

DOUGLAS CITY COUNCIL MEETING

Douglas City Hall, Council Chambers
101 N. 4th Street, Douglas, WY

Monday, February 12, 2024
Regular Meeting 5:30 P.M.

Thank you for your cooperation in facilitating the public meeting process!

1. Call To Order, Roll Call And Pledge Of Allegiance

Kim Pexton, Mayor

Ron McNare, Councilperson/Council President

Perry Hershberger, Councilperson

Matt Schmidt, Councilperson

John Bartling, Councilperson

2. Disclosures By City Council Members

3. Approval Of General Agenda (Corrections Or Additions)

4. Public Comment

This section of the Agenda is reserved for comments from the General Public to the City Council on matters relating to Douglas Municipal Government.

Comments must be five (5) minutes or less. As a general practice, the Council does not discuss, debate, or take action on issues raised or comments made under public comment. Council may refer items to staff for follow-up. In order to be heard, please speak clearly and loudly. Please state your name and address for the record.

5. Consent Docket

All agenda items listed under the Consent Docket are considered to be routine items by the governing body and will be enacted upon by one motion unless a request is made to take up an individual item separately, in which case the item will be placed under Council Action Items.

5.I. Minutes

5.I.i. Minutes: City Council Work Session: January 22, 2024

Documents:

[20240122 COUNCIL WORKSESSION MINUTES.PDF](#)

5.I.ii. Minutes: City Council Regular Meeting: January 22, 2024

Documents:

[20240122 COUNCIL MEETING MINUTES.PDF](#)

- 5.II. Ordinances: 3rd Reading - Consent
- 5.III. Ordinances: 2nd Reading - Consent
- 5.IV. Bills & Claims
 - 5.IV.i. Warrant Register: January 2024

Documents:

[WARRANT REGISTER JANUARY 2024.PDF](#)

- 5.V. Other Consent
- 6. Presentations
 - 6.I. Introduction Of New Patrol Officer: Kimberly Larsen
 - 6.II. Introduction Of New Patrol Officer: Micah Thompson
 - 6.III. Comprehensive Plan: Ayres Introduction And Overview
 - 6.IV. KPI Celebrations
 - 6.IV.i. ASC-03: Business Alliance Program
 - 6.IV.ii. ASC-05: Implement K-9 Program And Host At Least 10 PR Events To Provide Community Education
 - 6.IV.iii. ASC-06: Train All Officers In Crisis Intervention And Implementation
 - 6.IV.iv. ASC-08: Post Information On How To Obtain Mental Health Services In At Least 5 Locations

7. Council Action Items

- 7.I. Bid Award: Birch Street Sanitary Sewer Realignment Project

Documents:

[NARRATIVE FORM - BIRCH ST. SEWER.PDF](#)
[RECOMMENDATION FOR AWARD.PDF](#)
[BID TABULATION.PDF](#)

- 7.II. Bid Award: Water Tanker/Trailer

Documents:

[NARRATIVE FORM - WATER TANKER.PDF](#)
[BLACKBURN CATTLE CO.PDF](#)

- 7.III. Request For Proposal Acceptance: Tennis Court Resurfacing

Documents:

[NARRATIVE FORM - KEITH RIDER TENNIS CT..PDF](#)
[RFP SPORT COURT.PDF](#)

- 7.IV. Resolution 2024-04: A Resolution Setting Rules For Special Events At City Of Douglas

Parks

Documents:

[RESOLUTION 2024-04 PARK RULES.PDF](#)

7.V. Request For Proposal Acceptance: Tree Canapy

Documents:

[NARRATIVE FORM TREE INVENTORY PROPOSAL.PDF](#)
[CITY OF DOUGLAS, WY - TREE INVENTORY SERVICE.PDF](#)
[DOUGLAS, WY-DAVEY RESOURCE GROUP URBAN FORESTRY SERVICES.PDF](#)

8. Council Information

8.I. Department Report: Public Works

Documents:

[PUBLIC WORKS DEPARTMENT.PDF](#)

8.II. Department Report: Police Department

Documents:

[PDJAN24UPDATE.PDF](#)

8.III. Department Report: Community Development

Documents:

[COMMUNITY DEVELOPMENT DEPARTMENT.PDF](#)

8.IV. Historic Preservation Commission Minutes: January 17, 2024

Documents:

[DHPC MINUTES 20240117.PDF](#)

8.V. Arts & Culture Board Of Trustees Minutes: September 27, 2023, October 24, 2023, November 29, 2023, December 13, 2023 & January 6, 2024

Documents:

[20230927 ACBT MEETING MINUTES.PDF](#)
[20231025 ACBT MEETING MINUTES.PDF](#)
[20231129 ACBT MEETING MINUTES.PDF](#)
[20231213 ACBT MEETING MINUTES.PDF](#)
[20240106 ACBT SPECIAL MEETING MINUTES.PDF](#)

8.VI. Converse County Tourism Promotion Board Minutes: November 14, 2023 & December 19, 2023

Documents:

9. City Manager's Report
10. Good People Doing Good Things
11. Community Updates
 - 11.I. Event Calendar
12. Executive Session
13. Adjourn

City Council Work Session Minutes
January 22, 2024

A Work Session of the Douglas City Council was held on January 22, 2024, at approximately 4:00 p.m. in the upstairs conference room at City Hall, 101 N. 4th Street, Douglas, Wyoming.

Councilmembers Present: Mayor Kim Pexton, Councilperson Matt Schmidt, Councilperson Ron McNare, and Councilperson Perry Hershberger.

Others Present: JD Cox, City Administrator; Mike Armstong, City Attorney; Clara Chaffin, Community Development Director; John Harbarger, Public Works Director; Todd Byerly, Chief of Police; Mary Nicol, Administrative Services Director/Treasurer; and Brandon Frye, Supervisor.

Discussion Items:

Financial Update. Special Events at City Parks. Council Retreat. Sewer Cleanout. Local Fuel Prices. Arts & Culture – Downtown Master Plan Update. WY Community Gas Funding. PNRP-07: Cost of Tree Inventory and Management Plan. Councilperson Hershberger Update.

No action was taken. Work session adjourned at approximately 5:08 p.m.

Mary Nicol, City Clerk

City Council Regular Meeting Minutes
January 22, 2024

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL: Mayor Pexton called the meeting to order at approximately 5:30 p.m. Roll call was taken with the following City Council members present: Mayor Kim Pexton, Councilperson Ron McNare; Councilperson Perry Hershberger; Councilperson Matt Schmidt; and Councilperson John Bartling. Mayor Pexton led the assembly in the Pledge of Allegiance.

Also present: JD Cox, City Manager; Mike Armstrong, City Attorney; Todd Byerly, Chief of Police; Clara Chaffin, Community Development Director; John Harbarger; Public Works Director; Mary Nicol, Administrative Services Director/Treasurer; Devon Litzsinger, Deputy City Clerk.

Disclosures by City Council Members: None.

General Agenda (Corrections/Additions): Councilperson Hershberger moved to approve the general agenda as presented. Councilperson Schmidt seconded. Motion carried 5-0.

Public Comments: None.

Consent Docket: Minutes: City Council Work Session: January 8, 2024; City Council Meeting: January 8, 2024; Ordinance No. 1036, An Ordinance Amending Title 15 of the Douglas Municipal Code by Amending the 2021 Edition of the International Building Code as Published by the International Code Council and Adopting the 2023 Edition of the National Electrical Code as Published by the National Fire Protection Association, third reading. Councilperson Bartling moved to approve the Consent Docket as presented. Councilperson McNare seconded. Motion carried 5-0.

Presentation:

Annual Financial Audit FY2023 Presentation & Acceptance: Jason Lund of Carver, Florek, & James. CPAs provided an overview of the audited financial statements.

KPI Celebrations: City Manager Cox & Director Harbarger reviewed strategic doing & KPI celebrations WCC-02: Streets: Rehabilitate streets or slurry-seal 90k sq yd of road surface in coordination with water line improvement; and WCC-05: Perform city-wide assessment of sidewalks.

Public Hearing:

Resolution No. 2024-02: a Resolution Approving the Buckshot Subdivision, Lots 5, 6, and 7, Converse County, Wyoming. Mayor Pexton opened the public hearing at 5:38 p.m. Director Chaffin provided an overview. No public comments. Public hearing closed at 5:41. Councilperson Schmidt moved to approve Resolution No. 2024-02 as presented. Councilperson Hershberger seconded. Motion carried 5-0.

Resolution No. 2024-03: A Resolution Authorizing Maverik, Inc to Proceed with a Type B Development for Construction of a Gas Station and a Convenience Store in a B-2 General Business Zone at 1 Highway 93 (Seven Trails Commerce Center, Parcel 4). Mayor Pexton opened the public hearing at 5:42 p.m. Director Chaffin provided an overview. Jana Ward, Tracy Richmond, & Ben Warner of Maverik, Inc were present via teams & answered questions from council. No public comments. Public hearing closed at

5:47. Councilperson Bartling moved to approve Resolution No. 2024-03 as presented. Councilperson Schmidt seconded. Motion carried 5-0.

Council Action Items:

Quitclaim Deed: Douglas Senior Citizens Inc, Riverview, Lot 8, Block 2. Director Chaffin provided a brief overview. Councilperson Schmidt moved to accept the quitclaim deed from Douglas Senior Citizens Inc, Riverview Addition, Block 2, Lot 8. Councilperson McNare seconded. Motion carried 5-0.

Bid Rejection: South 2nd & 3rd Street Sewer Replacement Project: Director Harbarger provided a brief overview. Councilperson Bartling moved to reject the bid from JR Civil LLC for the 2nd & 3rd Street sewer replacement project and authorize rebidding of the project. Councilperson Hershberger seconded. Motion carried 5-0.

Historic Preservation Commission Appointments: Approval of Appointment of Jacey Bauman and Heidi McCullough to the Historic Preservation Commission. Director Chaffin provided a brief overview. Councilperson McNare moved to appoint Jacey Bauman and Heidi McCullough to the Historic Preservation Commission. Councilperson Schmidt seconded. Motion carried 5-0.

Council Information:

Financial Report: December 2023. Planning & Zoning Commission: Minutes January 15, 2024.

City Manager's Report:

City Manager Cox provided an update on multiple recent and current items.

Good People Doing Good Things:

Councilperson Schmidt read a recognition of Officers Luca Dowd & Ben Byler for assisting a traveler with changing a flat tire in -40 degree weather.

Councilperson Bartling recognized the Public Works department for their work fixing a water main break during the frigid temperatures.

Community Updates:

Event Calendar: Director Nicol provided an overview of upcoming events.

Adjourn: Councilperson McNare moved to adjourn the regular City Council meeting of January 22, 2024. Councilperson Hershberger seconded. Motion carried 5-0. Meeting adjourned at approximately 6:19 p.m.

Kim Pexton, Mayor

ATTEST:

Mary Nicol, City Clerk

Published: January 31, 2024

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
307 SIGNS AND MORE				
1533	AWARDS	12/14/23	112.00	10-5202-3210
1543	NAME TAG	12/15/23	6.50	10-5100-3210
1554	NAME PLATE	01/03/24	9.00	10-5100-3210
1581	PHOTO PRINTS	01/12/24	61.47	10-5201-3210
1622	TROPHIES-AWARDS BANQUET	01/30/24	211.76	10-5100-3210
1622	TROPHIES-AWARDS BANQUET	01/30/24	12.00	10-5100-3210
Total 307 SIGNS AND MORE:			412.73	
A&I DISTRIBUTORS				
4027510	WASHER FLUID	01/22/24	238.80	10-5302-3237
4027510	CYCLE OIL MIX	01/22/24	36.48	10-5302-3237
4027510	MOTOR OIL	01/22/24	239.84	10-5302-3237
4027510	FUEL TREATMENT	01/22/24	191.04	10-5302-3237
4027510	HYDRAULIC OIL	01/22/24	209.85	10-5302-3237
4027510	DELIVERY FEE	01/22/24	8.95	10-5302-3237
Total A&I DISTRIBUTORS:			924.96	
ADVANCED ANIMAL CARE				
453267	EUTHANASIA	11/03/23	50.00	10-5202-3210
453267	LAB SAMPLES	11/03/23	10.00	10-5202-3210
454992	CLINDAMYCIN-K9	12/14/23	5.60	10-5202-3210
454992	EXAMINATION-K9	12/14/23	38.00	10-5202-3210
455578	GROOMING-K9	12/28/23	42.00	10-5202-3210
455578	GROOMING-K9	12/28/23	15.00	10-5202-3210
455578	RABIES BOOSTER-K9	12/28/23	18.00	10-5202-3210
Total ADVANCED ANIMAL CARE:			178.60	
AFLAC				
012624	Payroll Deduction	01/26/24	537.56	10-20000225
Total AFLAC:			537.56	
ALCOHOL & DRUG TESTING SERV				
45055	PROFESSIONAL SERVICES	12/31/23	75.00	10-5100-2158
45055	PROFESSIONAL SERVICES	12/31/23	70.00	10-5100-2158
45055	PROFESSIONAL SERVICES	12/31/23	70.00	10-5100-2158
45055	PROFESSIONAL SERVICES	12/31/23	40.00	10-5100-2158
45055	PROFESSIONAL SERVICES	12/31/23	40.00	10-5100-2158
45055	PROFESSIONAL SERVICES	12/31/23	70.00	10-5100-2158
45055	PROFESSIONAL SERVICES	12/31/23	105.00	10-5100-2158
45306	ANNUAL RANDOM GENERATION FEE	01/19/24	810.00	10-5100-2158
Total ALCOHOL & DRUG TESTING SERV:			1,280.00	
AMERICAN COLLECTION SYSTEMS				
16514	COLLECTION FEES	07/31/23	141.44	31-5400-2166
17047	COLLECTION FEES	11/30/23	191.39	31-5400-2166
Total AMERICAN COLLECTION SYSTEMS:			332.83	
AT & T				
012924	CELLULAR PHONE SERVICE	01/29/24	16.01	31-5401-2134
012924	CELLULAR PHONE SERVICE	01/29/24	16.01	32-5501-2134
012924	CELLULAR PHONE SERVICE	01/29/24	17.28	31-5403-2134

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total AT & T:			49.30	
ATLAS PREMIER SERVICE				
59321	COPIER MAINTENANCE AGREEMENT	12/10/23	99.05	10-5201-2156
61050	COPIER MAINTENANCE AGREEMENT	01/11/24	74.79	10-5201-2156
Total ATLAS PREMIER SERVICE:			173.84	
AYRES ASSOCIATES INC				
212467	DOUGLAS COMPREHENSIVE PLANS	01/04/24	856.00	10-5106-2158
212898	COMPREHENSIVE PLAN	01/29/24	250.50	10-5106-2158
Total AYRES ASSOCIATES INC:			1,106.50	
BCN TELECOM INC				
23662412	PHONE SERVICE	01/01/24	86.78	10-5100-2134
23662412	PHONE SERVICE	01/01/24	4.66	10-5306-2134
Total BCN TELECOM INC:			91.44	
BEAR CREEK ORIGINALS				
23644	T-SHIRTS	10/16/23	416.00	10-5202-3233
23644	T-SHIRTS	10/16/23	90.00	10-5202-3233
23728	TRAINING POLOS	12/22/23	509.70	10-5202-3233
23728	TRAINING POLOS	12/22/23	143.92	10-5202-3233
Total BEAR CREEK ORIGINALS:			1,159.62	
BENNETT, SANDY				
901199	SEW PATCHES	12/11/23	52.50	10-5202-3233
Total BENNETT, SANDY:			52.50	
BIG COUNTRY REHAB				
018-1	PROFESSIONAL SERVICES	12/11/23	100.00	10-5202-2158
019	PROFESSIONAL SERVICES	01/16/24	100.00	10-5202-2158
Total BIG COUNTRY REHAB:			200.00	
BISON PUMP & SUPPLY				
585614	HYDRAULIC HOSE	01/23/24	412.25	10-5305-3210
585614	FITTING	01/23/24	178.90	10-5305-3210
585614	FITTING	01/23/24	61.96	10-5305-3210
585614	FITTING	01/23/24	62.25	10-5305-3210
585614	FITTING	01/23/24	40.00	10-5305-3210
585614	FITTING	01/23/24	48.75	10-5305-3210
585614	HOSE ASSEMBLY	01/23/24	28.50	10-5305-3210
585614	HOSE GUARD	01/23/24	35.46	10-5305-3210
Total BISON PUMP & SUPPLY:			868.07	
BLACK HILLS ENERGY				
012224	GAS SERVICE	01/22/24	667.24	10-5100-2133
012224	GAS SERVICE	01/22/24	2,083.56	10-5301-2133
012224	GAS SERVICE	01/22/24	278.08	10-5306-2133
012224	GAS SERVICE	01/22/24	1,272.66	31-5401-2133
012224	GAS SERVICE	01/22/24	319.73	31-5402-2133

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
012224	GAS SERVICE	01/22/24	454.73	32-5502-2133
012224	GAS SERVICE	01/22/24	966.68	34-5340-2133
012224	GAS SERVICE	01/22/24	32.23	10-5304-2133
Total BLACK HILLS ENERGY:			6,074.91	
BLOEDORN LUMBER - DOUGLAS				
584352	RETURN-CLAMPS	12/29/23	19.98-	10-5304-3210
584352	RETURN-TOP RAIL	12/29/23	18.99-	10-5304-3210
7974992	CLAMPS	12/29/23	19.98	10-5304-3210
7974992	TOP RAIL	12/29/23	18.99	10-5304-3210
7975012	PIPE CLAMP	12/29/23	17.58	10-5304-3210
7975470	LINE POST	12/29/23	15.99	10-5304-3210
7977776	TOTE	01/02/24	35.98	10-5304-3210
7977776	TOTE	01/02/24	57.98	10-5304-3210
7979085	SCREWS	01/03/24	7.60	10-5304-3210
7979670	2X4	01/03/24	19.29	10-5304-3210
7985993	2X4 STUD	01/08/24	22.48	10-5100-3210
7985993	2X4	01/08/24	7.01	10-5100-3210
7985993	1" OAK	01/08/24	17.15	10-5100-3210
7987677	HINGE	01/09/24	13.49	10-5100-3210
7990052	ANCHORS	01/10/24	4.77	10-5304-3210
7991918	PUSH BROOMS	01/11/24	109.98	34-5340-3210
7995787	KITCHEN FAUCET	01/15/24	52.99	10-5304-3210
7996262	FAUCET CONNECTOR	01/16/24	21.98	10-5304-3210
7997958	APPLICATION TAPE	01/17/24	13.99	32-5502-3210
7997958	PIPE HEATING CABLE	01/17/24	31.99	32-5502-3210
7997958	PIPE WRAP INSULATION	01/17/24	11.99	32-5502-3210
7998103	WEATHER STRIP	01/17/24	24.99	10-5304-3210
7998114	EXTENSION CORD	01/17/24	6.49	32-5502-3210
7998570	OUTDOOR CORD	01/17/24	9.49	32-5502-3210
7998570	PROTECTOR REFILL	01/17/24	10.99	32-5502-3210
7998570	TAP	01/17/24	9.99	32-5502-3210
7999297	SPACKLING	01/18/24	7.99	10-5304-3210
8004016	2X4	01/22/24	13.78	10-5100-3210
8005461	DRYWALL SCREWS	01/23/24	7.29	10-5100-3210
8005461	DRYWALL	01/23/24	29.36	10-5100-3210
8005640	DUCT TAPE	01/23/24	14.99	10-5304-3210
8008147	CONNECTOR	01/24/24	18.98	10-5304-3210
8011197	HOSE END SPRAYER	01/26/24	19.99	10-5304-3210
8011197	PAINT	01/26/24	91.98	10-5304-3210
8011197	DROP CLOTH	01/26/24	5.49	10-5304-3210
8011197	ROLLER COVER	01/26/24	7.99	10-5304-3210
8013719	BULLNOSE CORNER BEAD	01/29/24	17.05	10-5100-3210
8014695	SCREWS	01/29/24	13.49	31-5401-3210
8015791	PAINT	01/30/24	91.98	10-5304-3210
8015791	ROLLER	01/30/24	5.99	10-5304-3210
8016599	HOSE CLAMPS	01/30/24	39.06	10-5305-3210
8016599	CLAMPS	01/30/24	42.08	10-5305-3210
8016599	CABLE TIES	01/30/24	9.49	10-5305-3210
8016599	PVC CUTTER	01/30/24	22.99	10-5305-3210
8016599	JUNCTION BOX	01/30/24	16.99	10-5305-3210
8016764	U-BOLT	01/30/24	9.58	10-5305-3210
8016813	THREAD SEAL TAPE	01/30/24	11.92	10-5305-3210
8017542	PAINT	01/31/24	45.99	10-5304-3210
8017542	PUMIE STICK	01/31/24	4.29	10-5304-3210
8018232	SWIVEL CONNECTOR	01/31/24	6.99	10-5305-3210
8018232	BUSHING	01/31/24	3.29	10-5305-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
8018232	ADAPTER	01/31/24	3.29	10-5305-3210
8018582	RATCHET	01/31/24	18.99	10-5305-3210
8018582	CONNECTOR	01/31/24	2.29	10-5305-3210
8018582	U-BOLT	01/31/24	14.95	10-5305-3210
8018582	U-BOLT	01/31/24	3.29	10-5305-3210
8018743	CONNECTOR	01/31/24	1.99	10-5305-3210
8019687	TEMP GUN	02/01/24	99.74	10-5305-3210
Total BLOEDORN LUMBER - DOUGLAS:			1,227.75	
BOMGAARS				
256447	PET BOWL	12/30/23	10.99	10-5202-3210
258729	RATCHET	01/09/24	249.99	10-5302-3220
258729	PRESSURE SPRAYER	01/09/24	14.99	10-5302-3220
259125	PAPER TOWELS	01/10/24	59.96	31-5401-3210
259612	EXTENSION CORD	01/12/24	59.99	34-5340-3210
259612	EXTENSION CORD	01/12/24	99.99	34-5340-3210
260838	GLOVES	01/16/24	29.99	34-5340-3210
260838	GLOVES	01/16/24	17.99	34-5340-3210
260838	STRAP	01/16/24	57.99	34-5340-3210
260838	SAFETY VEST	01/16/24	16.99	34-5340-3210
260838	SAFETY VEST	01/16/24	17.99	34-5340-3210
262336	DOG TOY	01/22/24	13.99	10-5202-3210
262336	DOG TOY	01/22/24	12.99	10-5202-3210
262336	DOG TREATS	01/22/24	3.99	10-5202-3210
262336	DOG TREATS	01/22/24	24.98	10-5202-3210
264613	COUPLER	02/02/24	9.99	10-5305-3210
264613	CAP	02/02/24	14.49	10-5305-3210
958526	BRAD NAIL	01/08/24	4.99	10-5100-3210
958526	HINGES	01/08/24	29.97	10-5100-3210
Total BOMGAARS:			752.25	
BOYS & GIRLS CLUB OF DOUGLAS				
1724-DEC	FUNDING ALLOCATION AGREEMENT	12/19/23	2,083.33	10-5110-8746
1730-JAN	FUNDING ALLOCATION AGREEMENT	01/22/24	2,083.33	10-5110-8746
Total BOYS & GIRLS CLUB OF DOUGLAS:			4,166.66	
BUSINESS CENTER				
8162	CHRISTMAS CARDS	12/06/23	49.10	10-5202-3210
8678	W2 TAX FORM	01/09/24	64.96	10-5100-3201
8678	1099 NEC TAX FORMS	01/09/24	37.00	10-5100-3201
8678	COVERS	01/09/24	84.60	10-5100-3201
8678	COVERS	01/09/24	111.20	10-5100-3201
8678	CALCULATOR RIBBONS	01/09/24	9.98	10-5100-3201
8678	PERFORATED PAPER	01/09/24	90.20	10-5100-3201
8678	TAPE	01/09/24	26.40	10-5100-3201
8678	TAPE	01/09/24	17.52	10-5100-3201
8678	EXACTO KNIFE	01/09/24	20.90	10-5100-3201
8678	EXACTO BLADES	01/09/24	56.75	10-5100-3201
8678	SCISSORS	01/09/24	25.65	10-5100-3201
8678	LABELS	01/09/24	63.33	10-5100-3201
8678-1	DESK/CREDENZA/PEDASTALS	01/09/24	693.55	10-5102-3220
8730	CARDSTOCK	01/12/24	46.00	10-5106-3210
8730	CARDSTOCK	01/12/24	46.00	10-5100-3210
8759	POST-IT NOTES	01/16/24	37.82	34-5340-3210
8759	POST-IT NOTES	01/16/24	9.79	34-5340-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
8877	DESK/CREDENZA/PEDASTALS	01/23/24	481.36	10-5102-3220
8902	USB DRIVE	01/24/24	36.00	32-5502-3210
8955	WALL PLANNER	01/26/24	38.38	31-5402-3210
9054	DESK/CREDENZA/PEDASTALS	02/01/24	323.28	10-5102-3220
9055	DESK/CREDENZA/PEDASTALS	02/01/24	467.56	10-5102-3220
Total BUSINESS CENTER:			2,190.77	
BYLER, LANDYN				
122923	ALCOHOL COMPLIANCE CHECKS	12/29/23	190.00	13-5831-3210
Total BYLER, LANDYN:			190.00	
BYTE SPEED				
INV0168651	BYTESPEED PERFORMANCE Q670M	12/19/23	1,400.00	10-5103-3220
INV0168675	BYTESPEED VALUE H610M	12/21/23	3,766.00	10-5103-3220
INV0168919	BYTESPEED PERFORMANCE Q670M	01/08/24	5,390.00	10-5103-3220
INV0168920	BYTESPEED PERFORMANCE Q670M	01/08/24	8,190.00	10-5103-3220
Total BYTE SPEED:			18,746.00	
CALIFORNIA STATE DISBURSEMENT UNIT				
011224	PAYROLL DEDUCTION	01/12/24	542.31	10-20000226
012624	PAYROLL DEDUCTION	01/26/24	542.31	10-20000226
Total CALIFORNIA STATE DISBURSEMENT UNIT:			1,084.62	
CANDO - DBA THE ENTERPRISE				
1124-JAN	FUNDING ALLOCATION AGREEMENT	01/30/24	7,083.33	10-5110-8714
121923	ECONOMIC DEVELOPMENT STUDY REIMBURSEMENT	12/19/23	13,500.00	41-5410-2158
1224-DEC	FUNDING ALLOCATION AGREEMENT	12/22/23	7,083.33	10-5110-8714
Total CANDO - DBA THE ENTERPRISE:			27,666.66	
CAPITOL BUSINESS SYSTEMS INC				
1357264	MAINTENANCE AGREEMENT-PLOTTER	01/18/24	59.23	10-5106-2156
Total CAPITOL BUSINESS SYSTEMS INC:			59.23	
CARVER FLOREK & JAMES CPA'S				
10909	AUDIT SERVICES	10/23/23	35,000.00	10-5100-2152
11358	AUDIT SERVICES	12/31/23	6,000.00	10-5100-2152
Total CARVER FLOREK & JAMES CPA'S:			41,000.00	
CASELLE INC				
129594	SOURCE CODE ESCROW	12/15/23	200.00	10-5103-2156
130413	SOFTWARE-ELECTRONIC FILING GOVERNMENT FORMS	01/29/24	1,700.00	10-5103-3220
Total CASELLE INC:			1,900.00	
CAYA CONSTRUCTION				
0001-1	TREE REMOVAL	12/22/23	375.00	10-5304-2158
Total CAYA CONSTRUCTION:			375.00	
CDW-G				
NX19886	LENOVA THINK PAD	01/09/24	1,457.48	10-5103-3220

