



**AGENDA
CITY OF SHERIDAN
JUNE 15, 2026
REGULAR COUNCIL MEETING START 5:30 P.M.**

1. Call to Order
2. Pledge of Allegiance
3. Invocation to be given by Rich Cullen, First Assembly of God
4. Roll Call of Members
5. Consideration of Agenda
6. Community Update
 - A. Sheridan Memorial Hospital Update - Mike McCafferty, CEO
7. Comments from the Public
8. Public Hearings
 - A. Public Hearing for Resolution 11-26, FY26 Budget Amendment #2 - City Treasurer Darla Hawkins
 - i. Consideration of Resolution 11-26, FY26 Budget Amendment #2
 - B. Public Hearing for Resolution 12-26: Approval of the FY27 Budget - City Administrator Stuart McRae
 - i. Consideration of Resolution 12-26, Approval of the FY27 Budget
 - C. Public Hearing for PL-26-18, Resolution 09-26, Final Plat for Westhaven Estates Subdivision - City Planner Kelly Schroeder

- i. Consideration of PL-26-18, Resolution 09-26, Final Plat for Westhaven Estates Subdivision
- D. Public Hearing for PL-26-19, Resolution 10-26, Final Plat for the Riverstone Village Subdivision - City Planner Kelly Schroeder
- i. Consideration of PL-26-19, Resolution 10-26, Final Plat for the Riverstone Village Subdivision

9. Consent Agenda

- A. Appointment of Justin Stroup to the Sheridan Travel and Tourism Board for a three-year term, expiring July 1, 2029
- B. Reappointment of Karen Schumacher to the Sheridan Travel and Tourism Board for a three-year term, expiring July 1, 2029
- C. Appointment of Adam Benson to the Planning Commission for a three-year term, expiring June 30, 2029
- D. Appointment of Rio Franzman to the Planning Commission for a three-year term, expiring June 30, 2029
- E. Minutes of Regular Council Meeting held June 1, 2026
- F. Claims

OLD BUSINESS

- 10. Consideration of the Second Reading of Ordinance No. 2301-26 Addressing Fees within City Code - City Attorney Brad Thimmesch
- 11. Consideration of the Second Reading of Ordinance No. 2302-26 Revising Chapters 4, 8 and 18 of City Code - City Attorney Brad Thimmesch

NEW BUSINESS

- 12. Consideration of Right-of-Way Purchase - Public Works Director Hanns Mercer
- 13. Consideration of Award to Interstate Engineering for the Joint Land Use Plan Update Project in the Amount of \$200,000 - City Planner Kelly Schroeder

14. Consideration of Resolution 13-26 Regarding the Placement of WYO Rodeo Parade Chairs - Police Chief Travis Koltiska
15. Council Comments and Committee/Board Reports
16. Adjournment



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

Treasurer

MEMORANDUM

RE: Public Hearing for Resolution 11-26, FY26 Budget Amendment #2 - City Treasurer Darla Hawkins

From: Darla Hawkins, Treasurer

To: City Council

Date: 06/15/2026

Background:

FY 2026 Budget Revision #2 is primarily intended to align the budget with the latest audit recommendations. Key revisions include establishing budget authority for Capital Tax and Public Benefit funds, eliminating or reallocating contingency budgets to the appropriate functions, incorporating prior-year encumbrances, and budgeting newly awarded grants and related revenues according to their intended purposes. These adjustments improve budget transparency, accuracy, and compliance with audit recommendations. Attached is a list of the recommended changes to the FY26 Budget for the General Fund, GPET, Direct Distribution, Special Revenue, Cap Tax, and Public Benefit.

Staff Recommendation:

Staff recommends approval of FY26 Budget Revision No. 2, as outlined in Resolution No. 11-26. The proposed revision aligns the FY26 budget with the most recent audit recommendations and ensures accurate financial reporting and budgetary compliance.

Attachments

Resolution 11-26 FY26 Budget Amendment #2

FY26 Budget Amendment #2

CERTIFIED RECORD

OF

PROCEEDINGS OF THE GOVERNING BODY OF

THE CITY OF SHERIDAN, WYOMING

STATE OF WYOMING)
) ss.
COUNTY OF SHERIDAN)

A regular meeting of the governing body (the “Governing Body”) of the City of Sheridan, State of Wyoming, was held at the regular meeting place of the Governing Body at 55 East Grinnell, Sheridan, Wyoming, on June 15, 2026, at the hour of 5:30 p.m. pursuant to notice and call duly given to each member of the Council.

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

Mayor:	<u>Richard Bridger</u>
Council Members:	<u>Andrew Patceg</u>
	<u>Bev Leichtnam</u>
	<u>Terry Weitzel</u>
	<u>Steve Brantz</u>
	<u>Greg Luhman</u>
	<u>Jack Wood</u>

Absent:	<u>None</u>
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There was also present:	<u>City Administrator Stuart McRae</u>
	<u>City Treasurer Darla Hawkins</u>

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

**CITY OF SHERIDAN
RESOLUTION 11-26**

A RESOLUTION ON FISCAL YEAR 2026 APPROPRIATIONS AND BUDGET REVISIONS.

WHEREAS, the City of Sheridan adopted its FY26 budget on June 16, 2025 (the “Budget”); and

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

WHEREAS, a Notice of Public Hearing of the revised FY26 budget, together with the summary of said budget appropriations was published in the Sheridan Press, a legal newspaper and of general circulation in the County on June 8, 2026.

WHEREAS, a Public Hearing was held on June 15, 2026, on the 2nd revised FY26 budget at the time and place specified in said Notice, and which time all interested parties were given an opportunity to be heard;

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

1. The City of Sheridan adopts this second amendment to the FY26 Budget for the year ending June 30, 2026. The appropriations are more specifically described in Exhibit A, attached hereto and incorporated herein.
2. The mill levy will remain at 8 mills.
3. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.
4. All resolutions, or parts thereof, inconsistent with this Resolution or within any of the documents hereby approved, are hereby repealed only to the extent of such inconsistency. This repealer shall not be construed as reviving any resolution or part thereof.
5. This Resolution shall be in full force and effect upon its passage and adoption.

PASSED, APPROVED AND ADOPTED this 15th day of June 2026.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Michaele Shapiro, Assistant City Clerk

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

The roll was called with following results:

Those voting YES: _____

Those voting NO: _____

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

CITY OF SHERIDAN, WYOMING

Richard Bridger, Mayor

ATTEST:

Michael Shapiro, City Clerk

[illegible]

I, Michael Shapiro, the Assistant City Clerk of the City of Sheridan, Wyoming (the “City”), do hereby certify:

1. The foregoing pages are true, correct and complete copies of the record of the proceedings of the Governing Body of the City, had and taken at a regular meeting thereof held at the regular meeting place of the Council at 55 East Grinnell, Sheridan, Wyoming, on June 15, 2026 at the hour of 5:30 p.m., as recorded in the records of the Governing Body kept in the Clerk's office.
2. The proceedings of the Governing Body were duly had and taken as therein shown, the meeting therein shown was duly held, due notice and call was given each member, and the persons therein named as present at the meeting were present as shown by the minutes.
3. Notice of the meeting has been given as required by statutes of the State of Wyoming relating to meetings of governmental agencies. (W.S. Sections 16-4-401 through 16-4-407.)

WITNESS my name and the seal of the City, on _____, 2026.

Michael Shapiro, Assistant City Clerk

EXHIBIT A

Summary of FY26 2nd Amendment Budget Appropriations

Fund	Function	FY 2026		FY 2026
		Current Budget	Adjustments	Revised Budget
		Appropriations		Appropriations
General		21,926,732	1,264,587	23,191,318
	Contingency	1.46	(0.46)	
	General Government	3,900,341	31,021.51	7,031,362
	Public Safety	3,486,616	314,604.74	10,001,221
	Public Works	2,651,196	158,243.78	2,809,439
	Health/Welfare	-	-	-
	Parks/Recreation	1,156,885	160,717.29	1,617,602
Conservation/Development		316,228	-	316,228
	Miscellaneous	1,415,465	-	1,415,465
GPET		1,584,980	148,547	5,733,527
	Contingency	-	-	-
	General Government	31,000	-	31,000
	Public Safety	1,259,160	14,607	1,273,767
	Public Works	2,845,000	15,896	2,860,896
	Health/Welfare	137,500	-	137,500
	Parks/Recreation	763,320	3,150	771,470
Conservation/Development		180,000	-	180,000
	Miscellaneous	369,000	109,894	478,894
Direct Distribution		2,526,734	199,813	2,726,547
	Contingency	2,604	2,604)	-
	General Government	536,639	13,492	580,131
	Public Safety	203,180	11,844	215,024
	Public Works	834,646	39,160	373,806
	Health/Welfare	-	-	-
	Parks/Recreation	-	-	-
Conservation/Development		250,000	-	250,000
	Miscellaneous	699,665	107,921	307,586

Special Revenue	794,085	236,453	1,030,539
Contingency	132,336	(132,336)	-
General Government	-	-	-
Public Safety	383,679	30,950	414,629
Public Works	-	280,163	280,163
Health/Welfare	3,500	-	3,500
Parks/Recreation	238,689	57,676	296,365
Conservation/Development	30,881	-	30,881
Miscellaneous	-	-	-
Capital Facilities Tax	1,904,440	38,697)	4,865,743
Contingency	254,440	(254,440)	-
General Government	500,000	-	500,000
Public Safety	-	-	-
Public Works	1,000,000	215,743	4,215,743
Health/Welfare	-	-	-
Parks/Recreation	150,000	-	150,000
Conservation/Development	-	-	-
Miscellaneous	-	-	-
Public Benefit	1,056,500	56,500)	1,000,000
Contingency	56,500	(56,500)	-
General Government	-	-	-
Public Safety	-	-	-
Public Works	250,000	-	250,000
Health/Welfare	-	-	-
Parks/Recreation	750,000	-	750,000
Conservation/Development	-	-	-
Miscellaneous	-	-	-

Fund	Function	FY 2026		FY 2026
		Current Budget		Revised Budget
		Appropriations	Adjustments	Appropriations
Debt Service		215,275	-	215,275
Contingency		-	-	-
General Government		10,000	-	10,000
Public Safety		144,675	-	144,675
Public Works		50,600	-	50,600
Health/Welfare		-	-	-
Parks/Recreation		-	-	-
Conservation/Development		-	-	-
Miscellaneous		-	-	-
Capital Projects		22,495,314	21,461,510)	20,947,389
Contingency		22,212,674	(22,126,259)	-
General Government		2,205,227	1,587	2,206,814
Public Safety		58,036	-	58,036
Public Works		1,172,197	(574)	4,171,623
Health/Welfare		-	-	-
Parks/Recreation		-	-	-
Conservation/Development		-	-	-
Miscellaneous		-	-	-
Enterprise		293,280	30,000	323,280
Capital Outlay		53,553,901	333,736	54,187,637
Water		1,595,747	360,268	9,956,015
Sewer		1,215,076	17,689	7,262,765
Solid Waste		17,880,298	381,212	18,261,510
Weed & Pest		220,102	-	220,102
Golf		631,459	283,327	914,786

Mill Levy - 8 Mills 2,365,080

FY 2026 Budget Amendment No. 2

General Fund	ORG	OBJECT	PROJECT	BR2	Notes
Revenue					
	10000	4282	0287P	200,000.00	New Safe Streets 4 All Grant Awarded
	10000	4293	0282P	450,000.00	New Sheltered Acres Grant Awarded
	10000	4336	0189D	500,000.00	Grant Reimbursement transfer to Capital Projects Fund for Fire Engine
	10000	4841		146,000.00	Insurance Proceeds received to pay for City Damage on Highland Ave & W Loucks Street.
	10000	5050		7,200.00	Water contribution for additional costs on utility costs
	10000	5051		2,400.00	Sewer contribution for additional costs on utility costs
	10000	5052		2,400.00	Solid Waste contribution for additional costs on utility costs
Expenses					
	10000	6899		0.46)	Cleanup - eliminating the remainder of the Contingency
	10143	6601		12,000.00	Additional costs for InfoSend (Utility Bill production and mailing) annual costs
	10180	8040	0259P	4,505.14	FY26 Marion Rent received Transfer to Project Fund
	10190	8040	0285P	100,000.00	Missed Insurance check May FY2025 to transfer to Capital Projects Fund
	10230	6105		5,000.00	Fire Fighting Uniforms and Clothing
	10230	6201		5,000.00	Fire Fighting Travel & Training
	10231	8040	0189D	500,000.00	Transfer the grant reimbursement to the Capital Projects Fund for the Fire Engine
	10319	6306		146,000.00	Repair city damage paid by Insurance at Highland Ave & W Loucks Street.
	10311	8040	0287P	200,000.00	Transfer grant reimbursements for Safe Streets 4 All to Capital Project Fund
	10312	8040	0171P	188,582.09)	Reducing budget to relinquish the remaining ARPA-1014 funds. This will also happen in the Capital Projects Fund.
	10541	8040	0282P	450,000.00	Transfer the grant reimbursement to the Sheltered Acres project in the Capital Projects Fund
	10530	8054		3,600.00	Transfer money for PT Salaries/Wages for Golf Seasonal Hires
GPET Fund					
Expenses					
	11230	6601		11,250.00	Fire Fighting Professional Services
Direct Distribution Fund					
Expenses					
	12000	6899		2,604.00)	Removing contingency per State Statutes transfers must be function to function
Special Revenue Fund					
Revenue					
	20231	4280	0264G	10,000.00	New SHSP Grant Awarded for Intentional Mass Casualty
	20000	4860		134,572.00	Special Revenue contingency was offset by potential grant revenue. Removing the contingency and the offset revenue.

Special Revenue Fund**Expenses**

20231	6201 0264G	10,000.00	Training expenses paid by SHSP Grant for Intentional Mass Casualty
20000	6899	(132,335.80)	Removing contingency per State Statutes transfers must be function to function
20571	7700	5,247.39	SPAC donations were received but never added to the budget to spend.
20312	8040 0293P	280,162.87	Development Impact Fund is going to 5th & Val Vista in the Capital Projects fund
20541	8040 0304P	52,428.54	Park Land Dedication Fund going to Washington Park Restrooms in the Capital Projects Fund

Cap Tax Fund**Expenses**

21000	6899	(254,440.00)	Removing contingency
21312	8040 0153P	215,742.77	FY25 Cap Tax Overcollection (2020 Election) is going to Lewis Street in the Capital Projects fund.

Public Benefit Fund**Expenses**

22000	6899	(56,500.00)	Removing contingency
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CITY OF SHERIDAN, WYOMING
55 Grinnell Plaza, Sheridan, Wyoming 82801
Ph (307) 674-6483

City Administrator

MEMORANDUM

RE: Public Hearing for Resolution 12-26: Approval of the FY27 Budget - City Administrator Stuart McRae

From: Stuart McRae, City Administrator

To: City Council

Date: 06/15/2026

Background:

Since publication of the FY27 Draft Budget Book in May, staff has identified several minor revisions requiring adjustment prior to budget adoption. As part of the final review of departmental requests, budget projections, and operational needs, several items were identified that were either omitted from the original draft budget or budgeted at levels insufficient to meet anticipated needs. Additionally, one expenditure was transferred to a more appropriate fund to better align with its intended use.

As a result of these revisions, the General Government Budget (Funds 100–120) has increased from \$30,860,650 to \$30,874,190, representing a net increase of \$13,540. The fiscal impact of several adjustments was offset through Enterprise Fund contributions, resulting in a limited overall increase. A summary of the proposed revisions and the rationale for each adjustment is attached for Council review. All changes remain subject to approval as part of the FY27 Budget adoption process.

Staff Recommendation:

Staff recommends approval of Resolution No. 12-26 adopting the FY27 Budget, including the revisions identified since publication of the Draft Budget Book

Attachments

Resolution 12-26 Draft FY27 Budget Approval
FY27 Draft Revisions

CERTIFIED RECORD

OF

PROCEEDINGS OF THE GOVERNING BODY OF

THE CITY OF SHERIDAN, WYOMING

STATE OF WYOMING)
) ss.
COUNTY OF SHERIDAN)

A special meeting of the governing body (the “Governing Body”) of the City of Sheridan, State of Wyoming, was held at the regular meeting place of the Governing Body at 55 East Grinnell, Sheridan, Wyoming, on June 15, 2026, at the hour of 5:30 p.m. pursuant to notice and call duly given to each member of the Council.

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

Mayor:	_____
Council Members:	_____

Absent:	_____

There was also present:	_____

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

**CITY OF SHERIDAN
RESOLUTION 12-26**

A RESOLUTION APPROVING THE FISCAL YEAR 2027 BUDGET AND CERTIFYING THE AMOUNT OF GENERAL TAX ASSESSMENT TO BE LEVIED ON TAXABLE PROPERTY WITHIN THE CITY OF SHERIDAN FOR THE FISCAL YEAR 2027

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

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

WHEREAS, during May and June 2026 the budget making authority prepared and submitted to the City Governing Body a Fiscal Year 2027 budget which included estimates of General Fund revenues from collections of the 8-mill property tax;

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

WHEREAS, a Notice of Public Hearing of the FY 2027 budget and the 8-mill property tax, together with a summary of each were published in the Sheridan Press, a legal newspaper of general circulation in the County on June 08, 2026;

WHEREAS, a Public Hearing was held on June 15, 2026, on the FY 2027 budget and on the 8-mill property tax at the time and place specified in said Notice, and which time all interested parties were given an opportunity to be heard;

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

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

1. The City of Sheridan Budget is adopted as the Official City Budget for the Fiscal Year ending June 30, 2027. The budget appropriations are more specifically described on Exhibit A, attached hereto and incorporated herein.
2. The amount of general tax assessments to be levied upon the taxable property within the City of Sheridan for the Fiscal Year ending June 30, 2027, to meet expenses of the City for said Fiscal Year is hereby determined to be 8 mills, the same fixed and appropriated by the Council and which amounts are enumerated for the respective purposes as described on Exhibit A, attached hereto and incorporated herein.
3. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.
4. All resolutions, or parts thereof, inconsistent with this Resolution or within any of the documents hereby approved, are hereby repealed only to the extent of such inconsistency. This repeal shall not be construed as reviving any resolution or part thereof.
5. This Resolution shall be in full force and effect upon its passage and adoption.

PASSED, ADOPTED AND APPROVED _____, 2026.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Michael Shapiro, Assistant City Clerk

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

Those voting YES: _____

Those voting NO: _____

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

CITY OF SHERIDAN, WYOMING

Richard Bridger, Mayor

ATTEST:

Michael Shapiro, Assistant City Clerk

STATE OF WYOMING)
) ss.
COUNTY OF SHERIDAN)

I, _____, the Assistant City Clerk of the City of Sheridan, Wyoming (the “City”), do hereby certify:

- 1. The foregoing pages are true, correct and complete copies of the record of the proceedings of the Governing Body of the City, had and taken at a special meeting thereof held at the regular meeting place of the Council at 55 East Grinnell, Sheridan, Wyoming, on June 15, 2026, at the hour of 5:30 p.m., as recorded in the records of the Governing Body kept in my office.
- 2. The proceedings of the Governing Body were duly had and taken as therein shown, the meeting therein shown was duly held, due notice and call was given each member, and the persons therein named as present at the meeting were present as shown by the minutes.
- 3. Notice of the meeting has been given as required by statutes of the State of Wyoming relating to meetings of governmental agencies. (W.S. Sections 16-4-401 through 16-4-407.)

WITNESS my name and the seal of the City, on _____, 2026.

Michaele Shapiro, Assistant City Clerk

EXHIBIT A

Summary of FY27 Budget Appropriations

Fund	Function	FY 2027
		Current Budget Appropriations
General		23,283,790
	General Government	7,093,640
	Public Safety	10,550,397
	Public Works	2,764,883
	Health/Welfare	-
	Parks/Recreation	2,119,932
	Conservation/Development	259,666
	Miscellaneous	495,272
GPET		1,028,902
	General Government	40,400
	Public Safety	1,180,253
	Public Works	2,049,684
	Health/Welfare	164,500
	Parks/Recreation	1,011,065
	Conservation/Development	195,000
	Miscellaneous	388,000
Direct Distribution		2,592,873
	General Government	475,669
	Public Safety	182,016
	Public Works	860,734
	Health/Welfare	-
	Parks/Recreation	-
	Conservation/Development	425,504
	Miscellaneous	648,950
Special Revenue		924,988
	General Government	-
	Public Safety	439,815
	Public Works	344,108
	Health/Welfare	3,500
	Parks/Recreation	132,565
	Conservation/Development	-
	Miscellaneous	-
Capital Facilities Tax		1,350,000
	General Government	650,000
	Public Safety	-
	Public Works	3,700,000
	Health/Welfare	-
	Parks/Recreation	-
	Conservation/Development	-
	Miscellaneous	-
Public Benefit		1,000,000
	General Government	-
	Public Safety	-
	Public Works	900,000
	Health/Welfare	-
	Parks/Recreation	100,000
	Conservation/Development	-
	Miscellaneous	-

Fund	Function	FY 2027 Current Budget Appropriations
Debt Service		123,281
	General Government	10,000
	Public Safety	36,275
	Public Works	27,006
	Health/Welfare	-
	Parks/Recreation	-
Conservation/Development		-
	Miscellaneous	-
Capital Projects		34,572,628
	General Government	1,683,676
	Public Safety	-
	Public Works	1,280,320
	Health/Welfare	-
	Parks/Recreation	-
Conservation/Development		-
	Miscellaneous	-
	Enterprise	7,645,008
	Capital Outlay	50,963,624
Water		1,817,120
Sewer		1,751,060
Solid Waste		1,334,837
Weed & Pest		298,855
Golf		716,813
Mill Levy - 8 Mills		2,654,505

Public Hearing for Resolution 12-26: Approval of the FY27 Budget

Revisions since the publication of FY27 Draft Budget

Allocation	Account Description	Revised Budget	Detail on Change
10000-5050-	Transfer from Water Fund	(895,935.83)	Added 6K for CS additional costs plus another 1200
10000-5051-	Transfer from Sewer Fund	(383,336.28)	Added 2K for Additional CS cost - This was entered in incorrectly (FY26 amount) 17,085 too much.
10000-5052-	Transfer from Solid Waste Fund	(984,018.69)	Added 2K for CS additional costs plus another 400
10143-6104-	Software & Website Fees	65,855.00	Dan added PCI Tyler fees of 540
10143-6601-	Contractual-Professional	98,100.00	Added a total of 12K for Infosend fees and CPI
10210-6001-	FT Salaries/Wages	2,847,793.61	Reduced 2,854,493.61 by \$6,700 for Temp Employee for additional Rodeo coverage.
10210-6002-	PT Salaries/Wages	6,700.00	Moved FT dollars to cover the Temp Employee for rodeo coverage.
10210-6110-	Books/Periodicals	1,000.00	Moving the 1K out of GPET to GF for additional funds for SPAC
11210-6110-	Books/Periodicals	-	Moved to GF for missed SPAC fee
11230-6899-	Contingency	750.60	With the changes we now have a contingency for function 2
11571-6802-	Advertising	11,600.00	Added the parade entrance fee of 250 per ashlee
21000-4030-	Capital Facilities Tax	(4,350,000.00)	Change to match CHIP
21180-6899-	Contingency	-	Change to match CHIP
21312-6899-	Contingency	-	Change to match CHIP
21312-8040-0153P	Transfer to Capital Proj Fund	250,000.00	Change to match CHIP
22000-4110-	Franchise Tax	(1,000,000.00)	Change to match CHIP
22312-6899-	Contingency	-	Change to match CHIP
22541-8020-0175P	Transfer to Special Rev Fund	-	Change to match CHIP
50810-8010-	Transfer to General Fund	895,935.83	Added 6K for CS additional costs plus another 1200
51820-8010-	Transfer to General Fund	383,336.28	Added 2K for CS additional costs plus another 400
52830-8010-	Transfer to General Fund	984,018.69	Added 2K for CS additional costs plus another 400
52841-8040-0305P	Transfer to Capital Proj Fund	550,000.00	Moved from the wrong account of 52830, to the correct account 52841
52830-8040-0305P	Transfer to Capital Proj Fund	-	Wrong account number delete from system
40312-5021-0153P	Transfer from Cap Tax Fund	(250,000.00)	Change to match CHIP



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan, Wyoming 82801

Ph (307) 674-6483

Planning

MEMORANDUM

RE: Public Hearing for PL-26-18, Resolution 09-26, Final Plat for Westhaven Estates Subdivision - City Planner Kelly Schroeder

From: Kelly Schroeder, Planning Director

To: City Council

Date: 06/15/2026

Background:

Morrison-Maierle, on behalf of the property owner, Excalibur Construction, has submitted a final plat application for the following location:

Address: Mydland Rd. west of Hill Pond Dr., Sheridan, WY 82801

Legal: Unplatted land

PIN: 56842910000100

The applicant is proposing to divide 23.30 acres into 91 residential use lots and four outlots. The proposed subdivision will extend Hill Pond Drive to the west and establish six new public streets to be built to City standard which will provide access and utilities to the subdivision.

Please see the attached staff report and supporting documentation for further details.

Attachments

Staff Report

Draft Resolution

Final Plat

Variance Request Letter

Aerial

Ebzery Comment Letter 1

Madrigal Comments

Stephenson Comments

Ebzery Comment Letter 2



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan Wyoming 82801

Planning Division

MEMORANDUM

From: Kelly Schroeder, City Planner
To: City of Sheridan Governing Body
Date: June 15, 2026

Re: PL-26-18, Resolution 09-26 Westhaven Estates Final Plat Staff Report

Background

Morrison-Maierle, on behalf of the property owner, Excalibur Construction, has submitted a final plat application for the following location:

Address: Mydland Rd. west of Hill Pond Dr., Sheridan, WY 82801
Legal: Unplatted land
PIN: 56842910000100

The applicant is proposing to divide 23.30 acres into 91 residential use lots and four outlots. The proposed subdivision will extend Hill Pond Drive to the west and establish six new public streets to be built to City standard which will provide access and utilities to the subdivision.

Discussion

Subdivision Details

The proposed Westhaven Estates subdivision is located in the R-1 Residence zone district where the minimum lot size requirement is 6,000 sf. The majority of the lots within the subdivision will be at or just above 6,000 sf in size, while 21 of the lots will be 11,351 sf to 16,220 sf to account for a drainage area where no building will be permitted. Setback, height, and parking requirements will be addressed at the time of a building permit application for any of the lots.

Lots are required to have a depth-to-front ratio that does not exceed 2.5:1, and lots within the R-1 Residence zone district are required to have a minimum lot width of 60 feet measured at the building setback line. The applicant has submitted a subdivision variance request letter for the depth-to-front requirement for lots 71-91 as these lots encompass an undevelopable drainage area.

The Open Space requirements for this subdivision have been previously met through the dedication of Blacktooth Park, Hidden Bridge Golf Course, and neighborhood pathway segments. The subject property was part of Cloud Peak Phase I, which was annexed into the City in December 2003. Per Article 4.2 of the Cloud Peak Ranch Universal Annexation agreement

adopted by City Council in January 2021, Cloud Peak Phase I, II, and South Cloud Peak Phase III, have sufficient open space as required by municipal code and no additional open space shall be required for subdivisions within these areas.

Engineering

The proposed subdivision will extend Hill Pond Drive to the west and establish a new street, Westhaven Drive, to provide two access points to the subdivision. Hill Pond Drive and Westhaven Drive will serve as future through streets to property to the west. Both roads will be located in 60-foot rights-of-way and be built to City standard at 39 feet with attached sidewalks on both sides.

Five additional connector streets, Sagremor, Pellinore, Galahad, Bedivere, and Arthur Streets, are also proposed within the subdivision and will be located in 60-foot rights-of-way and built to a local street City standard of 36 feet wide with attached sidewalks on both sides.

Improvements to the west side of Mydland Road will include sidewalk, curb, and gutter to maintain pedestrian access along Mydland to the Hill Pond crossing.

The Alliance Lateral Ditch runs along the southern portion of the property and conveys both existing irrigation and off-site drainage. Westhaven Estates will utilize the existing drainage patterns of the site in addition to new stormwater control measures such as piping and detention. All drainage infrastructure will be sized in accordance with the City of Sheridan Storm Drainage Design Criteria.

Utilities

The subdivision will be served by municipal water and sanitary sewer systems. The existing 12-inch water transmission main will be relocated to align with the proposed Hill Pond Drive right-of-way. Water distribution within the subdivision will be provided by 8-inch water mains, with multiple looped connections to the 12-inch main along Hill Pond Drive.

Sanitary sewer service will connect to an existing sewer stub located at the southeast corner of the property. From this connection, a network of 8-inch sanitary sewer mains will be installed throughout the subdivision to serve the proposed lots and be extended to the end of the property to allow for development beyond this subdivision.

Future Land Use

The Future Land Use Map from 2017 indicates that this area is appropriate for residential use. The proposed subdivision will consist of 91 single-family lots, which is both in conformance with the Future Land Use Map and compatible with surrounding residential development.

Staff Review Comments

Staff comments during the internal review of this final plat application were related to minor corrections needed for the plat and traffic report. All staff comments have been adequately addressed at this time.

Public Notice

Staff sent notices to 31 surrounding property owners and published a legal ad in the Sheridan Press with information about the project and the public hearing schedule. A sign was also posted

on the property. To date, staff have received one comment letter on the final plat detailing concerns about water management and drainage. During the preliminary plat public notice period, three written comments from nearby property owners were received with concerns about traffic, density, and water pressure. These comment letters are included as attachments to this staff report.

Planning Commission Public Hearing and Recommendation

Planning Commission held a public hearing on this application on Monday, June 8, 2026, at 7:00pm. Public comments from adjacent landowners included questions and concerns about the following: drainage easements and irrigation impacts, fencing requirements, impact on schools, traffic impacts, and the need for pedestrian improvements.

The agent for the applicant was present and explained how the development would address drainage through the use of piping, detention ponds, and other improvements. He also stated that a traffic light at 5th Street and Long Drive was not warranted at this time, and that additional information from an ongoing traffic study in the area would be furnished to the City in the coming weeks.

Commission discussion was related primarily to traffic and drainage, and how best to inform and involve the school district in land development planning. The Commission voted unanimously to recommend approval of the subdivision and the requested subdivision variance to the depth-to-front ratio for lots 71-91 to the Governing Body.

Staff Recommendation

Staff recommends that the Governing Body approve PL-26-18, Resolution 09-26 Westhaven Estates Final Plat and the requested subdivision variance to the depth-to-front ratio for lots 71-91.

Anticipated Meeting Schedule

Monday, June 8, 2026, 5:30pm - City Council Study Session

Monday, June 8, 2026, 7:00pm - Planning Commission Public Hearing and Consideration

Monday, June 15, 2026, 5:30pm - City Council Public Hearing and Consideration

All meetings are held in the City Council Chambers on the 3rd Floor of City Hall. Located at 55 Grinnell Plaza, Sheridan, WY 82801.

**CITY OF SHERIDAN
RESOLUTION 09-26**

A RESOLUTION APPROVING PL-26-18, THE FINAL PLAT OF WESTHAVEN ESTATES, DIVIDING 23.30 ACRES OF UNPLATTED LAND, INTO 91 LOTS AND 4 OUTLOTS WITH A MAJOR SUBDIVISION. ZONED R-1 RESIDENCE DISTRICT. LOCATED ON MYDLAND ROAD WEST OF HILL POND DRIVE (PIN 56842910000100).

WHEREAS, The final plat of Westhaven Estates 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 Westhaven Estates subdivision, dividing 23.30 acres of unplatted land into 91 lots and 4 outlots.

In approving the Westhaven Estates 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 Utilities Department staff, there is adequate long-term water supply to serve this subdivision as of the time of this resolution.

In addition to approving the Westhaven Estates subdivision, the Governing Body is also approving a depth-to-front ratio variance for Lots 71-91 to allow a depth-to-front ratio greater than 2.5:1.

PASSED, APPROVED AND ADOPTED this _____ day of _____ 2026.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Ashlee Foster, City Clerk

WESTHAVEN ESTATES SUBDIVISION

A PORTION OF THE NW1/4SW1/4, SECTION 21, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH PRINCIPAL MERIDIAN, CITY OF SHERIDAN, WYOMING

AREA OF 91 LOTS ±16.10 ACRES
AREA OF 4 OUTLOTS ±0.52 ACRES
AREA OF PRIVATE ROAD ±0.41 ACRES
AREA OF PUBLIC ROADS ±6.27 ACRES
TOTAL = ±23.30 ACRES

ZONED: R-1 RESIDENTIAL

FRONT YARD: 25.0'
REAR YARD: 20.0'
SIDE YARD: 5.0'

CERTIFICATE OF DEDICATION

KNOWN ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED EXCALBUR CONSTRUCTION, INC., BEING THE OWNER, PROPRIETOR OR PARTY OF INTEREST IN THE LAND SHOWN ON THIS PLAT, DO HEREBY STATE:

THAT THE FOREGOING PLAT DESIGNATED AS WESTHAVEN ESTATES SUBDIVISION, IS A SUBDIVISION OF A TRACT OF LAND SITUATED IN THE NW¼SW¼ OF SECTION 21, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH P.M., CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING; SAID TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE WEST QUARTER CORNER OF SAID SECTION 21 (MONUMENTED WITH A 3" ALUMINUM CAP PER PE&LS 551); THENCE N88°06'29"E, 1327.56 FEET ALONG THE NORTH LINE OF SAID NW¼SW¼ TO A POINT, SAID POINT BEING THE NORTHEAST CORNER OF SAID NW¼SW¼ (MONUMENTED WITH A 3¼" ALUMINUM CAP PER PLS 2615); THENCE S00°30'29"E, 768.05 FEET ALONG THE EAST LINE OF SAID NW¼SW¼ TO A POINT, SAID POINT BEING THE NORTHEAST CORNER OF CLOUD PEAK RANCH, SIXTH FILING P.U.D.; THENCE N90°00'00"W, 32.63 FEET ALONG THE NORTH LINE OF SAID CLOUD PEAK RANCH, SIXTH FILING P.U.D. TO A POINT, SAID POINT BEING THE NORTHEAST CORNER OF OUT LOT A, CLOUD PEAK RANCH, SIXTH FILING P.U.D.; THENCE, CONTINUE N90°00'00"W, 495.80 FEET ALONG SAID NORTH LINE OF CLOUD PEAK RANCH, SIXTH FILING P.U.D. TO A POINT, SAID POINT BEING THE NORTHEAST CORNER OF CLOUD PEAK RANCH, TWENTIETH FILING MINOR SUBDIVISION; THENCE, CONTINUE N90°00'00"W, 359.00 FEET ALONG THE NORTH LINE OF SAID CLOUD PEAK RANCH, TWENTIETH FILING MINOR SUBDIVISION TO A POINT, SAID POINT BEING THE NORTHWEST CORNER OF SAID CLOUD PEAK RANCH, TWENTIETH FILING MINOR SUBDIVISION; THENCE S00°00'00"E, 28.88 FEET ALONG THE WEST LINE OF SAID CLOUD PEAK RANCH, TWENTIETH FILING MINOR SUBDIVISION TO A POINT, SAID POINT BEING THE NORTHEAST CORNER OF CLOUD PEAK RANCH TWELFTH FILING; THENCE N90°00'00"W, 35.00 FEET ALONG THE NORTH LINE OF SAID CLOUD PEAK RANCH TWELFTH FILING TO A POINT, SAID POINT BEING THE NORTHEAST CORNER OF LOT 1, CLOUD PEAK RANCH TWELFTH FILING; THENCE S82°46'22"W, 411.10 FEET ALONG THE NORTH LINE OF SAID LOT 1, CLOUD PEAK RANCH TWELFTH FILING TO A POINT, SAID POINT BEING THE NORTHWEST CORNER OF SAID LOT 1, CLOUD PEAK RANCH TWELFTH FILING AND LYING ON THE WEST LINE OF SAID NW¼SW¼; THENCE N00°14'28"W, 804.80 FEET ALONG SAID WEST LINE OF THE NW¼SW¼ TO THE POINT OF BEGINNING OF SAID TRACT.

SAID WESTHAVEN ESTATES SUBDIVISION CONTAINS 23.30 ACRES OF LAND, MORE OR LESS.

WESTHAVEN ESTATES 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 PROPRIETORS; AND THAT THIS IS A CORRECT PLAT OF THE AREA AS IT IS DIVIDED INTO LOTS, OUTLOT'S, STREETS AND EASEMENTS.

THE UNDERSIGNED OWNER OF THE LAND SHOWN AND DESCRIBED ON THIS PLAT DO HEREBY DEDICATE A STRIP OF LAND AS A PRIVATE RIGHT-OF-WAY FOR THE BENEFIT OF LAND OWNERS LYING NORTH AND WEST OF OUTLOT A, AND LOTS 1 THRU 21, WESTHAVEN ESTATES SUBDIVISION. NO PUBLIC MAINTENANCE OF THIS AREA BY THE CITY OF SHERIDAN AND ITS LICENSEES. THE UNDERSIGNED OWNER OF THE LAND SHOWN AND DESCRIBED ON THIS PLAT DOES HEREBY DEDICATE TO THE CITY OF SHERIDAN AND ITS LICENSEES FOR PUBLIC USE FOR THE INDICATED PURPOSES A UTILITY, DRAINAGE AND IRRIGATION EASEMENT.

THE UNDERSIGNED OWNER OF THE LAND SHOWN AND DESCRIBED ON THIS PLAT DO HEREBY DEDICATE TO THE CITY OF SHERIDAN AND ITS LICENSEES FOR PUBLIC USE FOR THE INDICATED PURPOSES, ALL STREETS, EASEMENTS AND OTHER PUBLIC LANDS, AS INDICATED, AND NOT ALREADY OTHERWISE DEDICATED FOR PUBLIC USE.

UTILITY EASEMENTS, AS DESIGNATED ON THE PLAT, ARE HEREBY GRANTED TO THE CITY OF SHERIDAN AND IT'S LICENSEES FOR PUBLIC USE FOR THE PURPOSE OF INSTALLING, REPAIRING, REINSTALLING, REPLACING AND MAINTAINING SANITARY SEWERS, STORM SEWERS, WATER LINES, GAS LINES, ELECTRIC LINES, TELEPHONE LINES, CABLE TV LINE, AND OTHER FORMS AND TYPES OF PUBLIC UTILITIES NOW OR HEREAFTER GENERALLY UTILIZED BY THE PUBLIC.

OUTLOT A: IS AN OPEN SPACE, DRAINAGE, AND UTILITY EASEMENT, OWNED & MAINTAINED BY THE HOMEOWNER'S ASSOCIATION.

OUTLOT B: IS AN OPEN SPACE, DRAINAGE, AND UTILITY EASEMENT, OWNED & MAINTAINED BY THE HOMEOWNER'S ASSOCIATION.

OUTLOT C: IS AN OPEN SPACE, DRAINAGE, AND UTILITY EASEMENT, OWNED & MAINTAINED BY THE HOMEOWNER'S ASSOCIATION.

OUTLOT D: IS AN OPEN SPACE, DRAINAGE, AND UTILITY EASEMENT, OWNED & MAINTAINED BY THE HOMEOWNER'S ASSOCIATION. SEE NOTE 5 (SHEET 2 OF 2)

IN TESTIMONY WHEREOF:

ALL RIGHTS UNDER AND BY VIRTUE OF THE HOMESTEAD EXEMPTION LAWS OF THE STATE OF WYOMING ARE HEREBY WAIVED AND RELEASED.
THE UNDERSIGNED HAVE CAUSED THESE PRESENTS TO BE SIGNED THIS ____ DAY OF _____, ____.

EXCALBUR CONSTRUCTION, INC.

BY: _____
ANDREW McFAUL, PRESIDENT

STATE OF WYOMING :ss
COUNTY OF SHERIDAN :ss
I, ANDRE STAMENKOVIC, DO HEREBY STATE 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 WESTHAVEN ESTATES 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 DIRECT SUPERVISION AND CORRECTLY SHOWS THE LOCATION AND DIMENSIONS OF ALL LOTS, EASEMENTS AND STREETS OF SAID SUBDIVISION IN COMPLIANCE WITH THE CITY OF SHERIDAN REGULATIONS GOVERNING THE SUBDIVISION OF LAND.

WITNESS MY HAND AND OFFICIAL SEAL. MY COMMISSION EXPIRES _____

NOTARY PUBLIC

SURVEYOR'S CERTIFICATE

STATE OF WYOMING :ss
COUNTY OF SHERIDAN :ss
I, ANDRE STAMENKOVIC, DO HEREBY STATE 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 WESTHAVEN ESTATES 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 DIRECT SUPERVISION AND CORRECTLY SHOWS THE LOCATION AND DIMENSIONS OF ALL LOTS, EASEMENTS AND STREETS OF SAID SUBDIVISION IN COMPLIANCE WITH THE CITY OF SHERIDAN REGULATIONS GOVERNING THE SUBDIVISION OF LAND.



