



**AGENDA
CITY OF SHERIDAN
JULY 6, 2026
REGULAR COUNCIL MEETING START 5:30 P.M.**

1. Call to Order
2. Pledge of Allegiance
3. Invocation to be given by Karl Heimbeck, First Presbyterian Church
4. Roll Call of Members
5. Consideration of Agenda
6. Community Update
 - A. Disabled American Veterans Proclamation - Robert Ross, Sheridan DAV Chapter 9 Commander
7. Comments from the Public
8. Consent Agenda
 - A. Minutes of Regular Council Meeting held June 15, 2026
 - B. Claims

OLD BUSINESS

9. Consideration of the Third and Final Reading of Ordinance No. 2301-26 Addressing Fees within City Code - City Clerk Ashlee Foster

10. Consideration of the Third and Final Reading of Ordinance No. 2302-26 Revising Chapters 4, 8 and 18 of City Code - City Clerk Ashlee Foster

NEW BUSINESS

11. Consideration of the approval of the FY27 Master Fee Schedule - City Clerk Ashlee Foster
12. Consideration of the approval of the City of Sheridan Special Event Policy - City Clerk Ashlee Foster
13. Council Comments and Committee/Board Reports
14. Adjournment



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan, Wyoming 82801

Ph (307) 674-6483

Executive

MEMORANDUM

RE: Disabled American Veterans Proclamation - Robert Ross, Sheridan DAV Chapter 9 Commander

From: Richard Bridger, Mayor

To: City Council

Date: 07/06/2026

Attachments

Disabled American Veterans Day Proclamation 2026



PROCLAMATION
Disabled American Veterans Day 2026

WHEREAS, this Friday, July 10, 2026, the Disabled American Veterans (DAV) HARRISON-HALEY-HECKMAN CHAPTER 9 will be on the streets of Sheridan offering Forget-Me-Nots; and

WHEREAS, the proceeds of these donations will go to local disabled veterans and their families; and

WHEREAS, the City of Sheridan hereby urges the citizens of this community and surrounding areas to recognize the merits of this cause by contributing generously in support, through a donation for Forget-Me-Nots, on the day set aside for distributing these Symbols of Appreciation to our Disabled American Veterans.

NOW, THEREFORE, BE IT RESOLVED, the City of Sheridan, Wyoming, hereby recognizes and proclaims July 10, 2026 as Disabled American Veterans Day, and urges all community members to wear a Forget-Me-Not as evidence of all our gratitude for the disabled military members and their families of this country who have risked their lives in defense of the freedoms which we continue to enjoy as American Citizens.



IN WITNESS WHEREOF, I, Richard Bridger, Mayor of the City of Sheridan, Wyoming, have hereunto set my hand and seal of the City of Sheridan to be affixed this 6th day of July 2026.


Richard Bridger, Mayor
City of Sheridan, WY



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan, Wyoming 82801

Ph (307) 674-6483

Clerk

MEMORANDUM

RE: Minutes of Regular Council Meeting held June 15, 2026

From: Ashlee Foster, City Clerk

To: City Council

Date: 07/06/2026

Attachments

Minutes

CITY OF SHERIDAN, WYOMING
MINUTES OF REGULAR COUNCIL MEETING

COUNCIL CHAMBERS

5:30 P.M.

JUNE 15, 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 Rich Cullen, First Assembly of God
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 Brantz moved, seconded by Councilmember Weitzel, to approve the agenda as presented
- **Voice Vote:** Motion passed, 7-0

6. COMMUNITY UPDATES

- A. Sheridan Memorial Hospital Update - Mike McCafferty, CEO

7. COMMENTS FROM THE PUBLIC

- A. **Ron Patterson** - Mr. Patterson expressed support for additional Parks funding and advocated for continued non-motorized use of the Holly Ponds Park bike trail. He also encouraged scrub brush and drainage maintenance within the park, offering a \$20,000 funding match and suggesting partnerships with local student organizations to assist with cleanup efforts.
- B. **Stephanie Bluher/Ebzury** - Ms. Bluher/Ebzury expressed concerns regarding the Westhaven Subdivision, including perimeter fencing along the Eleventh Street boundary and drainage impacts associated with the adjoining drainage and irrigation easement. She requested consideration of both issues as the subdivision moves forward. Mayor Bridger noted that these concerns had previously been discussed during the Planning Commission review process and indicated the City is willing to facilitate further discussion between the parties.
- C. **Salvador Madrigal** - Mr. Madrigal expressed concerns regarding the Westhaven Subdivision, specifically the potential impacts of proposed grading and drainage modifications on the existing ecosystem and established water flow patterns.

8. PUBLIC HEARING

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

Mayor Bridger opened the Public Hearing at 6:20 P.M. City Treasurer Darla Hawkins updated the Council.

COUNCIL QUESTIONS & COMMENTS RE: ITEM 8A

- A. **Councilmember Patceg** requested clarification regarding potential future obligations associated with the Safe Streets for All and Sheltered Acres grant reimbursements. City Engineer Morneau explained that the Safe Streets for All funding is governed by an existing federal agreement previously reviewed by Council, and that the Sheltered Acres funding is through the Land and Water Conservation Fund, a grant program the City regularly utilizes. Additional contract information will be provided as it becomes available.

No Public Comment on item 8A. Mayor Bridger closed the public hearing at 6:25 P.M.

i. Consideration of Resolution 11-26, FY26 Budget Amendment #2

- **Motion:** Councilmember Brantz moved, seconded by Councilmember Weitzel, to approve Resolution 11-26, FY26 Budget Amendment #2
- **Voice Vote:** Motion passed, 7-0

The Governing Body adopted the Second Amendment to the FY2026 Budget, revising appropriations as follows: General Fund, increase of \$1,264,587; GPET Fund, increase of \$148,547; Direct Distribution Fund, increase of \$199,813; Special Revenue Fund, increase of \$236,453; Capital Facilities Tax Fund, decrease of \$38,697; Public Benefit Fund, decrease of \$56,500; Debt Service Fund, no change; Capital Projects Fund, decrease of \$21,461,510; Water Fund, increase of \$360,268; Sewer Fund, increase of \$47,689; Solid Waste Fund, increase of \$381,212; Weed and Pest Fund, no change; and Golf Fund, increase of \$283,327. The property tax levy remained unchanged at 8 mills.

8. PUBLIC HEARING

B. Public Hearing for Resolution 12-26, Approval of the FY27 Budget - City Administrator Stuart McRae

Mayor Bridger opened the Public Hearing at 6:26 P.M. City Administrator Stuart McRae updated the Council.

COMMENTS FROM THE PUBLIC RE: ITEM 8B

- A. Maggie Wisniewski** - expressed concern regarding the potential financial impact of a proposed special district mill levy for The Hub in addition to GPET funding. Mayor Bridger and City Administrator McRae clarified that the special district and the City are separate entities with separate budgets and explained the estimated taxpayer impact should voters approve the additional mills.

COUNCIL AND STAFF DISCUSSION RE: ITEM 8B

- A.** Council discussed The Hub's future eligibility for GPET funding, noting that any future funding requests would remain subject to Council approval. Discussion also occurred regarding the City's revenue sources, including changes to the State's direct distribution funding, which has been codified as a permanent sales and use tax distribution. Council considered potential methods of providing taxpayer relief, including utility bill subsidies, while staff highlighted the importance of maintaining existing revenue sources to support major capital needs and grant matching opportunities, including upcoming fire apparatus replacement funding requests.

Mayor Bridger closed the public hearing at 6:54 P.M.

i. Consideration of Resolution 12-26, Approval of the FY27 Budget

- **Motion:** Councilmember Brantz moved, seconded by Councilmember Weitzel, to approve Resolution 12-26, Approval of the FY27 Budget

COUNCIL DISCUSSION RE: ITEM 8B

- A.** Council discussed the budget process and the proposed FY27 Budget. Discussion included opportunities for additional department head participation during budget presentations, differing perspectives regarding the budget's priorities and funding levels, and the role of continued investment in maintaining City services, infrastructure, and quality of life for residents.

- **Voice Vote:** Motion passed, 6-1, Patceg opposed

The Governing Body adopted the Fiscal Year 2027 Budget with appropriations as follows: General Fund, \$23,283,790; GPET Fund, \$5,028,902; Direct Distribution Fund, \$2,592,873; Special Revenue Fund, \$924,988; Capital Facilities Tax Fund, \$4,350,000; Public Benefit Fund, \$1,000,000; Debt Service Fund, \$123,281; Capital Projects Fund, \$64,572,628; Water Fund, \$6,817,120; Sewer Fund, \$3,751,060; Solid Waste Fund, \$8,334,837; Weed and Pest Fund, \$298,855; and Golf Fund, \$716,813. The Governing Body further certified an 8.000 mill property tax levy for Fiscal Year 2027, estimated to generate \$2,654,505.

8. PUBLIC HEARING

C. Public Hearing for PL-26-18, Resolution 09-26, Final Plat for Westhaven Estates Subdivision - City Planner Kelly Schroeder and City Engineer Thomas Morneau

Mayor Bridger opened the Public Hearing at 7:04 P.M. City Planner Kelly Schroeder and City Engineer Thomas Morneau updated the Council.

COUNCIL QUESTIONS & COMMENTS RE: ITEM 8C

- A.** Council discussed public concerns regarding drainage and fencing associated with the Westhaven Subdivision. Staff explained that drainage analyses conducted throughout the review process indicate the proposed design should lessen potential impacts from water moving north of the development. The applicant further clarified that existing barbed-wire fencing is being realigned as part of the subdivision improvements and will be replaced with cedar fencing as development progresses.

COMMENTS FROM THE PUBLIC RE: ITEM 8C

- A. Stephanie Bluher/Ebzury** - Ms. Bluher/Ebzury reiterated concerns regarding fencing and drainage impacts associated with the Westhaven Subdivision. Mayor Bridger noted that the fence will be rebuilt as part of the project and that the approved grading and drainage plan is intended to reduce water-related impacts.

COUNCIL DISCUSSION RE: ITEM 8C

- A. Councilmember Leichtnam** - requested clarification regarding long-term maintenance of the subdivision's drainage infrastructure, the nature of the proposed stormwater control measures, and the City's process for notifying potentially impacted entities during subdivision review. Staff confirmed that drainage facilities, including detention ponds, will be maintained by the subdivision HOA and explained that the school district, utility providers, and other affected agencies are notified during the pre-application process, with no comments indicating anticipated negative impacts from the development having been received.
- B. Councilmember Patceg** - requested clarification regarding the subdivision's detention pond design and potential downstream drainage impacts. Staff explained that the detention pond utilizes a single outlet structure and indicated that the proposed drainage follows existing flow paths and drainages, minimizing the likelihood of new drainage intersections or related erosion concerns.
- C. Councilmember Wood** - emphasized the importance of closely monitoring the development due to its potential impacts on adjacent property owners. Mayor Bridger reiterated that the concerns raised have been addressed through the review process and confirmed that the City closely monitors development projects.

Mayor Bridger closed the public hearing at 7:42 P.M.

i. Consideration of PL-26-18, Resolution 09-26, Final Plat for Westhaven Estates Subdivision

FURTHER COUNCIL DISCUSSION RE: ITEM 8C

- A. Councilmember Luhman** - discussed the importance of long-term fence maintenance, referencing a nearby example where an original boundary fence remained in place and deteriorated over time. He also expressed appreciation to the developer, contractors, and community members for their involvement and contributions throughout the discussion.
 - **Motion:** Councilmember Weitzel moved, seconded by Councilmember Wood, to approve Resolution 09-26, Final Plat for Westhaven Estates Subdivision
 - **Voice Vote:** Motion passed, 7-0

8. PUBLIC HEARING

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

Mayor Bridger opened the Public Hearing at 7:44 P.M. City Planner Kelly Schroeder updated the Council.

COUNCIL QUESTIONS & COMMENTS RE: ITEM 8D

- A. Councilmember Patceg** - requested clarification regarding solid waste collection and parking accommodations within the development. Staff confirmed that each unit is intended to have individual wheeled waste receptacles and that parking will be provided through garages, driveways, and on-street parking along Stillwater Loop.
- B. Councilmember Leichtnam** - requested clarification regarding the affordable housing density request. Staff explained that the proposed density is consistent with the applicable Villages Master Plan designation for affordable single-family attached

housing and noted that, because neither the Master Plan nor City Code further defines affordability, the developer was asked to provide supporting justification for the requested density.

- C. **Councilmember Wood** - inquired about potential plans for future school construction in light of ongoing residential growth. Staff indicated that the City has not been advised of any current plans by the school district. Mayor Bridger noted that the district owns property in the area and has utilities available for a future school site, but that construction would likely depend on enrollment growth reaching a level that justifies the expense of construction and staffing.

COMMENTS FROM THE PUBLIC RE: ITEM 8D

- A. **Maggie Wisniewski** - Ms. Wisniewski expressed concerns regarding emergency vehicle access within the development. Staff indicated that the street design has been reviewed by the Fire Marshal and provides adequate access for emergency services.
- B. **Amber Horsley** - Ms. Horsley expressed concerns regarding the number of solid waste receptacles proposed within the affordable housing density area of the development, stating that she did not believe it met the standards established in other Sheridan neighborhoods.
- C. **Drew Davis** - Mr. Davis questioned whether the proposed higher-density housing aligns with community values and expressed concern that young families may prefer traditional single-family homes rather than attached housing units.
- D. **Trevor Norris** - Mr. Norris expressed support for the project, stating that the proposed higher-density housing represents a relatively small portion of the overall development and provides a practical means of reducing housing costs by lowering land and construction expenses.
- E. **Swayne Redinger** - Mr. Redinger explained that the area had originally been planned for higher-density multi-family development and described the proposed townhouse-style housing product. He noted that the design provides off-street and on-street parking, lower-maintenance living, and accessible no-step entry options intended to serve a variety of housing needs, including those of Sheridan's aging population.

COUNCIL DISCUSSION RE: ITEM 8D

- A. **Councilmember Patceg** - requested clarification regarding waste collection and snow removal within the development. The applicant explained that the design anticipates individual waste receptacles for each unit, with snow storage and removal to be managed by the HOA. Councilmember Patceg expressed support for the project, noting the need for thoughtfully planned higher-density housing options within the community.

Mayor Bridger closed the public hearing at 8:13 P.M.

i. Consideration of PL-26-19, Resolution 10-26, Final Plat for the Riverstone Village Subdivision

- **Motion:** Councilmember Leichtnam moved, seconded by Councilmember Luhman, to approve Resolution 10-26, Final Plat for the Riverstone Village Subdivision
- **Voice Vote:** Motion passed, 7-0

FURTHER COUNCIL COMMENTS RE: ITEM 8D

- A. **Councilmember Luhman** - expressed support for the project, stating that it addresses a community housing need. While acknowledging that the plat appears dense, he noted that the proposed street dimensions provide adequate space for parking and waste collection and emphasized the importance of ongoing parking management and enforcement. He also thanked the applicant for his investment in and commitment to the community.

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 on June 1, 2026
- F. Claims, as set forth at the end of these Minutes
- **Motion:** Councilmember Weitzel moved, seconded by Councilmember Brantz, to approve the Consent Agenda as presented
- **Noted Recusals/Conflicts:** Councilmember Patceg recused himself in regard to items #116 and #117 due to conflict
- **Voice Vote:** Motion passed, 7-0

OLD BUSINESS

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

- **Motion:** Councilmember Luhman moved, seconded by Councilmember Leichtnam, to approve the Second Reading of Ordinance No. 2301-26 Addressing Fees within City Code. Ordinance 2301-26 will move forward for Third and Final reading on July 6, 2026
- **Roll Call Vote:** Motion passed, 7-0

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

COUNCIL QUESTIONS & COMMENTS RE: ITEM 11

- A. **Councilmember Patceg** - requested clarification regarding the applicability of special event permits to activities occurring on private property. Staff explained that events conducted entirely on private property generally would not require a special event permit unless they create impacts to public infrastructure, traffic, or other public interests, though separate alcohol permitting requirements may still apply depending on the circumstances.
- B. **Councilmember Leichtnam** - thanked staff for adding the requested appeal process.
- **Motion:** Councilmember Leichtnam moved, seconded by Councilmember Weitzel, to approve the Second Reading of Ordinance No. 2302-26 Revising Chapters 4, 8 and 18 of City Code. Ordinance 2302-26 will move forward for Third and Final reading on July 6, 2026
- **Roll Call Vote:** Motion passed, 7-0

NEW BUSINESS

12. Consideration of Right-of-Way Purchase - Public Works Director Hanns Mercer

- **Motion:** Councilmember Weitzel moved, seconded by Councilmember Luhman, to approve the Right-of-Way Purchase
- **Voice Vote:** Motion passed, 7-0

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

COUNCIL QUESTIONS & COMMENTS RE: ITEM 13

- A. **Councilmember Patceg** - requested clarification regarding the need to outsource the Joint Land Use Plan Update, the reasonableness of the proposed project cost, and the relationship between the Joint Planning Area update and future planning efforts within the City limits. Staff explained that the project exceeds current staff capacity, that the proposed cost is consistent with similar planning efforts involving significant public engagement and technical analysis, and that the work is being structured to support future City and County planning updates while minimizing duplication and overall costs.
- **Motion:** Councilmember Luhman moved, seconded by Councilmember Brantz, to approve the Bid Award to Interstate Engineering for the Joint Land Use Plan Update Project in the Amount of \$200,000
- **Voice Vote:** Motion passed, 7-0

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

COUNCIL QUESTIONS & COMMENTS RE: ITEM 14

- A. **Councilmember Brantz** - noted that Sheridan is not the only community to experience parade seating issues and stated that only a few recurring concerns need to be addressed. He expressed confidence that the parade will continue to be an enjoyable community event.
- B. **Councilmember Luhman** - discussed questions that had been raised regarding alternative ways to mark parade viewing areas (e.g., chalk), noting that while chalk would not reserve a space, it could present an opportunity for a future sidewalk art contest. He also suggested that a contest to guess the number of collected chairs could potentially be incorporated into a community fundraising effort.
- C. **Police Chief Koltiska** - stated that he will ensure Main Street business owners are informed of the Resolution and will continue public outreach prior to the parade.
- D. **Councilmember Wood** - noted that parade seating has been a longstanding issue and expressed support for the Resolution, stating that a 5:00 p.m. chair placement time is reasonable.

COMMENTS FROM THE PUBLIC RE: ITEM 14

- A. **Barbara Hill** - Ms. Hill suggested that parade chairs be labeled with their owners' names to facilitate their return if removed or impounded.
 - **Motion:** Councilmember Wood moved, seconded by Councilmember Weitzel, to approve Resolution 13-26 Regarding the Placement of WYO Rodeo Parade Chairs
 - **Voice Vote:** Motion passed, 7-0

15. Council Comments and Committee/Board Reports

- A. SEEDA, NEWY, CAST, SAWS, Justice JPB – Nothing new to report at this time
- B. SPAC – Continues to provide tourism revenue for Sheridan, and improve quality of life for people who visit and live in Sheridan
- C. DSA – The flower baskets are up, and this week is the first Third Thursday of the year. There seems to be an increase in motor scooters and skateboards on the sidewalks, and coming out of stores people need to look both ways. Constituents are asking whether we can mark more sidewalks to clarify that they are not allowed
- D. City Administrator Stuart J. McRae
 - a. Sales and Use Tax is up 7.6% above last year, due to successful campaigns by Shawn Parker, and to purchasing rather than to inflation
 - b. Park Reservoir is full as of today, and the Upper Dams are full
 - c. Sheridan Community Land Trust is leading three railroad historical district walking tours this summer. The first will occur this Saturday, meeting at City Hall at 1:00 P.M.
 - d. Citizen’s Academy is accepting applications through July 15th, and there will be a QR code available to scan at the Public Works booth on Third Thursday

16. Mayor Bridger adjourned the meeting at 8:56 P.M.

CLAIMS:

#	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT
1	002 Pickleball	UB 00927280 1671 COMMERCIAL	\$ 64.84
2	A Plus Plumbers & Ap	Drinking fountain repair at KGC	\$ 488.90
3		Plumbing repair at Black Tooth Park	\$ 142.90
4		Plumbing stub at 820 Kroe Lane	\$ 1,933.00
5		Gym toilet leak - PD	\$ 164.50
6	Ace & Knecht	Gas can for cemetery	\$ 56.56
7		Ball valve, elbows and couplers	\$ 60.94
8		ST344 - adapter, brass 1" male	\$ 26.86
9	Alex Murray	per diem for Police Week in DC - PD	\$ 506.00
10	AlphaGraphics of Wyo	Business cards - M. Garcia & S. Goodman	\$ 49.00
11		Business cards - M. Garcia & S. Goodman	\$ 39.00
12		LCRI Letters to Citizens/Homes	\$ 2,988.16

13		Court business cards- CE and MB	\$ 58.00
14		Blacktooth Park Ph VI misc. - signs	\$ 204.00
15		Rehabilitation Projects printout	\$ 106.70
16		two vinyl signs Love Sculpture Walk - SPAC	\$ 190.50
17	Amazon Capital Servi	ITEM: Office Name Plate for Desk, Desk Name Plate	\$ 9.95
18		ITEM: Housiwill Countertop Water Dispenser, Top L	\$ 69.99
19		ITEM: Miracase for iPhone 17e Case iPho	\$ 68.17
20		ITEM: Red Kap Men's Loose Fit Dungaree Dark Wash	\$ 92.79
21		Item: PS-1270-12V 7AH SLA Battery - Pack of 2 Sup	\$ 43.55
22		ITEM: BENFEI DisplayPort to DVI 6 Feet Cable, Dis	\$ 14.94
23		Paper Towel Rolls	\$ 27.88
24		Paper Towel Rolls	\$ 27.88
25	American Maid	cleaning - UM	\$ 472.50
26		cleaning - UM	\$ 315.00
27		Monthly cleaning- BGWTP	\$ 562.50
28		Monthly cleaning- SWTP	\$ 600.00
29		Cleaning Services	\$ 750.00
30		Cleaning Service Weekly for Landfill Office	\$ 656.25
31		Cleaning Service Weekly for Scale House	\$ 281.25
32		Cleaning Service Weekly for Recycling Center	\$ 328.12
33		Cleaning Service Weekly for Recycling Center	\$ 328.13
34		Cleaning City Hall FY26	\$ 3,412.10
35	Ashlee Foster	IIMC Per Diem Reimbursement	\$ 330.00
36	Ashley Rives	UB 00781180 427 MOUNTAIN VIEW	\$ 27.35
37	AT&T Mobility	4/13-5/12/26 TeleCom FirstNet	\$ 121.62
38	Axe Build LLC	UB 00023343 HYDRANT #14	\$ 569.95
39		Landfill Building - Const. Pay App #1	\$ 47,102.00
40	B&B Leasing Company	Sharp Copier BP-5162C for SFR	\$ 180.94
41	B&H Foto & Electronics	Drone Equipment	\$ 6,821.39
42		Drone Equipment	\$ 90.58
43	Babe's Flowers	Flowers - PD	\$ 95.00
44	Bear's Paw Embroider	Embroidery for Hunter Z.	\$ 30.00
45	Big Horn Sanitation	Malcolm Wallop Park sanitation fee- APR26	\$ 126.50
46	Bighorn Design Studi	Hats with embroidery and patches - ST	\$ 494.25
47	Bighorn Security LLC	PD147 - svc call lock pick & spare keys made	\$ 500.00
48	Bino's Grocery & Mar	Safety BBQ	\$ 3,279.02
49	Bluemel Plumbing & H	Water turn on for public restrooms - at CH	\$ 117.70
50	Bluepeak	05/25-06/24/26 Internet	\$ 146.50
51	Bought Beautifully	UB 00098010 117 MAIN	\$ 63.74
52	Brandon Anderson	UB 50000077 545 SHERIDAN	\$ 21.28
53	Brian's Boot & Shoe	Boot for Ron P.	\$ 94.48
54		Boot for Ron P.	\$ 94.47
55	Burns & Mc Donnell	LRCM - Prof. Svcs. April 2026	\$ 11,804.29
56		Lndfll Cell 9/T7 Cap Ext - Prof. Svcs. thru 4/30/2	\$ 62,433.75
57	C & K Equipment	PK803 - corrosion-resistant extension springs	\$ 15.70
58		CM403 - PM service filters	\$ 224.97
59	Camden McArthur	MealsPerDiemWFA CheyenneWY May 25-29,2026 C	\$ 306.00
60	Carquest Auto Parts	UM - Battery	\$ 94.79
61		UM - Battery	\$ 63.20
62		UM303 - Air filter	\$ 40.80
63		UM303 - Air filter	\$ 27.20
64		RC332 - Antifreeze	\$ 31.98
65		BD274 - Starter	\$ 307.31
66		FD34 -Oil filters, air dryer cart, fuel filter, hy	\$ 77.58
67		ST201 - Wiper blade	\$ 9.99
68		UM203 - Oil filter & air filter	\$ 9.74
69		UM203 - Oil filter & air filter	\$ 6.49
70		MP23 - Oil filter	\$ 4.00
71		RC301 - Air filter & oil/hydraulic filter	\$ 58.33
72		RC363 - Air filter	\$ 13.37
73		ST344 - Cabin air filter, fuel/watr sep, air filte	\$ 125.34
74		TS366 - Engine oil filter	\$ 4.00
75		ST344 - Fuel filter	\$ 22.05
76		Alternator Core Return	-\$ 29.40

77		Alternator Core Return	-\$ 19.60
78	CED- Consolidated El	light ballasts - City Hall garage	\$ 366.60
79	Cellular Plus	UB 00415210 377 COFFEEN	\$ 17.12
80	Certified Laboratories	Oil analysis samplers and shipping	\$ 308.70
81	CH Diagnostics and C	E.Coli., Giardia and Crypto sample analysis invoice	\$ 785.00
82	Chemtrade Chemicals	Alum Sulfate-Chemical	\$ 11,331.14
83	CHS Inc.	PG 58-28 Oil - ST	\$ 17,385.00
84	Column Software	Press Publishing Fees FY26	\$ 79.43
85		Press Publishing Fees FY26	\$ 718.86
86		Press Publishing Fees FY26	\$ 64.55
87		Clarifier Rplcmnt Project - 41 Day Advertisement	\$ 295.28
88		Press Publishing Fees FY26	\$ 599.88
89		LPO 41533 - 41 Day Ad for Water Creek Crossing	\$ 288.00
90	Connor Tracy	MealsPerDiemWFA CheyenneWY May25-29,2026 CT	\$ 306.00
91	County Trash LLC	Trash service- monthly - BGWTP	\$ 115.00
92	Crimson Fire Protect	Annual Fire Extinguisher Inspection	\$ 858.00
93		Annual Fire Extinguisher Inspection	\$ 808.00
94		Annual Fire Extinguisher Inspection	\$ 808.00
95		Fire Ext. Maint. & Inspections - Dog & Cat Shelter	\$ 86.00
96		Fire Extinguisher inspections and maintenance	\$ 351.63
97		Fire Extinguisher inspections and maintenance	\$ 351.63
98		Fire Extinguisher inspections and maintenance	\$ 351.74
99		Fire extinguisher annual inspections - KGC	\$ 540.00
100		Fire extinguisher annual inspection - Weed and Pes	\$ 78.00
101	Croell Redi-Mix Inc	Concrete blocks - ST	\$ 5,100.00
102	Crystal Weinecke	Void Deposit Refund - Crystal Weinecke	\$ 125.00
103	Dana Kepner Co	2" C2 chambers	\$ 2,385.26
104	Danielle & Lucas Lef	UB 00113170 1926 5TH	\$ 13.47
105	Dave Loden Construct	City Hall Roof - Const. Pay App #2	\$ 78,550.75
106		City Hall Roof - Const. Pay App #3 (Retainage)	\$ 7,369.25
107	Dawson Infrastructure	UM301 - roller wheels for root cutter +frt	\$ 137.05
108		UM301 - roller wheels for root cutter +frt	\$ 91.37
109	Deidra Miller	UB 00019170 736 AVON	\$ 3.07
110	Dowl	WWTP S. Clarifier - CA/Cnst. Insp. 4/26/26-5/23/26	\$ 9,592.35
111		26 Pvmt Maint - Prof. Svcs/Dsgn 4/26/26 - 5/23/26	\$ 23,828.50
112	Elevated Safety LLC	3-CMC-LEVR BT Escape System w/o Pull Tether	\$ 2,149.20
113	Employ LLC	Temporary Labor Recycling/Landfill	\$ 3,615.64
114		Temporary Labor Recycling/Landfill	\$ 139.86
115		Temp Labor - Recycling	\$ 2,947.42
116	Engineering Associat	Real Bird Way/N. Main- Prof. Svcs. 4/18 - 5/15/26	\$ 1,679.98
117		5th & Val Vista - Prof. Svcs./Design 4/18 - 5/15/2	\$ 3,142.26
118	Enviro-Clean Intermo	ST343 - impeller, fan borium, misc. hrdwr +tariffs	\$ 6,597.48
119	Eric Brannigan	UB 00127160 114 4TH	\$ 19.33
120	Erik Bale	UB 00186040 1363 MARTIN	\$ 19.09
121	Falcon Construction	East Downtown - Const. Pay App #1	\$ 21,786.82
122	Farmers Co-op Oil Co	Farmers Coop May 2026 Statement	\$ 29.40
123		Farmers Coop May 2026 Statement	\$ 274.40
124		Farmers Coop May 2026 Statement	\$ 27.73
125		Farmers Coop May 2026 Statement	\$ 1,333.80
126		Farmers Coop May 2026 Statement	\$ 712.25
127		Farmers Coop May 2026 Statement	\$ 83.20
128		Farmers Coop May 2026 Statement	\$ 395.68
129		Farmers Coop May 2026 Statement	\$ 1,290.00
130		Farmers Coop May 2026 Statement	\$ 944.28
131		Farmers Coop May 2026 Statement	\$ 471.62
132		Farmers Coop May 2026 Statement	\$ 1,187.02
133		Farmers Coop May 2026 Statement	\$ 471.63
134		Farmers Coop May 2026 Statement	\$ 395.67
135		Farmers Coop May 2026 Statement	\$ 19,569.92
136		Farmers Coop May 2026 Statement	\$ 2,751.16
137	Fastenal Company	Blue paint	\$ 126.72
138		Gloves, rain coats, cleaning wipes - ST	\$ 142.48
139	Fedex Freight	Samples sent to CH Diagnostic	\$ 33.97
140	Ferguson	clamps and couplings	\$ 1,837.30