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
PB91412	TOUGH BOOKS	01/16/24	7,594.32	10-5103-3220
Total CDW-G:			9,051.80	
CENTURYLINK				
010524	TELEPHONE SERVICES	01/05/24	63.42	32-5502-2134
011624	TELEPHONE SERVICES	01/16/24	50.26	10-5306-2134
012224	TELEPHONE SERVICES	01/22/24	24.79	10-5307-2134
Total CENTURYLINK:			138.47	
CHILDRENS ADVOCACY PROJECT				
399-OND	FUNDING ALLOCATION AGREEMENT	01/02/24	333.33	10-5110-8750
399-OND	FUNDING ALLOCATION AGREEMENT	01/02/24	333.33	10-5110-8750
399-OND	FUNDING ALLOCATION AGREEMENT	01/02/24	333.34	10-5110-8750
Total CHILDRENS ADVOCACY PROJECT:			1,000.00	
CITY OF CASPER				
623142	LANDFILL FEES	12/07/23	824.40	34-5340-2158
623191	LANDFILL FEES	12/11/23	1,875.15	34-5340-2158
623232	LANDFILL FEES	12/12/23	1,826.10	34-5340-2158
623261	LANDFILL FEES	12/13/23	850.05	34-5340-2158
623307	LANDFILL FEES	12/15/23	1,768.95	34-5340-2158
623341	LANDFILL FEES	12/18/23	941.85	34-5340-2158
623374	LANDFILL FEES	12/19/23	1,665.90	34-5340-2158
623400	LANDFILL FEES	12/20/23	780.30	34-5340-2158
623427	LANDFILL FEES	12/21/23	698.85	34-5340-2158
623451	LANDFILL FEES	12/22/23	1,650.60	34-5340-2158
623479	LANDFILL FEES	12/27/23	1,641.60	34-5340-2158
623492	LANDFILL FEES	12/27/23	844.20	34-5340-2158
623529	LANDFILL FEES	12/28/23	1,737.00	34-5340-2158
623553	LANDFILL FEES	12/29/23	1,558.35	34-5340-2158
623573	LANDFILL FEES	01/02/24	794.70	34-5340-2158
623585	LANDFILL FEES	01/02/24	842.40	34-5340-2158
623607	LANDFILL FEES	01/03/24	2,327.65	34-5340-2158
623631	LANDFILL FEES	01/04/24	1,028.30	34-5340-2158
623657	LANDFILL FEES	01/05/24	1,275.30	34-5340-2158
623694	LANDFILL FEES	01/08/24	1,298.05	34-5340-2158
623709	LANDFILL FEES	01/08/24	1,497.60	34-5340-2158
623722	LANDFILL FEES	01/09/24	1,195.35	34-5340-2158
623740	LANDFILL FEES	01/10/24	1,258.40	34-5340-2158
623759	LANDFILL FEES	01/11/24	2,065.70	34-5340-2158
623775	LANDFILL FEES	01/12/24	1,103.70	34-5340-2158
623827	LANDFILL FEES	01/17/24	2,423.20	34-5340-2158
623848	LANDFILL FEES	01/18/24	1,103.05	34-5340-2158
623886	LANDFILL FEES	01/22/24	3,641.95	34-5340-2158
623921	LANDFILL FEES	01/23/24	1,179.75	34-5340-2158
623952	LANDFILL FEES	01/24/24	1,392.30	34-5340-2158
623979	LANDFILL FEES	01/25/24	1,202.50	34-5340-2158
Total CITY OF CASPER:			44,293.20	
CITY OF DOUGLAS-HLTH INS TRN				
010924	HEALTH INSURANCE TRANSFER	01/09/24	71,435.60	10-10000900
Total CITY OF DOUGLAS-HLTH INS TRN:			71,435.60	

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
CITY OF DOUGLAS-PETTY CASH				
313	REPLENISH PETTY CASH-POLICE ID	01/04/24	10.00	10-5202-3210
314	REPLENISH PETTY CASH-RECORDING FEES	01/04/24	48.00	10-5100-3210
315	REPLENISH PETTY CASH-TITLE	01/16/24	15.00	10-5100-3210
316	REPLENISH PETTY CASH-GLASS BLOCKS	01/31/24	21.00	10-5100-3210
Total CITY OF DOUGLAS-PETTY CASH:			94.00	
CITY OF DOUGLAS-UTILITY PMNT				
011824	CONDITIONAL USE PERMIT RENEWAL	01/18/24	30.00	10-5106-2156
012324	WATER/SEWER/SANITATION	01/23/24	178.88	10-5100-2132
012324	WATER/SEWER/SANITATION	01/23/24	294.09	10-5301-2132
012324	WATER/SEWER/SANITATION	01/23/24	864.49	10-5304-2132
012324	WATER/SEWER/SANITATION	01/23/24	84.71	10-5306-2132
012324	WATER/SEWER/SANITATION	01/23/24	292.83	31-5401-2132
012324	WATER/SEWER/SANITATION	01/23/24	1,576.29	31-5402-2132
012324	WATER/SEWER/SANITATION	01/23/24	4,284.94	32-5501-2132
012324	WATER/SEWER/SANITATION	01/23/24	24.56	32-5502-2132
17543	LANDFILL CHARGES	12/28/23	15,645.00	33-5600-2158
17557	LANDFILL CHARGES	01/19/24	59,092.50	33-5600-2158
17568	LANDFILL CHARGES	01/19/24	90.00	33-5600-2158
17583	LANDFILL CHARGES	01/25/24	12,811.50	33-5600-2158
17591	LANDFILL CHARGES	01/31/24	14,272.50	33-5600-2158
Total CITY OF DOUGLAS-UTILITY PMNT:			109,542.29	
CIVIC PLUS LLC				
281758	SUPPLEMENT SERVICE	01/09/24	2,760.00	10-5100-2158
Total CIVIC PLUS LLC:			2,760.00	
CIVIL ENGINEERING PROFESSIONAL				
22-034-12	ENGINEERING-SOUTH DOWNTOWN UTILITIES	01/30/24	915.96	31-5840-2153
22-034-12	ENGINEERING-SOUTH DOWNTOWN UTILITIES	01/30/24	1,050.66	32-5852-2153
22-034-12	ENGINEERING-SOUTH DOWNTOWN UTILITIES	01/30/24	2,523.38	56-5560-2153
22-035-11	ENGINEERING-DEPOT PARKING LOT	01/30/24	2,247.50	56-5560-6544
22-043-10	ENGINEERING-MIDDLE SCHOOL LIFT STATION	01/30/24	14,835.00	32-5852-2153
22-043-10	ENGINEERING-MIDDLE SCHOOL LIFT STATION	01/30/24	4,522.50	32-5852-2153
22-043-10	ENGINEERING-MIDDLE SCHOOL LIFT STATION	01/30/24	250.00	32-5852-2153
22-046-09	ENGINEERING-TETON WAY	01/30/24	1,148.16	31-5840-2153
22-046-09	ENGINEERING-TETON WAY	01/30/24	2,691.84	56-5560-2153
22-053-012	ENGINEERING-WWTP BYPASS LINE REPLACEMENT	01/30/24	1,450.00	32-5850-2153
22-100-13	ENGINEERING-FIRST NORTHERN BANK REVIEW	01/30/24	135.00	10-5106-2123
22-100-13	ENGINEERING-MAVERIK SITE REVIEW MEETING	01/30/24	405.00	10-5106-2153
23-013-04	ENGINEERING-2ND & 3RD ST DESIGN	01/30/24	1,234.71	31-5840-2153
23-013-04	ENGINEERING-2ND & 3RD ST DESIGN	01/30/24	1,416.28	32-5852-2153
23-013-04	ENGINEERING-2ND & 3RD ST DESIGN	01/30/24	3,401.51	56-5560-2153
23-053-03	ENGINEERING-BIRCH ST REALIGNMENT	01/30/24	5,692.50	32-5852-2153
23-053-03	ENGINEERING-BIRCH ST REALIGNMENT	01/30/24	1,552.50	32-5852-2153
23-054-03	ENGINEERING-ADAMS ST	01/30/24	5,418.24	31-5840-2153
23-054-03	ENGINEERING-ADAMS ST	01/30/24	7,861.76	56-5560-2153
23-055-03	ENGINEERING-N 4TH STREET	01/30/24	1,687.05	31-5840-2153
23-055-03	ENGINEERING-N 4TH STREET	01/30/24	9,635.45	56-5560-2153
23-056-03	ENGINEERING-SMW TANK RELINING	01/30/24	337.50	31-5840-2153
23-060-02	ENGINEERING-LBES CREEK DREDGING	01/30/24	837.50	31-5856-2153
23-073-01	ENGINEERING-CLEARWELL CLEANING	01/30/24	2,235.00	31-5856-2153
23-254-01	DOUGLAS SENIOR CENTER REPLAT	11/30/23	940.00	10-5106-2153

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total CIVIL ENGINEERING PROFESSIONAL:			74,425.00	
COMMUNICATION TECHNOLOGIES INC				
92049	UPFITTING VEHICLE	11/17/23	18,798.00	47-5470-6547
Total COMMUNICATION TECHNOLOGIES INC:			18,798.00	
CONVERSE COUNTY				
020124	JOINT JUSTICE EXPENDITURES	02/01/24	19,880.19	10-5111-8760
020124	JOINT JUSTICE EXPENDITURES	02/01/24	57,552.84	10-5111-8760
020124	JOINT JUSTICE EXPENDITURES	02/01/24	3,342.42	10-5111-8760
020124	JOINT JUSTICE EXPENDITURES	02/01/24	66,727.72	10-5111-8760
020124	JOINT JUSTICE EXPENDITURES	02/01/24	3,212.62	10-5111-8760
Total CONVERSE COUNTY:			150,715.79	
CONVERSE COUNTY CLERK				
12-CC-ACT	ACT PROGRAM	01/01/24	8,059.38	10-5100-2158
Total CONVERSE COUNTY CLERK:			8,059.38	
CONVERSE COUNTY HEALTH DEPT				
ACTBQ12423	TB BLOOD TEST-FBI NATIONAL ACADEMY	12/11/23	50.00	10-5202-3210
ACTBQ12423	IMMUNIZATION-FBI NATIONAL ACADEMY	12/11/23	25.00	10-5202-3210
ACTBQ12423	IMMUNIZATION-FBI NATIONAL ACADEMY	12/11/23	60.00	10-5202-3210
ACTBQ12423	VACCINE-FBI NATIONAL ACADEMY	12/11/23	130.00	10-5202-3210
Total CONVERSE COUNTY HEALTH DEPT:			265.00	
CONVERSE COUNTY SHERIFF				
112023	BOOKING FEES	11/30/23	112.50	10-5201-2161
122023	BOOKING FEES	12/31/23	97.50	10-5201-2161
Total CONVERSE COUNTY SHERIFF:			210.00	
CONVERSE COUNTY TOURISM PROMOTION BOARD				
440002	REIMBURSEMENT-PAYMENT RECEIVED FROM PURPLE WAVE	12/19/23	800.00	10-20000206
Total CONVERSE COUNTY TOURISM PROMOTION BOARD:			800.00	
COY, DEBRA J				
012724	JANITORIAL SERVICES	01/27/24	2,200.00	10-5100-2158
Total COY, DEBRA J:			2,200.00	
DANA KEPNER COMPANY OF WY				
2236602-01	COUPLING THREAD	11/08/23	377.50	31-5402-3210
2237020-00	REPAIR CLAMP	11/08/23	359.15	31-5402-3210
2237266-00	TOUCH READER	11/08/23	1,080.00	31-5403-3210
2237334-00	LEAK DETECTION-HOURLY READ	11/20/23	1,980.00	31-5402-3210
2237345-00	CHAMBER	11/20/23	895.00	31-5402-3210
2237346-00	CHAMBER	11/20/23	1,750.00	31-5402-3210
2237347-00	METERS/WASHERS/GASKETS	11/20/23	4,427.20	31-5403-3210
DP011024	SENSUS SOFTWARE SUPPORT	01/10/24	2,294.05	31-5403-2156
Total DANA KEPNER COMPANY OF WY:			13,162.90	

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
DEPARTMENT OF WORKFORCE SERVICES				
012224	WORKERS COMPENSATION PREMIUM	01/22/24	24,064.23	10-20000227
012224	WORKERS COMPENSATION PREMIUM	01/22/24	78.17	10-20000227
012224	WORKERS COMPENSATION PREMIUM	01/22/24	31.26	10-5201-1025
012224	WORKERS COMPENSATION PREMIUM	01/22/24	93.80	10-5201-1025
Total DEPARTMENT OF WORKFORCE SERVICES:			24,267.46	
DOG WASTE DEPOT				
588858	DOG WASTE BAGS	01/15/24	311.08	10-5304-3210
Total DOG WASTE DEPOT:			311.08	
DOUGLAS BUDGET				
301436539	WATER PARK BOILER UPGRADES	11/08/23	112.00	10-5100-2115
301436542	WATER PARK BOILER UPGRADES	11/08/23	112.00	10-5100-2115
301436547	WATER PARK BOILER UPGRADES	11/08/23	112.00	10-5100-2115
301436968	MINUTES	12/06/23	294.00	10-5100-2115
301436969	SALE OF PUBLIC PROPERTY	12/06/23	84.00	10-5100-2115
301436970	EMERGENCY SNOW REMOVAL	12/06/23	70.00	10-5100-2115
301436971	FINAL PAYMENT-PUBLIC PARKING LOT	12/06/23	56.00	10-5100-2115
301437044	POSITION VACANCY	12/13/23	126.00	10-5100-2115
301437097	SALE OF PUBLIC PROPERTY	12/13/23	84.00	10-5100-2115
301437098	EMERGENCY SNOW REMOVAL	12/13/23	70.00	10-5100-2115
301437099	FINAL PAYMENT-PUBLIC PARKING LOT	12/13/23	56.00	10-5100-2115
301437131	FINAL PAYMENT-PUBLIC PARKING LOT	12/20/23	56.00	10-5100-2115
301437162	AD-CHRISTMAS GREETINGS	12/20/23	45.00	10-5100-2115
301437218	MINUTES	12/20/23	378.00	10-5100-2115
301437232	POSITION VACANCY	12/20/23	57.00	10-5100-2115
301437233	POSITION VACANCY	12/27/23	112.00	10-5100-2115
301437239	AD-NEW YEARS GREETINGS	12/27/23	45.00	10-5100-2115
301437265	BUDGET AMENDMENTS	12/27/23	42.00	10-5100-2115
301437266	PLANNING COMMISSION-COUNTY SUBDIVISION	12/27/23	56.00	10-5100-2115
Total DOUGLAS BUDGET:			1,967.00	
DOUGLAS COMMUNITY CLUB				
12252023-DEC	FUNDING ALLOCATION AGREEMENT	12/25/23	5,000.00	10-5110-8702
Total DOUGLAS COMMUNITY CLUB:			5,000.00	
DOUGLAS FIRE DEPARTMENT				
2-1	CPR/FIRST AID TRAINING	01/26/24	1,380.00	10-5100-2122
Total DOUGLAS FIRE DEPARTMENT:			1,380.00	
DOUGLAS FR & EMBROIDERY				
011624	SAFETY VEST	01/16/24	27.90	34-5340-3210
012624	CARHARTT-LONGEVITY AWARD	01/26/24	108.95	10-5100-3210
012624	EMBROIDERY-LONGEVITY AWARD	01/26/24	12.50	10-5100-3210
Total DOUGLAS FR & EMBROIDERY:			149.35	
DOUGLAS GROCERY				
8257	SAUSAGE-TEAM MEETING	01/09/24	15.42	10-5100-3230
8257	BISCUITS-TEAM MEETING	01/09/24	26.45	10-5100-3230
8257	MILK-TEAM MEETING	01/09/24	4.45	10-5100-3230
8257	FRUIT-TEAM MEETING	01/09/24	20.19	10-5100-3230

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
8257	SAUSAGE PATTIES-TEAM MEETING	01/09/24	11.83	10-5100-3230
Total DOUGLAS GROCERY:			78.34	
DOUGLAS HARDWARE HANK LLC				
356419	PAINT	11/14/23	50.99	34-5340-3210
357184	BIT SET	12/15/23	24.99	34-5340-3210
357184	GLUE TRAP	12/15/23	13.77	34-5340-3210
357257	PAINT ROLLER	12/19/23	10.99	34-5340-3210
357516	COMMAND STRIPS	01/03/24	3.99	10-5100-3210
357522	DECK VARNISH	01/03/24	25.99	10-5304-3210
357552	HEATER	01/04/24	51.99	31-5401-3210
357554	PAINT	01/04/24	46.99	34-5340-3210
357554	MOP	01/04/24	15.99	34-5340-3210
357554	CLOROX	01/04/24	8.59	34-5340-3210
357554	MOP REFILL	01/04/24	13.99	34-5340-3210
357554	STEEL WOOL	01/04/24	6.99	34-5340-3210
357554	DUCT TAPE	01/04/24	8.99	34-5340-3210
357554	SAWSALL BLADE SET	01/04/24	16.99	34-5340-3210
357554	RECIP BLADES	01/04/24	15.99	34-5340-3210
357554	HAND SOAP REFILL	01/04/24	9.59	34-5340-3210
357554	HAND SOAP	01/04/24	6.59	34-5340-3210
357554	MOP & GLO	01/04/24	9.59	34-5340-3210
357554	HAND SOAP REFILL	01/04/24	9.59	34-5340-3210
357558	PAINT BRUSH	01/04/24	3.58	10-5304-3210
357558	TOUCH-UP BRUSH	01/04/24	4.59	10-5304-3210
357558	FASTENERS	01/04/24	13.49	10-5304-3210
357580	SANDPAPER	01/05/24	7.99	10-5304-3210
357581	SCREWDRIVER SET	01/05/24	19.99	31-5403-3210
357581	FASTENERS	01/05/24	13.99	31-5403-3210
357653	CARTRIDGE FILTER	01/08/24	22.99	32-5501-3210
357661	COMPACTOR TRASH BAGS	01/09/24	31.98	10-5100-3210
357681	BLOW OFF DUSTER	01/09/24	14.99	34-5340-3210
357681	SNOW PUSHER	01/09/24	31.99	34-5340-3210
357681	SNOW PUSHER	01/09/24	29.99	34-5340-3210
357699	DUST PAN/BRUSH SET	01/10/24	6.99	31-5401-3210
357699	BROOM/DUST PAN	01/10/24	14.99	31-5401-3210
357699	PUSH BROOM	01/10/24	37.99	31-5401-3210
357700	EPOXY	01/10/24	7.99	34-5340-3210
357700	DISH SOAP	01/10/24	5.99	34-5340-3210
357700	DISH PUMP	01/10/24	5.99	34-5340-3210
357700	SILICONE	01/10/24	8.99	34-5340-3210
357700	SILICONE	01/10/24	8.99	34-5340-3210
357700	ELBOW	01/10/24	9.99	34-5340-3210
357724	TIE DOWN	01/11/24	27.99	31-5401-3210
357724	POLY TARP	01/11/24	17.98	31-5401-3210
357724	TARP	01/11/24	19.99	31-5401-3210
357757	FAUCET REPAIR KIT	01/12/24	4.99	10-5304-3210
357757	WASHER	01/12/24	1.39	10-5304-3210
357789	CABLE	01/15/24	13.99	31-5402-3210
357789	CAR CHARGER	01/15/24	22.99	31-5402-3210
357828	COUPLING	01/16/24	14.99	32-5501-3210
357828	ELBOW	01/16/24	3.98	32-5501-3210
357828	ADAPTER	01/16/24	1.59	32-5501-3210
357828	BUSHING	01/16/24	3.99	32-5501-3210
357828	BUSHING	01/16/24	1.99	32-5501-3210
357863	TANK LEVEL	01/17/24	12.99	34-5340-3210
357863	BATTERIES	01/17/24	23.98	34-5340-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
357863	BATTERIES	01/17/24	19.99	34-5340-3210
357876	DECK SCREWS	01/08/24	13.99	10-5100-3210
357876	FASTENERS	01/08/24	2.80	10-5100-3210
357884	TAPPER BIT	01/18/24	7.99	10-5100-3210
357884	TAPPER BIT	01/18/24	7.59	10-5100-3210
357901	DIGITAL MULTIMETER	01/18/24	31.99	34-5340-3210
357901	BATTERY	01/18/24	12.99	34-5340-3210
357901	AIR COUPLER	01/18/24	7.59	34-5340-3210
357901	SPLICE KIT	01/18/24	13.99	34-5340-3210
357906	SCREW	01/19/24	13.99	10-5100-3210
357906	SCREW	01/19/24	14.99	10-5100-3210
357911	DUCT TAPE	01/19/24	9.99	10-5304-3210
357933	CONNECTOR	01/19/24	5.99	34-5340-3210
357933	WIRE CONNECTOR	01/19/24	5.58	34-5340-3210
357933	CONNECTORS	01/19/24	3.59	34-5340-3210
357991	ELECTRICAL TAPE	01/22/24	13.99	34-5340-3210
357991	WIRE CONNECTOR	01/22/24	18.99	34-5340-3210
357991	MAGNETIC CLIP	01/22/24	8.99	34-5340-3210
357991	FASTENERS	01/22/24	.11	34-5340-3210
357991	FASTENERS	01/22/24	.14	34-5340-3210
358000	SURGE PROTECTOR OUTLET	01/23/24	28.99	10-5106-3210
358050	PLUG	01/24/24	1.99	10-5304-3210
358061	SPACKLING LIGHT	01/25/24	7.99	10-5304-3210
358098	UTILITY KNIFE BLADES	01/26/24	12.99	10-5100-3210
358150	WALL BOARD	01/29/24	22.99	10-5100-3210
358150	JOINT KNIFE	01/29/24	6.99	10-5100-3210
358150	HOLE HOOK	01/29/24	9.99	10-5100-3210
358150	PAINTER TAPE	01/29/24	9.59	10-5100-3210
358150	JOINT TAPE	01/29/24	9.99	10-5100-3210
358150	DRYWALL SURF BLOCK	01/29/24	6.99	10-5100-3210
358158	LOCK ENTRY	01/29/24	46.99	10-5100-3210
358158	DOOR STOP	01/29/24	8.99	10-5100-3210
358158	BARREL BOLT	01/29/24	5.99	10-5100-3210
358158	UTILITY PULL	01/29/24	6.99	10-5100-3210
358159	SPRAY PAINT	01/29/24	17.18	10-5304-3210
358169	STAIN	01/29/24	13.99	10-5100-3210
358169	WOOD PUTTY	01/29/24	6.59	10-5100-3210
358169	POLYSHADE	01/29/24	22.99	10-5100-3210
358170	PAINT BRUSH	01/29/24	3.58	10-5100-3210
358189	POLY FILM	01/30/24	15.99	10-5100-3210
358189	TEXTURE SPRAY	01/30/24	22.99	10-5100-3210
358189	PAINT BRUSH	01/30/24	7.16	10-5100-3210
358189	SANDPAPER	01/30/24	7.59	10-5100-3210
358228	ELBOW	01/31/24	2.59	10-5305-3210
358228	BUSHING	01/31/24	2.59	10-5305-3210
358228	BUSHING	01/31/24	3.99	10-5305-3210
358244	FLEX SEAL	02/01/24	14.99	10-5306-3210
Total DOUGLAS HARDWARE HANK LLC:			1,373.85	
DOUGLAS SEAT COVERS LLC				
193	EMBROIDERY	12/01/23	175.00	10-5305-3210
193	SAFETY VESTS	12/01/23	418.50	10-5305-3210
199	CUSHION REPAIR-FITNESS COURT	12/22/23	600.00	10-5304-3210
Total DOUGLAS SEAT COVERS LLC:			1,193.50	