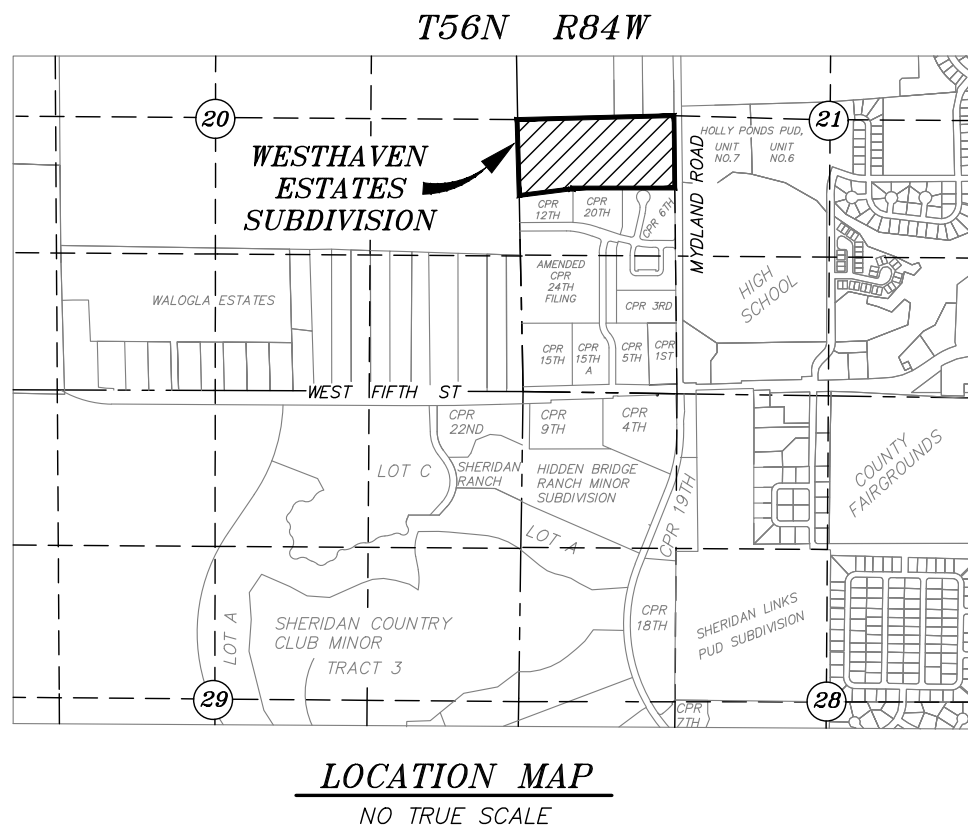
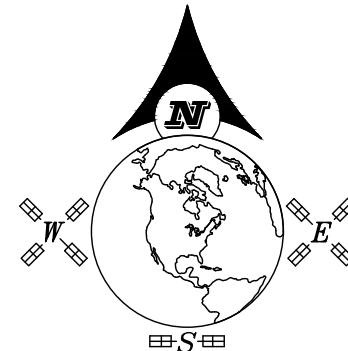
PLAT IS VALID ONLY IF PRINT HAS ORIGINAL SIGNATURE OF SURVEYOR SIGNED AND DATED

CERTIFICATE OF RECORDER

STATE OF WYOMING :ss
COUNTY OF SHERIDAN :ss
THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK AND RECORDER AT ____ O'CLOCK ____M., THIS ____ DAY OF _____, 20 ____, AND IS RECORDED IN PLAT BOOK _____, PAGE _____

COUNTY CLERK

STAMP RECEIVING NUMBER



DECLARATION EXTINGUISHING PREVIOUS EASEMENTS

- ALL EARLIER EASEMENTS OR PORTIONS THEREOF ENCOMPASSED BY THE BOUNDARY OF THIS PLAT ARE HEREBY EXTINGUISHED UNLESS NOTED OTHERWISE.
- EXISTING UTILITIES PLACED IN PREVIOUS RECORDED EASEMENTS HAVE SENIOR RIGHTS AND ARE NOW PROTECTED BY EASEMENTS OR ROADS AS SHOWN ON THIS PLAT.

CITY OF SHERIDAN CERTIFICATES OF APPROVAL

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

ATTEST: VICE-CHAIRMAN _____ CHAIRMAN _____

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 _____, ____ 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 _____, ____.

ATTEST: CITY CLERK _____ MAYOR _____

FINAL PLAT
WESTHAVEN ESTATES
SUBDIVISION

A PORTION OF THE NW1/4SW1/4, SECTION 21, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH PRINCIPAL MERIDIAN, CITY OF SHERIDAN, WYOMING



CLIENT: MORRISON - MAIERLE
1470 SUGARLAND DRIVE, SUITE 2
SHERIDAN, WYOMING 82801



engineers • surveyors • planners • scientists

JN: 2025-012 S.J.3
DN: 2025-012-WHES
RF: 12025-012
DRAWN BY: TDT
CHECKED BY: TDT & CT
MAY 14, 2026

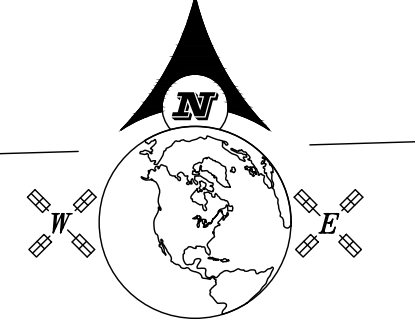
SHEET 1 OF 2

SURFACE COORDINATE
N 1900645.73
E 1400807.83
DATUM: NAD 83(1993)
LAT 44°48'48.1400"N
LONG. 106°59'37.1997"W

SW1/4NW1/4
SECTION 21
RECORD OF SURVEY RECORDED IN
PLAT BOOK "K", PAGE NUMBER 301 & 451

NOTES:
1. THIS AREA IS DEDICATED AS PRIVATE RIGHT-OF-WAY FOR INGRESS AND
EGRESS, AND SERVICES TO BENEFIT THE ADJOINING LAND OWNERS.
2. OWNERS OF LOTS 1 THRU 21, WESTHAVEN ESTATES SUBDIVISION ARE
RESTRICTED FROM USING THIS ARE FOR INGRESS AND EGRESS.
3. THIS AREA IS ALSO A UTILITY, DRAINAGE AND IRRIGATION EASEMENT TO
BENEFIT THE ADJOINING LAND OWNERS AND WESTHAVEN ESTATES SUBDIVISION.

RECORD OF SURVEY RECORDED IN
PLAT BOOK "K", PAGE NUMBER 618



SCALE: 1" = 50'
BEARINGS ARE BASED ON THE
WYOMING COORDINATE SYSTEM NAD 1983, EAST CENTRAL ZONE
DISTANCES ARE SURFACE
GRAPHIC SCALE
(U.S. SURVEY FEET)
0 25 50 100

DATUM:
NAD 83(1993), NAVD 88 (U.S. SURVEY FEET)
DATUM ADJUSTMENT FACTOR (DAF): 1.000235
DIVIDE SURFACE COORDINATES BY DAF TO CALCULATE
THE WYOMING COORDINATE SYSTEM NAD 1983,
EAST CENTRAL ZONE, COORDINATES

HOLLY PONDS PLANNED UNIT
DEVELOPMENT UNIT NO. SEVEN

HOLLY PONDS PLANNED UNIT
DEVELOPMENT UNIT NO. SEVEN

SHERIDAN COUNTY SCHOOL
DISTRICT NO. 2



CURVE TABLE				
CURVE	DELTA	RADIUS	LENGTH	CHORD BEARING
C1	4°22'49"	1040.00'	79.51'	S87°04'47"W
C2	3°35'32"	980.00'	61.44'	N86°23'12"E
C3	1°05'13"	980.00'	18.59'	N88°43'35"E

NOTES:
4. THE "NO BUILD ZONE, POND, IRRIGATION AND DRAINAGE EASEMENT" IS
SUBSERVIENT TO ALL EXISTING EASEMENTS IMPACTING THIS AREA AS SHOWN
WITHIN THE WESTHAVEN ESTATES SUBDIVISION PLAT BOUNDARY. EXISTING
EASEMENTS HAVE SENIOR RIGHTS.
5. THE NORTH TWENTY (20.0) FEET OF LOT 21 AND THE WEST SIXTEEN (16.0)
FEET OF LOTS 21 THRU 25 AND OUTLOT D IS A TELEPHONE EASEMENT. THE
EASEMENT IS TO PROTECT THE TELEPHONE RIGHT-OF-WAY EASEMENT PER (BOOK
207, PAGE 390) WHICH HAS SENIOR RIGHTS. ALL ITEMS ADDRESSED IN (BOOK
207, PAGE 390) ARE STILL BINDING UPON SAID LOTS 21 THRU 25 AND OUTLOT D.

- LEGEND:
- SET 2" ALUMINUM CAP PER PLS 19344
 - FOUND 2" ALUMINUM CAP PER PLS 6812
 - FOUND 3-1/4" ALUMINUM CAP PER PLS 2615
 - FOUND 2" ALUMINUM CAP PER PLS 2615
 - FOUND 3" ALUMINUM CAP PER PE&LS 551
 - FOUND 2" ALUMINUM CAP PER PLS 5369
 - FOUND 2" ALUMINUM CAP PER PE&LS 3864
 - CALCULATED: NOTHING FOUND/NOTHING SET
 - BOUNDARY LINE
 - PROPERTY/BLOCK/LOT LINE
 - EASEMENT LINE AS NOTED
 - NO BUILD ZONE, DRAINAGE EASEMENT LINE
 - DRAINAGE EASEMENT LINE
 - RIGHT-OF-WAY LINE
 - SECTION LINE
 - INTERIOR SECTION LINE

FINAL PLAT
**WESTHAVEN ESTATES
SUBDIVISION**

A PORTION OF THE NW1/4SW1/4, SECTION 21, TOWNSHIP 56 NORTH,
RANGE 84 WEST, 6TH PRINCIPAL MERIDIAN, CITY OF SHERIDAN, WYOMING

RESTFELDT
SURVEYING
2340 WETLANDS DR., SUITE 100
SHERIDAN, WY 82801
307-672-7415

Morrison
Maierle
engineers • surveyors • planners • scientists

JN: 2025-012 SLS
DN: 2025-012 WHES
PF: T2025-012
DRAWN BY: TDT
CHECKED BY: TDT & CT
MAY 14, 2026
SHEET 2 OF 2

May 14, 2026

City of Sheridan
Mr. Hanns Mercer, PE – Director of Public Works
55 Grinnell Plaza
Sheridan, WY 82801

Re: Westhaven Estates Subdivision Variance Request – Lot Depth to Frontage Ratio

Dear Hanns,

This letter constitutes a variance request for consideration by the City of Sheridan Planning Commission on the above-referenced project. This variance pertains to the depth-to-front (D:F) ratio for 21 proposed parcels (Lots 71-91) shown on the Preliminary Plat drawing of Westhaven Estates Subdivision.

Per the Sheridan Municipal Code, Appendix B Subdivision Regulations, §505(C)(1), the depth-to-front (D:F) ratio of lots shall not exceed 2.5 to 1. The table below presents the actual D:F ratio for the aforementioned lots.

LOT #	D:F RATIO
71-83	±3.2:1
84	3.4:1
85	3.7:1
86	3.8:1
87	3.9:1
88	4.0:1
89	4.1:1
90	4.2:1
91	4.3:1

As the southern area of the property is generally undevelopable, rather than excluding this area as open space, we are depicting it on the plat as a “no-build zone.” This would be accomplished via deed restriction at the time of sale for lots 71-91.

The developer is requesting a variance for the following reasons:

- Deed-restricted areas maintain private ownership of the green space but still providing the natural beauty and views.
- Reduced Maintenance Burden on HOA: Maintenance responsibilities for these areas will be managed by individual owners, reducing the burden on the HOA.
- Compliance with Intent of Code: The proposal aligns with the intent of the subdivision regulations by ensuring that the development is uniform in nature and built area.
- Market Differentiation within the subdivision: This approach can enhance the marketability and development of specific lots.

We appreciate your consideration of this request. Please let us know if you have any questions.

Sincerely,

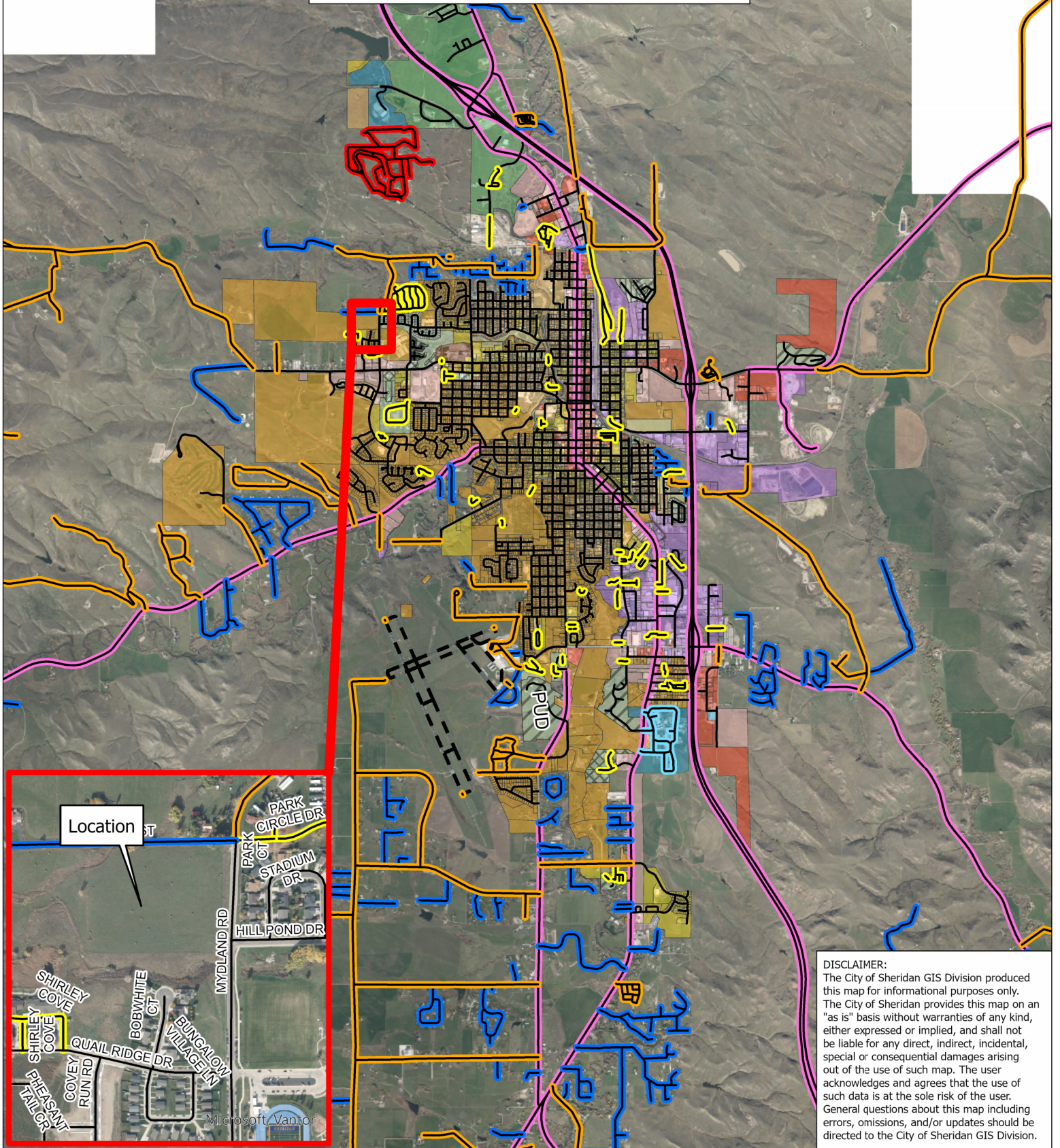


Tyson Markham, PE
Project Manager
tmarkham@m-m.net
(307) 761-4130

Attachments

ec: Andrew McFaul, Excalibur Construction

Westhaven Estates



2/6/2026

Dear Members of the Sheridan Planning Commission,

I am writing to respectfully urge the Planning Commission to delay or deny approval of the proposed new housing development until Sheridan's housing policies are updated and existing housing conditions are more fully evaluated. Current market data, combined with the City's own housing studies spanning nearly two decades, indicate that approving additional residential development at this time would be premature and inconsistent with documented community needs.

Current market conditions show that Sheridan already has substantial housing inventory available. According to Realtor.com, there are approximately **285 active residential listings** in Sheridan, including **108 homes priced under \$350,000**, **195 homes priced under \$500,000**, and **88 homes priced over \$500,000**. Approximately **94 homes are located on lots smaller than 7,500 square feet**, demonstrating that higher-density housing options are already present within the existing supply. These figures raise legitimate concerns regarding market saturation and absorption.

Excalibur Construction's own website further reflects significant unabsorbed inventory. The site lists **27 homes currently for sale**, including **18 homes in Hidden Bridge Ranch priced between approximately \$500,000 and \$811,000**, and **9 homes in The Meadows priced between approximately \$379,750 and \$416,750**. Additionally, **77 vacant residential lots are actively marketed**, including **35 lots in Hidden Bridge Ranch and 42 lots in The Meadows**. This represents a considerable amount of entitled and market-ready land that remains undeveloped or unsold.

Sheridan's official housing studies reinforce that the City's housing challenge is not simply a lack of units, but a persistent mismatch between housing costs and local incomes. The *Final Report on Housing Conditions and Needs* (2021) found that households earning **\$35,000 or less can only afford homes valued at roughly \$170,000**, while households earning **\$75,000 annually can afford homes up to approximately \$365,000**. The report also shows that **median household income in Sheridan County declined slightly in inflation-adjusted terms between 1999 and 2019**, demonstrating that wages have not kept pace with rising housing costs.

Importantly, the 2021 report concludes that **adding additional market-rate or higher-priced housing does not address the core affordability gap**, particularly for lower- and moderate-income households. The report also notes the presence of existing vacant and unabsorbed units, suggesting that current inventory has not yet been fully utilized.

These findings are not new. Sheridan's *Housing Needs Assessment* from **2006** reached similar conclusions nearly twenty years ago. That assessment cautioned against approving

new residential development without demonstrated demand aligned with local incomes, emphasized that affordability — not total unit count — was the primary housing issue, and recommended prioritizing the absorption of existing entitled land before opening new areas for development. The report also warned that infrastructure capacity and public services should be carefully evaluated prior to approving additional growth, particularly at the edges of the city.

Together, these studies show a consistent and long-standing pattern: Sheridan's housing challenges stem from affordability, wage alignment, and absorption — not a shortage of entitled land or market-rate units. Proceeding with additional development without addressing these issues risks repeating outcomes the City has already identified as problematic.

Finally, I am concerned that **Sheridan's Land Use Plan 2017** is outdated and was not properly updated on a five year basis, as directed in the document. I understand this document is expected to be updated this year. Given the significant changes in housing costs, income trends, and inventory since 2017, **I strongly believe that any new housing development approvals should be evaluated against an updated Plan, rather than one that is outdated or unavailable to the public.**

The proposed plan, in my opinion, raises multiple unresolved and site-specific concerns, including **traffic impacts, fire safety risks, utility capacity and usage—particularly water and drainage, soil composition challenges, the presence of a buried irrigation line along the entire northern boundary, potential negative effects on neighborhood property values and marketability, and pressures on school district enrollment.** Until these issues are thoroughly studied and meaningfully addressed, approving this development would place unnecessary risk on existing residents, public infrastructure, and the long-term stability of the surrounding community.

For these reasons, I respectfully ask the Planning Commission to delay or deny the proposed development. Thank you for your time, service, and careful consideration.

Sincerely,

The block contains two handwritten signatures in blue ink. The first signature is 'Matt Ebzery' and the second is 'Denise Ebzery'. Both are written in a cursive, flowing style.

Matt & Denise Ebzery
Sheridan, Wyoming

Westhaven Estates Subdivision

Salvador Madrigal <salmadmsu@hotmail.com>
To: "kschroeder@sheridanwy.gov" <kschroeder@sheridanwy.gov>

Fri, Feb 6, 2026 at 3:10 PM

Esteemed Sheridan Planning Commission,

Sheridan's housing market data along with the City's extensive housing studies clearly show that approving new residential developments at this point in time would not go along with documented community needs!

We are writing to you to urge you deny or delay approval of the new housing development (Westhaven Estates Subdivision).

Sheridan's Land Use Plan 2017 is outdated and has not been properly updated as it was specified to do so every 5 years, which is now overdue. There have been substantial changes in housing costs, demands, income trends, cost of living and housing inventory since 2017. It is undeniable that any new housing development approvals should be evaluated using an updated plan, not one that is obsolete. Thoughtful, sustainable and quality growth requires guidance through current policy, transparency, and alignment with community needs.

Sheridan's housing market conditions show that there is already a healthy housing inventory available. All it takes is a search on Realtor.com to learn that there are roughly **285 active residential listings**, including **108 homes priced under \$350,000.00**, **195 homes priced under \$500,000.00** and **88 homes priced above \$500,000.00**. A deeper dive in these numbers shows that roughly **94 homes are on lots smaller than 7,500 square feet** proving that high density options are present in the current market. All of these figures raise concerns about market saturation and rate of absorption. Excalibur Construction's website details that they currently have substantial unabsorbed inventory. Their website lists **27 homes for sale**, **18 of which are in Hidden Bridge Ranch priced between \$500,000.00 and \$811,000.00**. **Another 9 homes are available in The Meadows and they are priced between \$379,750.00 and \$416,750.00**. **Additionally, there are 77 vacant residential lots; 35 of them in Hidden Bridge Ranch and 42 lots in The Meadows**. Both of these recent residential developments are within easy walking distance of the proposed Westhaven Estates location. **There is an ample volume of homes and entitled, market ready lots within a mile of the proposed location!**

The issues that Sheridan faces with housing issues is not the availability of homes and/or lots, it is a mismatch between housing costs and income. Sheridan's official housing studies show that this is the case! Wages in the Sheridan area have not kept pace with the rising housing costs and adding more of the already available options will not help that issue at all. *Sheridan's Housing Needs Assessment* reached similar conclusions almost two decades ago, in 2006. This assessment cautioned against residential development without demonstrated demand aligned with local incomes. It also defined that **affordability**, not unit cost, **was the primary housing issue**. The assessment recommended that prioritizing absorption of existing, entitled land before opening new areas for development. Another point of consideration brought up by the study was a warning of infrastructure capacity and public services should be carefully evaluated before approving additional growth, especially in the outskirts of the city. **Adding additional market-rate or higher priced homes does not address the affordability gap, particularly for low- and moderate-income households**. The *Final Report on Housing Conditions and Needs (2021)* notes the above conclusions as well

as **noting the presence of existing vacant and unabsorbed units pointing at the fact that current inventory is not absorbed.**

Furthermore, We have several questions such as:

Sagebrush Elementary School is already at student capacity, where will the new families moving into the proposed subdivision send their children? The current, existing schools in the area cannot accommodate the volume of children that the proposed development would bring and we know that maintaining our excellent public education is a priority.

How will the children get to said schools? There are no sidewalks or appropriate signage in the proposed area and there is already considerable traffic along Mydland Road.

These new crossings and pedestrian areas will have an effect on the traffic, what has been done to mitigate those changes?

Water availability for 90 plus new homes. Can SAWS supply that while maintaining the services that they already provide?

What about water for emergency services such as fire hydrants?

Access for emergency response teams such as firefighters?

The existing land use plan, **Sheridan's Land Use Plan 2017 is almost 5 years obsolete!** We firmly believe that that should be updated, as is directed in the document, every 5 years. Should that not happen before approving any new subdevelopments??

Sustainable, high-quality growth that aligns with community demands requires current, up-to-date policy guidance, proper planning for all repercussions and transparency of plans for tomorrow. We respectfully request that The Planning Commission prioritize updating **The Land Use Plan**, evaluating all existing housing inventories, and addressing school concerns before considering any additional residential developments.

For these reasons, we respectfully ask the Planning Commission to deny or delay the proposed development.

Thank you for your service and care for our community. We appreciate your time and careful consideration.

Sincerely,

Salvador and Jayde Madrigal

Fwd: Application #PL-25-39. Westview Estates Subdivision

1 message

Kelly Schroeder <kschroeder@sheridanwy.gov>
To: Sue Goodman <sgoodman@sheridanwy.gov>

Tue, Feb 3, 2026 at 8:12 AM

Kelly Schroeder, AICP

City Planner

P (307) 675-4248



----- Forwarded message -----

From: **Bob Stephenson** <bobbyandmar@gmail.com>
Date: Tue, Feb 3, 2026 at 7:37 AM
Subject: Fwd: Application #PL-25-39. Westview Estates Subdivision
To: <kschroeder@sheridanwy.gov>

----- Forwarded message -----

From: **Bob Stephenson** <bobbyandmar@gmail.com>
Date: Tue, Feb 3, 2026, 7:35 AM
Subject: Re: Application #PL-25-39. Westview Estates Subdivision
To: <kschroeder@sheridangov.com>

On Mon, Feb 2, 2026, 10:56 AM <bobbyandmar@gmail.com> wrote:

We are writing to submit some questions and concerns about this subdivision plan.

We know Sheridan is going to grow and are not opposed to growth but feel that this is an excessive amount of houses for this property. Is Hillpond going to be the only entry and exit point to this large proposed development?

This will greatly increase the traffic on Mydland and Hillpond. We already see cars waiting on Hillpond to enter Mydland and we see school buses going back and forth on Hillpond to Sage Elementary. This will put more traffic by this Elementary school and more students in the system. Are these single family homes, multi family, low income. Is this developer local, out of state, is the project funded by foreign investors?

When we saw there was activity on the property we expected maybe 40 houses would be built in this area NOT 92!!!!

Our water pressure is low in the summer when we try to water our lawn and cannot imagine how much water a development of this size would require???

We respectfully request that the city consider very carefully the impact this LARGE development would have in our area.

Thank you for your consideration.

The Stephenson's
[1997 Stadium Dr.](#)
Sheridan, WY

Sent from my iPad

Water concerns Westhaven Estates subdivision

Denise Ebzery <denise@cypressmgmt.com>

Sun, Jun 7, 2026 at 11:20 AM

To: Sue Goodman <sgoodman@sheridanwy.gov>, "kschroeder@sheridanwy.gov" <kschroeder@sheridanwy.gov>

Dear Members of the Sheridan City Planning Commission,

I am writing to express my concerns regarding the proposed final plat approval for the housing development located adjacent to my property.

My primary concern involves water management and drainage within the development site. The proposed subdivision is located below an actively irrigated hay field, and there is currently a significant amount of surface and subsurface water that naturally flows through the property. Even before development, water has regularly been present across portions of the site.

Since the approximately 20-acre parcel was scraped and prepared for construction, I have become increasingly concerned about how existing water movement will be managed long-term. While I understand that a drainage system (a shallow ditch guiding water to the north on our land) was created in an attempt to address some of the drainage issues, I have not seen sufficient information demonstrating that the underlying water concerns have been fully evaluated or adequately incorporated into the final plat design.

Specifically, I am concerned about:

- The impact of continued irrigation runoff and groundwater seepage from the uphill hay field.
- Whether the installed drain system has been engineered to accommodate seasonal fluctuations and long-term water flow patterns.
- Potential flooding, ponding, or drainage impacts to future homeowners and neighboring properties.
- Whether adequate geotechnical and hydrological studies have been completed and incorporated into the final plat approval process.
- The long-term maintenance responsibility and effectiveness of any drainage infrastructure proposed within the development.

Given the existing water conditions observed on the property, I respectfully request that the Commission carefully review the drainage and water management plans before granting final plat approval. If additional engineering analysis, drainage studies, or mitigation measures are warranted, I encourage the Commission to require those evaluations prior to final approval.

Thank you for your consideration of these concerns and for ensuring that potential drainage and water issues are thoroughly addressed before development proceeds.

I have included photos of these issues, taken in the last week.

Sincerely,

Denise & Matt Ebzery

*****This e-mail message (and any attachment) is intended for the use of the individual or entity to which it is addressed. This message contains information from Cypress Capital Management that may be privileged, confidential, or exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive this for the intended recipient, any use, dissemination, distribution, retention, archiving, or copying of this communication is strictly prohibited. If you have received this email in error, please notify the sender immediately by reply e-mail, delete this message, and delete the material from all computers.***

[Quoted text hidden]

4 attachments



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CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan, Wyoming 82801

Ph (307) 674-6483

Planning

MEMORANDUM

RE: Public Hearing for PL-26-19, Resolution 10-26, Final Plat for the Riverstone Village Subdivision - City Planner Kelly Schroeder

From: Sue Goodman, Planning Tech

To: City Council

Date: 06/15/2026

Background:

DOWL, on behalf of the property owner, StoneMill Properties, LLC, has submitted a final plat application for the following location:

Address: 1280 Dovetail Lane, Sheridan, WY 82801

Legal: The Villages Phase I, Tract 3

PIN: 56840910000103

The applicant is proposing to divide 13.9 acres into 139 townhouse-style lots and 15 outlots. The proposed subdivision will establish a new public street, Stillwater Loop, that will provide access and utilities to the subdivision.

Please see the attached staff report and supporting documentation for further details.

Attachments

Staff Report

Draft Resolution

Final Plat

Variance Request Letter

Dead End Variance Request

Aerial

Affordable Density Letter

SCSD2 Letter



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan Wyoming 82801

Planning Division

MEMORANDUM

From: Kelly Schroeder, City Planner
To: City of Sheridan Governing Body
Date: June 15, 2026

Re: PL-26-19, Resolution 10-26 Riverstone Village Final Plat Staff Report

Background

DOWL, on behalf of the property owner, StoneMill Properties, LLC, has submitted a final plat application for the following location:

Address: 1280 Dovetail Lane, Sheridan, WY 82801
Legal: The Villages Phase I, Tract 3
PIN: 56840910000103

The applicant is proposing to divide 13.9 acres into 139 townhouse-style lots and 15 outlots. The proposed subdivision will establish a new public street, Stillwater Loop, that will provide access and utilities to the subdivision.

Discussion

Subdivision Details

The proposed Riverstone Village subdivision is located within the Residential area of the Villages Master Plan. Permitted uses in this area include a variety of housing types, educational facilities, and accessory uses. Minimum lot size is determined by the proposed building type. This development is proposing 139 townhouse-style homes (single-family attached). The Villages Master Plan dictates that single-family attached homes shall have a maximum gross density of 8 units per acre, unless they are considered affordable homes, in which case, the maximum gross density shall be no greater than 10 units per acre.

Neither the Villages Master Plan nor City code contains a definition for affordable housing. StoneMill properties included a letter with the subdivision application detailing how this development qualifies under the “affordable” density provisions in the Master Plan to allow up to 10 units per acre. This letter is attached for reference. Staff believe that for the reasons outlined in the letter, this development qualifies as affordable housing and therefore recommend granting the additional density to allow for up to 10 units per acre, which would be equal to the proposed 139 units on 13.9 acres.

Lots are required to have a depth-to-front ratio that does not exceed 2.5:1. The applicant has submitted a subdivision variance request letter for the depth-to-front requirement for many lots in this subdivision, as the townhouse-style development requires long and narrow lots.

Setback, height, and parking requirements will be addressed at the time of a building permit application for any of the lots.

Per the Villages Master Plan, this tract requires 1 acre of open space to be dedicated within the bounds of the subdivision. The development is currently proposing 1.56 acres to be dedicated as open space over 4 outlots that will be owned and maintained by the HOA. Additionally, this development includes a 12-foot pathway easement in the southwest corner to provide future pathway connectivity to the City park to the south.

Engineering

The proposed subdivision includes the construction of a new public street, Stillwater Loop, within a 60-foot-wide public right-of-way. The roadway will be built to City standards with a 39-foot-wide paved section and detached sidewalks on both sides.

In addition, several private access roads will be constructed within easements to serve the townhouse clusters. These access easements are proposed to be 27 feet wide, with a 25-foot-wide paved driving surface.

Stillwater Loop is designed to accommodate on-street parking along both sides and will operate under stop control at its intersection with Dovetail Lane. Outlot H is intended to provide a future connection to the parcel to the west, allowing for secondary access to a potential future school site. The remaining outlots containing access easements meet the requirements of the International Fire Code (IFC) for pavement width and access distance and will be designated as “No Parking – Fire Lane.”

A traffic impact analysis was previously completed as part of The Villages Master Plan and was reviewed and approved by both WYDOT and the City of Sheridan. Based on current estimates, the proposed subdivision is expected to generate approximately 36–40% less traffic than originally projected in the Master Plan traffic report.

Utilities

The proposed subdivision includes the extension of municipal water and sanitary sewer mains. These services are available for extension into the development as submitted, subject to standard design, permitting, and construction requirements.

In coordination with the developer, it is currently proposed that solid waste services will be provided via roadside pickup along Stillwater Loop and within the 2 interior alleys. Collection vehicles will not enter the dead-end drives (Outlots). Sanitation and recycling services will be accommodated within the subdivision, with the potential for separate collection days for trash and recycling.

Adequate space is provided along public streets to support safe and efficient pickup operations. A minimum of approximately three (3) linear feet per container is required. To meet this requirement, parking restrictions and appropriate signage and markings are implemented through along portions of Stillwater Loop during designated collection times.

Future Land Use

The Future Land Use Map from 2017 indicates that this area is appropriate for residential use. The proposed subdivision will consist of 139 single-family attached lots, which is both in conformance with the Future Land Use Map and compatible with surrounding residential development.

Staff Review Comments

Staff comments during the internal review of this final plat application were related to minor corrections needed for the plat. All staff comments have been adequately addressed at this time.

Public Notice

Staff sent notices to 37 surrounding property owners and published a legal ad in the Sheridan Press with information about the project and the public hearing schedule. A sign was also posted on the property. To date, staff have received no questions or comments regarding the proposed development.

Planning Commission Public Hearing and Recommendation

Planning Commission held a public hearing on this application on Monday, June 8, 2026, at 7:00pm. Public comments from nearby landowners included questions about fencing and access, as well as concerns about the proposed density.

Commission discussion was related to the subdivision layout in relation to the proposed density general comments on the overall master plan. The Commission voted unanimously to recommend approval of the subdivision and the requested subdivision variance to the depth-to-front ratio to the Governing Body.

Staff Recommendation

Staff recommends the Governing Body approve PL-26-19, Resolution 10-26 Riverstone Village Final Plat and the requested subdivision variance to the depth-to-front ratio.

Anticipated Meeting Schedule

Monday, June 8, 2026, 5:30pm - City Council Study Session

Monday, June 8, 2026, 7:00pm - Planning Commission Public Hearing and Consideration

Monday, June 15, 2026, 5:30pm - City Council Public Hearing and Consideration

All meetings are held in the City Council Chambers on the 3rd Floor of City Hall. Located at 55 Grinnell Plaza, Sheridan, WY 82801.

**CITY OF SHERIDAN
RESOLUTION 10-26**

A RESOLUTION APPROVING PL-26-19, THE FINAL PLAT OF RIVERSTONE VILLAGE, DIVIDING TRACT 3 OF THE VILLAGES PHASE I, TALLING 13.9 ACRES, INTO 139 TOWNHOUSE LOTS AND 15 OUTLOTS. ZONED GATEWAY DISTRICT. LOCATED AT 1280 DOVETAIL LANE (PIN 56840910000103).

WHEREAS, The final plat of Riverstone Village 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 Riverstone Village, dividing Tract 3 of the Villages Phase I, totalling 13.90 acres, into 139 townhouse lots and 15 outlots.

In approving Riverstone Village, 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 Utilities Department staff, there is adequate long-term water supply to serve this subdivision as of the time of this resolution.

In addition to approving Riverstone Village, the Governing Body is also approving a depth-to-front ratio variance for the lots within the subdivision to allow a depth-to-front ratio greater than 2.5:1.

PASSED, APPROVED AND ADOPTED this _____ day of _____ 2026.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Ashlee Foster, City Clerk

CERTIFICATE OF OWNER

KNOW ALL MEN BY THESE PRESENTS THAT STONEMILL PROPERTIES, LLC BEING THE OWNER, PROPRIETOR OR PARTIES OF INTEREST IN THE LAND SHOWN ON THIS PLAT, DO HEREBY CERTIFY: THAT THE FOREGOING PLAT IS DESIGNATED AS RIVERSTONE VILLAGE, BEING A REPLAT OF TRACT 3, THE VILLAGES - PHASE I MINOR SUBDIVISION AND BEING WITHIN SECTIONS 9 AND 10, T56N, R84W, 6TH PRINCIPLE MERIDIAN, CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 9, SAID POINT MONUMENTED WITH AN ALUMINUM CAP PER PLS#8612, THENCE: S12°29'29"E, 329.62 FEET TO A POINT ON THE WESTERLY RIGHT OF WAY LINE OF DECKER ROAD AND THE SOUTHERLY RIGHT OF WAY LINE OF DOVETAIL LANE AND THE POINT OF BEGINNING, THENCE S22°22'04"E ALONG THE WESTERLY RIGHT OF WAY LINE OF DECKER ROAD, 638.06 FEET TO A 2" ALUM CAP PER PLS#15057, THENCE S87°37'32"W, 541.50 FEET TO A 2" ALUM CAP PER PLS#15057, THENCE S83°23'10"W, 258.45 FEET TO A 2" ALUM CAP PER PLS#15057, THENCE N26°37'59"W, 830.73 FEET TO A 2.5" ALUM CAP PER PLS#15057 ON THE SOUTHERLY RIGHT OF WAY LINE OF SAID DOVETAIL LANE, THENCE ALONG SAID RIGHT OF WAY, N83°22'02"E, 212.92 FEET TO A POINT, THENCE NORTHEASTERLY ALONG SAID RIGHT OF WAY, 177.42 FEET ALONG THE ARC OF A 250.00 FOOT RADIUS CURVE TO THE RIGHT, WHICH CHORD BEARS N83°34'49"E, 73.72 FEET TO A POINT, THENCE ALONG SAID RIGHT OF WAY, S76°02'11"E, 117.09 FEET TO A POINT, THENCE ALONG SAID RIGHT OF WAY, S13°57'49"W, 5.00 FEET TO A POINT, THENCE ALONG SAID RIGHT OF WAY, NORTHEASTERLY ALONG THE ARC OF A 315.00 FOOT RADIUS CURVE TO THE LEFT, WHICH CHORD BEARS N89°29'23"E, 203.65 FEET TO A POINT, THENCE ALONG SAID RIGHT OF WAY, N67°37'53"E, 197.56 FEET TO THE POINT OF BEGINNING AND CONTAINING 13.96 ACRES MORE OR LESS.

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 OWNERS AND PROPRIETORS, AND THAT THIS IS A CORRECT PLAT OF THE AREA AS IT IS DIVIDED INTO LOTS, BLOCKS, STREETS AND EASEMENTS; AND

THAT THE UNDERSIGNED OWNERS OF THE LAND SHOWN AND DESCRIBED ON THIS PLAT DO HEREBY DEDICATE TO THE CITY OF SHERIDAN AND ITS LICENSEES FOR PUBLIC USE FOR THE INDICATED PURPOSES ALL STREETS AND PUBLIC EASEMENTS WITHIN THE BOUNDARY LINES OF THE PLAT, AS INDICATED, AND NOT ALREADY OTHERWISE DEDICATED FOR PUBLIC USE. OUTLOTS "A", "C", TOTALING 0.78 ACRES ARE DESIGNATED AS OPEN SPACE FOR THE BENEFIT OF ALL LOTS AND SHALL BE MANAGED BY THE HOA. OUTLOT "D", TOTALING 0.78 ACRES IS DESIGNATED AS OPEN SPACE FOR THE BENEFIT OF ALL LOTS AND DRAINAGE EASEMENT FOR THE CONVEYANCE OF STORMWATER AND SHALL BE MANAGED BY THE HOA. OUTLOTS "E", "F" ARE DESIGNATED AS PRIVATE ACCESS AND PUBLIC UTILITY, DRAINAGE AND SIDEWALK EASEMENTS AND ARE TO BE OWNED, MANAGED, AND MAINTAINED BY THE HOA.

UTILITY EASEMENTS, AS DESIGNATED ON THIS PLAT, ARE HEREBY DEDICATED TO THE CITY OF SHERIDAN AND ITS LICENSEES FOR PUBLIC USE FOR THE PURPOSE OF INSTALLING, REPAIRING, REPLACING, MAINTAINING AND MAINTAINING SEWERS, WATER LINES, GAS LINES, ELECTRIC LINES, TELEPHONE LINES, CABLE TELEVISION LINES, AND OTHER FORMS AND TYPES OF PUBLIC UTILITIES NOW OR HEREAFTER GENERALLY UTILIZED BY THE PUBLIC. BUILDING EAVES CAN OVERHANG AND ENCRoACH ON EASEMENTS UP TO 18 INCHES.

