN/EIN:		(Attach completed W-9)		
Funds Requested:		\$		
Board Members and Terms:				
Name		Term Start		Term End

Certification: I hereby certify that the information provided in this General-Purpose Excise Tax Annual Application is true and correct to the best of my knowledge.

Agency
Director

Signature

Printed Name

Date

President

Signature

Printed Name

Date

SECTION II: Fact Sheet - Keep responses to a single page

Mission Statement and Organizational History

Please provide your organization's Mission Statement, along with a brief history of your presence in Sheridan County. Include details about the services your organization offers to residents.

SECTION II:

Funding Requested

Please briefly explain how the requested funds will be used, why public funding is necessary to achieve this goal and the scope of services your organization offers. Additionally, include the following details:

- A history of previous funding (amounts requested, received, and funding duration).
- Whether the funds will support one-time or ongoing expenses, if one-time, specify the items and their purpose. If ongoing, describe the project or outcomes the funds will support.
- How the project and services relate to or enhance the community's quality, character, or health.
- How will the funds support services or activities typically provided by municipalities (e.g., recreation, social services, housing assistance, public health, etc.)?
- Will the funds be used to leverage additional grants or funding for your organization.
- Provide letters of recommendation from community members or testimonials highlighting the impact and quality of your organization's services. Alternatively, you may include public feedback, reviews, or examples of community engagement that demonstrate your organization's value to those you serve.

Funding Requested:

SECTION III: Statement of Financial Position – Must use this form

Statement of Financial Position as of September 30, 2024:

Assets:	Total
Current Assets	
Cash and Cash Equivalents	
Investments	
Accounts Receivable	
Prepaid Expenses	
Other	
Total Current Assets	

Non-Current Assets	
Furniture & Equipment	
Land/Building	
Accumulated Depreciation	
Other	
Total Non-Current Assets	
Total Assets	

Liabilities and Net Assets:	
Current Liabilities	
Accounts Payable	
Accrued Payroll Expenses	
Other Accrued Expenses	
Notes Payable (Current Portion)	
Other	
Total Current Liabilities	

Non-Current Liabilities	
Notes Payable (Long-term Portion)	
Total Non-Current Liabilities	
Total Liabilities	

Net Assets	
Temporarily Restricted	
Unrestricted	
Unrestricted (Board designated)	
Total Net Assets	
Total Liabilities and Net Assets	

SECTION IV: Current Annual Budget - Must use this form

From _____ Through _____

Budgeted Revenue	Amount	Comments/Explanation
City of Sheridan GPET		
Sheridan County One Cent		
Federal Grants		
State Grants		
Other Grants		
Donations		
Fundraising		
Dues/Memberships		
Interest		
Other		
Other		
Total Budgeted Revenue		

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary, Director		
Salary, Other(s)		
Benefits		
Supplies		
Equipment		
Rent		
Utilities		
Contractual Services		
Other		
Program Expenses		
Salaries		
Benefits		
Supplies		
Equipment		
Lodging		
Food		
Advertising/Printing		
Other		
Total Budgeted Expenses		This figure must match Total Budgeted Revenue line above.

SECTION V: Proposed Budget of Requested Funds - Must use this form

From July 1 _____ Through June 30 _____

Budgeted Expenses	Amount	Comments/Explanation
Administrative Expenses		
Salary & Benefits, Director		
Salary & Benefits, Other(s)		
Supplies		
Equipment		
Rent		
Utilities		
Contractual Services		
Other		
Program Expenses	If you have more than one program, please make a copy of this page	
Salary & Benefits		
Supplies		
Equipment		
Lodging		
Rent		
Utilities		
Food		
Advertising/Printing		
Other		
Total Budgeted Expenses		



General Purpose Excise Tax (GPET) Annual Application

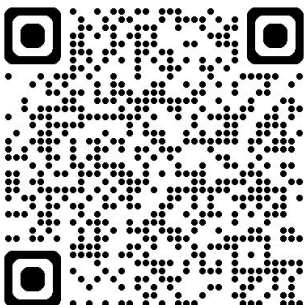
Applications are available for download on the City of Sheridan Website*, located on the City Clerk's Page. If you have questions or need additional information, please contact Ashlee Foster at afoster@sheridanwy.gov or (307)-675-4214.

Please ensure all sections of the application are completed in the required format. Submit only the requested information - please do not include additional items such as brochures, promotional materials, or similar documents.