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
EATON SALES & SERVICE				
0158760-IN	ANNUAL LIFT INSPECTION	12/18/23	318.50	10-5302-2155
Total EATON SALES & SERVICE:			318.50	
ENERGY LABORATORIES INC				
301902	WASTEWATER SAMPLING	12/18/23	58.00	32-5501-2158
599956	WATER SAMPLING	12/08/23	132.00	31-5401-2158
601901	WASTEWATER SAMPLING	12/18/23	58.00	32-5501-2158
603080	WASTEWATER SAMPLING	12/27/23	345.00	32-5501-2158
603081	WASTEWATER SAMPLING	12/27/23	160.00	32-5501-2158
605264	WATER SAMPLING	01/04/24	99.00	31-5401-2158
605282	WASTEWATER SAMPLING	01/04/24	58.00	32-5501-2158
605292	WASTEWATER SAMPLING	01/04/24	58.00	32-5501-2158
606571	WATER SAMPLING	01/12/24	132.00	31-5401-2158
606735	WASTEWATER SAMPLING	01/12/24	160.00	32-5501-2158
606737	WASTEWATER SAMPLING	01/12/24	345.00	32-5501-2158
608074	WASTEWATER SAMPLING	01/19/24	58.00	32-5501-2158
608075	WASTEWATER SAMPLING	01/19/24	53.00	32-5501-2158
608076	WASTEWATER SAMPLING	01/19/24	58.00	32-5501-2158
608912	WASTEWATER SAMPLING	01/25/24	58.00	32-5501-2158
Total ENERGY LABORATORIES INC:			1,832.00	
FIRE SUPPRESSION AUTHORITY				
011124	REMIT FUNDS RECEIVED FROM GRANT-FIRE TRAINING FACILI	01/11/24	187,318.93	10-5100-2158
Total FIRE SUPPRESSION AUTHORITY:			187,318.93	
FIRINNE POLYGRAPH LLC				
1	PROFESSIONAL SERVICES	12/15/23	250.00	10-5202-2158
Total FIRINNE POLYGRAPH LLC:			250.00	
FLOYD'S TRUCK CENTER WY				
X302065279:01	HANDLE ASSEMBLY	12/26/23	87.91	34-5340-3210
X302065640:01	HEATER DEFUSER	01/04/24	102.59	34-5340-3210
X302065640:01	SHIPPING	01/04/24	27.00	34-5340-3210
X302065710:01	HEATER	01/11/24	49.67	34-5340-3210
X302065980:01	MOTOR & REGULATOR	01/19/24	228.24	33-5600-3210
X302066051:01	ENGINE HEATER	01/17/24	35.79	34-5340-3210
Total FLOYD'S TRUCK CENTER WY:			531.20	
FORSGREN ASSOCIATES INC				
2312523	WATER CONSULTANT SERVICES	01/09/24	2,387.48	31-5856-2153
Total FORSGREN ASSOCIATES INC:			2,387.48	
FREEDOM MAILING SERVICE				
46989	UTILITY BILLING MAILING SERVICE	01/12/24	664.81	31-5400-2158
46989	UTILITY BILLING MAILING SERVICE	01/12/24	429.36	32-5500-2158
46989	UTILITY BILLING MAILING SERVICE	01/12/24	290.86	33-5600-2158
Total FREEDOM MAILING SERVICE:			1,385.03	
FREMONT MOTORS CASPER				
138664	SEAT BELT ASSEMBLY	01/15/24	294.00	10-5202-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total FREMONT MOTORS CASPER:			294.00	
GOODYEAR TIRE & RUBBER CO				
177-1056276	TIRES	01/05/24	757.22	33-5600-3210
177-1056330	TIRES	01/25/24	1,116.72	33-5600-3210
Total GOODYEAR TIRE & RUBBER CO:			1,873.94	
GRANITE TELECOMMUNICATIONS				
011624	TELEPHONE SERVICES	01/16/24	160.86	10-5100-2134
011624	TELEPHONE SERVICES	01/16/24	77.97	10-5301-2134
011624	TELEPHONE SERVICES	01/16/24	155.96	32-5501-2134
Total GRANITE TELECOMMUNICATIONS:			394.79	
GREENWOOD MAPPING INC				
123123	GIS SUPPORT	12/31/23	1,344.00	10-5106-2158
Total GREENWOOD MAPPING INC:			1,344.00	
H & H ELECTRIC LLC				
338187	LIGHT POLE REPAIR	12/06/23	1,328.21	10-5304-2155
338238	ELECTRICAL REPAIRS-MIDDLE SCHOOL LIFT STATION	12/22/23	709.69	32-5502-2155
338239	REPAIR/TERMINATE-OUTLET & EFFLUENT METER	12/22/23	1,119.32	32-5501-2155
338373	BRIDGE LIGHT REPAIR	01/12/24	430.00	10-5305-3210
Total H & H ELECTRIC LLC:			3,587.22	
HAWKINS INC				
6646656	CYLINDERS	12/15/23	260.00	31-5401-3210
6665448	CYLINDERS	01/15/24	230.00	31-5401-3210
6674160	CHLORINE CYLINDER	01/24/24	333.25	31-5401-3210
6674160	FREIGHT/FUEL	01/24/24	27.50	31-5401-3210
6674160	CHLORINE CYLINDER	01/24/24	999.77	32-5501-3210
6674160	SULFUR DIOXIDE CYLINDER	01/24/24	236.49	32-5501-3210
6674160	FREIGHT/FUEL	01/24/24	30.00	32-5501-3210
Total HAWKINS INC:			2,117.01	
HOMAX OIL SALES INC				
0650721-IN-1	WINTER ADDITIVE	11/03/23	15.50	34-5340-3235
0653235-IN-1	WINTER ADDITIVE	11/27/23	15.50	34-5340-3235
0656945-IN	MEGAPLEX XD5 #1	12/29/23	287.70	32-5501-3210
0658223-IN	CLEANING SOLVENT	01/08/24	52.25	10-5302-3237
0658223-IN	GREASE	01/08/24	152.60	10-5302-3237
0660234-IN	DIESEL	01/23/24	1,268.10	34-5340-3235
0660234-IN	WINTER ADDITIVE	01/23/24	15.50	34-5340-3235
CL24728	FUEL	12/31/23	72.81	10-5106-3235
CL24728	FUEL	12/31/23	91.48	10-5201-3235
CL24728	FUEL	12/31/23	2,278.28	10-5202-3235
CL24728	FUEL	12/31/23	140.86	10-5302-3235
CL24728	FUEL	12/31/23	595.19	10-5304-3235
CL24728	FUEL	12/31/23	2,242.84	10-5305-3235
CL24728	FUEL	12/31/23	51.88	10-5306-3235
CL24728	FUEL	12/31/23	46.83	31-5401-3235
CL24728	FUEL	12/31/23	476.47	31-5402-3235
CL24728	FUEL	12/31/23	80.96	31-5403-3235

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
CL24728	FUEL	12/31/23	46.83	32-5501-3235
CL24728	FUEL	12/31/23	476.44	32-5502-3235
CL24728	FUEL	12/31/23	1,860.90	33-5600-3235
CL24728	FUEL	12/31/23	56.09	34-5340-3235
CL24728	FUEL	12/31/23	33.72	10-5301-3235
Total HOMAX OIL SALES INC:			10,358.73	
HORNER, DOUG				
122923	CHIP REPAIR	12/29/23	45.00	10-5100-3210
122923	CLEAR FILM	12/29/23	5.00	10-5100-3210
Total HORNER, DOUG:			50.00	
HUMAN RESOURCE COUNCIL				
012324	OFFICE FURNITURE/SUPPLIES	01/23/24	2,000.00	10-5100-3220
Total HUMAN RESOURCE COUNCIL:			2,000.00	
INBERG MILLER ENGINEERS				
18411CW21	ENVIRONMENTAL MONITORING	01/09/24	2,415.33	34-5895-2153
5265CW138	ENVIRONMENTAL MONITORING	01/09/24	8,263.60	34-5895-2153
Total INBERG MILLER ENGINEERS:			10,678.93	
INTEGRITY ELECTRICAL LLC				
0220	PUBLIC WORKS LIGHTING IMPROVEMENTS	01/24/24	8,500.00	57-5570-6542
Total INTEGRITY ELECTRICAL LLC:			8,500.00	
INTERNAL REVENUE SERVICE				
011224	PAYROLL DEDUCTION-941 TAX DEPOSIT	01/12/24	16,256.66	10-20000222
011224	PAYROLL DEDUCTION-941 TAX DEPOSIT	01/12/24	23,255.22	10-20000223
011224	PAYROLL DEDUCTION-941 TAX DEPOSIT	01/12/24	5,438.72	10-20000223
012424	PAYROLL DEDUCTION-941 TAX DEPOSIT	01/24/24	306.60	10-20000222
012424	PAYROLL DEDUCTION-941 TAX DEPOSIT	01/24/24	478.52	10-20000223
012424	PAYROLL DEDUCTION-941 TAX DEPOSIT	01/24/24	111.91	10-20000223
012624	PAYROLL DEDUCTION-941 TAX DEPOSIT	01/26/24	15,137.10	10-20000222
012624	PAYROLL DEDUCTION-941 TAX DEPOSIT	01/26/24	21,874.72	10-20000223
012624	PAYROLL DEDUCTION-941 TAX DEPOSIT	01/26/24	5,115.86	10-20000223
Total INTERNAL REVENUE SERVICE:			87,975.31	
INTL ASSN-PROPERTY & EVIDENCE				
M24-C676954	MEMBERSHIP RENEWAL	01/03/24	65.00	10-5202-2120
Total INTL ASSN-PROPERTY & EVIDENCE:			65.00	
INTL ASSOC OF CHIEFS OF POLICE				
0321135	MEMBERSHIP DUES-IACP	12/20/23	190.00	10-5201-2120
0321136	MEMBERSHIP DUES-IACP	12/20/23	190.00	10-5202-2120
Total INTL ASSOC OF CHIEFS OF POLICE:			380.00	
JULIAN, MANDI				
012324	UTILITY DEPOSIT REFUND	01/23/24	101.86	96-20000229

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total JULIAN, MANDI:			101.86	
JUSTICE SYSTEMS INC				
INV187670	MAINTENANCE AGREEMENT	11/17/23	2,400.00	10-5105-2156
Total JUSTICE SYSTEMS INC:			2,400.00	
K2 TECHNOLOGIES				
CW5030287	SOPHOS LICENSE AGREEMENT	01/02/24	114.00	10-5103-2120
CW5030337	SOPHOS LICENSE AGREEMENT	02/01/24	117.00	10-5103-2120
Total K2 TECHNOLOGIES:			231.00	
KNIGHT, WILLIS				
169387	BOOT ALLOWANCE	01/30/24	100.00	10-5202-3233
Total KNIGHT, WILLIS:			100.00	
LARAMIE PEAK HUMANE SOCIETY				
2023.37 DEC	FUNDING ALLOCATION AGREEMENT	01/10/24	6,666.67	10-5110-8734
3.613113	RESTITUTION PAYMENT	01/16/24	20.00	10-20000208
Total LARAMIE PEAK HUMANE SOCIETY:			6,686.67	
LARAMIE RANGE WATER TREATMENT & PLUMBING				
159553	BOTTLED WATER	01/08/24	40.00	34-5340-3210
159553	DELIVERY	01/08/24	3.00	34-5340-3210
Total LARAMIE RANGE WATER TREATMENT & PLUMBING:			43.00	
LEAVITT GROUP				
986584	INSURANCE PREMIUM-AUTO/PROPERTY	01/15/24	15,965.00	10-5100-2157
989044	INSURANCE PREMIUM-AUTO/PROPERTY	01/15/24	1,080.30	10-5100-2157
989046	INSURANCE PREMIUM-AUTO/PROPERTY	01/15/24	713.90	10-5100-2157
Total LEAVITT GROUP:			17,759.20	
LEMAN, SEAN				
013024	TUITION REIMBURSEMENT	01/30/24	1,500.00	10-5202-2122
Total LEMAN, SEAN:			1,500.00	
LEXISNEXIS RISK DATA MANAGMENT INC				
6931103-20231231	ACCURINT INFORMATION SERVICES	12/31/23	106.09	10-5202-2156
69331103-20231130	ACCURINT INFORMATION SERVICES	11/30/23	106.09	10-5202-2156
Total LEXISNEXIS RISK DATA MANAGMENT INC:			212.18	
LIFELINE TRAINING LTD				
95192	REGISTRATION-FEMALE ENFORCERS TRAINING	01/24/24	359.00	10-5202-2122
Total LIFELINE TRAINING LTD:			359.00	
LITHIA OF CASPER LLC				
16411	VEHICLE	01/17/24	45,024.00	47-5470-6548
16411	TITLE FEE	01/17/24	15.00	47-5470-6548

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total LITHIA OF CASPER LLC:			45,039.00	
MASA				
011224	PAYROLL DEDUCTION	01/12/24	95.00	10-20000225
Total MASA:			95.00	
MCCANDLESS TRUCK CENTER				
P107015110:01	RETURN-CORE	12/11/23	25.20	10-5202-3210
P107015110:01	RETURN-CORE	12/11/23	37.80	33-5600-3210
P107015118:01	ENGINE OVERHAUL KIT	12/29/23	4,856.88	32-5502-3210
P107015118:01	CAM & LIFTER KIT	12/29/23	2,277.22	32-5502-3210
P107015253:01	OIL PUMP ASSEMBLY	01/16/24	1,097.81	32-5502-3210
P107015253:01	FREIGHT	01/16/24	115.08	32-5502-3210
P107015253:01	FREIGHT	01/16/24	20.00	32-5502-3210
PI07015294:01	ROD BOLT	01/18/24	179.88	32-5502-3210
PI07015294:01	BEARING BOLT	01/18/24	481.74	32-5502-3210
PI07015294:01	FREIGHT	01/18/24	25.00	32-5502-3210
Total MCCANDLESS TRUCK CENTER:			8,990.61	
MCNARE, JACK				
012624	CREDIT BALANCE REFUND	01/26/24	10.70	01-11750000
Total MCNARE, JACK:			10.70	
MERITAIN HEALTH				
011624	HEALTH INSURANCE PREMIUM	01/16/24	39,048.07	39-5390-1023
011624	ADMINISTRATION FEES	01/16/24	8,070.40	39-5390-1058
011824	HEALTH INSURANCE PREMIUM	01/18/24	39,167.23	39-5390-1023
011824	ADMINISTRATION FEES	01/18/24	8,070.40	39-5390-1058
Total MERITAIN HEALTH:			94,356.10	
MISSION SQUARE RETIREMENT				
011224	Payroll Deduction	01/12/24	7,813.25	10-20000224
012624	Payroll Deduction	01/26/24	7,533.84	10-20000224
Total MISSION SQUARE RETIREMENT:			15,347.09	
MOUNTAIN STATES LITHOGRAPHING				
231756	BUSINESS CARDS	11/15/23	98.76	10-5202-3210
Total MOUNTAIN STATES LITHOGRAPHING:			98.76	
NORCO INC				
39606752	FRESHNER	01/05/24	10.52	31-5402-3210
39606752	GLOVES	01/05/24	85.85	31-5402-3210
39606767	GLOVES	01/05/24	15.52	10-5302-3210
39606767	GLOVES	01/05/24	13.67	10-5302-3210
39606767	LAUNDRY DETERGENT	01/05/24	22.23	10-5302-3210
39606767	BATTERY	01/05/24	12.00	10-5302-3210
39764038	ICE MELT	01/26/24	82.98	10-5304-3210
39764038	HAND SOAP	01/26/24	69.17	10-5304-3210
39764038	GLOVES	01/26/24	68.35	10-5304-3210
39764038	BOWL CLEANER	01/26/24	74.35	10-5304-3210
39764038	DELIVERY CHARGE	01/26/24	25.00	10-5304-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total NORCO INC:			479.64	
OAKLEY, MARIEANNA				
010824	CREDIT BALANCE REFUND	01/08/24	561.18	01-11750000
Total OAKLEY, MARIEANNA:			561.18	
ONE CALL OF WYOMING				
69350	UTILITY LINE LOCATES	12/07/23	58.12	31-5402-2120
69350	UTILITY LINE LOCATES	12/07/23	58.13	32-5502-2120
Total ONE CALL OF WYOMING:			116.25	
ONE STOP AUTO PLEX				
124967	ALIGNMENT	01/04/24	99.99	10-5202-3210
124967	PARTS	01/04/24	4.00	10-5202-3210
125388	ALIGNMENT	01/24/24	99.99	10-5202-3210
125388	PARTS	01/24/24	4.00	10-5202-3210
Total ONE STOP AUTO PLEX:			207.98	
O'REILLY AUTOMOTIVE INC				
252961	FUEL FILTER	01/02/24	64.85	10-5302-3210
254091	BLOW GUN	01/12/24	23.99	10-5302-3220
254524	LIGHT BULB	01/15/24	2.60	10-5305-3210
254938	WIPER ARM	01/17/24	64.90	10-5202-3210
255087	AIR PLUG	01/18/24	2.07	34-5340-3210
255087	COUPLING	01/18/24	9.20	34-5340-3210
255087	SEAL TAPE	01/18/24	1.69	34-5340-3210
255794	TIRE PRESSURE SENSOR KIT	01/24/24	109.60	10-5202-3210
256360	DEGREASER	01/29/24	13.99	10-5302-3210
256631	BUTT SPLICER	01/31/24	23.99	10-5302-3210
Total O'REILLY AUTOMOTIVE INC:			316.88	
PARADIGM SOFTWARE LLC				
14934	SOFTWARE SUPPORT	10/28/23	3,994.08	34-5340-2156
Total PARADIGM SOFTWARE LLC:			3,994.08	
PAYMENTECH				
011624	RECORD CREDIT CARD PROCESSING FEE	01/16/24	281.63	31-5400-2158
011624	RECORD CREDIT CARD PROCESSING FEE	01/16/24	181.89	32-5500-2158
011624	RECORD CREDIT CARD PROCESSING FEE	01/16/24	123.21	33-5600-2158
Total PAYMENTECH:			586.73	
PEASLEY & ARMSTRONG LLP				
1053	LEGAL SERVICES	01/12/24	1,488.00	10-5100-2151
1053	LEGAL SERVICES	01/12/24	1,810.00	10-5105-2151
Total PEASLEY & ARMSTRONG LLP:			3,298.00	
PISTOLE, EDWARD				
011624	CREDIT BALANCE REFUND	01/16/24	78.44	01-11750000
011624-1	CREDIT BALANCE REFUND	01/16/24	78.56	01-11750000