ALL RIGHTS UNDER ANY PROVISION OF THE HOMESTEAD EXEMPTION LAWS OF THE STATE OF WYOMING ARE HEREBY WAIVED AND RELEASED.

EXECUTED THIS ____ DAY OF ____, 2026 BY:

STONEMILL PROPERTIES, LLC
SWAYNE REDINGER, MEMBER

STATE OF WYOMING } SS:
COUNTY OF SHERIDAN

ON THIS, THE ____ DAY OF ____, 2026, BEFORE ME, THE UNDERSIGNED OFFICER, PERSONALLY APPEARED SWAYNE REDINGER, KNOWN TO ME OR SATISFACTORILY PROVEN TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THAT HE EXECUTED THE SAME FOR THE PURPOSE DESCRIBED HEREIN.

IN WITNESS WHEREOF, I SET MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC

THE UNDERSIGNED, FIRST NORTHERN BANK, 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 IN BOOK ____ OF MORTGAGES, AT PAGE ____ 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.

EXECUTED THIS ____ DAY OF ____, 2026 BY:

_____, FIRST NORTHERN BANK

STATE OF WYOMING } SS:
COUNTY OF SHERIDAN

ON THIS, THE ____ DAY OF ____, 2026, BEFORE ME, THE UNDERSIGNED OFFICER, PERSONALLY APPEARED _____ KNOWN TO ME OR SATISFACTORILY PROVEN TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO BE THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THAT HE EXECUTED THE SAME FOR THE PURPOSE DESCRIBED HEREIN.

IN WITNESS WHEREOF, I SET MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC

CITY OF SHERIDAN CERTIFICATES OF APPROVAL

REVIEWED BY THE CITY OF SHERIDAN PLANNING COMMISSION THIS ____ DAY OF ____, 2026.

ATTEST: VICE-CHAIRMAN CHAIRMAN

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 ____, 2026, 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 ____, 2026.

ATTEST: CITY CLERK MAYOR

CERTIFICATE OF RECORDER

STATE OF WYOMING } SS:
COUNTY OF SHERIDAN

THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK AND RECORDER AT _____, CLERK OF _____, THIS ____ DAY OF ____, 2026, AND IS RECORDED IN PLAT BOOK ____ PAGE ____.

COUNTY CLERK STAMP RECEIVING NUMBER _____

DECLARATION VACATING PREVIOUS PLATTING

THIS PLAT IS A REPLAT OF TRACT 3, THE VILLAGES - PHASE I MINOR SUBDIVISION AS RECORDED IN BOOK V OF PLATS, PAGE 22, SHERIDAN COUNTY RECORDS, BEING WITHIN THE NE1/4 OF THE NE1/4 OF SECTION 9, AND THE NW1/4 OF THE NW1/4 OF SECTION 10, T56N, R84W, 6TH PRINCIPLE MERIDIAN, CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING. ALL EARLIER PLATS OR PORTIONS THEREOF ENCOMPASSED BY THE BOUNDARIES OF THIS PLAT ARE HEREBY VACATED.

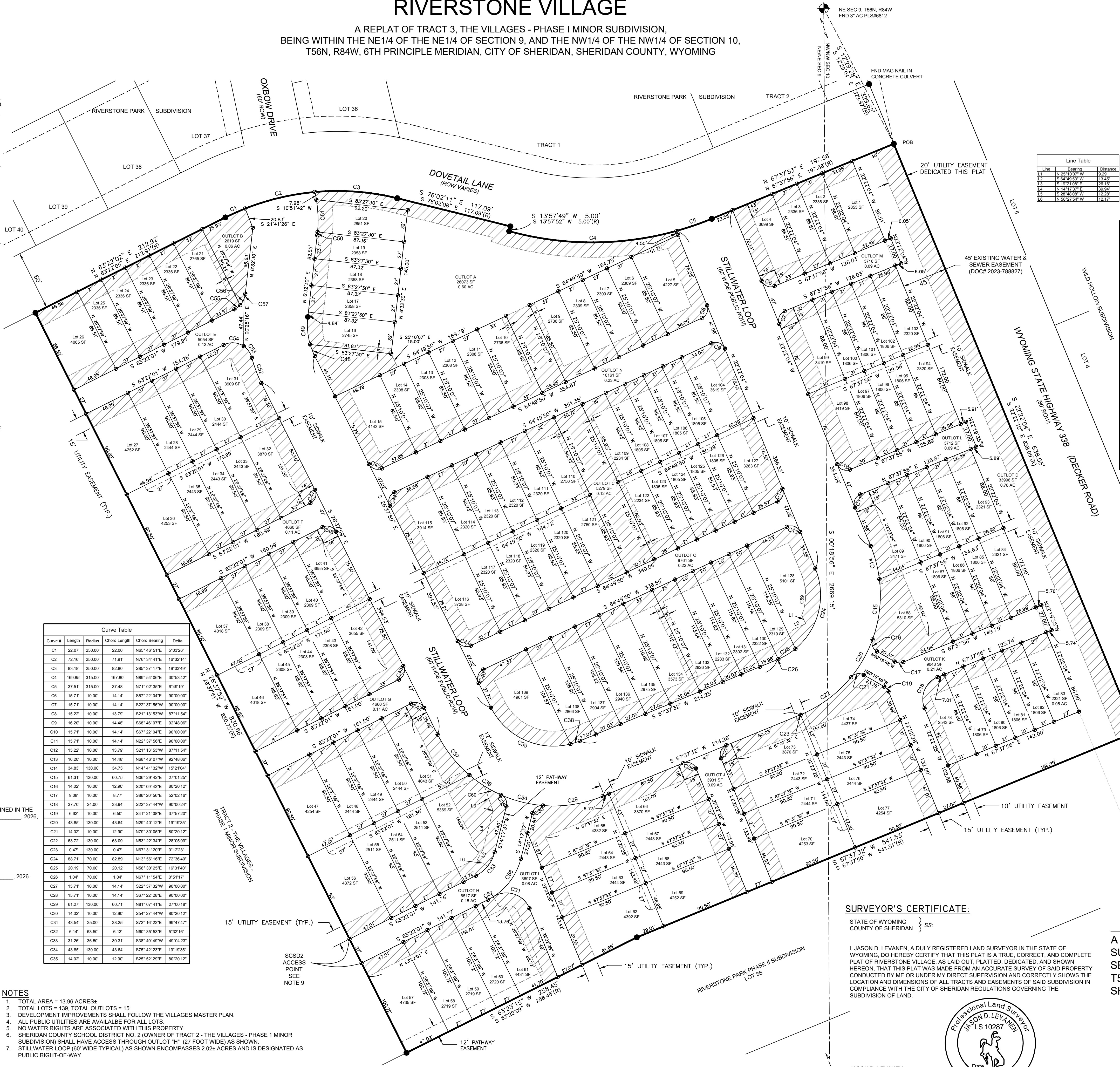
NOTES

- TOTAL AREA = 13.96 ACRES
- TOTAL LOTS = 139, TOTAL OUTLOTS = 15
- DEVELOPMENT IMPROVEMENTS SHALL FOLLOW THE VILLAGES MASTER PLAN.
- ALL PUBLIC UTILITIES ARE AVAILABLE FOR ALL LOTS.
- NO WATER RIGHTS ARE ASSOCIATED WITH THIS PROPERTY.
- SHERIDAN COUNTY SCHOOL DISTRICT NO. 2 (OWNER OF TRACT 2 - THE VILLAGES - PHASE I MINOR SUBDIVISION) SHALL HAVE ACCESS THROUGH OUTLOT "H" (27 FOOT WIDE) AS SHOWN.
- STILLWATER LOOP (80' WIDE TYPICAL) AS SHOWN ENCOMPASSES 2.02+ ACRES AND IS DESIGNATED AS PUBLIC RIGHT-OF-WAY.

FINAL PLAT

RIVERSTONE VILLAGE

A REPLAT OF TRACT 3, THE VILLAGES - PHASE I MINOR SUBDIVISION, BEING WITHIN THE NE1/4 OF THE NE1/4 OF SECTION 9, AND THE NW1/4 OF THE NW1/4 OF SECTION 10, T56N, R84W, 6TH PRINCIPLE MERIDIAN, CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING

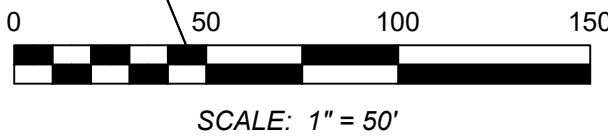


Line Table		
Line	Bearing	Distance
L1	N 25°10'07" W	13.22'
L2	S 12°29'29" E	329.62'
L3	S 19°21'08" E	26.16'
L4	N 14°05'05" E	13.22'
L5	N 88°27'54" W	12.17'

Curve Table					
Curve #	Length	Radius	Chord Length	Chord Bearing	Delta
C36	37.19'	130.00'	37.06'	S57°59'54"E	16°23'22"
C37	52.23'	130.00'	51.88'	S38°08'36"E	23°01'14"
C38	10.04'	70.00'	10.03'	N71°43'58"E	8°12'52"
C39	94.72'	70.00'	87.69'	S68°23'48"E	17°31'36"
C40	15.96'	10.00'	14.32'	S19°09'55"W	91°27'50"
C41	15.45'	10.00'	13.96'	N70°54'05"W	88°32'10"
C42	15.71'	10.00'	14.14'	S71°37'58"E	90°00'00"
C43	15.71'	10.00'	14.14'	S18°22'01"W	90°00'00"
C44	15.96'	10.00'	14.32'	N19°09'55"E	91°27'50"
C45	15.45'	10.00'	13.96'	N70°54'05"W	88°32'10"
C46	15.71'	10.00'	14.14'	N11°37'59"W	90°00'00"
C47	15.71'	10.00'	14.14'	S18°22'01"W	90°00'00"
C48	12.64'	70.00'	12.62'	S21°37'42"E	10°20'36"
C49	27.89'	70.00'	27.71'	S04°52'27"E	22°49'54"
C50	3.29'	130.00'	3.29'	S09°45'38"E	12°06'00"
C51	32.45'	130.00'	32.36'	S02°03'38"E	14°16'04"
C52	27.18'	130.00'	27.13'	S20°38'30"E	11°58'56"
C53	14.44'	20.00'	14.13'	S35°20'08"E	41°21'58"
C54	21.16'	20.00'	20.19'	S80°19'33"E	60°36'54"
C55	7.18'	20.00'	7.14'	S53°04'55"W	20°34'10"
C56	7.37'	20.00'	7.32'	S32°14'50"W	21°06'11"
C57	5.29'	20.00'	5.27'	S14°07'05"W	15°00'09"
C58	48.25'	63.50'	47.10'	S36°03'44"W	43°32'01"
C59	42.26'	55.00'	41.23'	N00°21'16"W	44°01'36"
C60	18.73'	130.00'	18.71'	N61°54'58"W	8°15'19"

LEGEND:

- FOUND 3" ALUMINUM CAP PER PLS#8612
- FOUND 2.5" ALUMINUM CAP PER PLS#15057
- SET 1.5" ALUMINUM CAP PER LS#10287
- (M) - MEASURED
- (R) - RECORD
- UTILITIES EASEMENT (15' WIDE TYPICAL UNLESS INDICATED OTHERWISE)
- SIDEWALK/PATHWAY EASEMENT
- SECTION LINE
- PROPOSED PROPERTY LINE
- PROPOSED EXTERIOR BOUNDARY



BEARINGS ARE BASED ON WYOMING STATE PLANE COORDINATE SYSTEM, NAD 83, EAST CENTRAL ZONE. DISTANCES ARE SURFACE.

RIVERSTONE VILLAGE

A REPLAT OF TRACT 3, THE VILLAGES - PHASE I MINOR SUBDIVISION, BEING WITHIN THE NE1/4 OF THE NE1/4 OF SECTION 9, AND THE NW1/4 OF THE NW1/4 OF SECTION 10, T56N, R84W, 6TH PRINCIPLE MERIDIAN, CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING

SURVEYOR'S CERTIFICATE:

STATE OF WYOMING } SS:
COUNTY OF SHERIDAN

I, JASON D. LEVANEN, A DULY REGISTERED LAND SURVEYOR IN THE STATE OF WYOMING, DO HEREBY CERTIFY THAT THIS PLAT IS A TRUE, CORRECT, AND COMPLETE PLAT OF RIVERSTONE VILLAGE, 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 DIRECT SUPERVISION AND CORRECTLY SHOWS THE LOCATION AND DIMENSIONS OF ALL TRACTS AND EASEMENTS OF SAID SUBDIVISION IN COMPLIANCE WITH THE CITY OF SHERIDAN REGULATIONS GOVERNING THE SUBDIVISION OF LAND.

JASON D. LEVANEN
REGISTERED LAND SURVEYOR
WY PLS 10287



DP - SC-PA-SF-PL-00083.dwg
Date: 5/21/2026

March 27, 2026
City of Sheridan Planning Department
55 Grinnell Plaza, Sheridan, WY 82801
RE: Lot Shape Variance Request – Riverstone Village

Dear City of Sheridan Planning Commission, Council, and Staff,

This letter is to formally request a variance for depth-to-front ratio and frontage widths for the proposed Riverstone Village subdivision, as shown in the attached preliminary plat. This proposed development is planned for attached townhome style dwellings. This type of housing product is unable to meet current lot shape requirements. Current code minimums and a description of variances are as follows:

Depth to Front:

- Code 505 C. 1. *Depth to front shall not exceed 2.5 to 1*
- Proposed frontage of nearly all lots in the development exceeds 2.5 to 1.

Frontage

- Code 505 C. 5. *Every platted lot shall have access to a publicly dedicated street or road. Such access shall consist of frontage of at least 25 feet on a public street or an unobstructed private easement or right-of way of at least a twenty-five-foot width extending to a public street.*
- This proposed plat has several lot blocks that contain lots that are 20 or 21' wide, which is less than twenty-five feet.

We have enclosed a preliminary plat depicting the desired lot widths and frontages. We respectfully request approval of these variances. We are more than willing to provide any additional information or address any concerns that may arise during the review process. My contact information is provided below.

Thank you for considering our request.

Sincerely,



Swayne Redinger, P.E.
StoneMill Construction
307-461-0987
swayne@stonemillconstruction.com





03/27/2026

Mr. Josh Patterson
City of Sheridan
55 Grinnell Plaza
Sheridan, WY 82801

**Subject: RiverStone Village
DOWL Project #5063.000853.01**

Dear Mr. Patterson:

This letter formally requests a variance to allow dead-end water mains serving domestic services within the RiverStone Village project area. The preliminary design includes nine (9) locations where 4-inch PVC mains terminate at a flushing hydrant. The lengths of each dead-end main and the number of connected services are listed below:

- 1.) 111 LF with 5 services
- 2.) 176 LF with 11 services
- 3.) 174 LF with 10 services
- 4.) 176 LF with 10 services
- 5.) 177 LF with 10 services
- 6.) 129 LF with 4 services**
- 7.) 155 LF with 8 services
- 8.) 112 LF with 4 services
- 9.) 212 LF with 10 services

The dead-end line with the least number of services per foot of pipe is #6. This line holds approximately 84 gallons of water. Using the City of Sheridan's average daily domestic demand of 114 gallons per capita per day (gpcpd) and 2.19 persons per dwelling unit, the average daily consumption is around 999 gallons per day. This means that the volume of water within the dead-end segment of pipe will be replaced around every 2 hours.

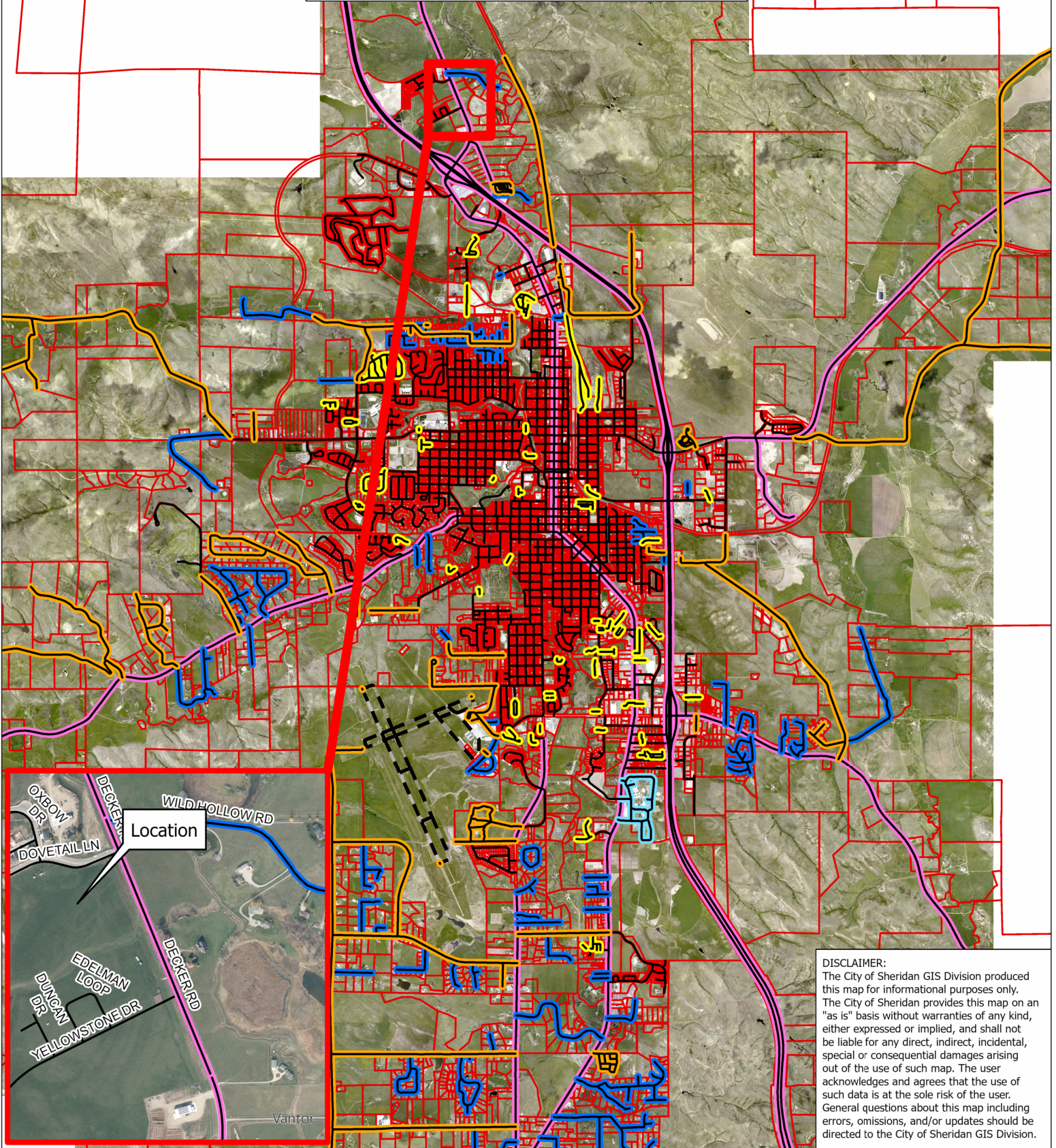
The last service for each dead-end main will be placed near the 2-inch flushing hydrant and 4-inch cap.

Sincerely,

A handwritten signature in black ink that reads "Drew Homola".

Drew Homola, PE
Project Manager

Riverstone Village



DISCLAIMER:
The City of Sheridan GIS Division produced this map for informational purposes only. The City of Sheridan provides this map on an "as is" basis without warranties of any kind, either expressed or implied, and shall not be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of such map. The user acknowledges and agrees that the use of such data is at the sole risk of the user. General questions about this map including errors, omissions, and/or updates should be directed to the City of Sheridan GIS Division.

March 27, 2026

City of Sheridan Planning Department

55 Grinnell Plaza, Sheridan, WY 82801

RE: Lot Shape Variance Request – Riverstone Village

Dear City of Sheridan Planning Commission, Council, and Staff,

We are pleased to submit this letter in support of the proposed Riverstone Village subdivision, and specifically to justify the project's qualification under the "affordable" density provisions in the Master Plan allowing up to ten (10) units per acre.

The proposed development consists of fee simple townhome units designed to provide attainable homeownership opportunities within the Sheridan market. The project has been intentionally planned and designed to deliver housing at price points and configurations that are accessible to a broad segment of the community, including first-time homebuyers, local workforce households, and downsizing retirees.

The anticipated sales price range for the units is approximately \$290,000 to \$425,000. These price points are meaningfully below the cost of comparatively sized detached single-family homes in the Sheridan market and are intended to provide a realistic entry point into homeownership for moderate-income households.

The development includes a mix of 2-bedroom and 3-bedroom units ranging from approximately 950 to 1,500 square feet. These smaller, efficiently designed floor plans reduce overall construction costs while maintaining livability and functionality. Each unit will include an attached garage, providing practical value without unnecessary excess.

Affordability is achieved through a series of deliberate design and planning decisions, including:

- Smaller individual lot sizes, reducing per-unit land cost
- Shared wall construction (townhome configuration), lowering material and labor costs
- Reduced public infrastructure per unit, including less street frontage and utility extension
- Standardized floor plans and construction methods to improve efficiency
- Consistent and durable exterior materials to control long-term maintenance costs
- Absence of high-cost amenities that would otherwise increase purchase prices

The townhome layout maximizes land efficiency while maintaining a high-quality residential environment. By increasing the number of units per acre, the development spreads land and infrastructure costs across more homes, directly contributing to lower per-unit pricing.



With affordability being achieved through these design and construction efficiencies rather than through subsidies or deed restrictions, this project increases the housing supply in our community at attainable price points without requiring ongoing administrative oversight or regulation.

The proposed development directly supports the City of Sheridan's goals of expanding housing availability for workforce households and maintaining a diverse housing stock. By offering attainable ownership opportunities, the project helps address the gap between rental housing and higher-priced single-family homes.

Based on the factors outlined above, we respectfully request that the City recognize this development as qualifying for the "affordable" density provision of ten (10) units per acre. The project has been carefully designed to meet the intent of this provision by delivering practical, attainable housing solutions for the Sheridan community.

Thank you for considering our request.

Sincerely,



Swayne Redinger, P.E.
StoneMill Construction
307-461-0987
swayne@stonemillconstruction.com





Scott Stults, Superintendent

Administrative Offices
201 N. Connor St.
Sheridan, WY 82801
Phone 307.674.7405
Fax 307.674.5041

April 3, 2026

Mr. Swayne Redinger
StoneMill Construction, LLC
1150 Dovetail Ln, Sheridan, WY 82801

RE: Approval of Plat –Riverstone Village

Dear StoneMill Construction, LLC

On behalf of Sheridan County School District #2 (SCSD2), I am writing to formally approve the preliminary plat submitted for the Riverstone Village development. Following a comprehensive review, we have determined that the proposed plan aligns with the District's current land-use objectives and our long-term facility plan.

As you transition into 100% design documents and the construction phases of your development, SCSD2 wants to emphasize that student, staff and visitor safety remains our highest priority. To maintain a secure environment, please take note of the following site design requirements that are required by the Wyoming State Construction Department design and security guidelines. These components will be designed and constructed by the state construction department:

- **Perimeter Security:** The school district property will likely require a secure perimeter fence.
- **Controlled Access:** Design must facilitate a single point of entry for all pedestrian traffic. This ensures that all visitors are directed toward the front of the building for proper screening.
- **Pedestrian Pathway Design:** We ask that you remain cognizant of these security constraints when designing walkways. Specifically, please avoid the inclusion of sidewalks that lead to the rear of the school building, as these can compromise our single-access security protocol.
- **First Responder Access Point:** Note 8 in the drawing calls out an additional access point. If utilized, this most likely will be for first responders.

We look forward to collaborating with you to ensure this project serves both the development and the safety of our future students.

Sincerely,

A handwritten signature in blue ink that reads "Finney".

Brandon Finney
Business Manager
Sheridan County School District No. 2
201 N. Connor St., Suite 100
Sheridan, Wyoming 82801
Email: brandon.finney@scsd2.com
Phone: 307-640-6168





CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan, Wyoming 82801

Ph (307) 674-6483

Executive

MEMORANDUM

RE: Appointment of Justin Stroup to the Sheridan Travel and Tourism Board for a three-year term, expiring July 1, 2029

From: Richard Bridger, Mayor

To: City Council

Date: 06/15/2026

Discussion:

After conducting interviews, the Mayor determined Justin is the best fit for the Sheridan Travel and Tourism Board



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan, Wyoming 82801

Ph (307) 674-6483

Executive

MEMORANDUM

RE: Reappointment of Karen Schumacher to the Sheridan Travel and Tourism Board for a three-year term, expiring July 1, 2029

From: Richard Bridger, Mayor

To: City Council

Date: 06/15/2026

Discussion:

The Mayor has reviewed the current appointment and recommends the reappointment of Karen Schumacher to the Sheridan Travel & Tourism Board. The Mayor believes Karen remains best suited to serve in this role based on her experience, continued commitment to the board's work, and ability to contribute effectively to its mission.



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan, Wyoming 82801

Ph (307) 674-6483

Executive

MEMORANDUM

RE: Appointment of Adam Benson to the Planning Commission for a three-year term, expiring June 30, 2029

From: Richard Bridger, Mayor

To: City Council

Date: 06/15/2026

Discussion:

After conducting several interviews, the Mayor determined Adam Benson is the best fit to serve on the Planning Commission.



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan, Wyoming 82801

Ph (307) 674-6483

Executive

MEMORANDUM

RE: Appointment of Rio Franzman to the Planning Commission for a three-year term, expiring June 30, 2029

From: Richard Bridger, Mayor

To: City Council

Date: 06/15/2026

Discussion:

After conducting several interviews, the Mayor determined Rio Franzman is the best fit to serve on the Planning Commission.



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan, Wyoming 82801

Ph (307) 674-6483

Clerk

MEMORANDUM

RE: Minutes of Regular Council Meeting held June 1, 2026

From: Ashlee Foster, City Clerk

To: City Council

Date: 06/15/2026

Attachments

Minutes

CITY OF SHERIDAN, WYOMING
MINUTES OF REGULAR COUNCIL MEETING

COUNCIL CHAMBERS	5:30 P.M.	JUNE 1, 2026
-------------------------	------------------	---------------------

- 1. Mayor Bridger called the meeting to order at 5:30 P.M.
- 2. Mayor Bridger led the Pledge of Allegiance to the Flag
- 3. Invocation was given by Jim Barth, First United Methodist Church
- 4. The meeting was called to order with a quorum as follows:

Present	Patceg, Leichtnam, Weitzel, Brantz, Luhman, Wood & Mayor Bridger
Absent	None

- 5. **CONSIDERATION OF AGENDA**
 - **Motion:** Councilmember Luhman moved, seconded by Councilmember Brantz, to approve the agenda as presented
 - **Voice Vote:** Motion passed, 7-0

- 6. **COMMUNITY UPDATES**
 - A. Compass Center for Families - Tiffany Resser, Executive Director

- 7. **STAFF UPDATE**
 - A. Accessory Dwelling Units - City Planner Kelly Schroeder

Council received a presentation regarding Accessory Dwelling Units (ADUs) and discussed housing, regulatory considerations, and potential future code revisions. City Planner Kelly Schroeder noted that any future amendments would include public outreach and community engagement in conjunction with the Joint Land Use Plan.

- 8. **COMMENTS FROM THE PUBLIC**
 - A. None

- 9. **PUBLIC HEARING**
 - A. Public Hearing for Ordinance No. 2301-26 Addressing Fees within City Code - City Clerk Ashlee Foster

Mayor Bridger opened the Public Hearing at 6:07 P.M. City Clerk Ashlee Foster updated the council. No Public Comment on item 9A. Mayor Bridger closed the public hearing at 6:19 P.M.

- i. Consideration of the First Reading of Ordinance No. 2301-26 Addressing Fees within City Code
 - **Motion:** Councilmember Weitzel moved, seconded by Councilmember Leichtnam, to approve Ordinance No. 2301-26 Addressing Fees within City Code
 - **Roll Call Vote:** Motion passed, 7-0

- B. Public Hearing for Ordinance No. 2302-26 Revising Chapters 4, 8 and 18 of City Code - City Clerk Ashlee Foster

Mayor Bridger opened the Public Hearing at 6:19 P.M. City Clerk Ashlee Foster updated the council. No Public Comment on item 9B. Mayor Bridger closed the public hearing at 6:38 P.M.

- i. Consideration of the First Reading of Ordinance No. 2302-26 Revising Chapters 4, 8 and 18 of City Code
 - **Motion:** Councilmember Leichtnam moved, seconded by Councilmember Wood, to approve Ordinance No. 2302-26 Revising Chapters 4, 8 and 18 of City Code
 - **Roll Call Vote:** Motion passed, 7-0

- 10. **CONSENT AGENDA**
 - A. Minutes of Regular Council Meeting held on May 18, 2026

B. Claims, as set forth at the end of these minutes

- **Motion:** Councilmember Wood moved, seconded by Councilmember Weitzel, to approve the Consent Agenda as presented
- **Noted Recusals/Conflicts:** None
- **Voice Vote:** Motion passed, 7-0

NEW BUSINESS

11. Consideration of Bid Award to Wagner Ranch Services for the Old Landfill Corrective Measures Project in the Amount of \$3,166,610.25 - Utilities Director Dan Roberts

COUNCIL QUESTIONS & COMMENTS RE: ITEM 11

A. Councilmember

- **Motion:** Councilmember Weitzel moved, seconded by Councilmember Luhman, to approve the Bid Award to Wagner Ranch Services for the Old Landfill Corrective Measures Project in the Amount of \$3,166,610.25
- **Voice Vote:** Motion passed, 7-0

12. Council Comments and Committee/Board Reports

- A. SEEDA – The next meeting will be held next week
- B. NEWY – A meeting is anticipated next week in conjunction with the WAM Convention
- C. CAST – The next meeting will be held August 13, 2026
- D. SAWS – Nothing new to report
- E. SPAC – Discussions are underway regarding relocation of the crane sculptures, and the artist will be traveling through Sheridan
- F. DSA – Preparations are underway for Third Thursday, beginning June 18, as well as the Wine Fest and Goose Creek Cup events
- G. Justice JPB – Nothing new to report
- H. City Administrator Stuart J. McRae
 - a. Addressed an earlier question regarding a late fee associated with Claims Item No. 221, explaining that the fee resulted from staff turnover and was inadvertently missed.
 - b. Six new firefighters were sworn in earlier today. Three positions were newly authorized by Council, and three filled vacancies created by retirements. Wade Larsen received the "Top Gun" Award, and Seth Larson was selected to address the graduating class, both recognized as significant honors.
 - c. Notices for the upcoming budget amendment and budget approval hearings will be published in the local newspaper in the coming days.
 - d. He and the Mayor will attend the WAM Convention beginning Wednesday. During their absence, Steve Gage will serve as Acting City Administrator.
 - e. Kendrick Park Pool Grand Opening will be held on June 7, 2026. Admission will be free from noon to 7:00 p.m., sponsored by BluePeak.
 - f. Reported staff is working on a future presentation regarding mobile vending regulations and permitting requirements.
 - g. Noted applications for the City's Citizen's Academy are now available and will be accepted through July 15, 2026. Applications can be accessed through the QR code on the flyer or via the City's website.
 - h. Saturday, June 6th, a corgi gathering will be held at Huntington Park on Saturday, June 6, including a group photo scheduled for 11:00 a.m.
- I. Councilmember Bev Leichtnam - The City's Arbor Day celebration will be held on Thursday at 11:00 a.m. at Kendrick Park.at Kendrick Park
- J. Mayor Bridger - The Mayor will be gone for the June 22nd meeting, Councilmember Brantz will be the Mayor Pro Tempore at that time.

13. Mayor Bridger adjourned the meeting at 6:59 P.M.

CLAIMS:

#	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT
1	A Plus Plumbers & Ap	Marion House - irrigation stub out & new hose bibb	\$ 1,732.00
2	Ace & Knecht	Chain loop	\$ 33.99

3	Alex Patterson	Per-Diem WRW Spring Conference: APatterson	\$ 205.00
4	Alex Rodriquez	Per-Diem for WRW Spring Conference: ARodriquez	\$ 205.00
5	All Valley Diesel	ST337 - towed from Thorne Rider Park to City shop	\$ 350.00
6	AlphaGraphics of Wyo	Business cards - K. Schroeder, Planning Dept.	\$ 49.00
7	Amazon Capital Services	ITEM: Sharpie Retractable Highlighters, Chisel Ti	\$ 7.33
8		ITEM: Sharpie Retractable Highlighters, Chisel Ti	\$ 68.59
9		ITEM: Sharpie Retractable Highlighters, Chisel Ti	\$ 68.60
10		ITEM: Sharpie Retractable Highlighters, Chisel Ti	\$ 38.29
11		ITEM: Sharpie Retractable Highlighters, Chisel Ti	\$ 39.92
12		ITEM: Red Kap mens Relaxed Fit Jeans, Stonewash,	\$ 156.03
13		Credit Jeans	-\$ 94.17
14		ITEM: 17PCS Garbage Truck Topper Trash Truck	\$ 35.96
15		office supplies - golf/passport cards	\$ 37.08
16		Mop Heads	\$ 29.38
17		Mop Heads	\$ 7.64
18		Credit Wet Erase Black Board	-\$ 125.98
19		ITEM: Scott ComfortPlus Toilet Paper, 12 Triple R	\$ 193.20
20		ITEM: Scott ComfortPlus Toilet Paper, 12 Triple R	\$ 39.06
21		ITEM: Pendaflex® Hanging File Folder Plastic Tabs	\$ 13.18
22	Anypromo.com	Return Thermal label holder	-\$ 8.99
23		Return Thermal label holder	-\$ 8.99
24	AutoZone Stores LLC	puzzles for giveaways - PD	\$ 656.85
25	Bear's Paw Embroider	BD274 - battery cable	\$ 36.09
26	Big Horn Sanitation	Uniform Embroidery for Ben R., Scott S., Hank	\$ 75.00
27		Uniform Embroidery for Ben R., Scott S., Hank ,	\$ 75.00
28		Uniform Embroidery for Ben R., Scott S., Hank	\$ 10.00
29	Bighorn Design Studio	Port-A-Potty Monthly Rental	\$ 253.00
30	BigHorn Electric LLC	City of Sheridan Shirts	\$ 317.00
31		Button up shirts, pocket t-shirts, long sleeve shirts	\$ 330.35
32	Bomber Mountain	UPS Replacement Installation - PD	\$ 8,238.49
33	Brian's Boot & Shoe	Field service repairs on Hot Plant, steel, nuts	\$ 3,330.98
34	Camden McArthur	Boots for Hunter Z.	\$ 143.95
35		Per Diem WFA Cheyenne, WY May 10-14, 2026 CM	\$ 306.00
36	Carquest Auto Parts	Per Diem WFA Cheyenne May 17-20, 2026 CMcArt	\$ 238.00
37		ST491 - 30W Oil	\$ 11.90
38		ST491 - Oil filter	\$ 4.00
39		FD32 - Fuel filter	\$ 12.25
40		FD32 - Oil filter	\$ 6.68
41		RC701 - Air filter, oil spin-on filter, oil filter	\$ 99.20
42		FD32 - Crankcase filter, air dryer cartridge, oil	\$ 286.41
43		Heat sheath sleeving 3/8 - Hot Plant - ST	\$ 18.24
44		BD274 - Oil filter & air filter	\$ 13.93
45		WC78 - Wiper blades 22", wiper blades 24"	\$ 39.96
46		FD104 - Oil filter	\$ 4.00
47		GC486 - Hydraulic filter & air filter	\$ 50.71
48		WC701 - Air filter, oil spin-on filter, oil filter	\$ 99.20
49		ST201 - Cabin air filter	\$ 11.01
50		ST201 - Oil filter, air filter, cabin air filter	\$ 29.42
51		UM - Oil filter & fuel filter	\$ 4.15
52		UM - Oil filter & fuel filter	\$ 2.77
53		UM - Battery terminal	\$ 3.13
54		UM - Battery terminal	\$ 2.08
55		FD34 - Oil filter	\$ 6.68
56		UM303 - Oil spin-on filter & oil filters	\$ 24.07
57		UM303 - Oil spin-on filter & oil filters	\$ 16.05
58		WC701 - Wiper blades	\$ 19.98
59		UM273 - Air filter	\$ 7.03
60		UM273 - Air filter	\$ 4.68
61		UM273 - Brake pads & brake rotors	\$ 92.99
62		UM273 - Brake pads & brake rotors	\$ 62.00
63		UM273 - Alternator	\$ 200.39
64		UM273 - Alternator	\$ 133.60
65		RC363 - Oil filter & air filter	\$ 91.02
66		Core return	-\$ 13.20
67		Core return	-\$ 8.80

68	CDG Engineers Inc	Brdg Assess - Val Vista Prof. Svc. 4/1/26 - 4/30/2	\$ 5,329.25
69	CED- Consolidated El	wire butt splice	\$ 80.00
70	CenturyLink	5/7-9/9/26 TeleCom CenturyLink	\$ 73.72
71	Chemtrade Chemicals	Alum Sulfate-Chemical	\$ 10,197.00
72	Chris Frank	CDL license	\$ 45.00
73		CDL skills test	\$ 87.04
74	Cincinnati Insurance	Yearly Liability Ins for Verdello Parking Lot	\$ 1,756.04
75	Collection Professio	Collection Fees	\$ 173.58
76		Collection Fees	\$ 18.93
77	Column Software	Press Publishing Fees FY26	\$ 544.86
78		LPO 41524 - RFP Ad for Pvmnt Cnd/ROW Assets	\$ 161.29
79		LPO 41525 - PC Not for Westhaven & Riverstone	\$ 62.12
80		LPO 41526 - CC Not for Westhaven & Riverstone	\$ 62.12
81	Connor Tracy	Per Diem WFA Cheyenne, WY May 10-14, 2026 CT	\$ 306.00
82		Per Diem WFA Cheyenne May 17-20, 2026 CTracy	\$ 238.00
83	CRIMSON FIRE PROTECT	Fire Extinguisher test for WWTP	\$ 329.00
84		Annual Fire Extinguisher Inspection - PD	\$ 904.00
85		Fire Ext. Maint. & Inspections - Cemetery	\$ 248.00
86		Fire Ext. Maint. & Inspections - Fire Dept.	\$ 1,252.00
87		Fire Ext. Maint. & Inspections - City Hall	\$ 327.00
88		Fire Ext. Maint. & Inspections - Kendrick Park	\$ 287.00
89		Fire Ext. Maint. & Inspections - Parks Bldg.	\$ 83.00
90		Fire Ext. Maint. & Inspections - City Svc Center	\$ 395.00
91	Dana Kepner Co	20" hymax coupling	\$ 8,122.78
92	David Dewey	Per-Diem for WRW Spring Conference	\$ 205.00
93	Dick Anderson Constr	Kendrick Pool Const. - Pay App #20	\$ 24,618.68
94	Elliott Equipment	RC301 - tarp mesh +S&H	\$ 420.06
95	Employ LLC	Temp Labor - Recycling	\$ 3,268.58
96		Temp Labor - Recycling	\$ 3,045.84
97	Employers Council	Background Screenings	\$ 583.00
98	Energy Laboratories	TOC sample analysis invoicing-WY5600052	\$ 291.00
99	Falcon Construction	UB 50000240 0 HYDRANT METER	\$ 600.00
100	Fastenal Company	Gloves, safety glasses, vests, sunscreen - ST	\$ 306.51
101	Ferguson Roofing LLC	4/7, 27/42, 30/45, 31/46, 51/83 - roof replacement	\$ 80,207.19
102	First Federal Bank	Atlassian Jira Project Management 07/01/2025-06/3	\$ 18.10
103		Lodging, registration, membership, postage, etc-PD	\$ 69.99
104		Lodging, registration, membership, postage, etc-PD	\$ 654.39
105		Lodging, registration, membership, postage, etc-PD	\$ 85.00
106		Lodging, registration, membership, postage, etc-PD	\$ 42.96
107		Lodging, registration, membership, postage, etc-PD	\$ 624.39
108		BLS Provider Skills Check Class 3/26/2026 KJ 2 stu	\$ 37.00
109		Work lunch- Mayor/Steve/Terry	\$ 48.12
110		275 Gal Totes, spoons, forks, sticky notes, plates	\$ 2,003.38
111		ChatGPT year subscption, GFOA membership	\$ 480.00
112		ChatGPT year subscption, GFOA membership	\$ 500.00
113		Gaggle subscription, APWA Membership	\$ 20.00
114		Gaggle subscription, APWA Membership	\$ 262.00
115		Travel Reimbursement & SHRM Luncheon	\$ 348.43
116		AFoster April 2026 CC	\$ 990.00
117		AFoster April 2026 CC	\$ 400.67
118		AFoster April 2026 CC	\$ 20.00
119		AFoster April 2026 CC	\$ 827.00
120		AFoster April 2026 CC	\$ 280.00
121		sanitizer, food leak repair	\$ 149.03
122		sanitizer, food leak repair	\$ 39.52
123		1 Night Lodging GHarnish-Riverton 4/10/26	\$ 110.00
124		3-Nights lodging Oklahoma City, Ok 3/31-4/2/2026 G	\$ 562.26
125		3-Nights lodging Oklahoma City, Ok 3/31-4/2/2026 G	\$ 1,002.29
126		Battery, hotel charges for IMSA Signals/Markings T	\$ 1,341.00
127		Battery, hotel charges for IMSA Signals/Markings T	\$ 234.99
128		Tyler Connect Hotel	\$ 373.11
129		IAEI conference and cert renewal	\$ 252.00
130		IAEI conference and cert renewal	\$ 150.00
131		IAEI conference and cert renewal	\$ 255.00
132		Lancets and alcohol pads for glucometer SFR KJ	\$ 32.82