141	Floyd's Truck Center	ST333 - oil pan kit +frit	\$ 496.00
142	Foot of the Bighorns	Running shoes for KJohnson 5-27-2026 Inv 69518	\$ 145.00
143	Fort Collins Nursery	Grasses and annuals for Krinkee Park	\$ 1,317.45
144		4 crabapple trees for Community Forestry	\$ 540.00
145	Fremont Motor Sheridan	LF24 - R&R lug nuts (+credits on acct)	\$ 222.88
146	Gabe Legler	Black DLC & Stainless Steel Multi-Tool for GLegler	\$ 264.95
147	George Bumann	SPAC Sculpture Purchase - Elevation	\$ 14,250.00
148	Grainger Inc	FD34 - air compressor switch	\$ 46.42
149	Granicus LLC	Granicus_SWAGIT June Invoice	\$ 1,524.21
150	Granite Peak Pump Se	Check valve for KGC irrigation pump	\$ 906.23
151	Green Side Up	Sod for Cemetery	\$ 330.00
152	Hach Company	PH Buffer solution- Lab supplies	\$ 198.20
153	Hawkins Inc	Chemicals	\$ 10,963.73
154		Azone, Ploymer and Soda Ash	\$ 8,062.46
155		Sodium Hex-chemical for water treatment	\$ 4,935.50
156	Heather Doke	Reimbursement for SHRM-CP Certification	\$ 165.00
157	Home Depot Credit Se	Saw and gas can for Parks Grounds Maintenance	\$ 299.00
158		Saw and gas can for Parks Grounds Maintenance	\$ 61.91
159		Battery and saw blade for Parks Grounds Maintenance	\$ 199.00
160		Battery and saw blade for Parks Grounds Maintenance	\$ 16.97
161		HBucket;3/8indrive;4pcPrecisionPick&ProbeSet;Ratch	\$ 119.54
162		Husky Bucket;4PC Precision Pick&Probe Set;Ratchet;	\$ 112.77
163		27 Gal. Tough Storage Tote in Black and Red	\$ 60.17
164		Potting mix for Community Forestry	\$ 232.74
165		Ball valves and hose clamps for Community Garden	\$ 136.84
166		Batteries and trimmer line for cemetery	\$ 79.82
167		Paint and rebar for Parks Grounds Maintenance	\$ 61.32
168		Plastic clamp - ST	\$ 6.60
169		Buckets & lids - SH	\$ 58.60
170		Stakes and raised bed mix - ST	\$ 71.48
171		Blacktooth Park Ph VI misc. - steel posts	\$ 188.10
172		Annuals for Community Forestry	\$ 349.78
173		Coco liner and potting mix for Community Forestry	\$ 133.31
174		Coco liner and potting mix for Community Forestry	\$ 125.76
175		Return 20 In Coco & 50qt MG	-\$ 133.31
176		Return HBucket;3/8indrive;4pcPrecisionPick&ProbeSe	-\$ 119.54
177	IBS Inc	Wire connector plugs, weatherpack housing, flap wh	\$ 350.31
178		Drill bits & citrugel aerosol - ST	\$ 202.48
179	InfoSend Inc	Infosend - bill printing/mailling/monthly svc fees	\$ 6,928.40
180		Infosend - bill printing/mailling/monthly svc fees	\$ 164.40
181	J J Keller & Associa	TMC standard enrollment - ST	\$ 500.00
182	Jace Zook	MealsPerDiemWFA CheyenneWY May 25-29,2026 JZ	\$ 306.00
183	Jack Roberts	FY 25 Wellness Program Reimbursement	\$ 280.00
184	Jackson Peterbilt	WC320 - frit for nox sensor/core chg (inv #10215GL)	\$ 23.96
185	Jane Wohl	UB 00019653 2041 SKYVIEW WEST	\$ 1,405.94
186	Jason Park	MealsPerDiem WFACheyenneWY May 25-29,2026 JP	\$ 306.00
187	John Koltiska	UB 00051250 314 PHEASANT	\$ 86.23
188	Joseph Clancy	UB 00005484 835 7TH	\$ 49.93
189	Joseph Ray Butcher	SPAC Sculpture Purchase - All Creatures Great/Small	\$ 6,375.00
190	Joshua Leis	UB 00290140 1240 VAL VISTA	\$ 108.26
191		UB 00290140 1240 VAL VISTA	\$ 31.33
192	Julie Scanlon	UB 00024579 411 SMITH	\$ 43.54
193	Kierstin Butler	UB 00190540 924 MAIN	\$ 29.99
194	Kilpatrick Creations	48 TShirts; 6-Pullover; 8-Caps for new recruits	\$ 1,440.00
195	Kisling Law LLC	Muni Court Judge Fees FY26	\$ 3,250.00
196	Kois Brothers Equipm	UM301 - rip saw nozzle rebuild kits +frit	\$ 219.68
197		UM301 - rip saw nozzle rebuild kits +frit	\$ 146.46
198		WC718 - HL-front mount pump for DPRR	\$ 8,389.83
199	Kussmaul Electronics	FD34 - air compressor +pckn fee, frit & tariff	\$ 802.88
200	Kyla Pollard	UB 00017489 814 CUSTER	\$ 16.52
201	Lamp of Faith Tattoo	UB 00111010 219 MAIN	\$ 82.12
202	Landon's Greenhouse	Pots, tomato & pepper, annual plant - ST	\$ 95.83
203		4 Marilee crabapples for Community Forestry	\$ 1,007.84
204		Deer repellent for Community Forestry	\$ 71.98

205		Planters for Community Forestry	\$ 119.96
206	Lease Servicing Cent	Lease payments	\$ 4,029.94
207		Lease payments	\$ 1,311.53
208		Lease payments	\$ 256.27
209		Lease payments	\$ 213.47
210	Leininger Law	Prosecuting Attorney Fees FY26	\$ 5,500.00
211	LJS Concrete & Excav	S. Downtown Ph I - Const. Pay App #1	\$ 158,762.67
212	Local Govt Liability	Deductible for Claim	\$ 921.82
213	Lorenzo Castellanos	Reimbursement for Lorenzo Castellanos	\$ 6.13
214	Lube Refiners LLC	PD130 - LOF service	\$ 74.78
215		PD136 - LOF service w/cabin air filter	\$ 113.87
216	Lyle Wallace	UB 00024208 20 WATER	\$ 57.13
217	M&K Rentals	Tiller rental for Community Garden	\$ 53.30
218	Malegu Tanoyo	UB 50000075 545 SHERIDAN	\$ 49.62
219	Mark & Teresa Law	UB 00132030 18 NEBRASKA	\$ 63.64
220	Mark Galloway	UHE Hight-CRI Headlamp with 3 color temperatures f	\$ 48.22
221	Mikayla Langer	Uniform pants and boots - PD	\$ 202.99
222	Mike's Electric Inc	Light circuit repair at Kendrick Park bathroom	\$ 125.00
223	Modern Machinery Co	LF476 - hardware	\$ 1,088.80
224		LF476 - bits +frt	\$ 2,233.45
225	Montana Dakota Utilities	FY26 MDU Gas/Electric	\$ 3,485.34
226		FY26 MDU Gas/Electric	\$ 40.33
227		FY26 MDU Gas/Electric	\$ 375.26
228		FY26 MDU Gas/Electric	\$ 1,233.84
229		FY26 MDU Gas/Electric	\$ 73.27
230		FY26 MDU Gas/Electric	\$ 147.52
231		FY26 MDU Gas/Electric	\$ 126.77
232		FY26 MDU Gas/Electric	\$ 60.29
233		FY26 MDU Gas/Electric	\$ 163.87
234		FY26 MDU Gas/Electric	\$ 1,155.87
235		FY26 MDU Gas/Electric	\$ 1,307.15
236		FY26 MDU Gas/Electric	\$ 791.29
237		FY26 MDU Gas/Electric	\$ 401.26
238		FY26 MDU Gas/Electric	\$ 1,513.75
239		FY26 MDU Gas/Electric	\$ 16,964.06
240		FY26 MDU Gas/Electric	\$ 23.03
241		FY26 MDU Gas/Electric	\$ 1,026.32
242	Mueller Systems	RDM meters	\$ 4,511.40
243	Mullinax Concrete Se	Top soil for Cemetery	\$ 772.50
244		Crusher fines for Parks Department	\$ 104.24
245		Washed sand & pea gravel - ST	\$ 17,992.50
246		Top soil	\$ 639.64
247	Nathan Rager	Wellness Program Reimbursement	\$ 315.00
248	Norco Inc	(3) 2XL Sweatshirts, (3) Medium Sweatshirts and (1	\$ 98.71
249		(3) 2XL Sweatshirts, (3) Medium Sweatshirts and (1	\$ 98.70
250		(3) 2XL Sweatshirts, (3) Medium Sweatshirts and (1	\$ 98.71
251		Toilet tissue for Parks Grounds Maintenance	\$ 1,135.38
252		Toilet paper, non-aspirin tablets, aspirin tablets	\$ 90.11
253		Work gloves for Weed and Pest	\$ 180.72
254		gloves for vac truck	\$ 75.04
255		Cylinder rental 05/01/2026 - 05/31/2026 - SH	\$ 133.92
256		(3) Small Zip Up Sweatshirts	\$ 89.19
257		Paper towels, lens cleaners, trash bags	\$ 118.32
258	Office Shop Inc	Monthly Copy Charges	\$ 28.45
259		Copier overage charges - PD	\$ 50.34
260		Copier contract 3839-01 - chg. 5/9/26 - 6/8/2	\$ 15.67
261		Copier contract 3838-01 - 5/9/26 - 6/8/26	\$ 167.78
262		Copy charges - monthly	\$ 21.82
263		Copier contract 3545-03 - chg. 5/15/26 - 6/14/26	\$ 219.30
264		Copier contract 3546-03 - chg. 5/15/26 - 6/14/26	\$ 222.67
265		Copier contract 3544-03 - chg. 5/15/26 - 6/14/26	\$ 78.52
266		Copier contract 3543-03 - chg. 5/15/26 -6/14/26	\$ 106.41
267		Copier charges - UM 3547-02	\$ 8.30
268		Copier charges - UM 3547-02	\$ 12.45

269	Office Shop Leasing	Copier Leases	\$ 60.00
270		Eq. & Lease Agreement #501 - CSC & 3rd Flr Copiers	\$ 242.76
271		Copier Lease - UM 448-2	\$ 34.98
272		Copier Lease - UM 448-2	\$ 24.28
273		Eq. & Lease Agreement #488-1 - CH Copiers	\$ 444.92
274		Copier Leases	\$ 131.93
275	O'Reilly Auto Parts	BD274 - multi-function connector	\$ 52.68
276	Osman Hamza	UB 00603200 1004 ILLINOIS	\$ 156.38
277	Pace Analytical Serv	Bac-T sample analysis invoicing- WY5600052	\$ 579.00
278		Bac-T sample analysis invoicing- WY5601537	\$ 150.00
279		Bac-T sample analysis invoicing- WY5600052	\$ 647.00
280		Bac-T sample analysis invoicing- WY5600052	\$ 579.00
281	Pavement Markings	Handicap space painting - PD	\$ 150.00
282		Kendrick Park Pool misc. - paint curbing	\$ 370.00
283	Pepsi of Gillette	Pallet of water - ST	\$ 381.40
284	Peter Brooks	Tuition Reimbursement for Introduction to Engineer	\$ 434.70
285	Polydyne Inc	450 lb Drum of Clarifloc C-6266 x4	\$ 3,312.00
286	Powder River Power C	Chain coupler hub, coupling chain, and cover	\$ 3,468.62
287		Hose fitting - Hot Plant - ST	\$ 13.63
288		LF360 - air brake hose & fittings	\$ 20.97
289		LF360 - air brake hose & fittings	\$ 24.60
290		LF360 - air brake hose & fittings	\$ 24.60
291	Pro Tool Warehouse	Calibration tools - shop	\$ 5,336.29
292	Pye-Barker Fire	UMmonitoring fire	\$ 163.50
293	RDO Equipment Co	LF473 - wiper motor, blades, gsks. plug +frt	\$ 1,524.53
294	Richard Bridger	Mayor fuel reimb- Casper Gaming Comm.	\$ 91.88
295	Robert B. King	UB 01146260 1751 TERRA	\$ 0.05
296	Robert Hathaway	UB 00019823 723 GOULD	\$ 82.25
297	Rocky Mountain PPE	Bunker Pants Repair for JTownsend and ZMcLain	\$ 220.50
298	Safety-Kleen Systems	Household Hazardous Waste Disposal 05/20/26	\$ 11,818.97
299	Sandra Suzor	UB 00021834 5 CREEKSIDE	\$ 333.61
300	Scott Passini	MealsPerDiemWFA nstructor Cheyenne, WY May 25-	\$ 170.00
301	Servall Uniform & Li	Rug Cleaning for SFR	\$ 44.82
302		Rug cleaning - UM	\$ 80.87
303		Rug cleaning - UM	\$ 50.54
304		Bi-Weekly Rug Cleaning 05/28/26	\$ 127.40
305		Bi-Weekly Rug Cleaning 05/28/26	\$ 127.40
306		Laundry and rug cleaning - ST	\$ 204.51
307		Rug Cleaning Bi-Weekly for Landfill	\$ 173.45
308		Rug cleaning - PD	\$ 249.66
309		Rug Cleaning for SFR	\$ 44.82
310	Seth Larson	MealsPerDiemWFA CheyenneWYMay 25-29 2026 SL	\$ 306.00
311	Shanor & Franklin	Attorney Fees May 26	\$ 11,182.50
312	Sher Co Public Works	Recording Fees - Chantry Sub corrected & Landmark	\$ 14.00
313	Sheridan Artists Guild	SPAC Exec and Admin Fees FY26	\$ 1,200.00
314	Sheridan Auto Parts	Floor jack for cemetery	\$ 249.99
315		Carlyle Socket 3/8	\$ 14.49
316		PK228 - Fuel vapor canister	\$ 237.59
317		RC332 - Oil absorbent	\$ 28.98
318		PK202 - swivel hitch pin & multi-ball mount	\$ 73.97
319		BD274 - Starter	\$ 351.49
320		BD274 - Tape	\$ 9.80
321		Brake parts cleaner - SH	\$ 44.28
322		Batteries - CSC Gate - ST	\$ 265.48
323		CM218 - Brake shoes, brake drum	\$ 212.69
324		RC701 - Hydraulic filters	\$ 205.46
325		CM218 - Spark plugs	\$ 48.56
326		CM218 - Headlight socket & headlight bulb	\$ 29.98
327		ST501 - Signal light	\$ 35.99
328		RC301 - Headlight	\$ 14.39
329		SN302 - Hub cap	\$ 36.89
330		Brake parts cleaner - SH	\$ 52.68
331		Fuel line - SH	\$ 55.25
332		ST344 - Antifreeze	\$ 23.98

333		TS28 - Loaded strut	\$ 134.99
334		Grease gun - ST	\$ 369.99
335	Sheridan Commercial	shipping	\$ 32.49
336		screws	\$ 24.27
337		shipping	\$ 75.17
338		Cable, fasteners and anchors for KGC	\$ 161.61
339		Brass connector - ST	\$ 13.48
340		Water timer - ST	\$ 49.97
341		Blue and green locate paint	\$ 20.02
342		Blue and green locate paint	\$ 13.34
343		Rope and Cutters for Green Waste	\$ 71.07
344		Cement Weld Kit for 300-Gallon Can Lids	\$ 9.83
345		impact head,cut riser	\$ 33.48
346		coupling	\$ 1.15
347		Brush Clipper for Green Waste	\$ 33.27
348		(2) Wire Letter Sorters	\$ 12.00
349		Light Bulb for Skid in Cell 8	\$ 12.58
350	Sheridan County Cham	June Chmbr Lunch- RB/SM/SB/JW/GL	\$ 100.00
351		June Chmbr Lunch- RB/SM/SB/JW/GL	\$ 25.00
352		Chamber Luncheon - Koltiska	\$ 25.00
353	Sheridan Econ-O-Wash	Laundry Services	\$ 38.00
354		Laundry services - SH	\$ 56.00
355		Laundry services - SH	\$ 34.00
356	Sheridan Media	Community Clean Up Ads 04/07/26 & 04/14/26	\$ 144.00
357		Memorial Day Ad 05/19/26	\$ 72.00
358	Sheridan Memorial	UB 00023690 2394 TIN CUP	\$ 41.51
359		Pharmacy Supplies for SFR 5-14-2026 KJ	\$ 3.96
360	Sheridan Motor Inc	PD137 - LF headlight replaced	\$ 78.98
361	Sheridan Newspapers	Sheltered Aces - Public Meeting display ad	\$ 956.00
362		Memorial Day Ad 05/23/26	\$ 66.00
363	Sheridan Transportat	Safe Rides 2026 2nd Half	\$ 98.00
364	Sheridan Wyo Rodeo	2026 Native American POW WOW Sponsor	\$ 17,000.00
365	Side Street Bed & Ba	UB 00154010 160 MAIN	\$ 65.23
366	SJR	PD148/149/150 - install flshlgts/chgrs (outfitting	\$ 2,112.00
367	Smith Psychological	Pre-employment screening - PD	\$ 400.00
368	Snow Crest Chemicals	HVAC Chemicals - PD	\$ 310.00
369	Sophia Ferullo	UB 00019824 727 GOULD	\$ 33.19
370	Spencer Reid	MealsPerDiemWFAInstructor CheyenneWY May 25-2	\$ 170.00
371	Stuart McRae	Stu per diem- GOSMA	\$ 58.89
372	Tire Rama	CM218 - 4 new tires installed	\$ 603.12
373		WC701 - installed customer supplied tires	\$ 360.00
374		WC7002 - installed customer supplied tires (8)	\$ 330.00
375	Tom Christina Hahn L	UB 00127200 822 EMERSON	\$ 63.00
376	Top Office Products	Copy Count Charge for May 2026 for SFR	\$ 161.96
377	Torgerson's LLC	STL405 - filters for PM service	\$ 261.42
378		STL404 - filters for PM service	\$ 332.35
379		ST496 - ball bearings +S&H	\$ 609.80
380	TranSource Truck	WC718 - nox sensor & core charge	\$ 856.73
381		RC701 - filter kit	\$ 43.73
382		RC701 - fuel filter	\$ 60.66
383		WC718 - frt for nox sensor/core chg (inv #51P2191)	\$ 28.45
384	Tri State Oil	Used oil picked up - shop	\$ 100.00
385		Oil Disposal 06/05/26	\$ 100.00
386	Tyler Technologies I	Project management, implementation & training	\$ 620.00
387	USABlueBook	Blue-White Tube Assembly for A4 & M4 Pumps	\$ 566.64
388	Verizon	4/18-5/17/26 PD TeleCom Verizon	\$ 556.54
389	Vertical Door Solutions	Tighten Wall Button Connections on Commercial Do	\$ 87.50
390		Tighten Wall Button Connections on Commercial Do	\$ 87.50
391	Victoria Brunvand &	UB 00026060 139 BELLEVUE	\$ 24.92
392	Visionary Communicat	06/01-06/30/26 Internet Visionary	\$ 110.74
393		06/01-06/30/26 Internet Visionary	\$ 110.74
394	VRM Inc	LF402 - R&R DEF light	\$ 262.50
395		LF473 - 500 HR service, samples, DEF cap & cvr doo	\$ 3,298.72
396	Wade Larsen	MealsPerDiemWFACheyenneWY May 25-2,2026 WL	\$ 306.00

397	Wareings Sheridan	BD274 - starter	\$ 230.20
398	Water Products & Sol	(4) Bottles of Water	\$ 40.00
399		Monthly water dispenser rental - SH	\$ 10.00
400	Weed Warriors	Mowing (Contractual) for Parks Department	\$ 2,435.00
401		Mowing (Contractual) for Parks Department	\$ 1,855.00
402		Mowing (Contractual) for Parks Department	\$ 2,435.00
403	Wes Dobrenz	Running shoes, safety glasses, and flashlight for	\$ 384.04
404	Wex Bank	01.26-03.26 WEX Rebate	-\$ 533.48
405		01.26-03.26 WEX Rebate	-\$ 173.38
406		01.26-03.26 WEX Rebate	-\$ 26.67
407		01.26-03.26 WEX Rebate	-\$ 586.83
408		01.26-03.26 WEX Rebate	-\$ 13.35
409	Willscot Mobile Mini	LRCM misc. - 44x12 mobile office rntal 5/29-6/25/2	\$ 1,961.00
410		LRCM misc. - 44x10 mobile office rntl 6/2-6/29/26	\$ 2,021.50
411	Winsupply of Sherida	Bushings and ball valves for Community Garden	\$ 214.80
412		PVC primer and glue for Community Forestry	\$ 62.67
413		Poly pipe and clamps for Community Forestry	\$ 124.66
414		valve box	\$ 170.71
415	WY Dept of Transport	BH/Brundage Int. -WYDOT Share Costs thru 6/1/2026	\$ 2,852.63
416	WY DEQ	FY26 Closure and Post Closure Premium	\$ 7,800.53
417		Title V Permit Hourly Review Fees - June 2026	\$ 2,850.00
418	WY Law Enforcement	Peace officer basic - Moss	\$ 52.75
419		Peace officer basic - Moss	\$ 826.25
420		Peace officer basic - Moss	\$ 1,182.90
421	WY Office of the AG	May 2026 Crime Victims	\$ 200.00
422	WY State Forestry	Kevlar Nomex Pants 30-34x33; 1 Large Long Shirt PP	\$ 262.64
423	Wyoming Isn't Real	6-Probationary Leather Helmet Fronts	\$ 360.00
424	Wyoming Machinery	LF401 - antifreeze +dlchg	\$ 14.88
425	Wyoming Regional EMS	WERMS Ambulance Srv Mnthly	\$ 12,854.70
426	Zach McLain	Wildland Gloves and carabiners for pack 5-20-2026	\$ 24.99
Claims totals			\$ 819,631.42

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: 07/06/2026

Attachments

Claims

REFERENCE	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE
1	A Plus Plumbers & Ap	540-Golf Course Admin/Super	Repairs/Maint-Buildings	4,338.00	1-38211-1	Water fountain install at KGC clubhouse	6/12/2026
2	A Plus Plumbers & Ap	120-Police Administration	Repairs/Maint-Buildings	124.00	1-38333-1	Reattached float for sump pump - PD	6/15/2026
3	A.W.Chesterton Compa	510-WW Treatment	Department Functional Supplies	4,955.63	IN004434639	Seal Kits	6/18/2026
4	ABC Signs	100-Mayor/Council	Department Functional Supplies	16.00	96268	Woodgrain plastic nameplates for Chambers- Plannin	6/29/2026
5	Ace & Knecht	110-Parks Supervision	Department Functional Supplies	66.37	13559870	PVC couplings, torch for Parks Maintenance	6/3/2026
6	Ace & Knecht	540-Golf Course Admin/Super	Department Functional Supplies	83.54	13590818	Glue and batteries for KGC	6/10/2026
7	Ace & Knecht	400-Street Construction/Maint	Repairs/Maint-Infrastructure	283.34	13610871	2026 R&O misc. - hydrant painting supplies	6/15/2026
8	Advocacy & Resource	110-Welfare Administration	Contractual-Other	12,500.00	FY27 Qtr 1 Pmt	GPET Support - Advocacy & Resource Center	7/1/2026
9	AgTerra Technologies	530-Weed/Pest Administration	Software & Website Fees	600.00	26-5453	Annual fogging software Weed and Pest(6/26-05/27)	6/1/2026
10	All Valley Diesel	120-Service Center	Repairs/Maint-EquipMachVehArt	1,795.79	36634	ST337 - 2 svc calls, tow chg & diag ecu	5/19/2026
11	AlphaGraphics of Wyo	500-Water Utility Admin	Contractual-Other	688.43	28877.1	Postage - Bulk mail for LCRI Letters	5/29/2026
12	AlphaGraphics of Wyo	100-Police Administration	Printing	103.50	29055	Business Cards - PD	6/5/2026
13	AlphaGraphics of Wyo	110-Parks Supervision	Department Functional Supplies	283.70	29109	Arboretum signs for Parks Grounds Maintenance	6/17/2026
14	AlphaGraphics of Wyo	100-Police Administration	Printing	137.00	29237	Business cards -PD	6/24/2026
15	AlphaGraphics of Wyo	110-Police Administration	Department Functional Supplies	377.44	29272	Scam tri-fold brochures - PD	6/20/2026
16	Altitude Recycling E	520-Recycling	Department Functional Supplies	4,703.00	A6953	Parts for Newer Baler	6/11/2026
17	Altitude Signal	120-Signs	Department Functional Supplies	19,328.06	1004459	Signals - cabinet, time switch, cable kit, solar p	6/25/2026
18	Amazon Capital Servi	100-Treasurer	Office Supplies	55.56	112-2103164-1948262	10 binders	4/16/2026
19	Amazon Capital Servi	100-Police Administration	Department Functional Supplies	54.00	133L-1GHG-364G	ITEM: GOJO Clear & Mild Foam Handwash, Ec	6/15/2026
20	Amazon Capital Servi	520-Landfill	Department Functional Supplies	27.79	13QC-WQJF-VTTG	ITEM: Hammermill Printer Paper, 20 lb Copy, 8.5 x	6/18/2026
21	Amazon Capital Servi	500-SWTP	Department Functional Supplies	39.76	16MY-9GYM-6NFV	Desktop microphone and camera, C Batteries	6/23/2026
22	Amazon Capital Servi	100-Gen Govt Bldg Maintenance	Department Functional Supplies	19.54	1CCV-HXTM-XLWC	ITEM: Eurmax USA 125LBS 4-Pack Universal Canopy W	6/10/2026
23	Amazon Capital Servi	100-Police Administration	Department Functional Supplies	60.62	1DQX-RGQ6-GP1H	ITEM: GOJO Clear & Mild Foam Handwash, Ec	6/15/2026
24	Amazon Capital Servi	100-Police Administration	Department Functional Supplies	1,099.00	1HJT-VKYN-GCQN	ITEM: Horizon Fitness 7.0AT Treadmill, Black, Hea	6/25/2026
25	Amazon Capital Servi	520-Landfill	Copier Supplies	49.99	1HT7-WDXD-FLRT	ITEM: Hammermill Printer Paper, 20 lb Copy, 8.5 x	6/17/2026
26	Amazon Capital Servi	520-Landfill	Department Functional Supplies	61.54	1HT7-WDXD-FLRT	ITEM: Hammermill Printer Paper, 20 lb Copy, 8.5 x	6/17/2026
27	Amazon Capital Servi	100-Police Administration	Office Supplies	49.96	1JL1-CVGN-FT44	ITEM: Horizon Fitness 7.0AT Treadmill, Black, Hea	6/22/2026
28	Amazon Capital Servi	100-Police Administration	Department Functional Supplies	428.22	1JL1-CVGN-T39N	ITEM: EnfaIn 16GB USB 2.0 Flash Drive 10 Pack S	6/22/2026
29	Amazon Capital Servi	120-Police Administration	Department Functional Supplies	23.74	1JL1-CVGN-T39N	ITEM: EnfaIn 16GB USB 2.0 Flash Drive 10 Pack S	6/22/2026
30	Amazon Capital Servi	100-Police Administration	Office Supplies	50.82	1KQC-KC6W-LKXW	ITEM: Pilot G2 Premium Gel Roller Pens, Bold Poin	6/15/2026
31	Amazon Capital Servi	520-Landfill	Department Functional Supplies	49.98	1KYH-1J6C-F3GQ	ITEM: Dealusy 360 Count Clear Plastic Spoons Disp	6/29/2026
32	Amazon Capital Servi	100-Police Administration	Department Functional Supplies	413.58	1NRG-RD6G-7HVL	ITEM: VIVO 42 inch Electric Motor Desk Converter,	6/23/2026
33	Amazon Capital Servi	100-Information Technology	Technology Equipment	26.52	1PCJ-N1NC-1MFD	ITEM: Lenovo 305 USB-C Wired Keyboard & M	6/23/2026
34	Amazon Capital Servi	500-SWTP	Department Functional Supplies	29.99	1VQT-1GMP-N6M3	Tri-fold towels	6/15/2026
35	Amazon Capital Servi	500-BGWTP	Department Functional Supplies	39.84	1VQT-1GMP-N6M3	Tri-fold towels	6/15/2026
36	Amazon Capital Servi	100-Treasurer	Office Supplies	130.89	1WQV-7C79-FL3H	Calendar & Note books	6/11/2026
37	Amazon Capital Servi	530-Weed/Pest Administration	Equip/Mach/Furniture-Non-cap	614.27	1XDX-9W3T-6VPY	Pack sprayers for Weed and Pest	6/11/2026
38	Amazon Capital Servi	100-Police Administration	Department Functional Supplies	132.99	1XWK-KC9N-XH6X	ITEM: Pilot G2 Premium Gel Roller Pens, Bold Poin	6/7/2026
39	American Maid	100-Parks Supervision	Contractual-Other	506.25	2026-3-	Restroom and office cleaning for Parks Department	3/26/2026
40	American Maid	100-Parks Supervision	Contractual-Other	150.00	2026-3-10	Restroom and office cleaning for Parks Department	3/26/2026
41	American Maid	100-Parks Supervision	Contractual-Other	600.00	2026-3-3	Restroom and office cleaning for Parks Department	3/26/2026
42	American Maid	100-Parks Supervision	Contractual-Other	337.50	2026-3-4	Restroom and office cleaning for Parks Department	3/26/2026
43	American Maid	100-Parks Supervision	Contractual-Other	337.50	2026-3-5	Restroom and office cleaning for Parks Department	3/26/2026
44	American Maid	100-Parks Supervision	Contractual-Other	75.00	2026-3-7	Restroom and office cleaning for Parks Department	3/26/2026
45	American Maid	100-Cemetery Administration	Contractual-Other	75.00	2026-3-8	Cemetery office cleaning - 03/26	3/26/2026
46	American Maid	530-Weed/Pest Administration	Contractual-Other	75.00	2026-3-9	Weed and Pest office cleaning - 3/26	3/26/2026
47	American Maid	100-Parks Supervision	Contractual-Other	600.00	2026-4-11	Kendrick Park restroom cleaning - 04/26	4/27/2026
48	American Maid	100-Parks Supervision	Contractual-Other	300.00	2026-4-12	South Park restroom cleaning - 04/26	4/27/2026
49	American Maid	100-Parks Supervision	Contractual-Other	187.50	2026-4-15	Marshall Park restroom cleaning - 04/26	4/27/2026
50	American Maid	100-Parks Supervision	Contractual-Other	600.00	2026-4-3	Black Tooth Park restroom cleaning - 04/26	4/27/2026
51	American Maid	100-Parks Supervision	Contractual-Other	75.00	2026-4-5	April cleaning for Parks Department	4/27/2026
52	American Maid	100-Parks Supervision	Contractual-Other	150.00	2026-4-7	Parks office cleaning - 04/26	4/27/2026
53	American Maid	100-Cemetery Administration	Contractual-Other	75.00	2026-4-8	Cemetery office cleaning - 04/26	4/27/2026