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total PISTOLE, EDWARD:			157.00	
PLAN ONE ARCHITECTS				
2352-2	CONCEPTUAL DESIGN-COMMUNITY FACILITY	01/15/24	4,000.00	10-5100-2158
Total PLAN ONE ARCHITECTS:			4,000.00	
POCKET PRESS LLC				
136565	CRIMINAL & TRAFFIC LAW POCKET MANUALS	01/12/24	199.80	10-5202-3210
Total POCKET PRESS LLC:			199.80	
PRESCOTT, KAREN				
2307	CEMETERY SPACE PURCHASE	02/01/24	250.00	10-5306-6540
Total PRESCOTT, KAREN:			250.00	
PTOLEMY GROUP INC				
8426	OFFICE 365	02/01/24	1,408.00	10-5103-2158
8821	OFFICE 365	01/01/24	1,408.00	10-5103-2158
Total PTOLEMY GROUP INC:			2,816.00	
QUILL CORPORATION				
36433005	FOAM CUPS	01/03/24	62.99	10-5100-3230
36445644	CARTRIDGE	01/03/24	326.58	10-5100-3201
36445644	CARTRIDGE	01/03/24	241.39	10-5100-3201
Total QUILL CORPORATION:			630.96	
RADDCO LLC				
71472	OIL ABSORBANT	12/15/23	52.76	34-5340-3210
71474	RATCHET	12/15/23	34.02	34-5340-3210
71474	RATCHET	12/15/23	24.83	34-5340-3210
71474	RATCHET	12/15/23	19.77	34-5340-3210
72347	BATTERY	12/29/23	140.69	10-5106-3210
72405	FUEL FILTER	01/02/24	29.04	10-5302-3210
72405	FUEL FILTER	01/02/24	26.59	10-5302-3210
72418	FUEL FILTER	01/02/24	25.19	10-5302-3210
72418	FUEL FILTER	01/02/24	87.12	10-5302-3210
72418	AIR FILTER	01/02/24	50.04	10-5302-3210
72419	LUBE FILTER	01/02/24	69.98	10-5302-3210
72419	FUEL FILTER	01/02/24	18.19	10-5302-3210
72419	AIR FILTER	01/02/24	48.99	10-5302-3210
72419	FUEL FILTER	01/02/24	18.89	10-5302-3210
72419	LUBE FILTER	01/02/24	27.64	10-5302-3210
72419	OIL FILTER	01/02/24	10.47	10-5302-3210
72419	AIR FILTER	01/02/24	50.04	10-5302-3210
72419	EXHAUST FLUID FILTER	01/02/24	32.89	10-5302-3210
72419	OIL FILTER	01/02/24	7.90	10-5302-3210
72419	FUEL FILTER	01/02/24	74.54	10-5302-3210
72419	LUBE FILTER	01/02/24	6.82	10-5302-3210
72904	FUSE	01/08/24	3.24	10-5302-3210
72976	SURFACE DISC	01/09/24	40.25	10-5302-3210
73509	FUEL TREATMENT	01/05/24	143.88	10-5302-3237
73668	GREASE GUN COUPLER	01/17/24	11.94	10-5302-3210
73668	GREASE COUPLER	01/17/24	12.86	10-5302-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
73780	DRILL BIT	01/18/24	40.01	10-5302-3220
73990	WIPER BLADES	01/22/24	8.70	10-5202-3210
74008	WIPER ARMS	01/22/24	46.97	10-5202-3210
74099	DRIVE BELT	01/23/24	32.99	34-5340-3210
74332	RETURN-WIPER ARMS	01/25/24	46.97	10-5202-3210
74332	HOSE FITTINGS	01/25/24	5.04	32-5502-3210
74332	FITTING	01/25/24	14.76	32-5502-3210
74338	RAGS	01/25/24	40.00	31-5402-3210
74338	RAIN-X TRIGGER	01/25/24	9.19	31-5402-3210
74367	DRILL BIT	01/25/24	22.92	10-5302-3220
74367	DRILL BIT	01/25/24	15.11	10-5302-3220
74367	DRILL BIT	01/25/24	8.54	10-5302-3220
74408	HAND CLEANER	01/26/24	39.09	10-5302-3210
74408	OIL ABSORBANT	01/26/24	79.14	10-5302-3210
74420	OIL ABSORBANT	01/26/24	65.95	10-5305-3210
74670	RAGS	01/30/24	40.00	10-5302-3210
74731	PAINT	01/31/24	11.95	10-5305-3210
74788	OIL FILTER	01/31/24	3.95	10-5302-3210
74788	OIL	01/31/24	8.27	10-5302-3237
Total RADDCO LLC:			1,514.18	
RECORD DISTRIBUTING LLC				
28213	TIRE SOAP BRUSH	01/09/24	5.70	10-5302-3220
28293	FUEL CAN	01/10/24	21.17	10-5302-3220
28441	FAN BELT DRESSING	01/12/24	6.29	10-5302-3210
28491	FUEL FILTER	01/15/24	118.26	10-5302-3210
28583	ENGINE HEATER	01/16/24	64.79	34-5340-3210
28757	SPRAYER	01/18/24	3.86	10-5302-3210
28915	WINDSHIELD WIPER	01/22/24	46.09	10-5202-3210
28966	KEY FOB BATTERIES	01/23/24	9.89	10-5302-3210
29191	FUSE	01/26/24	3.32	10-5302-3210
29191	FUSE	01/26/24	4.22	10-5302-3210
29358	BATTERIES	01/30/24	20.64	10-5302-3210
29400	BRINE SPRAYER	01/31/24	11.29	10-5305-3210
Total RECORD DISTRIBUTING LLC:			315.52	
ROCKY MOUNTAIN POWER				
011824	ELECTRICITY SERVICES	01/18/24	7,234.64	10-5100-2131
011824	ELECTRICITY SERVICES	01/18/24	137.13	10-5201-2131
011824	ELECTRICITY SERVICES	01/18/24	1,036.15	10-5301-2131
011824	ELECTRICITY SERVICES	01/18/24	2,143.07	10-5304-2131
011824	ELECTRICITY SERVICES	01/18/24	229.67	10-5306-2131
011824	ELECTRICITY SERVICES	01/18/24	548.83	10-5307-2131
011824	ELECTRICITY SERVICES	01/18/24	2,102.20	31-5401-2131
011824	ELECTRICITY SERVICES	01/18/24	1,585.39	31-5402-2131
011824	ELECTRICITY SERVICES	01/18/24	5,823.48	32-5501-2131
011824	ELECTRICITY SERVICES	01/18/24	1,099.75	32-5502-2131
011824	ELECTRICITY SERVICES	01/18/24	765.84	34-5340-2131
Total ROCKY MOUNTAIN POWER:			22,706.15	
RONS SUPPLY LLC				
332495	PLYERS	01/26/24	38.99	31-5402-3210
332495	LINER	01/26/24	29.99	31-5402-3210
332506	PROPANE	01/29/24	19.99	31-5402-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total RONS SUPPLY LLC:			88.97	
RUSSELL CONSTRUCTION				
7146	CONCRETE BLANKET RENTAL	01/03/24	60.00	10-5305-3210
7147	DOOR	01/03/24	60.00	10-5305-3210
Total RUSSELL CONSTRUCTION:			120.00	
SAFEWAY STORES				
662193	COFFEE	01/17/24	44.97	10-5301-3230
662193	TEA BAGS	01/17/24	3.79	10-5301-3230
662193	SALT	01/17/24	2.49	10-5301-3230
662193	SALT & PEPPER SET	01/17/24	5.99	10-5301-3230
662193	COFFEE	01/17/24	55.96	10-5301-3230
722243	GRANOLA BARS-ICS TRAINING	01/16/24	3.00	10-5201-3210
722243	GRANOLA BARS-ICS TRAINING	01/16/24	3.00	10-5201-3210
722243	COFFEE-ICS TRAINING	01/16/24	11.49	10-5201-3210
722243	NUTRIGRAIN BARS-ICS TRAINING	01/16/24	4.29	10-5201-3210
722243	CEREAL BARS-ICS TRAINING	01/16/24	4.29	10-5201-3210
722243	DONUTS-ICS TRAINING	01/16/24	10.68	10-5201-3210
722243	GRAPES-ICS TRAINING	01/16/24	5.99	10-5201-3210
722243	CANTALOUPE-ICS TRAINING	01/16/24	5.99	10-5201-3210
722243	WATERMELON-ICS TRAINING	01/16/24	5.99	10-5201-3210
801025	WATER-REID & ASSOCIATES TRAINING	01/08/24	15.98	10-5201-3210
801025	GRANOLA BARS-REID & ASSOCIATES TRAINING	01/08/24	10.00	10-5201-3210
801025	GRANOLA BARS-REID & ASSOCIATES TRAINING	01/08/24	10.00	10-5201-3210
801025	CREAM CHEESE-REID & ASSOCIATES TRAINING	01/08/24	4.29	10-5201-3210
801025	COOKIES-REID & ASSOCIATES TRAINING	01/08/24	13.98	10-5201-3210
801025	BAGELS-REID & ASSOCIATES TRAINING	01/08/24	5.29	10-5201-3210
801025	BAGELS-REID & ASSOCIATES TRAINING	01/08/24	10.58	10-5201-3210
804403	COFFEE	01/31/24	55.96	10-5100-3230
804403	KLEENEX	01/31/24	11.16	10-5100-3210
804403	KLEENEX	01/31/24	2.79	10-5100-3210
804403	NAPKINS	01/31/24	9.98	10-5100-3210
804403	COFFEE K-CUPS	01/31/24	39.98	10-5100-3230
804403	CREAMER	01/31/24	15.98	10-5100-3230
804403	WATER	01/31/24	7.98	10-5100-3230
Total SAFEWAY STORES:			381.87	
SHIELDCO				
20230802-77	PUBLIC WORKS SIGN	01/10/24	8,430.00	57-5570-6542
Total SHIELDCO:			8,430.00	
SHIRTS & MORE				
43307	VEHICLE STRIPING	01/08/24	450.00	10-5202-2155
43316	VEHICLE STRIPING	01/17/24	450.00	10-5202-2155
Total SHIRTS & MORE:			900.00	
SNYDER TRANSPORT INC				
116909	HAULING SOLID WASTE	01/06/24	379.00	34-5340-2158
116909	FUEL SURCHARGE	01/06/24	51.00	34-5340-2158
116909	HAULING SOLID WASTE	01/06/24	379.00	34-5340-2158
116909	FUEL SURCHARGE	01/06/24	51.00	34-5340-2158
116909	HAULING SOLID WASTE	01/06/24	379.00	34-5340-2158

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total STEARNS MS LPC, JANE:			1,200.00	
STINSON LAWN CARE & MORE LLC				
1627	SNOW REMOVAL-JOINT JUSTICE	01/09/24	580.00	10-5111-8760
1655	SNOW REMOVAL	02/04/24	3,435.00	10-5111-8760
Total STINSON LAWN CARE & MORE LLC:			4,015.00	
TOP OFFICE PRODUCTS				
196830	COPIER MAINTENANCE AGREEMENT	12/28/23	6.50	10-5301-2156
196830	COPIER MAINTENANCE AGREEMENT	12/28/23	21.53	10-5301-2156
196830	COPIER MAINTENANCE AGREEMENT	12/28/23	22.50	10-5106-2156
196830	COPIER MAINTENANCE AGREEMENT	12/28/23	34.43	10-5106-2156
196830	COPIER MAINTENANCE AGREEMENT	12/28/23	30.00	10-5100-2156
196830	COPIER MAINTENANCE AGREEMENT	12/28/23	199.58	10-5100-2156
Total TOP OFFICE PRODUCTS:			314.54	
TW ENTERPRISES INC				
67605	LABOR-GAS METER	10/29/23	320.00	10-5100-2155
Total TW ENTERPRISES INC:			320.00	
UNITED STATES POSTAL SERVICE				
013024	POSTAGE	01/30/24	600.00	10-5100-2101
Total UNITED STATES POSTAL SERVICE:			600.00	
USA BLUEBOOK				
217832	BUFFER	12/11/23	55.20	31-5401-3210
217832	SHIPPING	12/11/23	24.99	31-5401-3210
233117	GLOVES	12/29/23	9.11	32-5501-3210
233123	GLOVES	12/29/23	91.11	31-5401-3210
233261	GLOVES	12/29/23	273.31	31-5401-3210
233267	GLOVES	12/29/23	31.47	31-5401-3210
233267	SHIPPING	12/29/23	140.80	31-5401-3210
233267	GLOVES	12/29/23	31.47	32-5501-3210
237659	GLOVES	01/05/24	91.11	32-5501-3210
248075	GLOVES	01/17/23	91.11	31-5401-3210
248171	GLOVES	01/17/24	100.22	32-5501-3210
249404	GLOVES	01/18/24	255.09	32-5501-3210
Total USA BLUEBOOK:			1,194.99	
VERIZON WIRELESS				
011224	CELLULAR SERVICE	01/12/24	16.72	31-5402-2134
011224	CELLULAR SERVICE	01/12/24	16.72	32-5502-2134
011224	CELLULAR SERVICE	01/12/24	56.54	10-5102-2134
013024	CELLULAR SERVICE	01/30/24	40.01	10-5201-2134
013024	CELLULAR SERVICE	01/30/24	1,529.67	10-5202-2134
020124	CELLULAR SERVICE	02/01/24	99.82	10-5106-2134
Total VERIZON WIRELESS:			1,759.48	
VINNIS BODY SHOP				
13724202	COLLISION REPAIR	12/22/23	7,542.39	10-5202-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total VINNIS BODY SHOP:			7,542.39	
VISA-CONVERSE COUNTY BANK				
010324	MEMBERSHIP DUES-MOSQUITO MANAGEMENT	01/03/24	150.00	10-5304-2120
010324	REGISTRATION-MOSQUITO MANAGEMENT CONFERENCE	01/03/24	75.00	10-5304-2122
010324	PROCESSING FEE	01/03/24	13.50	10-5304-2122
011520	MEAL-CIT	12/11/23	13.21	10-5202-2123
011824	GIFT CARDS-COMPLIANCE CHECKS	01/18/24	180.00	13-5831-3210
012623	MEAL-CIT	12/12/23	14.41	10-5202-2123
013124	REGISTRATION-ROCKY MTN LAND USE INSTITUTE CONF	01/31/24	425.00	10-5106-2122
013124	FEES-ROCKY MTN LAND USE INSTITUTE CONF	01/31/24	24.97	10-5106-2122
013124	PARKING FEES-ROCKY MTN LAND USE INSTITUTE CONF	01/31/24	30.00	10-5106-2122
013751	MEAL-CIT	12/13/23	14.15	10-5202-2123
014030	FUEL-TASER INSTRUCTOR TRAINING	12/14/23	31.58	10-5202-2123
014505	MEAL-CIT	12/14/23	14.26	10-5202-2123
015175	MEAL-TASER INSTRUCTOR TRAINING	12/15/23	13.39	10-5202-2123
017331	PILLAR CANDLE SET	01/17/24	23.98	10-5100-3210
017331	EXTENSION CORD	01/17/24	4.99	10-5100-3210
017546	MEAL PREP CONTAINERS	01/17/24	8.00	10-5100-3210
017546	LED PILLAR CANDLES	01/17/24	6.50	10-5100-3210
017546	BALLONS	01/17/24	2.00	10-5100-3210
017546	BALLONS	01/17/24	4.00	10-5100-3210
017546	BALLONS	01/17/24	4.00	10-5100-3210
017546	TABLE CLOTHS	01/17/24	6.00	10-5100-3210
017546	TAX	01/17/24	1.53	10-5100-3210
018514	TUMBLERS	01/18/24	15.00	10-5100-3210
018514	TUMBLERS	01/18/24	14.00	10-5100-3210
018514	TUMBLERS	01/18/24	30.00	10-5100-3210
018514	LED PILLAR CANDLES	01/18/24	19.50	10-5100-3210
018514	GLASS GEMS	01/18/24	12.39	10-5100-3210
018514	GLASS GEMS	01/18/24	15.00	10-5100-3210
018514	TAX	01/18/24	5.29	10-5100-3210
025043	FUEL	01/25/24	32.18	10-5102-2123
030378	PUMP	01/30/24	139.99	10-5305-3210
030378	TEE	01/30/24	14.99	10-5305-3210
030378	REMOTE	01/30/24	32.99	10-5305-3210
030378	TRAILER PLUG	01/30/24	19.99	10-5305-3210
030378	ADAPTER	01/30/24	4.38	10-5305-3210
030378	THREAD	01/30/24	1.89	10-5305-3210
030378	ADAPTER	01/30/24	2.39	10-5305-3210
030378	THREAD	01/30/24	1.89	10-5305-3210
030378	ADAPTER	01/30/24	1.89	10-5305-3210
030378	PIPE COUPLING	01/30/24	11.99	10-5305-3210
030378	REDUCER BUSHING	01/30/24	3.39	10-5305-3210
030378	REDUCER BUSHING	01/30/24	4.89	10-5305-3210
030378	STRAINER	01/30/24	26.99	10-5305-3210
030378	PIPE COUPLING	01/30/24	4.79	10-5305-3210
030378	ADAPTER	01/30/24	1.89	10-5305-3210
030378	TIP STRAINER	01/30/24	17.98	10-5305-3210
030378	BAYONET CAPS	01/30/24	9.99	10-5305-3210
030378	TIPS	01/30/24	22.99	10-5305-3210
030378	TEE	01/30/24	3.39	10-5305-3210
030378	HOSE QUICK COUPLER	01/30/24	9.99	10-5305-3210
030378	ELBOW	01/30/24	11.99	10-5305-3210
030378	TEE	01/30/24	14.99	10-5305-3210
030378	TIPS	01/30/24	22.99	10-5305-3210
030378	BAYONET CAPS	01/30/24	9.99	10-5305-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
030378	HOSE SPRAYER	01/30/24	47.99	10-5305-3210
030378	CAGED WATER TANK	01/30/24	349.99	10-5305-3210
112-8482148	LED LIGHTS	01/10/24	25.95	10-5305-3210
113-1086167	LONGEVITY AWARD	01/19/24	15.19	10-5100-3210
113-1086167	SILVERWARE CADDY-TEAM MEETINGS	01/19/24	23.49	10-5100-3210
113-1086167	CRICUT JOY TRANSFER TAPE	01/19/24	2.19	10-5100-3210
113-2410692	DUAL MONITOR STAND RISER	01/19/24	53.99	10-5106-3210
113-3612763	FURNITURE CORNER GUARDS	01/03/24	17.99	10-5100-3210
113-3612763	SHIPPING	01/03/24	6.99	10-5100-3210
113-3805043	LAPTOP SLEEVE CASE	01/15/24	22.99	10-5106-3210
113-3805043	SHIPPING	01/15/24	6.99	10-5106-3210
113-3821593	CRICUT VINYL	12/01/23	7.19	10-5100-3210
113-3821593	CRICUT VINYL	12/01/23	7.99	10-5100-3210
113-3821593	SHIPPING	12/01/23	6.99	10-5100-3210
113-3955018	USB WALL CHARGERS	01/22/24	17.80	10-5100-3220
113-3955018	CHARGING STATION	01/22/24	23.99	10-5100-3220
113-3955018	DISCOUNT	01/22/24	1.60-	10-5100-3220
113-4391228	SELFIE LIGHT RING	01/22/24	99.99	10-5100-3220
113-4391228	LED VIDEO LIGHT	01/22/24	99.99	10-5100-3220
113-4391228	DISCOUNT	01/22/24	40.00-	10-5100-3220
113-5197519	UTILITY CART	12/06/23	89.99	10-5100-3210
113-5197519	SUGAR DISPENSER	12/06/23	22.56	10-5100-3210
113-8126751	STORAGE BIN	12/06/23	8.65	10-5100-3210
113-9757277	ROLLING STORAGE BINS	01/19/24	199.89	10-5100-3210
114-2233172	USB PD CHARGING STATION	01/11/24	94.99	10-5202-3210
114-2233172	BADGE HOLDERS	01/11/24	28.99	10-5202-3210
114-3489546	USB HUB	01/17/24	17.99	10-5202-3210
114-3489546	STENO BOOKS	01/17/24	26.99	10-5202-3210
114-3489546	USB THUMB DRIVE	01/17/24	39.98	10-5202-3210
114-3489546	USB THUMB DRIVE	01/17/24	59.97	10-5202-3210
114-3489546	IPHONE CHARGERS	01/17/24	9.98	10-5202-3210
114-3489546	ANDROID CHARGERS	01/17/24	7.79	10-5202-3210
114-3489546	DISCOUNT	01/17/24	15.66-	10-5202-3210
114-3489546	SHIPPING	01/17/24	9.26	10-5202-3210
120223	OFFICE SUPPLIES	12/02/23	16.11	10-5100-3201
120223-1	OFFICE SUPPLIES	12/02/23	14.99	10-5100-3201
17864	MEAL-INVESTIGATION	11/17/23	49.52	10-5202-3210
1812015	FUEL-CIT	12/11/23	28.90	10-5202-2123
517634	AD-POSITION VACANCY	12/22/23	225.00	10-5100-2115
53145637	LODGING-TASER INSTRUCTOR TRAINING	12/15/23	149.32	10-5202-2123
8634939949	REGISTRATION-COMMERCIAL APPLICATORS TRAINING	01/04/24	125.00	10-5304-2122
8634939949	PROCESSING FEE	01/04/24	10.23	10-5304-2122
8634939949-1	REGISTRATION-COMMERCIAL APPLICATORS TRAINING	01/04/24	125.00	10-5305-2122
8634939949-1	PROCESSING FEE	01/04/24	10.23	10-5305-2122
9158144096	AD-POSITION VACANCY	01/27/24	99.00	10-5100-2115
9158144096	AD-POSITION VACANCY	01/27/24	476.96	10-5100-2115
WR24002342	UNIFORM JACKET	01/16/24	384.99	10-5202-3233
Total VISA-CONVERSE COUNTY BANK:			4,715.18	
VISIONARY COMMUNICATIONS INC				
732672	PHONE SERVICE	01/01/24	765.23	10-5100-2134
751257	PHONE SERVICE	01/01/24	176.62	10-5103-2158
762902	PHONE SERVICE	02/01/24	765.23	10-5100-2134
771200	PHONE SERVICE	02/01/24	176.62	10-5103-2158
Total VISIONARY COMMUNICATIONS INC:			1,883.70	

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
WHEATLAND GARAGE DOOR LLC				
4270	DOOR REPAIR	01/08/24	812.50	34-5340-2155
Total WHEATLAND GARAGE DOOR LLC:			812.50	
WHITAKER, JANINE				
012224	KEYS	01/22/24	36.00	31-5402-3210
Total WHITAKER, JANINE:			36.00	
WW GRAINGER				
9906566840	BATTERY	11/15/23	222.16	31-5401-3210
9906566840	SEALANT	11/15/23	147.80	31-5401-3210
9939327103	CALCULATOR	12/18/23	59.49	34-5340-3210
9939872397	RIBBON CARTRIDGE	12/19/23	1.54	34-5340-3210
9943128604	WATTS RELIEF KIT	12/21/23	198.06	32-5501-3210
9946827434	GRINDING WHEEL	12/28/23	78.83	10-5302-3210
9958476237	WATER DISPENSER	01/10/24	327.06	34-5340-3210
9962412335	ICE TRACTION DEVICE	01/15/24	87.18	10-5302-3210
9962412335	ICE TRACTION OVER SHOE	01/15/24	35.33	10-5302-3210
9962412335	ZERK DRIVE TOOL	01/15/24	21.36	10-5302-3210
9962412335	LIGHT BULB	01/15/24	28.08	10-5305-3210
Total WW GRAINGER:			1,206.89	
WWQ & PCA				
2011-2965 A	MEMBERSHIP	12/12/23	240.00	31-5402-2120
Total WWQ & PCA:			240.00	
WY ASSOC OF MUNICIPALITIES				
17699	REGISTRATION-WAM WINTER CONFERENCE	01/03/24	260.00	10-5102-2122
17699	REGISTRATION-WAM WINTER CONFERENCE	01/03/24	260.00	10-5102-2122
17699	REGISTRATION-WAM WINTER CONFERENCE	01/03/24	260.00	10-5101-2122
17699	REGISTRATION-WAM WINTER CONFERENCE	01/03/24	260.00	10-5101-2122
17699	REGISTRATION-WAM WINTER CONFERENCE	01/03/24	260.00	10-5101-2122
17699	REGISTRATION-WAM WINTER CONFERENCE	01/03/24	260.00	10-5101-2122
17699	REGISTRATION-WAM WINTER CONFERENCE	01/03/24	260.00	10-5101-2122
17699	REGISTRATION-WAM WINTER CONFERENCE	01/03/24	260.00	10-5301-2122
17699	REGISTRATION-WAM WINTER CONFERENCE	01/03/24	260.00	10-5201-2122
Total WY ASSOC OF MUNICIPALITIES:			2,340.00	
WY ASSOC OF RURAL WATER USERS				
18727	MEMBERSHIP	11/21/23	237.50	31-5402-2120
18727	MEMBERSHIP	11/21/23	237.50	32-5502-2120
Total WY ASSOC OF RURAL WATER USERS:			475.00	
WY ASSOC OF SHERIFFS & CHIEFS				
001	MEMBERSHIP DUES	01/25/24	250.00	10-5201-2120
Total WY ASSOC OF SHERIFFS & CHIEFS:			250.00	
WY CHILD & FAMILY DEV INC				
012024-JAN	FUNDING ALLOCATION AGREEMENT	01/31/24	416.67	10-5110-8707
122023-DEC	FUNDING ALLOCATION AGREEMENT	12/31/23	416.67	10-5110-8707

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total WY CHILD & FAMILY DEV INC:			833.34	
WY GROUNDSKEEPERS & GROWERS				
2536	MEMBERSHIP	01/02/24	250.00	10-5304-2120
2536	MEMBERSHIP	01/02/24	100.00	10-5306-2120
2536	REGISTRATION-WGGA CONFERENCE	01/02/24	875.00	10-5304-2122
2536	REGISTRATION-WGGA CONFERENCE	01/02/24	350.00	10-5306-2122
Total WY GROUNDSKEEPERS & GROWERS:			1,575.00	
WY LAW ENFORCEMENT ACADEMY				
C-12241	MEAL-ARMORERS COURSE	12/14/23	15.00	10-5202-2123
Total WY LAW ENFORCEMENT ACADEMY:			15.00	
WY MACHINERY COMPANY				
P07922812	ENGINE HEATER CORD	12/30/23	103.35	32-5502-3210
P07922812	SHIPPING	12/30/23	2.07	32-5502-3210
Total WY MACHINERY COMPANY:			105.42	
WY RETIREMENT SYSTEM				
011224	Payroll Deduction	01/12/24	95,075.24	10-20000224
Total WY RETIREMENT SYSTEM:			95,075.24	
WY SECRETARY OF STATE				
010524	NOTARY FILING FEE	01/05/24	60.00	10-5100-3210
Total WY SECRETARY OF STATE:			60.00	
WY STATE DISBURSEMENT CENTER				
011224	Payroll Deduction	01/12/24	34.90	10-20000226
012624	Payroll Deduction	01/26/24	34.90	10-20000226
Total WY STATE DISBURSEMENT CENTER:			69.80	
WY SUPREME COURT				
013123	AUTOMATION FEE	01/31/23	600.00	10-20000208
013123	CIVIL LEGAL SERVICE FEES	01/31/23	200.00	10-20000208
123123	AUTOMATION FEE	12/31/23	480.00	10-20000208
123123	CIVIL LEGAL SERVICE FEES	12/31/23	160.00	10-20000208
Total WY SUPREME COURT:			1,440.00	
WYOMING CAMERA OUTFITTERS INC				
03075	LIGHT SOURCE	01/18/24	199.99	10-5202-3210
03075	SHIPPING	01/18/24	15.00	10-5202-3210
Total WYOMING CAMERA OUTFITTERS INC:			214.99	
XPRESS BILL PAY				
011624	RECORD PAYMENT PROCESSING FEE	01/16/24	279.72	31-5400-2158
011624	RECORD PAYMENT PROCESSING FEE	01/16/24	180.65	32-5500-2158
011624	RECORD PAYMENT PROCESSING FEE	01/16/24	122.38	33-5600-2158

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total XPRESS BILL PAY:			582.75	
YOUTH DEVELOPMENT SERVICES				
012324-JAN	FUNDING ALLOCATION AGREEMENT	01/23/24	1,666.66	10-5110-8709
122123-DEC	FUNDING ALLOCATION AGREEMENT	12/21/23	1,666.66	10-5110-8709
Total YOUTH DEVELOPMENT SERVICES:			3,333.32	
Grand Totals:			1,367,937.31	

Approved By _____
City Manager

Date _____



Item

Birch Street Sanitary Sewer realignment Project

Responsible Staff Contact

John Harbarger
John Stearns
Blake Palmer

Recommendation

Recommend to accept the bid from Wayne Coleman Construction in the amount of \$236,307.00 for the Birch St. Sanitary Sewer Realignment Project.