133		Lancets and alcohol pads for glucometer SFR KJ	\$ 518.71
134		2-Nights Lodging NLeibee WFA Instructor Cheyenne	\$ 181.83
135		2-Nights Lodging NLeibee WFA Instructor Cheyenne	\$ 450.87
136		Job Advertising, SHRMLuncheon	\$ 10.00
137		Job Advertising, SHRMLuncheon	\$ 197.55
138		Glenn Manry April CC Statement	\$ 807.69
139		Glenn Manry April CC Statement	\$ 1,210.21
140		ICMA mbr- Stu 6/30/26-6/30/27	\$ 988.00
141		Microsot PowerBI Sub. 07/01/2025-06/30/2026	\$ 147.00
142		Telecom, Software, Cert, Membership	\$ 187.00
143		Telecom, Software, Cert, Membership	\$ 95.00
144		Telecom, Software, Cert, Membership	\$ 157.32
145		Telecom, Software, Cert, Membership	\$ 5,406.00
146		starlink internet	\$ 130.00
147		Electrical Cable Part for Brush 1	\$ 299.50
148		Electrical Cable Part for Brush 1	\$ 62.03
149		Hotel charges for R Ridgway - Electrical/CANBUS tr	\$ 476.00
150		Coffee/D'nuts Joint Mtg, water, Rev AI mtg tool	\$ 74.52
151		Coffee/D'nuts Joint Mtg, water, Rev AI mtg tool	\$ 18.92
152		Coffee/D'nuts Joint Mtg, water, Rev AI mtg tool	\$ 14.99
153		D. Roberts CC statement April	\$ 103.19
154		D. Roberts CC statement April	\$ 630.00
155		D. Roberts CC statement April	\$ 99.00
156		D. Roberts CC statement April	\$ 68.79
157		D. Roberts CC statement April	\$ 420.00
158		D. Roberts CC statement April	\$ 66.00
159		Polyp thread Adapters	\$ 17.09
160		April 2026 - Fuel Tank and Toolbox for LF265, Shir	\$ 231.51
161		April 2026 - Fuel Tank and Toolbox for LF265, Shir	\$ 59.72
162		April 2026 - Fuel Tank and Toolbox for LF265, Shir	\$ 59.72
163		April 2026 - Fuel Tank and Toolbox for LF265, Shir	\$ 59.72
164		April 2026 - Fuel Tank and Toolbox for LF265, Shir	\$ 1,182.47
165		ST337 - temp sensor +frt	\$ 57.40
166	Floyd's Truck Center	ST329 - assy, oil fill, alli 3K, isc (2)	\$ 242.74
167		ST337 - accelerator pedal	\$ 160.64
168	Fort Collins Nursery	Blacktooth Park Ph 6 misc - trees	\$ 14,220.00
169		Blacktooth Park Ph 6 misc - freight for trees	\$ 1,650.00
170	Fremont Motor Sheridan	PK228 - fuel/brake line assembly	\$ 700.80
171	Galls	Uniform pants - PD	\$ 100.00
172		Uniform pants - PD	\$ 8.50
173	Gillette Steel	Aluminum plate w/ funnel, drain, lid, expanded met	\$ 1,145.00
174		Shop oil containment material - alum plates, metal	\$ 1,145.00
175		Multipurpose grease and lube	\$ 496.50
176		Miniature Bayonet bulbs for filter indicator light	\$ 98.85
177		Valve - Pressure Washer - SH	\$ 19.85
178	Grainger Inc	Car wash - Wash Bay - SH	\$ 236.27
179		FDT1 - hydraulic oil	\$ 253.37
180		UM301 - reservoir filler	\$ 20.04
181		UM301 - reservoir filler	\$ 13.36
182	Greenfold Services	Janitorial Services	\$ 2,100.00
183	Hach Company	Reagent sets, Chlorine Free CL17	\$ 253.36
184		Reagent sets, Chlorine Free CL17	\$ 253.38
185	Heather Honken	Per Diem and Transportation Reimbursement Tyler Co	\$ 364.45
186		valve box, nipple and 4" cap for sprinklers - PD	\$ 22.55
187		Circuit breaker, switch box/cover, plug, outlet -S	\$ 81.15
188		Tube cutter - ST	\$ 24.97
189		Self closing pipe clamps - ST	\$ 29.12
190		Rope - TS	\$ 16.91
191		Ball valve, outdoor faucet, copper pipe, tube stra	\$ 76.87
192	Home Depot Credit Se	Brushes, abrasive cloth, coupling, fittings, ancho	\$ 262.66
193		Rope - TS	\$ 15.95
194		Outlet, switch box/cover, circuit breaker, plug -S	\$ 76.56
195		Fittings, coupling, abrasive cloth, brushes, valve	\$ 278.42
196		Impact Wrench and Batteries for HHW	\$ 498.00
197		Extension cord - ST	\$ 52.96

198		Extension cord - ST	\$ 49.96
199		Spray gun - ST	\$ 79.98
200		Hoses, drip tubing, tubing, faucet, PSI regulator,	\$ 433.88
201		Returned 25' cord	-\$ 52.96
202		Return nylon poly	-\$ 16.91
203	Interstate Engineering	Kendrick Park Pool - CA thru 5/16/2026	\$ 10,193.80
204	Jace Zook	Meals Per Diem WFA Cheyenne, WY May 10-14, 2026 JZ	\$ 306.00
205		Meals Per Diem WFA Cheyenne May 17-20, 2026 JZook	\$ 238.00
206	Jackson Peterbilt	WC703 - upper radiator hose +frt	\$ 400.73
207		ST337 - temperature sensor	\$ 199.11
208		ST337 - freight chg for temperature sensor	\$ 30.41
209	Jason Park	Meals Per Diem WFA Cheyenne, WY May 10-14, 2026 JP	\$ 306.00
210		Meals Per Diem WFA Cheyenne May 17-20, 2026 JPark	\$ 238.00
211	JB Storage Container	LRCM misc. - 40' container rental May 2026	\$ 195.00
212	Jeremy Attebury	Per-Diem WRW Spring Conference: Jeremy Attebury	\$ 158.00
213	Jerrod Trangmoe	Exam Fee: Unmanned Aircraft General-Small	\$ 87.50
214		Exam Fee: Unmanned Aircraft General-Small	\$ 87.50
215	John Deere Financial	Saw repairs for Community Forestry	\$ 348.38
216		Trimmer repair for KGC	\$ 85.70
217		Line trimmer repair for Parks Grounds Maint	\$ 197.71
218		Blower repair for Parks Grounds Maint	\$ 103.43
219		ST441 - reman starter motor	\$ 361.72
220		Blower repair for Weed an Pest	\$ 414.80
221		JD 644G Loader Late Fee	\$ 2,068.51
222		Transmission oil, utility knife, etc.	\$ 144.98
223		Transmission oil, utility knife, etc.	\$ 35.98
224		Transmission oil, utility knife, etc.	\$ 53.98
225		Shovels and marking wheel for Parks Grounds Maint	\$ 202.95
226		(5) Pair of Pants for Ron P.	\$ 127.48
227		(5) Pair of Pants for Ron P.	\$ 127.47
228		Boots for Dustin B.	\$ 104.98
229		Boots for Dustin B.	\$ 104.97
230		southpark fence repair- POsts, wire	\$ 267.88
231		Nozzle for Fuel Tank Island	\$ 119.99
232		3/4" coupling	\$ 3.49
233		Battery acid - message boards - TS	\$ 59.96
234		Lawn/Work gloves	\$ 6.99
235		(4) Pair of Pants for Amber C.	\$ 98.74
236		(4) Pair of Pants for Amber C.	\$ 98.73
237		Couplers and suction hose	\$ 122.08
238		Rubber boots, gloves	\$ 53.98
239		Carb and choke cleaner for KGC	\$ 40.26
240		Return and Pants for Amber C.	\$ 35.96
241	Jon Snoozy	Per diem and uber rides - Police Week -PD	\$ 572.76
242	KCR Enterprises LLC	Pull on composite steel toe boots - R Ridgway - SH	\$ 184.95
243	Kilpatrick Creations	6-Tshirts GJohnston; 5-Tshirts/1-Pullover NLeibee	\$ 330.50
244	Koïs Brothers Equipm	UM301 - vac sensor & hyd tank cap +frt	\$ 306.25
245		UM301 - vac sensor & hyd tank cap +frt	\$ 204.16
246		UM301 - coupler & pipe ext +frt	\$ 171.10
247		UM301 - coupler & pipe ext +frt	\$ 114.06
248	Lapriedrarosetta LLC	Court Interpretation Services FY26	\$ 217.40
249	LN Curtis & Sons	Repair gated wye on Ladder 1 equipment	\$ 245.00
250	Lockwood Precast	Kendrick Park Pool misc. - parking blcks/rebar pin	\$ 1,760.00
251	Long Building Techno	Cooling tower troubleshooting - PD	\$ 950.00
252	Lube Refiners LLC	PD150 - LOF service	\$ 84.12
253	Luke A Goddard	Medical Doctor Coverage for SFR for June 2026	\$ 500.00
254	Medical Priority	EMD Certification Course - PD	\$ 440.00
255	Montana Dakota Utili	FY26 MDU Gas/Electric	\$ 1,679.31
256		FY26 MDU Gas/Electric	\$ 1,376.83
257		FY26 MDU Gas/Electric	\$ 262.33
258		FY26 MDU Gas/Electric	\$ 246.63
259		FY26 MDU Gas/Electric	\$ 660.34
260		FY26 MDU Gas/Electric	\$ 1,263.44

261		FY26 MDU Gas/Electric	\$ 567.60
262		FY26 MDU Gas/Electric	\$ 1,308.66
263		FY26 MDU Gas/Electric	\$ 50.74
264		FY26 MDU Gas/Electric	\$ 186.41
265		FY26 MDU Gas/Electric	\$ 967.23
266		FY26 MDU Gas/Electric	\$ 887.37
267		FY26 MDU Gas/Electric	\$ 980.61
268		FY26 MDU Gas/Electric	\$ 217.58
269		FY26 MDU Gas/Electric	\$ 875.59
270		FY26 MDU Gas/Electric	\$ 904.42
271		FY26 MDU Gas/Electric	\$ 7,715.95
272		FY26 MDU Gas/Electric	\$ 2,382.22
273		FY26 MDU Gas/Electric	\$ 660.76
274		FY26 MDU Gas/Electric	\$ 38.78
275		FY26 MDU Gas/Electric	\$ 523.29
276		FY26 MDU Gas/Electric	\$ 523.29
277		FY26 MDU Gas/Electric	\$ 2,669.16
278	Morrison-Maierle Inc	West Corridor Study - Prof. Svcs. thru 5/1/2026	\$ 10,904.50
279	Motorola Solutions I	In-car camera system warranties - PD	\$ 690.00
280	Mountain States Ligh	Replacement pole stumps - TS	\$ 929.00
281	Mullinax Concrete Se	top soil	\$ 1,273.73
282		Top soil - ST	\$ 7,183.78
283		Credit Duplicate Payment	-\$ 2,015.19
284		Credit Duplicate Payment	-\$ 147.72
285	Mullinax Irrigation	Type c chips - ST	\$ 1,507.66
286	National Testing Net	Peace officer applicant testing - PD	\$ 325.00
287	Norco Inc	Acetylene cylinder & oxygen cylinder - SH	\$ 129.91
288		Fire extinguisher inspection tags - ST	\$ 9.00
289		Case of Paper Towels and (3) Pair of Cowhide Glove	\$ 76.60
290		Case of Paper Towels and (3) Pair of Cowhide Glove	\$ 76.60
291	Normont Equipment Co	Crack sealer rental 4/1/2026-4/15/2026 - ST	\$ 3,500.00
292	Office Shop Leasing	Copier Lease - UM 448-2	\$ 34.97
293		Copier Lease - UM 448-2	\$ 24.29
294	Otis Elevator Company	Logistics/fuel impact fee- CH elevator svc contract	\$ 175.00
295		Fuel impact fee - Elevator - PD	\$ 175.00
296	Pace Analytical Serv	Lab Services- water testing	\$ 150.00
297	Parker's Glass Shop	City Hall door repair (Gould St. side)	\$ 150.00
298	Pavement Markings	Kendrick Park Pool misc. - pavement markings	\$ 950.00
299	Peak Consulting	City-Wide Training	\$ 1,200.00
300	Peak Pest Solutions	Pest service, Monthly - BGWTP	\$ 78.75
301		Pest service, monthly - INTAKE	\$ 131.25
302		Pest service - monthly	\$ 125.00
303	Powder River Power C	Pressure washer fitting & brass fitting - SH	\$ 7.00
304		V-belts - Hot Plant - ST	\$ 31.10
305		Brass fire adapter - Wash Bay - ST	\$ 35.04
306		ST497 - hyd hose & fittings	\$ 124.99
307		RC448 - bearings & seals +frt	\$ 370.74
308	Pye-Barker Fire	UL Fire Monitoring SFR-5/1/2026-4/30/2027	\$ 588.60
309	Railroad Management	Railroad lease 7/1/26-6/30/27	\$ 458.76
310		Railroad lease 7/16/26-7/15/27	\$ 458.76
311	Randall Engineering	Map/Ord prep svcs. - annex of N. Main properties	\$ 13,876.50
312	RDO Equipment Co	LF473 - DEF door cvr, tank fltr, hinge, hrdwr +S&H	\$ 1,626.87
313	RoadSafe Traffic Sys	AASHTO M247 Glass Beads - Road Marking - TS	\$ 1,792.00
314	Rocky Mountain Drug	Occupational Testing	\$ 385.00
315	Rodney Ridgway	Per Diem reimbursement for NFPI Training 4/13/2026	\$ 242.00
316	Ryk Norskog	Class A CDL Skill Test Reimbursement - R Norskog -	\$ 85.00
317	SavATree, LLC	Crane operations - Hot Plant - ST	\$ 1,285.00
318	Scott McCollum	Reimbursement for Mis Classified Loads 05/12/26 an	\$ 249.12
319	Scott Passini	Running shoes for SPassini 5/6/2026 Inv USHK039077	\$ 147.66
320	Senior Citizens Coun	Monthly fuel charge	\$ 9,711.61
321	Servall Uniform & Li	Rug cleaning FY26 - City Hall	\$ 105.94
322		Rug cleaning - UM	\$ 80.87
323		Rug cleaning - UM	\$ 50.54
324		Rug Cleaning Bi-Weekly for Recycling Center	\$ 254.80

325		Laundry and rug cleaning - ST	\$ 204.51
326		Rug Cleaning Bi-Weekly for Landfill	\$ 173.45
327		Rug Cleaning	\$ 249.66
328	Seth Larson	Per Diem WFA Cheyenne, WY May 10-14, 2026 SL	\$ 306.00
329		Per Diem WFA Cheyenne, WY May 17-20, 2026 SL	\$ 238.00
330	Sher Co Public Works	Recording Fees - Casa DeLabranza	\$ 7.00
331		Recording Fees - Chantry Sub & Smith St Sub	\$ 14.00
332	Sheridan Auto Parts	FD32 - Alternator	\$ 1,152.00
333		Brake parts cleaner - SH	\$ 44.28
334		RC301 - Truck-lite signal	\$ 16.19
335		ST441 - Starter solenoid	\$ 53.09
336		WP219 - Disc pad, rotor, cv axle	\$ 332.98
337		Lock washers, hex nuts, cap screws, screws-SH	\$ 247.75
338		Flat washers & screws - SH	\$ 44.00
339		WP219 - Sway bar link repair kit	\$ 20.31
340		BD274 - Disc brake pads, brake rotor, cv axle	\$ 366.66
341		BD274 - Wheel bearing & hub assembly	\$ 185.16
342		BD274 - Battery	\$ 197.99
343		Paper Towels	\$ 93.55
344		Paper Towels	\$ 93.55
345		Industrial v-belts - Hot Plant - ST	\$ 75.36
346		WC701 - Grooved pulley	\$ 90.93
347		GC486 - Bleeder kit & master cylinder bleeder kit	\$ 19.28
348		RC4002 - Battery	\$ 195.93
349		Case of Roll Paper Towels	\$ 53.40
350		Case of Roll Paper Towels	\$ 53.40
351		ST269 - Oil cap kit	\$ 30.59
352		FDT1 - Air filter	\$ 343.31
353		Heat shrink tubing - SH	\$ 33.97
354		SS5001 - Wire kit	\$ 7.76
355		UM - Battery cable	\$ 23.95
356		UM - Battery cable	\$ 15.97
357		ST569 - Hub cap	\$ 30.59
358		PK228 - Front and rear shock absorbers	\$ 273.44
359		UM273 - Alternator	\$ 211.79
360		UM273 - Alternator	\$ 141.20
361		Engine degreaser - SH	\$ 9.98
362		Brake parts cleaner & cable ties - SH	\$ 52.58
363		Credit Warranty	-\$ 211.79
364		Credit Warranty	-\$ 141.20
365		Gasket maker, razor blades, plastic scraper, razor	\$ 47.79
366		Returned alternator and cores	-\$ 1,152.00
367		Returned alternator and cores	-\$ 140.00
368		Core deposit	-\$ 18.00
369		Return shop towels	-\$ 59.85
370		Return shop towels	-\$ 59.85
371		Core deposit	-\$ 27.00
372		Return kitocap	-\$ 30.59
373	Sheridan Commercial	3/8x3x7 SQ U-bolts - Hot Plant - ST	\$ 12.56
374		Windex refill - ST	\$ 15.47
375		Coupling with stop - ST	\$ 2.84
376		Square key 5/16 x 1-3/4 - Hot Plant - ST	\$ 1.79
377		Large spacers - Hot Plant - ST	\$ 9.07
378		White/Yellow Paint Pens for station shop KJ 5-14-2	\$ 9.74
379		rainX, kitchen towels, trash bags, bleach	\$ 302.42
380		Pens, Crayons/Mrkr 4 visiting 2nd grdrs	\$ 18.97
381		Pens, Crayons/Mrkr 4 visiting 2nd grdrs	\$ 7.98
382		foaming hand wash - PD	\$ 66.97
383		Paper Protectors	\$ 5.82
384		Clothesline for Drop Sites	\$ 13.92
385		Gas leak detector - Hot Plant - ST	\$ 6.05
386		Toilet tank float ball - SH	\$ 3.12
387		5/16 Safety Snaps - ST	\$ 5.01
388	Sheridan County Cham	Ignite Conf- Mayor	\$ 165.00
389	Sheridan Econ-O-Wash	Laundry services - SH	\$ 36.00

390		Laundry services - SH	\$ 42.00
391		Laundry Services	\$ 56.00
392	Sheridan Motor Inc	PD137 - headlight bulb	\$ 45.89
393	Sherwin Williams	Spray tip - TS	\$ 45.99
394	Sign Solutions USA	Street signs, left turn arrow, dangerous intersect	\$ 1,272.77
395	Six Robblee's Inc	Tire mounting paste - SH	\$ 26.45
396		Truck hub & stud cleaning tool & replacement head	\$ 158.66
397	Smith Psychological	Return to Duty Exam - PD	\$ 200.00
398		Return to Duty Exam - PD	\$ 200.00
399		Return to Duty Exam - PD	\$ 200.00
400	Spectrum	W&P Internet 4/14-5/13/26	\$ 151.37
401		W&P Internet 5/14-6/13/26	\$ 155.28
402	State of Wyoming	Fire A Loan	\$ 86,274.51
403	Summer Widstrand	UB 27037050 Edwards	\$ 67.47
404	Tandi Metoyer	UB 00005841 Marion	\$ 18.02
405	Tire Rama	TS576 - new tires (2)	\$ 171.88
406		GC490 - tire repair	\$ 27.50
407	T-Mobile USA Inc.	Monthly Cell Phone Charges - PD	\$ 1,071.70
408	TorcUP Inc.	Repair & calibration of VT-1000, volta ball retain	\$ 374.00
409	TranSource Truck	WC7002 - ABS modulators, valve & fitting	\$ 1,177.04
410	Trihydro Corporation	Environmental Monitoring May 2, 2026	\$ 2,469.25
411	Tyler Technologies I	Project management, implementation & training	\$ 1,240.00
412		Project management, implementation & training	\$ 652.00
413		Project management, implementation & training	\$ 620.00
414		Tyler Annual Fees	\$ 140,617.33
415	VRM Inc	LF476 - diag, R&R grinding chamber components	\$ 16,983.96
416		LF4003 - R&R rollers on left side track	\$ 3,400.69
417		LF603 - R&R splices on conveyors	\$ 4,955.00
418		LF401 - 1000 hour service performed	\$ 1,498.88
419		LF473 - annual fire sup sys insp w/repairs	\$ 2,341.50
420		LF402 - R&R grease fitting	\$ 137.50
421		LF402 - 1500 hr service performed	\$ 970.47
422	Wade Larsen	Per Diem WFA Cheyenne, WY May 10-14, 2026 WL	\$ 306.00
423		Per Diem WFA Cheyenne, WY May 17-20, 2026 WL	\$ 238.00
424	WAM	WAM Conf Tix- Mayor/Stu	\$ 270.00
425		WAM Conf Tix- Mayor/Stu	\$ 270.00
426	Wareings Sheridan	PK227 - diag inst clstr, R&R inst clstr & BCM	\$ 1,080.48
427	Water Products & Sol	4 Bottles of Water	\$ 40.00
428	Weed Warriors	Mowing (Contractual) for Parks Department	\$ 1,370.00
429		Mowing (Contractual) for Parks Department	\$ 1,200.00
430		Mowing (Contractual) for Parks Department	\$ 4,200.00
431		Mowing (Contractual) for Parks Department	\$ 395.00
432	Western Emulsions In	CRS-2 - Durapatch oil - ST	\$ 2,416.00
433	WY DEQ	Air Quality Permit Application Fee	\$ 1,000.00
434	WY Secretary of Stat	Notary license - PD	\$ 60.00
435	Wyoming Machinery	ST497 - connector plug assy +dlchg	\$ 92.20
436		LF402 - 500 hr service filters/supplies	\$ 708.47
Claims Totals			\$ 611,487.41

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
Date: 06/15/2026

Attachments

Claims

REFERENCE	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
1	002 PICKLEBALL	500-Water Fund	Accounts Receivable	64.84	35142	UB 00927280 1671 COMMERCIAL	6/3/2026
2	A Plus Plumbers & Ap	540-Golf Course Admin/Super	Repairs/Maint-Buildings	488.90	1-37754-1	Drinking fountain repair at KGC	5/12/2026
3	A Plus Plumbers & Ap	110-Parks Supervision	Repairs/Maint-Buildings	142.90	I-37868-1	Plumbing repair at Black Tooth Park	5/12/2026
4	A Plus Plumbers & Ap	100-Parks Supervision	Repairs/Maint-Buildings	1,933.00	I-37920-1	Plumbing stub at 820 Kroe Lane	5/18/2026
5	A Plus Plumbers & Ap	120-Police Administration	Repairs/Maint-Buildings	164.50	I-38170-1	Gym toilet leak - PD	6/5/2026
6	Ace & Knecht	100-Cemetery Administration	Department Functional Supplies	56.56	13493967	Gas can for cemetery	5/19/2026
7	Ace & Knecht	500-SWTP	Department Functional Supplies	60.94	13554566	Ball valve, elbows and couplers	6/2/2026
8	Ace & Knecht	120-Service Center	Department Functional Supplies	26.86	13570291	ST344 - adapter, brass 1" male	6/5/2026
9	Alex Murray	100-Police Administration	Travel/Training	506.00	MurrayPerDiem	per diem for Police Week in DC - PD	6/4/2026
10	AlphaGraphics of Wyo	100-Planning/Zoning	Printing	49.00	2881	Business cards - M. Garcia & S. Goodman	5/28/2026
11	AlphaGraphics of Wyo	510-WW Treatment	Printing	39.00	2881	Business cards - M. Garcia & S. Goodman	5/28/2026
12	AlphaGraphics of Wyo	500-Water Utility Admin	Contractual-Other	2,988.16	28877	LCRI Letters to Citizens/Homes	5/28/2026
13	AlphaGraphics of Wyo	100-Court	Printing	58.00	28882	Court business cards- CE and MB	5/16/2026
14	AlphaGraphics of Wyo	400-Park Areas	Cap Outlay-Land/Site Imprvmnts	204.00	28985	Blacktooth Park Ph VI misc. - signs	5/28/2026
15	AlphaGraphics of Wyo	510-WW Treatment	Printing	106.70	28994	Rehabilitation Projects printout	5/20/2026
16	AlphaGraphics of Wyo	110-Museum Collections	Printing	190.50	29093	two vinyl signs Love Sculpture Walk - SPAC	6/4/2026
17	Amazon Capital Servi	100-Court	Office Supplies	9.95	11H4-P1NW-D3NN	ITEM: Office Name Plate for Desk, Desk Name Plate	5/20/2026
18	Amazon Capital Servi	520-Landfill	Equip/Mach/Furniture-Non-cap	69.99	13PV-L3TF-RMHP	ITEM: Housiwill Countertop Water Dispenser, Top L	6/3/2026
19	Amazon Capital Servi	100-Building Inspections	Department Functional Supplies	68.17	1DYP-73ND-YLR4	ITEM: Miracase for iPhone 17e Case && iPho	6/9/2026
20	Amazon Capital Servi	520-Landfill	Uniforms/Clothing	92.79	1KKF-WT7W-VPTF	ITEM: Red Kap Men's Loose Fit Dungaree, Dark Wash	5/22/2026
21	Amazon Capital Servi	120-Signs	Department Functional Supplies	43.55	1KNC-VWRG-6K1V	ITEM: PS-1270-12V 7AH SLA BATTERY - PACK OF 2 Sup	6/2/2026
22	Amazon Capital Servi	120-Street Construction/Maint	Department Functional Supplies	14.94	1QXY-CD7X-QLXL	ITEM: BENFEI DisplayPort to DVI 6 Feet Cable, Dis	5/22/2026
23	Amazon Capital Servi	500-SWTP	Department Functional Supplies	27.88	1WFQ-6XDM-4JJW	Paper Towel Rolls	5/22/2026
24	Amazon Capital Servi	500-BGWTP	Department Functional Supplies	27.88	1WFQ-6XDM-4JJW	Paper Towel Rolls	5/22/2026
25	American Maid	500-Water Distribution	Contractual-Other	472.50	2026-5-1	cleaning - UM	5/29/2026
26	American Maid	510-WW Collection	Contractual-Other	315.00	2026-5-1	cleaning - UM	5/29/2026
27	American Maid	500-BGWTP	Contractual-Other	562.50	2026-5-12	Monthly cleaning- BGWTP	5/29/2026
28	American Maid	500-SWTP	Contractual-Other	600.00	2026-5-13	Monthly cleaning- SWTP	5/29/2026
29	American Maid	510-WW Treatment	Contractual-Other	750.00	2026-5-14	Cleaning Services	5/29/2026
30	American Maid	520-Landfill	Contractual-Other	656.25	2026-5-15	Cleaning Service Weekly for Landfill Office	5/29/2026
31	American Maid	520-Landfill	Contractual-Other	281.25	2026-5-16	Cleaning Service Weekly for Scale House	5/29/2026
32	American Maid	520-Sanitation	Contractual-Other	328.12	2026-5-17	Cleaning Service Weekly for Recycling Center	5/29/2026
33	American Maid	520-Recycling	Contractual-Other	328.13	2026-5-17	Cleaning Service Weekly for Recycling Center	5/29/2026
34	American Maid	100-Gen Govt Bldg Maintenance	Contractual-Other	3,412.10	2026-5-2	Cleaning City Hall FY26	5/28/2026
35	Ashlee Foster	100-Clerk	Travel/Training	330.00	Reimbursement AF 26	IIMC Per Diem Reimbursement	5/28/2026
36	ASHLEY RIVES	500-Water Fund	Accounts Receivable	27.35	35053	UB 00781180 427 MOUNTAIN VIEW	6/1/2026
37	AT&T Mobility	100-Other General Govt Costs	Telecom Services	121.62	4/13-5/12/26 TeleCom	4/13-5/12/26 TeleCom FirstNet	5/12/2026
38	AXE BUILD LLC	500-Water Fund	Accounts Receivable	569.95	35060	UB 00023343 HYDRANT #14	6/1/2026
39	Axe Build LLC	400-Landfill	Cap Outlay-Construct of Bldgs	47,102.00	Pay App #1	Landfill Building - Const. Pay App #1	5/27/2026
40	B&B Leasing Company	100-Fire Administration	Rent/Lease-Equip/Mach/vehicles	180.94	1726-07	Sharp Copier BP-5162C for SFR	5/31/2026
41	B&H Foto & Electroni	500-Source of Supply	Equip/Mach/Furniture-Non-cap	6,821.39	244854135	Drone Equipment	5/25/2026
42	B&H Foto & Electroni	500-Source of Supply	Equip/Mach/Furniture-Non-cap	90.58	244922653	Drone Equipment	5/27/2026
43	Babe's Flowers	110-Police Administration	Contractual-Professional	95.00	94972	Flowers - PD	5/12/2026
44	Bear's Paw Embroider	520-Landfill	Uniforms/Clothing	30.00	1129	Embroidery for Hunter Z.	5/21/2026
45	Big Horn Sanitation	100-Parks Supervision	Contractual-Other	126.50	58281	Malcolm Wallop Park sanitation fee- APR26	4/30/2026
46	Bighorn Design Studi	100-Street Construction/Maint	Uniforms/Clothing	494.25	35172	Hats with embroidery and patches - ST	5/5/2026
47	Bighorn Security LLC	120-Service Center	Repairs/Maint-EquipMachVehArt	500.00	001645	PD147 - svc call lock pick & spare keys made	5/28/2026
48	Bino's Grocery & Mar	100-Human Resources	Contractual-Other	3,279.02	29040	Safety BBQ	6/11/2026
49	Bluemel Plumbing & H	100-Gen Govt Bldg Maintenance	Repairs/Maint-Buildings	117.70	254180	Water turn on for public restrooms - at CH	5/12/2026
50	Bluepeak	100-Other General Govt Costs	Telecom Services	146.50	5/25-6/24/26 TeleCom	05/25-06/24/26 Internet	5/25/2026
51	BOUGHT BEAUTIFULLY	500-Water Fund	Accounts Receivable	63.74	34670	UB 00098010 117 MAIN	5/15/2026
52	BRANDON ANDERSON	500-Water Fund	Accounts Receivable	21.28	35148	UB 50000077 545 SHERIDAN	6/3/2026
53	Brian's Boot & Shoe	520-Sanitation	Uniforms/Clothing	94.48	76980	Boot for Ron P.	5/22/2026

54	Brian's Boot & Shoe	520-Recycling	Uniforms/Clothing	94.47	76980	Boot for Ron P.	5/22/2026
55	Burns & Mc Donnell	400-Landfill	Cap Outlay-Land/Site Imprvmnts	11,804.29	135317-57	LRCM - Prof. Svcs. April 2026	5/29/2026
56	Burns & Mc Donnell	400-Landfill	Cap Outlay-Site Improve - Depr	62,433.75	195218-1	Lndfil Cell 9/17 Cap Ext - Prof. Svcs. thru 4/30/2	5/28/2026
57	C & K Equipment	120-Service Center	Department Functional Supplies	15.70	22536	PK803 - corrosion-resistant extension springs	5/27/2026
58	C & K Equipment	120-Service Center	Department Functional Supplies	224.97	22612	CM403 - PM service filters	6/2/2026
59	Camden McArthur	110-Fire Administration	Travel/Training	306.00	05272026McArthur	Meals Per Diem WFA Cheyenne, WY May 25-29, 2026 CM	6/3/2026
60	Carquest Auto Parts	500-Water Distribution	Department Functional Supplies	94.79	1972-624528	UM - Battery	5/18/2026
61	Carquest Auto Parts	510-WW Collection	Department Functional Supplies	63.20	1972-624528	UM - Battery	5/18/2026
62	Carquest Auto Parts	500-Water Distribution	Department Functional Supplies	40.80	1972-624751	UM303 - Air filter	5/21/2026
63	Carquest Auto Parts	510-WW Collection	Department Functional Supplies	27.20	1972-624751	UM303 - Air filter	5/21/2026
64	Carquest Auto Parts	520-Recycling	Department Functional Supplies	31.98	1972-625019	RC332 - Antifreeze	5/26/2026
65	Carquest Auto Parts	120-Service Center	Department Functional Supplies	307.31	1972-625088	BD274 - Starter	5/27/2026
66	Carquest Auto Parts	120-Service Center	Department Functional Supplies	77.58	1972-625096	FD34 - Oil filters, air dryer cart, fuel filter, hy	5/27/2026
67	Carquest Auto Parts	120-Service Center	Department Functional Supplies	9.99	1972-625099	ST201 - Wiper blade	5/27/2026
68	Carquest Auto Parts	500-Water Distribution	Department Functional Supplies	9.74	1972-625115	UM203 - Oil filter & air filter	5/28/2026
69	Carquest Auto Parts	510-WW Collection	Department Functional Supplies	6.49	1972-625115	UM203 - Oil filter & air filter	5/28/2026
70	Carquest Auto Parts	120-Service Center	Department Functional Supplies	4.00	1972-625220	MP23 - Oil filter	5/29/2026
71	Carquest Auto Parts	520-Recycling	Department Functional Supplies	58.33	1972-625235	RC301 - Air filter & oil/hydraulic filter	5/29/2026
72	Carquest Auto Parts	520-Recycling	Department Functional Supplies	13.37	1972-625475	RC363 - Air filter	6/2/2026
73	Carquest Auto Parts	120-Service Center	Department Functional Supplies	125.34	1972-625554	ST344 - Cabin air filter, fuel/watr sep, air filte	6/3/2026
74	Carquest Auto Parts	120-Service Center	Department Functional Supplies	4.00	1972-625555	TS366 - Engine oil filter	6/3/2026
75	Carquest Auto Parts	120-Service Center	Department Functional Supplies	22.05	1972-625590	ST344 - Fuel filter	6/4/2026
76	Carquest Auto Parts	500-Water Distribution	Department Functional Supplies	(29.40)	CR1972-624763	Alternator Core Return	5/21/2026
77	Carquest Auto Parts	510-WW Collection	Department Functional Supplies	(19.60)	CR1972-624763	Alternator Core Return	5/21/2026
78	CED- Consolidated El	100-Gen Govt Bldg Maintenance	Department Functional Supplies	366.60	8080-1103137	light ballasts - City Hall garage	5/27/2026
79	CELLULAR PLUS	500-Water Fund	Accounts Receivable	17.12	35140	UB 00415210 377 COFFEEN	6/3/2026
80	Certified Laboratori	510-WW Treatment	Contractual-Other	308.70	9619954	Oil analysis samplers and shipping	5/15/2026
81	CH Diagnostics and C	500-Source of Supply	Contractual-Professional	785.00	20260071	E.Coli., Giardia and Crypto sample analysis invoic	5/25/2026
82	Chemtrade Chemicals	500-SWTP	Chemicals	11,331.14	90401571	Alum Sulfate-Chemical	5/28/2026
83	CHS Inc.	120-Street Construction/Maint	Department Functional Supplies	17,385.00	7100003132	PG 58-28 Oil - ST	6/3/2026
84	Column Software	100-Clerk	Advertising	79.43	9626F791-0228	Press Publishing Fees FY26	4/30/2026
85	Column Software	100-Clerk	Advertising	718.86	9626F791-0238	Press Publishing Fees FY26	5/27/2026
86	Column Software	100-Clerk	Advertising	64.55	9626F791-0239	Press Publishing Fees FY26	5/28/2026
87	Column Software	400-WW Treatment	Cap Outlay-Infrastructure	295.28	9626F791-0240	Clarifier Rplcmnt Project - 41 Day Advertisement	5/28/2026
88	Column Software	100-Clerk	Advertising	599.88	9626F791-0245	Press Publishing Fees FY26	6/3/2026
89	Column Software	400-Water Distribution	Cap Outlay-Infrastructure	288.00	9626F791-0246	LPO 41533 - 41 Day Ad for Water Creek Crossing	6/9/2026
90	Connor Tracy	110-Fire Administration	Travel/Training	306.00	05272026Tracy	Meals Per Diem WFA Cheyenne, WY May 25-29, 2026 CT	6/4/2026
91	County Trash LLC	500-BGWTP	Contractual-Other	115.00	25341	Trash service- monthly - BGWTP	6/1/2026
92	CRIMSON FIRE PROTECT	520-Landfill	Contractual-Other	858.00	4714	Annual Fire Extinguisher Inspection	5/20/2026
93	CRIMSON FIRE PROTECT	520-Sanitation	Contractual-Other	808.00	4715	Annual Fire Extinguisher Inspection	5/20/2026
94	CRIMSON FIRE PROTECT	520-Recycling	Contractual-Other	808.00	4715	Annual Fire Extinguisher Inspection	5/20/2026
95	CRIMSON FIRE PROTECT	100-Other General Govt Costs	Contractual-Other	86.00	4716	Fire Ext. Maint. & Inspections - Dog & Cat Shelter	5/20/2026
96	CRIMSON FIRE PROTECT	500-Source of Supply	Contractual-Other	351.63	4718	Fire Extinguisher inspections and maintenance	5/20/2026
97	CRIMSON FIRE PROTECT	500-SWTP	Contractual-Other	351.63	4718	Fire Extinguisher inspections and maintenance	5/20/2026
98	CRIMSON FIRE PROTECT	500-BGWTP	Contractual-Other	351.74	4718	Fire Extinguisher inspections and maintenance	5/20/2026
99	CRIMSON FIRE PROTECT	540-Golf Course Admin/Super	Contractual-Professional	540.00	4725	Fire extinguisher annual inspections - KGC	5/20/2026
100	CRIMSON FIRE PROTECT	530-Weed/Pest Administration	Contractual-Other	78.00	4726	Fire extinguisher annual inspection - Weed and Pes	5/20/2026
101	Croell Redi-Mix Inc	120-Street Construction/Maint	Department Functional Supplies	5,100.00	1085955	Concrete blocks - ST	5/27/2026
102	Crystal Weinecke	500-Water Fund	Utility Deposits	125.00	01121170	Void Deposit Refund - Crystal Weinecke	5/21/2026
103	Dana Kepner Co	500-Water Distribution	Department Functional Supplies	2,385.26	2050848	2" C2 chambers	5/22/2026
104	DANIELLE & LUCAS LEF	500-Water Fund	Accounts Receivable	13.47	35149	UB 00113170 1926 5TH	6/3/2026
105	Dave Loden Construct	400-Other General Govt Costs	Repairs/Maint-Buildings	78,550.75	Pay App #2 CH Roof	City Hall Roof - Const. Pay App #2	6/5/2026
106	Dave Loden Construct	400-Other General Govt Costs	Repairs/Maint-Buildings	7,369.25	Pay App #3 Retainage	City Hall Roof - Const. Pay App #3 (Retainage)	6/5/2026
107	Dawson Infrastructur	500-Water Distribution	Department Functional Supplies	137.05	INV217184	UM301 - roller wheels for root cutter +frt	5/26/2026