54	American Maid	530-Weed/Pest Administration	Contractual-Other	75.00	2026-4-9	Weed and Pest office cleaning - 4/26	4/27/2026
55	American Maid	530-Weed/Pest Administration	Contractual-Other	56.25	2026-5-10	Weed and Pest office cleaning - 5/26	5/29/2026
56	American Maid	100-Parks Supervision	Contractual-Other	150.00	2026-5-3	Parks office cleaning - 05/26	5/29/2026
57	American Maid	100-Parks Supervision	Contractual-Other	562.50	2026-5-4	Black Tooth Park restroom cleaning - 05/26	5/29/2026
58	American Maid	100-Parks Supervision	Contractual-Other	375.00	2026-5-5	Marshall Park restroom cleaning - 05/26	5/29/2026
59	American Maid	100-Parks Supervision	Contractual-Other	375.00	2026-5-6	South Park restroom cleaning - 05/26	5/29/2026
60	American Maid	100-Parks Supervision	Contractual-Other	562.50	2026-5-7	Kendrick Park restroom cleaning - 05/26	5/29/2026
61	American Maid	100-Parks Supervision	Contractual-Other	75.00	2026-5-8	Kendrick park office cleaning - 05/26	5/29/2026
62	American Maid	100-Cemetery Administration	Contractual-Other	75.00	2026-5-9	Cemetery office cleaning - 05/26	5/29/2026
63	American Welding & G	120-Signs	Department Functional Supplies	488.74	0011744465	Cast iron electrode - TS	6/10/2026
64	At Ease Horsemanship	110-Welfare Administration	Contractual-Other	5,000.00	FY27 Qtr 1 Pmt	GPET Support - At Ease HMS	7/1/2026
65	AutoZone Stores LLC	120-Service Center	Department Functional Supplies	76.00	06406230964	IT173 - harmonic balancer puller	6/17/2026
66	AutoZone Stores LLC	120-Service Center	Department Functional Supplies	5.61	06406231021	IT173 - transmission line fitting	6/17/2026
67	AutoZone Stores LLC	500-Water Distribution	Department Functional Supplies	55.13	06406231362	UA268 - cv axle	6/18/2026
68	AutoZone Stores LLC	510-WW Collection	Department Functional Supplies	36.75	06406231362	UA268 - cv axle	6/18/2026
69	BALCO Uniform Co	100-Fire Administration	Uniforms/Clothing	296.52	87355-3	1 Pair of Uniform Station Pants 36-34 Recruit AFri	6/8/2026
70	Bear's Paw Embroider	520-Landfill	Contractual-Other	10.00	1132	Embroidery for Hunter Z.	6/9/2026
71	Beason Tools	510-WW Treatment	Tools	694.95	1052	29 piece Cobalt Hyper-Step	3/11/2026
72	Beason Tools	120-Service Center	Tools	33.95	3022	Truck swivel gripper wrench - SH	6/9/2026
73	Beason Tools	120-Service Center	Tools	31.45	3381	20 gauge wire terminal tool - SH	6/23/2026
74	Big Horn Asphalt & M	120-Signs	Contractual-Other	6,500.00	06/29/2026	Painting of 2 light poles Burkitt & Thurmond-TS	6/29/2026
75	Big Horn Sanitation	100-Parks Supervision	Contractual-Other	462.50	58367	Sanitation dump fee for South Park - 05/26	5/26/2026
76	Big Horn Sanitation	520-Landfill	Contractual-Other	253.00	58496	Port-A-Potty Monthly Rental	5/31/2026
77	Big Horn Sanitation	520-Landfill	Contractual-Other	253.00	58553	Port-A-Potty Monthly Rental	6/30/2026
78	Bighorn Design Studi	100-Street Construction/Maint	Uniforms/Clothing	135.75	35236	Hats with embroidery - ST	5/21/2026
79	Bighorn Design Studi	120-Service Center	Uniforms/Clothing	589.55	35273	Short sleeve shirts, jackets, work pants, embroide	6/2/2026
80	Bighorn Design Studi	100-City Administrator	Uniforms/Clothing	139.20	35364	City Uniforms	6/24/2026
81	Bighorn Design Studi	100-City Administrator	Printing	73.00	35382	(30)Stickers-Shr. First Responders	6/29/2026
82	Black Mountain Nordi	110-Rec/Senior Cntr Admin	Contractual-Other	15,000.00	FY27 Qtr 1 Pmt	GPET Support - Black Mountain Nordic	7/1/2026
83	Bluemel Plumbing & H	100-Gen Govt Bldg Maintenance	Repairs/Maint-Buildings	863.88	254306	R&R toilet - Public Restrooms	6/11/2026
84	Brian's Boot & Shoe	100-Street Construction/Maint	Uniforms/Clothing	143.95	176992	Keen steel toe shoes - J Pechacek - ST	6/4/2026
85	Brian's Boot & Shoe	100-Street Construction/Maint	Uniforms/Clothing	161.95	176998	Steel toe muck boots - K Macha - ST	6/10/2026
86	Brian's Boot & Shoe	100-Street Construction/Maint	Uniforms/Clothing	161.95	176999	Steel toe muck boots - K Campbell - ST	6/10/2026
87	Brian's Boot & Shoe	100-Street Construction/Maint	Uniforms/Clothing	161.95	177000	Steel toe muck boots - M McGanty - ST	6/10/2026
88	Brian's Boot & Shoe	510-WW Collection	Uniforms/Clothing	197.95	177001	Steel toe Boots for summer intern - Drew W	6/11/2026
89	Buggy Bath Unlimited	520-Landfill	Contractual-Other	31.99	011973	Wash Card Monthly for Landfill	6/7/2026
90	Buggy Bath Unlimited	520-Sanitation	Contractual-Other	114.58	011974	Truck Washing Monthly	6/7/2026
91	Buggy Bath Unlimited	520-Recycling	Contractual-Other	114.59	011974	Truck Washing Monthly	6/7/2026
92	Burn Cleuch Ditch Co	500-Water Utility Admin	Contractual-Other	30.50	Parcel #36-A 2026	Assessment Shares for 2026: Parcel 36-A	6/15/2026
93	Burns & Mc Donnell	520-Landfill	Contractual-Professional	4,567.50	166409-8	Landfill Emissions Permitting and Reporting Servic	4/27/2026
94	C & K Equipment	120-Service Center	Repairs/Maint-EquipMachVehArt	150.75	16461	PK803 - diag, R&R drive tension spring	5/6/2026
95	C & K Equipment	520-Recycling	Department Functional Supplies	481.26	22332	RC448 - baster brake cylinder +frt	5/6/2026
96	C & K Equipment	120-Service Center	Department Functional Supplies	15.70	22848	Parks mower fleet - OEM extension springs	6/16/2026
97	Captain Clean Servic	400-Pool Fac Const Acq/Maint	Cap Outlay-Land/Site Imprvmnts	2,043.95	1467515	KP Pool misc. - catastrophe cleaning	6/16/2026
98	Cardio Partners	100-Gen Govt Bldg Maintenance	Department Functional Supplies	139.90	600350717	Zoll infant/child stat pads - CH basement AED +frt	6/11/2026
99	Carolina Software	520-Landfill	Department Functional Supplies	1,373.06	98444	(10) Boxes of Scale Tickets	6/24/2026
100	Carquest Auto Parts	120-Service Center	Department Functional Supplies	38.09	1972-624524	GC496 - oil filter, PK278 wiper blade	5/18/2026
101	Carquest Auto Parts	540-Golf Course Admin/Super	Department Functional Supplies	11.88	1972-624524	GC496 - oil filter, PK278 wiper blade	5/18/2026
102	Carquest Auto Parts	510-WW Treatment	Department Functional Supplies	7.61	1972-625837	Wheel hub dust cap	6/8/2026
103	Carquest Auto Parts	120-Service Center	Department Functional Supplies	66.15	1972-625879	ST344 - Fuel filter	6/9/2026
104	Carquest Auto Parts	520-Sanitation	Department Functional Supplies	237.78	1972-625909	WC320 - Fuel filters, oil filter, air filters	6/9/2026
105	Carquest Auto Parts	100-Service Center	Department Functional Supplies	7.30	1972-625936	Grease coupler - SH	6/9/2026
106	Carquest Auto Parts	120-Service Center	Department Functional Supplies	38.09	1972-626036	PK278 - wiper blade	6/11/2026
107	Carquest Auto Parts	520-Sanitation	Department Functional Supplies	20.64	1972-626039	WC731 - Headlight	6/11/2026

108	Carquest Auto Parts	120-Service Center	Department Functional Supplies	15.71	1972-626076	ST267 - Air filter & oil filter	6/11/2026
109	Carquest Auto Parts	520-Sanitation	Department Functional Supplies	58.06	1972-626081	WC718 - Universal joint	6/11/2026
110	Carquest Auto Parts	520-Sanitation	Department Functional Supplies	127.81	1972-626106	WC703 - Fuel spin-on filter, fuel/watr sep, oil fi	6/12/2026
111	Carquest Auto Parts	520-Sanitation	Department Functional Supplies	29.03	1972-626225	WC718 - U Joint	6/15/2026
112	Carquest Auto Parts	520-Sanitation	Department Functional Supplies	99.20	1972-626226	WC713 - Air filter, oil spin-on, oil filters	6/15/2026
113	Carquest Auto Parts	120-Service Center	Department Functional Supplies	13.93	1972-626236	BD171 - Air filter & engine oil filter	6/15/2026
114	Carquest Auto Parts	120-Service Center	Department Functional Supplies	7.17	1972-626269	PK493 - Oil filter	6/15/2026
115	Carquest Auto Parts	120-Service Center	Department Functional Supplies	16.12	1972-626318	ST344 - Black weatherstrip adhesive	6/16/2026
116	Carquest Auto Parts	500-Water Utility Admin	Department Functional Supplies	2.40	1972-626418	UA268 - Engine oil filter	6/17/2026
117	Carquest Auto Parts	510-Wastewater Administration	Department Functional Supplies	1.60	1972-626418	UA268 - Engine oil filter	6/17/2026
118	Carquest Auto Parts	500-Water Utility Admin	Department Functional Supplies	31.38	1972-626419	UA268 - Oil seal & oil pan gasket	6/17/2026
119	Carquest Auto Parts	510-Wastewater Administration	Department Functional Supplies	20.91	1972-626419	UA268 - Oil seal & oil pan gasket	6/17/2026
120	Carquest Auto Parts	520-Landfill	Department Functional Supplies	9.58	1972-626513	LF324 - Brake bushing	6/19/2026
121	Carquest Auto Parts	520-Sanitation	Department Functional Supplies	295.82	1972-626514	WC718 - Hydraulic filters	6/19/2026
122	Carquest Auto Parts	120-Service Center	Department Functional Supplies	111.14	1972-626837	ST323 - Fuel pump & fuel strainer	6/25/2026
123	Carquest Auto Parts	100-Service Center	Department Functional Supplies	1.03	1972-626870	Thread sealant tape - SH	6/25/2026
124	Carquest Auto Parts	120-Service Center	Department Functional Supplies	148.63	1972-626908	ST337 - Oil filter & air filter	6/26/2026
125	Carquest Auto Parts	100-Service Center	Department Functional Supplies	(56.94)	CR1972-624760	Returned wiper blades	5/21/2026
126	Carquest Auto Parts	100-Service Center	Department Functional Supplies	(3.95)	CR1972-625145	Billed to City in error	5/28/2026
127	Carquest Auto Parts	120-Service Center	Department Functional Supplies	(35.00)	CR1972-625145	Billed to City in error	5/28/2026
128	Carquest Auto Parts	120-Service Center	Department Functional Supplies	(272.31)	CR1972-625678	Starter-RMFD return	6/5/2026
129	Carquest Auto Parts	120-Service Center	Department Functional Supplies	(20.02)	CR1972625917	Cabin air filter return	6/9/2026
130	Carquest Auto Parts	520-Landfill	Department Functional Supplies	(9.58)	CR1972-626848	Returned bushing brake	6/25/2026
131	CDG Engineers Inc	400-Bridge/Viaduct/Grade Align	Cap Outlay-Infrastructure	8,667.00	0000031884	Brdg Assess - Val Vista Prof. Svc. 5/1/26 - 5/31/2	6/19/2026
132	CED- Consolidated El	100-Gen Govt Bldg Maintenance	Department Functional Supplies	47.28	8080-1104988	LED wafers & goof rings -CH bathroom (int. repairs	6/10/2026
133	CED- Consolidated El	100-Gen Govt Bldg Maintenance	Department Functional Supplies	2.25	8080-1105037	connectors - CH bathroom (int. repairs)	6/10/2026
134	CenturyLink	100-Other General Govt Costs	Telecom Services	77.55	062626-CenturyLink	06/07-07/06/26 TeleCom CenturyLink	6/7/2026
135	CH Diagnostics and C	500-Source of Supply	Contractual-Professional	780.00	20260013	E.Coli, Giardia and Crypto sample analysis invoic	3/4/2026
136	Chance Larson	110-Fire Administration	Travel/Training	100.80	06212026-Clarson	Reimbursement for mileage to Billings, MT and park	6/29/2026
137	Chance Larson	100-Fire Administration	Licenses/Certs-Employees	39.00	090136	Reimbursement for Wyoming DCI fee for fingerprints	6/30/2026
138	CHAPS	110-Welfare Administration	Contractual-Other	7,500.00	FY27 Qtr 1 Pmt	GPET Support - CHAPS	7/1/2026
139	Child Development Ce	110-Welfare Administration	Contractual-Other	3,125.00	FY27 Qtr 1 Pmt	GPET Support - Child Devlp Center	7/1/2026
140	Chris Brown, LLC	100-Fire Administration	Department Functional Supplies	183.75	96065	7-engraved name plates for lockers; 25-3in reflect	2/13/2026
141	CivicPlus LLC	120-Clerk	Software & Website Fees	5,267.19	369822	Municode - FY27 Code Software Civic Plus	7/1/2026
142	CivicPlus LLC	120-Clerk	Software & Website Fees	6,601.77	370130	Next Request - Public Records Software FY27	7/1/2026
143	CNA Surety	100-Treasurer	Insurance-Liability	350.00	8.2.26-8.2.27 Bond	FY27 Bond	7/1/2026
144	Collection Professio	100-Customer Service	Contractual-Professional	310.83	5/1-5/31/26	Collection Fees	6/1/2026
145	Column Software	100-Treasurer	Advertising	71.70	9626F791-0243	LPO#41531-FY27 Budget Public Notice	6/3/2026
146	Column Software	100-Treasurer	Advertising	113.10	9626F791-0244	LPO#41530-FY26 Budget Amendment 2	6/3/2026
147	Column Software	400-Street Construction/Maint	Repairs/Maint-Infrastructure	293.03	9626F791-0247	LPO 41534 - Ad for Rebid 2026 Microsurfacing	6/12/2026
148	Column Software	100-Planning/Zoning	Advertising	57.10	9626F791-0248	LPO 41535 - PC Notice for Res 14-26 & Ord 2303-26	6/22/2026
149	Column Software	400-Street Construction/Maint	Repairs/Maint-Infrastructure	437.04	9626F791-0249	LPO 41536 - Ad for Bids 2026 R&O Terra Turner	6/22/2026
150	Column Software	100-Planning/Zoning	Advertising	57.10	9626F791-0250	LPO 41538 - CC Notice for Res 14-26 & Ord 2303-26	6/23/2026
151	Column Software	100-Clerk	Advertising	1,074.33	9626F791-0252	Press Publishing Fees FY26	6/23/2026
152	Compass - Center for	110-Welfare Administration	Contractual-Other	8,750.00	FY27 Qtr 1 Pmt	GPET Support - Compass Center for Families	7/1/2026
153	Craftco Manufacturin	110-Museum Collections	Equip/Mach/Furniture-Non-cap	3,213.17	48508	SPAC Black powder-coated pedestal Fish sculpture	6/26/2026
154	Croell Redi-Mix Inc	120-Street Construction/Maint	Department Functional Supplies	2,500.00	1092205	Concrete blocks - ST	6/10/2026
155	Dana Kepner Co	500-Water Distribution	Department Functional Supplies	238.66	2253006	1" corp adapter	6/22/2026
156	Dana Kepner Co	500-Water Distribution	Department Functional Supplies	419.12	2253801	drill bit - tapping machine	6/23/2026
157	Darla Hawkins	100-Treasurer	Travel/Training	215.33	DHawkins061826	Travel Reimb Legislative meeting	6/24/2026
158	Dawson Infrastructur	500-Water Distribution	Department Functional Supplies	46.24	INV217236	UM301 - hardware for root cutter +frt	6/5/2026
159	Dawson Infrastructur	510-WW Collection	Department Functional Supplies	30.82	INV217236	UM301 - hardware for root cutter +frt	6/5/2026
160	Desert Mountain Corp	120-Snow/Ice Removal	Department Functional Supplies	35,739.68	26-130917	Ice Slicer - Stock - SN	6/18/2026
161	Direct Electric	400-Pool Fac Const Acq/Maint	Cap Outlay-Land/Site Imprvmnts	1,161.78	12534	KP Pool misc. -new box/conduit install, pulled wir	6/11/2026

162	Downtown Sheridan As	110-Comm Devel Block Grants	Contractual-Other	12,500.00	FY27 Qtr 1 Pmt	GPET Support - DSA	7/1/2026
163	Edge Construction Su	120-Signs	Department Functional Supplies	4,032.20	H71244	Square tubing & base anchor - TS	6/4/2026
164	Electric Solutions	100-Street Construction/Maint	Department Functional Supplies	369.00	3996	Re-installed electrical wiring for Hot Plant repai	6/12/2026
165	ELIZABETH COTE	500-Water Fund	Accounts Receivable	47.01	35380	UB 27077050 1969 EDWARDS	6/15/2026
166	Elizabeth Leahy	100-Human Resources	Travel/Training	190.00	LeahySHRM26PD	SHRM 26 Per Diem	6/30/2026
167	Employ LLC	520-Recycling	Contractual-Temp Services	3,693.34	17843	Temp Labor - Recycling	6/12/2026
168	Employ LLC	520-Recycling	Contractual-Temp Services	3,227.14	17852	Temporary Labor Recycling/Landfill	6/18/2026
169	Employ LLC	520-Landfill	Contractual-Temp Services	523.18	17852	Temporary Labor Recycling/Landfill	6/18/2026
170	Employ LLC	520-Recycling	Contractual-Temp Services	3,460.24	17864	Temporary Labor Recycling/Landfill	6/26/2026
171	Employ LLC	520-Landfill	Contractual-Temp Services	683.76	17864	Temporary Labor Recycling/Landfill	6/26/2026
172	Employers Council	100-Human Resources	Contractual-Professional	398.00	0000595907	Background Screenings	5/31/2026
173	Energy Laboratories	500-SWTP	Contractual-Other	291.00	791366	TOC sample analysis invoicing-WY5600052	6/17/2026
174	Engineering Associat	400-Street Construction/Maint	Cap Outlay-Infrastructure	9,252.50	4606174	Real Bird Way/N. Main- Prof. Svcs. 5/16 - 6/19/26	6/29/2026
175	Enviro Safety Produc	100-Police Administration	Shipping/Freight	30.00	INV695354	KRONIK-800-6077-BX-DS Forensics Source NIK-800-607	5/15/2026
176	Enviro Safety Produc	120-Police Administration	Department Functional Supplies	491.90	INV695354	KRONIK-800-6077-BX-DS Forensics Source NIK-800-607	5/15/2026
177	Enviro Safety Produc	120-Police Administration	Department Functional Supplies	80.18	INV697772	KRONIK-800-6077-BX-DS Forensics Source NIK-800-607	6/11/2026
178	Enviro-Clean Intermo	120-Service Center	Department Functional Supplies	165.05	10P2777	ST344 - spray nozzles +tariff & frt	6/23/2026
179	FALCON CONSTRUCTION	400-Street Construction/Maint	Cap Outlay-Infrastructure	125,761.50	Pay App # 2	East Downtown - Const. Pay App #2	6/25/2026
180	Fastenal Company	120-Street Construction/Maint	Department Functional Supplies	196.34	WYSHE166493	Gloves, orange vests, safety glasses, rain jackets	6/22/2026
181	Fastenal Company	500-Water Utility Admin	Department Functional Supplies	228.10	WYSHE166518	Locate Paint	6/26/2026
182	Fastenal Company	510-Wastewater Administration	Department Functional Supplies	152.06	WYSHE166518	Locate Paint	6/26/2026
183	Fedex Freight	120-Signs	Department Functional Supplies	164.80	9-327-00871	Shipping costs for radar sign - TS	6/5/2026
184	Ferguson	500-Water Distribution	Department Functional Supplies	262.73	1689789-1	3/4 meter coupling	6/22/2026
185	Fire Apparatus Serv	120-Service Center	Repairs/Maint-EquipMachVehArt	1,850.00	3384	Annual Pump Tests for L1, T1, E1, and E2 May 2026	5/29/2026
186	Fire Apparatus Serv	120-Service Center	Repairs/Maint-EquipMachVehArt	277.50	3386	Primer failed during vacuum test on E1-Temp fix-Pa	5/29/2026
187	Fire Apparatus Serv	120-Service Center	Repairs/Maint-EquipMachVehArt	532.00	3387	Cooler Line failed during pump test-remove and rep	5/29/2026
188	Fire Apparatus Serv	120-Service Center	Repairs/Maint-EquipMachVehArt	4,584.15	3389	Waterway repairs on Ladder 1 May 2026	6/2/2026
189	First Federal Bank	120-Information Technology	Software & Website Fees	18.10	AtlassianMay2026	Atlassian Jira Project Management 07/01/2025-06/3	5/28/2026
190	First Federal Bank	100-Police Administration	Office Supplies	34.63	BenavidezMay2026	lodging, registrations, postage, pictures, efax,et	5/28/2026
191	First Federal Bank	100-Police Administration	Department Functional Supplies	39.89	BenavidezMay2026	lodging, registrations, postage, pictures, efax,et	5/28/2026
192	First Federal Bank	100-Police Administration	Postage	219.99	BenavidezMay2026	lodging, registrations, postage, pictures, efax,et	5/28/2026
193	First Federal Bank	100-Police Administration	Travel/Training	2,921.41	BenavidezMay2026	lodging, registrations, postage, pictures, efax,et	5/28/2026
194	First Federal Bank	100-Police Administration	Printing	52.54	BenavidezMay2026	lodging, registrations, postage, pictures, efax,et	5/28/2026
195	First Federal Bank	100-Police Administration	Food	42.96	BenavidezMay2026	lodging, registrations, postage, pictures, efax,et	5/28/2026
196	First Federal Bank	100-Communication Services/911	Technology Equipment	178.00	BenavidezMay2026	lodging, registrations, postage, pictures, efax,et	5/28/2026
197	First Federal Bank	110-Police Administration	Department Functional Supplies	324.46	BenavidezMay2026	lodging, registrations, postage, pictures, efax,et	5/28/2026
198	First Federal Bank	110-Police Administration	Contractual-Professional	224.99	BenavidezMay2026	lodging, registrations, postage, pictures, efax,et	5/28/2026
199	First Federal Bank	100-Fire Administration	Department Functional Supplies	242.00	BomarMay2026	BLS Provider Class 4-21-2026 SReid 1 student	5/28/2026
200	First Federal Bank	100-Mayor/Council	Office Supplies	6.14	BridgerMay2026	Accidental use reimb'd, work lunches	5/28/2026
201	First Federal Bank	100-Mayor/Council	Travel/Training	27.26	BridgerMay2026	Accidental use reimb'd, work lunches	5/28/2026
202	First Federal Bank	100-Mayor/Council	Food	574.57	BridgerMay2026	Accidental use reimb'd, work lunches	5/28/2026
203	First Federal Bank	120-Street Construction/Maint	Department Functional Supplies	92.70	BryantMay2026	Paper towels, tissues, spoons, cups, coffee, cream	5/28/2026
204	First Federal Bank	100-Engineer	Software & Website Fees	20.00	CzaplinskiMay2026	Registrations, flights, Gaggle sub, membership	5/28/2026
205	First Federal Bank	100-Engineer	Travel/Training	340.00	CzaplinskiMay2026	Registrations, flights, Gaggle sub, membership	5/28/2026
206	First Federal Bank	100-Planning/Zoning	Travel/Training	2,073.62	CzaplinskiMay2026	Registrations, flights, Gaggle sub, membership	5/28/2026
207	First Federal Bank	100-Planning/Zoning	Memberships	90.00	CzaplinskiMay2026	Registrations, flights, Gaggle sub, membership	5/28/2026
208	First Federal Bank	100-Police Administration	Office Supplies	144.00	DygonMay2026	external drive, car adapter, car wash, wax melts-P	5/28/2026
209	First Federal Bank	100-Police Administration	Department Functional Supplies	41.65	DygonMay2026	external drive, car adapter, car wash, wax melts-P	5/28/2026
210	First Federal Bank	510-WW Treatment	Uniforms/Clothing	189.99	EdwardsMay2026	Brian Edwards May CC Statement	5/28/2026
211	First Federal Bank	510-WW Treatment	Memberships	119.00	EdwardsMay2026	Brian Edwards May CC Statement	5/28/2026
212	First Federal Bank	100-Court	Travel/Training	444.00	FosterMay2026	AFoster May 2026 CC	5/28/2026
213	First Federal Bank	100-Clerk	Software & Website Fees	20.00	FosterMay2026	AFoster May 2026 CC	5/28/2026
214	First Federal Bank	100-Clerk	Travel/Training	857.50	FosterMay2026	AFoster May 2026 CC	5/28/2026
215	First Federal Bank	100-Fire Administration	Department Functional Supplies	809.10	FriedMay2026	Structural Boots PPE 1 pair for JZook	5/28/2026