If the Governing Body approves your application and the mutually signed GPET Service Agreement is in place, the disbursements will begin after July 1, YEAR. Disbursements are contingent upon the approval of the FYXX City Budget.

Please submit one (1) electronic copy of the application to afoster@sheridanwy.gov.

Only complete applications will be considered. If time allows, your application will be returned to you for completion. **All applications must be submitted to the City Clerk's Office, no later than 5pm on November 30th.**



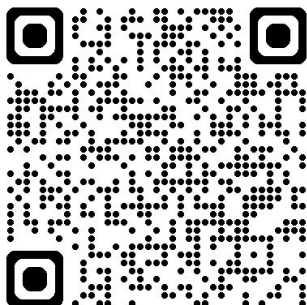
Get your application today!

***Applications can be accessed on the City Clerk Page** located at www.sheridanwy.gov. Easily access the website and application by scanning the QR code



GPET Application Checklist - Submit with Application

- ☐ One (1) electronic Completed Application
- ☐ Good Standing Certificate from the Wyoming Secretary of State*
- ☐ Completed & updated W-9 - including returning applicants
- ☐ Letter(s) of Recommendation - details provided in application



Find Your Certificate

***Good Standing Certificates** can be obtained by visiting the site below, or by scanning the QR code to be taken to the website: <https://wyobiz.wyo.gov/business/filingsearch.aspx>

GPET Section I: Cover Sheet

Organization Name:		
Address:		
City/State/Zip:		
Contact Person:		
Phone Number:		
Email:		
Organization TIN/EIN		(Attach completed W9)

GPET Funds Requested:	
------------------------------	--

Board Members & Terms:		
Name	Term Start	Term End

Certification: I hereby certify that the information provided in this application is true and correct to the best of my knowledge.

Agency Director _____ _____ _____
 Signature Printed Name Date

President _____ _____ _____
 Signature Printed Name Date

GPET Section II: Fact Sheet

Mission Statement & Organizational History:

- Please provide your organization's Mission Statement, along with a brief history of your presence in Sheridan County (services offered will be covered on the next page).

Large empty box for Mission Statement & Organizational History.

Organizational Accountability:

- Who within your organization will be primarily responsible for overseeing the use of funds?
- What internal controls or tracking systems will be used to track use of funds?

Large empty box for Organizational Accountability.

GPET Section III: Scope of Services

Please provide a detailed list that outlines the **core services, programs, or activities** your organization offers. This list will be used to define the scope of services in your GPET Service Agreement if funding is approved. (additional page provided if needed)

Your response for each service should include:

1. **Service Name or Program Title**
2. **Brief Description of Each Service** (1–2 sentences per item)
3. **Target Population or Audience** (e.g., youth, seniors, general public, underserved populations)
4. **Frequency or Availability** (e.g., weekly, year-round, seasonal)
5. **Location of Service** (on-site, community-based, virtual, etc.)

DRAFT

GPET Section III: Scope of Services

Scope of Services, Continued, if applicable:

DRAFT

GPET Section IV: Funding Requested

Funding Requested:

Have you previously received GPET Funding? Yes ____ No ____

If yes, please provide a history of the funding (i.e. amounts requested, amounts received and the funding duration:

Will the funds support a one-time expense, or ongoing expenses? _____

If one-time, please specify the items and their purpose. If ongoing, describe the project or outcomes the funds will support:

GPET Section IV: Funding Requested

How will this funding support a municipal function or align with a City-identified goal or strategic plan area (e.g., public safety, wellness, economic development, youth programs)?

Will the funds be used to leverage additional grants or funding for your organization? If so, please explain.

- ☐ Please provide letter(s) of recommendation from community members highlighting the impact and quality of your organization's services (minimum of one letter, max of three letters). Alternatively, you may include public feedback, reviews, or examples of community engagement that demonstrates your organization's value to those you serve, or a combination thereof.