108	Dawson Infrastructur	510-WW Collection	Department Functional Supplies	91.37	INV217184	UM301 - roller wheels for root cutter +ftr	5/26/2026
109	DEIDRA MILLER	500-Water Fund	Accounts Receivable	3.07	35136	UB 00019170 736 AVON	6/3/2026
110	Dowl	400-WW Treatment	Cap Outlay-Infrastructure	9,592.35	4528.27092.02-28	WWTP S. Clarifier - CA/Cnst. Insp. 4/26/26-5/23/26	5/28/2026
111	Dowl	400-Street Construction/Maint	Repairs/Maint-Infrastructure	23,828.50	5063.000638.01 - 6	26 Pvmnt Maint - Prof. Svcs/Dsgn 4/26/26 - 5/23/26	5/29/2026
112	Elevated Safety LLC	110-Fire Administration	Equip/Mach/Furniture-Non-cap	2,149.20	INV00010890	3-CMC-LEVR BT Escape System w/o Pull Tether	5/21/2026
113	Employ LLC	520-Recycling	Contractual-Temp Services	3,615.64	17818	Temporary Labor Recycling/Landfill	5/28/2026
114	Employ LLC	520-Landfill	Contractual-Temp Services	139.86	17818	Temporary Labor Recycling/Landfill	5/28/2026
115	Employ LLC	520-Recycling	Contractual-Temp Services	2,947.42	17829	Temp Labor - Recycling	6/3/2026
116	Engineering Associat	400-Street Construction/Maint	Cap Outlay-Infrastructure	1,679.98	4605090	Real Bird Way/N. Main- Prof. Svcs. 4/18 - 5/15/26	5/21/2026
117	Engineering Associat	400-Street Construction/Maint	Cap Outlay-Infrastructure	3,142.26	4605092	5th & Val Vista - Prof. Svcs./Design 4/18 - 5/15/2	5/22/2026
118	Enviro-Clean Intermo	120-Service Center	Department Functional Supplies	6,597.48	10P2464	ST343 - impeller, fan borium, misc. hrdwr +tariffs	5/28/2026
119	ERIC BRANNIGAN	500-Water Fund	Accounts Receivable	19.33	34864	UB 00127160 114 4TH	5/22/2026
120	ERIK BALE	500-Water Fund	Accounts Receivable	19.09	35052	UB 00186040 1363 MARTIN	6/1/2026
121	FALCON CONSTRUCTION	400-Street Construction/Maint	Cap Outlay-Infrastructure	21,786.82	Pay App #1	East Downtown - Const. Pay App #1	5/27/2026
122	Farmers Co-op Oil Co	100-Service Center	Petroleum Products	29.40	May 2026	Farmers Coop May 2026 Statement	5/31/2026
123	Farmers Co-op Oil Co	120-Street Construction/Maint	Department Functional Supplies	274.40	May 2026	Farmers Coop May 2026 Statement	5/31/2026
124	Farmers Co-op Oil Co	120-Service Center	Petroleum Products	27.73	May 2026	Farmers Coop May 2026 Statement	5/31/2026
125	Farmers Co-op Oil Co	120-Service Center	Petroleum Products	1,333.80	May 2026	Farmers Coop May 2026 Statement	5/31/2026
126	Farmers Co-op Oil Co	120-Service Center	Petroleum Products	712.25	May 2026	Farmers Coop May 2026 Statement	5/31/2026
127	Farmers Co-op Oil Co	120-Service Center	Petroleum Products	83.20	May 2026	Farmers Coop May 2026 Statement	5/31/2026
128	Farmers Co-op Oil Co	120-Service Center	Department Functional Supplies	395.68	May 2026	Farmers Coop May 2026 Statement	5/31/2026
129	Farmers Co-op Oil Co	500-SWTP	Petroleum Products	1,290.00	May 2026	Farmers Coop May 2026 Statement	5/31/2026
130	Farmers Co-op Oil Co	500-BGWTP	Petroleum Products	944.28	May 2026	Farmers Coop May 2026 Statement	5/31/2026
131	Farmers Co-op Oil Co	520-Sanitation	Petroleum Products	471.62	May 2026	Farmers Coop May 2026 Statement	5/31/2026
132	Farmers Co-op Oil Co	520-Sanitation	Department Functional Supplies	1,187.02	May 2026	Farmers Coop May 2026 Statement	5/31/2026
133	Farmers Co-op Oil Co	520-Recycling	Petroleum Products	471.63	May 2026	Farmers Coop May 2026 Statement	5/31/2026
134	Farmers Co-op Oil Co	520-Recycling	Department Functional Supplies	395.67	May 2026	Farmers Coop May 2026 Statement	5/31/2026
135	Farmers Co-op Oil Co	520-Landfill	Petroleum Products	19,569.92	May 2026	Farmers Coop May 2026 Statement	5/31/2026
136	Farmers Co-op Oil Co	540-Golf Course Admin/Super	Petroleum Products	2,751.16	May 2026	Farmers Coop May 2026 Statement	5/31/2026
137	Fastenal Company	510-WW Collection	Department Functional Supplies	126.72	WYSHE166187	Blue paint	5/26/2026
138	Fastenal Company	120-Street Construction/Maint	Department Functional Supplies	142.48	WYSHE166200	Gloves, rain coats, cleaning wipes - ST	5/28/2026
139	Fedex Freight	500-Source of Supply	Postage	33.97	1641-4647-2	Samples sent to CH Diagnostic	5/22/2026
140	Ferguson	500-Water Distribution	Department Functional Supplies	1,837.30	1686789	clamps and couplings	5/29/2026
141	Floyd's Truck Center	120-Service Center	Department Functional Supplies	496.00	X301098356:01	ST333 - oil pan kit +ftr	5/19/2026
142	Foot of the Bighorns	100-Fire Administration	Uniforms/Clothing	145.00	220000069518	Running shoes for KJohnson 5-27-2026 Inv 69518	5/27/2026
143	Fort Collins Nursery	100-Forestry/Nursery	Department Functional Supplies	1,317.45	189352	Grasses and annuals for Krinkee Park	5/12/2026
144	Fort Collins Nursery	100-Forestry/Nursery	Department Functional Supplies	540.00	189453	4 crabapple trees for Community Forestry	5/12/2026
145	Fremont Motor Sherid	520-Landfill	Repairs/Maint-EquipMachVehArt	222.88	276475	LF24 - R&R lug nuts (+credits on acct)	5/22/2026
146	Gabe Legler	100-Fire Administration	Uniforms/Clothing	264.95	USC239857	Black DLC & Stainless Steel Multi-Tool for Glegler	5/27/2026
147	George Bumann	200-Museum Collections	Cap Outlay-Art/Historic Treas	14,250.00	04.03.2026 "Elevatio	SPAC Sculpture Purchase - Elevation	4/3/2026
148	Grainger Inc	120-Service Center	Department Functional Supplies	46.42	9939778453	FD34 - air compressor switch	6/4/2026
149	Granicus LLC	100-Information Technology	Contractual-Professional	1,524.21	230869	Granicus SWAGIT June Invoice	5/31/2026
150	Granite Peak Pump Se	540-Golf Course Admin/Super	Department Functional Supplies	906.23	26087	Check valve for KGC irrigation pump	5/26/2026
151	Green Side Up	100-Cemetery Administration	Department Functional Supplies	330.00	A1041	Sod for Cemetery	5/26/2026
152	Hach Company	500-SWTP	Department Functional Supplies	198.20	15019683	PH Buffer solution- Lab supplies	5/27/2026
153	Hawkins Inc	510-WW Treatment	Chemicals	10,963.73	7444361	Chemicals	6/2/2026
154	Hawkins Inc	500-BGWTP	Chemicals	8,062.46	7444363	Azone, Ploymer and Soda Ash	6/2/2026
155	Hawkins Inc	500-SWTP	Chemicals	4,935.50	7447739	Sodium Hex-chemical for water treatment	6/4/2026
156	Heather Doke	100-Human Resources	Travel/Training	165.00	DOKESHRCERT	Reimbursement for SHRM-CP Certification	6/10/2026
157	Home Depot Credit Se	100-Parks Supervision	Tools	299.00	0011058	Saw and gas can for Parks Grounds Maintenance	5/26/2026
158	Home Depot Credit Se	110-Parks Supervision	Department Functional Supplies	61.91	0011058	Saw and gas can for Parks Grounds Maintenance	5/26/2026
159	Home Depot Credit Se	100-Parks Supervision	Tools	199.00	0011082	Battery and saw blade for Parks Grounds Maintenanc	5/26/2026
160	Home Depot Credit Se	110-Parks Supervision	Department Functional Supplies	16.97	0011082	Battery and saw blade for Parks Grounds Maintenanc	5/26/2026
161	Home Depot Credit Se	110-Fire Administration	Repairs/Maint-EquipMachVehArt	119.54	5072980	HBucket;3/8indrive;4pcPrecisionPick&ProbeSet;Ratch	5/31/2026

162	Home Depot Credit Se	110-Fire Administration	Repairs/Maint-EquipMachVehArt	112.77	5072982	Husky Bucket;4PC Precision Pick&Probe Set;Ratchet;	5/31/2026
163	Home Depot Credit Se	100-Police Administration	Department Functional Supplies	60.17	5622548	27 Gal. Tough Storage Tote in Black and Red	5/21/2026
164	Home Depot Credit Se	100-Forestry/Nursery	Department Functional Supplies	232.74	6004 00001 44592	Potting mix for Community Forestry	5/8/2026
165	Home Depot Credit Se	200-Park Areas	Department Functional Supplies	136.84	6004 00001 47900	Ball valves and hose clamps for Community Garden	5/13/2026
166	Home Depot Credit Se	100-Cemetery Administration	Department Functional Supplies	79.82	6004 00001 47942	Batteries and trimmer line for cemetery	5/13/2026
167	Home Depot Credit Se	110-Parks Supervision	Department Functional Supplies	61.32	6004 00001 53403	Paint and rebar for Parks Grounds Maintenance	5/22/2026
168	Home Depot Credit Se	120-Street Construction/Maint	Department Functional Supplies	6.60	6004 00001 56919	Plastic clamp - ST	5/26/2026
169	Home Depot Credit Se	100-Service Center	Department Functional Supplies	58.60	6004 00001 61331	Buckets & lids - SH	6/1/2026
170	Home Depot Credit Se	120-Street Construction/Maint	Department Functional Supplies	71.48	6004 00002 67690	Stakes and raised bed mix - ST	5/26/2026
171	Home Depot Credit Se	400-Park Areas	Cap Outlay-Land/Site Imprvmnts	188.10	6004 00002 68003	Blacktooth Park Ph VI misc. - steel posts	5/26/2026
172	Home Depot Credit Se	100-Forestry/Nursery	Department Functional Supplies	349.78	6004 00009 29455	Annals for Community Forestry	5/20/2026
173	Home Depot Credit Se	100-Forestry/Nursery	Department Functional Supplies	133.31	7010822	Coco liner and potting mix for Community Forestry	5/19/2026
174	Home Depot Credit Se	100-Forestry/Nursery	Department Functional Supplies	125.76	7084217	Coco liner and potting mix for Community Forestry	5/19/2026
175	Home Depot Credit Se	100-Forestry/Nursery	Department Functional Supplies	(133.31)	CR4084216	Return 20 In Coco & 50qt MG	5/19/2026
176	Home Depot Credit Se	110-Fire Administration	Repairs/Maint-EquipMachVehArt	(119.54)	CR5072981	Return HBUCKET;3/8indrive;4pcPrecisionPick&ProbeSe	5/31/2026
177	IBS Inc	100-Service Center	Department Functional Supplies	350.31	907735-1	Wire connector plugs, weatherpack housing, flap wh	5/29/2026
178	IBS Inc	120-Street Construction/Maint	Department Functional Supplies	202.48	907736-1	Drill bits & citrugel aerosol - ST	5/29/2026
179	InfoSend Inc	100-Customer Service	Contractual-Professional	6,928.40	311280	Infosend - bill printing/mailling/monthly svc fees	5/31/2026
180	InfoSend Inc	100-Customer Service	Contractual-Professional	164.40	311567	Infosend - bill printing/mailling/monthly svc fees	6/1/2026
181	J J Keller & Associa	100-Street Construction/Maint	Software & Website Fees	500.00	9111229507	TMC standard enrollment - ST	5/21/2026
182	Jace Zook	110-Fire Administration	Travel/Training	306.00	05272026Zook	Meals Per Diem WFA Cheyenne, WY May 25-29, 2026 JZ	6/3/2026
183	Jack Roberts	100-Human Resources	Department Functional Supplies	280.00	RobWell25	FY 25 Wellness Program Reimbursement	6/10/2026
184	Jackson Peterbilt	520-Sanitation	Department Functional Supplies	23.96	10224GL	WC320 - frt for nox sensor/core chg (inv #10215GL)	4/7/2026
185	JANE WOHL	500-Water Fund	Accounts Receivable	1,405.94	35195	UB 00019653 2041 SKYVIEW WEST	6/8/2026
186	Jason Park	110-Fire Administration	Travel/Training	306.00	05272026Park	Meals Per Diem WFA Cheyenne, WY May 25-29, 2026 JP	6/4/2026
187	JOHN KOLTISKA	500-Water Fund	Accounts Receivable	86.23	35057	UB 00051250 314 PHEASANT	6/1/2026
188	JOSEPH CLANCY	500-Water Fund	Accounts Receivable	49.93	34865	UB 00005484 835 7TH	5/22/2026
189	Joseph Ray Butcher	200-Museum Collections	Cap Outlay-Art/Historic Treas	6,375.00	INV-2026-0401-001	SPAC Sculpture Purchase - All Creatures Great/Smal	4/1/2026
190	JOSHUA LEIS	500-Water Fund	Accounts Receivable	108.26	35054	UB 00290140 1240 VAL VISTA	6/1/2026
191	JOSHUA LEIS	530-Weed and Pest Fund	Accounts Receivable	31.33	35054	UB 00290140 1240 VAL VISTA	6/1/2026
192	JULIE SCANLON	500-Water Fund	Accounts Receivable	43.54	35144	UB 00024579 411 SMITH	6/3/2026
193	KIERSTIN BUTLER	500-Water Fund	Accounts Receivable	29.99	35145	UB 00190540 924 MAIN	6/3/2026
194	Kilpatrick Creations	100-Fire Administration	Uniforms/Clothing	1,440.00	201846	48 TShirts; 6-Pullover; 8-Caps for new recruits	5/29/2026
195	Kisling Law LLC	100-Court	Contractual-Professional	3,250.00	2026-05	Muni Court Judge Fees FY26	5/30/2026
196	Kois Brothers Equipm	500-Water Distribution	Department Functional Supplies	219.68	138494	UM301 - rip saw nozzle rebuild kits +frt	5/22/2026
197	Kois Brothers Equipm	510-WW Collection	Department Functional Supplies	146.46	138494	UM301 - rip saw nozzle rebuild kits +frt	5/22/2026
198	Kois Brothers Equipm	520-Sanitation	Department Functional Supplies	8,389.83	601628	WC718 - HL-front mount pump for DPRR	6/9/2026
199	KUSSMAUL ELECTRONICS	120-Service Center	Department Functional Supplies	802.88	0000297540	FD34 - air compressor +pckn fee, frt & tariff	6/8/2026
200	KYLA POLLARD	500-Water Fund	Accounts Receivable	16.52	35141	UB 00017489 814 CUSTER	6/3/2026
201	LAMP OF FAITH TATTOO	500-Water Fund	Accounts Receivable	82.12	35138	UB 00111010 219 MAIN	6/3/2026
202	Landon's Greenhouse	120-Street Construction/Maint	Department Functional Supplies	95.83	399649	Pots, tomato & pepper, annual plant - ST	5/26/2026
203	Landon's Greenhouse	100-Forestry/Nursery	Department Functional Supplies	1,007.84	50626	4 Marilee crabapples for Community Forestry	5/6/2026
204	Landon's Greenhouse	100-Forestry/Nursery	Department Functional Supplies	71.98	50826	Deer repellent for Community Forestry	5/8/2026
205	Landon's Greenhouse	100-Forestry/Nursery	Department Functional Supplies	119.96	51826	Planters for Community Forestry	5/18/2026
206	Lease Servicing Cent	120-Street Construction/Maint	Principal	4,029.94	52861	Lease payments	6/1/2026
207	Lease Servicing Cent	120-Street Construction/Maint	Principal	1,311.53	52861	Lease payments	6/1/2026
208	Lease Servicing Cent	120-Street Construction/Maint	Interest	256.27	52861	Lease payments	6/1/2026
209	Lease Servicing Cent	120-Street Construction/Maint	Interest	213.47	52861	Lease payments	6/1/2026
210	Leininger Law	100-Court	Contractual-Professional	5,500.00	269	Prosecuting Attorney Fees FY26	6/1/2026
211	LJS Concrete & Excav	400-Street Construction/Maint	Cap Outlay-Infrastructure	158,762.67	052026	S. Downtown Ph I - Const. Pay App #1	5/20/2026
212	Local Govt Liability	100-Street Construction/Maint	Insurance-Claims	921.82	16608	Deductible for Claim	5/19/2026
213	Lorenzo Castellanos	520-Landfill	Miscellaneous	6.13	L CASTELLANOS	Reimbursement for Lorenzo Castellanos	5/29/2026
214	Lube Refiners LLC	120-Service Center	Repairs/Maint-EquipMachVehArt	74.78	000726500000008362	PD130 - LOF service	5/27/2026
215	Lube Refiners LLC	120-Service Center	Repairs/Maint-EquipMachVehArt	113.87	000726500000008638	PD136 - LOF service w/cabin air filter	6/5/2026

216	LYLE WALLACE	500-Water Fund	Accounts Receivable	57.13	35143	UB 00024208 20 WATER	6/3/2026
217	M&K Rentals	200-Park Areas	Department Functional Supplies	53.30	C-029492	Tiller rental for Community Garden	5/5/2026
218	MALEGU TANOYO	500-Water Fund	Accounts Receivable	49.62	35056	UB 50000075 545 SHERIDAN	6/1/2026
219	MARK & TERESA LAW	500-Water Fund	Accounts Receivable	63.64	34866	UB 00132030 18 NEBRASKA	5/22/2026
220	Mark Galloway	100-Fire Administration	Uniforms/Clothing	48.22	5665240	UHE Hight-CRI Headlamp with 3 color temerpatures f	6/3/2026
221	Mikayla Langer	100-Police Administration	Uniforms/Clothing	202.99	LangerUniforms	Uniform pants and boots - PD	6/4/2026
222	Mike's Electric Inc	110-Parks Supervision	Repairs/Maint-Buildings	125.00	35585	Light circuit repair at Kendrick Park bathroom	5/7/2026
223	Modern Machinery Co	520-Landfill	Department Functional Supplies	1,088.80	3196670 PS	LF476 - hardware	6/5/2026
224	Modern Machinery Co	520-Landfill	Department Functional Supplies	2,233.45	3196999 PS	LF476 - bits +frt	6/8/2026
225	Montana Dakota Utili	100-Police Administration	Gas/Electric-Buildings	3,485.34	060526-MDU	FY26 MDU Gas/Electric	5/22/2026
226	Montana Dakota Utili	100-Street Construction/Maint	Gas/Electric-Buildings	40.33	060526-MDU	FY26 MDU Gas/Electric	5/22/2026
227	Montana Dakota Utili	110-Street Construction/Maint	Electric-Other	375.26	060526-MDU	FY26 MDU Gas/Electric	5/22/2026
228	Montana Dakota Utili	110-Rec/Senior Cntr Admin	Gas/Electric-Buildings	1,233.84	060526-MDU	FY26 MDU Gas/Electric	5/22/2026
229	Montana Dakota Utili	510-WW Collection	Gas/Electric-Buildings	73.27	060526-MDU	FY26 MDU Gas/Electric	5/22/2026
230	Montana Dakota Utili	530-Weed/Pest Administration	Gas/Electric-Buildings	147.52	060526-MDU	FY26 MDU Gas/Electric	5/22/2026
231	Montana Dakota Utili	100-Other General Govt Costs	Gas/Electric/Propane-Buildings	126.77	061226-MDU	FY26 MDU Gas/Electric	5/28/2026
232	Montana Dakota Utili	100-Street Construction/Maint	Gas/Electric-Buildings	60.29	061226-MDU	FY26 MDU Gas/Electric	5/28/2026
233	Montana Dakota Utili	100-Cemetery Administration	Gas/Electric-Buildings	163.87	061226-MDU	FY26 MDU Gas/Electric	5/28/2026
234	Montana Dakota Utili	100-Parks Supervision	Gas/Electric-Buildings	1,155.87	061226-MDU	FY26 MDU Gas/Electric	5/28/2026
235	Montana Dakota Utili	110-Shelter Administration	Gas/Electric-Buildings	1,307.15	061226-MDU	FY26 MDU Gas/Electric	5/28/2026
236	Montana Dakota Utili	110-Street Construction/Maint	Electric-Other	791.29	061226-MDU	FY26 MDU Gas/Electric	5/28/2026
237	Montana Dakota Utili	500-SAWS	Gas/Electric-Buildings	401.26	061226-MDU	FY26 MDU Gas/Electric	5/28/2026
238	Montana Dakota Utili	510-WW Collection	Gas/Electric-Buildings	1,513.75	061226-MDU	FY26 MDU Gas/Electric	5/28/2026
239	Montana Dakota Utili	510-WW Treatment	Gas/Electric-Buildings	16,964.06	061226-MDU	FY26 MDU Gas/Electric	5/28/2026
240	Montana Dakota Utili	520-Recycling	Gas/Electric-Buildings	23.03	061226-MDU	FY26 MDU Gas/Electric	5/28/2026
241	Montana Dakota Utili	520-Landfill	Gas/Electric-Buildings	1,026.32	061226-MDU	FY26 MDU Gas/Electric	5/28/2026
242	Mueller Systems	500-Water Distribution	Department Functional Supplies	4,511.40	66463241	RDM meters	6/1/2026
243	Mullinax Concrete Se	100-Cemetery Administration	Department Functional Supplies	772.50	0260364-IN	Top soil for Cemetery	5/11/2026
244	Mullinax Concrete Se	110-Parks Supervision	Department Functional Supplies	104.24	0260561-IN	Crusher fines for Parks Department	5/21/2026
245	Mullinax Concrete Se	120-Street Construction/Maint	Department Functional Supplies	17,992.50	0260576-IN	Washed sand & pea gravel - ST	5/21/2026
246	Mullinax Concrete Se	500-Water Distribution	Department Functional Supplies	639.64	0260664-IN	Top soil	5/28/2026
247	Nathan Rager	100-Human Resources	Department Functional Supplies	315.00	RagWell25	Wellness Program Reimbursement	5/29/2026
248	Norco Inc	520-Sanitation	Uniforms/Clothing	98.71	0046758571	(3) 2XL Sweatshirts, (3) Medium Sweatshirts and (1	5/13/2026
249	Norco Inc	520-Recycling	Uniforms/Clothing	98.70	0046758571	(3) 2XL Sweatshirts, (3) Medium Sweatshirts and (1	5/13/2026
250	Norco Inc	520-Landfill	Uniforms/Clothing	98.71	0046758571	(3) 2XL Sweatshirts, (3) Medium Sweatshirts and (1	5/13/2026
251	Norco Inc	110-Parks Supervision	Department Functional Supplies	1,135.38	0046798477	Toilet tissue for Parks Grounds Maintenance	5/18/2026
252	Norco Inc	120-Street Construction/Maint	Department Functional Supplies	90.11	0046833538	Toilet paper, non-aspirin tablets, aspirin tablets	5/21/2026
253	Norco Inc	530-Weed/Pest Administration	Department Functional Supplies	180.72	0046858413	Work gloves for Weed and Pest	5/26/2026
254	Norco Inc	510-WW Collection	Uniforms/Clothing	75.04	0046884464	gloves for vac truck	5/28/2026
255	Norco Inc	100-Service Center	Rent/Lease-Equip/Mach/vehicles	133.92	0046926347	Cylinder rental 05/01/2026 - 05/31/2026 - SH	5/31/2026
256	Norco Inc	520-Landfill	Uniforms/Clothing	89.19	0046955106	(3) Small Zip Up Sweatshirts	6/3/2026
257	Norco Inc	510-WW Collection	Department Functional Supplies	118.32	0046992832	Paper towels, lens cleaners, trash bags	6/8/2026
258	Office Shop Inc	520-Solid Waste Administration	Copier Supplies	28.45	351899	Monthly Copy Charges	5/22/2026
259	Office Shop Inc	100-Police Administration	Copier Supplies	50.34	352086	Copier overage charges - PD	5/26/2026
260	Office Shop Inc	100-Other General Govt Costs	Copier Supplies	15.67	352843	Copier contract 3839-01 - chg. 5/9/26 - 6/8/2	6/1/2026
261	Office Shop Inc	100-Other General Govt Costs	Copier Supplies	167.78	352844	Copier contract 3838-01 - 5/9/26 - 6/8/26	6/1/2026
262	Office Shop Inc	500-SWTP	Copier Supplies	21.82	352845	Copy charges - monthly	6/1/2026
263	Office Shop Inc	100-Other General Govt Costs	Copier Supplies	219.30	353368	Copier contract 3545-03 - chg. 5/15/26 - 6/14/26	6/5/2026
264	Office Shop Inc	100-Other General Govt Costs	Copier Supplies	222.67	353369	Copier contract 3546-03 - chg. 5/15/26 - 6/14/26	6/5/2026
265	Office Shop Inc	100-Other General Govt Costs	Copier Supplies	78.52	353370	Copier contract 3544-03 - chg. 5/15/26 - 6/14/26	6/5/2026
266	Office Shop Inc	100-Other General Govt Costs	Copier Supplies	106.41	353371	Copier contract 3543-03 - chg. 5/15/26 - 6/14/26	6/5/2026
267	Office Shop Inc	500-Water Distribution	Copier Supplies	8.30	353372	Copier charges - UM 3547-02	6/5/2026
268	Office Shop Inc	510-WW Collection	Copier Supplies	12.45	353372	Copier charges - UM 3547-02	6/5/2026
269	Office Shop Leasing	120-Police Administration	Rent/Lease-Equip/Mach/vehicles	60.00	9199	Copier Leases	6/7/2026

270	Office Shop Leasing	100-Other General Govt Costs	Rent/Lease-Equip/Mach/vehicles	242.76	9200	Eq. & Lease Agreement #501 - CSC & 3rd Flr Copiers	6/7/2026
271	Office Shop Leasing	500-Water Distribution	Rent/Lease-Equip/Mach/vehicles	34.98	9202	Copier Lease - UM 448-2	6/7/2026
272	Office Shop Leasing	510-WW Collection	Rent/Lease-Equip/Mach/vehicles	24.28	9202	Copier Lease - UM 448-2	6/7/2026
273	Office Shop Leasing	100-Other General Govt Costs	Rent/Lease-Equip/Mach/vehicles	444.92	9203	Eq. & Lease Agreement #488-1 - CH Copiers	6/7/2026
274	Office Shop Leasing	120-Police Administration	Rent/Lease-Equip/Mach/vehicles	131.93	9204	Copier Leases	6/7/2026
275	O'Reilly Auto Parts	120-Service Center	Department Functional Supplies	52.68	1568-323384	BD274 - multi-function connector	5/27/2026
276	OSMAN HAMZA	500-Water Fund	Accounts Receivable	156.38	35051	UB 00603200 1004 ILLINOIS	6/1/2026
277	Pace Analytical Serv	500-SWTP	Contractual-Other	579.00	265402255	Bac-T sample analysis invoicing- WY5600052	5/21/2026
278	Pace Analytical Serv	500-SWTP	Contractual-Other	150.00	265402256	Bac-T sample analysis invoicing- WY5601537	5/21/2026
279	Pace Analytical Serv	500-SWTP	Contractual-Other	647.00	265402257	Bac-T sample analysis invoicing- WY5600052	5/21/2026
280	Pace Analytical Serv	500-SWTP	Contractual-Other	579.00	265402414	Bac-T sample analysis invoicing- WY5600052	5/29/2026
281	Pavement Markings	120-Police Administration	Repairs/Maint-Buildings	150.00	1828	Handicap space painting - PD	5/20/2026
282	Pavement Markings	400-Pool Fac Const Acq/Maint	Cap Outlay-Land/Site Imprvmnts	370.00	1829	Kendrick Park Pool misc. - paint curbing	5/27/2026
283	Pepsi of Gillette	120-Street Construction/Maint	Department Functional Supplies	381.40	2899238347	Pallet of water - ST	6/2/2026
284	Peter Brooks	520-Landfill	Travel/Training	434.70	PETE BROOKS 1	Tuition Reimbursement for Introduction to Engineer	5/28/2026
285	Polydyne Inc	510-WW Treatment	Chemicals	3,312.00	2034281	450 lb Drum of Clarifloc C-6266 x4	6/2/2026
286	Powder River Power C	510-WW Treatment	Department Functional Supplies	3,468.62	2398	Chain coupler hub, coupling chain, and cover	5/22/2026
287	Powder River Power C	100-Street Construction/Maint	Department Functional Supplies	13.63	2451	Hose fitting - Hot Plant - ST	5/27/2026
288	Powder River Power C	520-Landfill	Department Functional Supplies	20.97	2597	LF360 - air brake hose & fittings	6/8/2026
289	Powder River Power C	520-Landfill	Department Functional Supplies	24.60	2605	LF360 - air brake hose & fittings	6/8/2026
290	Powder River Power C	520-Landfill	Department Functional Supplies	24.60	2612	LF360 - air brake hose & fittings	6/8/2026
291	PRO TOOL WAREHOUSE	120-Service Center	Tools	5,336.29	262076	Calibration tools - shop	5/29/2026
292	Pye-Barker Fire	510-WW Collection	Contractual-Professional	163.50	8447286	UM monitoring fire	6/1/2026
293	RDO Equipment Co	520-Landfill	Department Functional Supplies	1,524.53	P14176R5	LF473 - wiper motor, blades, gsk. plug +frt	6/3/2026
294	Richard Bridger	100-Mayor/Council	Travel/Training	91.88	RBridger Gaming Comm	Mayor fuel reimb- Casper Gaming Comm.	6/2/2026
295	ROBERT B. KING	500-Water Fund	Accounts Receivable	0.05	35055	UB 01146260 1751 TERRA	6/1/2026
296	ROBERT HATHAWAY	500-Water Fund	Accounts Receivable	82.25	35147	UB 00019823 723 GOULD	6/3/2026
297	Rocky Mountain PPE	110-Fire Administration	Equip/Mach/Furniture-Non-cap	220.50	INV/2026/00111	Bunker Pants Repair for JTownsend and ZMcLain	5/22/2026
298	Safety-Kleen Systems	520-Landfill	Contractual-Professional	11,818.97	99984923	Household Hazardous Waste Disposal 05/20/26	5/20/2026
299	SANDRA SUZOR	710-SAWS Fund	Accounts Receivable	333.61	35196	UB 00021834 5 CREEKSIDE	6/8/2026
300	Scott Passini	110-Fire Administration	Travel/Training	170.00	5272026-SPassini	Meals Per Diem WFA Instructor Cheyenne, WY May 25-	5/28/2026
301	Servall Uniform & Li	100-Fire Administration	Contractual-Other	44.82	1196556	Rug Cleaning for SFR	5/21/2026
302	Servall Uniform & Li	500-Water Distribution	Contractual-Other	80.87	1199213	Rug cleaning - UM	5/28/2026
303	Servall Uniform & Li	510-WW Collection	Contractual-Other	50.54	1199213	Rug cleaning - UM	5/28/2026
304	Servall Uniform & Li	520-Sanitation	Contractual-Other	127.40	1199214	Bi-Weekly Rug Cleaning 05/28/26	5/28/2026
305	Servall Uniform & Li	520-Recycling	Contractual-Other	127.40	1199214	Bi-Weekly Rug Cleaning 05/28/26	5/28/2026
306	Servall Uniform & Li	100-Street Construction/Maint	Contractual-Other	204.51	1199215	Laundry and rug cleaning - ST	5/28/2026
307	Servall Uniform & Li	520-Landfill	Contractual-Other	173.45	1199218	Rug Cleaning Bi-Weekly for Landfill	5/28/2026
308	Servall Uniform & Li	120-Police Administration	Contractual-Other	249.66	1199222	Rug cleaning - PD	5/28/2026
309	Servall Uniform & Li	100-Fire Administration	Contractual-Other	44.82	1201413	Rug Cleaning for SFR	6/4/2026
310	Seth Larson	110-Fire Administration	Travel/Training	306.00	05272026SLarson	Meals Per Diem WFA Cheyenne, WY May 25-29, 2026 SL	6/3/2026
311	Shanor & Franklin	100-Legal	Contractual-Professional	11,182.50	1528	Attorney Fees May 26	6/1/2026
312	Sher Co Public Works	100-Planning/Zoning	Contractual-Other	14.00	395445	Recording Fees - Chantry Sub corrected & Landmark	5/22/2026
313	Sheridan Artists Gui	110-Museum Collections	Contractual-Professional	1,200.00	0626	SPAC Exec and Admin Fees FY26	6/1/2026
314	Sheridan Auto Parts	100-Cemetery Administration	Equip/Mach/Furniture-Non-cap	249.99	889056	Floor jack for cemetery	5/19/2026
315	Sheridan Auto Parts	510-WW Treatment	Tools	14.49	889535	Carlyle Socket 3/8	5/21/2026
316	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	237.59	889775	PK228 - Fuel vapor canister	5/22/2026
317	Sheridan Auto Parts	520-Recycling	Department Functional Supplies	28.98	890113	RC332 - Oil absorbent	5/26/2026
318	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	73.97	890246	PK202 - swivel hitch pin & multi-ball mount	5/27/2026
319	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	351.49	890279	BD274 - Starter	5/27/2026
320	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	9.80	890314	BD274 - Tape	5/27/2026
321	Sheridan Auto Parts	100-Service Center	Department Functional Supplies	44.28	890321	Brake parts cleaner - SH	5/27/2026
322	Sheridan Auto Parts	120-Street Construction/Maint	Department Functional Supplies	265.48	890691	Batteries - CSC Gate - ST	5/29/2026
323	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	212.69	891031	CM218 - Brake shoes, brake drum	6/1/2026

324	Sheridan Auto Parts	520-Recycling	Department Functional Supplies	205.46	891050	RC701 - Hydraulic filters	6/1/2026
325	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	48.56	891255	CM218 - Spark plugs	6/2/2026
326	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	29.98	891296	CM218 - Headlight socket & headlight bulb	6/2/2026
327	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	35.99	891464	ST501 - Signal light	6/3/2026
328	Sheridan Auto Parts	520-Recycling	Department Functional Supplies	14.39	891465	RC301 - Headlight	6/3/2026
329	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	36.89	891467	SN302 - Hub cap	6/3/2026
330	Sheridan Auto Parts	100-Service Center	Department Functional Supplies	52.68	891468	Brake parts cleaner - SH	6/3/2026
331	Sheridan Auto Parts	100-Service Center	Department Functional Supplies	55.25	891537	Fuel line - SH	6/3/2026
332	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	23.98	891634	ST344 - Antifreeze	6/4/2026
333	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	134.99	891786	TS28 - Loaded strut	6/5/2026
334	Sheridan Auto Parts	120-Street Construction/Maint	Tools	369.99	892432	Grease gun - ST	6/9/2026
335	Sheridan Commercial	500-Water Distribution	Shipping/Freight	32.49	268998	shipping	4/1/2026
336	Sheridan Commercial	510-WW Collection	Department Functional Supplies	24.27	269079	screws	4/6/2026
337	Sheridan Commercial	500-Water Distribution	Shipping/Freight	75.17	269996	shipping	5/20/2026
338	Sheridan Commercial	540-Golf Course Admin/Super	Department Functional Supplies	161.61	270014	Cable, fasteners and anchors for KGC	5/21/2026
339	Sheridan Commercial	100-Street Construction/Maint	Department Functional Supplies	13.48	270085	Brass connector - ST	5/26/2026
340	Sheridan Commercial	120-Street Construction/Maint	Department Functional Supplies	49.97	270089	Water timer - ST	5/26/2026
341	Sheridan Commercial	500-Water Utility Admin	Department Functional Supplies	20.02	270116	Blue and green locate paint	5/26/2026
342	Sheridan Commercial	510-Wastewater Administration	Department Functional Supplies	13.34	270116	Blue and green locate paint	5/26/2026
343	Sheridan Commercial	520-Recycling	Department Functional Supplies	71.07	270131	Rope and Cutters for Green Waste	5/27/2026
344	Sheridan Commercial	520-Sanitation	Department Functional Supplies	9.83	270145	Cement Weld Kit for 300-Gallon Can Lids	5/28/2026
345	Sheridan Commercial	500-Water Distribution	Department Functional Supplies	33.48	270160	impact head,cut riser	5/28/2026
346	Sheridan Commercial	500-Water Distribution	Department Functional Supplies	1.15	270164	coupling	5/28/2026
347	Sheridan Commercial	520-Recycling	Department Functional Supplies	33.27	270222	Brush Clipper for Green Waste	6/1/2026
348	Sheridan Commercial	520-Landfill	Office Supplies	12.00	270307	(2) Wire Letter Sorters	6/3/2026
349	Sheridan Commercial	520-Landfill	Department Functional Supplies	12.58	270337	Light Bulb for Skid in Cell 8	6/4/2026
350	Sheridan County Cham	100-Mayor/Council	Food	100.00	92168	June Chmbr Lunch- RB/SM/SB/JW/GL	6/4/2026
351	Sheridan County Cham	100-City Administrator	Food	25.00	92168	June Chmbr Lunch- RB/SM/SB/JW/GL	6/4/2026
352	Sheridan County Cham	100-Police Administration	Travel/Training	25.00	92169	Chamber Luncheon - Koltiska	6/4/2026
353	Sheridan Econ-O-Wash	510-WW Treatment	Contractual-Other	38.00	23732	Laundry Services	5/19/2026
354	Sheridan Econ-O-Wash	100-Service Center	Contractual-Other	56.00	23749	Laundry services - SH	5/25/2026
355	Sheridan Econ-O-Wash	100-Service Center	Contractual-Other	34.00	23753	Laundry services - SH	6/5/2026
356	Sheridan Media	520-Solid Waste Administration	Advertising	144.00	26040465	Community Clean Up Ads 04/07/26 & 04/14/26	4/30/2026
357	Sheridan Media	520-Solid Waste Administration	Advertising	72.00	26050636	Memorial Day Ad 05/19/26	5/31/2026
358	SHERIDAN MEMORIAL	500-Water Fund	Accounts Receivable	41.51	35137	UB 00023690 2394 TIN CUP	6/3/2026
359	Sheridan Memorial	100-Medical Services	Department Functional Supplies	3.96	7916	Pharmacy Supplies for SFR 5-14-2026 KJ	5/31/2026
360	Sheridan Motor Inc	120-Service Center	Repairs/Maint-EquipMachVehArt	78.98	711942	PD137 - LF headlight replaced	5/20/2026
361	Sheridan Newspapers	400-Park Areas	Cap Outlay-Site Improve - Depr	956.00	300181433	Sheltered Aces - Public Meeting display ad	5/31/2026
362	Sheridan Newspapers	520-Solid Waste Administration	Advertising	66.00	300181564	Memorial Day Ad 05/23/26	5/31/2026
363	Sheridan Transportat	100-Police Administration	Department Functional Supplies	98.00	265	Safe Rides 2026 2nd Half	6/4/2026
364	Sheridan Wyo Rodeo	100-Mayor/Council	Contractual-Other	17,000.00	4515	2026 Native American POW WOW Sponsor	6/4/2026
365	SIDE STREET BED & BA	500-Water Fund	Accounts Receivable	65.23	35139	UB 00154010 160 MAIN	6/3/2026
366	SJR	110-Service Center	Cap Outlay-Equip/MachVehicles	2,112.00	11182025.87	PD148/149/150 - install fishlghts/chgrs (outfitting	11/18/2025
367	Smith Psychological	110-Police Administration	Contractual-Professional	400.00	17129	Pre-employment screening - PD	5/22/2026
368	Snow Crest Chemicals	120-Police Administration	Repairs/Maint-Buildings	310.00	00267030	HVAC Chemicals - PD	5/27/2026
369	SOPHIA FERULLO	500-Water Fund	Accounts Receivable	33.19	35059	UB 00019824 727 GOULD	6/1/2026
370	Spencer Reid	110-Fire Administration	Travel/Training	170.00	5272026-SReid	Meals Per Diem WFA Instructor Cheyenne WY May 25-2	5/28/2026
371	Stuart McRae	100-City Administrator	Travel/Training	58.89	SMcrae GOSDMA	Stu per diem- GOSDMA	6/2/2026
372	Tire Rama	120-Service Center	Repairs/Maint-EquipMachVehArt	603.12	201 - 35617	CM218 - 4 new tires installed	6/2/2026
373	Tire Rama	520-Sanitation	Repairs/Maint-EquipMachVehArt	360.00	201 - 35628	WC701 - installed customer supplied tires	6/2/2026
374	Tire Rama	520-Sanitation	Repairs/Maint-EquipMachVehArt	330.00	201 - 35737	WC7002 - installed customer supplied tires (8)	6/5/2026
375	TOM CHRISTINA HAHN L	500-Water Fund	Accounts Receivable	63.00	35058	UB 00127200 822 EMERSON	6/1/2026
376	Top Office Products	100-Fire Administration	Copier Supplies	161.96	206288	Copy Count Charge for May 2026 for SFR	5/20/2026
377	Torgerson's LLC	120-Service Center	Department Functional Supplies	261.42	P12262	STL405 - filters for PM service	6/1/2026