216	First Federal Bank	110-Fire Administration	Equip/Mach/Furniture-Non-cap	414.60	FriedMay2026	Structural Boots PPE 1 pair for JZook	5/28/2026
217	First Federal Bank	100-Fire Administration	Uniforms/Clothing	109.99	GroomsMay2026	Schwinn Stationary Bicycle parts-Pedals/R&L Crank	5/28/2026
218	First Federal Bank	100-Fire Administration	Repairs/Maint-EquipMachVehArt	136.24	GroomsMay2026	Schwinn Stationary Bicycle parts-Pedals/R&L Crank	5/28/2026
219	First Federal Bank	110-Fire Administration	Travel/Training	254.00	GroomsMay2026	Schwinn Stationary Bicycle parts-Pedals/R&L Crank	5/28/2026
220	First Federal Bank	100-Building Inspections	Travel/Training	268.94	jkoltiskaMay2026	jkoltiska credit card may26	5/28/2026
221	First Federal Bank	100-Fire Administration	Uniforms/Clothing	419.95	JohnsonMay2026	Wildland Pack for ZMcLain Inv 591141	5/28/2026
222	First Federal Bank	100-Fire Administration	Uniforms/Clothing	142.57	JohnstonMay2026	Station boots for NLeibee 5-15-2026	5/28/2026
223	First Federal Bank	520-Sanitation	Equip/Mach/Furniture-Non-cap	4,264.00	LarsonMay2026	MAY 2026 - 220 Dumpster Lids, Plaque for Steve Mel	5/28/2026
224	First Federal Bank	520-Sanitation	Contractual-Other	110.00	LarsonMay2026	MAY 2026 - 220 Dumpster Lids, Plaque for Steve Mel	5/28/2026
225	First Federal Bank	520-Recycling	Miscellaneous	365.00	LarsonMay2026	MAY 2026 - 220 Dumpster Lids, Plaque for Steve Mel	5/28/2026
226	First Federal Bank	520-Landfill	Contractual-Other	110.00	LarsonMay2026	MAY 2026 - 220 Dumpster Lids, Plaque for Steve Mel	5/28/2026
227	First Federal Bank	100-Human Resources	Department Functional Supplies	33.66	LeahyMay2026	Job Advertising, Employee Recognition Supplies	5/28/2026
228	First Federal Bank	100-Human Resources	Advertising	944.52	LeahyMay2026	Job Advertising, Employee Recognition Supplies	5/28/2026
229	First Federal Bank	100-Information Technology	Department Functional Supplies	8.40	ManryMay2026	Glenn Manry May CC Statement	5/28/2026
230	First Federal Bank	120-Information Technology	Software & Website Fees	56.43	ManryMay2026	Glenn Manry May CC Statement	5/28/2026
231	First Federal Bank	100-City Administrator	Travel/Training	13.00	McRaeMay2026	City car wash after GOSCOMA	5/28/2026
232	First Federal Bank	120-Information Technology	Software & Website Fees	147.00	MicrosoftMay2026	Microsoft PowerBI Sub. 07/01/2025-06/30/2026	5/28/2026
233	First Federal Bank	100-Forestry/Nursery	Department Functional Supplies	271.68	MorganMay2026	Plaque for Krinkee Park, chemicals for ponds	5/28/2026
234	First Federal Bank	110-Parks Supervision	Department Functional Supplies	1,435.00	MorganMay2026	Plaque for Krinkee Park, chemicals for ponds	5/28/2026
235	First Federal Bank	530-Weed/Pest Administration	Chemicals	827.41	MorganMay2026	Plaque for Krinkee Park, chemicals for ponds	5/28/2026
236	First Federal Bank	540-Golf Course Admin/Super	Software & Website Fees	200.00	MorganMay2026	Plaque for Krinkee Park, chemicals for ponds	5/28/2026
237	First Federal Bank	510-WW Collection	Technology Equipment	240.00	NeavillMay2026	Starlink internet	5/28/2026
238	First Federal Bank	100-Service Center	Software & Website Fees	2,260.57	PierceMay2026	JPRO Annual Renewal 5/8/26-5/8/27 - SH	5/28/2026
239	First Federal Bank	100-City Administrator	Office Supplies	45.38	RizzottoMay2026	Stu Hotel- WAM BOD/GOSCOMA, waters, coff pods, mint	5/28/2026
240	First Federal Bank	100-City Administrator	Software & Website Fees	14.99	RizzottoMay2026	Stu Hotel- WAM BOD/GOSCOMA, waters, coff pods, mint	5/28/2026
241	First Federal Bank	100-City Administrator	Travel/Training	579.85	RizzottoMay2026	Stu Hotel- WAM BOD/GOSCOMA, waters, coff pods, mint	5/28/2026
242	First Federal Bank	500-Water Utility Admin	Software & Website Fees	90.02	RobertsMay2026	D. Roberts monthly CC Statement (May)	5/28/2026
243	First Federal Bank	500-Water Utility Admin	Travel/Training	85.88	RobertsMay2026	D. Roberts monthly CC Statement (May)	5/28/2026
244	First Federal Bank	500-Water Utility Admin	Telecom Services	99.03	RobertsMay2026	D. Roberts monthly CC Statement (May)	5/28/2026
245	First Federal Bank	500-Source of Supply	Memberships	126.03	RobertsMay2026	D. Roberts monthly CC Statement (May)	5/28/2026
246	First Federal Bank	500-Source of Supply	Repairs/Maint-Infrastructure	845.25	RobertsMay2026	D. Roberts monthly CC Statement (May)	5/28/2026
247	First Federal Bank	500-SWTP	Memberships	126.03	RobertsMay2026	D. Roberts monthly CC Statement (May)	5/28/2026
248	First Federal Bank	500-BGWTP	Memberships	126.06	RobertsMay2026	D. Roberts monthly CC Statement (May)	5/28/2026
249	First Federal Bank	510-Wastewater Administration	Software & Website Fees	60.02	RobertsMay2026	D. Roberts monthly CC Statement (May)	5/28/2026
250	First Federal Bank	510-Wastewater Administration	Travel/Training	57.26	RobertsMay2026	D. Roberts monthly CC Statement (May)	5/28/2026
251	First Federal Bank	510-Wastewater Administration	Telecom Services	66.02	RobertsMay2026	D. Roberts monthly CC Statement (May)	5/28/2026
252	First Federal Bank	100-Police Administration	Travel/Training	294.00	TKoltiskaMay2026	lodging - PD	5/28/2026
253	First Federal Bank	500-SWTP	Department Functional Supplies	48.21	TrangmoeMay2026	Idler Arm Extensions and rain gauge	5/28/2026
254	First Federal Bank	500-BGWTP	Department Functional Supplies	51.00	TrangmoeMay2026	Idler Arm Extensions and rain gauge	5/28/2026
255	First Federal Bank	520-Sanitation	Department Functional Supplies	648.67	WeierMay2026	MAY 2026 - Wheels for Dumpsters, Pants for Hunter	5/28/2026
256	First Federal Bank	520-Landfill	Software & Website Fees	10.00	WeierMay2026	MAY 2026 - Wheels for Dumpsters, Pants for Hunter	5/28/2026
257	First Federal Bank	520-Landfill	Uniforms/Clothing	46.44	WeierMay2026	MAY 2026 - Wheels for Dumpsters, Pants for Hunter	5/28/2026
258	First Federal Bank	520-Landfill	Memberships	286.88	WeierMay2026	MAY 2026 - Wheels for Dumpsters, Pants for Hunter	5/28/2026
259	Foot of the Bighorns	500-Water Utility Admin	Uniforms/Clothing	81.00	220000070684	Shoes for Chris	6/12/2026
260	Foot of the Bighorns	510-Wastewater Administration	Uniforms/Clothing	54.00	220000070684	Shoes for Chris	6/12/2026
261	Fremont Motor Sherid	120-Service Center	Repairs/Maint-EquipMachVehArt	225.00	276939	PD117 - diag CEL & grinding noise	6/11/2026
262	Galls	100-Police Administration	Uniforms/Clothing	103.50	035307348	Uniform shirt - PD	6/9/2026
263	Galls	100-Police Administration	Uniforms/Clothing	74.99	035445131	Uniform Shirts - PD	6/23/2026
264	Galls	100-Police Administration	Shipping/Freight	8.50	035445131	Uniform Shirts - PD	6/23/2026
265	Gary Harnish	110-Fire Administration	Travel/Training	48.00	00173153	Reimbursement of parking fees at Billings Airport	6/12/2026
266	Gerald Johnston	110-Fire Administration	Travel/Training	136.00	06262026-GJohnston	Meals per diem for 2 days within the week while at	6/29/2026
267	Geveko Markings Inc	120-Signs	Department Functional Supplies	7,501.99	10305022097	Thermoplastic pavement marking, sealer - TS	6/16/2026
268	Geveko Markings Inc	120-Signs	Department Functional Supplies	5,680.67	10305022247	Thermoplastic pavement marking, sealer - TS	6/25/2026
269	Gillette Contractors	120-Street Construction/Maint	Department Functional Supplies	4,476.00	905697	HD50 & re-crete concrete patch - ST	6/25/2026

270	Grainger Inc	100-Service Center	Department Functional Supplies	16.32	9947519261	Straight coupling - SH	6/10/2026
271	Grainger Inc	120-Street Construction/Maint	Department Functional Supplies	42.28	9957074397	Booster cables - ST	6/18/2026
272	Grainger Inc	120-Street Construction/Maint	Department Functional Supplies	418.04	9957289227	Asphalt rakes - ST	6/18/2026
273	Green Side Up	500-Water Distribution	Department Functional Supplies	366.00	A1068	sod for leak repairs	6/3/2026
274	Greenfold Services	120-Police Administration	Contractual-Other	2,100.00	153	Janitorial Services	6/26/2026
275	Greensky Commercial	100-Street Construction/Maint	Contractual-Other	1,240.00	4149	Monthly cleaning services - ST	6/16/2026
276	Habitat for Humanity	110-Economic Opportunity	Contractual-Other	11,250.00	FY27 Qtr 1 Pmt	GPET Support - Habitat for Humanity	7/1/2026
277	Hach Company	500-SWTP	Department Functional Supplies	42.70	15044438	Sulfuric Acid- Lab supplies	6/15/2026
278	Hach Company	500-BGWTP	Department Functional Supplies	42.70	15044438	Sulfuric Acid- Lab supplies	6/15/2026
279	Hach Company	500-SWTP	Department Functional Supplies	175.53	15062483	Buret, Auto 10ML-Lab supplies	6/29/2026
280	Hach Company	500-BGWTP	Department Functional Supplies	175.52	15062483	Buret, Auto 10ML-Lab supplies	6/29/2026
281	Hawkins Inc	510-WW Treatment	Chemicals	8,821.07	7460572	Azone 15 and Sodium Bisulfite order	6/15/2026
282	Heather Doke	100-Human Resources	Travel/Training	258.91	DOKESHRM26R	SHRM 26 Annual Conference Reimbursement	6/29/2026
283	High Land Inc	400-Park Areas	Cap Outlay-Land/Site Imprvmnts	101,036.11	Pay App #2	Blacktooth Park Ph 6 - Const. Pay App #2	6/11/2026
284	Home Depot Credit Se	120-Signs	Department Functional Supplies	362.48	0025027	PVC schedule conduit, battery pack, conduit fittin	6/25/2026
285	Home Depot Credit Se	120-Signs	Department Functional Supplies	234.22	1011978	4X8 plywood panels - TS	6/24/2026
286	Home Depot Credit Se	120-Street Construction/Maint	Department Functional Supplies	12.98	1070094	Blinds - Hot Plant - ST	6/24/2026
287	Home Depot Credit Se	540-Golf Course Admin/Super	Department Functional Supplies	138.15	2610776	Buckets and painting supplies for KGC	6/23/2026
288	Home Depot Credit Se	110-Parks Supervision	Department Functional Supplies	76.29	3011923	Hose and lumber for Parks Grounds Maintenance	6/22/2026
289	Home Depot Credit Se	110-Parks Supervision	Department Functional Supplies	74.26	6004 000001 66272	Cable ties for Parks Maintenance	6/8/2026
290	Home Depot Credit Se	110-Parks Supervision	Department Functional Supplies	83.12	6004 00002 84729	Gutter straps for Parks Grounds Maintenance	6/9/2026
291	Home Depot Credit Se	110-Fire Administration	Department Functional Supplies	288.98	6004 00007 90766	Dewalt 60V Blower; Husky 1/4"x25' Power Drum Auger	6/16/2026
292	Home Depot Credit Se	120-Police Administration	Department Functional Supplies	175.34	6004 00052 18805	Firewood for drug burns - PD	6/19/2026
293	Home Depot Credit Se	510-WW Treatment	Department Functional Supplies	99.74	9024522	Coupling, brass valve, elbows, clips	6/16/2026
294	Home Depot Credit Se	120-Street Construction/Maint	Department Functional Supplies	746.90	WXJ608J	Weather shield baluster, joist hanger, screws, tim	6/25/2026
295	Ian Connely	710-SAWS Fund	Water PIFF Fees	7,120.00	IanConnelyReimb	Reimbursement for overpay of Water Permit #W-26-45	7/1/2026
296	Ikon Fire LLC	120-Service Center	Department Functional Supplies	8,090.61	046758	FD31 - radiator & charge air cooler	6/12/2026
297	Internal Revenue Srv	100-Treasurer	Bank/CC Fees	2,018.67	IRS CP161	1ST QTR 2026 941 Penalty	6/24/2026
298	Interstate Engineeri	400-Pool Fac Const Acq/Maint	Cap Outlay-Land/Site Imprvmnts	16,123.75	61972	Kendrick Park Pool - CA thru 6/13/2026	6/18/2026
299	In-Yarak	110-Parks Supervision	Repairs/Maint-Buildings	17,250.00	6235	Replacement doors for Kendrick Park bathrooms	6/9/2026
300	Jackson Peterbilt	520-Sanitation	Department Functional Supplies	182.00	11002GL	WC703 - new med air filters	6/18/2026
301	JB Storage Container	400-Landfill	Cap Outlay-Land/Site Imprvmnts	195.00	135666	LRCM misc. - 40' container rental June 2026	6/24/2026
302	Jeremy Attebury	500-Source of Supply	Travel/Training	175.00	J.Attebury UAG Exam	Reimbursement for Unmanned Aircraft General Exam	6/22/2026
303	Joe Johnson Equip	100-Service Center	Cap Outlay-Mach/Equip/Vehicles	578,065.00	01 U00084	ST320 - 2026 Vactor 2100i Vac Truck	6/16/2026
304	Joe Johnson Equip	120-Service Center	Department Functional Supplies	1,500.00	P04086	ST342 - broom wire (6 spools)	6/15/2026
305	Joe Johnson Equip	120-Service Center	Department Functional Supplies	1,342.30	P04120	ST320 - Higbee c/b nozzle +frt	6/19/2026
306	John Deere Financial	100-Parks Supervision	Department Functional Supplies	68.93	13687492	Bar and chain oil for Community Forestry	5/11/2026
307	John Deere Financial	540-Golf Course Admin/Super	Department Functional Supplies	22.36	13699373	GC486 - fuel filters & o-ring	5/19/2026
308	John Deere Financial	100-Cemetery Administration	Equip/Mach/Furniture-Non-cap	229.99	13700652	FS40 trimmer for Cemetery	5/20/2026
309	John Deere Financial	110-Parks Supervision	Department Functional Supplies	21.57	13726915	Replacement rope for Parks Grounds Maintenance	6/10/2026
310	John Deere Financial	540-Golf Course Admin/Super	Department Functional Supplies	365.56	188511	GC486 - master brake cylinder +frt	5/11/2026
311	John Deere Financial	120-Service Center	Department Functional Supplies	(50.00)	CR13722069	Return for starter core	6/6/2026
312	John Deere Financial	510-WW Treatment	Tools	(57.58)	CRX08683	Credit for returned chain loop	5/14/2026
313	John Deere Financial	500-Water Distribution	Department Functional Supplies	47.77	E06719	treated rails	5/12/2026
314	John Deere Financial	500-Water Distribution	Department Functional Supplies	21.99	E06810	spike nails for fence repair	5/12/2026
315	John Deere Financial	500-Source of Supply	Tools	46.95	E07422	Hand Winch 1000#	5/14/2026
316	John Deere Financial	520-Recycling	Uniforms/Clothing	82.25	E09677	(2) Pair of Pants for Jean T.	5/20/2026
317	John Deere Financial	520-Landfill	Uniforms/Clothing	35.99	E10136	Pants for Hunter Z.	5/21/2026
318	John Deere Financial	100-Fire Administration	Repairs/Maint-EquipMachVehArt	15.98	E10596	Sawblades for chainsaws on engines 5-22-2026 KC	5/22/2026
319	John Deere Financial	520-Sanitation	Uniforms/Clothing	22.50	E11639	(1) Pair of Pants for Amber C.	5/25/2026
320	John Deere Financial	520-Recycling	Uniforms/Clothing	22.49	E11639	(1) Pair of Pants for Amber C.	5/25/2026
321	John Deere Financial	110-Fire Administration	Equip/Mach/Furniture-Non-cap	64.98	E15473	2 Wildland Leather Gloves for SLarson/CMArthur	6/4/2026
322	John Deere Financial	510-WW Treatment	Uniforms/Clothing	24.99	E17069	PVC Boot	6/9/2026
323	John Deere Financial	110-Parks Supervision	Department Functional Supplies	55.99	E17130	Promectin for bison	6/9/2026

324	John Deere Financial	100-Street Construction/Maint	Principal	860.84	JD Hamm #11	Mnthly pmts JD HTC15	5/29/2026
325	John Deere Financial	100-Street Construction/Maint	Interest	32.19	JD Hamm #11	Mnthly pmts JD HTC15	5/29/2026
326	John Deere Financial	510-WW Treatment	Tools	70.06	X08683	Chain loop, file handle, file	5/14/2026
327	John Deere Financial	520-Sanitation	Uniforms/Clothing	142.12	X09589	(5) Pair of Pants for Richard D.	5/30/2026
328	John Deere Financial	520-Recycling	Uniforms/Clothing	142.11	X09589	(5) Pair of Pants for Richard D.	5/30/2026
329	John H Kane	110-Parks Supervision	Department Functional Supplies	1,560.00	748274	Hay for bison	6/12/2026
330	Johnathon Stallions	100-Police Administration	Uniforms/Clothing	141.49	Stallionsboots26	Uniform boot reimbursement - PD	6/16/2026
331	JORDAN & MADISON HAW	500-Water Fund	Accounts Receivable	7.63	35352	UB 00015024 12 JEFFERSON	6/12/2026
332	Kilpatrick Creations	540-Golf Course Admin/Super	Uniforms/Clothing	445.25	201911	Shirts and hoodies for KGC	6/12/2026
333	Kilpatrick Creations	100-Police Administration	Uniforms/Clothing	123.00	201971	CSO Uniform Shirts - PD	6/11/2026
334	Kilpatrick Creations	100-Communication Services/911	Uniforms/Clothing	1,012.00	201972	Civilian Uniform Shirts - PD	6/11/2026
335	Kisling Law LLC	100-Court	Contractual-Professional	3,250.00	2026-06	Muni Court Judge Fees FY26	6/30/2026
336	Koby Campbell	100-Street Construction/Maint	Licenses/Fees/Permits- Other	85.00	052926Campbell	Class A CDL Skill Test Reimbursement - K Campbell	6/16/2026
337	Koby Campbell	100-Street Construction/Maint	Uniforms/Clothing	60.00	062226	Reimbursement for work pants - 2 @ \$30.00 - K Camp	6/30/2026
338	Kois Brothers Equipm	520-Sanitation	Department Functional Supplies	213.80	138677	RC & WC fleet - 4" grabber rollers	6/25/2026
339	Kois Brothers Equipm	520-Recycling	Department Functional Supplies	213.80	138677	RC & WC fleet - 4" grabber rollers	6/25/2026
340	L J Wright Ironworks	110-Parks Supervision	Department Functional Supplies	2,847.46	5816	Sign frame for Parks Grounds Maintenance	6/12/2026
341	Landon's Greenhouse	100-Forestry/Nursery	Department Functional Supplies	557.99	109851	Pots for Community Forestry - Kendrick Park	5/29/2026
342	Landon's Greenhouse	100-Forestry/Nursery	Department Functional Supplies	196.14	109852	Pots for Community Forestry - KGC	5/29/2026
343	Landon's Greenhouse	100-Forestry/Nursery	Department Functional Supplies	139.56	109853	Pots for Community Forestry - Cemetery	5/29/2026
344	Landon's Greenhouse	100-Forestry/Nursery	Department Functional Supplies	724.44	109854	Pots for Community Forestry - Grinnell	5/29/2026
345	Landon's Greenhouse	100-Forestry/Nursery	Department Functional Supplies	249.95	109855	Pots for Community Forestry - SheridanAve and Heal	5/29/2026
346	Landon's Greenhouse	510-WW Collection	Department Functional Supplies	176.00	404939	flowers for the UM shop	5/22/2026
347	Landon's Greenhouse	100-Forestry/Nursery	Department Functional Supplies	291.96	406159	Sugar maple for Community Forestry	6/3/2026
348	Landon's Greenhouse	100-Forestry/Nursery	Department Functional Supplies	5,971.17	61726	General City tree order for Community Forestry	6/17/2026
349	Landon's Greenhouse	400-Park Areas	Cap Outlay-Land/Site Imprvmnts	843.31	61726 BlacktoothPark	Blacktooth Park Ph VI misc. - plants/bushes	6/17/2026
350	Les Schwab Group Hol	120-Service Center	Repairs/Maint-EquipMachVehArt	1,187.87	92900118404	PD117 - new tires installed (4) & 4-wheel alignmen	6/12/2026
351	LEXIE & ETHAN ARIZON	500-Water Fund	Accounts Receivable	38.47	35414	UB 00060090 1105 LEOPARD	6/17/2026
352	LISA ANN JOHNSON	500-Water Fund	Accounts Receivable	14.76	35413	UB 00053140 2033 DEMPLE	6/17/2026
353	LJS Concrete & Excav	400-Street Construction/Maint	Cap Outlay-Infrastructure	233,809.72	Pay App # 2	S. Downtown Ph I - Const. Pay App #2	6/25/2026
354	LJS Concrete & Excav	400-Water Distribution	Cap Outlay-Infrastructure	25,131.40	Pay App #3	Water Crossing - Pay App #3 Const. 5/26/26-6/22/26	6/24/2026
355	LN Curtis & Sons	110-Fire Administration	Repairs/Maint-EquipMachVehArt	33.30	INV1069096.1	Additional fee that was no included on LNCurtis In	5/14/2026
356	LN Curtis & Sons	110-Fire Administration	Repairs/Maint-EquipMachVehArt	4,140.00	INV1078122	Hydrostatic Test 60 SCBA Air Bottles 6-10-2026 PJ	6/10/2026
357	LN Curtis & Sons	110-Fire Administration	Repairs/Maint-EquipMachVehArt	2,140.40	INV1078189	Annual Servicing Eagle Air Compressor for SFR	6/10/2026
358	LN Curtis & Sons	110-Fire Administration	Repairs/Maint-EquipMachVehArt	989.39	INV1082182	2-G1 SCBA Washing and Decon Kit Q388579 AFried	6/23/2026
359	Lomco	120-Street Construction/Maint	Department Functional Supplies	1,533.04	034906-01	PG 58-28 Oil - ST	6/4/2026
360	Lube Refiners LLC	120-Service Center	Repairs/Maint-EquipMachVehArt	84.12	0007265000000009127	PD137 - LOF service	6/19/2026
361	Lube Refiners LLC	120-Service Center	Repairs/Maint-EquipMachVehArt	75.63	0007265000000009191	PD104 - LOF service	6/22/2026
362	Lube Refiners LLC	120-Service Center	Repairs/Maint-EquipMachVehArt	75.63	0007265000000009357	PD122 - LOF service	6/27/2026
363	M&K Rentals	100-Parks Supervision	Rent/Lease-Equip/Mach/vehicles	467.85	1263-1	Excavator rental for Parks Maintenance	6/3/2026
364	Marsh & McLennan	100-Other General Govt Costs	Insurance-Property	953.00	437627	07/2025-07/206 Ins Blkth Prk Bldg & So Prk Restroo	6/15/2026
365	MCM General Contract	400-Pool Fac Const Acq/Maint	Cap Outlay-Land/Site Imprvmnts	6,020.00	26-165	KP Pool misc. - sewer bore w/pipe	6/15/2026
366	McMaster-Carr Supply	510-WW Treatment	Department Functional Supplies	121.13	67196086	Drill bit, tire gauges	6/23/2026
367	Midland Implement Co	540-Golf Course Admin/Super	Department Functional Supplies	278.35	349068001	KGC fleet mowers - filters +frt	6/18/2026
368	MINDEE MARSH	500-Water Fund	Accounts Receivable	125.00	35547	UB 01290530 1415 HOLLOWAY	6/19/2026
369	Modern Machinery Co	520-Landfill	Department Functional Supplies	56.60	3198083 PS	LF476 - hardware +frt	6/11/2026
370	Modern Machinery Co	520-Landfill	Department Functional Supplies	214.05	3201596 PS	LF476 - hardware +frt	6/24/2026
371	Montana Dakota Utili	100-Other General Govt Costs	Gas/Electric/Propane-Buildings	1,920.23	061926-MDU	FY26 MDU Gas/Electric	6/5/2026
372	Montana Dakota Utili	100-Fire Administration	Gas/Electric-Buildings	1,514.64	061926-MDU	FY26 MDU Gas/Electric	6/5/2026
373	Montana Dakota Utili	100-Street Construction/Maint	Gas/Electric-Buildings	256.72	061926-MDU	FY26 MDU Gas/Electric	6/5/2026
374	Montana Dakota Utili	100-Cemetery Administration	Gas/Electric-Buildings	240.81	061926-MDU	FY26 MDU Gas/Electric	6/5/2026
375	Montana Dakota Utili	100-Parks Supervision	Gas/Electric-Buildings	333.72	061926-MDU	FY26 MDU Gas/Electric	6/5/2026
376	Montana Dakota Utili	110-Street Construction/Maint	Electric-Other	16,573.70	061926-MDU	FY26 MDU Gas/Electric	6/5/2026
377	Montana Dakota Utili	500-Water Distribution	Gas/Electric-Buildings	596.71	061926-MDU	FY26 MDU Gas/Electric	6/5/2026

378	Montana Dakota Utili	500-SAWS	Gas/Electric-Buildings	1,569.21	061926-MDU	FY26 MDU Gas/Electric	6/5/2026
379	Montana Dakota Utili	100-Street Construction/Maint	Gas/Electric-Buildings	95.14	062626-MDU	FY26 MDU Gas/Electric	6/12/2026
380	Montana Dakota Utili	100-Parks Supervision	Gas/Electric-Buildings	563.93	062626-MDU	FY26 MDU Gas/Electric	6/12/2026
381	Montana Dakota Utili	110-Street Construction/Maint	Electric-Other	231.09	062626-MDU	FY26 MDU Gas/Electric	6/12/2026
382	Montana Dakota Utili	500-Water Distribution	Gas/Electric-Buildings	158.31	062626-MDU	FY26 MDU Gas/Electric	6/12/2026
383	Montana Dakota Utili	500-SAWS	Gas/Electric-Buildings	220.98	062626-MDU	FY26 MDU Gas/Electric	6/12/2026
384	Montana Dakota Utili	510-WW Collection	Gas/Electric-Buildings	65.35	062626-MDU	FY26 MDU Gas/Electric	6/12/2026
385	Montana Dakota Utili	510-WW Treatment	Gas/Electric-Buildings	45.71	062626-MDU	FY26 MDU Gas/Electric	6/12/2026
386	Montana Dakota Utili	100-Police Administration	Gas/Electric-Buildings	4,232.28	5/16-6/23/26 MDU	FY26 MDU Gas/Electric	6/18/2026
387	Montana Dakota Utili	100-Street Construction/Maint	Gas/Electric-Buildings	1,198.47	5/16-6/23/26 MDU	FY26 MDU Gas/Electric	6/18/2026
388	Montana Dakota Utili	100-Parks Supervision	Gas/Electric-Buildings	464.94	5/16-6/23/26 MDU	FY26 MDU Gas/Electric	6/18/2026
389	Montana Dakota Utili	100-Service Center	Gas/Electric-Buildings	1,850.73	5/16-6/23/26 MDU	FY26 MDU Gas/Electric	6/18/2026
390	Montana Dakota Utili	110-Street Construction/Maint	Electric-Other	527.23	5/16-6/23/26 MDU	FY26 MDU Gas/Electric	6/18/2026
391	Montana Dakota Utili	110-Rec/Senior Cntr Admin	Gas/Electric-Buildings	422.85	5/16-6/23/26 MDU	FY26 MDU Gas/Electric	6/18/2026
392	Montana Dakota Utili	500-Water Distribution	Gas/Electric-Buildings	925.25	5/16-6/23/26 MDU	FY26 MDU Gas/Electric	6/18/2026
393	Montana Dakota Utili	500-SWTP	Gas/Electric-Buildings	7,142.49	5/16-6/23/26 MDU	FY26 MDU Gas/Electric	6/18/2026
394	Montana Dakota Utili	500-BGWTP	Gas/Electric-Buildings	2,627.19	5/16-6/23/26 MDU	FY26 MDU Gas/Electric	6/18/2026
395	Montana Dakota Utili	500-SAWS	Gas/Electric-Buildings	821.42	5/16-6/23/26 MDU	FY26 MDU Gas/Electric	6/18/2026
396	Montana Dakota Utili	510-WW Collection	Gas/Electric-Buildings	88.28	5/16-6/23/26 MDU	FY26 MDU Gas/Electric	6/18/2026
397	Montana Dakota Utili	520-Sanitation	Gas/Electric-Buildings	559.26	5/16-6/23/26 MDU	FY26 MDU Gas/Electric	6/18/2026
398	Montana Dakota Utili	520-Recycling	Gas/Electric-Buildings	559.26	5/16-6/23/26 MDU	FY26 MDU Gas/Electric	6/18/2026
399	Montana Dakota Utili	530-Weed/Pest Administration	Gas/Electric-Buildings	146.38	5/16-6/23/26 MDU	FY26 MDU Gas/Electric	6/18/2026
400	Montana Dakota Utili	540-Golf Course Admin/Super	Gas/Electric-Buildings	3,007.78	5/16-6/23/26 MDU	FY26 MDU Gas/Electric	6/18/2026
401	Morrison-Maierle Inc	400-Street Construction/Maint	Cap Outlay-Infrastructure	52,186.81	000265592	East Downtown - Prof. Svcs. thru 5/29/2026	6/11/2026
402	Morrison-Maierle Inc	400-Highways/Streets/Roadways	Cap Outlay-Infrastructure	4,297.04	000265593	West Corridor Study - Prof. Svcs. thru 5/29/2026	6/11/2026
403	Motorola Solutions I	110-Service Center	Cap Outlay-Equip/MachVehicles	153.60	8282340539	PD155 - Outfitting, camera system	5/29/2026
404	Mullinax Concrete Se	120-Street Construction/Maint	Department Functional Supplies	9,982.00	0260577-IN	5/8 Rock - ST	5/21/2026
405	Mullinax Concrete Se	120-Street Construction/Maint	Department Functional Supplies	473.86	0260922-IN	River rock - CMS - ST	6/9/2026
406	Mullinax Concrete Se	120-Street Construction/Maint	Department Functional Supplies	2,516.24	0261190-IN	Top soil - ST	6/22/2026
407	Mullinax Concrete Se	110-Parks Supervision	Department Functional Supplies	114.38	0261220-IN	Screened 57 rock for Parks Grounds Maintenance	6/23/2026
408	Mullinax Concrete Se	110-Parks Supervision	Department Functional Supplies	143.33	0261276-IN	Boulders for Parks Grounds Maintenance	6/25/2026
409	Mullinax Concrete Se	110-Parks Supervision	Department Functional Supplies	101.21	0261301-IN	Boulders for Parks Grounds Maintenance	6/25/2026
410	Mullinax Concrete Se	120-Street Construction/Maint	Department Functional Supplies	3,002.81	0261308-IN	Washed sand - ST	6/25/2026
411	Mullinax Irrigation	120-Street Construction/Maint	Department Functional Supplies	26.53	0001133-IN	Extension cord - ST	6/25/2026
412	Municipal Emergency	110-Fire Administration	Equip/Mach/Furniture-Non-cap	20,097.90	IN2520376	5-Bunker Coats/Pants for new recruits AFried	6/3/2026
413	Nalco Company	500-SWTP	Chemicals	6,953.03	6604084322	8110 Pulv Optimizer: Chemical	6/22/2026
414	Nalco Company	500-BGWTP	Chemicals	4,635.35	6604084322	8110 Pulv Optimizer: Chemical	6/22/2026
415	NAMI Wyoming	110-Public Health Admin	Contractual-Other	3,750.00	FY27 Qtr 1 Pmt	GPET Support - NAMI	7/1/2026
416	National Testing Net	120-Police Administration	Contractual-Other	195.00	28971	Peace officer applicant testing - PD	5/31/2026
417	Norco Inc	540-Golf Course Admin/Super	Department Functional Supplies	146.58	0046948749	Roll towels, soap and wipes for KGC	6/2/2026
418	Norco Inc	510-WW Treatment	Department Functional Supplies	92.55	0047018636	Lens frame, gloves, black frame	6/10/2026
419	Norco Inc	120-Street Construction/Maint	Department Functional Supplies	127.32	0047029659	Face shields, electrolyte drink mixes - ST	6/11/2026
420	Norco Inc	120-Street Construction/Maint	Department Functional Supplies	137.07	0047068825	Earplugs - ST	6/16/2026
421	Norco Inc	120-Street Construction/Maint	Department Functional Supplies	7.36	0047077746	Collet body 3/32 & collet 3/32 - ST	6/17/2026
422	Norco Inc	100-Gen Govt Bldg Maintenance	Department Functional Supplies	235.92	0047110049	Toilet paper - CH & public restrooms	6/22/2026
423	Norco Inc	120-Street Construction/Maint	Department Functional Supplies	78.12	0047127235	Welding gloves - ST	6/23/2026
424	Norco Inc	100-Service Center	Department Functional Supplies	101.55	0047134125	Shop towels - SH	6/24/2026
425	North Central Labs	510-WW Treatment	Department Functional Supplies	145.70	536677	Grid filters	6/5/2026
426	Office Shop Inc	520-Solid Waste Administration	Copier Supplies	25.62	354996	Monthly Copy Charges	6/22/2026
427	Office Shop Inc	100-Police Administration	Copier Supplies	129.52	355598	Copier Overage Charges - PD	6/25/2026
428	Office Shop Leasing	520-Solid Waste Administration	Rent/Lease-Equip/Mach/vehicles	107.16	9201	Monthly Lease for Copy Machine	6/7/2026
429	One-Call of Wyoming	100-Street Construction/Maint	Contractual-Professional	221.18	79982	One-Call tickets for May (632)	6/12/2026
430	One-Call of Wyoming	500-Water Distribution	Contractual-Other	110.62	79982	One-Call tickets for May (632)	6/12/2026
431	One-Call of Wyoming	500-SAWS	Contractual-Other	221.18	79982	One-Call tickets for May (632)	6/12/2026