Executive Summary

The City of Douglas solicited bids for the Birch St. Sanitary Sewer Realignment project. Bids were opened on January 23, 2024. We received 5 bids.

Wayne Coleman Construction	\$236,307
Ramshorn Construction	\$236,885
JTL Group	\$240,427
71 Construction	\$246,460
JR Civil	\$316,974

We have \$385,000 budgeted for this project.

Background

The sewer main that runs down the alley behind Longview Dr. and Williams St. currently runs between the property of 1251 and 1261 Birch St. The manhole that the main runs into is behind these properties that has no direct access to. This project will consist of installing a new main in Birch St. and realign the main to the alley to the alley between Van Buren and Grant St. and reconnect to the sewer that currently runs down this alley to the south. By doing this project and abandoning the sewer main between the two above mentioned properties, will give access to the manhole with our rodder truck for any future cleaning.

Alignment to Strategic Doing (SD) and/or Other Plans

<u>SD24 Outcome</u>	Well Connected City
<u>SD24 Strategy</u>	Continued Investment and Extension of Life of Infrastructure.
<u>SD24 KPI</u>	WCC-01
<u>2014 Master Plan</u>	Plan for public utilities for long term service.
<u>2015 Downtown Master Plan</u>	Continued Investment and Extension of Life of Infrastructure.

Budget/Fiscal Impact

<u>Fund/Department</u>	Improvements other than buildings
<u>Project/Line Item(s)</u>	Birch St. Realignment



CITY OF **DOUGLAS** WYOMING
HOME OF THE JACKALOPE.

Agenda Item Report City Council – February 12, 2024

<u>Budgeted Amount</u>	\$385,000
<u>Anticipated Amount</u>	\$236,307

Action Requested/Recommended Motion

Recommend to accept the bid from Wayne Coleman Construction in the amount of \$236,307 for the Birch St. Sanitary Sewer realignment project and furthermore, authorize the City Manager to sign all associated documents.

Reviewed/Approved

- Community Development**
- Law Enforcement**
- City Manager**
- Public Works**
- City Clerk**

- Legal**
- Finance**



January 23, 2024

JD Cox, City Manager
City of Douglas
P.O. Box 1030
Douglas, Wyoming 82633

Re: Recommendation of Award – Birch Street Sanitary Sewer Realignment Project

Dear Mr. Cox:

Bids were received for the Birch Street Sanitary Sewer Realignment Project on January 23, 2024 at 2:00PM MST. A total of five (5) were received ranging in price from \$236,307.00 to \$316,974.00 for the Total Base Bid. A detailed breakdown of the bids is provided in the enclosed bid tabulation. The low bidder was Wayne Coleman Construction, Inc with a total base bid of \$236,307.00. There were no alternate bid items on this project. The engineer's estimate for this project was \$225,250.00.

We have thoroughly reviewed the bid provided by Wayne Coleman Construction, Inc. The bid was accurate and complete. There are no discrepancies in their bid and the documents were completed properly. CEPI recommends award of the contract for the Birch Street Sanitary Sewer Realignment Project to Wayne Coleman Construction, Inc. in the full amount of \$236,307.00

Please feel free to contact me if you have any questions or concerns.

Sincerely,
Civil Engineering Professionals, Inc.


Nick Larsen, P.E.

Cc: John Harbarger, Public Works Director
Enc.

BID SCHEDULE

CITY OF DOUGLAS BIRCH STREET SANITARY SEWER REALIGNMENT PROJECT

Bid Date:

Tuesday, January 23, 2024

Contractor shall furnish and install items as shown on the Drawings or called for in the Specifications. All costs not included in this schedule that are necessary to provide a complete, functional project as depicted in the Drawings and Specifications are to be considered incidental and merged with the costs of other related items. The following is a list of abbreviations for this bid schedule.

LS = Lump Sum	EA = Each	LF = Linear Feet	AC = Acre
SY = Square Yard	SF = Square Foot	CY = Cubic Yard	Ton = Ton

Schedule A - Sewer				Wayne Coleman Construction, Inc		Ramshorn Construction, Inc		JTL Group, Inc (Knife River)		71 Construction		JR Civil	
Item	Description	Unit	Quantity	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
A1	Mobilization and Bonds	LS	1	\$15,927.00	\$15,927.00	\$25,000.00	\$25,000.00	\$36,644.00	\$36,644.00	\$23,000.00	\$23,000.00	\$66,347.00	\$66,347.00
A2	48" Sanitary Sewer Manholes	EA	4	\$9,200.00	\$36,800.00	\$10,000.00	\$40,000.00	\$8,151.00	\$32,604.00	\$13,300.00	\$53,200.00	\$9,510.00	\$38,040.00
A3	8" SDR35 PVC Sewer Main	LF	145	\$234.00	\$33,930.00	\$150.00	\$21,750.00	\$116.00	\$16,820.00	\$113.00	\$16,385.00	\$108.00	\$15,660.00
A4	8" DR25 PVC Sewer Pipe	LF	150	\$244.00	\$36,600.00	\$150.00	\$22,500.00	\$130.00	\$19,500.00	\$170.00	\$25,500.00	\$170.00	\$25,500.00
A4	Connect to Existing Sewer Main	EA	4	\$1,800.00	\$7,200.00	\$5,000.00	\$20,000.00	\$2,528.00	\$10,112.00	\$1,275.00	\$5,100.00	\$2,640.00	\$10,560.00
A5	Controlled Density Flow Fill	CY	10	\$280.00	\$2,800.00	\$1.00	\$10.00	\$420.00	\$4,200.00	\$305.00	\$3,050.00	\$297.50	\$2,975.00
A6	Foundation Material	CY	50	\$84.00	\$4,200.00	\$1.00	\$50.00	\$62.00	\$3,100.00	\$66.00	\$3,300.00	\$123.00	\$6,150.00
A7	Select Backfill	CY	75	\$103.00	\$7,725.00	\$1.00	\$75.00	\$73.00	\$5,475.00	\$64.00	\$4,800.00	\$123.00	\$9,225.00
A8	Subgrade Repair	CY	50	\$115.00	\$5,750.00	\$100.00	\$5,000.00	\$123.00	\$6,150.00	\$113.00	\$5,650.00	\$98.00	\$4,900.00
A9	4" Asphalt with 8" Grading 'W' Base Course (Trench Patch)	SY	475	\$85.00	\$40,375.00	\$100.00	\$47,500.00	\$108.00	\$51,300.00	\$105.00	\$49,875.00	\$146.00	\$69,350.00
A10	Concrete Valley Pans/Driveway Approaches/Alley Aprons	SY	200	\$125.00	\$25,000.00	\$125.00	\$25,000.00	\$132.00	\$26,400.00	\$173.00	\$34,600.00	\$251.00	\$50,200.00
A11	Traffic Control	LS	1	\$5,000.00	\$5,000.00	\$15,000.00	\$15,000.00	\$13,122.00	\$13,122.00	\$7,000.00	\$7,000.00	\$3,067.00	\$3,067.00
A12	Force Account	FA	15000	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00
Total Cost Estimate					\$236,307.00		\$236,885.00		\$240,427.00		\$246,460.00		\$316,974.00



Item

Landfill-Water tanker/trailer

Responsible Staff Contact

John Harbarger
Toby Porter
Clint Nystul

Recommendation

Recommend the City of Douglas to accept the bid from Blackburn Cattle Co. for a 2012 TROX water tanker/ trailer in the amount of \$25,000.

Executive Summary

The City of Douglas solicited bids for a water tanker/trailer of 4,000 gallons or more to be used at the Douglas Landfill. Bids were opened on the 31st of January. We received one bid from Blackburn Cattle Co. in the amount of \$25,000. The bid met all specifications. We have a budget of \$50,000 for this purchase.

Background

To use the burn barrel our existing water truck doesn't have an adequate payload. A larger capacity unit will aid in keeping the threat of fire spreading to a minimum. This tanker will also be used for the watering of compost, with a larger tank capacity, there will be less trips to refill the tank and speed up the process.

Alignment to Strategic Doing (SD) and/or Other Plans

<u>SD24 Outcome</u>	N/A
<u>SD24 Strategy</u>	N/A
<u>SD24 KPI</u>	N/A
<u>2014 Master Plan</u>	N/A
<u>2015 Downtown Master Plan</u>	N/A

Budget/Fiscal Impact

<u>Fund/Department</u>	34-5895-6547
<u>Project/Line Item(s)</u>	Water tanker-Landfill
<u>Budgeted Amount</u>	\$50,000.00
<u>Anticipated Amount</u>	\$25,000.00

Action Requested/Recommended Motion

Recommend the City of Douglas to accept bid from Blackburn Cattle Co. for the 2012 TAROX 5,890 gallon water tanker/ trailer in the amount of \$25,000 and authorize the city manager to sign all associated documents.



CITY OF **DOUGLAS** WYOMING
HOME OF THE JACKALOPE.

Agenda Item Report City Council – February 12, 2024

Reviewed/Approved

- Community Development
- Law Enforcement
- City Manager
- Public Works
- City Clerk

- Legal
- Finance

1/12/24

City of Douglas

Re: Published Bid for water trailer.

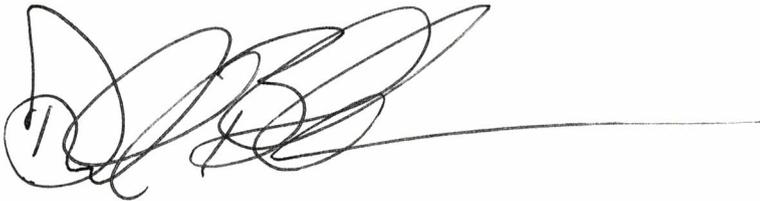
Blackburn Cattle Co Inc would like to submit a bid for the published purchase of a water trailer with vacuum pump. We are offering the following.

- 2012 Troxell tandem axle trailer
- Aluminum tank
- 140 BBL
- MassPort vacuum pump rebuilt in the last year.
- Air ride suspension
- New cover rubber seals in the last year.
- Pump and tank in good working condition.
- Price includes deliver to the City water division yard.
- Price includes demonstration of the water trailer functionality at the City facility.

2012 Troxell vacuum trailer VIN 1T9TG4322C1867003 for a price of \$25000.00

Blackburn Cattle Co Inc

Donald Blackburn

A handwritten signature in black ink, appearing to be 'Donald Blackburn', written over a horizontal line. The signature is stylized and somewhat cursive.



Item

Keith Rider Tennis Ct. resurfacing

Responsible Staff Contact

John Harbarger
Brandon Frye

Recommendations

Sport Court Of the Rockies LLC Request for Proposal acceptance.

Executive Summary

The City of Douglas Parks Dept. solicited proposals for the Keith Rider Park Tennis Court Resurfacing. The City of Douglas opened Proposals on January 30th 2024. There were multiple plan holders, and one proposal was submitted.

Sport Court of The Rockies LLC Proposal of \$79,998.

Background

The Keith Rider tennis court was built in the early 80's. It has been resurfaced once in the early 2000's. It is a high maintenance surface and lifespan for synthetic turf courts is about 10 years.

The RFP asked for proposals to include a multi-use surface and associated nets. They have proposed a modular performance sports flooring, painted for Pickleball, Volleyball, and Tennis. This low maintenance system has a 15-year limited warranty.

Alignment to Strategic Goals and/or Other Plans

2023 Strategic Doing: FUN Strategy #3

Budget/Fiscal Impact

Fund/Department	Park Improvements-Imp Other than Bldg
Project/Line Item(s)	Keith Rider Tennis Court Renovations
Budgeted Amount	\$40,000
Anticipated Amount	\$79,998

Request to use \$40,000 of the \$150,000 approved for Keith Rider Park extension project that is no longer being considered for reasons of reducing water consumption.

Action Requested/ Recommended Motion

Accept proposal from Sport Court of the Rockies LLC and authorize the city manager to sign all associated documents.



CITY OF **DOUGLAS** WYOMING
HOME OF THE JACKALOPE.

Agenda Item Report City Council - February 12th , 2024

Reviewed/Approved

- Community Development
- Law Enforcement
- City Manager
- City Clerk

- Public Works
- Legal
- Finance



SPORT COURT.

Basketball Courts, Multi-purpose Game Courts, Tennis Court Construction,
Tennis Court Conversions, Gymnasium Flooring, Volleyball Courts, In-Line Hockey Rinks, Aerobic and Dance Flooring,
Garage Flooring, Home Gyms, Decking, Event Flooring

January 24, 2024

Mary Nicol, City Clerk
City of Douglas
P.O. Box 1030
101 North 4th Street
Douglas, WY 82633

Dear Mary Nicol,

Thank you for the opportunity for SPORT COURT OF THE ROCKIES to discuss solutions for renovating your tennis court at Keith Rider Park into a multisport court.

As you may know, Sport Court has been the leader in modular performance sports flooring since 1974. Over the years, we have become the world's largest court builder including such products as PowerGame+ and SportgamePB (best for tennis/pickleball and multisport).

Attached is the list of improvements to be completed on the tennis area as follows:

(Tennis Court Improvements)

- Removal and disposal of existing sand-based tennis court surfacing.
- Crack repair with acrylic fiber cement and grinding of high spots on the court once the surfacing removed.
- Installation of our multi-sport product, SportgamePB, which will allow for tennis, volleyball, pickleball and other sports if interested depends on design.
- Removal of existing Tennis Net to allow for new installation of Net Adjustment System (Net heights can be adjusted from tennis/pickleball to badminton, women's volleyball and men's volleyball heights).
- Painting of specific game lines on top of the modular multisport tile, SportgamePB.

Signature: _____





S P O R T C O U R T .

Basketball Courts, Multi-purpose Game Courts, Tennis Court Construction,
Tennis Court Conversions, Gymnasium Flooring, Volleyball Courts, In-Line Hockey Rinks, Aerobic and Dance Flooring,
Garage Flooring, Home Gyms, Decking, Event Flooring

NAME: Jack Bates – Sales Representative





SPORT COURT OF THE ROCKIES, LLC
CORPORATE RESUME & QUALIFICATIONS

Our Company:

Connor Sports is the market leader in sports surfacing. We have designed more sports surfacing systems than any other sports surfacing manufacturer and specialize in maple hardwood courts, vinyl and poured urethane sports flooring and vulcanized rubber track surfaces and recycled rubber sports flooring.

Since 1872, Connor Sports professional engineers have led the industry in new product design and development, setting the standard for innovative solutions in sports surfacing. That leadership is shown through our clients, we have built maple hardwood courts for 14 NBA teams and countless numbers of NCAA universities and high schools. Connor Sport Court International was founded in 1974.

Our Colorado staff at Sport Court of the Rockies, LLC, has been in business since 1997. We are licensed, bonded, and insured. We are a member of the American Sports Builders Association, the Better Business Bureau, having received the Gold Star Certificate for the past 9 years! We currently have 8 on staff, along with Two Certified National Wood Flooring Installers / Sand & Finish and a Master Craftsman. All our products are manufactured with pride in the USA. Connor Sport Court has performed thousands of installations, and we are the world's largest court builder. We have the highest quality products and the expertise to deliver not only what we promise, but what you expect. We offer commercial and residential services and provide services for new construction, retrofit/renovation as well as maintenance services. We build a variety of athletic facilities including indoor / outdoor gyms, volleyball facilities, fitness rooms, Sport Courts, and Maple Flooring for Basketball Courts.





PROJECT SUPERINTENDENT:

Randy Resley is the owner of Sport Court of the Rockies, LLC and is a native of Colorado and is the acting Division President of American Sports Builders Association – Courts and Recreation division, whereby he directs the construction, maintenance, and qualification of products for indoor and outdoor court construction across the U.S. Randy has over 20 years of construction and landscape experience in the Colorado area. Working with general contractors, architects, city planners, commercial and residential customers, Randy has helped provide extensive industry knowledge in game court construction and installation of hundreds of tennis courts, Sport Courts, basketball, and volleyball game courts. Randy will oversee the project at a high level.

PROJECT MANAGER:

Kristopher Winchell is an experienced coordinator with 10+ years of managing crews and working in the field. Kristopher has impeccable attention to detail and as well as problem solving skills with over 1000+ courts installed to date. Kristopher will oversee the day-to-day operations, maintaining a high level of precision.

REFERENCES:

Sanborn Western Camps
Jane Sanborn (719-748-3341)
jane@sanbornwesterncamps.com

Sans Souci HOA
Gideon Geisel (303-332-8720)
Geisel.gideon@gmail.com

Silverthorne HOA
Tennis Court Conversion to Tennis and two pickleball Courts
Oswaldo Perez
oswaldo@hmpropertymgmt.com





SPORT COURT OF THE ROCKIES

Official Modular Tile Surface Partner of USA Pickleball

3395 W. Carder Court, Unit C-300

Highlands Ranch, CO 80129

(303) 805-2090 (Office)

(804)-731-4373 (Cell)

jack@sportcourtoftherockies.com

www.sportcourtoftherockies.com



Proposed Time of Work- 90 days from decision- Begin Spring 2024 and completed by June 30th, 2024.

Project Approach-

We have reviewed the City of Douglas Request for Proposal and the project background and attest that we have an understanding of the scope of services required for the project. We are available to work (weather dependent) on the courts in March/ April/ May so that we can remove the tennis court surfacing first. Once removed, we will have a better idea of the condition the concrete under the tennis court surfacing to get a better idea of how much surface prep necessary in order to prep for the modular tile surface, SportgamePB. We are based out of Highlands Ranch, Colorado but would plan to stay on site to complete the work. Dependent on the amount of surface prep necessary, we could complete the project in a week and half to two week time frame. We would plan to remove the existing tennis nets to upgrade to our multisport net (can adjust net from tennis/ pickleball heights, to badminton to women's and men's volleyball.) We can discuss exact design, but with the space provided and safety wise, I'd recommend less obstructions on the court so that you have less chance of injury.





We are provided the following requested items for the project submittal:

1. Comprehensive General Liability Insurance

Applicant shall have comprehensive general liability insurance coverage during the entire term of the contract, against claims arising out of bodily injury, death, damage to or destruction of the property of others, including loss of use thereof in an amount not less than one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) in general aggregate.

RESPONSE: SEE ATTACHED SCOR - CERTIFICATE OF INSURANCE

2. Workers' Compensation or Employers Liability Insurance

Applicant shall provide proof of workers' compensation coverage, for all employees working on this project. Applicant's coverage shall be under the Wyoming Workers Safety and Compensation program if statutorily required or such other workers' compensation insurance as appropriate. Applicant's insurance shall include Stop Gap coverage in the amount not less than five hundred thousand dollars (\$500,000) per employee for each accident and disease. Applicant shall also supply proof of worker's compensation and employer's liability insurance on any sub-applicant.

RESPONSE: SEE ATTACHED SCOR - CERTIFICATE OF INSURANCE

3. Professional Liability or Errors and Omissions Liability Insurance

Applicant shall provide proof of professional liability insurance or errors and omissions liability insurance to protect Committee from any and all claims arising from Applicant's alleged or real professional errors, omissions or mistakes in the performance of professional duties by Applicant or his sub-applicants in an amount no less than five hundred thousand dollars (\$500,000).

RESPONSE: SEE ATTACHED SCOR - CERTIFICATE OF INSURANCE

4. Business Automobile Liability

Applicant shall maintain, during the entire term of the Contract, automobile liability insurance in an amount not less than five hundred thousand dollars (\$500,000) per occurrence.

RESPONSE: SEE ATTACHED SCOR - CERTIFICATE OF INSURANCE

5. Potential or Perceived Conflicts of Interest

RESPONSE: We are not aware of any potential or perceived conflicts of interest that must be disclosed.

Signed: Jack Bates

Name: Jack Bates - Sales Representative





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/28/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Buckner Company of Colorado 6400 S. Fiddlers Green Circle, Suite 950 Greenwood Village CO 80111	CONTACT NAME: Certificate Department	
	PHONE (A/C, No, Ext): 303.756.9909	FAX (A/C, No): 303.756.8818
E-MAIL ADDRESS: denver@buckner.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Employers Mutual Casualty Company		21415
INSURER B: Technology Insurance Company, Inc.		42376
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

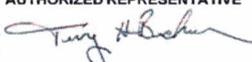
COVERAGES **CERTIFICATE NUMBER:** 937332840 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Ded. \$0 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6A44913	5/24/2023	5/24/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> DED: \$1,000 <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6A44913	5/24/2023	5/24/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTIONS 0			6A44913	5/24/2023	5/24/2024	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
B	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A			4246403	9/1/2023	9/1/2024	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<input type="checkbox"/> Business Personal Property <input type="checkbox"/> Business Income & Extra Expense			6A44913	5/24/2023	5/24/2024	Deductible \$1,000 Actual Loss Sustained 44,730 \$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate holder is Additional Insured on a Primary and Non-contributory Basis including Completed Operations with waiver of subrogation for the general liability and Workers Compensation policies. Certificate holder is additional insured with waiver of subrogation for the business auto policy.

Umbrella follows form

CERTIFICATE HOLDER **Informational Purposes Only**	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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NCCI #: WC000313B
Policy #: 4246403

Sport Court of the Rockies LLC
3395 Carder Ct. Unit C-300
Highlands Ranch, CO 80129

The Buckner Company of Colorado
6400 South Fiddler's Green Circle #950
Greenwood Village, CO 80111
(303) 756-9909

ENDORSEMENT: Blanket Waiver of Subrogation

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

SCHEDULE

To any person or organization when agreed to under a written contract or agreement, as defined above and with the insured, which is in effect and executed prior to any loss.

Effective Date: September 1, 2023 Expires on: September 1, 2024
Pinnacol Assurance has issued this endorsement August 31, 2023

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS –
AUTOMATIC STATUS WHEN REQUIRED IN CONSTRUCTION CONTRACT OR
AGREEMENT INCLUDING COMPLETED OPERATIONS – PRIMARY AND
NONCONTRIBUTORY**

This endorsement modifies the insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

A. **Section II – Who Is An Insured** is amended to include as an additional insured:

1. Any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy; and
2. Any other person or organization you are required to add as an additional insured under the contract or agreement described in Paragraph 1. above.

Such person(s) or organization(s) is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

- a. Your acts or omissions; or
- b. The acts or omissions of those acting on your behalf;

in the performance of:

- a. your ongoing operations for the additional insured; or
- b. "Your work" for the additional insured and included in the "products – completed operations hazard".