378	Torgerson's LLC	120-Service Center	Department Functional Supplies	332.35	P12284	STL404 - filters for PM service	6/4/2026
379	Torgerson's LLC	120-Service Center	Department Functional Supplies	609.80	P57842	ST496 - ball bearings +S&H	5/29/2026
380	TranSource Truck	520-Sanitation	Department Functional Supplies	856.73	51P2191	WC718 - nox sensor & core charge	6/2/2026
381	TranSource Truck	520-Recycling	Department Functional Supplies	43.73	51P2195	RC701 - filter kit	6/2/2026
382	TranSource Truck	520-Recycling	Department Functional Supplies	60.66	51P2197	RC701 - fuel filter	6/2/2026
383	TranSource Truck	520-Sanitation	Department Functional Supplies	28.45	51P2198	WC718 - frt for nox sensor/core chg (inv #51P2191)	6/2/2026
384	Tri State Oil	100-Service Center	Contractual-Other	100.00	26052714405276	Used oil picked up - shop	5/27/2026
385	Tri State Oil	520-Landfill	Contractual-Other	100.00	26060514495437	Oil Disposal 06/05/26	6/5/2026
386	Tyler Technologies I	400-Treasurer	Cap Outlay-Equip/MachVehicles	620.00	045-565459	Project management, implementation & training	5/27/2026
387	USABlueBook	500-BGWTP	Department Functional Supplies	566.64	INV01051736	Blue-White Tube Assembly for A4 & M4 Pumps	5/19/2026
388	Verizon	100-Other General Govt Costs	Telecom Services	556.54	6143850810	4/18-5/17/26 PD TeleCom Verizon	5/17/2026
389	Vertical Door Soluti	520-Sanitation	Repairs/Maint-Buildings	87.50	8581	Tightened Wall Button Connections on Commercial Do	5/1/2026
390	Vertical Door Soluti	520-Recycling	Repairs/Maint-Buildings	87.50	8581	Tightened Wall Button Connections on Commercial Do	5/1/2026
391	VICTORIA BRUNVAND &	500-Water Fund	Accounts Receivable	24.92	35146	UB 00026060 139 BELLEVUE	6/3/2026
392	Visionary Communicat	500-Source of Supply	Telecom Services	110.74	6/1-6/30/26 TeleCom	06/01-06/30/26 Internet Visionary	6/1/2026
393	Visionary Communicat	500-BGWTP	Telecom Services	110.74	6/1-6/30/26 TeleCom	06/01-06/30/26 Internet Visionary	6/1/2026
394	VRM Inc	520-Landfill	Repairs/Maint-EquipMachVehArt	262.50	4082	LF402 - R&R DEF light	5/4/2026
395	VRM Inc	520-Landfill	Repairs/Maint-EquipMachVehArt	3,298.72	4088	LF473 - 500 HR service, samples, DEF cap & cvr doo	6/3/2026
396	Wade Larsen	110-Fire Administration	Travel/Training	306.00	05272026Larsen	Meals Per Diem WFA Cheyenne, WY May 25-29, 2026 WL	6/3/2026
397	Wareings Sheridan	120-Service Center	Department Functional Supplies	230.20	5017774	BD274 - starter	5/29/2026
398	Water Products & Sol	520-Landfill	Food	40.00	13384052926	(4) Bottles of Water	5/29/2026
399	Water Products & Sol	100-Service Center	Rent/Lease-Equip/Mach/vehicles	10.00	52891	Monthly water dispenser rental - SH	6/1/2026
400	Weed Warriors	110-Parks Supervision	Contractual-Other	2,435.00	2565.1	Mowing (Contractual) for Parks Department	5/14/2026
401	Weed Warriors	110-Parks Supervision	Contractual-Other	1,855.00	2588	Mowing (Contractual) for Parks Department	5/26/2026
402	Weed Warriors	110-Parks Supervision	Contractual-Other	2,435.00	2597	Mowing (Contractual) for Parks Department	5/27/2026
403	Wes Dobrenz	100-Fire Administration	Uniforms/Clothing	384.04	4114156758	Running shoes, safety glasses, and flashlight for	5/27/2026
404	Wex Bank	120-Direct Distribution Fund	Miscellaneous	(533.48)	CR 1.26-3.26 Rebate	01.26-03.26 WEX Rebate	6/10/2026
405	Wex Bank	500-Water Fund	Miscellaneous	(173.38)	CR 1.26-3.26 Rebate	01.26-03.26 WEX Rebate	6/10/2026
406	Wex Bank	510-Sewer Fund	Miscellaneous	(26.67)	CR 1.26-3.26 Rebate	01.26-03.26 WEX Rebate	6/10/2026
407	Wex Bank	520-Solid Waste Fund	Miscellaneous	(586.83)	CR 1.26-3.26 Rebate	01.26-03.26 WEX Rebate	6/10/2026
408	Wex Bank	530-Weed and Pest Fund	Miscellaneous	(13.35)	CR 1.26-3.26 Rebate	01.26-03.26 WEX Rebate	6/10/2026
409	Willscot Mobile Mini	400-Landfill	Cap Outlay-Land/Site Imprvmnts	1,961.00	9026285043	LRCM misc. - 44x12 mobile office rntal 5/29-6/25/2	5/29/2026
410	Willscot Mobile Mini	400-Landfill	Cap Outlay-Land/Site Imprvmnts	2,021.50	9026307477	LRCM misc. - 44x10 mobile office rntal 6/2-6/29/26	6/3/2026
411	Winsupply of Sherida	200-Park Areas	Department Functional Supplies	214.80	545358 01	Bushings and ball valves for Community Garden	5/15/2026
412	Winsupply of Sherida	100-Forestry/Nursery	Department Functional Supplies	62.67	545690 01	PVC primer and glue for Community Forestry	5/12/2026
413	Winsupply of Sherida	100-Forestry/Nursery	Department Functional Supplies	124.66	546503 01	Poly pipe and clamps for Community Forestry	5/26/2026
414	Winsupply of Sherida	500-Water Distribution	Department Functional Supplies	170.71	547345 01	valve box	6/4/2026
415	WY Dept of Transport	400-Street Construction/Maint	Cap Outlay-Infrastructure	2,852.63	0000158017	BH/Brundage Int. - WYDOT Share Costs thru 6/1/2026	6/1/2026
416	WY DEQ	520-Landfill	DEQ Reclamation Premium	7,800.53	020 10526-26	FY26 Closure and Post Closure Premium	5/21/2026
417	WY DEQ	520-Landfill	Licenses/Fees/Permits- Other	2,850.00	IV006874	Title V Permit Hourly Review Fees - June 2026	6/5/2026
418	WY Law Enforcement	100-Police Administration	Uniforms/Clothing	52.75	C-12896	Peace officer basic - Moss	5/18/2026
419	WY Law Enforcement	100-Police Administration	Travel/Training	826.25	C-12896	Peace officer basic - Moss	5/18/2026
420	WY Law Enforcement	120-Police Administration	Department Functional Supplies	1,182.90	C-12896	Peace officer basic - Moss	5/18/2026
421	WY Office of the AG	700-Custodial Fund	Crime Victims Fund Payable	200.00	Crime Victims May 26	May 2026 Crime Victims	6/1/2026
422	WY State Forestry	110-Fire Administration	Equip/Mach/Furniture-Non-cap	262.64	1695	Kevlar Nomex Pants 30-34x33; 1 Large Long Shirt PP	5/21/2026
423	Wyoming Isn't Real	100-Fire Administration	Uniforms/Clothing	360.00	05202026	6-Probationary Leather Helmet Fronts	5/20/2026
424	Wyoming Machinery	520-Landfill	Department Functional Supplies	14.88	PO8978391	LF401 - antifreeze +dlchg	6/1/2026
425	Wyoming Regional EMS	110-Medical Services	Contractual-Professional	12,854.70	1179	WERMS Ambulance Srv Mnthly	5/31/2026
426	Zach McLain	100-Fire Administration	Uniforms/Clothing	24.99	3422	Wildland Gloves and carabiners for pack 5-20-2026	6/1/2026



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

Clerk

MEMORANDUM

RE: Consideration of the Second Reading of Ordinance No. 2301-26 Addressing Fees within City Code - City Attorney Brad Thimmesch

From: Ashlee Foster, City Clerk

To: City Council

Date: 06/15/2026

Background:

Ordinance No. 2301-26 amends various sections of Chapters 2, 3, 6, 7, 7B, 12, 16, 20, 23, 26, and Appendix B of the Sheridan Municipal Code to standardize fee references and clarify that applicable fees are established through the City's Master Fee Schedule. The proposed amendments are administrative in nature and are intended to improve consistency, clarity, and future fee administration throughout City Code.

Discussion:

The FY27 Master Fee Schedule is scheduled for Council study on June 22 and anticipated approval on July 6. Ordinance No. 2301-26 is also scheduled for third and final reading on July 6, allowing the associated code amendments to be considered prior to adoption of the FY27 Master Fee Schedule.

The ordinance also repeals two code sections related to downtown parking permits and pawnbroker/secondhand dealer permits that were never implemented and are no longer utilized.

Staff Recommendation:

Staff recommends approval of Ordinance No. 2301-26 amending various sections of the Sheridan Municipal Code to standardize fee references and align City Code with the City's Master Fee Schedule process.

Attachments

Ord No 2301-26 Clean Copy Draft

Ord No 2301-26 Strikeout Draft

**CITY OF SHERIDAN
ORDINANCE NO. 2301-26**

AN ORDINANCE AMENDING CHAPTERS 2, 3, 6, 7, 7B, 12, 16, 20, 23, 26, AND APPENDIX B OF THE SHERIDAN MUNICIPAL CODE TO CLARIFY AND STANDARDIZE THE PROCESS FOR APPROVAL OF FEES IN ALIGNMENT WITH THE CITY OF SHERIDAN MASTER FEE SCHEDULE.

WHEREAS, City staff have identified the need to amend various sections of the City Code to accurately reflect the process for approval of fees and to ensure consistency with the City of Sheridan Master Fee Schedule

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

Chapter 2 – Administration is hereby amended to read as follows:

Article 2-IX Fee Schedule

2-94 - Fee Schedule

The City can charge fees for providing services including, but not limited to, those services required by City Code and Wyoming Statute. The Master Fee Schedule establishes fees for services provided by the City. The Master Fee Schedule is approved and amended by the City Governing Body. No fee may exceed the maximum allowed by Wyoming Statute.

Chapter 3 – Advertising is hereby amended to read as follows:

Article 3-II Signs and Billboards | 310 – Administration and Enforcement

(c)(2) Upon receiving all of the required documents the building official, or designated representative, shall determine if the proposed sign meets the requirements of Sheridan City Code, and the currently adopted International Building Code and National Electrical Code. After this determination has been made a permit will be issued. Sign permit fees, as established in the City's Master Fee Schedule, shall be paid prior to the issuance of any sign permit.

Chapter 6 – Animals and Fowl is hereby amended to read as follows:

6-8 Hogs Prohibited in City

(b) The keeping or maintaining of Vietnamese Potbellied pigs (V.P.B.P) within the city shall be permitted on the following conditions:

- (8) No more than one (1) permitted V.P.B.P shall be allowed per household. The permit shall be subject to an annual fee as established in the City's Master Fee Schedule.

6-11 Impoundment and Seizure

(f) *Costs and restitution.* Every citation issued per Chapter 6 of the City of Sheridan Code, in addition to assessed fines and restitution, shall be subject to an animal shelter surcharge fee as established in the City's Master Fee Schedule. The surcharge fee shall be paid to the City of Sheridan and delivered to the animal shelter by the City.

6-17 Fees

The cost of a dog license shall be as established in the City's Master Fee Schedule and payable to the dog and cat shelter for each dog over the age of six months.

Chapter 7 – Buildings and Building Regulations is hereby amended to read as follows:

7-14.1 Plumbing License Classification

(a) There shall be an annual fee as established in the City's Master Fee Schedule for all individual trade licenses.

7-20 Electrical Work Generally—Permits, Permit Fee, Inspection, Plans and Specification

.... For other than electrical services, typical replacement components in existing equipment such as lamps, ballasts, timers, relays, small motors, snap switches and receptacles shall not be subject to permit requirements where the same do not alter or affect the original layout.

The permit fee shall be as established in the City's Master Fee Schedule.

7-21 Owner Remodel and Construction Work

(b)(2)(F) Each trade/discipline involved in every project will be allowed two inspections per phase of work included in the permit at no additional cost. A reinspection fee shall be as established in the City's Master Fee Schedule.

Chapter 7B – Cable and Telecommunication is hereby amended to read as follows:

7B-2-22 Application Fees

In connection with the filing of an application, the applicant shall pay all applicable application fees as established in the City's Master Fee Schedule.

Chapter 12– Garbage and Refuse Disposal is hereby amended to read as follows:

12-2-6 - License, Issuance, Fee

- (a) The City shall, in accordance with the applicable sections of this code, issue licenses for hauling garbage providing the applicant shall conform to all applicable sections of this article and other ordinances necessary to ensure and protect the public health and safety of the city and to avoid the creation of a public nuisance.
- (c) The annual fee for such a license shall be as established in the City's Master Fee Schedule.

Chapter 16 – Motor Vehicles and Traffic is hereby amended to read as follows:

16-34 Permitted Parking

Repealed by City Ordinance

Chapter 20 – Pawnbrokers and Secondhand Dealers is hereby amended to read as follows:

20-3 Issuance; Fee; Term

Repealed by City Ordinance

Chapter 23 – Streets and Sidewalks is hereby amended to read as follows:

23-2 Fee

No permit required by the preceding section shall be issued by the city engineer until the fee, as established in the City's Master Fee Schedule has been paid to the city.

Chapter 26 – Trees, Plants and Shrubs is hereby amended to read as follows:

26-15 License and Bond

- (b) A tree pruner's license fee shall be as established in the City's Master Fee Schedule.

Appendix B – Subdivision Regulations is hereby amended to read as follows:

Article 1 – General Provisions

109B – Definitions

Project submittal, final. Consists of final plans for drainage, water and sewer, and traffic; construction plans for infrastructure improvements; the final plat; proof of title; applicable fees as established in the City's Master Fee Schedule, and other supporting documents requested by the Director of Public Works.

Project submittal, preliminary. Consists of the required number of copies of the preliminary storm water drainage, water, sewer, and traffic plans; the preliminary plat; evidence of owner authorization; applicable fees as established in the City's Master Fee Schedule; and other supporting documents requested by the Director of Public Works.

Article 3 – Application Procedures and Approval Process

303– Preliminary Project Submittal

(A)(2) Preliminary plat review fees as established in the City's Master Fee Schedule

304 – Final Project Submittal

(A)(2) Final plat review fees as established in the City’s Master Fee Schedule

306 – Process for Administrative Replat

(B)(b) Final plat review fees as established in the City’s Master Fee Schedule

Article 8 – Planned Unit Development

806.6– Fees and Advertisement

On submission of a PUD application, the applicant shall pay all applicable fees as established in the City’s Master Fee Schedule

PASSED, APPROVED AND ADOPTED this 6th day of July 2026.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Ashlee Foster, City Clerk

State of Wyoming)
) SS
County of Sheridan)

This instrument entitled Ordinance No. 2301-26 was signed and sworn (or affirmed) before me on this ____ day of _____ 20__ by _____.

Signature of Notary

(Seal)

My commission expires _____

1st Reading: June 1, 2026
2nd Reading: June 15, 2026
3rd Reading: July 6, 2026 _____
Published: _____

EFFECTIVE DATE: This Ordinance, Ordinance No. 2301-26 shall be in full force and effect on the date of publication, as listed above, according to law.

**CITY OF SHERIDAN
ORDINANCE NO. 2301-26**

AN ORDINANCE AMENDING CHAPTERS 2, 3, 6, 7, 7B, 12, 16, 20, 23, 26, AND APPENDIX B OF THE SHERIDAN MUNICIPAL CODE TO CLARIFY AND STANDARDIZE THE PROCESS FOR APPROVAL OF FEES IN ALIGNMENT WITH THE CITY OF SHERIDAN MASTER FEE SCHEDULE.

WHEREAS, City staff have identified the need to amend various sections of the City Code to accurately reflect the process for approval of fees and to ensure consistency with the City of Sheridan Master Fee Schedule

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

Chapter 2 – Administration is hereby amended to read as follows:

Article 2-IX Fee Schedule

2-94 - Fee Schedule

The City can charge fees for providing services including, but not limited to, those services required by City Code and Wyoming Statute. The Master Fee Schedule establishes fees for services provided by the City. The Master Fee Schedule is approved and amended by the City Governing Body, shall approve a fee schedule with each budget establishing the fees charged for city services. No fee may exceed the maximum allowed by Wyoming Statute.

Chapter 3 – Advertising is hereby amended to read as follows:

Article 3-II Signs and Billboards | 310 – Administration and Enforcement

(c)(2) Upon receiving all of the required documents the building official, or designated representative, shall determine if the proposed sign meets the requirements of Sheridan City Code, and the currently adopted International Building Code and National Electrical Code. After this determination has been made a permit will be issued. The required sign permit fee Sign permit fees, as established in the City's Master Fee Schedule, shall be paid prior to the issuance of any sign permit.

Chapter 6 – Animals and Fowl is hereby amended to read as follows:

6-8 Hogs Prohibited in City

(b) The keeping or maintaining of Vietnamese Potbellied pigs (V.P.B.P) within the city shall be permitted on the following conditions:

- (8) One V.P.B.P. per household, with permit on such pig renewed annually upon payment of the fee assessed by the governing body. No more than one (1) permitted V.P.B.P shall be allowed per household. The permit shall be subject to an annual fee as established in the City's Master Fee Schedule.

6-11 Impoundment and Seizure

- (f) *Costs and restitution.* Every citation issued per Chapter 6 of the City of Sheridan Code, in addition to assessed fines and restitution, shall be subject to an animal shelter surcharge fee as established in the City's Master Fee Schedule set by the city governing body. The surcharge fee shall be paid to the city City of Sheridan and delivered to the animal shelter by the city City treasurer.

6-17 Fees

The cost of a dog license shall be set by the city governing body as established in the City's Master Fee and Schedule and payable to the dog and cat shelter for each dog over the age of six months. neutered male or spayed female; provided, that proof is furnished to the representative of the dog and cat shelter that such dog is neutered or spayed, and for each un-neutered male or un-spayed female over the age of six months.

Chapter 7 – Buildings and Building Regulations is hereby amended to read as follows:

7-14.1 Plumbing License Classification

- (a) There shall be an annual fee as established in the City's Master Fee Schedule set by the city governing body for all individual trade licenses.

7-20 Electrical Work Generally—Permits, Permit Fee, Inspection, Plans and Specification

.... For other than electrical services, typical replacement components in existing equipment such as lamps, ballasts, timers, relays, small motors, snap switches and receptacles shall not be subject to permit requirements where the same do not alter or ~~aeffect~~ the original layout.

~~The permit fee shall be derived from the current fee resolution.~~ The permit fee shall be as established in the City's Master Fee Schedule.

7-21 Owner Remodel and Construction Work

(b)(2)(F) Each trade/discipline involved in every project will be allowed two inspections per phase of work included in the permit at no additional cost. A reinspection fee shall be ~~set by resolution of the city governing body as established in the City's Master Fee Schedule.~~

Chapter 7B – Cable and Telecommunication is hereby amended to read as follows:

7B-2-22 Application Fees

In connection with the filing of an application, the applicant shall pay all applicable application fees, ~~according to the city's fee schedule.~~ as established in the City's Master Fee Schedule.

Chapter 12– Garbage and Refuse Disposal is hereby amended to read as follows:

12-2-6 - License, Issuance, Fee

- (a) The ~~City city clerk~~ shall, in accordance with the applicable sections of this code, issue licenses for hauling garbage providing the applicant shall conform to all applicable sections of this article and other ordinances necessary to ensure and protect the public health and safety of the city and to avoid the creation of a public nuisance.
- (c) The annual fee for such a license shall be as ~~set by the city governing body.~~ established in the City's Master Fee Schedule.

Chapter 16 – Motor Vehicles and Traffic is hereby amended to read as follows:

16-34 Permitted Parking

Repealed by City Ordinance

~~The authorized city official is authorized to designate permitted parking spaces within the public parking lots, for which permits to park their vehicles may be issued to downtown merchants and employees, and others with day long downtown occupations, for terms of one year upon payment of an annual fee as may be set by the city governing body.~~

Chapter 20 – Pawnbrokers and Secondhand Dealers is hereby amended to read as follows:

20-3 Issuance; Fee; Term

Repealed by City Ordinance

~~The license required by the preceding section shall be issued to any person who shall apply therefor, upon such person paying to the city a fee in the amount set by the city governing body. No license shall be issued for a less period than one year.~~

Chapter 23 – Streets and Sidewalks is hereby amended to read as follows:

23-2 Fee

No permit required by the preceding section shall be issued by the city engineer until the fee, as established in the City's Master Fee Schedule ~~as established by the city governing body,~~ **has been paid to the city.**

Chapter 26 – Trees, Plants and Shrubs is hereby amended to read as follows:

26-15 License and Bond

- (b) A tree pruner's license fee shall be ~~set by city governing body.~~ as established in the City's Master Fee Schedule.

Appendix B – Subdivision Regulations is hereby amended to read as follows:

Article 1 – General Provisions

109B – Definitions

Project submittal, final. Consists of final plans for drainage, water and sewer, and traffic; construction plans for infrastructure improvements; the final plat; proof of title; review fees applicable fees as established in the City's Master Fee Schedule, and other supporting documents requested by the Director of Public Works.

Project submittal, preliminary. Consists of the required number of copies of the preliminary storm water drainage, water, sewer, and traffic plans; the preliminary plat; evidence of owner authorization; ~~review fees applicable fees as established in the City's Master Fee Schedule~~; and other supporting documents requested by the Director of Public Works.

Article 3 – Application Procedures and Approval Process

303– Preliminary Project Submittal

(A)(2) ~~A-p~~Preliminary plat review fees as established in the City's Master Fee Schedule

304 – Final Project Submittal

(A)(2) ~~A final plat review fee~~Final plat review fees as established in the City's Master Fee Schedule as prescribed by Resolution of the City Council

306 – Process for Administrative Replat

(B)(b) ~~A final plat review fee~~Final plat review fees as established in the City's Master Fee Schedule as prescribed by Resolution of the City Council

Article 8 – Planned Unit Development

806.6– Fees and Advertisement

On submission of a PUD application, the applicant shall pay ~~a fees established by Council, for the for-cost-of advertising the public Hearing and the review of the application~~ all applicable fees as established in the City's Master Fee Schedule-

PASSED, APPROVED AND ADOPTED this ____ day of _____ 2026.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Ashlee Foster, City Clerk

State of Wyoming)

County of Sheridan) SS
)

This instrument entitled Ordinance No. 2301-26 was signed and sworn (or affirmed) before me on this ____ day of _____ 20__ by _____.

Signature of Notary

(Seal)

My commission expires _____

1st Reading: _____

2nd Reading: _____

3rd Reading: _____

Published: _____

EFFECTIVE DATE: This Ordinance, Ordinance No. 2301-26 shall be in full force and effect on the date of publication, as listed above, according to law.



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan, Wyoming 82801

Ph (307) 674-6483

Clerk

MEMORANDUM

RE: Consideration of the Second Reading of Ordinance No. 2302-26 Revising Chapters 4, 8 and 18 of City Code - City Attorney Brad Thimmesch

From: Ashlee Foster, City Clerk

To: City Council

Date: 06/15/2026

Background:

Ordinance No. 2302-26 amends Chapters 4, 8, and 18 of the Sheridan Municipal Code to establish a Special Event Permit framework, clarify alcohol permitting procedures, update licensing references, and align permit administration with current operational practices. The ordinance is intended to improve consistency, provide clear application and review processes, and support coordinated review of events that may impact public safety, traffic, public property, or City operations.

- Red-lined revisions with red text indicate revisions of existing code.
- Yellow highlights with red text indicate newly drafted code language, while red track changes indicate revisions to existing code.
- Green highlights with red text became gray highlights and indicate revisions made since the date of the 5.26.2026 Study Session.

Discussion:

Changes Since First Reading

Following first reading and additional staff review, several revisions were made to improve clarity, administrative consistency, and alignment between City Code and the proposed Special Events Policy. Significant changes include:

- Clarified Open Container Permit applicability to public property and public rights-of-way where alcoholic or malt beverages are possessed or consumed but not sold.
- Removed language referencing "events requiring City services" from Open Container Permit considerations to better distinguish alcohol permitting requirements from Special Event Permit requirements.
- Added an appeal process for alcohol permit denials, requiring submission of a written appeal to the City Clerk within five (5) business days of the denial.
- Added an appeal process for Special Event Permit denials or approvals subject to conditions, requiring submission of a written appeal to the City Clerk within five (5) business days of the decision. Detailed appeal procedures remain within the Special Events Policy.
- Revised Special Events Policy appeal timelines from three (3) business days to five (5) business days to align with other permit appeal processes and improve administrative consistency.
- Removed duplicative application requirement language from Section 4-8(c)(2), as the requirements are already addressed in Section 4-8(a)(2).
- Clarified that alcohol permit application identification requirements do not apply to alcohol permit applications submitted by liquor license holders in good standing.

- Revised mobile vending permit expiration language to clarify that annual permits expire on December 31 of the calendar year in which they are issued, regardless of issuance date.
- Updated mobile vending enforcement and appeal provisions for consistency and clarity, including administrative review standards for future applications following permit revocation.
- Made additional housekeeping, formatting, and cross-reference revisions throughout Chapters 4, 8, and 18 to improve readability, eliminate redundancy, and align code language with current administrative practices.

Attachments

Ord No 2302-26 Clean Copy Draft

Ord No 2302-26 Strikeout Draft

**CITY OF SHERIDAN
ORDINANCE NO. 2302-26**

AN ORDINANCE AMENDING CHAPTERS 4, 8 AND 18 OF THE SHERIDAN MUNICIPAL CODE TO ESTABLISH AND STANDARDIZE PROCEDURES FOR SPECIAL EVENTS AND SPECIAL EVENT PERMITS, UPDATE AND CLARIFY ALCOHOL PERMIT PROCESSES, AND REVISE CERTAIN CODE REFERENCES.

WHEREAS, City staff have identified the need to establish and standardize procedures for Special Events and Special Event Permits, including the adoption of a formal policy to be referenced within City Code; and

WHEREAS, City staff have identified the need to update and clarify alcohol permit procedures to more accurately reflect current administrative processes and practices; and

WHEREAS, The City further desires to revise certain liquor license code references for consistency and clarity within the Sheridan Municipal Code.

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

Chapter 4 – Alcoholic Beverages is hereby amended to read as follows:

4-8 Catering, Malt Beverage, Open Container Permits

- (a) *Applications.* Applications for catering permits, malt beverage permits and open container permits shall be made on a form approved and provided by the City Clerk as follows:
- (1) Applications shall be submitted no less than three weeks prior to the event. Applications may be submitted up to one week before the event provided that a late fee is paid by the applicant. Expedited applications shall be reviewed, approved, denied or appealed per subsection (c) of this section. The late fee shall be as established in the City's Master Fee Schedule.
 - (2) The applicant's name, address and phone number along with the name, date, time and location of the event. ~~Applicants~~ Applicants for malt beverage permits and open container permits shall provide valid government-issued photo identification for age verification. This requirement shall not apply to any alcohol permit applications submitted by a liquor license holder in good standing.
 - (3) A brief summary describing the purpose of the request, proposed event activities, and any relevant operational details;
 - (4) A description or drawing of the area(s) in which the possession and consumption of alcoholic beverages will occur and what safeguards will be in place at the desired location to ensure that minors will not possess or consume alcoholic or malt beverages;
 - (5) The names and ages of all persons proposed to dispense malt beverages or liquor at the event shall be provided at the time of application;
 - (6) In addition, if the applicant is not the owner of the location where the event is proposed to take place, the applicant shall attach a signed written statement from the property owner permitting the proposed activity, including the possession, consumption, and/or sales of alcoholic beverages or malt beverages on the property.
- (b) *Catering permits.* Catering permits can only be issued to retail and resort liquor license holders in good standing; the applicant(s) name for each catering permit shall be the licensee's name as set forth on the retail or resort liquor license.
- (c) *City considerations.* Applications for catering permits, malt beverage permits, and open container permits shall be reviewed and approved or denied by the City Administrator or designee, in consultation with such city departments, officials, or public safety agencies as deemed necessary for review of the application.

- (1) *Catering/malt beverage permit considerations.* Applications for catering permits and malt beverage permits shall be reviewed to determine whether the proposed event or activity may create a material adverse impact beyond the area identified in the application.
 - (A) A material adverse impact may include, but is not limited to, unreasonable noise, traffic disruption, overcrowding, impacts to adjacent properties or businesses, parking demands exceeding available capacity, the use of amplified sound, or the closure or obstruction of public streets or rights-of-way.
 - (B) If a material adverse impact is identified, the City Administrator or designee may impose conditions, deny the application, or refer the application to the Governing Body for consideration at a regular or special meeting of the Governing Body, taking into consideration applicable event timelines and scheduling constraints.
- (2) *Open container permit considerations.* Open container permits may be required to allow the possession and consumption of alcoholic or malt beverages on public property or within public rights-of-way where such beverages are not being sold.
 - (A) Upon approval, the applicant shall post an open container sign at the event.
 - (B) Depending on the nature, size, location, or impacts of the proposed event, additional permits, including park permits or street closure permits, may also be required, and the event may separately qualify as a Special Event under Chapter 8 of this Code.
- (3) *Appeals.* Any alcohol permit application denied by the City Administrator or designee may be appealed to the Governing Body by submitting a written request to the City Clerk within five business days of the denial. Appeals shall be scheduled as reasonably practicable, taking into consideration applicable event timelines and meeting schedules.
- (d) *Fees.* The catering permit, open container permit, and malt beverage permit fees shall be as established in the City's Master Fee Schedule.
- (e) *Scope of Permit Authorization.* A catering, malt beverage, or open container permit shall authorize the possession and consumption of alcoholic beverages or malt beverages in open containers only within the approved area, during the approved dates and times, and in accordance with the approved permit application.
- (f) *Suspension/revocation.* The Chief of Police or designee may suspend or revoke a catering permit, malt beverage permit, or open container permit when the licensee, permittee, or person in charge is convicted of violating Section 4-5 or any applicable federal, state, or local law; is shown by clear and convincing evidence to have knowingly failed to comply with the approved permit application, permit conditions, or representations made as part of the application process; creates or contributes to an actual and immediate threat to public health, safety, peace, or property; or fails to comply with lawful orders or directives issued by the Wyoming Department of Health or other governmental authority having jurisdiction.

4-8.1 Special Malt Beverage Permit

- (a) Special malt beverage permits shall follow the same application, renewal, transfer and new license issuance procedure and regulations as a retail liquor license and be subject to the following:
 - (1) Special malt beverage permit fees shall be as established in the City's Master Fee Schedule.

4-9 Microbrewery, Winery and Distillery Permits; Authorized

- (c) *Microbrewery permit—Required.* It is unlawful for any person to brew a malt beverage or otherwise operate a microbrewery within the city of Sheridan without first obtaining a permit to do so and paying the license fees. Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
 - (1) A microbrewery may have more than one location. The second location will only be allowed to be operational upon the approval of an operating plan, permit and satisfaction of all Wyoming Statute and City ordinances. Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
 - (2) A microbrewery may, upon approval of its operational plan, conduct any of the activities set forth in W.S. Section 12-4-415(b). Annual fees shall be as established by Wyoming

Statute or, where not specified, in the City's Master Fee Schedule.

- (d) *Winery permit—Required.* A winery permit is required to authorize a permit holder to manufacture wine and dispense the manufactured wine for on-premises and limited off-premises personal consumption. Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
 - (1) *Satellite winery permit.* A holder of a winery permit may sell its manufactured wine at up to three satellite locations within Wyoming, separate from its licensed manufacturing site. Application shall be made to the City of Sheridan on a form furnished by the municipal clerk. Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
- (e) *Distillery permit—Issuance.* Any person desiring a permit authorized by W.S. Section 12-2-203 for the manufacture and rectifying of alcoholic liquor shall apply to the City of Sheridan. The application shall be made under oath upon a form to be furnished by the clerk and shall be filed in the office of the clerk. The permit shall be subject to the restrictions in W.S. Section 12-4-203(a) through (f). Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
 - (1) *Satellite distillery permit.* A holder of a manufacturer's permit may sell its product at one satellite location within Wyoming, separate from its licensed manufacturing site, in accordance with W.S. Section 12-4-203(f). Application shall be made to the City of Sheridan on a form furnished by the clerk. Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.

4-12 Plan of Operation

- (d) *Downtown Business District.* A licensee in the Downton Business District, defined by City Ordinance 3-14, who desires to use public sidewalks, streets or alleys for the sale or consumption of alcoholic beverages, shall be required to apply for a Sidewalk Use Agreement with the City. The agreement shall be incorporated into the Licensee's Plan of Operation for review and approval by the City Governing Body.

4-14 Liquor License Renewals, Transfers and Original Issuance

- b) *Renewals.* Applications for renewal of licenses shall be submitted to the City Clerk by the deadline established annually by the City Clerk in accordance with applicable state law and the meeting schedule of the Governing Body. The City Clerk may establish administrative deadlines necessary to allow sufficient time for review, notice, and Governing Body consideration prior to expiration of the license term. Any application designated by the City Clerk or the Wyoming Liquor Division as incomplete may be amended, corrected, or supplemented, provided such information is submitted by the deadline established by the City Clerk for completion of renewal applications. No renewal application shall be submitted to the Governing Body until certified as complete by the City Clerk. Failure to meet established deadlines may result in the application being deferred, denied, or otherwise not considered for renewal for the upcoming licensing period.

4-17 Schedule of Fees

The annual fees established for the application and renewal of liquor licenses, not otherwise referenced in the City Code, shall be as follows:

- (a) Restaurant liquor licenses shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
- (b) Bar and grill licenses shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
- (c) Limited retail liquor licenses (club) shall be-as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
- (d) Resort licenses shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
- (e) Retail licenses shall be as established by Wyoming Statute, or, where not specified, in the City's Master Fee Schedule
- (f) The fee for the transfer of a transferrable license shall be as established in the City's Master Fee Schedule.
- (g) The fee shall not be a sum greater than the amount authorized by applicable statutes of the State of Wyoming. Fees are due at the time of application or renewal.

Chapter 8 – Canvassers, Peddlers and Transient Merchants and Manufacturers is hereby amended to read as follows:

Chapter 8 - Mobile Vending, Special Events and Solicitation Activities

Article 8-1 Mobile Vending

8-1 Definitions

Special Event. As defined in Section 8-15 of this Chapter.

8-2 Mobile Vending Permit

(c) *Additional permits.*

- (1) A permit granted by this Article shall not constitute or allow the sale of alcoholic beverages.
- (2) A permit granted by this Article shall not grant or authorize the blockage of any public right-of-way unless specifically authorized by the City of Sheridan.
- (3) A permit granted by this Article shall not grant or authorize the occurrence of a special event.

(d) *Permit expiration.*

- (1) Annual permits shall expire on December 31st of the calendar year in which they are issued and must be renewed annually.
- (2) Weekly permits expire seven days after the first day of operation or sales.

(e) The City may waive the requirement for a mobile vending permit if the mobile vendor is participating in a special event for which a special event permit has been approved. To qualify for this waiver, the mobile vendor must be listed by name in the approved Special Event Permit. The Special Event Permit Applicant shall assume all liability for the use of an unpermitted vendor.

(f) *Permit fees.* All permit fees shall be as established in the City's Master Fee Schedule.

8-3 Mobile Vending Court Permit

(a) A permit shall be required to operate or establish a mobile vending court.

- (1) The applicant shall provide information as required by the City of Sheridan as indicated on the permit application form. In addition to those requirements, the applicant shall provide the following additional information:

- (A) A plan describing the waste disposal, public seating, public parking, and restroom facilities.
- (B) A drawing of the facility layout showing location of vendors and access points for public and emergency vehicles.
- (C) Site plan and/or traffic flow approval from the Wyoming Department of Transportation (WYDOT), if applicable.
- (D) Any additional information, plans, approvals, or documentation reasonably deemed necessary by the City based on the proposed location, site conditions, traffic impacts, public safety considerations, utility usage, or the nature and scope of the mobile vending court.

- (2) Applicants shall be responsible for ensuring that each mobile vendor can satisfy and meet the requirements of Section 8-2(b)(1)(A-I). Additional permits shall not be required for mobile vendors operating solely within an approved mobile vending court.

- (A) The mobile vending court permit holder shall maintain accurate records identifying each mobile vendor operating within the court, including the dates and duration of operation on site, and documentation demonstrating each vendor's compliance with applicable requirements of this Article including, but not limited to, licenses, approved food permits, vehicle registrations and tax documentation.

- (B) Such records shall be maintained in a form acceptable to the City and submitted to the City annually, or upon request, to demonstrate compliance with this Article. For mobile vendors already holding a valid City of Sheridan mobile vending permit, the required documentation may be limited to tracking the dates and duration of operation within the court. Failure to maintain or provide accurate and sufficient records may result in enforcement action, including denial of permit renewal.

mobile vending court permit shall not be applicable to or usable by mobile vending units not located within the court.

- (b) *Permit fees.* All permit fees shall be as established in the City's Master Fee Schedule.

8-11 Enforcement, Denials, Revocations, and Appeals

- (a) In addition to the provisions of this Article, mobile vendors must comply with all other applicable local, state and federal laws, including, but not limited to, motor vehicle licensing laws, motor vehicle dimension standards pursuant to state law, health department permitting requirements, fire and safety regulations, and the Sheridan Municipal Code.
- (b) A mobile vending permit may be denied or revoked by the City Administrator or designee for violation of City Code, approved permit conditions, applicable City policies, or any applicable local, state, or federal law. Upon revocation, the permit holder shall immediately cease operations under the revoked permit unless otherwise authorized through the appeal or reinstatement process outlined herein.
- (1) Grounds for denial or revocation may include, but are not limited to:
- (A) Repeated violations of City Code or permit conditions;
 - (B) Failure to maintain required licenses, permits, or health approvals;
 - (C) Providing false, misleading, or incomplete information during the application process;
 - (D) Conduct creating a threat to public health, safety, or welfare.
- (2) (2) Except where immediate action is necessary to protect public health, safety, or welfare, the City shall provide written notice of the violation and a reasonable opportunity to correct the issue prior to revocation. Failure to correct the violation within the timeframe identified by the City may result in revocation of the permit.
- (3) Upon revocation, the permit holder shall immediately cease operations unless otherwise authorized by the City.
- (4) Any person whose permit has been denied or whose permit has been revoked may appeal the decision to the Governing Body by submitting a written request to the City Clerk within fifteen business days of the decision. Appeals shall be scheduled as reasonably practicable.
- (5) In considering an appeal of a permit denial or revocation, the Governing Body may consider the applicant's or permit holder's compliance history, corrective actions taken, the severity and frequency of violations, public safety impacts, and any other relevant factors.
- (6) The Governing Body may uphold, modify, or overturn a permit denial or revocation and may impose additional operational conditions deemed necessary to protect public health, safety, and welfare.
- (7) Prior permit revocations, repeated noncompliance, unpaid fees, unresolved enforcement actions, or failure to correct violations that resulted in a prior revocation may constitute grounds for denial of a subsequent permit application. In evaluating a subsequent application following a prior revocation, the City may consider corrective actions taken by the applicant, compliance history, measures implemented to prevent recurrence of the violations, and any other factors relevant to the protection of public health, safety, and welfare.
- (c) Any violation of this Article shall be considered a misdemeanor subject to the sentencing provisions of Section 9-1 of the Sheridan Municipal Code.

Article 8-II Special Events

8-15 Definitions

Special Event. Any organized activity, gathering, or event, whether public or private, that occurs on City-owned property, dedicated public property, within the public right-of-way, involves street or lane closures, or requires City review, coordination, permitting, or authorization due to impacts on public safety, public access, traffic, operations, or the use of public spaces. For additional details, examples, and operational criteria pertaining to Special Events, refer to the City of Sheridan Special Events Policy.

8-16 - Special Event Permits

- (a) Prior to hosting a Special Event within the City of Sheridan, an approved Special Event

Permit must be obtained. Special Event Permits involving alcohol sales or consumption must be obtained at least 60 calendar days prior to the event. Special Event Permits not involving alcohol must be obtained at least 21 calendar days prior to the event. Permit fees and late fees apply, as established in the City's Master Fee Schedule.

- (b) For all details, policies and procedures pertaining to special events and Special Event Permits, please refer to the City of Sheridan Special Events Policy as approved and amended by the Governing Body.

(c) *Permit Application Requirements.*

- (1) At minimum, for a Special Event Permit to be considered complete and accepted for review, the Applicant shall provide:

- (A) Completed permit application form
- (B) Basic restroom facilities plan
- (C) Basic waste management plan
- (D) Basic parking management considerations
- (E) Site plan identifying event layout, exits, and alcohol service areas, if applicable
- (F) Route map, if the event includes movement
- (G) Current and valid government-issued photo ID for age verification for any application involving alcohol. This requirement shall not apply to any alcohol permit applications submitted by a liquor license holder in good standing.
- (H) General liability insurance if required by policy

- (2) A copy of the Special Event Authorization and all applicable permits must be kept on site and made available upon request by City officials. Copies may be maintained in either physical or electronic format, provided they are readily accessible, legible, and can be immediately produced upon request at all times during the event.