432	One-Call of Wyoming	510-WW Collection	Contractual-Other	110.62	79982	One-Call tickets for May (632)	6/12/2026
433	Pace Analytical Serv	510-WW Treatment	Contractual-Other	150.00	265402758	Lab Services- water testing	6/18/2026
434	Pace Analytical Serv	500-SWTP	Contractual-Other	579.00	265402759	Bac-T sample analysis invoicing- WY5600052	6/18/2026
435	Pace Analytical Serv	500-SWTP	Contractual-Other	150.00	265402760	Bac-T sampling invoice WY5601537	6/18/2026
436	Pace Analytical Serv	500-SWTP	Contractual-Other	579.00	265402898	Bac-T sample analysis invoicing- WY5600052	6/26/2026
437	Peak Consulting	100-Human Resources	Travel/Training	2,000.00	0887	Training	6/15/2026
438	Peak Consulting	120-Human Resources	Contractual-Professional	1,800.00	0887	Training	6/15/2026
439	Peak Pest Solutions	500-BGWTP	Contractual-Other	78.75	71501	Pest service, Monthly - BGWTP	6/16/2026
440	Peak Pest Solutions	500-Source of Supply	Contractual-Other	131.25	71502	Pest service, monthly - INTAKE	6/16/2026
441	Peak Pest Solutions	500-SWTP	Contractual-Other	125.00	71519	Pest service - monthly	6/17/2026
442	Phorge, Inc.	110-Economic Opportunity	Contractual-Other	5,000.00	FY27 Qtr 1 Pmt	GPET Support - Phorge	7/1/2026
443	Pitney Bowes Inc.	100-Other General Govt Costs	Postage	91.29	1029559453	E-Z Seal	6/3/2026
444	Powder River Heating	100-Gen Govt Bldg Maintenance	Repairs/Maint-EquipMachVehArt	15,960.00	JC18685	Installed mini-split - 3rd floor IT room City Hall	6/8/2026
445	Powder River Heating	400-Pool Fac Const Acq/Maint	Cap Outlay-Land/Site Imprvmnts	6,752.92	SRVCE194521	KP Pool misc. - plumbing repairs	6/18/2026
446	Powder River Heating	100-Gen Govt Bldg Maintenance	Repairs/Maint-Buildings	705.00	SRVCE194624	Diag heating valves stuck open - City Hall	6/23/2026
447	Powder River Heating	100-Gen Govt Bldg Maintenance	Repairs/Maint-Buildings	375.00	SRVCE194684	Diag & repaired chiller unit in Finance Dept. - CH	6/25/2026
448	Powder River Power C	120-Service Center	Department Functional Supplies	287.60	2637	ST323 - brass ball valve	6/10/2026
449	Powder River Power C	100-Service Center	Department Functional Supplies	21.74	2669	Cable tie - SH	6/11/2026
450	Powder River Power C	520-Sanitation	Department Functional Supplies	506.96	2670	WC718 - hyd hose & hyd fittings	6/11/2026
451	Powder River Power C	520-Sanitation	Department Functional Supplies	102.38	2720	WC718 - hyd hose & hyd fittings	6/16/2026
452	Powder River Power C	520-Recycling	Department Functional Supplies	26.80	2738	RC705 - brass fittings	6/17/2026
453	Powder River Power C	120-Service Center	Department Functional Supplies	77.79	2739	STL406 - hyd hose & fittings	6/17/2026
454	Powder River Power C	520-Recycling	Department Functional Supplies	9.26	2740	RC705 - brass fitting	6/17/2026
455	Powder River Power C	120-Service Center	Department Functional Supplies	35.39	2813	STL403 - hyd hose & fittings	6/22/2026
456	Powder River Power C	520-Landfill	Department Functional Supplies	12.48	2815	LF324 - 1/4" pipe plugs	6/22/2026
457	Powder River Power C	120-Service Center	Department Functional Supplies	81.26	2821	ST402 - hyd hose & fittings	6/23/2026
458	Powder River Power C	520-Sanitation	Department Functional Supplies	80.56	2832	WC78 - hydraulic hose & fittings	6/23/2026
459	Powder River Power C	520-Sanitation	Department Functional Supplies	114.38	2918	WC713 - hydraulic hose & fittings	6/29/2026
460	Proforce Law Enforce	120-Police Administration	Department Functional Supplies	164.99	603612	Glock 9mm - PD	6/10/2026
461	Prospect Const	400-WW Treatment	Cap Outlay-Infrastructure	103,482.02	Pay App #9	WWTP Clarifier Rplcmnt - Const. Pay App #9	6/30/2026
462	Pye-Barker Fire	120-Gen Govt Bldg Maintenance	Contractual-Professional	170.04	861182	UL Fire Monitoring 7/1/26 - 9/30/26 - CH	7/1/2026
463	R J Thomas Manufactu	110-Parks Supervision	Department Functional Supplies	842.00	282348	Trash can lids for Parks Grounds Maintenance	9/15/2025
464	R J Thomas Manufactu	400-Park Areas	Cap Outlay-Land/Site Imprvmnts	18,425.00	PS-INV103620	BT Pk Ph6 misc. - trash cans, lids, liners, tables	6/11/2026
465	R J Thomas Manufactu	110-Parks Supervision	Department Functional Supplies	1,120.00	PS-INV103621	Trash can lids for Parks Grounds Maintenance	6/11/2026
466	Radarsign LLC	120-Signs	Contractual-Other	1,295.00	INV5173	Overhaul/Refresh Radar Sign T/S	6/8/2026
467	Randall Engineering	500-Water Utility Admin	Contractual-Professional	2,330.00	2/3-6/10/26	Research time for Double Day Facility Water Right	6/10/2026
468	RDO Equipment Co	520-Landfill	Department Functional Supplies	1,348.54	P14309R5	LF473 - joystick +S&H	6/10/2026
469	Rocky Mountain Drug	100-Human Resources	Contractual-Professional	595.00	8258	Occupational Testing	6/18/2026
470	Rodney Ridgway	700-Custodial Fund	Employee Relief Fund Payable	300.00	RIDGWAYERF	Employee Relief Fund Disbursement	7/1/2026
471	SavATree, LLC	100-Forestry/Nursery	Contractual-Professional	5,068.00	001833890	Sheridan Ave tree pruning	5/22/2026
472	SavATree, LLC	100-Forestry/Nursery	Contractual-Professional	4,234.00	001834225	Sheridan Ave tree pruning	5/21/2026
473	Sculpture Services o	110-Museum Collections	Contractual-Other	4,900.00	202606	SPAC Annual Sculpture Cleaning and Waxing	6/21/2026
474	Senior Citizens Coun	110-Rec/Senior Cntr Admin	Petroleum Products	10,433.23	City052026	Monthly fuel charge	5/31/2026
475	Senior Citizens Coun	110-Rec/Senior Cntr Admin	Contractual-Other	20,000.00	FY27 Qtr 1 Pmt	GPET Support - HUB on Smith	7/1/2026
476	Servall Uniform & Li	100-Gen Govt Bldg Maintenance	Contractual-Other	105.94	1204029	Rug cleaning FY26 - City Hall	6/11/2026
477	Servall Uniform & Li	500-Water Distribution	Contractual-Other	80.87	1204043	Rug cleaning - UM	6/11/2026
478	Servall Uniform & Li	510-WW Collection	Contractual-Other	50.54	1204043	Rug cleaning - UM	6/11/2026
479	Servall Uniform & Li	520-Sanitation	Contractual-Other	127.40	1204045	Biweekly Rug Cleaning 06/11/26	6/11/2026
480	Servall Uniform & Li	520-Recycling	Contractual-Other	127.40	1204045	Biweekly Rug Cleaning 06/11/26	6/11/2026
481	Servall Uniform & Li	100-Street Construction/Maint	Contractual-Other	204.51	1204046	Laundry and rug cleaning - ST	6/11/2026
482	Servall Uniform & Li	520-Landfill	Contractual-Other	173.45	1204049	Rug Cleaning Bi-Weekly for Landfill	6/11/2026
483	Servall Uniform & Li	120-Police Administration	Contractual-Other	249.56	1204053	Rug Cleaning - PD	6/11/2026
484	Servall Uniform & Li	100-Fire Administration	Contractual-Other	44.82	1206658	Rug Cleaning for SFR	6/18/2026
485	Servall Uniform & Li	500-Water Distribution	Contractual-Other	80.86	1209246	Rug cleaning - UM	6/25/2026

486	Servall Uniform & Li	510-WW Collection	Contractual-Other	50.55	1209246	Rug cleaning - UM	6/25/2026
487	Servall Uniform & Li	520-Sanitation	Contractual-Other	127.40	1209247	Bi-Weekly Rug Cleaning 06/25/26	6/25/2026
488	Servall Uniform & Li	520-Recycling	Contractual-Other	127.40	1209247	Bi-Weekly Rug Cleaning 06/25/26	6/25/2026
489	Servall Uniform & Li	100-Street Construction/Maint	Contractual-Other	204.51	1209248	Laundry and rug cleaning - ST	6/25/2026
490	Servall Uniform & Li	520-Landfill	Contractual-Other	173.45	1209251	Rug Cleaning Bi-Weekly for Landfill	6/25/2026
491	Servall Uniform & Li	120-Police Administration	Contractual-Other	249.66	1209255	Rug Cleaning - PD	6/25/2026
492	Setcom Corporation	110-Fire Administration	Equip/Mach/Furniture-Non-cap	2,077.14	65234	2-Wireless Headsets for SFR AFried	6/18/2026
493	SHAELYNN DAVIS	500-Water Fund	Accounts Receivable	125.00	35381	UB 00123120 1124 BROADWAY	6/15/2026
494	Sher Co Pub Health	520-Sanitation	Contractual-Professional	145.00	05182026	Immunizations for Hank L.	5/18/2026
495	Sher Co Pub Health	510-WW Collection	Contractual-Professional	145.00	05262026	Christopher Frank - TWINRIX#3	5/26/2026
496	Sheridan Artists Gui	110-Museum Administration	Contractual-Other	3,750.00	FY27 Qtr 1 Pmt	GPET Support - Sage Community	7/1/2026
497	Sheridan Arts Council	110-Museum Administration	Contractual-Other	4,000.00	FY27 Qtr 1 Pmt	GPET Support - Sheridan Arts Council	7/1/2026
498	Sheridan Auto Parts	510-WW Treatment	Department Functional Supplies	29.47	889705	Carlyle Sockets 3/8	5/22/2026
499	Sheridan Auto Parts	530-Weed/Pest Administration	Department Functional Supplies	6.49	891635	WP211 - Light bulb	6/4/2026
500	Sheridan Auto Parts	120-Street Construction/Maint	Tools	369.99	892433	Grease gun - ST	6/9/2026
501	Sheridan Auto Parts	100-Service Center	Department Functional Supplies	20.98	892516	Fittings - SH	6/9/2026
502	Sheridan Auto Parts	100-Service Center	Department Functional Supplies	105.36	892655	Brake parts cleaner - SH	6/10/2026
503	Sheridan Auto Parts	120-Service Center	Tools	369.99	892903	Grease gun - SH	6/11/2026
504	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	379.42	893530	BD171 - Tie rod end, brake rotor & pad kit, brake	6/15/2026
505	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	88.86	893581	BD171 - Shock absorber	6/15/2026
506	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	195.93	893641	ST402 - Battery	6/16/2026
507	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	197.99	893730	BD171 - Battery	6/16/2026
508	Sheridan Auto Parts	120-Service Center	Tools	11.99	893931	Tool door upholstery tool - SH	6/17/2026
509	Sheridan Auto Parts	100-Service Center	Department Functional Supplies	52.68	893932	Brake parts cleaner - SH	6/17/2026
510	Sheridan Auto Parts	520-Landfill	Department Functional Supplies	89.98	894004	LF324 - Signal lights	6/17/2026
511	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	37.78	894073	FD34 - Drain valve	6/18/2026
512	Sheridan Auto Parts	520-Landfill	Department Functional Supplies	59.39	894188	LF324 - Brake light switch	6/18/2026
513	Sheridan Auto Parts	520-Sanitation	Department Functional Supplies	14.39	894595	WC320 - Heater fitting	6/22/2026
514	Sheridan Auto Parts	100-Service Center	Department Functional Supplies	(20.98)	CR893227	715-1145 fitting return	6/12/2026
515	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	(134.99)	CR893227	715-1145 fitting return	6/12/2026
516	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	(27.00)	CR893781	Core deposit	6/16/2026
517	Sheridan Auto Parts	120-Service Center	Department Functional Supplies	(18.00)	CR893781	Core deposit	6/16/2026
518	Sheridan Commercial	530-Weed/Pest Administration	Department Functional Supplies	171.65	270173	Gloves, respirators and tape for Weed and Pest	5/29/2026
519	Sheridan Commercial	120-Signs	Department Functional Supplies	21.16	270305	Dry erase markers - TS	6/3/2026
520	Sheridan Commercial	120-Street Construction/Maint	Department Functional Supplies	52.82	270319	Stiff scraper, joint knife, wall scrapers - ST	6/4/2026
521	Sheridan Commercial	120-Service Center	Tools	45.87	270358	Spiral screw extractor - SH	6/5/2026
522	Sheridan Commercial	500-BGWTP	Department Functional Supplies	13.02	270427	Niagara Distilled Water	6/9/2026
523	Sheridan Commercial	120-Signs	Department Functional Supplies	6.05	270451	5x1/16x7/8 cut wheel - TS	6/9/2026
524	Sheridan Commercial	120-Signs	Department Functional Supplies	10.70	270472	Key & master pad key blank - TS	6/10/2026
525	Sheridan Commercial	100-Engineer	Department Functional Supplies	18.47	270479	Paper towels - Eng. supplies/cplng - KP pool misc	6/10/2026
526	Sheridan Commercial	400-Pool Fac Const Acq/Maint	Cap Outlay-Land/Site Imprmnts	3.53	270479	Paper towels - Eng. supplies/cplng - KP pool misc	6/10/2026
527	Sheridan Commercial	510-WW Treatment	Office Supplies	390.03	270498	Towels, spray, sprinkler heads, other items	6/11/2026
528	Sheridan Commercial	510-WW Treatment	Department Functional Supplies	482.21	270498	Towels, spray, sprinkler heads, other items	6/11/2026
529	Sheridan Commercial	510-WW Treatment	Repairs/Maint-Land/Site/Grnds	518.80	270498	Towels, spray, sprinkler heads, other items	6/11/2026
530	Sheridan Commercial	100-Fire Administration	Department Functional Supplies	97.79	270536	1 pkg 9VPro;AAPro;AAAlk Batteries;1Multiengfuel	6/12/2026
531	Sheridan Commercial	500-BGWTP	Department Functional Supplies	30.01	270553	Trimmer line and flush lever	6/15/2026
532	Sheridan Commercial	120-Signs	Department Functional Supplies	64.66	270610	Quick links, 1" & 3/4" safety spring snaps - TS	6/17/2026
533	Sheridan Commercial	100-City Administrator	Department Functional Supplies	5.91	270612	Glue for Citiz.Acad. poster	6/17/2026
534	Sheridan Commercial	520-Sanitation	Department Functional Supplies	16.29	270641	Air Fresheners for SW Trucks	6/18/2026
535	Sheridan Commercial	520-Sanitation	Office Supplies	5.16	270642	Paper Protectors	6/18/2026
536	Sheridan Commercial	520-Recycling	Office Supplies	5.16	270642	Paper Protectors	6/18/2026
537	Sheridan Commercial	520-Landfill	Department Functional Supplies	17.98	270650	LF324 - 16oz black spray sealant	6/18/2026
538	Sheridan Commercial	520-Landfill	Department Functional Supplies	5.91	270658	LF324 - return spring (+discount)	6/19/2026
539	Sheridan Commercial	100-Information Technology	Department Functional Supplies	11.49	270668	Fasteners & Anchors, safety lock	6/19/2026

540	Sheridan Commercial	500-SWTP	Department Functional Supplies	6.51	270692	Niagara Distilled Water	6/22/2026
541	Sheridan Commercial	500-BGWTP	Department Functional Supplies	6.51	270692	Niagara Distilled Water	6/22/2026
542	Sheridan Commercial	120-Signs	Department Functional Supplies	35.55	270702	Screws, lock nuts, deep socket, combo wrenches - T	6/22/2026
543	Sheridan Commercial	520-Landfill	Office Supplies	14.77	270766	Laminating Sheets	6/24/2026
544	Sheridan Commercial	520-Recycling	Department Functional Supplies	33.04	270818	Flashlight, Ant Killer and Fly Strips	6/26/2026
545	Sheridan Community L	110-Comm Devel Block Grants	Contractual-Other	6,250.00	FY27 Qtr 1 Pmt	GPET Support - Sheridan Community Land Trust	7/1/2026
546	Sheridan County Cham	110-Comm Devel Block Grants	Contractual-Other	12,500.00	FY27 Qtr 1 Pmt	GPET Support - Chamber	7/1/2026
547	Sheridan County Cons	110-Comm Devel Block Grants	Contractual-Other	5,000.00	FY27 Qtr 1 Pmt	GPET Support - Sheridan County Conservation	7/1/2026
548	Sheridan County Hist	110-Museum Administration	Contractual-Other	7,500.00	FY27 Qtr 1 Pmt	GPET Support - Museum at the Bighorns	7/1/2026
549	Sheridan Econ-O-Wash	100-Service Center	Contractual-Other	28.00	23707	Laundry services - SH	6/19/2026
550	Sheridan Econ-O-Wash	100-Service Center	Contractual-Other	52.00	23710	Laundry services - SH	6/23/2026
551	Sheridan Econ-O-Wash	510-WW Treatment	Contractual-Other	60.00	23760	Laundry Services	5/26/2026
552	Sheridan Econ-O-Wash	510-WW Treatment	Contractual-Other	34.00	23821	Laundry Services	6/2/2026
553	Sheridan Econ-O-Wash	100-Service Center	Contractual-Other	44.00	23879	Laundry services - SH	6/9/2026
554	Sheridan Econ-O-Wash	510-WW Treatment	Contractual-Other	38.00	23886	Laundry Services	6/9/2026
555	Sheridan Econ-O-Wash	510-WW Treatment	Contractual-Other	34.00	23933	Laundry Services	6/16/2026
556	Sheridan Media	110-Police Administration	Advertising	10,000.00	061626 Stmt	Digital Media Recruitment Campaign	6/16/2026
557	Sheridan Memorial	100-Medical Services	Department Functional Supplies	174.95	7929	Pharmacy Supplies 6-22-2026 KJ P5853	6/30/2026
558	Sheridan Memorial	100-Medical Services	Department Functional Supplies	116.38	7930	10 boxes of large nitrile gloves KJohnson 6/26/202	6/30/2026
559	Sheridan Motor Inc	120-Service Center	Repairs/Maint-EquipMachVehArt	1,018.57	712241	PD113 - R&R d/s/r window motor, tail lamp & filter	6/19/2026
560	Sheridan Seed	100-Forestry/Nursery	Department Functional Supplies	38.43	206486	Seed for Community Forestry	5/28/2026
561	Sheridan Seed	110-Fire Administration	Equip/Mach/Furniture-Non-cap	106.98	207729	2 Pair of Leather Gloves for wildland for JZ-WL	6/10/2026
562	Six Robblee's Inc	100-Service Center	Department Functional Supplies	72.45	06P41851	Replacement hammer handle - SH	6/22/2026
563	Smith Psychological	110-Police Administration	Contractual-Professional	400.00	15819	Pre-employment screening - PD	2/23/2026
564	Source Office & Tech	120-Police Administration	Equip/Mach/Furniture-Non-cap	118.80	4993375-0	Replacement pedestal back panel - PD	6/10/2026
565	Spectrum	530-Weed/Pest Administration	Telecom Services	155.28	173052201061426	6/14-7/13/26 TeleCom Spectrum	6/14/2026
566	Stantec Consulting S	400-Highways/Streets/Roadways	Cap Outlay-Infrastructure	7,494.50	2574423	SS4A CSAP - Prof. Svcs. thru 5/29/2026	6/10/2026
567	Star Playgrounds	110-Parks Supervision	Department Functional Supplies	7,359.00	INV14034A	EWf for Parks playgrounds	6/22/2026
568	Stuart McRae	100-City Administrator	Travel/Training	97.50	S McRae SFR fuel	Stu Fuel Reimb-SFR Graduation	6/17/2026
569	Stuart McRae	100-City Administrator	Travel/Training	88.50	S McRae WAM fuel	Stu Fuel Reimb-Summer WAM	6/17/2026
570	Stuart McRae	100-City Administrator	Travel/Training	848.29	SMcRae ICMA 10.26	Stu- ICMA Conf Flight Reimbursement	6/24/2026
571	Sugarland Walk-In Cl	100-Human Resources	Contractual-Professional	1,525.00	5905	Occupational Testing	6/1/2026
572	Tank Holding Corp	520-Sanitation	Equip/Mach/Furniture-Non-cap	20,280.00	0000529984	(10) 6CY Brown Plastic Front Load Dumpsters	6/19/2026
573	TAYLOR CHESBRO	500-Water Fund	Accounts Receivable	71.15	35353	UB 00020729 810 LOUCKS	6/12/2026
574	Thatcher Company Inc	500-SWTP	Chemicals	12,910.00	2026100108182	Soda Ash-Dense 2000# sacks	6/11/2026
575	Tire Rama	540-Golf Course Admin/Super	Department Functional Supplies	227.37	201 - 35848	GC486 - new tire (1)	6/9/2026
576	Tire Rama	520-Sanitation	Department Functional Supplies	4,187.00	201 - 36092	WC fleet - spare 11T22.5 B799 recaps	6/17/2026
577	Tire Rama	520-Recycling	Department Functional Supplies	481.46	201 - 36108	RC448 - new front tire (& 1 for spare)	6/17/2026
578	Tire Rama	530-Weed/Pest Administration	Repairs/Maint-EquipMachVehArt	36.45	201 - 36334	WP601 - tire repair	6/24/2026
579	Tire Rama	540-Golf Course Admin/Super	Repairs/Maint-EquipMachVehArt	39.45	201 - 36340	GC1 - R&R tire (1)	6/24/2026
580	Tire Rama	120-Service Center	Repairs/Maint-EquipMachVehArt	324.46	201 - 36403	CF575 - replaced 2 tires	6/26/2026
581	Tire Rama	520-Landfill	Department Functional Supplies	708.80	201-35894	LF382 - new front drive tires (2)	6/10/2026
582	Tire Rama	500-Water Distribution	Department Functional Supplies	80.67	201-36150	UM563 - new tire	6/18/2026
583	Tire Rama	510-WW Collection	Department Functional Supplies	53.78	201-36150	UM563 - new tire	6/18/2026
584	Tires for Reclamatio	520-Landfill	Contractual-Other	1,513.00	01188753	Tire Disposal 06/15/26	6/15/2026
585	Titan Manufacturing	100-Police Administration	Department Functional Supplies	634.96	#:S00000157366	Lat pull down machine and landmine - PD	5/28/2026
586	T-Mobile USA Inc.	100-Police Administration	Telecom Services	1,071.70	4/21-5/20/26 TeleCom	Monthly Cell Phone Charges - PD	5/21/2026
587	Top Office Products	100-Communication Services/911	Office Supplies	52.80	202641	Notary Stamp - Prince	6/22/2026
588	Top Office Products	100-Communication Services/911	Shipping/Freight	4.95	202641	Notary Stamp - Prince	6/22/2026
589	Top Office Products	520-Solid Waste Administration	Office Supplies	65.97	206563	Laminating Pouches	6/29/2026
590	TorcuP Inc.	100-Service Center	Department Functional Supplies	36.19	439997	Freight - SH	4/15/2026
591	TorcuP Inc.	100-Service Center	Contractual-Other	36.19	439997.1	Freight - shop (repair/calibration REF: PO 265269)	4/15/2026
592	Torgerson's LLC	120-Service Center	Department Functional Supplies	281.46	P12285	STL432 - filters for PM service +S&H	6/4/2026
593	Torgerson's LLC	120-Service Center	Department Functional Supplies	258.06	P12340	STL432 - teeth & pins +S&H	6/12/2026