However, the insurance afforded to such additional insured described above:

- a. Only applies to the extent permitted by law; and
- b. Will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to "bodily injury," "property damage" and "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services including:

- a. The preparing, approving, or failing to prepare or approve maps, shop drawings, opinions, reports,

surveys, field orders, change orders or drawings and specifications; or

- b. Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by the insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of, or the failure to render, any professional architectural, engineering or surveying services.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance**:

The most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement described in Paragraph A.1.; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

D. The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary and Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and
- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

E. All other terms and conditions of this policy remain unchanged.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

GENERAL LIABILITY ELITE EXTENSION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

The COMMERCIAL GENERAL LIABILITY COVERAGE FORM is amended to include the following clarifications and extensions of coverage. The provisions of the Coverage Form apply unless modified by endorsement.

A. EXPECTED OR INTENDED INJURY

Section I – Coverage A, Exclusion **a.** is amended as follows:

- a. "Bodily injury" or "property damage" expected or intended from the standpoint of an insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property.

B. NON-OWNED WATERCRAFT

Section I – Coverage A, Exclusion **g.(2)** is amended as follows:

(2) A watercraft you do not own that is:

- (a) Less than 60 feet long; and
- (b) Not being used to carry person(s) or property for a charge;

C. EXTENDED PROPERTY DAMAGE COVERAGE

Section I – Coverage A, Exclusions **j.(3)** and **(4)** is amended to add the following:

Paragraphs (3) and (4) of this exclusion do not apply to tools or equipment loaned to you, provided they are not being used to perform operations at the time of loss.

SCHEDULE	
Limits Of Insurance	Deductible
\$5,000 Each Occurrence	\$250 Per Claim
\$10,000 Annual Aggregate	

a. The each occurrence limit listed above is the most we will pay for all damages because of "property damage" to property in the care, custody and control of or property loaned to an insured as the result of any one "occurrence", regardless of the number of:

- (1) insureds;
- (2) claims made or "suits" brought;
- (3) persons or organizations making claims or bringing "suits".

The aggregate limit listed above is the most we will pay for all damages because of "property damage" to property in the care custody and control of or property loaned to an insured during the policy period.

Any payment we make for damages because of "property damage" to property in the care, custody and control of or property loaned to an insured will apply against the General Aggregate Limit shown in the declarations.

b. Our obligation to pay damages on your behalf applies only to the amount of damages in excess of the deductible amount listed above. We may pay any part or all of the deductible amount to effect settlement of any claim or "suit" and upon notification by us, you will promptly reimburse us for that part of the deductible we paid.

c. If two or more coverages apply under one "occurrence", only the highest per claim deductible applicable to these coverages will apply.

d. Insurance provided by this provision is excess over any other insurance, whether primary, excess, contingent or any other basis. Since insurance provided by this endorsement is excess, we will have no duty to defend any claim or "suit" to which insurance provided by this endorsement applies if any other insurer has a duty to defend such a claim or "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

D. PROPERTY DAMAGE – ELEVATORS

Section I – Coverage A.2. Exclusions paragraphs **j.(3)**, **j.(4)**, **j.(6)** and **k.** do not apply to use of elevators. This insurance afforded by this provision is excess over any valid and collectible property insurance (including any deductible) available to the insured and **Section IV – Commercial General Liability Conditions** Paragraph **4. Other Insurance** is changed accordingly.

E. FIRE, LIGHTNING OR EXPLOSION DAMAGE

Except where it is used in the term "hostile fire", the word fire includes fire, lightning or explosion wherever it appears in the Coverage Form.

Under **Section I – Coverage A**, the last paragraph (after the exclusions) is replaced with the following:

Exclusions c. through n. do not apply to damage by fire, smoke or leakage from automatic fire protection systems to premises while rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to this coverage as described in **Section III – Limits of Insurance**.

F. MEDICAL PAYMENTS

If **Section I – Coverage C. Medical Payments Coverage** is not otherwise excluded from this Coverage Form:

The requirement, in the Insuring Agreement of Coverage C., that expenses must be incurred and reported to us within **one year** of the accident date is changed to **three years**.

G. SUPPLEMENTARY PAYMENTS

Supplementary Payments – Coverages A and B Paragraphs 1.b. and 1.d. are replaced by the following:

1.b. Up to \$5,000 for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.

1.d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to \$500 a day because of time off from work.

H. SUBSIDIARIES AS INSURED

Section II – Who Is An Insured is amended to add the following:

1.f. Any legally incorporated subsidiary in which you own more than 50% of the voting stock on the effective date of this policy. However, insured does not include any subsidiary that is an insured under any other general liability policy, or would have been an insured under such a policy but for termination of that policy or the exhaustion of that policy's limits of liability.

I. BLANKET ADDITIONAL INSUREDS – AS REQUIRED BY CONTRACT

1. Section II – Who Is An Insured is amended to include as an additional insured any person(s) or organization(s) subject to provisions in Paragraph 2. below, (hereinafter referred to as additional insured) when you and such person(s) or organization(s) have agreed in a written contract or written agreement that such person(s) or organization(s) be added as an additional insured on your policy provided that the written contract or agreement is:

- a. Currently in effect or becomes effective during the policy period; and
- b. Executed prior to an "occurrence" or offense to which this insurance would apply.

However, the insurance afforded to such additional insured:

- a. Only applies to the extent permitted by law; and
- b. Will not be broader than that which you are required by the contract or agreement to provide for such additional insured; and
- c. Applies only if the person or organization is not specifically named as an additional insured under any other provision of, or endorsement added to, **Section II – Who Is An Insured** of this policy.

2. As provided herein, the insurance coverage provided to such additional insureds is limited to:

- a. Any Controlling Interest, but only with respect to their liability arising out of their financial control of you; or premises they own, maintain, or control while you lease or occupy these premises.

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.

- b. Any architect, engineer, or surveyor engaged by you but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- (1) In connection with your premises; or
- (2) In the performance of your ongoing operations.

With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services by or for you, including:

- (1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
- (2) Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional services by or for you.

- c. Any manager or lessor of a premises leased to you, but only with respect to liability arising out of the ownership, maintenance or use of that part of a premises leased to you, subject to the following additional exclusions:

This insurance does not apply to:

- (1) Any "occurrence" which takes place after you cease to be a tenant in that premises.
 - (2) Structural alterations, new construction or demolition operations performed by or on behalf of such additional insured.
- d. Any state or governmental agency or subdivision or political subdivision, subject to the following:
 - (1) This insurance applies only with respect to the following hazards for which any state or governmental agency or subdivision or political subdivision has issued a permit or authorization in connection with premises you own, rent or control and to which this insurance applies:
 - (a) The existence, maintenance, repair, construction, erection or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners or decorations and similar exposures; or
 - (b) The construction, erection or removal of elevators; or
 - (c) The ownership, maintenance or use of any elevators covered by this insurance.
 - (2) This insurance applies only with respect to operations performed by you or on your behalf for which any state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

This insurance does not apply to:

- (a) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
 - (b) "Bodily injury" or "property damage" included within the "products-completed operations hazard".
- e. Any vendor, but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business.

With respect to the insurance afforded to these vendors, the following additional exclusions apply:

- (1) The insurance afforded any vendor does not apply to:
 - (a) "Bodily injury" or "property damage" for which any vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that any vendor would have in the absence of the contract or agreement;
 - (b) Any express warranty unauthorized by you;
 - (c) Any physical or chemical change in the product made intentionally by any vendor;
 - (d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
 - (e) Any failure to make such inspections, adjustments, tests or servicing as any vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
 - (f) Demonstration, installation, servicing or repair operations, except such operations performed at any vendor's premises in connection with the sale of the product;
 - (g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for any vendor; or

(h) "Bodily injury" or "property damage" arising out of the sole negligence of any vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(i) The exceptions contained in Subparagraphs (d) or (f); or

(ii) Such inspections, adjustments, tests or servicing as any vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

(2) This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

f. Any Mortgagee, Assignee Or Receiver, but only with respect to their liability as mortgagee, assignee, or receiver and arising out of the ownership, maintenance, or use of the premises by you.

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.

g. Any Owners Or Other Interests From Whom Land Has Been Leased, but only with respect to liability arising out of the ownership, maintenance or use of that part of the land leased to you.

With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

(1) This insurance does not apply to:

(a) Any "occurrence" which takes place after you cease to lease that land; or

(b) Structural alterations, new construction or demolition operations performed by or on behalf of such additional insured.

h. Any person or organization from whom you lease equipment, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part by your maintenance, operation or use of equipment leased to you by such person(s) or organization(s).

A person's or organization's status as an additional insured under this endorsement ends when their contract or agreement with you for such leased equipment ends.

With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

i. Any Owners, Lessees, or Contractors for whom you are performing operations, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

(1) Your acts or omissions; or

(2) The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured.

A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

(1) "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

(a) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or

(b) Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional architectural, engineering or surveying services.

(2) "Bodily injury" or "property damage" occurring after:

- (a) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
 - (b) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.
- j. Any Grantor of Licenses to you, but only with respect to their liability as grantor of licenses to you.
- Their status as additional insured under this endorsement ends when:
- 1. The license granted to you by such person(s) or organization(s) expires; or
 - 2. Your license is terminated or revoked by such person(s) or organization(s) prior to expiration of the license as stipulated by the contract or agreement.
- k. Any Grantor of Franchise, but only with respect to their liability as grantor of a franchise to you.
- l. Any Co-owner of Insured Premises, but only with respect to their liability as co-owner of any insured premises.
- m. Any Concessionaires Trading Under Your Name, but only with respect to their liability as a concessionaire trading under your name.
3. Any insurance provided to any additional insured does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the sole negligence or willful misconduct of the additional insured or its agents, "employees" or any other representative of the additional insured.
4. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits of Insurance:**
- If coverage provided to any additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:
- a. Required by the contract or agreement; or
 - b. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

J. COVERAGE FOR INJURY TO CO-EMPLOYEES AND/OR YOUR OTHER VOLUNTEER WORKERS

Section II – Who is an Insured, Paragraph 2.a. (1) is amended to add the following:

- e. Paragraphs (a), (b), and (c) do not apply to your "employees" or "volunteer workers" with respect to "bodily injury" to a co-"employee" or other "volunteer worker".

Damages owed to an injured co-"employee" or "volunteer worker" will be reduced by any amount paid or available to the injured co-"employee" or "volunteer worker" under any other valid and collectible insurance.

K. HEALTH CARE SERVICE PROFESSIONALS AS INSUREDS - INCIDENTAL MALPRACTICE

Section II – Who is an Insured, Paragraph 2.a. (1) (d) is amended as follows:

This provision does not apply to Nurses, Emergency Medical Technicians, or Paramedics who provide professional health care services on your behalf.

However this exception does not apply if you are in the business or occupation of providing any such professional services.

L. NEWLY FORMED OR ACQUIRED ORGANIZATIONS

Section II – Who Is An Insured, Paragraph 3.a. is replaced by the following:

3.a. Coverage under this provision is afforded until the end of the policy period.

This provision does not apply if newly formed or acquired organizations coverage is excluded either by the provisions of the Coverage Form or by endorsements.

M. DAMAGE TO PREMISES RENTED TO YOU

Section III – Limits of Insurance, Paragraph 6. is replaced by the following:

Subject to 5.a. above, the Damage To Premises Rented To You Limit, or \$500,000, whichever is higher, is the most we will pay under Coverage A for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, smoke or leakage from automatic protection systems, while rented to you or temporarily occupied by you with permission of the owner.

N. MEDICAL PAYMENTS – INCREASED LIMITS

Section III – Limits of Insurance, Paragraph 7. is replaced by the following:

- 7. Subject to Paragraph 5. above, \$10,000 is the Medical Expense Limit we will pay under Coverage C for all medical expenses because of "bodily injury" sustained by any one person, unless the amount shown on the Declarations of this Coverage Part for Medical Expense Limit states:

- (a) No Coverage; or
- (b) \$1,000; or
- (c) \$5,000; or
- (d) A limit higher than \$10,000.

O. DUTIES IN THE EVENT OF OCCURRENCE, OFFENSE, CLAIM OR SUIT

Section IV – Commercial General Liability Conditions Paragraph 2. is amended to add the following:

- e. The requirement in Condition 2.a. that you must see to it that we are notified as soon as practicable of an "occurrence" or an offense which may result in a claim, applies only when the "occurrence" or offense is known to:
 - (1) You, if you are an individual or a limited liability company;
 - (2) A partner, if you are a partnership;
 - (3) A member or manager, if you are a limited liability company;
 - (4) An "executive officer" or insurance manager, if you are a corporation; or
 - (5) A trustee, if you are a trust.
- f. The requirement in Condition 2.b. that you must see to it that we receive notice of a claim or "suit" as soon as practicable will not be considered breached unless the breach occurs after such claim or "suit" is known to:
 - (1) You, if you are an individual or a limited liability company;
 - (2) A partner, if you are a partnership;
 - (3) A member or manager, if you are a limited liability company;
 - (4) An "executive officer" or insurance manager, if you are a corporation; or
 - (5) A trustee, if you are a trust.

P. PRIMARY AND NONCONTRIBUTORY – ADDITIONAL INSURED EXTENSION

Section IV – Commercial General Liability Conditions Paragraph 4. **Other Insurance** is amended to add the following:

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and
- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured. However, if the additional insured has been added as an additional insured on other policies, whether primary, excess, contingent or on any other basis, this insurance is excess over any other insurance regardless of the written agreement between you and an additional insured.

Q. UNINTENTIONAL FAILURE TO DISCLOSE EXPOSURES

Section IV – Commercial General Liability Conditions Paragraph 6. **Representations** is amended to add the following:

If you unintentionally fail to disclose any exposures existing at the inception date of your policy, we will not deny coverage under the Coverage Form solely because of such failure to disclose. However, this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

This provision does not apply to any known injury or damage which is excluded under any other provision of this policy.

R. WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

Section IV – Commercial General Liability Condition Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** is amended to add the following:

We waive any right of recovery we may have against any person or organization because of payments we make for injury or damage arising out of:

- 1. Your ongoing operations; or
- 2. "Your work" included in the "products-completed operations hazard".

However, this waiver applies only when you have agreed in writing to waive such rights of recovery in a contract or agreement, and only if the contract or agreement:

- 1. Is in effect or becomes effective during the term of this policy; and
- 2. Was executed prior to loss.

S. MENTAL ANGUISH

Section V – Definition 3. is replaced by the following: "Bodily injury" means bodily injury, sickness or disease sustained by a person, including mental anguish or death resulting from bodily injury, sickness or disease.

T. LIBERALIZATION

If we revise this endorsement to provide greater coverage without additional premium charge, we will automatically provide the additional coverage to all endorsement holders as of the day the revision is effective in your state.



SPORT COURT

SPORT COURT OF THE ROCKIES, LLC
3395 Carder Court, Unit C-300
Highlands Ranch, CO 80129

CONTRACT



NAME: KEITH RIDER PARK
ATTN: City of Douglas, WY (Mary Nicol)
ADDRESS: 960 Riverbend
CITY: Douglas ZIP: 82633
PHONE: TBD STATE: CO
EMAIL: bfrye@cityofdouglas.org

COURT SIZE
60' x 120'
7,200 sq. ft.

SPORT COURT PERFORMANCE SYSTEM

Table with 2 columns: Description and Price. Includes items like GAME COURT SURFACE - SportGame PB™, GAME COURT LINE PAINTING, GAME NETTING SYSTEM, INSTALLATION, SHIPPING & HANDLING, TAX ON COMPONENTS, and TOTAL SPORT COURT SYSTEM COSTS: \$ 61,898.

SITE PREPARATION / OTHER COSTS

Table with 2 columns: Description and Price. Includes items like SITE PREPARATION - Removal and Disposal of Existing Tennis Surface, SITE PREPARATION - Grind High Spots and Fill Cracks with Acrylic Fiber Cement, SITE PREPARATION - Removal of Old Tennis Net System, TRAVEL COSTS - Covers Hotel, Gas, Per Diem, and TOTAL SITE PREPARATION / OTHER COSTS: \$ 18,100.

ESTIMATED PROJECT COSTS: (price firm 30 days from date of contract) \$ 79,998

Court Color: TBD Lane Color: TBD Border Color: TBD

PROJECT - TERMS & CONDITIONS

EXCLUSIONS

Estimate makes certain assumptions on design and components including type of fencing, access gates, dimensions and soils being in good condition, site grubbed to an initial subgrade. Costs excludes soil rehab / renovation, sidewalks, applicable permits, lighting, performance bonds, and landscape around the court including irrigation relocation / adjustment, soils, sod, retaining walls, etc. Final design will impact overall estimated costs to this estimated construction costs.

LOCATION OF COURT

After consultation with customer, SCOR will mark on the property the proposed installation site of the court. Customer agrees to carefully examine the marked location and to notify SCOR in writing not less than twenty four hours prior to the start of installation of the court if the marked site is not the location desired by customer. Customer responsibility and liability for the location of the court and agrees to defend and hold SCOR harmless against any claim, assumes all liability, or cause of action arising out of or pertaining to the location of the court.

GENERAL CONDITIONS OF THE CONTRACT

Above price is based on current scope of work, if project scope is changed, estimated costs will be adjusted. SCOR carries a \$1,000,000 insurance policy with a \$4,000,000 umbrella liability insurance policy and current workmen's compensation on all employees. Costs of permits, association fees, survey and other compliance costs are the responsibility of the Customer and will be charged on a cost-plus basis. These costs are not included in the above estimated costs of the project.

PAYMENT FOR WORK

The Court shall be completed according to standard industry practices for the sum (including tax, if applicable) as finalized in the executed estimate ("contract price"), subject to change orders as provided below. The customer agrees to pay for the project according to the following schedule:

Table with 4 columns: Description, Amount, Percentage, and Notes. Includes rows for SPORT COURT ESTIMATE (\$ 79,998 From Above), ESTIMATED PROJECT COST (\$ 79,998), and Payment No. 1 (50.0% \$ 39,999 Due upon signing of contract).



SPORT COURT

SPORT COURT OF THE ROCKIES, LLC
3395 Carder Court, Unit C-300
Highlands Ranch, CO 80129



CONTRACT

Table with 3 columns: Description, Percentage, Amount. Row 1: Final Payment, 50.0%, \$ 39,999. Row 2: TOTAL PAYMENTS, \$ 79,998.

Total Project Cost includes the costs for Sport Court of the Rockies to design, develop and install your Sport Court system, which includes the components identified above, all labor, equipment, supply costs, and the associated shipping, handling and sales taxes to complete the project.

- (1) ABOVE PRICE IS BASED ON CURRENT SCOPE OF WORK, IF PROJECT SCOPE IS CHANGED, COST ESTIMATE WILL BE ADJUSTED
(2) ALL TRAVEL COSTS WILL BE DONE ON A COST PLUS BASIS, AS APPLICABLE.

All payments shall be due on or before five days after presentation of invoices for services and materials. If customer defaults in the timely payment of the agreed contract price or any part thereof, SCOR may immediately stop work on the court until customer's account is paid current.

ALL COMPONENTS OF THE COURT SHALL REMAIN THE PROPERTY OF SCOR UNTIL THE CONTRACT PRICE IS FULLY PAID. Customer hereby grants SCOR an irrevocable license to peaceably enter upon Property and remove all components of the Court other than the concrete foundation in the event the Customer, for any reason, does not pay the Contract price in full.

SCOR accepts Visa, Mastercard and American Express. A 3.0% CREDIT CARD PROCESSING FEE WILL BE APPLIED FOR PAYMENTS MADE WITH CREDIT CARDS. SCOR DOES NOT INITIATE OR ACCEPT WIRE TRANSFERS AS A FORM OF PAYMENT.

GUARANTEE

All work completed by SCOR under this agreement is guaranteed against defects in workmanship or materials for a period of one (1) year from the date of installation, unless specifically waived elsewhere in the agreement or in a separate written agreement signed by authorized agent authorized to accept this agreement.

ACCEPTANCE OF CONTRACT

By signing below, Customer acknowledges reading this contract, and accepts terms and conditions of the contract, which terms are incorporated into the Contract. Customer acknowledges receipt of a copy of this document.

CANCELLATION CLAUSE

You, the Customer, may cancel this transaction at any time within three (3) business days after the date of this transaction by delivering written notice of cancellation to the office located at the above address.

ADDITIONAL TERMS OF THE CONTRACT

- 1. Scope of Contract Work. Customer is solely responsible for having all desired construction or specifications reflected in this contract.
2. Concrete Work. Customer acknowledges that site preparation and concrete work were not performed by SCOR.
3. Electrical. If applicable, all electrical hook-ups are to be performed by a certified electrician.
4. Permits, Easements and Customers Associations. Customer is responsible for requesting and obtaining any applicable permits and Customers association approvals to perform the above work.
5. Sprinkler Systems. All work and acts pertaining to the removal, repair or relocation of sprinkler systems on the proposed construction site are the responsibility of home owner or general contractor.
6. Change Orders. Changes, however minor, will not be made to the specifications for the court without a written change order signed by both customer and SCOR.
7. Unexpected Soil Conditions. The contract price is based on the mutual assumption that the site designated by customer contains no underground water nor any other condition or obstacle beneath the surface that will not accommodate standard installation of the court.



SPORT COURT

SPORT COURT OF THE ROCKIES, LLC
3395 Carder Court, Unit C-300
Highlands Ranch, CO 80129

CONTRACT



- 8. Completion Date. SCOR cannot guarantee any specific date for any phase of installation or completion of the court. Customer acknowledges that inclement weather, labor or materials shortages, or other similar matters may cause unanticipated delays in completion of the court.
9. Damage to Landscaping. Although SCOR will make reasonable efforts to confine the area of work in installing the court, customer's yard and property may be disturbed by the installation activity. SCOR agrees that any damage caused by SCOR, other than normal wear and tear of the lawn through the movement of trucks and equipment will be repaired to a reasonable approximation of the original condition upon completion of the court.
10. Post-Construction Damage to Landscaping. SCOR does not guarantee or represent that the changes in sunlight or drainage patterns resulting from the installation of the court will not adversely affect nearby lawn, trees or shrubs. Customer assumes all such risk. SCOR recommends that the customer consult with a qualified landscaper concerning such matters prior to the start of construction.
11. Access Through Neighboring Property. In the event the customer authorizes SCOR's use of a neighbor's property for access or prosecution of the court installation, customer agrees to defend and hold SCOR harmless from all claims, liabilities, cost of court, attorney fees and causes of actions arising out of such use.
12. Construction Work Conditions. The customer acknowledges that installation of the court will result in noise and dust during the construction process, and releases SCOR from all claims and liabilities pertaining thereto.
13. Adjustment of Contract Measurements. In the installation of the court, SCOR has the right to adjust any measurement without securing customer's permission, provided such adjustment does not exceed 1% (plus or minus) of the contract measurement or dimension.
14. Insurance. SCOR assumes risk of loss of or damage to the components of the court until the transfer of title upon payment in full of the purchase price, and may, in its discretion, maintain casualty insurance thereon.
15. Use of Subcontractors. SCOR may engage subcontractors for the performance of all or part of this contract.
16. Work Site Clean-Up. SCOR agrees to reasonably clean up the work site and access area after installation is completed, and to remove all excess installation materials and wastes unless otherwise noted.
17. Warranties. ANY WARRANTIES IN THE PHYSICAL COMPONENTS OF THE GAME COURT OTHER THAN THE CONCRETE FOUNDATION ARE ISSUED DIRECTLY BY SPORT COURT INTERNATIONAL, A GERFLOR COMPANY, THE MANUFACTURER, AND NOT BY SCOR, INC. DBA SPORT COURT OF THE ROCKIES. SCOR, INC HEREBY ASSIGNS ANY SUCH WARRANTIES TO THE CUSTOMER. UPON WRITTEN NOTICE OF A WARRANTY CLAIM, CONNOR SPORT COURT INTL SHALL HAVE A REASONABLE TIME TO INSPECT THE COURT, AND MAKE DETERMINATION AS TO WHETHER A VALID WARRANTY CLAIM HAS BEEN MADE. IN THE EVENT THAT CUSTOMER HAS A VALID WARRANTY CLAIM, SPORT COURT INTERNATIONAL, AT ITS SOLE OPTION, AGREE TO REPLACE, REPAIR OR CORRECT THE PROBLEM AT NO CHARGE TO THE CUSTOMER. ALL OTHER WARRANTIES BY SPORT COURT TO CUSTOMER, EXPRESS OR IMPLIED, ARE HEREBY EXCLUDED TO THE EXTENT PERMITTED BY APPLICABLE LAW.
18. Concrete Appearance. Customer is advised that the concrete used in the foundation of the court will often crack, but that such cracks do not adversely affect the structural integrity of the court.
19. Use of Photographs. Customer agrees to permit SCOR to use photographs of Customer's court, including people using the court (i.e. talent) for marketing purposes. Contractor will not identify the Customer's name or house address while using the photographs.