- (3) Depending on the scope of the event, the City may require additional conditions for authorization as outlined in the Special Event Policy. These conditions will be communicated prior to fee payment and permit issuance to ensure the applicant is able to review, agree to, and comply with the conditions.

(c) *Additional Permits.*

- (1) A Special Event Permit shall not constitute or allow the sale or consumption of alcoholic beverages unless specifically authorized by the City of Sheridan through the permitting process.
- (2) A Special Event Permit shall not grant or authorize the blockage of any public right-of-way unless specifically authorized by the City of Sheridan through the permitting process.
- (3) A Special Event Permit shall not constitute or authorize approval from any agency or authority other than the City of Sheridan. The applicant shall be responsible for obtaining any additional approvals or permits required by applicable authorities, including WYDOT, for events impacting state highways or WYDOT-controlled roadways.

- (d) *Permit Fees.* All permit fees shall be as established in the City's Master Fee Schedule.

8-17- Enforcement, Denials, Revocations, and Appeals

- (a) In addition to the requirements of this Article, permitted events shall comply with all applicable City policies, procedures, permit conditions, and operational requirements established by the City.
- (b) The City may suspend, modify, revoke, deny, or terminate a permit before or during an event if the event is not operating in compliance with this Article; the City of Sheridan Special Events Policy; the approved event plan; approved permit conditions; or applicable federal, state, or local laws. Additionally, the City may suspend, modify, revoke, deny, or terminate a permit before or during an event when circumstances arise that create a public health, safety, or welfare concern or exceed the City's available personnel, equipment, or operational capacity necessary to adequately support the event.
- (c) In addition to any other remedy authorized by law, violations may result in denial of future permit applications, recovery of costs incurred by the City, municipal court action, or other enforcement measures authorized by applicable law.
- (d) *Appeals.* Any denial of a Special Event Permit application, or approval of a Special Event Permit

application with conditions, may be appealed by submitting a written request to the City Clerk within five (5) business days of the decision. Appeals shall be reviewed and processed in accordance with the City of Sheridan Special Events Policy.

Article 8-III - Solicitation Activities

8-21 Entering Private Premises or Residences Without Invitation Declared a Nuisance

The practice of entering upon the premises of private residences in the City, by solicitors, peddlers, hawkers, itinerant merchants and transient vendors of merchandise, not having been requested or invited so to do by the owner or occupant of such private residences, for the purpose of soliciting orders for the sale of goods, wares and merchandise or for the purpose of selling, peddling or hawking the same, is hereby declared to be a nuisance.

* For provisions specifically designating the violation of this section as a nuisance, see Section 18-2 of this Code.

8-22 - Enforcement

It shall be the duty of the chief of police or designee to enforce the provisions of this Article.

Chapter 18 – Nuisances Generally is hereby amended to read as follows:

18-2 - Nuisance Violation

Violation of any of the following provisions is hereby declared to be a nuisance, and shall be subject to all the provisions of this chapter:

(b) All things, acts, and conditions which are specifically declared to be a nuisance by any section of this Code or other ordinances of the city, including any nuisances enumerated in this chapter and the following sections of this Code:

(10) 8-21 [Entering private residence by solicitors without invitation];

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 Mayor Richard Bridger and City Clerk Ashlee Foster

Notary Public

My commission expires _____

1st Reading: _____

2nd Reading: _____

3rd Reading: _____

Published: _____

EFFECTIVE DATE: This Ordinance shall be in full force and effect on the date of publication, as listed above, according to law.

**CITY OF SHERIDAN
ORDINANCE NO. 2302-26**

AN ORDINANCE AMENDING CHAPTERS 4, 8 AND 18 OF THE SHERIDAN MUNICIPAL CODE TO ESTABLISH AND STANDARDIZE PROCEDURES FOR SPECIAL EVENTS AND SPECIAL EVENT PERMITS, UPDATE AND CLARIFY ALCOHOL PERMIT PROCESSES, AND REVISE CERTAIN CODE REFERENCES.

WHEREAS, City staff have identified the need to establish and standardize procedures for Special Events and Special Event Permits, including the adoption of a formal policy to be referenced within City Code; and

WHEREAS, City staff have identified the need to update and clarify alcohol permit procedures to more accurately reflect current administrative processes and practices; and

WHEREAS, The City further desires to revise certain liquor license code references for consistency and clarity within the Sheridan Municipal Code.

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

Chapter 4 – Alcoholic Beverages is hereby amended to read as follows:

4-8 Catering, Malt Beverage, Open Container Permits

- (a) *Applications.* Applications for catering permits, malt beverage permits and open container permits shall be made on a form approved and provided by the ~~Ceity~~ Clerk as follows:
- (1) Applications shall be submitted no less than three weeks prior to the event. Applications may be submitted up to one week before the event provided that a ~~service-late~~ late fee is paid by the applicant. Expedited applications shall be reviewed, approved, denied or appealed per subsection (c) of this section. The late fee shall be as established in the City's Master Fee Schedule. The service fee shall be set by the governing body;
 - (2) The applicant's name, address and phone number along with the name, date, time and location of the event; Applicants for malt beverage permits and open container permits shall provide valid government-issued photo identification for age verification. This requirement shall not apply to any alcohol permit applications submitted by a liquor license holder in good standing.
 - (3) ~~An operation plan for the event including a short summary of the reason for the request and the activities proposed for the event; A brief summary describing the purpose of the request, proposed event activities, and any relevant operational details;~~
 - (4) A description or drawing of the area(s) in which the possession and consumption of alcoholic beverages will occur and what safeguards will be in place at the desired location to ensure that minors will not possess or consume alcoholic or malt beverages;
 - (5) ~~The names and ages of the qualified persons, who are known by the applicant at the time of application, who are planned to dispense malt beverages or liquor; The names and ages of all persons proposed to dispense malt beverages or liquor at the event shall be provided at the time of application;~~
 - (6) In addition, if the applicant is not the owner of the location where the event is proposed to take place, the applicant shall attach a signed written statement from the ~~landowner~~ property owner permitting the proposed activity, including the possession, consumption, and/or sales of alcoholic beverages or malt beverages on the property. on the property, and possession of alcoholic or malt beverages.
- (b) *Catering permits.* Catering permits can only be issued to retail and resort liquor license holders in good standing; ~~licensees~~; the applicant(s) name for each catering permit shall be the licensee's name as set forth on the retail or resort liquor license.
- (c) *City considerations.* ~~Applications for catering permits, malt beverage permits and open container will be reviewed by and approved or denied by the city administrator or designee in consultation with the chief of police or the chief's designee. Applications for catering permits, malt beverage permits, and open container permits shall be reviewed and approved or denied by the City Administrator or designee, in consultation with such city departments, officials, or public safety agencies as deemed necessary for review of the application.~~

- (1) *Catering/malt beverage permit considerations.* ~~For catering permits, or malt beverage permits, information supplied by the applicant will be reviewed by the city administrator or designee, in consultation with the chief of police, within one week of the application submission, to determine if the proposed event/activity will cause a material adverse impact beyond the area described in the application. If no material adverse impact is identified, then the permit will be issued by the city clerk. Applications for catering permits and malt beverage permits shall be reviewed to determine whether the proposed event or activity may create a material adverse impact beyond the area identified in the application.~~

(A) ~~A proposed event/activity material adverse impact beyond the area described in the application may include an inability of adjacent businesses to operate, overcrowding which will impact adjacent properties, unreasonable noise and/or traffic disruption (by way of illustration only, an outdoor dance, band(s) or amplified sound or music using loudspeakers or a P.A. system, parking or vehicle traffic beyond existing capacity, or the closure of a public street). Upon a determination of a material impact beyond the area proposed in the permit, the permit application will be promptly presented to the city governing body for review and approval or denial at the next scheduled regular city council meeting. A material adverse impact may include, but is not limited to, unreasonable noise, traffic disruption, overcrowding, impacts to adjacent properties or businesses, parking demands exceeding available capacity, the use of amplified sound, or the closure or obstruction of public streets or rights-of-way.~~

(B) ~~If a material adverse impact is identified, the City Administrator or designee may impose conditions, deny the application, or refer the application to the Governing Body for consideration at a regular or special meeting of the Governing Body, taking into consideration applicable event timelines and scheduling constraints.~~

- (2) *Open container permit considerations.* ~~Open container permits may be required to allow the possession and consumption of alcoholic or malt beverages on public property or within public rights-of-way where such beverages are not being sold. Applications for open container permits shall include the applicant's name, address, phone number, event date, event time(s) and event location. of the event. The application shall also include a brief summary describing the purpose of the permit and proposed activities, short summary of the reason for the permit and the proposed activities. Open container permits may be issued to allow the possession and consumption of alcoholic or malt beverages on public property. An open container permit for certain public property may include additional permits like a park permit or street closure permit.~~

(A) ~~Applications will be reviewed by the chief of police or designee and the city clerk or designee. Upon approval, the applicant shall post an open container sign at the event.~~

(B) ~~Depending on the nature, size, location, or impacts of the proposed event, additional permits, including park permits or street closure permits, may also be required, and the event may separately qualify as a Special Event under Chapter 8 of this Code.~~

- (3) *Appeals.* ~~Any alcohol permit application denied by the City Administrator or designee may be appealed to the Governing Body by submitting a written request to the City Clerk within five business days of the denial. Appeals shall be scheduled as reasonably practicable, taking into consideration applicable event timelines and meeting schedules. The city administrator may submit an application for a catering permit, malt beverage permit or open container permit to the city governing body for consideration or any application which is denied may be appealed to the city governing body by the applicant. Appeals shall be set for the next regularly scheduled city council meeting.~~

- (d) *Fees.* ~~The catering permit, open container permit, and malt beverage permit fees shall be as established in the City's Master Fee Schedule. Catering, open container, and malt beverage permit fees shall be set by the city governing body.~~

- (e) *Scope of Permit Authorization.* ~~A catering, malt beverage, or open container permit shall authorize the possession and consumption of alcoholic beverages or malt beverages in open containers only within the approved area, during the approved dates and times, and in accordance with the approved permit application. for the specific time period and within the area described in the permit application and operational place.~~

- (f) *Suspension/revocation.* ~~The chief of police or designee may suspend or revoke any catering, malt beverage or open container permit when the licensee, permittee, or person in charge is convicted of having violated section 4-5, or is shown by clear and convincing evidence to have knowingly failed to follow the operation plan as outlined in the permit application, or creates an emergency which constitutes an actual and immediate threat to the peace, bodily security and/or property of any member of the general public, or fails to follow orders of the Wyoming Department of Health.~~ The Chief of Police or designee may suspend or revoke a catering permit, malt beverage permit, or open container permit when the licensee, permittee, or person in charge is convicted of violating Section 4-5 or any applicable federal, state, or local law; is shown by clear and convincing evidence to have knowingly failed to comply with the approved permit application, permit conditions, or representations made as part of the application process; creates or contributes to an actual and immediate threat to public health, safety, peace, or property; or fails to comply with lawful orders or directives issued by the Wyoming Department of Health or other governmental authority having jurisdiction.

4-8.1 Special Malt Beverage Permit

- (a) Special malt beverage permits shall follow the same application, renewal, transfer and new license issuance procedure and regulations as a retail liquor license and be subject to the following:
- (1) ~~Fees for a special malt beverage permit shall be set by the governing body.~~ Special malt beverage permit fees shall be as established in the City's Master Fee Schedule.

4-9 Microbrewery, Winery and Distillery Permits; Authorized

- (c) *Microbrewery permit—Required.* It is unlawful for any person to brew a malt beverage or otherwise operate a microbrewery within the city of Sheridan without first obtaining a permit to do so and paying the license fees. ~~The annual permit fee shall be set per Wyoming Statute. If Wyoming Statute has not set a fee, then the city governing body shall set the fee.~~ Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
- (1) A microbrewery may have more than one location. The second location will only be allowed to be operational upon the approval of an operating plan, permit and satisfaction of all Wyoming ~~S~~statute and ~~C~~eity ordinances. ~~The annual permit fee shall be set per Wyoming Statute. If Wyoming Statute has not set a fee, then the city governing body shall set the fee.~~ Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
- (2) A microbrewery may, upon approval of its operational plan, conduct any of the activities set forth in W.S. Section 12-4-415(b). ~~The annual permit fee shall be set per Wyoming Statute. If Wyoming Statute has not set a fee, then the city governing body shall set the fee.~~ Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
- (d) *Winery permit—Required.* A winery permit is required ~~to~~ authorizing a permit holder to manufacture wine and dispense the manufactured wine for on-premises and limited off-premises personal consumption. ~~The annual permit fee shall be set per Wyoming Statute. If Wyoming Statute has not set a fee, then the city governing body shall set the fee.~~ Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
- (1) *Satellite winery permit.* A holder of a winery permit may sell its manufactured wine at up to three satellite locations within Wyoming, separate from its licensed manufacturing site. Application shall be made to the ~~C~~eity of Sheridan on a form furnished by the municipal clerk. ~~The annual permit fee shall be set per Wyoming Statute. If Wyoming Statute has not set a fee, then the city governing body shall set the fee.~~ Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
- (e) *Distillery permit—Issuance.* Any person desiring a permit authorized by W.S. ~~S~~section 12-2-203 for the manufacture and rectifying of alcoholic liquor shall apply to the ~~e~~City of Sheridan. The application shall be made under oath upon a form to be furnished by the clerk and shall be filed in the office of the clerk. The permit shall be subject to the restrictions in W.S. ~~S~~section 12-4-203(a) through (f). ~~The annual permit fee shall be set per Wyoming Statute. If Wyoming Statute has not set a fee, then the city governing body shall set the fee.~~ Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.

- (1) *Satellite distillery permit.* A holder of a manufacturer's permit may sell its product at one satellite location within Wyoming, separate from its licensed manufacturing site, in accordance with W.S. Section 12-4-203(f). Application shall be made to the City of Sheridan on a form furnished by the clerk. ~~The annual permit fee shall be set per Wyoming Statute. If Wyoming Statute has not set a fee, then the city governing body shall set the fee. Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.~~

4-12 Plan of Operation

- (d) *Downtown Business District.* A licensee in the Downton Business District, defined by City Ordinance 3-14, who desires to use public sidewalks, streets or alleys for the sale or consumption of alcoholic beverages, shall be required to ~~enter into an apply for a Sidewalk Use Agreement with the City, approved by the City Governing Body. The licensee shall pay a fee in the amount approved by the City Governing Body.~~ The agreement shall be incorporated into the Licensee's Plan of Operation ~~for review and approval by the City Governing Body.~~

4-14 Liquor License Renewals, Transfers and Original Issuance

- b) *Renewals.* ~~All applications to renew licenses shall be submitted to the City Clerk's office no later than November first. Any application which the City Clerk or the Wyoming Liquor Division designates as incomplete may be amended, corrected or updated provided such correction, amendment or update is submitted to the City Clerk no later than November fifteenth. No application for renewal may be submitted to the City Governing Body until certified as complete by the City Clerk. Any license which has not been approved by the Governing Body by December first of each year shall not be renewed. Applications for renewal of licenses shall be submitted to the City Clerk by the deadline established annually by the City Clerk in accordance with applicable state law and the meeting schedule of the Governing Body. The City Clerk may establish administrative deadlines necessary to allow sufficient time for review, notice, and Governing Body consideration prior to expiration of the license term. Any application designated by the City Clerk or the Wyoming Liquor Division as incomplete may be amended, corrected, or supplemented, provided such information is submitted by the deadline established by the City Clerk for completion of renewal applications. No renewal application shall be submitted to the Governing Body until certified as complete by the City Clerk. Failure to meet established deadlines may result in the application being deferred, denied, or otherwise not considered for renewal for the upcoming licensing period.~~

4-17 Schedule of Fees

The annual fees established for the application and renewal of liquor licenses, not otherwise referenced in the ~~eCity eCode~~, shall be as follows:

- (a) Restaurant liquor licenses shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
~~set by the city governing body and paid annually.~~
- (b) Bar and grill licenses shall be ~~set by the city governing body and paid annually.~~ as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
- (c) Limited retail liquor licenses (club) shall be ~~set by the city governing body and paid annually.~~ as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
- (d) Resort licenses shall be ~~set by the city governing body and paid annually.~~ as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
- (e) Retail licenses shall be as established by Wyoming Statute, or, where not specified, in the City's Master Fee Schedule
- (f) ~~e~~ The fee for the transfer of a transferrable license shall be ~~set by the governing body.~~ as established in the City's Master Fee Schedule.
- (g) ~~f~~—The fee shall not be a sum greater than the amount authorized by applicable statutes of the State of Wyoming. Fees are due at the time of application or renewal.

Chapter 8 – Canvassers, Peddlers and Transient Merchants and Manufacturers is hereby amended to read as follows:

Chapter 8 - Canvassers, Peddlers and Transient Merchants and Manufacturers ~~Mobile Vending, Special Events and Solicitation Activities~~

Article 8-1 Mobile Vending

8-1 Definitions

Special eEvent. ~~As defined in Section 8-15 of this Chapter. A special event as used by this chapter is defined as an event, parade, farmers market, expo, parade, celebration, protest, rodeo, fair, or similar type activity where a permit is obtained under other chapters of the City of Sheridan Municipal Code which allow for the activity to occur.~~

8-2 Mobile Vending Permit

(c) *Additional permits.*

(1) A permit granted by this ~~Article~~chapter shall not constitute or allow the sale of alcoholic beverages.

(2) A permit granted by this ~~Article~~chapter shall not grant or authorize the blockage of any public right-of-way unless specifically authorized by the City of Sheridan.

(3) A permit granted by this Articlechapter shall not grant or authorize the occurrence of a special event.

(d) *Permit ~~revocation and~~ expiration.*

(1)Annual permits shall expire on December 31st of the calendar year in which they are issued and must each year, and shall be renewed annually.

(2)Weekly permits expire seven days after the first day of operation or sales.

(e) ~~The city may waive the requirement for a mobile vending permit if the mobile vendor is to be a participant in a special event in which a special use permit has been approved. The Ceity may waive the requirement for a mobile vending permit if the mobile vendor is participating in a special event for which a special event permit has been approved. To qualify for this waiver, the mobile vendor must be listed by name in the approved Special Event pPermit. The Special Event Permit Applicant shall assume all liability for the use of an unpermitted vendor.~~

(f) *Permit fees.* All permit fees shall be as established ~~by resolution of the city council in the City's Master Fee Schedule.~~

8-3 Mobile Vending Court Permit

(a) A permit shall be required to operate or establish a mobile vending court.

(1) The applicant shall provide information as required by the City of Sheridan as indicated on the permit application form. In addition to those requirements, the applicant shall provide the following additional information:

(A) A plan describing the waste disposal, public seating, public parking, and restroom facilities.

(B) A drawing of the facility layout showing location of vendors and access points for public and emergency vehicles.

(C) Site plan and/or traffic flow approval from the Wyoming Department of Transportation (WYDOT), if applicable.

(D) Any additional information, plans, approvals, or documentation reasonably deemed necessary by the City based on the proposed location, site conditions, traffic impacts, public safety considerations, utility usage, or the nature and scope of the mobile vending court.

(2) Applicants shall be responsible for ensuring that each mobile vendor can satisfy and meet the requirements of Section ~~2(b)(i-iii).~~ 8-2(b)(1)(A-I). Additional permits shall not be required for mobile vendors ~~located in the operating solely within an approved~~ mobile vending court.

(A) The mobile vending court permit holder shall maintain accurate records identifying each mobile vendor operating within the court, including the dates and duration of operation on site, and documentation demonstrating each vendor's compliance with applicable requirements of this Article including, but not limited to, licenses, approved food permits, vehicle registrations and tax documentation.

(B) Such records shall be maintained in a form acceptable to the City and submitted to the City annually, or upon request, to demonstrate compliance with this Article. For mobile vendors already holding a valid City of Sheridan mobile vending permit, the required documentation may be limited to tracking the dates and duration of operation within the

court. Failure to maintain or provide accurate and sufficient records may result in enforcement action, including denial of permit renewal.

A mobile vending court permit shall not be applicable to or usable by mobile vending units not located within the court.

- (b) *Permit fees.* All permit fees shall be as established ~~by resolution of the city council in the City's Master Fee Schedule.~~

8-11 Enforcement, Denials, Revocations, and Appeals

- (a) In addition to the provisions of this ~~Article~~chapter, mobile vendors must comply with all other applicable local, state and federal laws, including, but not limited to, motor vehicle licensing laws, motor vehicle dimension standards pursuant to state law, health department permitting requirements, fire and safety regulations, and the Sheridan Municipal Code.

- (b) A mobile vending permit may be denied or revoked by the City Administrator or designee for violation ~~of any provision of City Code, approved permit conditions, applicable City policies, or any applicable local, state, or federal law.~~ Upon revocation, the permit holder shall immediately cease operations under the revoked permit unless otherwise authorized through the appeal or reinstatement process outlined herein. ~~this chapter, state law, or federal law upon order of the court.~~ Upon revocation, the permit shall be immediately surrendered, and the vendor and its associated companies, partners, owners, or shareholders shall be prohibited from operating a mobile vending unit within the City for the remainder of the calendar year in which the revocation occurred. ~~until reinstatement by court order.~~

- (1) Grounds for denial or revocation may include, but are not limited to:

(A) Repeated violations of City Code or permit conditions;

(B) Failure to maintain required licenses, permits, or health approvals;

(C) Providing false, misleading, or incomplete information during the application process;

(D) Conduct creating a threat to public health, safety, or welfare.

- (2) (2) Except where immediate action is necessary to protect public health, safety, or welfare, the City shall provide written notice of the violation and a reasonable opportunity to correct the issue prior to revocation. Failure to correct the violation within the timeframe identified by the City may result in revocation of the permit.

- (3) Upon revocation, the permit holder shall immediately cease operations unless otherwise authorized by the City.

- (4) Any person whose permit has been denied or whose permit has been revoked may appeal the decision to the Governing Body by submitting a written request to the City Clerk within fifteen business days of the decision. Appeals shall be scheduled as reasonably practicable.

- (5) In considering an appeal of a permit denial or revocation, the Governing Body may consider the applicant's or permit holder's compliance history, corrective actions taken, the severity and frequency of violations, public safety impacts, and any other relevant factors.

- (6) The Governing Body may uphold, modify, or overturn a permit denial or revocation and may impose additional operational conditions deemed necessary to protect public health, safety, and welfare.

- (7) Prior permit revocations, repeated noncompliance, unpaid fees, unresolved enforcement actions, or failure to correct violations that resulted in a prior revocation may constitute grounds for denial of a subsequent permit application. In evaluating a subsequent application following a prior revocation, the City may consider corrective actions taken by the applicant, compliance history, measures implemented to prevent recurrence of the violations, and any other factors relevant to the protection of public health, safety, and welfare.

- (c) Any violation of this ~~Article~~chapter shall be considered a misdemeanor subject to the sentencing provisions of Section 9-1 of the Sheridan Municipal Code.

Article 8-II ~~Canvassers, Peddlers and Transient Merchants and Manufacturers~~ Special Events

8-152 Definitions

Special Event. Any organized activity, gathering, or event, whether public or private, that occurs on City-owned property, dedicated public property, within the public right-of-way, involves street or lane closures, or requires City review, coordination, permitting, or authorization due to impacts on public safety, public access, traffic, operations, or the use of public spaces. For additional details, examples, and operational criteria pertaining to Special Events, refer to the City of Sheridan Special Events Policy.

8-163-Special Event Permits

(a) Prior to hosting a Special Event within the City of Sheridan, an approved Special Event Permit must be obtained. Special Event Permits involving alcohol sales or consumption must be obtained at least 60 calendar days prior to the event. Special Event Permits not involving alcohol must be obtained at least 21 calendar days prior to the event. Permit fees and late fees apply, as established in the City's Master Fee Schedule.

(b) For all details, policies and procedures pertaining to special events and Special Event Permits, please refer to the City of Sheridan Special Events Policy as approved and amended by the Governing Body.

(c) Permit Application Requirements.

(1) At minimum, for a Special Event Permit to be considered complete and accepted for review, the Applicant shall provide:

(A) Completed permit application form

(B) Basic restroom facilities plan

(C) Basic waste management plan

(D) Basic parking management considerations

(E) Site plan identifying event layout, exits, and alcohol service areas, if applicable

(F) Route map, if the event includes movement

(G) Current and valid government-issued photo ID for age verification for any application involving alcohol. This requirement shall not apply to any alcohol permit applications submitted by a liquor license holder in good standing.

(H) General liability insurance if required by policy

(2) A copy of the Special Event Authorization and all applicable permits must be kept on site and made available upon request by City officials. Copies may be maintained in either physical or electronic format, provided they are readily accessible, legible, and can be immediately produced upon request at all times during the event.

(3) Depending on the scope of the event, the City may require additional conditions for authorization as outlined in the Special Event Policy. These conditions will be communicated prior to fee payment and permit issuance to ensure the applicant is able to review, agree to, and comply with the conditions.

(d) Additional Permits.

(1) A Special Event Permit shall not constitute or allow the sale or consumption of alcoholic beverages unless specifically authorized by the City of Sheridan through the permitting process.

(2) A Special Event Permit shall not grant or authorize the blockage of any public right-of-way unless specifically authorized by the City of Sheridan through the permitting process.

(3) A Special Event Permit shall not constitute or authorize approval from any agency or authority other than the City of Sheridan. The applicant shall be responsible for obtaining any additional approvals or permits required by applicable authorities, including WYDOT, for events impacting state highways or WYDOT-controlled roadways.

(e) *Permit Fees.* All permit fees shall be as established in the City's Master Fee Schedule.

8-174-Enforcement, Denials, Revocations, and Appeals

(a) In addition to the requirements of this Article, permitted events shall comply with all applicable City policies, procedures, permit conditions, and operational requirements established by the City.

(b) The City may suspend, modify, revoke, deny, or terminate a permit before or during an event if the event is not operating in compliance with this Article; the City of Sheridan Special Events Policy; the approved event plan; approved permit conditions; or applicable federal, state, or local laws. Additionally, the City may suspend, modify, revoke, deny, or terminate a

permit before or during an event when circumstances arise that create a public health, safety, or welfare concern or exceed the City’s available personnel, equipment, or operational capacity necessary to adequately support the event.

(c) In addition to any other remedy authorized by law, violations may result in denial of future permit applications, recovery of costs incurred by the City, municipal court action, or other enforcement measures authorized by applicable law.

(d) *Appeals.* Any denial of a Special Event Permit application, or approval of a Special Event Permit application with conditions, may be appealed by submitting a written request to the City Clerk within five (5) business days of the decision. Appeals shall be reviewed and processed in accordance with the City of Sheridan Special Events Policy.

Article 8-III - ~~Canvassers, Peddlers and Transient Merchants and Manufacturers Solicitation~~ Solicitation Activities

8-~~2115~~ Entering Private Premises or Residences Without Invitation Declared a Nuisance

The practice of entering upon the premises of private residences in the ~~Ceity~~, by solicitors, peddlers, hawkers, itinerant merchants and transient vendors of merchandise, not having been requested or invited so to do by the owner or occupant of such private residences, for the purpose of soliciting orders for the sale of goods, wares and merchandise or for the purpose of selling, peddling or hawking the same, is hereby declared to be a nuisance.

* For provisions specifically designating the violation of this section as a nuisance, see ~~s~~Section 18-2 of this Code.

8-~~2215.1~~ Enforcement

It shall be the duty of the chief of police or designee to enforce the provisions of this ~~Article~~chapter.

Chapter 18 – Nuisances Generally is hereby amended to read as follows:

18-2 - Nuisance Violation

Violation of any of the following provisions is hereby declared to be a nuisance, and shall be subject to all the provisions of this chapter:

(b)All things, acts, and conditions which are specifically declared to be a nuisance by any section of this Code or other ordinances of the city, including any nuisances enumerated in this chapter and the following sections of this Code:

(10)8-~~15-21~~ [Entering private residence by solicitors without invitation];

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 the date of publication, as listed above, according to law.



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan, Wyoming 82801

Ph (307) 674-6483

Public Works

MEMORANDUM

RE: Consideration of Right-of-Way Purchase - Public Works Director Hanns Mercer

From: Hanns Mercer, Public Works Director

To: City Council

Date: 06/15/2026

Discussion:

The City of Sheridan has an opportunity that was negotiated late last week. This opportunity is the purchase of a narrow strip of land behind the traffic signal pole at the Northwest corner of 5th and Main Street. During negotiations, it was stated that "Time is of the Essence" because the property was listed for sale yesterday. This purchase is necessary for the WYDOT required ADA bypass, which will allow the curb and gutter to be moved back to within 6.5' from the signal pole. This adjustment in geometry will allow better truck turning movements at this location. This, along with the improvements at 5th and Val-Vista, will enhance traffic flow and safety. Due to the timing, this is placed on the June 15th Council Meeting as a new business action item.

Funding:

The negotiated price for the 127SF of real estate is \$8,500.00, which will be paid for out of the project, account 40312-7500-0293P.

Attachments

Real Property Purchase Agreement_Signed

Exhibit A

REAL PROPERTY PURCHASE AGREEMENT

This Agreement is made by and between **CROWBO, LLC**, a Wyoming flexible limited liability company, whose address is 850 North Main Street., Sheridan, WY 82801 (hereinafter referred to collectively as "Seller"), and **City of Sheridan, Wyoming**, a municipal corporation organized under the law of the State of Wyoming, whose address is 55 Grinnell Plaza, Sheridan, WY 82801 (hereinafter referred to collectively as "Purchaser").

It is agreed by the parties as follows:

1. **Purchase and Sale.** For the consideration and on the terms and conditions set forth in this Agreement, Seller agrees to sell and Purchaser agrees to purchase the following described property (referred to herein as "premises" or "property") situate in Sheridan County, Wyoming:

See Exhibit A, attached hereto and expressly incorporated herein by reference.

TOGETHER WITH all improvements, hereditaments and appurtenances thereunto belonging to or appertaining thereto, all in their present condition, and Seller agrees to execute and deliver to Purchaser on closing all proper instruments for the conveyance of such title. Purchaser agrees to accept all of such improvements and fixtures "AS IS."

SUBJECT TO all real estate taxes for the present year and any subsequent year, exceptions, reservations, covenants, conditions, restrictions, easements, rights-of-way, reservations and rights of record, and subject to any state of facts which would be disclosed by an accurate survey or physical inspection of the premises, and subject to building, zoning, and subdivision regulations.

2. **Purchase Price.** The purchase price for the property described in Paragraph 1 shall be **Eight Thousand Five Hundred Dollars and no/100s (\$8,500.00 US)**, which Purchaser will pay as follows:

The Purchase Price in the amount of \$8,500.00 shall be paid by Purchaser to Seller at closing by cash, check, wire transfer, or certified funds.

3. **Condition Title.** The property is sold and is to be conveyed subject to the following matters which, unless they have rendered the title unmerchantable, shall not constitute objections to title and will be permitted exceptions to the title conveyed from Seller to Purchaser:

- a. Rights-of-way, easements, and covenants of record; and
- b. Patent and prior mineral reservations.

4. **Possession.** Seller shall surrender and turn over possession of the property to Purchaser at the time of Purchaser's complete funding and delivery of the net Purchase Price proceeds to Seller and Seller's execution and delivery of the warranty deed to Purchaser, or otherwise as mutually agreed to in writing between the parties.

5. **Closing.** This transaction shall close on or before **June 19, 2026**, provided however, the parties may mutually agree in writing to close this transaction on any other date. The transaction shall close at the office of either party, unless otherwise agreed by the parties.

At closing, Purchaser shall execute and deliver to Seller a good and sufficient recordable warranty deed for the property conveying title to Purchaser, and Purchaser shall deliver to Seller the net Purchase Price as set forth in Paragraph 2, above. Additionally, at closing, Purchaser and Seller shall execute and deliver such additional closing instructions, and other instruments used or required in order to effectuate the transaction.

6. **Costs.** The parties shall pay the following costs in addition to the other costs apportioned elsewhere in this Agreement:

- a. **Seller:** Seller shall pay the following costs in cash or certified funds at closing:
 - i. Recording fees for any mortgage release, if any; and
 - ii. Seller's legal, accounting, and any other professional fees, if any.
- b. **Purchaser:** Purchaser shall pay the following costs in cash or certified funds at closing, or when required by the lender:
 - i. Any prepaid general property taxes, leases/permits, and utilities;
 - ii. Preparation of the warranty deed;
 - iii. Recording fees for the warranty deed, mortgage, or any other document to be recorded; and
 - iv. Purchaser's legal, accounting, and any other professional fees, if any.

7. **Seller's Covenants.** Seller owns good and merchantable title to the property being sold hereunder and Seller has the full right, power and authority to sell and convey the property described in this Agreement and to carry out Seller's obligations hereunder. There are no known violations of applicable city, county, and/or state subdivision, zoning, building and/or public health codes, ordinances, laws, rules and regulations.

The property is sold "AS IS," in its present condition. There are no representations, covenants, or agreements by Seller or between the parties with reference to the quality, condition, or status of the property except as specifically set forth in this Agreement.

8. **Purchaser's Covenants.** Purchaser covenants that upon execution of this Agreement:

- a. Purchaser is not relying upon any representations by Seller or Seller's agents as to any condition which Purchaser deems to be material to

Purchaser's decision to purchase this property.

- b. Purchaser has been advised by Seller or Seller's agents of the opportunity to seek legal, financial, construction, environmental, water, soils, weed/pests, and/or any inspection services and advice regarding this purchase and has been provided with the opportunity to obtain such advice and to conduct appropriate inspections and surveys.
- c. Purchaser accepts and purchases the property "AS IS". Purchaser acknowledges that Seller has made no warranties, express or implied, of habitability, fitness for a particular purpose or otherwise in relation to any of the property purchased under this Agreement, and Seller hereby disclaims any such warranties. This disclaimer shall not be merged in or extinguished by any deed delivered under this Agreement.

9. **Risk of Loss.** Risk of loss shall remain with Seller until delivery of the deed to Purchaser. If the premises are damaged by fire or other casualty before closing, then Purchaser at Purchaser's option may terminate this Agreement and receive a refund of all money paid under this Agreement.

10. **Default.** Time is of the essence in this Agreement. If either party defaults under this Agreement, then the other party shall notify the defaulting party in writing of the default and specify the requirements to correct the default. If the default continues for ten (10) business days from the date of the notice, the non-defaulting party may, in addition to any other rights and remedies available to the non-defaulting party at law or in equity, terminate this Agreement and be released from all obligations under this Agreement or bring an action to compel specific performance of this Agreement. If either party defaults in any of the promises, conditions, or obligations of this Agreement, the defaulting party shall pay all costs and expenses, including a reasonable attorney's fee which may be incurred in enforcing this Agreement or any remedy of the other party under this Agreement.

11. **Disclosure.** Purchaser waives the disclosure of a property disclosure statement pursuant to Wyo. Stat. §34-1-151.

12. **Water Conveyance Easements.** The parties acknowledge that they have received notice of Wyo. Stat. Ann. § 34-1-158(f) and its reference to an informational document to be maintained by the state engineer's office regarding legal aspects related to water conveyance easements. Seller makes no representations or warranties with respect to water conveyances or water conveyance easements situated on the property, if any.

13. **Liens and Encumbrances.** Seller agrees that, from and after the date of this Agreement continuously through the date of completed closing pursuant to this agreement, it shall keep the property free from any liens and encumbrances, except those encumbrances that may already be of record.

14. **Binding Effect.** This Agreement is binding upon the successors and assigns of the parties.

15. **Notices.** Any notices required by this Agreement may be mailed by one party to the other at the address set forth above or as changed by written notice to the other party. The notice shall be complete and the time specified therein begin to run on the third day after the notice is deposited in a United States Post Office, duly addressed to the receiving party, postage prepaid.

16. **Entire Agreement.** This Agreement contains the entire Agreement between the parties. All prior representations made in the negotiations of this sale have been incorporated herein, and there are no oral Agreements or representations between the Purchaser, Seller, or their agents to modify the terms and conditions of this Agreement. This Agreement may not be modified except by a written instrument signed by each of the parties.

17. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Wyoming.\

18. **Governmental Immunity:** Purchaser does not waive and expressly reserves the right to invoke governmental immunity for any claim arising out of this Agreement pursuant to the Wyoming Governmental Claims Act, W.S. § 1-39-101 *et seq.*

19. **Time of Essence.** Time and each of the terms, covenants and conditions of this Agreement are hereby declared to be the essence of this Agreement.

20. **Additional Documents.** The parties agree to use their best efforts to obtain and to execute such other documents as may be required to consummate the transaction contemplated herein.

21. **Rights Cumulative.** All rights, powers, remedies, and privileges conferred hereunder upon the parties shall be cumulative and not restrictive to those given by law or in equity unless otherwise expressly limited.

22. **Survival.** This Agreement shall survive delivery of the warranty deed by Seller and the acceptance thereof by Purchaser and shall be deemed not to merge with nor be extinguished by delivery and recording of said quitclaim deed.

23. **Waiver.** The failure of any party to exercise any right or power given hereunder, or to insist upon strict compliance by the other party with its obligations set forth herein shall not constitute a waiver of either party's right to demand strict compliance with the terms and conditions of this Agreement.

24. **Execution in Counterpart; Delivery by Facsimile or Electronic Transmission.** This Agreement may be executed by the parties in separate counterparts which, when taken together, shall constitute a fully executed Agreement. This Agreement may be executed and delivered by facsimile or electronic transmission, with any party causing a facsimile or electronic copy bearing such party's signature to be sent by facsimile or electronically being deemed to have executed and delivered an original Agreement.

25. **Joint and Several Obligations.** All individuals listed above and referred to herein collectively as Purchaser are each jointly and severally obligated under the terms and conditions of this Agreement.

26. **Effective Date.** This Agreement shall become effective as of the date of the last signature hereto.

Purchasers: CITY OF SHERIDAN, WYOMING

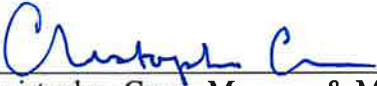
Richard Bridger, Mayor

Date

ATTEST:

Ashlee Foster, City Clerk

Sellers: CROWBO, LLC

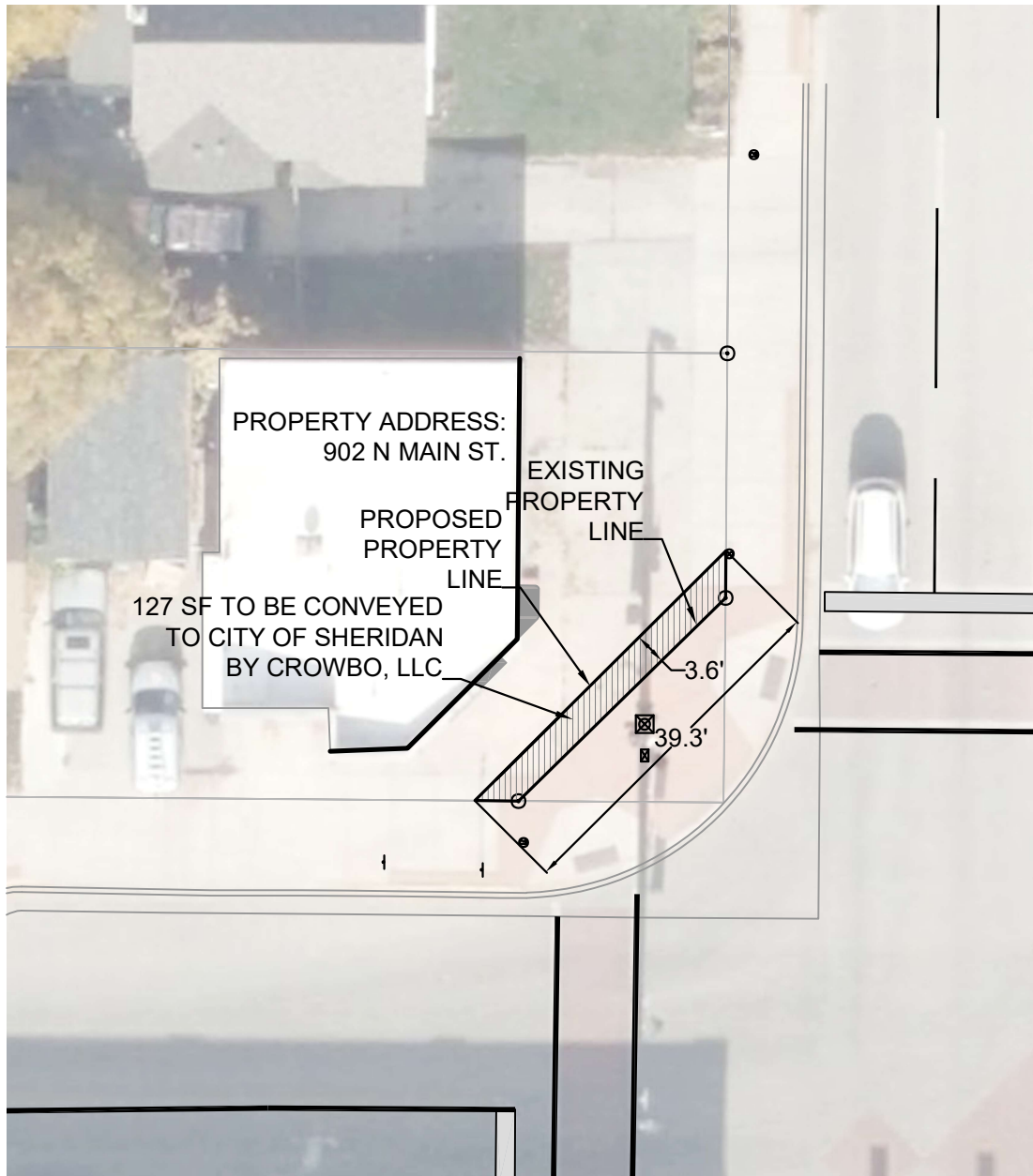


Christopher Crow, Manager & Member

6-10-26

Date

EXHIBIT 'A'





CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan, Wyoming 82801

Ph (307) 674-6483

Planning

MEMORANDUM

RE: Consideration of Award to Interstate Engineering for the Joint Land Use Plan Update Project in the Amount of \$200,000 - City Planner Kelly Schroeder

From: Kelly Schroeder, Planning Director

To: City Council

Date: 06/15/2026

Recommendation:

Staff recommends approval of the Professional Services Agreement with Interstate Engineering for the Joint Planning Area Land Use Plan Update.