GPET Section V: Statement of Financial Position

(Must Use This Form)

Statement of Financial Position as of September 30, _____:

Current Assets	
Cash and Cash Equivalents	
Investments	
Accounts Receivable	
Prepaid Expenses	
Other	
Total Current Assets	

Non-Current Assets	
Furniture & Equipment	
Land/Building	
Accumulated Depreciation	
Other	
Total Non-Current Assets	

Total Assets	
---------------------	--

Current Liabilities	
Accounts Payable	
Accrued Payroll Expenses	
Other Accrued Expenses	
Notes Payable (Current Portion)	
Other	
Total Current Liabilities	

Non-Current Liabilities	
Notes Payable (Long-term Portion)	
Total Non-Current Liabilities	

Total Liabilities	
--------------------------	--

Net Assets	
Temporarily Restricted	
Unrestricted	
Unrestricted (Board designated)	
Total Net Assets	

Total Liabilities and Net Assets	
---	--

GPET Section VI: Current Annual/Fiscal Year Budget

(Must Use This Form)

From July 1, _____ Through June 30, _____

Budgeted Revenue	Amount	Comments/Explanation
City of Sheridan GPET		
Sheridan County One Cent		
Federal Grants		
State Grants		
Other Grants		
Donations		
Fundraising		
Dues/Memberships		
Interest		
Other		
Other		

Budgeted Admin Expenses	Amount	Comments/Explanation
Salary, Director		
Salary, Other(s)		
Benefits		
Supplies		
Equipment		
Rent		
Utilities		
Contractual Services		
Other		

Program Expenses	Amount	Comments/Explanation
Salaries		
Benefits		
Supplies		
Equipment		
Lodging		
Food		
Advertising/Printing		
Other		

Total Budgeted Revenue	
Total Budgeted Expenses	

*Totals for Budgeted Revenue and Budgeted Expenses must match

GPET Section VII: Proposed Budget of Requested Funds

(Must Use This Form)

From July 1, _____ Through June 30, _____

GPET Funds Requested:

Budgeted Admin Expenses	Amount	Comments/Explanation
Salary & Benefits, Director		
Salary & Benefits, Other(s)		
Supplies		
Equipment		
Rent		
Utilities		
Contractual Services		
Other		

Program Expenses	Amount	Comments/Explanation
Salaries & Benefits		
Supplies		
Equipment		
Lodging		
Rent		
Utilities		
Food		
Advertising/Printing		
Other		

Total Budgeted Expenses

***Totals for Budgeted Expenses
must match requested funds**



General Purpose Excise Tax (GPET) YTD Report

FY YTD Reports are due no later than 5pm on February 15th.

Fiscal Year Reports (FY Reports) is a required report outlined in the signed GPET Service Agreement. Failure to submit a timely report may result in the suspension of remaining GPET allocations and may impact consideration for future funding.

GPET Section I: Cover Sheet

Organization Name:	
Address:	
City/State/Zip:	
Contact Person:	
Phone Number:	
Email:	
Organization TIN/EIN	
GPET Funds Amount	\$

Certification: I hereby certify that the information provided in this General Purpose Excise Tax Fiscal Year Report (FY Report) is true and correct to the best of my knowledge.

Agency
Director

Signature

Printed Name

Date

President

Signature

Printed Name

Date

GPET Section II: Activities & Accomplishments

Must Use This Form

Please briefly explain how the received funds have been used to-date. Please include the following:

- Were the funds designated for a one-time expense, or ongoing expenses?
- For one-time expenses, list the item(s) and the purpose or use of said item(s)
- For ongoing expenses, list the project(s) or outcome(s)
- How has/have your project(s) improved the overall quality, character, or health of Sheridan?
 - Identify the municipal function that was performed with the funds

DRAFT

GPET Section II: Activities & Accomplishments

Must Use This Form

Continued - If Applicable:

DRAFT

GPET Section III: Budget & Expenditure of Funds

(Must Use This Form)

*This form should reflect the GPET specific budget that was initially outlined in your GPET Application. Please provide a YTD account of how those funds have been expended and what remains for the rest of the fiscal year. **Please do not include non-GPET expenditures on this form.**

From: July 1, _____ Through: February 1, _____

Budgeted Admin Expenses	Budget Amount	Expenditures	Unexpended
Salary & Benefits, Director			
Salary & Benefits, Other(s)			
Supplies			
Equipment			
Rent			
Utilities			
Contractual Services			
Other			

Program Expenses	Budget Amount	Expenditures	Unexpended
(If you have more than one program, please make a copy of this page)			
Salaries & Benefits			
Supplies			
Equipment			
Lodging			
Rent			
Utilities			
Food			
Advertising/Printing			
Other			

Total			
-------	--	--	--



General Purpose Excise Tax (GPET) End of Year Report

End of Year Reports are due no later than 5pm on July 15th.