Executed:

Customer: KEITH RIDER PARK
By signing below, customer acknowledges he/she has read and understands all additional terms of the contract.

SCOR:
By: /s/ Jack Bates
Name: Jack Bates
Date: 1/26/2024

By:
Name:
Date:

RESOLUTION NO. 2024-04

A RESOLUTION SETTING RULES FOR SPECIAL EVENTS AT CITY OF DOUGLAS PARKS

WHEREAS, the City of Douglas, Wyoming, is the custodian of its parks; and

WHEREAS, Douglas Municipal Code § 5.18.110 provides the City with authority to regulate the time, manner, and place of special events held in its parks; and

WHEREAS, the City of Douglas finds the following rules will protect the welfare and security of its citizens while balancing the historical practice of holding special events in its parks.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF DOUGLAS, WYOMING, that the foregoing recitals are incorporated in and made a part of this resolution by this reference and that the foregoing rules for special events in Douglas, Wyoming parks are adopted and become effective immediately.

Section 1. Definitions.

- (a) **“Public Event”** refers to any gathering, assembly, or function held in a city park that is open to and intended for the general community. Public events typically include activities such as festivals, community celebrations, cultural performances, farmers markets or public meetings.
- (b) **“Private Event”** refers to a gathering, assembly, or function held within a park space that is restricted in attendance, either by invitation or ticketed entry, and is not open to the general public. Private events may include weddings, private parties, or corporate functions.

Section 2. Rules

- (a) Jackalope Square Park. Private Events shall not be allowed in Jackalope Square Park contemporaneously with major community events. Major community events include, but are not limited to, Jackalope Days and the Wyoming State Fair.
- (b) Private Events. Private Events shall be limited to one (1) day in length. Events may start no earlier than 6:00 am MST and must conclude by 10:00 pm MST. A Special Event Permit must be approved by the City Council for events lasting longer than one (1) day. Public Events shall be given priority over Private Events when a conflict arises regarding the scheduling of City park facilities.
- (c) Sporting Events. To the extent possible, the City may provide additional staff for large sporting events if requested by the organizer of the event at least thirty (30) days prior to the start of the event. Fee for additional staff requested at sporting events will be \$250/weekend and \$500/holiday.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2024.

Kim Pexton, Mayor

Attest:

Mary Nicol, City Clerk



Item

Tree inventory and management plan

Responsible Staff Contact

Brandon Frye
John Harbarger

Recommendation

Accept the City of Douglas tree inventory and management plan proposal from Planit Geo in the amount of \$28,800.

Executive Summary

Cost proposals were requested from two of the leading firms specializing in municipal tree inventories and canopy management plans. Both proposals are very comparable and understand the scope of the project.

Davey Resource Group \$ 31,368
Planit Geo \$ 28,800

Background

We have identified the need to get a current tree inventory of our Streets, Parks, Cemetery, and other public properties. This inventory would provide the species, size, location, land use, condition etc. to identify maintenance recommendations, hazards, risk assessment, diversity, and planting opportunities to facilitate a tree canopy management plan.

- This was a concept from the strategic doing process and identified as a KPI, not fully understanding what the scope would include.
- A proposal was received to identify the scope and cost for future budgeting.
- With multiple parks improvement projects hitting roadblocks and no longer being considered for this year, the opportunity to re-direct un-utilized engineering funds enables the possibility of this project to be completed this fiscal year.

Alignment to Strategic Doing (SD) and/or Other Plans

SD24 Outcome PNPR

SD24 Strategy #2

SD24 KPI PNPR-07

2014 Master Plan

Strategic Goals 2021-2022 Offer great choice to live work and play- Continue Park Improvements

Budget/Fiscal Impact

Fund/Department Capital Projects: Parks improvements

Project/Line Item(s): Develop tree canopy management plan

Budgeted Amount:

Misc. Contractual 65-5650-2158 \$ 0
Architect/Engineering: 65-5650-2153 \$77,000

Anticipated Amount:

Misc. Contractual 65-5650-2158 \$ 30,000



CITY OF **DOUGLAS** WYOMING
HOME OF THE JACKALOPE.

Agenda Item Report City Council – 20240212

Budgeted Architectural/Engineering funds in the amount of \$30,000 originally planned for the Keith Rider Park Heritage Trail Extension Project will not be utilized in this fiscal year due to delay of project thereby allowing redirection of those fund toward the tree canopy management plan expenditure under Miscellaneous Contractual Services.

Action Requested/Recommended Motion

Authorize acceptance of the proposal from Planit Geo in the amount of \$28,800 and authorize the City Manager to sign all associated documents.

Reviewed/Approved

- Community Development
- Law Enforcement
- City Manager
- City Clerk

- Public Works
- Legal
- Finance



PROJECT DESCRIPTION

Tree Inventory Services

PlanIT Geo (PG) will create a customized TreePlotter application with defined fields and values listed below to inventory/assess approximately 4,000 trees for the City of Douglas, WY. PlanIT Geo will work with City of Douglas, WY staff to determine the target areas for this inventory and the criteria for and count of trees added to the inventory. PG will facilitate communication on a weekly basis at a minimum to assure both parties are informed on work completed, upcoming schedules, and any questions that arise from the field.

PlanIT Geo's recommended fields for data collection:

- Unique ID number
- Address
- Latitude and Longitude
- Growing space
- Land use
- Common and scientific names
- Diameter at breast height (DBH) taken at 4.5 feet above grade
- General observations and defects
- Status (Alive, dead, planting site)
- Number of stems
- Condition (Excellent, Good, Fair, Poor, Dead)
- Recommended maintenance/tree work with priority rating
- Clearance conflicts
- Overhead utilities
- Date recorded/ modified
- User
- Last modified user
- Date added
- Last modified date

**Additional fields may be added after initial consultations and may affect the unit pricing



DATA DELIVERY

PlanIT Geo will deliver all tree inventory data in ESRI Shapefile and CSV formats. Files will contain full metadata references and can be projected to desired coordinates. All data is free to export at any time from TreePlotter.

TREE INVENTORY TERMS AND CONDITIONS

PlanIT Geo will work with City of Douglas, WY to confirm the locations and boundaries for data collection, identify schedules and consultations, provide an overview of the tree data collection process, determine communication methods and exchange contact information, and be briefed on safety procedures and protocols.

PlanIT Geo will adhere to all safety and ISA standards during the project. At any time during the project, City of Douglas, WY staff can access and export the tree inventory data. Project completion will be determined after the data has been reviewed and delivered in ESRI Shapefile, CSV, and map formats.

Quotation

Exp. Date:

03 / 15 / 2024

Prepared for:

City of Douglas, WY
Brandon Frye

INVENTORY SERVICES	QTY	PRICE	SUBTOTAL
Base Tree Inventory Inventory and Assessment of all City of Douglas' trees. Price includes travel, per-diem, and all overhead costs.	4000	\$5.00	\$20,000.00
Inventory of Planting Sites PlanIT Geo staff will work with city staff to determine criteria and locations for data collection. No tree species recommendations will be made, only geo-locating and verifying quality of site.	400	\$2.00	\$800.00
<input checked="" type="checkbox"/> Add Basic Level 2 Risk Assessment (optional) Risk Assessment is a framework by which arborists can categorize a tree with a low, medium or high risk rating. This is important information to help prioritize tree work and tree care after the inventory.	4000	\$1.00	\$4,000.00
TreePlotter Inventory - 3 month Trial •Core functionality •Unlimited Users •Data Field Editor •Photo attach •Basic Risk Assessment	1	\$0.00	\$0.00
			\$24,800.00



TREE INVENTORY SUMMARY REPORT	PRICE
<p>We propose summarizing the completed tree inventory into a report to assess and report on the current condition of the city's urban forest condition. This proposal aims to provide valuable insights into the existing tree diversity, size distribution, and overall tree conditions. By implementing this project, we can effectively manage and preserve the urban forest while ensuring the well-being, safety, condition and aesthetic appeal of the arboretum. Tree Inventory Summary:</p> <ol style="list-style-type: none">1. The initial phase of this proposal involves conducting a thorough tree inventory to evaluate the current state of the urban forest. This summary will provide an overview of the inventory results, including species diversity, size distribution, and tree conditions. By analyzing this data, we can gain valuable insights into the existing tree population, identify any potential risks or concerns, and prioritize maintenance efforts accordingly. <p>Inventory Results and Recommended Maintenance:</p> <ol style="list-style-type: none">1. A detailed analysis will be conducted to evaluate the tree diversity and composition, as well as the size distribution within the urban forest. This assessment will shed light on the overall health and vitality of the trees. The inventory results will also highlight any recommended maintenance actions to ensure the long-term sustainability of the urban forest. These recommendations will cover aspects such as pruning, disease control, and other essential practices that will help optimize the tree conditions and promote a thriving urban ecosystem.	<p>\$4,000.00</p>

Total for Inventory with level 2 risk assessment and Summary report: \$28,800



Payment

Note: These payment terms will be amended based on PlanIT Geo's review and approval of the City of Douglas, Wyoming's contract.

Tree Inventory: Invoices will be sent monthly for the exact number of trees collected during that time period.

Net 30-day terms.

Checks payable to:

PlanIT Geo INC

P.O. Box 1334

Wheat Ridge, Colorado 80034

City of Douglas, WY

Disclaimer: Inventory data provided by PlanIT Geo, Inc., referred to herein as "PlanIT Geo", is based on visual recording of observations and measurements at the time of the inspections. All information and data fields populated as a part of this tree inventory are for the purpose of assisting municipalities or private entities in maintenance needs, removal, and replacement of their managed trees. Recommendations provided by PlanIT Geo may be accepted or disregarded by the town and/or client or the town and/or client may seek additional advice. Visual records do not include testing or analysis of any tree component. In no event shall PlanIT Geo be held liable for any special, direct, indirect, consequential, or incidental damages caused by tree failures whatsoever and PlanIT Geo is not responsible for any hidden or otherwise non-observable hazards discovered or identified. All risk assessments performed by PlanIT Geo's Certified Arborists assume a 1-year timeframe for the assessed tree part for failure. All immediate concerns are passed on to the client indirectly through the live webmap (TreePlotter: Inventory), or directly through communication from PlanIT Geo's Certified Arborists or project managers. It is recommended that each tree be reinspected within the 1-year time frame to update the likelihood of failure matrices. Storms or other Acts of God change the structural stability of trees and all trees surveyed prior to the event will need to be re-evaluated. Also, the dynamics of inventoried trees may result in data that varies from the current condition or characteristics observed in the field due to deterioration and/or growth of living specimens in a natural environment. All previous data populated by PlanIT Geo staff can be considered out of date upon revisiting and re-evaluating the initially inventoried trees. PlanIT Geo provides no warranty regarding the function, health, or use of the urban and community forest for any purpose.



City of Douglas

Urban Forestry Services

Prepared For:

City of Douglas
Attn: Brandon Frye
Sent via Email to:
bfrye@cityofdouglas.org

Prepared By:

Dana Karcher
Project Developer
Davey Resource Group, Inc.
Cell: 661-964-7158
E-mail: dana.karcher@davey.com

Introduction

Trees are part of everyday life in the City of Douglas. The City’s urban forest creates a sense of place and supplies real benefits to those who live in Douglas. Trees along streets, in parks, around playgrounds, and in backyards provide shade and beauty and enhance the quality of life in Douglas by bringing natural elements and wildlife habitats into urban settings. Trees also moderate temperatures, reduce air pollution and energy use, improve water quality, and promote human health and well-being.

Davey Resource Group, Inc. “DRG” understands the benefits trees bring to your community. We also realize the challenges that come with managing public trees.

About Davey Resource Group, Inc.

For over 29 years, DRG has inventoried trees throughout the United States. We know that the data collected during a tree inventory is critical to helping you manage your urban forest proactively and better mitigate tree-related risk. Since you rely on the inventory data and plan findings and recommendations to make important decisions, DRG uses only qualified, experienced staff who are knowledgeable of both industry standards and the municipal work environment.



Trees bring natural elements and wildlife habitats into urban settings and they also moderate temperatures, reduce air pollution and energy use, and improve water quality.

URBAN FOREST EXPERTS

We are pleased to introduce DRG and our team of urban forest experts to the City and present our qualifications for providing tree inventory and planning services. DRG's team will provide you with solutions you can count on for building and maintaining tree canopy in a manner that not only enhances community aesthetics and public safety but also improves the community's environmental and social well-being through trees.

Our team consists of International Society of Arboriculture (ISA) Certified Arborists, urban and traditional foresters, urban planners, Geographic Information Systems (GIS) and Information Technology (IT) specialists, and ecological scientists. We have experience working with a wide variety of clients, including municipalities, parks, commercial complexes, and utilities, and have the knowledge, certifications, and training required to complete Douglas' project on time and budget while exceeding the City's expectations.

We understand that the information in a tree inventory database and management plan helps you to complete your daily work more efficiently and allows you to:

- Respond to inquiries and requests about trees
- Quickly find trees when you need to schedule work
- Keep maintenance records up to date
- Make data-driven decisions; be accountable for actions and justify decisions
- Showcase the benefits of your urban forest

NATURAL RESOURCE MANAGEMENT

DRG's Environmental Consulting team is your committed partner for natural resource planning and management. With 22 local offices and a national footprint, we offer a wide and growing variety of consulting services (in addition to urban forestry) including wetlands and stream studies, environmental design and ecosystem restoration, stormwater management and compliance, and invasive species management.

We understand the complex ecosystems, resource challenges, and regulatory concerns that impact the success of any environmental project. No matter the location—dense city core or a remote rural site—we leverage our creativity and expertise to deliver reliable, turn-key environmental consulting services. We combine the latest technologies with time-tested techniques to provide high-quality results in a timely and professional manner.

A TRUSTED PARTNER AND SUPPORTER OF ARBORICULTURE

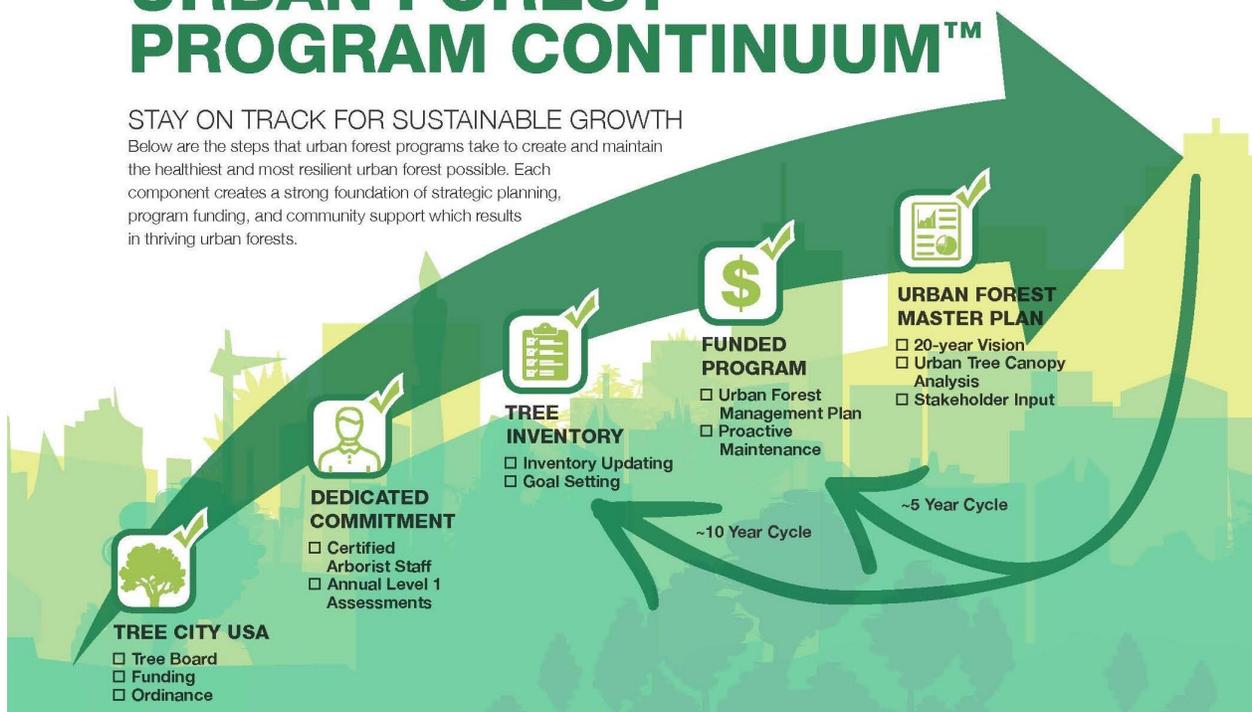
Davey is a trusted partner of the United States Department of Agriculture (USDA) Forest Service and the Arbor Day Foundation, and a long-time supporter of the ISA and its local chapters. Davey is a founding partner with the USDA Forest Service of the i-Tree software.

Davey staff helped to develop and revise the American National Standards Institute (ANSI) standards for arboriculture, including tree risk assessment, and drafted some of ISA's best management practices. Davey also works with the Tree Care Industry Association (TCIA), as safety is priority one for the Davey Company. Recently, DRG created the Urban Forest Program Continuum to help our clients gauge and grow their tree management programs.

URBAN FOREST PROGRAM CONTINUUM™

STAY ON TRACK FOR SUSTAINABLE GROWTH

Below are the steps that urban forest programs take to create and maintain the healthiest and most resilient urban forest possible. Each component creates a strong foundation of strategic planning, program funding, and community support which results in thriving urban forests.



Davey Resource Group has proven solutions to help the City of Douglas launch its program forward along the Urban Forest Continuum.



DRG's Focused Urban Forestry Services

TREE INVENTORY

Whether inventorying one tree or hundreds of thousands of trees, DRG tailors each inventory to meet your specific program needs and project budget.

TREEKEEPER® SOFTWARE



Developed, maintained, and supported by DRG's in-house IT professionals, TreeKeeper® is easy-to-use, web-based software used to manage, share, and update inventory data.

URBAN FOREST PLANNING



Whether the City of Douglas needs help managing the City's trees daily or reaching overarching goals for the urban forest, our team has the experience, tools, and ability to help Douglas achieve both its short- and long-term goals. DRG develops management and master plans as well as storm preparedness, tree protection, woodlot, and invasive species management plans.

GIS

With GIS specialists in-house, we can map the City's urban tree grow out, analyze the spatial distribution of available planting space, and predict the impact of threats to the tree canopy.

STAFFING

If the City of Douglas does not have an urban forester or needs help with program management or projects, DRG's experienced ISA Certified Arborists work on-call, perform project work, or work as part-time or full-time contract staff.



TREE BENEFITS

As a developer of i-Tree, DRG knows how to use i-Tree Tools to highlight the benefits of your trees.

Scope of Work

This project is an integral part of Douglas' comprehensive tree care program. The results of this project will help Douglas better understand the composition, structure, and maintenance needs of its urban forest, allocate resources, develop risk management strategies, and promote the ecosystem benefits the City's trees provide to the local community.

The proposed project has the following key components:

1. **Public Tree Inventory.** The project is a GIS-based inventory of street right of way, street tree easements, parks, trails, public facilities grounds, and other public property. This includes approximately 4,000 trees.
2. **Urban Forest Management Plan.** DRG uses Douglas' inventory data and industry standards and best management practices to develop a management plan upon completion of the inventory. This will include urban forest trends, species composition and condition, and other tree health aspects of the inventory that will affect tree management.

Project Approach

The following sections describe DRG’s overall approach, or methodology, for accomplishing the City’s scope of work. This section includes a plan of work for the tree inventory and explains the technologies we use to complete the inventory, and a description of our approach to a management plan. To illustrate the strength and experience of the DRG team, a few representative staff resumes, project examples, and references are in Appendices A and B, respectively.

DEDICATED TO SAFETY

Safety is the number one priority of DRG. To ensure the safety of DRG’s workers and those traveling nearby, DRG uses the following Personal Protective Equipment (PPE): ball caps (hard hats where required), high-visibility safety vests, safety glasses, and over-the-ankle boots. All employees adhere to company COVID policies as well as local and state guidelines.



Davey has provided Proven Solutions for a Growing World since 1880 and has been employee owned for 43 years.

Tree Inventory Work Plan

To ensure that the tree inventory meets the City's goals and deadlines, DRG uses the following work plan.

STEP 1. COMMUNICATION

From project beginning to end, DRG staff keep open lines of communication with the City of Douglas via telephone, e-mail, and, as needed, in-person meetings. DRG answers any questions Douglas has as well as keeps the City apprised of the project's progress.

STEP 2. CONTRACT PHASE

Once awarded the project, DRG executes a contract and supplies insurance per project specifications.

STEP 3. DATA MINING AND HARDWARE PROGRAMMING

The next step in the inventory process is to obtain the GIS data and imagery needed to set up the field computers used for data collection. DRG's urban foresters typically work with the City's GIS or planning department to complete this step. If necessary, we can get imagery from other public sources. DRG uses the data fields defined in this proposal and the imagery, maps, and data files obtained from the City and various sources to program the data collection software and field computers. At this time, we may contact you by phone to confirm the data attributes.

STEP 4. KICK-OFF MEETING

DRG staff will contact the City after contract execution to schedule a kick-off meeting. During the kick-off meeting, Douglas' staff and the DRG project team discuss inventory safety and communication procedures and confirm project expectations and milestones. If possible, DRG's urban foresters assess a few trees with City staff to ensure consistent assessment results.

STEP 5. DATA COLLECTION

DRG typically begins data collection after the kick-off meeting. Our experienced, qualified urban foresters locate trees, (planting sites, and stumps) along maintained street ROWs and in public parks and at public buildings as designated by the City, evaluate those trees and record the data specified by the City. The collected data, once finalized, are Douglas' tree inventory database.



Accessing Inventory Data

DRG supplies access to the tree inventory data during data collection. To access tree records, utilize TreeKeeper® to view and field check data and even to route and plan for tree work.

Location Accuracy

DRG uses field computers and equipment that meet or exceed this project's location accuracy requirements. Having worked on thousands of tree inventory projects, DRG has found that using a combination of GIS and a customized data collection program provides the most exact data and the most efficient means for inventorying

trees. DRG uses our in-house designed GIS software tool in conjunction with ruggedized computers with a GPS receiver to collect inventory data. Under favorable conditions, the equipment allows for sub-meter location accuracy of point data.

Individual Tree Inspection Process

During data collection, DRG's urban foresters walk by each tree and inspect the tree from the ground. Based on the conditions at the time of the inspection, DRG's staff identify the tree's species and its location, measure tree diameter, and rate its health. When data collection for an individual tree is complete, DRG's urban foresters walk to the next tree and follow the same steps, in the same order, to ensure consistent data collection.

DRG formally routes the collection of inventory data to ensure that staff collect all the sites in the project area in a systematic manner. Throughout the inventory process, DRG maps the streets, parks, and properties inventoried and shares that information with the City. DRG also informs the City of Douglas where staff intend to collect data next. DRG's urban foresters collect data Monday through Friday and often on weekends with our clients' permission.

Data Fields

For Douglas' inventory, DRG will collect the following data fields specified in the City's Request for Proposal (RFP) as defined in Appendix B of this proposal:

1. Address (street address and X and Y coordinates)
2. Park tree/Street tree
3. Species (common/latin)
4. Trunk Diameter
5. Multi-stem tree
6. Condition - Good, Fair, Poor, Dead
7. Primary Maintenance needs
8. Growing Space Type
9. Date of inventory

The data fields listed above give Douglas ample information to manage their trees, planting sites, and stumps proactively. However, if Douglas has specific needs that the above data fields do not address, such as tree roots lifting sidewalks or clearance concerns, contact DRG to customize the project's scope of work.