594	Toro	540-Golf Course Admin/Super	Department Functional Supplies	175.00	413336190	Irrigation software for KGC - June 2026	6/1/2026
595	Total Comfort Heatin	120-Police Administration	Repairs/Maint-Buildings	671.20	19871T	Cooling system repair -PD	6/5/2026
596	TranSource Truck	520-Recycling	Department Functional Supplies	211.26	51P2294	RC701 - fuel filter insert	6/9/2026
597	TranSource Truck	520-Sanitation	Department Functional Supplies	254.47	51P2304	WC7002 - turn signal switch	6/16/2026
598	TranSource Truck	520-Sanitation	Department Functional Supplies	146.34	51P2384	WC701 - elbow nipple & fitting	6/16/2026
599	TranSource Truck	520-Sanitation	Cap Outlay-Mach/Equip/Vehicles	350,620.00	51S1007	WC704 - Mack/New Way Front-Load Refuse Truck	6/24/2026
600	TranSource Truck	520-Recycling	Cap Outlay-Mach/Equip/Vehicles	450,864.00	51S1008	RC705 - 2026 Mack/Heil Dual-Arm Side Loader	6/24/2026
601	TranSource Truck	520-Sanitation	Department Functional Supplies	(372.68)	CR51P2300	Returned modulator	6/19/2026
602	Tri State Oil	520-Landfill	Contractual-Other	100.00	26062514450095	Oil Disposal 06/25/26	6/25/2026
603	Trihydro Corporation	400-Water Distribution	Cap Outlay-Infrastructure	1,100.00	0228587	Water Crossing - Prof. Svcs. 3/29/26 - 5/30/26	6/15/2026
604	TruGreen	110-Police Administration	Contractual-Other	136.00	459174	Fertilizer Applications - PD	6/16/2026
605	Tucker Jordan	100-Building Inspections	Travel/Training	95.00	tjordanaieapr26	travel reimbursement for TJordan for IAEI conferen	6/24/2026
606	TWS Trucking Service	520-Landfill	Contractual-Other	850.00	3137	Hauled Tires for Disposal 06/15/26	6/22/2026
607	Tyler Technologies I	400-Treasurer	Cap Outlay-Equip/MachVehicles	652.00	045-569261	Project management, implementation & training	6/24/2026
608	Tyler Technologies I	100-Court	Software & Website Fees	8,394.59	C1100-00285895	Tyler - Incode Court Software FY27	7/1/2026
609	Uline Shipping Suppl	520-Landfill	Department Functional Supplies	30.00	209551602	2"x2" Battery Baggies for HHW	6/18/2026
610	Uprising	110-Welfare Administration	Contractual-Other	2,500.00	FY27 Qtr 1 Pmt	GPET Support - Uprising	7/1/2026
611	Verizon	100-Other General Govt Costs	Telecom Services	550.54	6146359988	05/18-06/17/26 TeleCom Verizon	6/17/2026
612	Vertical Door Soluti	520-Recycling	Repairs/Maint-Buildings	175.00	8695	Refastened Bracket to Wall on Commercial Doors	6/17/2026
613	Vertical Door Soluti	520-Sanitation	Repairs/Maint-Buildings	88.80	8709	Put Hinge Back on Commercial Door	6/23/2026
614	Vertical Door Soluti	520-Recycling	Repairs/Maint-Buildings	88.80	8709	Put Hinge Back on Commercial Door	6/23/2026
615	Virtual Graffiti Inc	100-Information Technology	Department Functional Supplies	156.00	INV90330	MFA Tokens	5/27/2026
616	VRM Inc	520-Landfill	Repairs/Maint-EquipMachVehArt	20,344.00	4080	LF473 - R&R aft inj svc kit, inlet cat mod & misc.	6/9/2026
617	VRM Inc	520-Landfill	Repairs/Maint-EquipMachVehArt	73.50	4120	LF401 - added coolant additive per sos lab	6/15/2026
618	VRM Inc	520-Landfill	Repairs/Maint-EquipMachVehArt	399.00	4127	LF473 - LH side joystick +S&H	6/15/2026
619	VRM Inc	520-Recycling	Repairs/Maint-EquipMachVehArt	1,732.50	4134	Labor to Work on Baler 1	6/15/2026
620	VRM Inc	520-Landfill	Repairs/Maint-EquipMachVehArt	4,045.63	4139	LF434 - diag fuel leaks, R&R fuel lines	6/15/2026
621	Water Products & Sol	520-Landfill	Food	50.00	13384061126	(5) Bottles of Water	6/11/2026
622	Water Products & Sol	520-Landfill	Food	30.00	13384062526	3 Bottles of Water	6/25/2026
623	Water Products & Sol	530-Weed/Pest Administration	Department Functional Supplies	16.00	46060	Water for Weed and Pest	6/11/2026
624	Water Products & Sol	110-Parks Supervision	Department Functional Supplies	24.00	46255	Water for Parks Grounds Maintenance	6/23/2026
625	Water Products & Sol	110-Parks Supervision	Department Functional Supplies	32.00	528417	Water for Parks Grounds Maintenance	6/4/2026
626	Water Products & Sol	100-Service Center	Department Functional Supplies	10.00	7581061126	5 gallon water - SH	6/11/2026
627	Weed Warriors	110-Parks Supervision	Contractual-Other	2,960.00	2637	Mowing (Contractual) for Parks Department	6/11/2026
628	Weed Warriors	110-Parks Supervision	Contractual-Other	1,735.00	2650	Mowing (Contractual) for Parks Department	6/18/2026
629	Weed Warriors	110-Parks Supervision	Contractual-Other	5,400.00	2657	North Main and E 5th contractual mowing	6/25/2026
630	Wescom Inc.	120-Signs	Contractual-Other	1,274.02	304903	Bed liner coating, re-grouting bases on poles - TS	6/9/2026
631	Wescom Inc.	100-Signs	Insurance-Claim Repairs	146,000.00	310405	Loucks St Signal Replacement - TS	6/9/2026
632	Wescom Inc.	100-Engineer	Contractual-Professional	2,018.25	323764	Loucks St. Signal Rplcmnt - material testing	6/9/2026
633	Willscot Mobile Mini	400-Landfill	Cap Outlay-Land/Site Imprvmnts	1,961.10	9026469073	LRCM misc. - 44x12 mbl office rental 6/26-7/23/26	7/1/2026
634	Winsupply of Sherida	100-Forestry/Nursery	Department Functional Supplies	63.06	546692 01	PVC fittings for Community Forestry	5/27/2026
635	Winsupply of Sherida	110-Parks Supervision	Department Functional Supplies	50.50	546711 01	Irrigation nozzles for Parks Maintenance	5/27/2026
636	Winsupply of Sherida	100-Forestry/Nursery	Department Functional Supplies	161.42	547013 01	Irrigation supplies for Community Forestry	6/1/2026
637	Winsupply of Sherida	100-Forestry/Nursery	Department Functional Supplies	326.71	547030 01	Irrigation supplies for Community Forestry	6/1/2026
638	Winsupply of Sherida	100-Cemetery Administration	Department Functional Supplies	898.49	547136 01	Irrigation supplies for Cemetery	6/2/2026
639	Winsupply of Sherida	110-Parks Supervision	Department Functional Supplies	82.45	547137 01	PVC fittings for Parks Maintenance irrigation	6/2/2026
640	Winsupply of Sherida	100-Cemetery Administration	Department Functional Supplies	221.52	547138 02	Hymax couplings for Cemetery	6/9/2026
641	Winsupply of Sherida	100-Cemetery Administration	Department Functional Supplies	650.94	547138 04	Hymax couplings for Cemetery	6/11/2026
642	Winsupply of Sherida	110-Parks Supervision	Department Functional Supplies	101.50	547233 01	PVC fittings for Parks Maintenance irrigation	6/3/2026
643	Winsupply of Sherida	110-Parks Supervision	Department Functional Supplies	246.72	547233 03	Irrigation supplies for Parks Maintenance	6/8/2026
644	Winsupply of Sherida	100-Forestry/Nursery	Department Functional Supplies	95.18	547397 01	Poly pipe and adapters for Community Forestry	6/5/2026
645	Winsupply of Sherida	100-Forestry/Nursery	Department Functional Supplies	284.26	547738 01	Poly pipe and adapters for Community Forestry	6/10/2026
646	Winsupply of Sherida	100-Forestry/Nursery	Department Functional Supplies	13.48	547777 01	Rainbird drip tube for Community Forestry	6/17/2026
647	Winsupply of Sherida	510-WW Treatment	Repairs/Maint-Buildings	659.55	547852	Electric Water Heater	6/16/2026

648	Winsupply of Sherida	100-Street Construction/Maint	Department Functional Supplies	78.60	548060 01	Elbow fittings - ST Hot Plant	6/15/2026
649	Winsupply of Sherida	500-SWTP	Department Functional Supplies	25.29	548330 01	PVC80 supplies	6/17/2026
650	Winsupply of Sherida	500-SAWS	Department Functional Supplies	45.48	548985 01	T bolt clamp, male adapter - repair Dow road	6/26/2026
651	WY DEQ	520-Landfill	Licenses/Fees/Permits- Other	1,729.59	IV006639	2025 Operating Permit Program Emissions Fee	5/18/2026
652	WY Office of the AG	700-Custodial Fund	Crime Victims Fund Payable	250.00	June 2026 Crime Vic	Crime Victims June 2026	6/30/2026
653	Wyoming First Aid &	510-WW Collection	Department Functional Supplies	203.99	90003657	first aid restock	6/24/2026
654	Wyoming First Aid &	110-Parks Supervision	Department Functional Supplies	480.88	90003666	First aid supplies for KGC, W+P, and Parks	6/24/2026
655	Wyoming First Aid &	530-Weed/Pest Administration	Department Functional Supplies	221.79	90003666	First aid supplies for KGC, W+P, and Parks	6/24/2026
656	Wyoming First Aid &	540-Golf Course Admin/Super	Department Functional Supplies	359.96	90003666	First aid supplies for KGC, W+P, and Parks	6/24/2026
657	Wyoming First Aid &	100-Gen Govt Bldg Maintenance	Department Functional Supplies	131.64	90003670	1st Aid Kit refill supplies - 1st flr City Hall	6/24/2026
658	Wyoming First Aid &	520-Sanitation	Department Functional Supplies	70.83	90003672	Restocked First Aid Cabinet	6/24/2026
659	Wyoming First Aid &	520-Recycling	Department Functional Supplies	70.82	90003672	Restocked First Aid Cabinet	6/24/2026
660	Wyoming First Aid &	520-Landfill	Department Functional Supplies	142.66	90003675	Restocked First Aid Cabinet	6/24/2026
661	Wyoming Isn't Real	110-Fire Administration	Equip/Mach/Furniture-Non-cap	100.00	06/22/26	Leather Helmet Front for FMGJohnston	6/22/2026
662	Wyoming Machinery	520-Landfill	Department Functional Supplies	3.90	PO9009766	LF478 -elbow adapter +dlchg	6/27/2026
663	Wyoming Machinery	520-Landfill	Department Functional Supplies	89.96	PO8991328	LF401 - filters	6/11/2026
664	Wyoming Machinery	520-Landfill	Department Functional Supplies	48.43	PO8991329	LF401 - cabin air filter	6/11/2026
665	Wyoming Machinery	520-Landfill	Department Functional Supplies	317.26	PO8997663	LF4003 - PM service filters & supplies	6/17/2026
666	Wyoming Machinery	520-Landfill	Department Functional Supplies	92.76	PO9000655	LF4003 - secondary engine air filter	6/19/2026
667	Wyoming Machinery	520-Landfill	Department Functional Supplies	1,697.19	PO9002170	LF476 - electric starting motor	6/20/2026
668	Zowada Plumbing & He	100-Street Construction/Maint	Department Functional Supplies	61.00	41476	Steel pipe 3" X 80" threaded both ends - ST Hot Pl	6/15/2026
669	Zowada Recycling & S	100-Street Construction/Maint	Department Functional Supplies	62.90	2423	Pipe - Hot Plant - ST	6/15/2026
670	Zowada Recycling & S	520-Sanitation	Department Functional Supplies	84.15	64298	WC7002 - 1" & 2" 4140 round	4/6/2026
671	Zowada Recycling & S	520-Landfill	Department Functional Supplies	33.00	64435	LF324 - 2' of 5" schedule 40 pipe +cut chg	6/19/2026
672	Zowada Recycling & S	510-WW Treatment	Department Functional Supplies	91.00	64440	3/4 " Aluminum pipe x20	6/22/2026
673	Zowada Recycling & S	120-Signs	Department Functional Supplies	36.24	64446	Steel - 2X2X3/16 & 2X2X1/8 - TS	6/23/2026



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan, Wyoming 82801

Ph (307) 674-6483

Clerk

MEMORANDUM

RE: Consideration of the Third and Final Reading of Ordinance No. 2301-26 Addressing Fees within City Code - City Clerk Ashlee Foster

From: Ashlee Foster, City Clerk

To: City Council

Date: 07/06/2026

Background:

Ordinance No. 2301-26 amends various sections of Chapters 2, 3, 6, 7, 7B, 12, 16, 20, 23, 26, and Appendix B of 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:

This ordinance was revised in conjunction with the proposed Master Fee Schedule; however, its approval is a standalone action and does not require or compel approval of any future fee schedule revisions. The codification changes simply establish a framework allowing fees to be updated through the Master Fee Schedule if and when the City Council determines such revisions are appropriate.

No revisions have been made since the Second Reading.

Staff Recommendation:

Staff recommends approval of Ordinance No. 2301-26 amending various sections of the Sheridan Municipal Code to standardize fee references and align the 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 Third and Final Reading of Ordinance No. 2302-26 Revising Chapters 4, 8 and 18 of City Code - City Clerk Ashlee Foster

From: Ashlee Foster, City Clerk

To: City Council

Date: 07/06/2026

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.

Please note: Due to a formatting issue with the redline document, some text may appear highlighted unnecessarily. Please disregard the highlighting and refer to the proposed revisions described in this memo.

Discussion:

Changes Since Second Reading

- Revised Section 4-8(e) to clarify the scope of permit authorization to include the sale of alcoholic beverages where authorized. This clarification applies only to Catering Permits and Malt Beverage Permits.
- Removed former Section 4-9(e), which outlined a distillery licensing process through the City. The Wyoming Liquor Division confirmed these licenses are administered directly through the State, making the section obsolete.
- Removed specific Special Event application deadlines from Section 8-16(a), relocating those administrative timelines to the Special Events Policy to allow future operational updates without requiring amendments to City Code.
- Refined general formatting, numbering, and cross-references for consistency and clarity.

No additional substantive revisions were made following Second Reading beyond the items summarized above.

[HISTORY REFERENCE ONLY] Changes between First and Second 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

Staff Recommendation:

Staff recommends approval of Ordinance No. 2302-26 amending Chapters 4, 8, and 18 of the Sheridan Municipal Code related to Special Event Permits, alcohol permitting procedures, liquor license administrative processes, and associated Master Fee Schedule references.

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.
 - (1) 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.
 - (2) A brief summary describing the purpose of the request, proposed event activities, and any relevant operational details;
 - (3) A drawing of the area(s) in which the possession and consumption of alcoholic beverages will occur and a description of what safeguards will be in place at the desired location to ensure that minors will not possess or consume alcoholic or malt beverages;
 - (4) 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;
 - (5) 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 City-owned 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 sale, where authorized, 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.* The holder of a valid Wyoming 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 through the City Clerk on the applicable application form. Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
- (e) *Satellite distillery permit.* A holder of a valid Wyoming manufacturer's license may sell its product at one satellite location within Wyoming, separate from its licensed manufacturing site, in accordance with W.S. Section 12-2-203(g)(i). 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 Downtown 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.

- (3) 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 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) 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. Applications shall be submitted in accordance with the application timelines established in the City's approved Special Events Policy. 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.

8-17- 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~~ 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 a description of 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 City-owned 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 sale, where authorized, 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 Statute and City 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~~ The holder of a valid Wyoming 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 through the City Clerk on the applicable application form, 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. 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). 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) *Satellite distillery permit.* ~~A~~The holder of a valid Wyoming manufacturer's license permit may sell its product at one satellite location within Wyoming, separate from its licensed manufacturing site, in accordance with W.S. ~~Section 12-24-203(f)-(g)(i)~~ Application shall be made to the City of Sheridan through the City Clerk on the applicable application form, 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 ~~Downtown~~Downtown 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 a~~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 ~~e~~City 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.

- (3) 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) 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. Applications shall be submitted in accordance with the application timelines established in the City's approved Special Events Policy. 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 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 ~~Ce~~ity, 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

Clerk

MEMORANDUM

RE: Consideration of the approval of the FY27 Master Fee Schedule - City Clerk Ashlee Foster

From: Ashlee Foster, City Clerk

To: City Council

Date: 07/06/2026

Background:

The City's current Master Fee Schedule was approved in July 2023. As the first comprehensive review since its adoption, staff evaluated the schedule to ensure fees remain accurate, transparent, and reflective of current operations. The review included an assessment of current resolutions dating back to 1994, evaluation of related code language, review of departmental fee practices, and verification of fees currently administered by the City.

Staff's focus was not on generating new revenue, but rather on creating a complete, accurate, and user-friendly inventory of City fees by reconciling omitted fees, clarifying existing processes, improving transparency, consolidating fee information into a single reference document, and ensuring fee structures more accurately reflect current operations and cost recovery where appropriate. The result is a more comprehensive and accessible Master Fee Schedule that better serves residents, applicants, businesses, and City staff.

Discussion:

Changes since Study Session:

- Removed the Distillery/Manufacturing License fee from the Master Fee Schedule. While initially added to reflect existing code references, the corresponding code provisions have since been removed, and the license is administered by the State rather than the City.

Primary revisions from the 2023 Master Fee Schedule to the FY27 Master Fee Schedule include:

- Restructured public records request fees and processing tiers to simplify administration, improve consistency, and better align fees with the varying complexity of requests.
- Revised Planning and Zoning fees to utilize actual-cost recovery for required public notices and mailings rather than applying a general fee increase to all applicants.
- Established a standard sign permit fee to account for staff review and processing regardless of whether publication is required.
- Incorporated special event permit fees, alcohol permit fees, and barricade non-compliance fees to recover costs incurred when the City must respond to permit non-compliance.
- Added fingerprinting fees authorized by Wyoming statute for services currently provided by the Police Department.
- Incorporated annual licenses, certifications, reciprocal licenses, testing fees, dog licensing fees, utility references, golf course fees, and Plant Investment Fee (PIF) calculations that were previously omitted or not consolidated within the Master Fee Schedule.
- Corrected existing utility fee references, including the Remote Disconnect Meter (RDM) fee.
- Clarified Public Works permit categories to better identify the appropriate permit type for various projects and improve public understanding of permit requirements.
- Removed obsolete, unused, or no longer administered fees, including Development Review Committee fees

and annexation review fees associated with staff time exceeding ten hours.

Staff Recommendation:

Staff recommends approval of the FY27 Master Fee Schedule as presented.

Attachments

Master Fee Schedule - DRAFT - Clean Copy



FY27 Master Fee Schedule

Approved July 6, 2026

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Notice Regarding Fees

Important Notice Regarding Fees

- ❖ This Master Fee Schedule is approved by the City Governing Body
- ❖ All fees are subject to and are superseded by applicable Wyoming State Statutes
- ❖ All prior Resolutions and Master Fee Schedule(s) that were related to the fees adopted and amended herein are hereby revoked
 - All fees for Kendrick Golf Club are established via resolution and referenced herein
 - All fees for the Utilities Department are established via resolution and referenced herein
- ❖ Fees and charges are subject to change by the City Governing Body without notice

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

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Ashlee Foster, City Clerk

Administrative Services

General Service Charges

Item	Fee
Returned Check	\$30
Passport Execution Fee, per passport	\$35
Safe Rides Ticket Book	\$350
Annual Pot Belly Pig Permit	\$25
Animal Shelter Surcharge Fee	\$25
Annual Dog License, per dog <i>Required for any dog over the age of 6 months - to be obtained at the Sheridan Dog & Cat Shelter</i>	\$15

Administrative Permits

Alcohol & Park Permits

Permits	Fee	Late Fee
City Park Use Permit (No Alcohol)	No Fee	N/A
City Park Use Permit (Alcohol)	\$50	N/A
Open Container, per 24 hours	\$50	\$50
Malt Beverage, per 24 hours	\$50	\$50
Catering Permit, per 24 hours	\$50	\$50
<i>Late fees apply to applications submitted after the required deadline established in City Code Chapter 4-8</i>		

Special Event Permits

Permits & Non-Compliance	Fee	Late Fee
Special Event (No Alcohol) - per event	\$50	\$50
Special Event (Alcohol), per 24 hours	\$50	\$100
<i>Late fees apply to applications submitted after the required deadline established in the Special Events Policy</i>		
Barricade Non-Compliance, per day	See Public Works	

Mobile Vending Permits

Permits	Fee
Mobile Vending Permit (consecutive 7 day), per unit	\$50
Mobile Vending Permit (annual), per unit, per year	\$200
Mobile Vending Court Permit, per location, per year	\$400
All mobile vending permits expire on December 31st of the calendar year in which they're issued and must be renewed annually. Permit fees are not prorated based on the date of issuance. All mobile vending permits must be approved and paid in full before any sales begin. Operating without an approved & paid permit may result in a violation of City Code Chapter 8-2(a).	

Liquor Licenses

Liquor License Administration		Fee
Fire Inspection (New/Transfer Only)		\$100
Publication Fee, per application		\$90
Annual Liquor Licenses		Fee
Bar and Grill License	First year	\$10,500
	Second year renewal	\$3,000
	Each following year	\$1,500
Retail Liquor License		\$1,500
Resort License		\$1,500
Restaurant Liquor License		\$500
Limited Retail Liquor License (club, social club)		\$500
Microbrewery/Winery License		\$500
Special Malt Beverage (Public Auditoriums, Event Centers)		\$500
Satellite Permit		\$100
Fees may be subject to change in accordance with Wyoming Statute. Certain license fees may be prorated based on the time of year the license is issued. See Wyoming Statute, Title 12		

Annual Renewals	Fee
License Fee, per license	As listed above
Publication Fee, per application	\$90

Transfers	Fee
License Transfer	\$100
Fire Inspection (Required for all transfers)	\$100
Publication Fee, per application	\$90

Public Records Requests

Electronic Material	Fee
No-Cost Requests - Records that are readily available, already posted on the City Website, and/or require 5 minutes or less of staff time*	No Fee
Tier 1 - Basic Requests - Requests that require more than 5 mins and up to 30 mins of total staff time*	\$5.00 flat fee
Tier 2 - Extended Requests - Requests requiring more than 30 mins and up to 3 hours of total staff time*	\$5.00 per 30-minute increments
Tier 3 - Complex or Sensitive Requests - Any request that exceeds 3 hours of total staff time* and/or requires redaction, legal review, or special handling due to: State or Federal law, Court rules or orders, Public Interest Exceptions, etc. If a request is classified as Tier 3, all time associated with the request is billed at the Tier 3 rate. Tier 1 and Tier 2 rates, including any flat fees, do not apply.	\$25.00 per 30-minute increments

Physical Material
If a public record is readily available but the requester asks City staff to gather and print the materials, a \$5.00 base fee will apply. This fee includes staff time and up to 70 printed pages. Any pages exceeding 70 will be charged in accordance with the City's standard printing rates.
SDM – Special Digital Media Charge: If records can be provided electronically, only applicable staff time and standard public records request fees apply, as outlined above. If records must be provided on physical digital media (e.g., a flash drive) due to file size limitations, system or security requirements, or at the requester's preference, the requester will be charged the actual cost of the media which may vary. If the requester provides their own digital storage device, it must be new, unopened, and delivered in person to City Hall for security purposes.

Printing	Fee
30 pages or less	No Fee
31-50 pages	\$2.50
51-70 pages	\$5.00
71-100 pages	\$8.00
101+ pages	To be determined by the City Clerk based on total pages

All Requests: Work begins after acceptance of cost and receipt of payment. Estimates may be adjusted prior to fulfillment if the scope of the request materially changes.

***Staff Time for All Requests:** Staff time is calculated based on the total cumulative labor time required to fulfill a public records request and may include time spent by multiple employees. For example, if two staff members each spend 1.5 hours on a request, the total staff time is 3 hours.

Police Department

Public Records Requests

Service	Fee	
Incident/Accident Report Request, each	\$10	
Contact Sheet/Record Sheet Request, each	\$10	
Photos Included in Report	First 20 pictures (base)	\$5
	Each additional 4 photos	\$1
Special Requests: Requests requiring extensive staff time will incur an hourly fee, in addition to the standard fee for the associated record. Charges are applied per hour, with a one-hour minimum.	\$45	
Audio/Video Requests	Fee	
Body Worn Camera/In-Car Video, per hour, one hour minimum. <i>Redaction fees may apply</i>	\$45	
Redaction Fees for Audio/Video	\$25 per video/audio + \$1 per minute of the entire length of the video/audio	

Fingerprinting

Service	Fee
Fingerprinting, per card*	\$5

*Each card is a full set of fingerprints; most requests require two identical cards

Fire Department

Service	Fee
American Heart Association Skills Check - FD	\$35
AHA First Aid/CPR Class, City Staff Only	\$22

Annual Professional Licenses

Annual Licenses*	Fee
Journeyman	\$50
Master-of-Record	\$50
Tree Trimmer's License	\$50
Drywall Contractor	\$200
Electrical Contractor	\$200
Excavator License	\$200
Fire Sprinkler Contractor	\$200
General Contractor	\$200
Limited Electrical Contractor	\$200
Masonry Contractor	\$200
Plaster/Acoustic Contractor	\$200
Plumbing Contractor	\$200
Private Sanitation Hauler*	\$200
Residential Contractor	\$200
Roofing Contractor	\$200
Siding/Glazing Contractor	\$200
Sign/Solar Contractor	\$200
Structural Concrete Contractor	\$200
Utility Contractor	\$200

*Private Hauler Licenses: Valid Jan 1–Dec 31 annually. All other licenses renew annually based on initial approval date.

On-Site Testing	Fee
Excavator, per exam, unlimited attempts	\$25
Utility Contractor, per exam, unlimited attempts	\$25
Journeyman Carpenter, per exam, unlimited attempts	\$115

Reciprocal Wyoming Licenses		Fee
Contractor License(s)**	First Year Issuance	\$100
	Renewal(s)	\$200
Master and Journeyman Licenses**	First Year Issuance	\$25
	Renewal(s)	\$50

**The City of Sheridan recognizes State of Wyoming Enrolled Act #37 regarding contractor license reciprocity and has established a process to honor qualifying licenses from other Wyoming jurisdictions. Requirements, accepted jurisdictions, and fees vary by license type. Additional verification, testing, or documentation may be required. For detailed information and to determine your eligibility, please contact the City of Sheridan Building Department.

Building Department

Building Inspection & Code Enforcement	Fee
Re-Inspection, each (up to 3 times)	\$58.75
Stop Order	Permit Cost X 2

Compliance Fees	Fee
Investigative Fees*	Relevant Permit Fee + Matching Investigation Fee (doubles cost)
*Penalty charged if work requiring a permit is started before a permit is issued (e.g. started building a garage without an approved permit).	

Simple Permits	Fee
Air Conditioning - New/Replace	\$40
Boiler - New/Replace - Plumbing	\$40
Change of Occupancy Use	No Fee
Demolition	\$40
Electrical Service Upgrades	\$40
Fire Alarm System	Calculated with commercial permit fees: If part of a larger building permit, no additional fees apply however a fire permit is still required if fire systems are to be installed.
Fire Sprinkler System	
Fire Suppression System	
Furnace - New/Replace	\$40
Gas Permit - New/Replace	\$40
Heat Stove (coal, wood, pellet) - New/Replace	\$40
Interceptor	\$250
Recreational Vehicle Park Permit	No Fee
Re-Roofing	\$150
Siding	\$150
Solar Panel	\$250
Water Heater Replacement - Plumbing	\$40
Water or Sewer Service Replacement	\$50
Window Replacement	\$150

Building Department

Building Permit Fee Calculations - Residential		Fee
Residential [New/Add/Alter]	Up to \$100,000 Valuation	$(\text{Valuation} \times .03) \times (0.8)$
	Over \$100,000 Valuation	$(\$100,000 \times .03) + (\text{balance} \times 0.017) \times (0.8)$
Residential Garage	Garage Only	$(\text{Valuation} \times .02) \times (0.8)$
Residential Deck Permit		$(\text{Valuation} \times .02) \times (0.8)$

Building Permit Fee Calculations - Commercial		Fee
Commercial [New/Add/Alter]	Up to \$100,000 Valuation	$(\text{Valuation} \times .036) \times (0.8)$
	Over \$100,000 Valuation	$(\$100,000 \times .036) + (\text{balance} \times .0095) \times (0.8)$
Sign Permit		$(\text{Valuation} \times .02) \times (0.8)$

Repeat Use (Stock) Discounts			Fee
Repeat (Stock) Building Plans	<i>Allows builders to reuse the same approved building plans for multiple projects within 2 years. Must declare plans as stock at time of first submittal; each project still requires site plans</i>	First Permit (stock)	Normal permit fee
		Each permit after (within 2 years)	30% discount (pay 70% of normal fee)

Building Department

Square Foot Construction Costs (a,b,c)*

Group	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	229.26	221.37	216.01	207.16	194.94	189.29	200.61	178	171.48
A-1 Assembly, theaters without stage	210.11	202.22	196.86	188.01	175.94	170.29	181.46	158.99	152.48
A-2 Assembly, nightclubs	179.28	174.08	169.68	162.81	153.48	149.24	157.08	138.97	134.26
A-2 Assembly, restaurants, bars, banquet halls	178.28	173.08	167.68	161.81	151.48	148.24	156.08	136.97	133.26
A-3 Assembly, churches	212.12	204.22	198.87	190.01	178.14	172.49	183.47	161.20	154.68
A-3 Assembly, general, community halls, libraries, museums	176.94	169.04	162.69	154.83	141.96	137.30	148.28	125.01	119.50
A-4 Assembly arenas	209.11	201.22	194.86	187.01	173.94	169.29	180.46	156.99	151.48
B Business	182.98	176.21	170.40	161.91	147.69	142.14	155.55	129.66	123.97
E Educational	194.27	187.38	182	173.88	162.37	154.12	167.88	141.89	137.57
F-1 Factory and Industrial, moderate hazard	109.64	104.60	98.57	94.77	85.03	81.17	90.78	71.30	66.75
F-2 Factory and Industrial, low hazard	108.64	103.60	98.57	93.77	85.03	80.17	89.78	71.30	65.75
H-1 High hazard, explosives	102.63	97.58	92.55	87.75	79.22	74.36	83.76	65.48	N.P.
H234 High hazard	102.63	97.58	92.55	87.75	79.22	74.36	83.76	65.48	59.94
H-5 HPM	182.98	176.21	170.40	161.91	147.69	142.14	155.55	129.66	123.97
I-1 Institutional, supervised environment	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
I-2 Institutional, hospitals	307.93	301.16	295.35	286.86	271.68	N.P.	280.50	253.65	N.P.
I-2 Institutional, nursing homes	213.36	206.59	200.78	192.29	179.07	N.P.	185.93	161.04	N.P.
I-3 Institutional, restrained	208.19	201.43	195.62	187.12	174.39	167.85	180.76	156.37	148.68
I-4 Institutional, day care facilities	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
M Mercantile	133.57	128.37	122.97	117.10	107.27	104.03	111.38	92.75	89.05
R-1 Residential, hotels	185.63	179.39	174.24	166.97	153.72	149.58	167.06	137.86	133.61
R-2 Residential, multiple family	155.74	149.50	144.35	137.09	124.57	120.43	137.17	108.71	104.47
R-3 Residential, one-and-two-family (d)*	145.23	141.28	137.64	134.18	129.27	125.87	131.94	120.96	113.85
R-4 Residential, care/assisted living facilities	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
S-1 Storage, moderate hazard	101.63	96.58	90.55	86.75	77.22	73.36	82.76	63.48	58.94
S-2 Storage, low hazard	100.63	95.58	90.55	85.75	77.22	72.36	81.76	63.48	57.94
U Utility, miscellaneous	78.63	74.24	69.76	66.20	59.84	55.88	63.23	47.31	45.09