End of Year Reports are required reports outlined in the signed GPET Service Agreement.
Failure to submit a timely report may impact consideration for future funding.

GPET Section I: Cover Sheet

Organization Name:	
Address:	
City/State/Zip:	
Contact Person:	
Phone Number:	
Email:	
Organization TIN/EIN	
GPET Funds Amount	\$

Certification: I hereby certify that the information provided in this General Purpose Excise Tax Fiscal End of Year Report is true and correct to the best of my knowledge.

Agency
Director

Signature

Printed Name

Date

President

Signature

Printed Name

Date

GPET Section II: Activities & Accomplishments

Must Use This Form

Please briefly explain how the received funds have been used to-date. Please include the following:

- Were the funds designated for a one-time expense, or ongoing expenses?
- For one-time expenses, list the item(s) and the purpose or use of said item(s)
 - Please attach any relevant supporting documentation (Invoice, Receipt, etc.)
- For ongoing expenses, list the project(s) or outcome(s)
- How has/have your project(s) improved the overall quality, character, or health of Sheridan?
 - Identify the municipal function that was performed with the funds

DRAFT

GPET Section II: Activities & Accomplishments

Must Use This Form

Continued - If Applicable:

Was any of the GPET funding used for any expenses outside of what was outlined in the Scope of Services in your application and GPET Contract? If so, please provide details and an explanation.



GPET Section III: End of Year Budget Actuals

(Must Use This Form)

Please account for the End of Fiscal Year Actuals for your entire organization (Not just GPET funds)

From July 1, _____ Through June 30, _____

Revenue	Budget/Projection	Fiscal Year Actuals
City of Sheridan GPET		
Sheridan County One Cent		
Federal Grants		
State Grants		
Other Grants		
Donations		
Fundraising		
Dues/Memberships		
Interest		
Other		
Other		

Admin Expenses	Budget/Projection	Fiscal Year Actuals
Salary, Director		
Salary, Other(s)		
Benefits		
Supplies		
Equipment		
Rent		
Utilities		
Contractual Services		
Other		

Program Expenses	Budget/Projection	Fiscal Year Actuals
Salaries		
Benefits		
Supplies		
Equipment		
Lodging		
Food		
Advertising/Printing		
Other		

Fiscal Year Revenue Actuals _____

Fiscal Year Expense Actuals _____

GPET Section IV: Budget & Expenditure of Funds

(Must Use This Form)

*This form should reflect the **GPET specific** budget that was initially outlined in your GPET Application. Please provide a full fiscal year account of how those funds were expended throughout the full fiscal year (including what was already provided in the February Report).
Please do not include non-GPET expenditures on this form.

From: July 1, _____ Through: June 30, _____

Budgeted Admin Expenses	Budget Amount	Actual Expenditures	Unexpended
Salary & Benefits, Director			
Salary & Benefits, Other(s)			
Supplies			
Equipment			
Rent			
Utilities			
Contractual Services			
Other			

Program Expenses	Budget Amount	Actual Expenditures	Unexpended
(If you have more than one program, please make a copy of this page)			
Salaries & Benefits			
Supplies			
Equipment			
Lodging			
Rent			
Utilities			
Food			
Advertising/Printing			
Other			

Total			
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CITY OF SHERIDAN

GENERAL PURPOSE EXCISE TAX SERVICE AGREEMENT

This Service Agreement is made by and between the City of Sheridan, a municipal corporation organized under the laws of the State of Wyoming, whose address is 55 Grinnell Plaza, Sheridan Wyoming 82801, hereinafter referred to as the “City,” and **NAME**, whose address is **ADDRESS**, hereinafter referred to as the “Contractor.”

The parties hereby agree as follows:

1. **SCOPE OF SERVICES:** The Contractor shall perform the following services:
 - A. Detailed list of Services that will be performed with the GPET funds (this should be very similar to or verbatim to what was on the application)
2. **TERM:** This Agreement shall commence on July 1, **YR**, and continue in force until June 30, **YR**.
3. **COMPENSATION AND METHOD OF PAYMENT:** The City agrees to pay the Contractor a total amount not to exceed **\$AMOUNT** for the services set forth in Paragraph 1 above (the “GPET Funds”). The City shall make quarterly payments to the Contractor until the GPET Funds have been paid in full.
4. **USE OF GPET FUNDS:** The Contractor shall only use the GPET Funds for the services set forth in Paragraph 1 above. The City may withhold all remaining GPET Funds in its possession if the Contractor is using the GPET Funds for any purpose or services other than those provided in Paragraph 1.
5. **REPORTING:**
 - A. The Contractor shall submit a Performance and Financial Report by February 15, **YR**. The Performance and Financial Report shall include what the Contractor has used the received GPET Funds for and how such use has benefited the public. Failure to submit the Performance and Financial Report may result in the City withholding of the remaining GPET funds in its possession.
 - B. Additionally, the Contractor shall submit a Fiscal Year End Report by July 15, **YR**. The Fiscal Year End Report shall include a final accounting of what the Contractor used the received GPET Funds for and how such use has benefited the public.
 - C. Upon request by the City, a representative of the Contractor will be invited to present to the Governing Body during the fiscal year to share how the GPET Funds have been utilized and the impact the GPET Funds have made on the community.
 - D. Failure to submit either of the required reports or present to the Governing Body may result in the City not approving future GPET applications by the Contractor.

6. DEFAULT/TERMINATION:

- A. Any one or more of the following acts or omissions by Contractor or its employees or agents shall constitute an event of default or breach and the automatic termination of this Service Agreement:
- i. Failure to use the GPET Funds as provided herein.
 - ii. Failure to submit any report or provide notice required herein.
 - iii. Dissolution, bankruptcy, or insolvency of the Contractor.
 - iv. The Contractor violates any Federal, State, or Local law.
 - v. Commission of a crime by the Contractor or Contractor's employee or subcontractor who is charged with a crime of fraud, embezzlement, theft, or any felony.
 - vi. The General Purpose Excise Tax not being approved by the voters.
 - vii. Contractor acted fraudulently, negligently, or completed an application for funding which could be construed as fraudulent, materially incorrect, or materially misleading.
- B. Any one or more of the following acts by Contractor or its employees or agents shall constitute an event of default or breach of this Service Agreement. The City shall notify the Contractor of such default in writing, and the Contractor shall have thirty (30) days to cure the default. If the Contractor fails to cure the default(s), the City has the right to terminate this Service Agreement. Defaults may include but are not limited to:
- i. Failure to satisfactorily perform any of the services, obligations, or conditions set forth herein.
 - ii. Failure to assure the City that it is capable of performing the obligations herein.

7. AVAILABILITY OF FUNDS: Each payment obligation of the City is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason. If funds are not allocated or available for continued performance of this Service Agreement, this Service Agreement may be terminated by the City. The City shall notify the Contractor at the earliest possible time if funds may not be available. No penalty shall accrue to the City in the event this provision is exercised, and the City shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.

8. AUDIT AND ACCESS TO RECORDS: The City and its representatives shall have access to any books, documents, papers, electronic data, and records of the Contractor which are pertinent to this Service Agreement for auditing purposes. These documents shall be retained by the Contractor for a period of three (3) years after the end of this Service Agreement or the termination date, whichever is first.

9. INSURANCE: The Contractor shall carry and maintain either: 1) a policy of commercial general liability insurance, with liability limits in the amount of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, or 2) the Wyoming Local Government Liability Pool ("LGLP") established pursuant to the State of Wyoming statutes. Within thirty (30) days of the Contractor executing this Service Agreement, Contractor shall provide the City

Clerk with a copy of the certificate of commercial liability insurance or LGLP. Failure to provide the certificate of commercial liability insurance may result in the City withholding of the GPET.

10. **NOTICES:** All notices arising out of, or from, the provisions of this Service Agreement shall be in writing and given to the other party at the addresses below either by regular mail or delivery in person. If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of the date of mailing.

City of Sheridan
Attn: City Clerk
55 Grinnell Plaza
Sheridan Wyoming 82801

CONTRACTOR
Attn: **TITLE**
ADDRESS

12. **INDEPENDENT CONTRACTOR:** The Contractor shall function as an independent contractor for the purposes of this Service Agreement and shall not be considered an employee of the City for any purpose. Consistent with the express terms of this Service Agreement, the Contractor shall be free from control or direction over the details of the performance of services under this Service Agreement. The Contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the Contractor in fulfilling the terms of this Service Agreement and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Service Agreement. Nothing in this Service Agreement shall be interpreted as authorizing the Contractor or its agents or employees to act as an agent or representative for or on behalf of the City to incur any obligation of any kind on behalf of the City. The Contractor agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to City's employees will inure to the benefit of the Contractor or the Contractor's agents or employees as a result of this Service Agreement.