Background:

The City of Sheridan and Sheridan County previously entered into a Cooperative Agreement to update the Sheridan Joint Planning Area (JPA) Land Use Plan, which serves as a long-range planning document guiding future growth, development, infrastructure coordination, and land use decisions within the City of Sheridan and surrounding joint planning area. As the lead agency identified in the Cooperative Agreement, the City is responsible for administering the planning process and contracting for professional planning services. Staff has negotiated a Professional Services Agreement with Interstate Engineering to complete the plan update, including public engagement, existing conditions analysis, future land use planning, implementation strategies, and final plan development. The project is anticipated to be completed within approximately 12 to 14 months. Council may refer to the attached agreements and scope of work for additional project details.

Attachments

JPA Update Contract DRAFT

JPA Update Scope

JPA Co-op Agreement

AGREEMENT FOR PROFESSIONAL SERVICES
FOR

Joint Land Use Plan Update

THIS AGREEMENT, made, entered into, and effective this ____ day of _____ 2026, by and between the following:

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 "Owner,"

and

Interstate Engineering, a professional corporation, whose address is 2161 Coffeen Avenue, Sheridan, WY 82801, hereinafter referred to as the "Consultant."

WITNESSETH:

WHEREAS, the Owner has need for an update to the Joint Land Use Plan, (the "Project");

WHEREAS, the Owner has authority to contract for consulting planning services, and

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

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

1. **SCOPE OF WORK:** The professional services to be provided by the Consultant under this Agreement are detailed in the attached Scope of Work (the "Work") and shall include other items incidental and necessary to implement the Project (the "Work"). All documents shall be in accordance with the City's policies and procedures and applicable federal or state laws, guidelines, and standards. The Consultant shall perform the work covered by this agreement which includes:
 - A. Work for the Project shall consist of the following components:
 - (i) SEE ATTACHED SCOPE OF WORK
 - B. Delays affecting the completion of the Scope of Work within the time specified in this Agreement by more than ninety (90) days, not attributable to or caused by the Consultant, may be considered as cause for the renegotiation or termination of this Agreement. If the Consultant is behind on this Agreement due to no fault of the Owner, then the Consultant hereby acknowledges the right of the Owner to withhold future payments and/or contracts to the Consultant in addition to any other remedy until this Agreement is brought back on schedule or otherwise resolved.
2. **SCHEDULE:** The completion date for the Work shall be in accordance with the following schedule (the "Schedule"):
 - A. Per the attached Scope of Work, the anticipated completion of the Project will be within 12-14 months from the date of contract execution.
 - B. The Schedule may be changed by the parties upon a Change Order signed by both parties providing the updated schedule.
3. **PAYMENT:**

- A. Progress Payments: Owner shall make progress payments owed to the Consultant upon receipt of the Consultant's monthly invoice. The monthly invoices shall only be for Work completed by the Consultant and other costs incurred by the Consultant which are pursuant and eligible for payment per this Agreement and the Scope of Work. Owner shall pay the Consultant within forty-five (45) days of receipt of an invoice by Owner.
 - (i) The Consultant's monthly invoice shall include:
 - a. the hours spent for that invoice period by each employee or subcontractor of Consultant;
 - b. the costs incurred for that invoice period;
 - c. the total amount of the payment due for that invoice period; and
 - d. any supporting invoices and statements for the items of work and materials being billed that invoice period.
 - B. Total Payment: The Owner shall not pay and the Consultant shall not invoice the Owner more than \$200,000 under this Agreement unless the parties execute a Change Order providing otherwise.
 - C. Inspection and Audit: Upon request by the Owner, all books, papers, records, payrolls, vouchers, and invoices relating to fees, costs, or expenditures incurred under this Agreement by the Consultant shall be made available to the Owner or their authorized representatives for audit and review at the Consultant's respective offices at all reasonable times during the Agreement schedule and for three (3) years from the date of final payment hereunder.
4. **CONSULTANT RIGHTS AND DUTIES:** the Consultant's duties and responsibilities include the following:
- A. To furnish all labor, materials, equipment, supplies, and incidentals necessary to conduct and complete the Work, and to prepare and deliver to the Owner all plans, specifications, bid documents, and other material as designated herein.
 - B. Ascertain such information as may have a bearing on the Work from local units of government, utility companies, and private organizations and shall be authorized to procure information from other authorities besides the Owner. Consultant shall keep the Owner advised as to the extent of these contacts and the results thereof.
 - C. Prepare and present such information as may be pertinent and necessary in order for the Owner to pass critical judgment on the features of the Work. The Consultant shall make changes, amendments, or revisions in the detail of the Work as may be required by the Owner. When alternates are being considered, the Owner shall have the right of selection.
 - D. To perform professional services in connection with the Project and serve as the Owner's representative in those phases of the Project to which this Agreement applies.
 - E. Where federal funds are involved, the necessary provisions to meet all requirements will be complied with and documents secured and placed in the bidding documents.
 - F. Submit an estimated progress schedule as to time and costs at the beginning of the Work and monthly progress reports thereafter until complete. The reports will include any problems, potential problems, and delays as foreseen by the Consultant. Reports will be submitted in a timely manner to permit prompt resolution of problems.

- G. The Owner shall have the right of review and examine the Work performed by Consultant and records pertaining to this Agreement and Project at all times.
- H. Name a Project Manager who shall be the point of contact between the Owner and the Consultant. The Consultant's Project Manager is Brent Moore, AICP.
- I. If the Consultant fails to meet the foregoing standards, Consultant will perform at its own cost, and without reimbursement from Owner, the professional services necessary to correct errors and omissions which are caused by Consultant's failure to comply with above standard, and which are reported to Consultant, in writing, within one (1) year from the completion of Consultant's services for the Project.
5. **OWNER RIGHTS AND DUTIES:** The Owner's duties are set forth as follows:
- A. To furnish all labor, materials, equipment, supplies, and incidentals necessary to conduct and complete the Owner's Work as designated in this Agreement.
- B. Name a Project Manager who shall be the point of contact between the Consultant and the Owner. The Owner's Project Manager is Kelly Schroeder, AICP.
6. **CHANGE IN WORK:** Changes in Work may be accomplished after execution of this Agreement, and without invalidating this Agreement, by executing a Change Order. To integrate a Change Order into this Agreement there must be a written instrument signed by both parties. A Change Order must provide the following information:
- (ii) The change in Work;
 - (iii) Adjustment, if any, in the Total Payment; and
 - (iv) Adjustment, if any, in the Project Schedule.
7. **EMPLOYMENT:** The Consultant warrants that it has not employed or retained any company or persons, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Consultant, any commission, percentage, brokerage fee, gifts, or any other considerations contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the Owner shall have the right to annul this Agreement without liability or at its discretion to deduct from the Consultant fee, or otherwise recover the full amount of such commission, percentage, brokerage fee, gift, or contingent fee.

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

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

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

The Consultant and its employees, subcontractors, and agents are not employees of the Owner in any respect and shall be free from control or direction over the details to the performance of services under this Agreement.

8. **DECLARATION OF NO FINANCIAL INTEREST:** The Consultant hereby declares that the Consultant's partners, principal shareholders, officers and professional engineers assigned to or otherwise working on the projects or in any way associated with Consultant does not own any equitable or legal rights to property within the Project, whether public or private, or have any interest either directly or indirectly in the Project.
9. **SUCCESSORS AND ASSIGNS:** This Agreement and all of the covenants hereof shall inure to the benefit of and be binding upon the Owner and Consultant respectively and his partners, successors, assigns, and legal representatives. Neither the Owner nor the Consultant shall have the right to assign, transfer, or sublet his interest or obligations hereunder without written consent of the other party.
10. **LEGAL RELATIONS:** The Consultant shall comply with all Federal, State, and local laws and ordinances applicable to the work to be done.
11. **INSURANCE:** The Consultant shall secure and furnish to the Owner Certificate of Liability Insurance, therein, naming the Owner as an additional named insured, to include thirty (30) days notice of cancellation or non-renewal. In case of joint ventures, all entities must be named. The limit of liability for Bodily Injury and Property Damage to be One Million Dollars (\$1,000,000) single limits to include underground excavation, with any insurance company authorized to do business in the State of Wyoming. The Consultant shall also furnish the Owner proof of Error and Omission Insurance Coverage.
12. **TERMINATION OF AGREEMENT:** The right is reserved by the Owner to terminate this Agreement at any time upon not less than thirty (30) days written notice to the Consultant.

In the event this Agreement is terminated by the Owner, the Consultant shall be paid for the Work performed or services rendered to the date of termination.

In the event this Agreement is terminated prior to completion of the Work, the originals of all plans shall remain the property of the Consultant. However, Consultant shall provide the Owner copies of all Work and information relating to the Project that were prepared under the terms of this Agreement or as a result of this Agreement including, but not limited to, schedules, reports, data, recommendations, exhibits, analyses, plans, and specifications. Such copies shall be deemed the property of the Owner. Additionally, reproducible of all notes, reports, plans, and specifications shall be made available at the Owner's request.
13. **ENDORSEMENTS:** The Consultant shall furnish professional stamps, statements, or other suitable means to signify responsible endorsement of Work on all drawings and reports furnished by it.
14. **OWNERSHIP OF DOCUMENTS:** The original tracings of all plans shall remain the property of the Consultant. All copies of information and Work relating to the Project or prepared under the terms of this Agreement, including, but not limited to, schedules, reports, data, recommendations, exhibits, analysis, plans, and specifications, shall be deemed the property of the Owner. Reproducible of all notes, reports, plans, and specifications shall be made available at the Owner's request.
15. **PUBLIC INFORMATION:** The Consultant shall not issue any statements, releases, or information for public dissemination without prior approval of the Owner.
16. **PROPRIETARY RIGHTS:** If patentable discoveries or inventions should result from work required herein, all rights accruing from such discoveries or inventions shall be the property of the Owner.
17. **RECORDS:** The Consultant shall maintain accounting records and other evidence pertaining to the cost incurred and to make the records available at all times during the Agreement schedule and for three (3) years from the date of final payment hereunder. The Consultant shall make available for inspections such accounting records and other evidence pertaining to the cost incurred at the request of the Owner and copies thereof shall be furnished if requested.

18. **ATTORNEY'S FEES AND COSTS:** That in the event it becomes necessary for either Party to this Agreement to retain an attorney to enforce any of the terms or conditions of this Agreement or to give any notice required herein, then the prevailing Party or the Party giving notice shall be entitled to reasonable attorney's fees and costs.
19. **GOVERNING LAW, JURISDICTION, AND VENUE:** The parties understand and acknowledge that this Agreement is governed by and construed in accordance with the laws of the State of Wyoming. Furthermore, the parties hereby acknowledge and agree that any lawsuit brought regarding this Agreement shall be brought in the appropriate court in Sheridan County, Wyoming, and the parties submit to the personal jurisdiction of the appropriate court in Sheridan County, Wyoming and waive any objections to jurisdiction and venue in such court.
20. **ADMINISTRATION MEDIATION:** Any disputes concerning the Consultant's performance of the Work between the Consultant and the Owner shall be referred for determination to the Mayor of the City before commencing any legal action to resolve the same.
21. **MODIFICATION AND AMENDMENTS:** Any amendment or modifications of this Agreement or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this Agreement.
22. **HOLD HARMLESS PROVISION:** The Consultant shall only be liable for professional services stated specifically under the scope of this Agreement.

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

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

23. **GOVERNMENTAL IMMUNITY:** Nothing herein is intended to waive the Owner's governmental immunity granted by Wyoming Statute 1-39-101 *et seq.*, and the Owner expressly reserves the right to invoke governmental immunity for any claim arising out of this Agreement pursuant to the Wyoming Governmental Claims Act, W.S. § 1-39-101 *et seq.*
24. **LIABILITY:** The total aggregate liability of Owner and Consultant to each other arising out of the performance or breach of this Agreement shall not exceed the amount actually paid to Consultant under this Agreement. Notwithstanding any other provision of this Agreement, Owner and Consultant agree that in no event will either party be liable to the other under this Agreement for contingent, consequential or other indirect damages including, without limitation, damages for loss of use, revenue or profit; operating costs and facility downtime; or other similar business interruption losses, however the same may be caused. The limitations and exclusions of liability set forth in this Agreement shall apply regardless of the fault, breach of contract, tort (including the concurrent or sole and exclusive negligence), strict liability or otherwise.
25. **FORCE MAJEURE:** Neither Party shall be in breach of this Agreement if such Party's failure to perform any obligation under this Agreement is due to Force Majeure, which shall be defined as the inability to undertake or perform any obligation under this Agreement due to acts of God, floods, storms, fires, sabotage, terrorist attack, strikes, riots, war, pandemics, labor disputes, forces of nature or the authority and orders of government.
26. **SEVERABILITY:** Any provisions of this Agreement prohibited or rendered unenforceable by law, state or federal, shall be ineffective only to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this Agreement.

OWNER:

CITY OF SHERIDAN, WYOMING

BY: _____
Kelly Schroeder, AICP, City Planner

DATE: _____

CONSULTANT:

INTERSTATE ENGINEERING

BY: _____

NAME: _____

TITLE: _____

DATE: _____



**CITY OF SHERIDAN AND SHERIDAN COUNTY, WYOMING
AND Interstate Engineering, Inc.
SCOPE OF WORK**

This Scope of Work (scope) pertains to the update of the Sheridan Joint Planning Areas Land Use Plan between the City of Sheridan, Wyoming (“City”), Sheridan County, Wyoming (“County”) and Interstate Engineering, Inc. (“Consultant”). This scope will be the basis for an agreement between the above identified parties. The consultant will develop sub-consulting agreements with Orion Planning + Design and Dowl for portions of the scope.

SCOPE OF WORK:

Per the Statement of Qualifications submitted on April 9th, 2026, the Consultant hereby defines the following scope of work and fees to complete an update to the Sheridan Joint Planning Area Land Use Plan to guide future growth and development within the City of Sheridan and surrounding joint planning area. This scope of work further clarifies phase tasks and fees:

Project Management and Coordination:

- Facilitate regular coordination meetings with City/County staff and project stakeholders throughout the duration of the project.
- Manage all project tasks including planning, infrastructure coordination, GIS analysis, and community engagement.
- Maintain a detailed project schedule and budget aligned with the phased work program.
- Provide ongoing communication and progress updates to the City and County Planning Commissions to ensure alignment with project goals and timelines.

Phase One: Project Initiation and Work Plan Development

- Conduct a project kickoff meeting with City/County staff to confirm goals, expectations, and communication protocols.
- Refine as necessary the work plan, project schedule, and budget framework.
- Confirm public engagement strategy, including identification of key stakeholders, outreach methods, and engagement milestones.

COST: \$15,000.00

Phase Two: Existing Conditions, Geographic Analysis, and Infrastructure Analysis

- Conduct a comprehensive review of the existing Joint Planning Area Land Use Plan and related planning documents.
- Inventory existing land uses, population and housing trends, development patterns, housing needs, economic trends, natural resources, and community assets.

- Evaluate existing infrastructure systems using existing information, including water, sewer, transportation, and stormwater, and assess system capacity relative to projected growth.
- Develop GIS-based mapping and analysis to identify growth opportunities, constraints, and service limitations, focused on identifying any infrastructure bottlenecks impeding development.
- Prepare an Existing Conditions Summary and supporting technical documentation to inform subsequent phases, including an issues/opportunities summary.

COST: \$34,000.00

Phase Three: Community Engagement

- Develop project branding and messaging to support consistent communication.
- Develop and launch a project website utilizing social pinpoint to share project information, updates, and engagement opportunities.
- Implement a multi-faceted public engagement strategy utilizing public meetings, stakeholder interviews, workshops, and social pinpoint, an online engagement tool.
- Facilitate public meetings, stakeholder roundtables, and visioning workshops to gather input on community priorities, growth concerns, and future opportunities.
- Develop and distribute surveys to capture additional community feedback.
- Document and summarize public input to inform development of goals, policies, and recommendations.
- Maintain engagement records and provide summaries of key themes and findings.
- Develop and maintain an online platform for community communications and project updates.

COST: \$53,000.00

Phase Four: Draft Future Land Use Map, Plan Elements and Implementation

- Develop updated community goals, objectives, and policies based on technical analysis and public input.
- Prepare a Future Land Use Map supported by GIS analysis that identifies growth areas, land use patterns, and development priorities.
- Develop land use strategies addressing housing demand, economic development, infrastructure coordination, transportation, and community character.
- Integrate infrastructure considerations, including service capacity, phasing, and cost implications, into land use recommendations.
- Prepare draft plan elements, including narrative sections, maps, and supporting graphics.
- Develop a clear and actionable implementation strategy, including timeframes, responsible parties, and potential funding sources.

COST: \$63,000.00

Phase Five: Draft Review and Impact Analysis

- Present the draft plan to City/County staff and stakeholders for review and comment.
- Facilitate public review meetings and engagement opportunities to gather feedback on the draft plan.
- Develop a comment tracking system and prepare a summary of public and stakeholder feedback.

- Conduct impact and feasibility analysis of proposed recommendations, including infrastructure considerations.
- Revise the draft plan based on consolidated feedback.

COST: \$18,000.00

Phase Six: Final Plan Development and Approvals

- Prepare the final Joint Planning Area Land Use Plan document, including all narrative content, maps, graphics, and implementation strategies.
- Develop adoption materials and present the final plan to the City of Sheridan and Sheridan County for consideration.
- Incorporate final revisions as directed by the client.
- Deliver final plan documents in electronic format and provide supporting materials as required.

COST: \$17,000.00

Deliverables

- Electronic (pdf) copies of the final Joint Planning Area Land Use Plan to the City of Sheridan
- GIS mapping files and supporting technical exhibits developed during the project
- Four (4) printed copies of the final plan document

Compensation

Consultant estimates that the total budget for the planning services provided under this Agreement will not exceed \$200,000, excluding travel time and travel expenses. Invoicing and payment terms shall be in accordance with an Agreement to be developed between the parties.

Timeline

Proposed completion of the project is anticipated within approximately **12 to 14 months** from the date of contract execution.

**Cooperative Agreement for Long-Range Planning
for the Sheridan Joint Planning Area
Between
Sheridan County
and
The City of Sheridan**

This Cooperative Agreement is made and entered into between the City of Sheridan (hereinafter referred to as "City"); and Sheridan County (hereinafter referred to as "County").

Recitals

WHEREAS, the City of Sheridan and Sheridan County are authorized by Wyoming Statutes 15-1-503 and 18-5-202 to undertake master and comprehensive planning; and

WHEREAS, the City and County desire to update the Sheridan Joint Planning Area – Land Use Plan (hereinafter referred to as "Plan") adopted in 2017; and

WHEREAS, the City and County desire to identify the responsibilities, scope of work, geographic area, administrative duties, the work product, funding and payment, cost principles, records and audits, effective date and duration of the agreement, and termination of the agreement associated with said plan update as identified herein; and

NOW, THEREFORE, in consideration of these premises, and of their mutual and dependent needs, the parties hereto contract and agree as follows:

Article I: Statement of Purpose

The City of Sheridan, in cooperation with Sheridan County, shall undertake a long-range planning process for the Sheridan Joint Planning Area in accordance with statutes for city master planning and county comprehensive planning according to the provisions of Wyoming Statutes §§ 15-1-503 and 18-5-202,

as amended, and in accordance with the provisions of this Agreement.

Article II: Overall Responsibilities

A. The City shall be responsible for and shall be considered the lead agency in conducting the planning activities pursuant to the attached scope of work (Exhibit "A"):

1. Formulating an update to the Plan for the Sheridan Joint Planning Area that shall conform to all applicable statutory requirements.
2. Providing a public forum for the preparation of the Plan, and establishing a public involvement process that ensures opportunities for early and continuing involvement of local governmental units and the general public in the review and evaluation of the information and proposed policies throughout the planning process.
3. Enter into a professional services contract with a County-approved firm with demonstrated abilities and credentials to provide the services necessary to complete the scope of work.
4. Act as the fiscal agent for payment and settlement of any and all professional planning contract obligations.
5. Coordinating, or provide for, the development of the schedule and procedures for submittal and interagency review and approval of the Plan work products.
6. Providing existing data relative to the preparation of the Plan update.
7. Developing, establishing and implementing fiscal management and monitoring systems required by state accounting and auditing procedures.
8. Endorsing the Plan update in a timely manner for use as a guide in City land-use planning and programming activities.

B. The County shall be responsible for and shall be considered a participating agency in conducting the planning activities pursuant to the attached scope of work (Exhibit "A"):

1. Provide staff technical assistance for Plan update activities.
2. Provide funds to the City in the amount identified in this Agreement dedicated solely for payment of qualified costs associated with the professional planning contract obligations incurred in the preparation of the Plan update.
3. Providing existing data relative to the preparation of the Plan update.
4. Informing the City and/or the City's planning contractor about County policies, regulations and guidelines, which may bear upon the Plan update.
5. Endorsing the Plan update in a timely manner for use as a guide in County land-use planning and programming activities.

Article III: Scope of Work and Geographic Area

The cooperative Plan update process shall be carried out in accordance with a scope of work (hereinafter referred to as "Scope") approved by the City and County and made a part of this Agreement, to be performed under this Agreement.

It is the intent of this Agreement that the planning process appropriately addresses these objectives:

- Establish a unified direction to include specific goals and actions to implement community values and accepted planning strategies.
 - Consistent City and County land-use regulations and procedures for the Joint Planning Area.
 - Provide specific directions but are flexible to adapt to changing conditions or unforeseen needs.
 - Will be regularly updated (every five years).
- A. Upon approval of this Agreement the City shall, in writing, authorize its professional services firm to proceed with the Scope in accordance with the terms and conditions of such approval.
- B. The Scope may be amended during the course of the project upon written request of the City and subject to (1) the written concurrence of the County, and (2) the availability of funding, if applicable.
- C. The geographic area to be addressed in the Plan shall include the Joint Planning Area as established in the JPA plan adopted in 2017 (Exhibit "B"). This area may be adjusted during the planning process with the mutual written consent of the City and the County.

Article IV: Organization and Administration

- A. The City shall appoint and maintain, with consent of the County, such advisory committees as deemed appropriate to effectively carry out the planning process under this Agreement. The County shall be represented on the advisory committee.
- B. The City shall enter into a professional service contract to carry out the scope of work under this Agreement with the understanding the City shall remain accountable for completion of planning products in accordance with the Scope.
- C. The County shall have the right to review and advise on basic planning methods and procedures.

Article V: Access to Work

The County shall, at all times during the effective period of this Agreement, be accorded proper facilities for inspection of the planning work activities and shall, in accordance with Article IX, have access to all data, information, records, and documents pertaining to the work under this Agreement.

Article VI: Work Product

- A. The City shall provide the County the opportunity to review and comment on work produced under this Agreement prior to publication of the final Plan.
- B. All reports and documents published under this Agreement shall give credit to each participating agency.
- C. Both City and County shall have the royalty-free, nonexclusive, and irrevocable right to reproduce, publish, distribute, or otherwise use, and to authorize others to use, the work produced under this Agreement for government purposes.

Article VII: Funding and Payment

- A. The City, using its funds and those contributed by the County, shall expeditiously prosecute and complete the planning work, estimated to be completed within eighteen (18) months, substantially in compliance with the Scope attached as Exhibit "A".
- B. The City and the County shall contribute in cash, 2/3 and 1/3, respectively, for professional service costs.
- C. The County's proportionate share of planning work costs will be made available to the City following the receipt of a properly executed invoice and an attached itemized invoice from the City's professional service firm.

Article VIII: Cost Principles

Allowable Costs. Actual professional service contract costs incurred by the City under this Agreement shall be eligible for reimbursement provided the costs meet the following criteria:

- 1. Are verifiable from the City's records.
- 2. Are necessary and reasonable for proper and efficient accomplishment of the approved Scope of Work.
- 3. Are provided for in the approved professional service contract budget.

Article IX: Records and Audits

The City shall, for the planning and programming process, maintain an accounting system, which adequately accounts for all funds provided for, accruing to, or otherwise received from the County under this Agreement. All eligible costs shall be charged to the approved Scope by the City and shall be supported by properly executed invoices or vouchers evidencing in proper detail the nature and propriety of the charges. All accounting records and other evidence pertaining to the costs incurred by the City under this Agreement shall be maintained by the City and shall be clearly identified and readily accessible. The County shall have authority to audit, review, examine, copy and transcribe any pertinent data, information, records or documents relating to this Agreement at any reasonable time. The City shall retain all records and documents applicable to this Agreement for a period of not less than three (3) years after final payment is made.

Article X: Effective Date and Duration of Agreement

This Agreement shall become effective upon execution by both the City and County and shall remain in force until the Plan is adopted by both the City and County, or until superseded by a new Agreement.

This Agreement may be amended from time to time as facts or circumstances warrant or as may be required by state laws, administrative regulations or guidelines having the full force and effect of law.

Article XII: Termination of Agreement

The City or County may terminate this Agreement by giving sixty (60) days written notice of such termination to the other party. In the event of termination, the City will be entitled to receive just and equitable compensation for any satisfactory work completed under this Agreement to the effective date of such termination.

Article XIII: Beyond Term

This Agreement provides a definable benefit to Sheridan County and its citizens and County desires to enter into this agreement beyond the term of this Board of County Commissioners so that the full benefit to Sheridan County might be realized.

IN WITNESS WHEREOF, the parties have hereto caused this Agreement to be executed by their proper officers and representatives.

Approved by the **City of Sheridan** and signed this 2nd day of March, 2026



Rich Bridger, Mayor, City of Sheridan, Wyoming

ATTEST:


_____, City Clerk

Approved by **Sheridan County** and signed this 17th day of February, 2026



Christi Haswell, Chairman, Board of County Commissioners

ATTEST:


Eda Schunk Thompson, County Clerk

Exhibit “A”

Scope of Work

Scope of Work – Joint Planning Area Land Use Plan Update

The following scope of work is proposed for the update of the 2017 Sheridan Joint Planning Area Land Use Plan. The scope is intended to review the Plan for its success in addressing the following issues as well as to update the Plan where needed to keep it a relevant and used document for guiding land use policies. Issues discussed in the 2017 Plan that should be revisited and updated as necessary include:

- Coordinate the development process to provide for logical growth pattern.
- Identify and plan industrial districts for future jobs and industry.
- Identify locations for housing and neighborhoods.
- Define an urban/rural and agricultural edge for Sheridan that accommodate rural lifestyles near the city.
- Identify existing municipal water and sewer and other infrastructure that have capacity to accommodate new growth.
- Ensure an adequate water supply for current and future generations of residents and businesses.
- Identify open lands and access for recreation.
- Address transportation connectivity between neighborhoods and major activity centers, in addition to transportation routes and networks in general.

In addition, new area plans have been prepared and approved since 2017. The findings of these plans need to be reviewed to determine their relevance for the Joint Planning Area (JPA). In addition, page 39 of the Plan provides for revisiting the document every five years to *“reevaluate the foundations, policies, and strategies contained within this Plan—changing or removing those that are out-of-date, and developing new policies if necessary so the plan will continue to be effective.”*

JOINT PLANNING AREA PLAN REVIEW

- | | |
|----------|---|
| Task 1.1 | Conduct a workshop with City and County to validate whether the issues identified in the 2017 Plan remain pertinent and to edit and/or delete those that are no longer relevant |
| Task 1.2 | Review and assess plan contents with emphasis on goals, policies, recommended outcomes, and implementation |
| Task 1.3 | Hold a workshop with City and County staff to measure JPA Plan implementation progress and further refine results |
| Task 1.4 | Prepare written summary of review results |

Deliverables:

- Workshop with City and County representatives
- Workshop with staff
- Written summary of review results

ADDITIONAL PLAN REVIEWS

- | | |
|----------|---|
| Task 2.1 | Compile list of special area plans and documents prepared for Sheridan and Sheridan County since 2017 |
| Task 2.2 | Review and assess contents of plans and documents for relevance to Joint Planning Area |
| Task 2.3 | Meet with County and City staff to determine to what extent the plans have been implemented |
| Task 2.4 | Prepare summary of results, focusing on recommendations for policies and actions that are recommended for inclusion in the JPA Update |

Deliverables:

- Meeting with City and County staff

- Written summary of recommendations

JOINT PLANNING AREA PLAN REVISION

- Task 3.1 Confirm location of Urban Service Area that reflects the capacity of the City to provide current and future municipal services
- Task 3.2 Assess and update locations of future industrial areas and commercial nodes, paying particular attention to the infrastructure and investment necessary to meet the expectations of these areas
- Task 3.3 Update Plan for identification of future land uses and policies
- Task 3.4 Identify implementation strategies for achieving policies with timeframes, designation of responsible parties, and action steps

Deliverables:

- Updated Urban Service Area map, as warranted
- Updated text of future land uses and policies
- Summary of implementation strategies and actions

FUTURE LAND USE MAP UPDATE

- Task 4.1 Review and update Future Land Use Map
- Task 4.2 Conduct a workshop with City and County staff to confirm content of the updated map
- Task 4.3 Analysis of Sheridan County's land development codes' ability to implement the proposed Joint Planning Area Update and suggestions for amendments where needed.
- Task 4.4 Joint workshop with City and County Planning Commissions to discuss recommendations and receive input

Deliverables:

- Updated future land use map
- Summary of County Zoning Rules and other land development regulations analysis
- Workshop with City and County Planning Commissions

APPENDICES

- Task 5.1 Using current data and input from appropriate personnel, update Appendix A (Existing Conditions), B (Maps) , C (Definitions)
- Task 5.2 and document public participation in Appendix D (Public Input and Community Outreach)

Deliverables:

- Updated appendices

OUTREACH

- Task 6.1 Create and support a dedicated website that posts project background and information, project schedule, upcoming opportunities for public comment, an online interactive means for user feedback, and review results

Task 6.2 Meet with stakeholders identified by City and County staff and Joint Planning Area property owners to discuss and receive input about the future land use of the Joint Planning Area

Task 6.3 Conduct joint workshop with the City and County officials to review and discuss update recommendations

Deliverables:

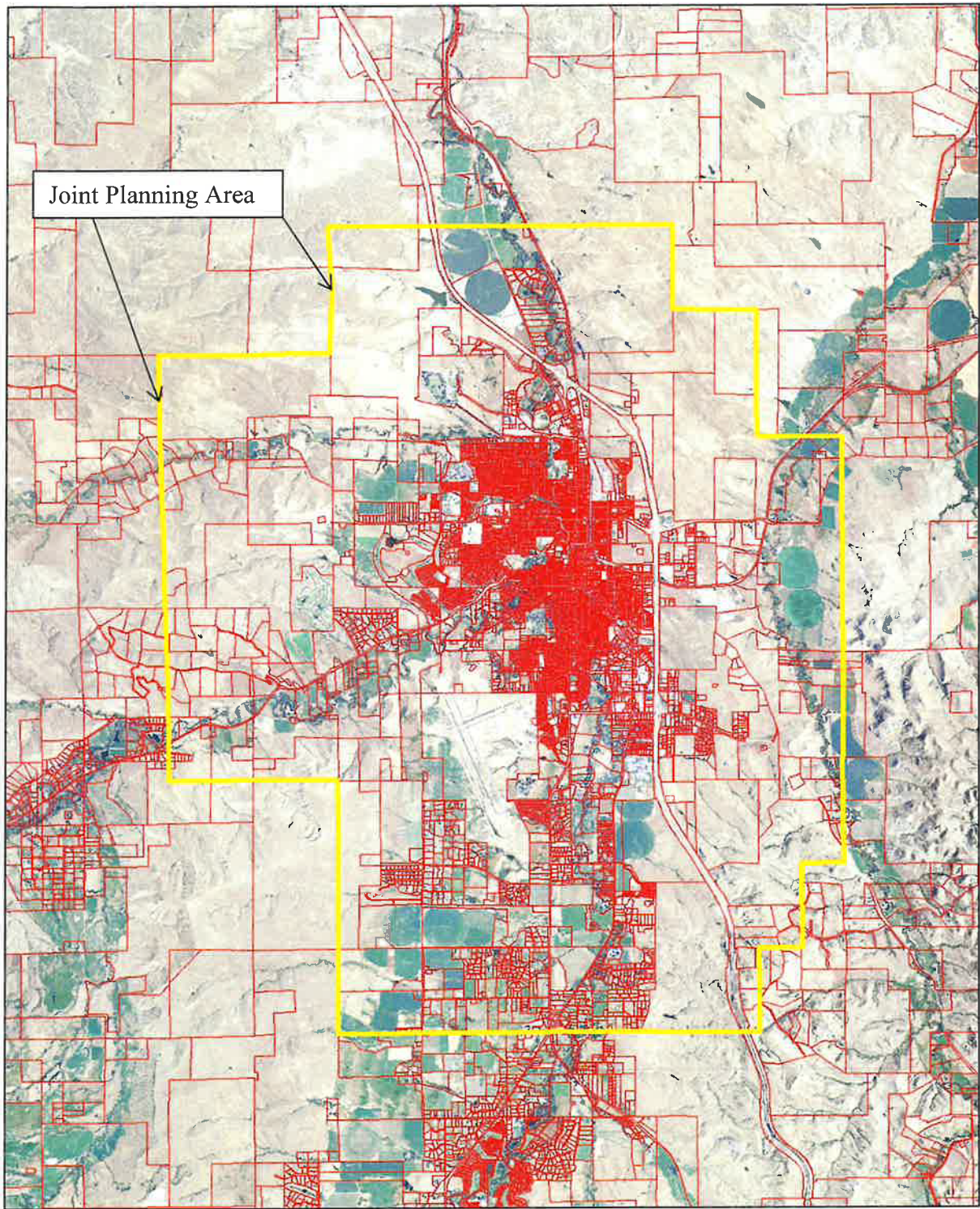
- Established and maintained website
- Stakeholder and property owner meeting(s)
- Public workshop(s)
- Workshop with City and County officials

PROVISION OF SERVICES BY CITY AND COUNTY

1. Appointment of a staff project coordinator for the City and the County
2. List of stakeholders and Joint Planning Area property owners
3. Provision of data and community information including GIS information, as needed
4. Assistance with posting project updates and information on the dedicated website and reviewing website contents as needed
5. Reproduction of handout materials as needed for public meetings and documents
6. Timely review and editing of draft material
7. Preparation and posting of any required legal notices
8. Photocopying and mailing or emailing of information to elected and appointed boards, staff, media and citizens as needed or desired
9. Coordination and/or reservation of meeting space(s) and coordination of other meeting logistics
10. Assistance with public meetings including set-up, registration, recording, and clean-up, and
11. Printing and distribution of the final plan components for elected and appointment boards, citizens, and other users

Exhibit “B”

JPA Geographic Area



0 3,650 7,300 14,600 Feet

Date: 9/16/2014



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan, Wyoming 82801

Ph (307) 674-6483

Police

MEMORANDUM

RE: Consideration of Resolution 13-26 Regarding the Placement of WYO Rodeo Parade Chairs - Police Chief Travis Koltiska

From: Travis Koltiska, Police Chief

To: City Council

Date: 06/15/2026

Background:

The Wyo Rodeo Parade is a longstanding community tradition attracting residents and visitors to the downtown area. Members of the public frequently place chairs, benches, coolers, ropes, barricades, and other personal property along sidewalks, curbs, and public rights-of-way in advance of the parade to reserve viewing locations. The premature placement of such items may obstruct pedestrian travel, interfere with public safety operations, create accessibility concerns, and impede street cleaning and parade preparation activities. The governing body desires to establish reasonable regulations to ensure public safety, maintain orderly access to public spaces, and provide fair and equitable parade viewing opportunities.

Staff Recommendation:

Staff recommends the approval and adoption of Resolution 13-26 as a statement of policy as follows:

1. Placement Restrictions - No person shall place chairs, benches, coolers, signs, or other personal property upon any public sidewalk, curb, street, alley, or public right-of-way along the Wyo Rodeo Parade route prior to 5:00 p.m. on the day immediately preceding the parade.
2. Prohibited Obstructions - All items placed along the parade route shall maintain a minimum unobstructed pedestrian pathway of not less than five (5) feet in width and shall comply with all applicable accessibility and fire safety requirements.
3. No Reserved Public Property - Placement of personal property along the parade route shall not constitute ownership, reservation, or exclusive use of any public space.
4. Removal of Unauthorized Items - Any items placed in violation of this Resolution may be removed by authorized personnel without prior notice and placed at a location of their choosing where the owners can pick the items up. The City of Sheridan shall not be responsible for loss of or damage to removed items.
5. Barricades and Structures - No privately owned barricades, fencing, ropes, chains, cables, platforms, tents, or similar structures shall be erected within the public right-of-way without prior written authorization from the City of Sheridan.
6. Public Safety Exception - Authorized public safety personnel, parade officials, and municipal employees may place barricades or traffic control devices as necessary for parade operations and public safety.
7. Enforcement - The provisions of this Resolution may be enforced by law enforcement officers, code enforcement personnel, public works employees, or other authorized officials.

8. Effective Date - This Resolution shall take effect immediately upon passage and shall remain in effect unless amended or repealed by subsequent action of the governing body.

Attachments

Resolution 13-26 Rodeo Parade Chairs

**CITY OF SHERIDAN
RESOLUTION 13-26**

A RESOLUTION REGARDING THE PLACEMENT OF CHAIRS, OBJECTS, BARRICADES, AND OTHER ITEMS ALONG PUBLIC SIDEWALKS AND RIGHTS-OF-WAY PRIOR TO THE WYO RODEO PARADE.

WHEREAS, The WYO Rodeo Parade is a longstanding community tradition attracting residents and visitors to the downtown area; and

WHEREAS, members of the public frequently place chairs, benches, coolers, ropes, barricades, and other personal property along sidewalks, curbs, and public rights-of-way in advance of the parade to reserve viewing locations; and

WHEREAS, the premature placement of such items may obstruct pedestrian travel, interfere with public safety operations, create accessibility concerns, and impede street cleaning and parade preparation activities; and

WHEREAS, the governing body desires to establish reasonable regulations to ensure public safety, maintain orderly access to public spaces, and provide fair and equitable parade viewing opportunities.

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

The City approves Resolution 13-26 as a statement of policy as follows:

1. Placement Restrictions - No person shall place chairs, benches, coolers, signs, or other personal property upon any public sidewalk, curb, street, alley, or public right-of-way along the WYO Rodeo Parade route prior to 5:00 p.m. on the day immediately preceding the parade.

2. Prohibited Obstructions - All items placed along the parade route shall maintain a minimum unobstructed pedestrian pathway of not less than five (5) feet in width and shall comply with all applicable accessibility and fire safety requirements.

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6. Public Safety Exception - Authorized public safety personnel, parade officials, and municipal employees may place barricades or traffic control devices as necessary for parade operations and public safety.

7. Enforcement - The provisions of this Resolution may be enforced by law enforcement officers, code enforcement personnel, public works employees, or other authorized officials.

8. Effective Date - This Resolution shall take effect immediately upon passage and shall remain in effect unless amended or repealed by subsequent action of the governing body.

PASSED, APPROVED AND ADOPTED this _____ day of June 2026.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Ashlee Foster, City Clerk