*a. Private Garages use Utility, miscellaneous

*b. For shell only buildings deduct 20%

*c. N.P. = Not Permitted

*d. Unfinished basements (Group R-3) = \$21 per square foot

Planning & Zoning Department

Annexations	Fee
Application, Review, and Report Preparation Fee	\$1,000
Annexation Recording Fee	\$75
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST

Planned Unit Development (PUD) or Master Plan Review	Fee
Application and Review	\$1,000
Recording Fee	\$75
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST

Plat Review			Fee
Type	Zoning	Lot Count	
Preliminary Plat Review (Major Subdivisions Only)	R-0, R-1, R-2	1-25 Lots, per lot	\$100
		> 25 Lots	\$2,500
	R-3, R-4, B-1, B-2, M-1, M-2, Gateway, and PUD	1-25 Lots, per lot	\$150
		> 25 Lots	\$3,750
Engineering Plan & Construction Drawing Review			\$1,000
Preliminary Plat Public Notice Fees (Legal Ad and Mailing)			\$ ACTUAL COST
Final Plat Review (Administrative Replats, Compliance Plats, Minor and Major Subdivisions)	R-0, R-1, R-2	1-25 Lots, per lot	\$75
		> 25 Lots	\$1,875
	R-3, R-4, B-1, B-2, M-1, M-2, Gateway, and PUD	1-25 Lots, per lot	\$100
		> 25 Lots	\$3,750
Final Plat Recording Fee			\$75
Final Plat Public Notice Fees (Legal Ad and Mailing)			\$ ACTUAL COST

Planning & Zoning Department

Rezone Request	Fee
Application and Review	\$750
Recording Fee	\$75
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST

Special Exemption	Fee
Application and Review	\$200
Recording Fee	\$75
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST

Vacation of Right of Way/Public Easement	Fee
Application and Review	\$150
ROW/Appraised value fee, OR per sq/ft	\$2
Recording fee	\$75
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST

Variance Request	Fee
Application and Review	\$200
Recording fee	\$75
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST

Other Services	Fee
Board of Adjustment Action, Other	\$150
Board of Appeal Application	\$200
Engineering Plan & Construction Drawing Review	\$1,000
Entryway Corridor Application	\$150
Mobile Home Park Permit	\$150
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST
Sign Permit (EMC - Publication Required)	\$50 + Public Notice Fees
Sign Permit (Publication Not Required)	\$50
Staff Review Time, over 20 hours, per hour	\$50
Temporary & Conditional Permit	\$150

Public Works - Streets Department

Right of Way (ROW) Permits & Fees	Permit Description	Fee
ROW/Street Closure - No Excavation	This permit is required when working within the City of Sheridan right-of-way on a project where no excavation is required but traffic control or detouring is still necessary.	\$22
ROW Encroachment	This permit is required when a privately-owned structure is being placed or built permanently within City of Sheridan right-of-way.	\$22
ROW Opening & Street Closure / Detour Permit	This permit is required for any work conducted within the City of Sheridan right-of-way, including but not limited to excavation, access closures, pavement work, utility work, or concrete work.	\$22
Utility Cut Repairs, per sq/ft	This permit is assessed per square foot of utility cut area requiring asphalt replacement conducted within City of Sheridan right-of-way, and is inclusive of all labor, equipment, materials, and overhead needed to complete the repair.	\$10

Non-Compliance Fee	Description	Fee
Barricade Non-Compliance, per day	Noncompliance / Insufficient Setup: Assessed when an applicant fails to properly install required barricades as specified in the approved event permit and the City must deploy staff or equipment to ensure public safety. Fee includes associated personnel, equipment, setup, and takedown costs.	\$560

Parks Department

Kendrick Golf Course

Season Pass Services*		Fee
*Receive 5% off all Season Pass Services when purchased between November 1st and March 31st.		
Season Pass - Greens Fees	Adult	\$690
	Couple	\$1,040
	Family	\$1,200
	Adult Weekday (M-F)	\$545
	Couple Weekday (M-F)	\$815
	Junior (Under 18)	\$155
	Corporate	\$2,500
Season Pass - Cart Rental	Adult	\$615
	Couple	\$850
	Adult Weekday (M-F)	\$515
	Couple Weekday (M-F)	\$715
Season Pass - Driving Range	Single Range	\$240
	Couple Range	\$305
Daily Services		Fee
Daily Greens Fees	9 Holes	\$30
	18 Holes	\$45
	Junior (Under 18)	\$13
	Twilight (after 3 pm)	\$37
	Monday All Day	\$50
	Fall Special	\$30
Daily Cart Rental Fees	9 Holes	\$15.00
	18 Holes	\$22.00
Daily Driving Range Fees	Small Bucket	\$5
	Medium Bucket	\$8
	Large Bucket	\$10

Parks Department

Sheridan Municipal Cemetery

Plot and Burial Fees		Fee
Full Size Cemetery Plots (5'x10')*	City Residents	\$600
	Non-Residents	\$900
Infant Size Cemetery Plots (3'x5')* (Ages 0-3)	Any	No Fee
Full Burial	Weekday	\$450
	Saturday	\$700
	Weekday Infant	\$30
	Saturday Infant	\$50
	Seasonal Ground Prep	\$100
Disinterment	May be subject to additional costs	\$5,000

Plot and Burial Fees, Cremation		Fee
Cremation Size Cemetery Plots (5'x5')*	Any	\$300
Cremation Burial	Weekday	\$150
	Saturday	\$225
	Seasonal Ground Prep	\$50
Disinurnment	May be subject to additional costs	\$3,000

Columbarium Fees		Fee
Columbarium Niche (12x12)* (Accommodates 2 Urns)	City Residents	\$1,000
	Non-Residents	\$1,500
Columbarium Burials	City Residents	\$100
	Non-Residents	\$150
Opening/Closing Fee	City Residents	\$100
	Non-Residents	\$150
Disinurnment	May be subject to additional costs	\$3,000

Parks Department

Weed & Pest

Service	Fee
Mosquito Spraying, per month	\$0.25

Community Garden

Plot Size (Sq Ft)	Fee
200-399	\$25
400-599	\$40
600-799	\$50
800-999	\$70
1,000-1,199	\$85
1,200-1,399	\$100
1,400-1,999	\$110
2,000+	\$120

Utilities Department

Service & Administrative Fees

Service Charges	Fee
Non-owner (Rental) Utility Account Deposit	\$125
Water and Sewer Inspection	\$50
Water Service Termination*	\$40
Water Service Re-activation*	\$40
*These fees will be assessed each time service is terminated or reactivated, whether at the customer's request or for reasons identified in Chapter 28 of the Sheridan City Code. Non-emergency services requested outside standard business hours (Mon–Thurs 8–5; Fri 8–4) will be charged at double the fee.	

Bulk Water & Meter Fees	Fee
Bulk Water Account Deposit	\$100
Hydrant Meter Deposit	\$600

Bulk Water/Hydrant Meter Rates	Fee
Usage Fee, per 1,000 gallons	\$20.50

Water Connection Fees

WATER - Connection Fees				
Line & Meter Size	Meter Fee ⁽¹⁾	Tapping Fee ⁽²⁾	Radio Read ⁽³⁾	Total Fee
1" line with ¾" meter	\$180.00	\$190.00	\$200.00	\$570.00
1" line with ¾" RDM* meter	\$429.08	\$190.00	\$200.00	\$819.08
1" line with 1" meter	\$240.00	\$190.00	\$200.00	\$630.00
1.5" line with 1.5" meter	\$460.00	\$245.00	\$200.00	\$905.00
2" line with 2" meter	\$585.00	\$313.00	\$200.00	\$1,098.00
3" meter	\$2,100.00	N/A	\$200.00	\$2,300.00
4" meter	\$3,250.00	N/A	\$200.00	\$3,450.00
6" meter	\$5,800.00	N/A	\$200.00	\$6,000.00
8" meter	\$9,950.00	N/A	\$200.00	\$10,150.00

*RDM = Remote Disconnect Meter

Utilities Department

Plant Investment Fees (PIFs)

WATER - Plant Investment Fees		Fee	
Water Pipe x Water Meter Size (inches)	Customer Class	Water Plant Investment Fee	
		Inside City	Outside City
1 x ¾	Small Commercial Base Fee	\$1,230.00	\$1,537.50
1 x ¾	Commercial/Other	\$3,000.00	\$3,750.00
1 x ¾	Residential	Water PIF = (Interior EAUs x \$132) + (Exterior EAUs x \$81) 1 EAU = 250 sf	1.25 x Inside City
1 x 1	All	\$5,010.00	\$6,262.50
1½ x 1½	All	\$9,990.00	\$12,487.50
2 x 2	All	\$15,990.00	\$19,987.50
3 x 3	All	\$35,010.00	\$43,762.50
4 x 4	All	\$63,000.00	\$78,750.00
6 x 6	All	\$129,990.00	\$162,487.50
8 x 8	All	\$240,000.00	\$300,000.00
SEWER - Plant Investment Fees		Fee	
Water Meter Size (inches)	Customer Class	Sewer Plant Investment Fee	
		Inside City	Outside City
¾	Small Commercial	\$1,020.00	\$2,040.00
¾	Commercial/Other	\$2,500.00	\$5,000.00
¾	Residential	Sewer PIF = Livable Area EAUs x \$273 1 EAU = 250 sf	2 x Inside City
1	All	\$4,180.00	\$8,360.00
1½	All	\$8,320.00	\$16,640.00
2	All	\$13,320.00	\$26,640.00
3	All	\$29,180.00	\$58,360.00
4	All	\$52,500.00	\$105,000.00
6	All	\$108,320.00	\$216,640.00
8	All	\$200,000.00	\$400,000.00

Utilities Department

Water Rates

Water Utility Rates		Fee	
Water Meter Size (inches)	Base Allowance, in Gallons	Monthly Base Fee	
		Inside City	Outside City
≤ ¾	1,500	\$19.89	\$24.86
1	3,000	\$23.45	\$29.32
1½	6,000	\$29.14	\$36.40
2	9,000	\$34.81	\$43.50
3	22,000	\$58.33	\$72.93
4	37,000	\$86.89	\$108.62
6	75,000	\$158.29	\$198.86
8	150,000	\$318.16	\$397.71
Minimum Fee: According to meter size, the base fee is charged regardless of allowance used.			
Excess Usage Fee: An excess usage fee will be charged for consumption above the base allowance. Charges will be assessed as follows:			
Tier 1 – According to meter size, water usage above the base allowance will be charged the Tier 1 rate per 1,000 gallons used, up to the additional allowance.			
Water Meter Size (inches)	Additional Allowance, in Gallons	Monthly Tier 1 Fee	
		Inside City	Outside City
≤ ¾	6,000	\$1.92	\$2.43
1	11,000	\$1.92	\$2.43
1½	22,000	\$1.92	\$2.43
2	34,000	\$1.92	\$2.43
3	85,000	\$1.92	\$2.43
4	141,000	\$1.92	\$2.43
6	281,000	\$1.92	\$2.43
8	561,000	\$1.92	\$2.43
Tier 2 – Water usage above the Tier 1 additional allowance will be charged the Tier 2 rate per 1,000 gallons.			
Inside City		\$2.63	
Outside City		\$3.29	

Utilities Department

Sewer Rates

Sewer Utility Rates		Fee	
Water Meter Size (Inches)	Base Allowance (Gallons)	Monthly Base Fee	
		Inside City	Outside City
¾	1,500	\$15.95	\$31.89
1	3,000	\$24.30	\$48.64
1½	6,000	\$37.79	\$75.56
2	9,000	\$51.17	\$102.33
3	22,000	\$107.98	\$215.14
4	37,000	\$174.82	\$349.62
6	75,000	\$345.17	\$690.37
8	150,000	\$690.37	\$1380.76
Sewer usage above the base allowance will be charged the following rate per 1,000 gallons.			
Inside City	\$3.21	Outside City	\$6.44

Other Sewer Charges	Fee
Portable Toilets, per 100 gallons	\$5.50
Septage Tank Waste, per 1,000 gallons	\$82
Septage Disposal, per 1,000 gallons	\$82
Sump Waste, per day per facility	\$87
Vet Clinics	\$218
Restaurant Waste Grease, 1000 per gallon	\$300
Grease Disposal, per 1,000 gallons	\$300
Septage disposal with a high biochemical oxygen demand (BOD) will be assessed a surcharge and based upon the following formula: $S = V_s \times (Z (BOD_5 - 225) + Y (SS - 225))$	

Where:

S	=	Surcharge in dollars
V _s	=	Sewage volume in 1000 gallons
Z	=	Unit charge for BOD (Z = 0.0007273)
BOD ₅	=	Five-day biochemical strength index in milligrams per liter (mg/l) by weight.
255	=	Allowed BOD5 strength in mg/l by weight
Y	=	Unit charge for suspended solids (Y = 0.001818)
SS	=	Suspended solids strength index in mg/l by weight
225	=	Allowed SS strength in mg/l by weight

Utilities Department

Solid Waste

Private Haulers

Solid Waste Private Haulers	Fee
Annual Private Hauler License	\$205
Sorting & Handling Fee, per ton	\$46.78

Sanitation & Recycling

RESIDENTIAL Sanitation, Collection & Disposal		Fee
Monthly Fees for 1x/week collection	Residential Waste Containers, per container	\$22.49
	Multi-family, per container*	\$22.49
	Shared 300-Gallon, per account	\$22.49
* If under a single account, owner may request commercial service - to be charged as specified in the Commercial rates below		

COMMERCIAL - Sanitation, Collection & Disposal		Fee
Monthly charge for 2 cubic yard (CY) containers or larger shall be calculated using the following formula: $(\$11.830 \times C \times P \times 52 \text{ weeks}) / 12 \text{ Months}$ Where: C = Container size, in cubic yards P = Number of collection times per week		
Collection of Excess Waste, Clean Up of Overloaded Containers, and Non-Scheduled Pick-Ups, minimum of ½ hour		\$89.75
Monthly Fees for 1x/week collection	90 Gallons or less	\$26.26
	Shared Containers or No Containers - (base rate)	\$26.26
	Shared 300-Gallon Container, per account	\$26.26
	Sole Use of 300-Gallon Container, per container	\$52.46

Recycling	Fee
Curbside Recycling (Single Family/Multi-Family), per month, per account	\$3.23
Front/Rear Load Recycling Container, per month, per container	\$11.97

Utilities Department

Solid Waste

Landfill Tipping Fees

Landfill Tipping Fees		Fee
Municipal Solid Waste, per ton		\$124.44
Construction & Demolition Material, per ton	Tier 1 - Disposal of demolition waste from projects located within city limits that have a valid demolition permit issued by the City. Applies only to demolition waste material suitable to be ground (free of concrete, steel, large rock, asphalt, asbestos, treated lumber, or other materials deemed unsafe or unsuitable to grind.)	No Fee Up To 100 Tons
	Tier 2 - Other grindable construction and demolition waste material suitable to be ground (free of concrete, steel, large rock, asphalt, asbestos, treated lumber, or other materials deemed unsafe or unsuitable to grind.)	\$54.97
	Tier 3 - Disposal of construction and demolition material that cannot be run through the grinder without sorting.	\$124.44
Cinder Block, Brick, & Rebar-Free Concrete, per ton		\$24.45
Tires – car & smaller (must be removed from rims), per ton		\$177.07
Special Service Fee, per ton, 1-ton minimum		\$24.33
Compostable Items (Grass Clippings, Tree Branches (24 Max Diameter), Leaves, Etc.)		No Fee
Certified decommissioned white goods, abandoned vehicles or parts, lawn mowers, motorcycles, and clean scrap metal (free from all liquid)		No Fee
Non-decommissioned refrigerators or refrigeration units, each		\$30.53
Residential Waste Oil - 5-gallon limit		No Fee
Commercial Waste Oil - 5-gallon limit		Cost (+) 25%
Unsecured/Uncontained Materials	Cars & pickup trucks	\$11.00
	All other vehicles & trailers	\$50.00

Utilities Department

Solid Waste

Landfill Tipping Fees

Landfill Tipping Fees	Fee
Residential E-Waste	No Fee
Commercial E-Waste (CESQG)	Cost (+) 25%
Residential Household Hazardous Waste	No Fee
Commercial Household Hazardous Waste	Cost (+) 25%
Asbestos (Non-Friable), per ton	\$124.44
Petroleum Contaminated Soil, per ton	\$48.33

Landfill Products, Materials & Reuse Items

Landfill Products & Materials	Fee (+ sales tax)
Wood Chips, per cubic yard	\$6.19
Tarps, each	\$6.11

Reuse Items	Fee (+ sales tax)
Landfill Mall Items, per pallet	\$6.09
Landfill Mall Items, Large Individual Item, non-metal items, each	\$6.09
Large Metal Items, per ton	Cost of Current Metal Bid + 25%

Compost

Compost	Fee (+ sales tax)	
Screened Compost, wholesale, STA Certified	Bulk, per cubic yard	\$22.27
	Bagged, per cubic foot	\$3.83
Screened Compost, retail, STA Certified	Bulk, per cubic yard	\$37.12
	Bagged, per cubic foot	\$5.37
Screened Soil Conditioner, non-certified, retail*	Bulk, per cubic yard	\$31.37
* Pound for pound exchange of green waste for screened soil conditioner		
Unscreened Compost, Retail, Non-Certified	Bulk, per cubic yard	\$26.14



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan, Wyoming 82801

Ph (307) 674-6483

Clerk

MEMORANDUM

RE: Consideration of the approval of the City of Sheridan Special Event Policy - City Clerk Ashlee Foster

From: Ashlee Foster, City Clerk

To: City Council

Date: 07/06/2026

Background:

The City currently reviews special event permit applications through a combination of established practices, departmental coordination, and staff experience. As events continue to increase in number and complexity, staff identified a need to formally document these procedures to provide consistent expectations for applicants and a standardized review process for staff. The proposed Special Event Policy establishes a centralized framework for permit review while balancing community events, public safety, and City operations.

Discussion:

The proposed policy primarily formalizes existing practices while providing additional clarity regarding permit requirements, application standards, event classifications, review criteria, and applicant responsibilities. The policy also addresses several operational areas that have historically lacked clear guidance, including race and walk events, alcohol-related activities, public notifications, and minimum application requirements.

If approved, staff will update permit materials and implement the policy as part of the City's overall special event permitting process.

Revisions since Study Session:

- Clarified alcohol permit requirements to distinguish between catering permits and malt beverage permits, aligning the policy with current City practice and applicable state law.
- Refined application procedures to clarify administrative closure of incomplete applications, documentation requests, and permit conditions to improve consistency and administrative efficiency.
- Revised insurance requirements to clarify City insurance expectations.
- Revised the definition of Public Event to clarify the distinction between restricted-access and open-access events as outlined later in the policy.
- Clarified noise control standards, noting that permission to extend beyond quiet hours does not permit events to exceed the decibel limits established in City Code.
- Revised public notification language to clarify that notifying surrounding properties does not constitute seeking approval and directs citizens with concerns to contact the City.
- Added clarification regarding events occurring over multiple consecutive days without alcohol service.
- Clarified BYOB requirements for public vs. private events.

Insurance Discussion:

Following the June Study Session, staff consulted with a local insurance provider regarding insurance requirements for special events involving alcohol. Key takeaways include:

- General liability insurance does not cover alcohol-related claims arising from the sale or service of alcohol, reinforcing the need for separate liquor liability coverage when alcohol is sold or served.
- Liquor liability coverage for liquor license holders varies significantly by carrier and policy. Some policies extend coverage to off-premises events, some require an endorsement, and others require separate event-specific liquor liability coverage.
- The policy continues to require both general liability coverage and liquor liability coverage, when alcohol is sold or served, with the City named as an additional insured on all applicable policies.

Staff is awaiting final clarification regarding documentation requirements for liquor liability coverage (event applicant, alcohol provider, or both, as applicable). This determination is administrative in nature and will not affect the policy's insurance requirements or require additional policy revisions.

Implementation: Upon approval, the proposed effective date has been revised from July 6, 2026, to September 1, 2026, to allow sufficient time for revision and finalization of permit forms, development of internal procedures, staff training, public communication, and applicant education. Applications submitted prior to September 1, 2026, will continue to be processed under the City's current procedures. Applications submitted on or after September 1, 2026, will be administered in accordance with the adopted Special Events Policy.

Staff Recommendation:

Staff recommends approval of the City of Sheridan Special Events Policy (SEP).

By approving the SEP, the City Clerk, or designee, is authorized to make administrative updates to forms, procedures, and operational requirements as necessary to implement this policy, provided such updates do not materially alter the intent of the policy or create additional substantive requirements for applicants. For purposes of this policy, a “material change” includes, but is not limited to, the creation of new restrictions, changes to eligibility, modification of permit classifications, or changes that significantly impact public access or participation.

Attachments

DRAFT Special Events Policy



City of Sheridan Special Events Policy

Policy No. CLK-002

DRAFT

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SPECIAL EVENTS POLICY

SECTION 1: PURPOSE & SCOPE

- A. PURPOSE:** The purpose of this Special Events Policy is to establish a consistent, transparent, and practical process for coordinating organized events within the City of Sheridan. This policy is intended to support community events while prioritizing public safety, responsible use of City resources, and the continued accessibility of public spaces.

This policy provides clear expectations for event organizers and City staff by outlining when permits are required, what level of coordination is necessary, and how events are reviewed. It is designed to promote well-planned events that enhance the community while minimizing disruption to residents, businesses, and normal City operations.

- B. SCOPE:** This policy applies to organized events that occur on City of Sheridan property, within a public right-of-way, or that otherwise require City services or authorization.

This includes, but is not limited to:

- Use of public streets, sidewalks, parks, trails, or other City-managed spaces;
- Events that require traffic control, impact normal traffic flow, or involve organized movement through public areas (e.g., races, walks, parades);
- Events that require City services, coordination, or public safety involvement; and
- Events involving alcohol that require a City-issued permit.

If any element of the event held on Non-City-Owned property extends into City-Owned Property and/or public space, requires City services, or includes regulated activities such as alcohol service, applicable permits and requirements outlined in this policy will apply.

Events may be subject to this policy regardless of whether a full street closure is required, if the activity creates a measurable impact to public access, infrastructure, traffic, or safety.

- C. EVENTS NOT SUBJECT TO THIS POLICY:** Events are generally not subject to this policy when they:

- Occur entirely on Non-City-Owned property;
- Do not impact a public right-of-way or City infrastructure;
- Do not require City services or coordination; and
- Do not involve alcohol requiring a City-issued permit.

Events not subject to this policy may still be required to comply with other applicable regulations, permits, or approvals as outlined in Section 2.2.

This policy does not apply to routine or operational uses of public property or right-of-way that do not constitute an organized event, such as temporary parking restrictions, loading zones, construction-related closures, or similar activities. Such requests may require separate authorization, permits, or coordination through the relevant City department. These activities are not considered Special Events under this policy.

D. CITY DISCRETION: The City of Sheridan retains the authority to determine whether an activity qualifies as a Special Event based on its size, location, anticipated attendance, and potential impact to public safety, City resources, and surrounding areas.

E. REFERENCES:

- a. Any references to Catering Permits, Malt Beverage Permits or Open Container Permits can be found in City of Sheridan Code, Chapter 4
- b. Any references to Mobile Vending and Mobile Vending Permit can be found in City of Sheridan Code, Chapter 8
- c. Any references to Wyoming Statutes relating to alcoholic beverages can be found in State Statute Title 12 - Alcoholic Beverages.

F. DEFINITIONS AS IT PERTAINS TO THIS POLICY:

ALCOHOLIC LIQUOR: Any spirituous or fermented fluid, substance, or compound other than a malt beverage containing at least 0.5% alcohol by volume. This includes wine and distilled spirits such as vodka, whiskey, rum, tequila, and similar products.

ALCOHOL SALES (OR SALE OF ALCOHOL): For purposes of this policy, a “sale” of alcohol means providing alcoholic liquor or malt beverages in exchange for money, goods, services, admission, donations, or any other form of value. Any transfer of alcohol that is not purely free or given as a gift is considered a sale.

This includes selling drinks, charging admission that includes alcohol, requiring tickets or tokens for alcohol, exchanging alcohol for goods or services, or providing alcohol in connection with any form of payment or consideration.

This definition is consistent with Wyoming Statute Title 12, which defines “sell” or “sale” to include offering for sale, bartering, delivering, dispensing, or exchanging alcohol for value in any form.

APPLICANT: Any person or organization seeking a permit from the City to conduct or sponsor a special event. Applicants for permits involving the sale or consumption of alcohol must be at least twenty-one (21) years of age.

CATERING PERMIT (ALCOHOL): A permit available only to a person holding a retail liquor license or resort liquor license, authorizing the off-premises sale of alcoholic and malt beverages at an event. Each catering permit is valid for a period not to exceed twenty-four (24) hours. Events occurring over multiple days may require consecutive catering permits. Catering permits shall not be used to operate a continuing business pursuant to W.S. § 12-4-502(b). For additional considerations, see City of Sheridan Code, Chapter 4, Section 8.

CITY-OWNED PROPERTY: Any property the City of Sheridan owns, leases, maintains, or otherwise has a legal interest in, including property dedicated for public use. This includes, but is not limited to, land, buildings, facilities, streets, alleys, sidewalks, parks, trails, parking lots, a right-of-way, and easements that are owned, operated, or maintained by the City and open for public use.

CITY SERVICES: Services, resources, personnel, or equipment provided or performed by the City of Sheridan to support, manage, or accommodate an event or activity. This may include, but is not limited to, traffic control, barricade placement, street or sidewalk closures, vehicle removal, public safety staffing, setup or removal of City equipment, or additional maintenance or waste services.

EVENT CLASSIFICATION DETERMINATION: In situations where the classification of an event as public or private is unclear, the City may consider factors including, but not limited to, how the event is advertised, whether attendance is reasonably accessible to the general public, and the level of access control implemented by the organizer.

Events that are advertised to the public or allow general public access—regardless of ticketing, membership, or stated intent—may be classified as public events at the City’s discretion for permitting and regulatory purposes.

MALT BEVERAGES: Any fluid, substance, or compound intended for drinking purposes that is manufactured either wholly or in part from malt or a substitute for malt and contains at least 0.5% alcohol by volume. This generally includes beer, ale, lager, and similar malt-based beverages.

MALT BEVERAGE PERMITS: A permit authorizing the sale of malt beverages only by a responsible person or organization. Each permit is valid for a period not to exceed twenty-four (24) hours. Events occurring over multiple days may require consecutive permits. For additional considerations, see City of Sheridan Code, Chapter 4, Section 8.

MEASURABLE IMPACT: Any noticeable effect on public access, traffic, infrastructure, or safety that requires City awareness, coordination, or response, as determined by the City.

MOBILE VENDING UNIT: A motorized vehicle, as defined by W.S. Section 31-1-101(a)(xv), from which a vendor offers for sale or sells goods, products, services or food to the public, or a trailer that is pulled by a motorized vehicle and has no power to move on its own from which a mobile vendor offers for sale or sells goods, products, services or food to the public.

MOBILE VENDOR: Any person that sells or offers for sale goods, products, services, or food from a mobile vending unit within the City, excluding raw agricultural fruit, vegetables, and grains sold by the individual(s) growing the product.

NON-CITY-OWNED PROPERTY: Any property not owned, leased, or maintained by the City of Sheridan, including property owned or operated by private entities, institutions, or other governmental jurisdictions. This includes privately owned land, buildings, venues, and parking lots, as well as property owned or operated by other jurisdictions or institutions, such as Sheridan County facilities (e.g., Fairgrounds), educational institutions (e.g., Sheridan College), or privately owned venues (e.g., Whitney Park).

OPEN CONTAINER PERMIT: A permit authorizing the possession and consumption of alcoholic or malt beverages on City-Owned property or within public rights-of-way where such beverages are not being sold. For additional considerations, see City of Sheridan Code, Chapter 4, Section 8.

PRIVATE EVENT: An event that is not open to the general public and restricts attendance to a defined group. Private events limit access through invitation, membership, pre-registration, or other controlled entry measures, and are not broadly advertised for public participation.

Private events typically include guest lists or check-in processes and do not allow general public attendance, regardless of whether a fee is charged.

PUBLIC EVENT: An event that is open to the general public, regardless of whether admission is free or requires payment. A public event allows members of the public to attend and may include either:

Open Access - where the public may attend and participate without advance registration, regardless of whether an admission fee is required

Restricted Participation - where the public may attend the event, but participation in activities is limited to registered, ticketed, or otherwise authorized participants.

An event is considered public when attendance is not limited to invited guests, members, or other closed groups, and members of the public may generally enter the event, subject to capacity limits, admission fees, or participation requirements.

PUBLIC RIGHT-OF-WAY: Any area dedicated for public travel or access, including streets, alleys, sidewalks, trails, and easements, whether for vehicles, pedestrians, or bicycles. Public right-of-way may exist within or adjacent to both public and Non-City-Owned property. Certain public right-of-way corridors are owned or maintained by external agencies, including the Wyoming Department of Transportation (WYDOT).

SPECIAL EVENT: Any organized activity, gathering, or celebration—whether public or private—that occurs on City-Owned property, within the public right-of-way, or that requires City services due to its impact on public spaces, safety, or operations.

A Special Event generally includes, but is not limited to:

- Events held on public streets, sidewalks, parks, trails, parking lots or other City-managed spaces;
- Events that involve street closures, lane restrictions, or traffic control measures—whether stationary or moving—for purposes other than construction or maintenance;
- Organized races, walks, parades, or similar activities that utilize or interact with a public right-of-way, even if roads remain open;
- Events that require coordination with City departments (e.g., Police, Fire, Public Works, Utilities, etc.) resulting in the provision of city services, including but not limited to traffic control, barricade placement, street or sidewalk closures, public safety staffing, or provision of City equipment or services;
- Events involving alcohol service or sales requiring a City-issued permit; or
- Events that, due to size, location, or nature, are reasonably anticipated to impact public safety, access, or the normal use of public spaces, even if not otherwise listed above.