13. **POLITICAL ACTIVITY:** Contractor shall not use any funds received from the City to engage in any political activity designed to bolster or harm any political party, its specific political platform, Political Action Committee, ballot measure, or candidate for public office. Contractor may provide written or verbal information to individuals or candidates upon request provided such information is made available to the public at large on an equal basis. Contractor may sponsor public forums organized to educate the general public on issues relevant to the activities subject to this Service Agreement.

14. **CONFLICT OF INTEREST:** The Contractor certifies that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with performance of the services herein. In addition, Contractor guarantees that in the performance of this Service Agreement, no subcontractor or person having such an interest shall be employed. The Contractor certifies that no one who has or will have any financial interest under this Service Agreement is an officer or employee of the City.

15. **KICKBACKS:** Contractor certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this funding, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this funding.

16. APPLICABLE LAW, RULES OF CONSTRUCTION, AND VENUE: The construction, interpretation, and enforcement of this Service Agreement shall be governed by the laws of the State of Wyoming. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Service Agreement as a whole and not to any particular provision or part. 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 Service Agreement, and the parties hereby consent to such jurisdiction.

17. ASSIGNMENT: Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Service Agreement without the prior written consent of the other party. The Contractor shall not use this Service Agreement, or any portion thereof, for collateral for any financial obligation.

18. COMPLIANCE WITH LAWS: Contractor shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this Service Agreement. Failure to do so will give the City the right to immediately terminate this Service Agreement.

19. NON-DISCRIMINATION: In rendering services under this Service Agreement, Contractor shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, sexual orientation, or other protected status.

20. ENTIRETY OF AGREEMENT: This Service Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representation, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Service Agreement and the language of any attachment or document incorporated by reference, the language of this Service Agreement shall control.

21. INDEMNIFICATION: Contractor shall indemnify, hold harmless, and assume the defense of the City, its officers, employees, agents, and elective and appointive boards from all claims, losses, damages, including property damages, personal injury, death and liability of every kind, directly or indirectly accruing or arising as a result of or in connection with Contractor's activities in relation to this Service Agreement.

22. SEVERABILITY: Any provisions of this Service Agreement that are determined to be illegal, prohibited, or rendered unenforceable by law shall be ineffective only to the extent of such prohibition or unenforceability without invalidating the remaining provisions of these Service Agreement.

23. GOVERNMENTAL IMMUNITY: The City does not waive governmental immunity by entering into this Service Agreement and specifically retains and reserves immunity and all defenses available to it pursuant to the Wyoming Governmental Claims Act, W.S. § 1-39-101 et seq., and all other state law.

24. THIRD PARTIES: The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Service Agreement shall not be construed so as to create such status. The rights, duties and obligations contained herein shall operate only between the parties and shall be solely to their benefit. The parties hereto intend and

expressly agree that only signatories shall have any legal or equitable right to seek enforcement, any remedy arising out of a party's performance or failure to perform any terms or conditions hereof, or to bring an action for the breach of this Service Agreement.

25. TITLES NOT CONTROLLING: Titles of sections and subsections are for reference only and shall not be used to construe the language in this Service Agreement.

26. WAIVER: The failure of the City 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 City may have regarding that specific term or condition nor deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.

27. ENTIRE AGREEMENT: This Service Agreement contains the entire understanding of the parties and there are no other terms or conditions, oral or written, concerning, or controlling this matter. This Service Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representation, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Service Agreement and the language of any attachment or document incorporated by reference, the language of this Service Agreement shall control.

28. MODIFICATIONS: No modifications of the terms of this Service Agreement shall be effective unless such modification is in writing and executed by the parties.

29. TIME OF ESSENCE: Time is of the essence for this Service Agreement.

30. SIGNATURES: The parties executing this Service Agreement certify that they have the proper authority to bind their respective entities to all terms and conditions set forth herein.

IN WITNESS WHEREOF the undersigned duly authorized representatives of the parties have executed this Service Agreement on this ____ day of _____ 20__.

CITY OF SHERIDAN, WYOMING

CONTRACTOR

Richard Bridger, Mayor

By

ATTEST:

Print Name

Ashlee Foster, City Clerk

Title