Private gatherings are not considered Special Events when they:

- Occur entirely on Non-City-Owned property;
- Do not impact public spaces or infrastructure;
- Do not require City services; and
- Do not involve regulated activities requiring City permits (e.g., alcohol).

The City of Sheridan retains sole discretion to determine whether an activity qualifies as a Special Event.

SPECIAL USE PERMIT: An umbrella term used to collectively refer to various permit types (e.g., special event, alcohol, vending, street, or closure permits). The term does not represent a single permit type or a unified set of requirements.

STREET CLOSURE (NON-CONSTRUCTION): A temporary restriction or closure of a public street, lane, or right-of-way for purposes other than construction or maintenance.

A Street Closure Permit may be issued when the closure is limited in scope and does not involve an organized event, gathering, or activity that impacts public spaces, requires City services beyond the closure itself, or otherwise meets the definition of a Special Event.

Street closures associated with an organized event will be reviewed under the Special Event Permit and do not require a separate Street Closure Permit.

TRAFFIC CONTROL AND IMPACT: Any measure used to manage, direct, or regulate vehicular or pedestrian movement in public areas, including signage, barricades, flaggers, or law enforcement presence, as well as activities or events that impact, alter, or interfere with normal traffic flow or patterns, whether or not formal control measures are in place.

SECTION 2: DETERMINATION OF REQUIRED PERMIT(S)

A. PERMIT REQUIRED: A permit is required when an event meets the definition of a Special Event, including but not limited to events that meet one or more of the following criteria, or as otherwise determined by the City:

- Occur on City-Owned property or within the public right-of-way;
- Require traffic control, street closures, or involve interaction with vehicular or pedestrian traffic;
- Involve street closures associated with an organized activity;
- Require City-provided services or operational support; and/or
- Involve alcohol requiring a City-issued permit.

Events may require a permit regardless of whether a full street closure occurs, if the activity creates a measurable impact.

B. VOLUNTARY SPECIAL EVENT PERMIT REQUESTS: Events occurring entirely on Non-City-Owned property that would not otherwise require a permit under this policy may voluntarily apply for a Special Event Permit for purposes including, but not limited to, coordination of temporary mobile vendors associated with the event.

Approval of a voluntary permit request may authorize temporary mobile vending activity associated with the event, subject to any conditions, limitations, or operational requirements imposed by the City.

Approval of a voluntary permit request remains at the sole discretion of the City. Submission of a voluntary application subjects the event to all applicable submission requirements, timelines, fees, conditions, operational reviews, and permit provisions outlined in this policy.

C. EVENTS ON NON-CITY-OWNED PROPERTY: Events occurring entirely on Non-City-Owned property are not subject to this policy unless one or more of the following apply:

- The event impacts public right-of-way or City infrastructure;
- The event creates a measurable impact to surrounding public areas, including traffic, parking, pedestrian access, or public safety;
- The event requires City services; or
- The event requires a City-issued alcohol permit.

If none of the above conditions apply, a Special Event Permit is generally not required; however, final determination remains at the discretion of the City.

D. PERMIT ELIGIBILITY: Any individual, business, or organization may apply for a 24-Hour Open Container Permit, Malt Beverage Permit, or City Park Use Permit (with or without alcohol). However, only Retail and Resort Liquor License holders are eligible to apply for a 24-Hour Alcohol Catering Permit. *All applicants must meet the requirements outlined in the Applicant definition.*

E. GENERAL NOTES:

- If an applicant is unsure where an event falls, they are encouraged to contact City staff prior to submitting an application.
- All alcohol permits are valid for a single 24-hour period. Multi-day events involving alcohol require a separate permit for each consecutive 24-hour period.
- For events not involving alcohol, a single permit may be issued for the duration of the event, including events spanning multiple consecutive days.
- If a Special Event includes alcohol service requiring a Catering Permit, the Event Organizer shall submit a Special Event Permit application, and the Retail/Resort Liquor License Holder shall submit a Catering Permit application. Each application is subject to the applicable fees.
- Use of City-Owned utilities, including but not limited to electricity and water, is not permitted unless expressly approved by the City. Approval may be subject to availability and operational considerations.
- Public events involving beer or malt beverages may require a Malt Beverage Permit regardless of whether the beverages are sold, furnished, hosted, donated, or otherwise provided as part of the event.
- Open Container Permits may be considered for limited BYOB consumption on public property or within public rights-of-way where alcohol is not sold,

distributed, furnished, or included as part of admission, fundraising, or event promotion. Approval remains at the sole discretion of the City based on the nature, scale, location, and operational impacts of the event.

- Events such as races, walks, or parades may require a Special Event Permit even if streets are not fully closed, when the event involves traffic interaction, use of public right-of-way, or public safety coordination.

F. PERMIT TYPES AND REQUIREMENTS: The following table outlines common event types and the associated permits required. These examples are not all-inclusive. The City reserves the right to require additional permits or impose conditions based on the nature, size, and impact of the event.

Use the following table as a general guide. **Final determination is based on the event's location, public impact, and operational needs as determined by the City.**

EVENTS ON NON-CITY-OWNED PROPERTY WITH NO PUBLIC IMPACT* <i>*(No street closures, no traffic control required, no City services required, etc.)</i>				
Event Type	No Alcohol Involved	BYOB	Beer or Malt Beverages	Wine or Hard Liquor (Catered Only)
PRIVATE Event - Invite Only <i>Event stays on Non-City-Owned (private) property for entire event. Examples: Weddings, graduations, birthday parties, employee appreciation parties, etc.</i>	No City Permit Required	No City Permit (Property Owner Approval Required)	Malt Beverage Permit Required for Sales	Catering Permit: Retail/Resort Liquor Licensee Applies
PUBLIC Event - Open to General Public <i>Event stays on Non-City-Owned (private) property for the entire event. Examples: Awareness events, fundraisers, art shows, worship events, movie nights, etc.</i>	No City Permit Required	No City Permit (Property Owner Approval Required)	Malt Beverage Permit Required	Catering Permit: Retail/Resort Liquor Licensee Applies

EVENTS IN CITY PARKS				
Event Type	No Alcohol Involved	BYOB	Beer or Malt Beverages	Wine or Hard Liquor (Catered Only)
PRIVATE Event - Invite Only <i>Event stays in City Park for the entire event. Examples: Weddings, graduations, birthday parties, employee appreciation parties/company picnics, etc.</i>	City Park Use Permit/Shelter Reservation (No Fee)	City Park Use Permit with Alcohol (includes park reservation & open container permit)	Malt Beverage Permit Required for Sales - Sales by active liquor license holders only	City Park Use Permit with Alcohol Applicant Applies AND Catering Permit: Retail/Resort Liquor Licensee Applies
PUBLIC Event - Restricted Participation <i>Event, at minimum, begins and ends at the City Park and meets the definition of Public Event Restricted Participation in Section 1F. Examples: Organized athletic events (5k, Bike Races, etc.), tournaments/competitions (pickleball, volleyball, fitness, etc.), Skill-based clinics, and/or similarly structured activities.</i>	Special Event Permit (No Alcohol) food vendors allowed	Not allowed in City Parks during Public Events	Special Event Permit (Alcohol) Sales by active liquor license holders only	Special Event Permit (Alcohol) Applicant Applies AND Catering Permit: Retail/Resort Liquor Licensee Applies
PUBLIC Event - Open Access <i>Event stays in the City Park for the entire event and meets the definition of Public Event - Open Access in Section 1F. Examples: Concerts in the park, Fundraising Events, Rallies, etc.</i>	If no vendors: Park Use Permit (Shelter Reservation) If Vendors: Special Event Permit (No Alcohol)	Not allowed in City Parks during Open Access Events	Not allowed in City Parks during Open Access Events	Not allowed in City Parks during Open Access Events

EVENTS ON CITY-OWNED PROPERTY &/OR PUBLIC RIGHTS-OF-WAY (Including streets, sidewalks, trails, parking lots, pathways, moving races, parades, etc.)				
Event Type	No Alcohol Involved	BYOB	Beer or Malt Beverages	Wine or Hard Liquor (Catered Only)
PUBLIC Event <i>Examples: Races (5k, 10k etc.), Wine Fest, Third Thursdays, Fundraising Events, Rodeo, Parades, etc.</i>	Special Event Permit (No Alcohol) Required	Not allowed during Public Events	Special Event Permit (Alcohol)	Special Event Permit (Alcohol) <i>Applicant Applies</i> AND Catering Permit: <i>Retail/Resort Liquor Licensee Applies</i>
PRIVATE Event - Invite Only <i>Private, invite-only events held on City-Owned property (e.g., streets, plazas, pathways, or other public spaces).</i>	Street Closure Permit Only* (No Fee)	Open Container Permit & Street Closure Permit if applicable	Malt Beverage Permit Required for Sales	Street Closure Permit <i>Applicant Applies</i> AND Catering Permit: <i>Retail/Resort Liquor Licensee Applies</i>

***NOTE:** Street Closure Permits are intended for limited private use of City-owned property or public rights-of-way. Based on the scope, nature, and anticipated impacts of the event, the City may require a Special Event Permit in lieu of a Street Closure Permit.

SECTION 2.1: COMMON LOCATION GUIDANCE *(for clarification purposes only)*

- A. EXAMPLES:** The following examples are provided to clarify how this policy is applied to commonly used event locations within the community. These examples are illustrative only and do not replace the general requirements of this policy.

Events held at Sheridan County Fairgrounds, Sheridan College, Whitney Park, or other Non-City-Owned properties are not subject to this policy unless one or more of the following conditions apply:

- The event utilizes City-Owned property in any capacity (e.g. parking areas, staging areas or vendor setup);
- The event impacts public streets, sidewalks, traffic flow, pedestrian access, or public parking, including overflow parking on City streets or in City-managed lots;
- The event requires traffic control or public safety coordination; and/or
- The event involves alcohol requiring a City-issued permit.

Examples Requiring a Permit

Examples include, but are not limited to:

- Races, walks, or events that begin or end at these locations but utilize public streets, require street closures, or involve traffic coordination;
- Vendor setup associated with Whitney Park events that occurs on the Hub on Smith parking lot (City-Owned property).

Examples Not Requiring a Permit (See Section 2.2 for additional requirements)

Examples include, but are not limited to:

- Events fully contained within the property that do not impact public infrastructure, traffic, or public parking;
- Events that do not require City Services; and
- Events that do not involve alcohol requiring a City-issued permit.

NOTE: Portions of the area commonly associated with private venues may be City-Owned. For example, while Whitney Park is privately owned, the adjacent Hub on Smith parking lot is City-Owned property. Use of this parking lot for event activities—including vendor setup, staging, or event operations—requires applicable permitting.

SECTION 2.2: ADDITIONAL REQUIREMENTS (IF APPLICABLE)

A. ADDITIONAL REGULATIONS: A determination that a Special Event Permit is not required under this Policy does not exempt an event from compliance with other applicable federal, state, or local laws, regulations, permits, or approvals. The event organizer is responsible for coordinating with any applicable authority, which may include the Sheridan Fire Department, WYDOT, Sheridan County, or other agencies depending on the event location and activities.

Events occurring within the City limits may require review or approval by the Sheridan Fire Department or other applicable authority, regardless of whether a Special Event Permit is required. This includes events held on Non-City-Owned property.

Examples of activities that may require additional review or approval include:

- Temporary structures such as tents (membrane structures), stages, or similar installations;
- Large gatherings or assembly-type events (generally 150 or more attendees);
- Fire or life safety considerations, including occupancy, egress, and emergency access;
- Generators, significant electrical usage, or temporary power setups;
- Open flames, fireworks, or temporary cooking equipment (e.g., grills, fryers, smokers, or propane-fueled devices) outside of permitted mobile vending units or established commercial kitchen operations; and/or
- Activities or equipment requiring life-safety measures (e.g., fire extinguishers, sprinkler systems, rescue equipment, or similar protections).

WYDOT Coordination – Events that impact state highways or WYDOT-controlled roadways may require additional review or permitting. See Section 8.

SECTION 3: SUBMISSION TIMELINES & SCHEDULED FEES

A. SUBMISSION TIMELINES: Special Event Permit applications must be submitted in accordance with the timelines outlined in the table below. The required timelines include both processing and interdepartmental review.

- Any Special Event application submitted within seven (7) business days of the scheduled event may not be considered or approved by the City.
- For applications that have been submitted but not yet finalized, if City approval and/or payment of all required fees has not been completed at least seven (7) calendar days prior to the scheduled event, the event may not be authorized to proceed.

B. SCHEDULED FEES: All applicable permit fees are established in the **City of Sheridan Master Fee Schedule**. Applicants are responsible for reviewing the current fee schedule prior to submitting an application. All applicable fees must be paid in full before a permit will be issued. Late fees may apply to applications submitted after the required deadline as outlined below.

Type of Permit	Application Deadline	Fee Required	Late Fee Applicable
City Park Use Permit (No Alcohol)	N/A	No	No
City Park Use Permit (Alcohol)	N/A	Yes	No
Open Container Permit	21 days prior to event	Yes	Yes
Malt Beverage and/or Catering Permit	21 days prior to event	Yes	Yes
Special Event (No Alcohol)	21 days prior to event	Yes	Yes
Special Event (Alcohol)	60 days prior to event	Yes	Yes

- *Refund Policy: All permit fees are non-refundable*

SECTION 4: APPLICATION REVIEW, APPROVAL & COMPLIANCE

An application is not considered submitted until the City has confirmed it is complete and all required documentation has been received.

A. REVIEW AND DETERMINATION: After review, the City will issue one of the following determinations:

Determination	Explanation
Approved No Conditions	The application is approved without additional conditions. The permit will be issued after all applicable fees have been paid in full.

Conditionally Approved	Authorization is granted subject to conditions deemed reasonable and necessary by the City. The applicant will be notified of all required conditions and provided the opportunity to review them. <i>The City may require documentation or other evidence demonstrating compliance with one or more conditions prior to permit issuance or the event, as determined appropriately based on the scope, nature, and anticipated impacts of the event.</i> Following notification of the required conditions, continuation of the permit process shall constitute acceptance of all permit terms and conditions. All applicable fees must be paid in full, and any required documentation must be submitted, prior to permit issuance. Upon satisfaction of all applicable requirements, the permit will be issued and provided to the applicant. <i>If the applicant does not wish to, or cannot, comply with the imposed conditions, they may withdraw their application prior to permit issuance without incurring any fees.</i>
Denied	Authorization is denied, with an explanation provided for the reason(s). If time allows and remedies exist to address the cause(s) of denial, the applicant may be given the opportunity to revise and resubmit the application for further consideration.

B. COMPLIANCE REQUIREMENTS: All permitted Special Events must comply with the requirements outlined in this policy as well as any additional conditions set by the City. Failure to comply with permit terms, safety requirements, or applicable laws may result in suspension or cancellation of the event, either prior to the event or while it is in progress.

Violations may also result in fines, denial of future applications, and/or recovery of costs incurred by the City due to noncompliance or damages. The City of Sheridan reserves the right to revoke event authorization if public safety is at risk or if the event significantly deviates from the approved plan.

SECTION 5: CONDITIONS AND/OR DENIALS

A. CONDITIONS: Depending on the scope, nature, and anticipated impacts of the event, the City may require additional conditions for authorization. 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.

All conditions are at the discretion of the City and are final unless modified through the appeal process outlined in Section 5.1. For any/all conditions, applicants may be required to provide documentation verifying any rented or contracted equipment, facilities, or services prior to permit approval.

Conditions may include but are not limited to the following:

- **Additional Restroom Facilities Requirements** – Additional portable restroom facilities may be required based on event size, duration, and availability of existing facilities.
- **Additional Waste Management Requirements** – Additional cleanup requirements may be imposed if the proposed plan is deemed insufficient.
- **Additional Public Notification Requirements** – Additional public notifications may be required to ensure adequate community awareness and communication.
- **Barricade Placement and Traffic Control/Safety Plan** – Additional requirements may be imposed if the proposed plan does not adequately address barricade placement, traffic control, or safety. Plans deemed insufficient may require revision or supplemental measures prior to approval.
- **Security Staffing Plan** – May be required for events with large attendance and/or alcohol service. The plan must outline staffing levels, training, crowd management, and coordination with law enforcement.
- **Additional Law Enforcement Requirements** - May be based on the scope, nature, and anticipated impacts of the event
- **Vendor List** – Must include all vendors providing goods, services, or food.
- **Parking Management Plan** – May be required based on event size, location, and anticipated attendance. The plan shall identify designated parking areas, overflow parking, traffic circulation, and measures to prevent congestion or disruption to public streets, sidewalks, and adjacent properties.
- **Letter of Good Standing** – Required for any liquor license holder licensed outside the City of Sheridan. The letter must be submitted directly by the issuing licensing authority and is required for approval of an Alcohol Permit.
- **Property Owner Authorization Letter** – Required for events held on Non-City-Owned property involving alcohol sales or service. The letter must be submitted by the legal property owner of record. Authorization from tenants or lessees is not sufficient without signed approval from the property owner.
- **Emergency Access Provisions** – Must ensure fire lanes and emergency vehicle access remain clear at all times.
- **Noise Control Measures** – Must include compliance with applicable noise ordinances, including limits on amplified sound and event hours. A Special Event Permit may authorize event activities beyond otherwise applicable quiet hours but does not exempt the event from complying with the City's maximum allowable sound level (decibel) limits.
- **Additional Insurance Requirements** – May be required based on the scope, nature, and anticipated impacts of the event

- **Other Conditions** – Any additional requirements deemed necessary by the City to protect public health, safety, and welfare, and to minimize community disruption.

B. DENIALS: A permit may be denied if the City determines that the proposed event poses a risk to public health, safety, or general welfare. Denial may also be based on one or more of the following:

- The application is incomplete or missing required forms or documentation;
- Required application fees have not been paid;
- Required insurance or other required documentation has not been received;
- The anticipated cost of City services is unreasonable;
- Required permit conditions cannot be met;
- The applicant has outstanding invoices or unpaid damages from prior events;
- The proposed event conflicts with previously scheduled events, programs, or facility reservations, or would overextend available City resources;
- Necessary City resources are unavailable at the proposed time (the applicant may be given an opportunity to revise the schedule if feasible);
- The applicant is not authorized to act on behalf of the organization;
- The applicant or organization has a history of noncompliance with permit conditions, City policies, or applicable laws;
- Prior events organized by the applicant resulted in significant disruption, property damage, or safety concerns;
- The event is reasonably expected to cause undue harm or inconvenience to participants, the community, or surrounding neighborhoods;
- The application contains false or misleading information;
- The applicant or organization has previously made material misrepresentations regarding an event or permitted activity; or
- Any other condition related to the proposed event raises substantial concerns that cannot be reasonably addressed through conditions or modifications.

SECTION 5.1 APPEALS OF DENIAL OR CONDITIONS

If an application for a Special Event Permit is denied, or conditionally approved, the applicant may appeal the decision as outlined below.

A written notice of appeal must be submitted to the City Clerk within five (5) business days of receipt of the notice of denial or conditions. The notice of appeal must clearly state the grounds for the appeal. Failure to timely submit a notice of appeal shall constitute acceptance of the decision.

NOTE: Appeals remain subject to all applicable submission deadlines. Applications submitted outside the required timelines may not allow sufficient time for an appeal to be considered before the proposed event date.

Appeal of Permit Conditions: Appeals of conditions imposed on an approved permit shall be reviewed by the City Administrator or designee. In reviewing the appeal, the City Administrator or designee shall consult with the applicable reviewing departments and may affirm, modify, or remove the conditions. The decision of the City Administrator or designee is final.

Appeal of Permit Denial: In accordance with Charter Ordinance 2202, appeals of a denied application may be considered by the Governing Body at the discretion of the Mayor. Upon receipt of a complete appeal, the City will coordinate with the Mayor to schedule the appeal for consideration at the next regularly scheduled City Council meeting or, when appropriate, a special meeting.

The City will make reasonable efforts to schedule the appeal prior to the proposed event date; however, scheduling is not guaranteed. If an appeal cannot be heard prior to the proposed event date, the denial shall remain in effect.

Upon review of the appeal, the Governing Body may affirm, modify, or overturn the denial. The decision of the Governing Body shall be final.

SECTION 6: INSURANCE SPECIFICATIONS

A. GENERAL REQUIREMENT: Commercial General Liability Insurance is required for Special Events when the event presents increased risk or potential liability to the City, as determined by the conditions outlined below.

B. EVENTS REQUIRING INSURANCE: Insurance is required as outlined in Section 6D for any Special Event requiring a City-issued Special Event Permit that includes one or more of the following:

- Use of City-Owned property, public right-of-way, or City facilities;
- Street closures, lane restrictions, traffic control, or moving events (e.g., races, walks, parades);
- Use of City Services, including equipment, personnel, or operational support related to traffic control, public infrastructure, or event operations;
- Alcohol service or sales requiring a City-issued permit;
- Events with large attendance or increased public safety considerations; or
- Installation of temporary structures (e.g., tents, stages, equipment).

The City reserves the right to require, modify, or waive specific insurance requirements, or accept equivalent coverage, when the City determines that the required protection is otherwise provided or the nature of the event warrants a different approach.

Events occurring entirely on Non-City-Owned property that do not require a City-issued Special Event Permit and do not impact public infrastructure, right-of-way, traffic, or public parking; do not involve alcohol requiring a City-issued permit; and do not require

City services are not subject to City insurance requirements under this policy. Insurance for such events, if required, is determined by the property owner or applicable jurisdiction.

C. INSURANCE DOCUMENTATION REQUIREMENTS: When insurance is required, the applicant must submit a Certificate of Liability Insurance with the application. When the event takes place on City-owned property, the City of Sheridan, WY must be named as an additional insured on all required liability policies. Proof of required insurance must be received before the permit will be approved.

D. MINIMUM COVERAGE REQUIREMENTS: When required, insurance coverage must meet or exceed the following minimums; however, the City reserves the right to require increased coverage limits, additional coverages, or additional insured requirements based on the nature, size, location, duration, anticipated attendance, activities, or risk exposure associated with the event:

Commercial General Liability Insurance	\$1,000,000.00 per occurrence \$2,000,000.00 aggregate
Liquor Liability (when alcohol is being served or sold)	\$1,000,000.00 per occurrence
Additional Insured	When the event takes place on City-owned property or public rights-of-way, the City of Sheridan, Wyoming must be named as an additional insured on all required liability policies.

E. INDEMNIFICATION: By completing the permit process, including payment, the applicant agrees to release, defend, indemnify, and hold harmless the City of Sheridan and its employees, agents, officers, and representatives from any and all claims of injury to persons or damage to property arising out of or related to the event. The applicant further agrees to be responsible for any damage to City-Owned property resulting from the event.

SECTION 7: PUBLIC NOTIFICATIONS

Applicants are required to provide notification to affected businesses, residents, and other parties regarding the event and its anticipated impacts, including impacts to public access, traffic, parking, surrounding areas, noise, or lighting.

Notifications must be reasonably sufficient to inform those impacted and include, at a minimum, the nature of the event, anticipated impacts, and relevant dates and times. Notification is provided for informational purposes only and does not require approval or consent from affected property owners, businesses, or residents. Individuals with questions or concerns regarding a proposed event are encouraged to contact the City Clerk's Office. When appropriate, the City may work with the applicant to address concerns by modifying event plans, imposing additional permit conditions, or making other reasonable adjustments prior to permit approval. *The City may require additional notification measures and/or verification that notifications have been completed.*

SECTION 8: WY DEPT OF TRANSPORTATION (WYDOT) COORDINATION

Certain roadways within the City of Sheridan are owned and maintained by the Wyoming Department of Transportation (WYDOT), including portions of state highways and interstate corridors (e.g., Business Loop I-90).

Events that propose to use, impact, or affect a WYDOT-controlled roadway—including lane closures, traffic control, signage, or access restrictions—may require review, approval, or permitting by WYDOT.

The applicant is responsible for coordinating directly with WYDOT and obtaining any required approvals. Documentation of WYDOT coordination and approval may be required prior to City permit approval.

Approval by the City of Sheridan does not constitute approval by WYDOT.

SECTION 9: PROCEDURE: APPLICATION PROCESS OVERVIEW

Step 1: Submit Application - The applicant must complete and submit the required application form to initiate the process. Applications are available on the City of Sheridan website. The application must be fully completed and include all required information.

Step 2: Complete Application Requirements - Following application submission, the applicant must provide all required supporting documents as outlined in the application. Failure to provide all required documentation may delay or prevent application review. *Additional documents or requirements may be required throughout the process depending on the scope, nature, and anticipated impacts of the event*

At a minimum, all Special Event applications must include:

- Completed permit application form, which includes, but is not limited to:
 - Basic restroom facilities plan
 - Basic waste management plan
 - Basic parking management considerations
- Site plan identifying event layout, exits, and alcohol service areas (if applicable)
- Route map, required if the event involves movement from Point A to Point B.
- 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.*
- General liability insurance, if required (see Section 6)

Incomplete applications may be considered inactive and administratively closed if the applicant fails to provide the information and documentation necessary to complete the application within seven (7) business days of the City's request. If an application is administratively closed, the applicant may reapply; however, any resubmitted application will be treated as a new application, and all applicable submission deadlines, review timelines, and fees, including any applicable late fees, shall apply.

Step 3: Departmental Review - Once all required materials have been received, the application will be routed to relevant City departments for review. City staff may request clarification or additional information as needed.

Step 4: Conditions or Clarification – Notice to Applicant – If additional conditions are required or potential issues are identified, the City will notify the applicant and provide an opportunity to revise the application or proceed subject to the identified conditions.

The City may also require the applicant to submit documentation demonstrating compliance with one or more conditions of approval prior to permit issuance or the event, as determined appropriate based on the scope, nature, and anticipated impacts of the event. The City may establish response deadlines based on the nature of the request, applicable permit timelines, and the scheduled event date.

Failure to timely provide requested information, documentation, or revisions will result in the application being administratively closed by the City without further action.

Step 5: Determination - Following review, the City will provide the applicant with one of the following determinations (see Section 4 for details): Approved, No Conditions; Conditionally Approved; or Denied. If a permit is denied, and if time allows, the applicant may revise and resubmit the application or pursue an appeal in accordance with Section 5.1.

Step 6: Acknowledgment and Payment – Following notification of any required conditions, payment of all applicable fees and continuation of the permit process shall constitute acceptance of all permit terms and conditions. All applicable fees must be paid in full prior to permit issuance.

Step 7: Day of the Event - 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.

Step 8: After the Event, If Applicable - The applicant is responsible for any fees or charges associated with non-compliance with permit conditions, as well as any costs incurred by the City for unapproved or additional services or damage to public property. Such fees and costs will be invoiced and are due within thirty (30) days of invoice issuance.

SECTION 10: POLICY ENFORCEMENT

This policy is enforceable under applicable City ordinances and the general powers granted to municipalities under Wyoming Statutes, including but not limited to **W.S. 15-1-103, 15-1-501, and 15-1-511**, as well as **Wyoming Statutes Title 12 – Alcoholic Beverages**, which authorize the City to regulate public spaces, alcoholic beverage service, and activities impacting public health, safety, and welfare, and to enforce compliance with local regulations.

- A. Application and Permit Compliance** – Designated City staff are responsible for reviewing applications, verifying applications for completeness, applying conditions, collecting fees, and ensuring all required documentation is received prior to authorization.
- B. Event Monitoring and Safety Compliance** – The Police Department, Fire Department, Public Works Department, Utilities Department, and other relevant City departments may monitor permitted events, as appropriate, to ensure compliance with permit conditions and public safety requirements.
- C. Authority to Modify or Terminate Events** – The City reserves the right to suspend, modify, or terminate an event if:
- Public health, safety, or welfare is at risk;
 - Permit conditions are not being followed;
 - Required City resources are insufficient to support the event;
 - The event significantly deviates from the approved plan; or
 - Any other circumstance arises that threatens public safety.
- D. Consequences of Permit Noncompliance** – Failure to comply with permit conditions, City policies, or applicable laws may result in:
- Suspension or cancellation of event, either prior to its start or while in progress;
 - Denial of future event applications;
 - Recovery of costs incurred by the City; and/or
 - Fines or other legal action, as applicable.
- E. Compliance with Laws** – All events must comply with all applicable local ordinances, state statutes, and federal laws. Any violation of such laws may result in enforcement action under this policy, in addition to any penalties provided by law.
- F. Controlled Substances Prohibited** – Any possession, use, sale, or distribution of controlled substances in violation of applicable law is prohibited at permitted events. Such activity may result in immediate enforcement action, including event suspension or termination, and referral to law enforcement.

SECTION 11: ADMINISTRATIVE AUTHORITY

The City Clerk, or designee, is authorized to make administrative updates to forms, procedures, and operational requirements as necessary to implement this policy, provided such updates do not materially alter the intent of the policy or create additional substantive requirements for applicants.

For purposes of this section, a “material change” includes, but is not limited to, the creation of new restrictions, changes to eligibility, modification of permit classifications, or changes that significantly impact public access or participation.

Administrative updates shall not include the establishment or modification of any fees. All fees shall be as established in the City's Master Fee Schedule.

This Policy shall become effective upon approval by the Governing Body and shall remain in effect, including any amendments, until repealed. The provisions of this Policy shall apply only to Special Event Permit applications submitted on or after September 1, 2026. Applications submitted before September 1, 2026, shall be processed in accordance with the procedures and requirements in effect at the time of submission.

APPROVED AND ADOPTED this _____ day of _____ 20____.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Ashlee Foster, City Clerk