Planting Sites - Optional

When examining the state of Douglas' urban forest, it is essential to assess more than just the trees themselves. Species diversity is integral to the sustainability of an urban forest. Understanding your current stocking level and potential ability is crucial to short- and long-term planning. When assessing planting sites, we follow the mantra "Right Tree in the Right Place for the Right Reason". DRG will determine planting sites based on factors such as growing space, overhead utilities, and proximity to signs, lights, intersections, etc. Due to the nature of inventorying available planting sites, DRG recognizes the importance of understanding your goals and objectives for this tree inventory project. Based on your priorities, we recommend considering the following options:

1. **100% Inventory.** DRG will inventory all available planting sites during the tree inventory.
2. **Partial Planting Site Inventory.** DRG will prioritize and limit collection of the planting sites to keep the total number to approximately 25% of the total sites inventoried.
3. **Five-Year Planting Strategy.** Based on the current annual planting levels, DRG will locate five years of potential planting sites. For example, if the City plants 100 trees annually, then DRG will locate approximately 500 available sites. These sites can be a combination of small, medium, or large based on planting goals.

4. **Priority Areas (i.e., Environmental Justice Areas).** DRG will inventory available planting sites in predetermined areas during the tree inventory to facilitate improving canopy cover and diversity goals.

STEP 6. INVENTORY CLOSE-OUT

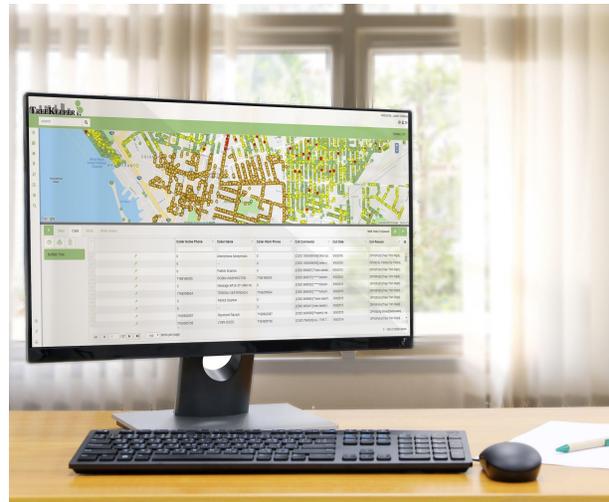
At the end of the inventory project, DRG supplies a one- to two-page project close-out report which spells out the number and types of sites collected, provides information about the species composition and diameter size class distribution, and shows the amount and type of maintenance recommended during the inventory. We provide the report in PDF format within four weeks of inventory completion.

Tree Inventory Data Delivery

DRG can deliver the data in any format that is desired by Douglas. Typically, during the inventory process, we utilize TreeKeeper, DRG's tree management software solution. You will be able to view our progress during the inventory and examine our collection process. However, we are also able to utilize other formats as well. This includes products such as Google Earth's KML, AutoCAD®, or i-Tree, or for a particular asset management software program like CityWorks, Hansen, or Cartegraph. Please contact DRG for more information about data formatting options and fees.

ABOUT TREEKEEPER

TreeKeeper® gives the city instant access to tree inventory data. Davey's TreeKeeper is available as a subscription service (SaaS) with three-year and five-year subscriptions available to fit the city's program's budget. TreeKeeper's pricing is "all in and upfront." There are no hidden fees or unexpected and expensive add-ons.

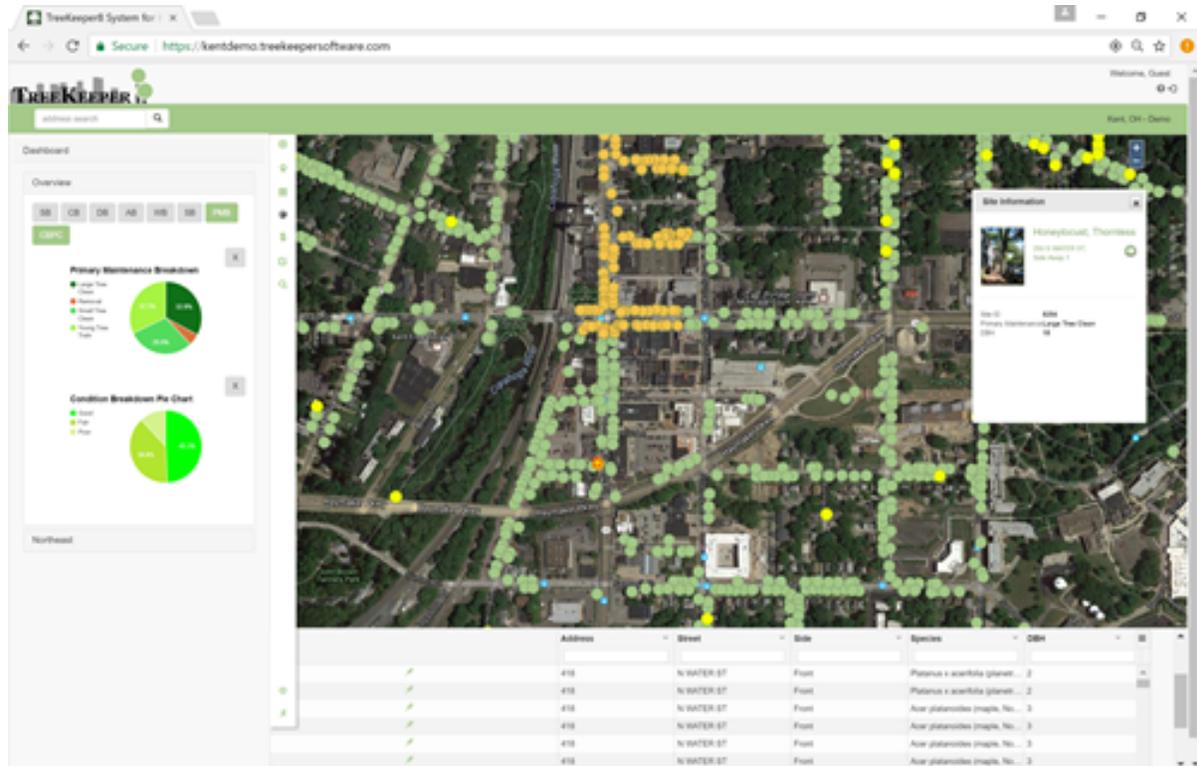


EASY TO USE

TreeKeeper's interactive work environment makes managing inventory data easy. The city can see and work with the tree inventory data through an interactive map and table. The map and table can be used independently or at the same time, giving you a totally custom work environment.

Another reason TreeKeeper is easy to use is that it is accessible by multiple people in separate locations at the same time. Any changes to the data, such as adding new sites, updating the information for an existing site, or running a report, are updated in real-time.

Knowing the benefits your trees provide is also easy. TreeKeeper automatically calculates the environmental benefits provided by trees. Air quality, carbon sequestration and storage, and stormwater benefits can be estimated for one tree, groups of trees, or for the entire population.



Using inventory data has never been easier. This screenshot of DRG's TreeKeeper shows the dashboard, query, and the call-out box.

We have taken the liberty of providing pricing for TreeKeeper in this proposal. For more information on TreeKeeper, you can visit our website [here](#) and we can provide an online demo for the Douglas team as well.

Management Planning

The goal of DRG’s tree management plan is to help communities recognize priority and proactive tree management tasks, know the value of community trees, and project realistic, multi-year budgets. To develop a tree management plan, our experienced urban foresters analyze the tree inventory data, assessing the data to determine the composition, structure, and function of the tree population. Then, DRG uses the findings from the data analysis, along with industry standards, risk management goals, and best management practices, to report on the status of the urban forest and prioritize tree maintenance needs. DRG develops a multi-year maintenance schedule and cost spreadsheet, provided as an editable Excel™ spreadsheet, based on prioritized maintenance needs.

Plan Sections

- **Executive Summary:**

Provides an overview of the project and its findings.

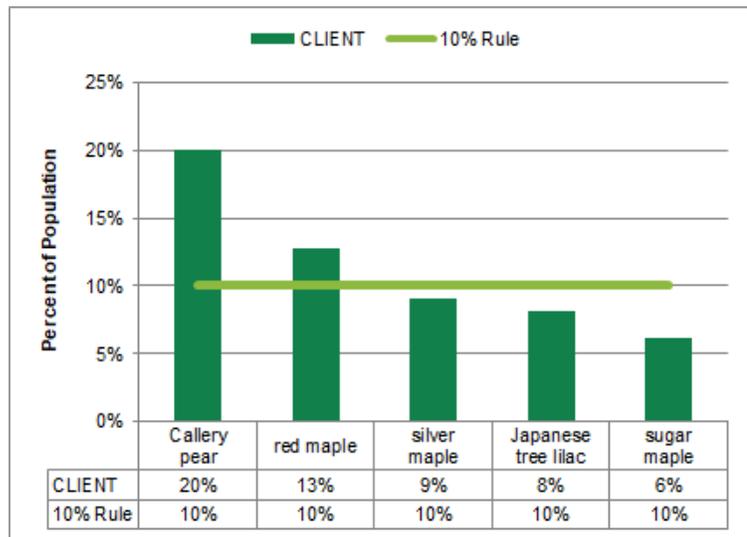
- **Introduction:** Describes the assignment, methods, and other relevant information.

- **Structure & Composition of Tree Resource:** Using charts and tables and insight from DRG’s experienced urban foresters, this section describes the composition, function, and structure of the urban forest, including its species diversity, diameter size class distribution, general

health, priority maintenance, and potential pest-related threats to trees. DRG also discusses trends, observations, and concerns found during the inventory or data analysis in this section.

- **Functions & Benefits of the Tree Resource:** Highlights the environmental, ecological, and economic benefits trees provide to the community.

- **Recommended Management of the Tree Resource:** Focuses on the tree maintenance tasks that will help the City mitigate risk within its urban forest, complete proactive maintenance cycles, and plant trees. Based on the inventory data, DRG’s experienced urban foresters classify the type of maintenance work needed, present the number of trees needing each specific type of care, and lay out a plan for carrying out the tree work over a multi-year period.

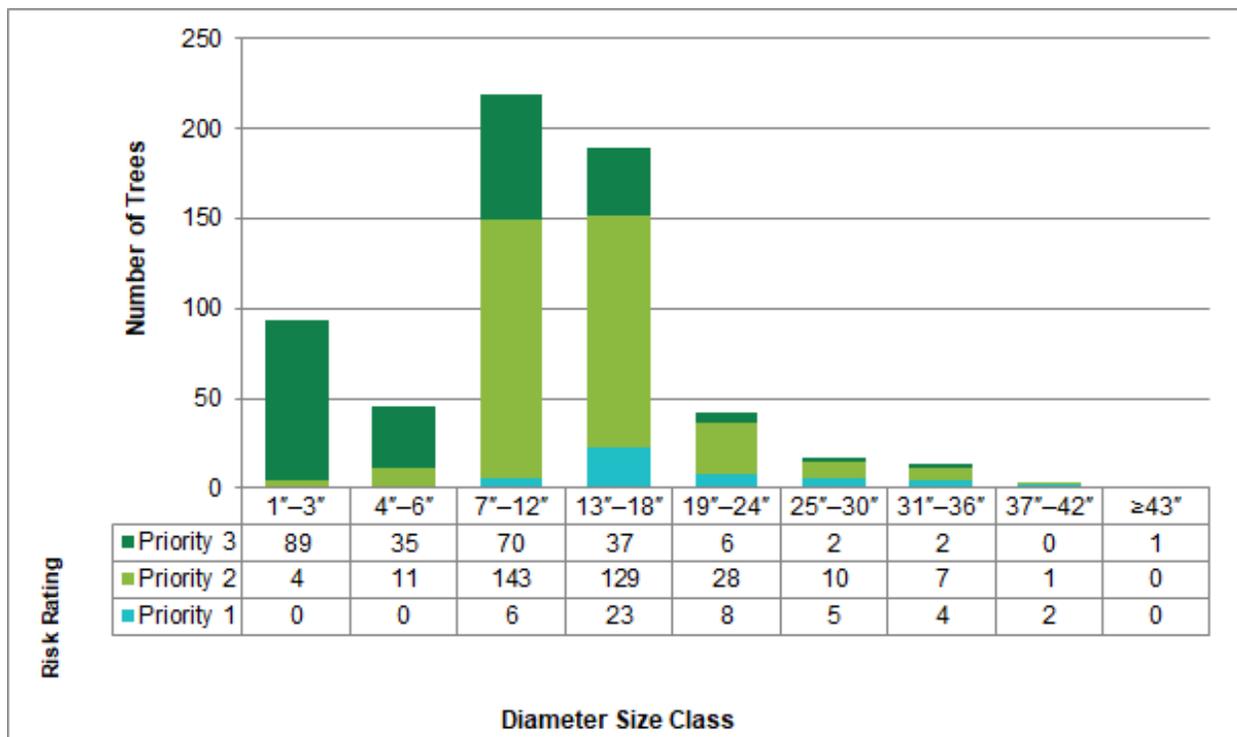


The tree management plan addresses trees that need immediate care, or priority tree work, and those trees needing periodic inspection and preventative pruning to improve tree structure and general health. The plan also addresses the number and size of available planting spaces if available planting sites are chosen as part of the inventory. In the plan, DRG groups tree maintenance tasks as follows:

- Priority tree removal
- Priority pruning
- Routine tree pruning cycle
- Structural pruning cycle
- Vacant planting space

To help project annual, long-term, or task-specific program budgets, DRG’s tree management plan includes a multi-year, editable Excel™ maintenance schedule and cost spreadsheet. The maintenance schedule approximates the cost to perform the recommended tree maintenance based on average industry unit rates to perform similar work. The format of the maintenance schedule and cost spreadsheet enables the City of Douglas to update individual tree maintenance costs as prices change and modify workloads based on the City’s completed work. This can be created to fit the requests of the RFP; 5 and 15 year maintenance schedules, and annual, 5-year and 15-year budgets for maintenance activities.

- **Invasive Insect or Disease Management Strategy:** In this section, potential threats to the City’s tree population will be identified. Fundamentals of an Integrated Pest Management program such as EAB will be explained, and strategies will be applied to existing pests. This section may also include information on wood utilization, and how to effectively monitor the community, improve public education, manage tree debris, reforest after an infestation, and work with stakeholders
- **Conclusion:** Summarizes the report, drawing inferences from the entire process about what has been found, or decided, and the impact of those findings or decisions.
- **Appendices:** Relevant appendices are provided.



Plan Add-Ons - Optional

While the information and recommendations in the Standard Tree Management Plan focus on inventory data analysis for proactive, cost-effective tree management, the City of Douglas may have particular issues or needs for further improving its tree care program.

For an additional fee, customized management plan sections (or separate reports) can be developed using the inventory data and other local, regional, and national sources of information and best management practices. Douglas may want to consider adding one or more of these topics to the Standard Tree Management Plan:

- **Operations Review:** Operational reviews evaluate many components of a community forestry program to make recommendations to increase effectiveness and efficiency through improvements in operational activities. Reviews provide summaries of existing conditions, identify gaps, and ultimately suggest goals, guidelines, and specific improvements that, once adopted, will help standardize and optimize community forestry program management and arboricultural practices.
- **Ordinance/Policy Review:** Douglas' tree ordinance and primary policies, specifications, and other guidelines relating to public tree management will be reviewed by DRG's Certified Arborists/Municipal Specialists. A summary of findings will be made, as well as recommended changes or additions that will strengthen the policies so that they are consistent with current industry standards and practices, can address particular needs, and will meet community goals. If needed, new ordinances, specifications, and policies can be drafted as an extension of this service.
- **Invasive Insect or Disease Management Strategy:** In this section, potential threats to the City's tree population will be identified. Fundamentals of an Integrated Pest Management such as EAB program will be explained, and strategies will be applied to existing pests. This section may also include information on wood utilization, and how to effectively monitor the community, improve public education, manage tree debris, reforest after an infestation, and work with stakeholders.
- **Waste Wood Utilization Plan:** Efficient utilization of waste wood can reduce costs for a community. Local needs and opportunities define the best management of this resource. An analysis of existing and future wood waste will be calculated. Based on the findings of the wood waste analysis, recommendations will be made to best utilize urban wood based on local resources and abilities.
- **Detailed Planting Plan:** A sustainable community forest must be diverse, vigorous, and properly stocked. This goal is often accomplished by having a planting plan. A planting plan will inform and advise tree managers and other stakeholders on the overall capacity for new trees where tree canopy should be expanded, species diversity measures improved, and the best planting techniques utilized. From the inventory data, a detailed statistical analysis of planting sites (including type, dimensions, and quantity) can be produced. The plan will also include a discussion on urban forest diversity issues, species selection, design methods, a detailed recommended species list, a tree planting worksheet, and recommendations for proper planting techniques and new tree maintenance tasks. Local needs and environmental justice will inform the planting plan.
- **Urban Tree Canopy:** This section will either estimate canopy cover using i-Tree Canopy or pre-existing Urban Tree Canopy analysis data. The section will discuss total community tree canopy, benefits provided, and compare canopy levels to similar communities in the Northeast. It will establish the value of measuring tree canopy and its implications and will provide a brief overview of establishing canopy goals and their role in urban forest management.
- **Storm Preparedness Plan:** A Storm Response and Recovery Plan is a practical document that details policies and procedures to increase the efficiency and productivity of tree risk reduction and storm response operations. The Storm Response and Recovery Plan will address many components of the community forestry program, the City's emergency storm response system, and the role of the local, county, state, and federal government. Recommendations will range from overall management objectives to specific operational details, and from long-term management objectives to short-term program priorities.
- **Funding Analysis:** A proactive and successful tree management program requires sufficient funding to accomplish priority work and to address other responsibilities, such as code enforcement, public education, and infrastructure project support. In this section, the current funding level and source(s) will be discussed and compared to the projected costs of completing tree pruning, removal, and planting tasks identified by the inventory. The funding needed for additional tree management program services or objectives, such as public outreach, new equipment purchases, and improved computer technology, can also be analyzed. The section will discuss

budget shortfalls, offer options for additional revenue streams, and explain why proper tree management is a prudent and profitable investment strategy for Douglas.

- **Public Relations Plan:** Citizens are truly the owners of the public forest; they literally own the majority of trees within the City limits found on private property. As such, community forest managers must take action to be leaders in public outreach and education. Having a strong public relations plan, along with the tools to make an impact, will help achieve communication goals. DRG will review current and potential partnerships for community engagement and citizen involvement opportunities. Suggestions will be provided for specific outreach projects, and fundamental public relations tools will be delivered.
- **Training:** Basic training of responsible staff by DRG experts that will guide all those involved in the ongoing maintenance of the i-Tree Inventory and implementation of the management plan. Follow-up by DRG in the second or third year is also a grant-funded option to ensure positive long-term support.
- **Stakeholder Meetings:** DRG can participate, lead, and/or otherwise facilitate stakeholder meetings for public education and outreach. In addition to our standard management plan sections, DRG can include additional customizable sections.

Project Schedule, Tasks, and Deliverables

The following project schedule lists key tasks along with expected completion dates and deliverables.

Project Schedule (weeks)							
Task	1	2	3	4	5	6-9	Result/Deliverable
Award							Insurance, contract
Data Mining and Field Computer Set-Up							Obtain basemaps and GIS data/ program software and hardware
Kick-off Meeting							Meeting summary as needed
Inventory Data Collection and QA/QC							Inventory of 4,000 sites; ongoing field checks; weekly e-mail updates
Inventory Data Delivery							Inventory data in Cartegraph
Tree Management Plan							Data analysis, summary, and recommendations

Quality Control and Assurance

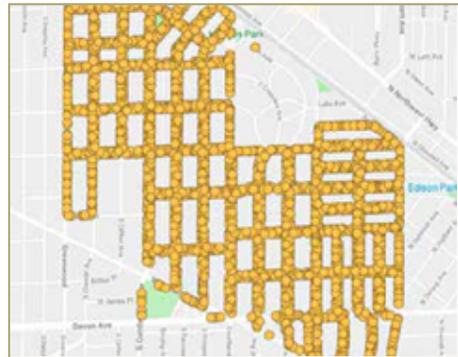
WE TAKE YOUR DATA SERIOUSLY

From the project’s start to its finish, DRG focuses on the experience the City has working with DRG and the quality of the project’s deliverables. To ensure a good working relationship throughout the project, DRG collaborates with the City early on to schedule fieldwork and meetings at mutually agreeable times and determine protocols for addressing questions and concerns that arise during data collection. DRG’s staff also stay in contact with the City’s staff during all phases of the project to keep the City informed of the project’s status. The following is an example of an inventory progress update, e-mailed on a set schedule such as weekly or bi-weekly, from DRG’s urban forester to the client.

INVENTORY PROGRESS UPDATE E-MAIL

Dear Valued Client:

Below is a recap of last week’s inventory progress. So far, we have inventoried 3,161 sites. The map (right) shows our progress in Zone C. We also had a chance to do some in-the-field quality assurance last week (bottom). We audited 1% of the data collected last week and found no critical errors.



We expect to wrap up data collection later this week. We predict that the remaining streets will have the same tree density, although the road running along the train tracks in the northeast may have slightly more trees. In all, we think that the total site count will be close to the pre-project estimate of 3,800 sites. We will keep everyone apprised if this expectation changes.

Katie will be on the ground this week, and Pete may come out to help with collection. If needed, they can be available for an in-person closing meeting. Otherwise, we can include the final site count and notes in a close-out e-mail.

As far as data delivery, we expect it will take a few days for GIS quality control checks after data collection is complete. We will follow up with an e-mail when your final inventory dataset is available in TreeKeeper®. If you have any questions or concerns, please reach out to me.

Thanks, Your DRG Urban Forester

Inventory Statistics				
Site Count to Date		Percent Complete	Estimated Total Site Count	
3,161		83%	3,800	
Quality Assurance				
Overall Critical Error Score	Target Critical Score	Overall Non-Critical Error Score	Target Non-Critical Score	Percent Audited
100%	98%	98.7%	95%	1%

In addition to providing an excellent client experience and thorough communication, DRG takes measures to ensure the delivery of the entire scope of work. DRG's business development staff review the project's scope and provide a data specification, based on the project's contract, to DRG's in-house development team. DRG's development team consists of the inventory's project manager, Gail Nozal, and GIS and IT specialists. Gail Nozal reviews the scope of work again to ensure that the data fields and input codes match Douglas' specifications. Once Gail Nozal approves the data specification, then DRG's GIS and IT staff program the field computers for data collection. Before the kick-off meeting, Gail Nozal checks the field computers to make sure the computers are set up correctly and work properly. At the kick-off meeting, DRG reviews the project's work plan with the City, answers questions, and ensures that Douglas and DRG's urban foresters are on the same page concerning the project's expectations.

Quality control and assurance continues during data collection. DRG's project manager and urban foresters use hot and cold data checks during fieldwork and encourage the City to do so as well. DRG regularly updates Douglas on the project's status and makes the City aware of any situations that may need immediate attention. At the end of the project, DRG's IT specialists run computer diagnostics on the inventory data to make sure the data is clean. Finally, DRG answers any questions the City has about the data and our TreeKeeper[®] software and verifies Douglas' satisfaction with DRG's work.

Client Responsibilities

1. Provide DRG with imagery, maps, and data files. Our request may include the following: digital orthophotographs, available GIS data layers, other electronic or paper copies of maps for roads, pavement widths, right-of-way widths, boundaries and utilities, and an electronic file or printed list of street names and endpoints.
2. Provide daily contact information and directions during the inventory project.
3. Provide a copy of any existing tree inventory databases.
4. Coordinate and host a kick-off meeting before the start of fieldwork.
5. By accepting this proposal, the City of Douglas accepts DRG's Terms and Conditions and Limited Warranty (listed after the Authorization to Proceed page below) and agrees that, upon award, this proposal and its attachments will be made a part of the Agreement.

Project Pricing

Task	Price
GIS Based Tree Inventory: Cost Per Tree up to 4,000 trees	\$27,365.00
Any additional trees over 4,000	\$6.84 per tree
Urban Forest Management Plan Development:	\$6,500.00

TREEKEEPER® SOFTWARE SUBSCRIPTION

DRG locks in the renewal fee at the prices listed below if the subscription does not lapse.

- Annually: **\$3,600/yr**

ADDITIONAL TREEKEEPER® SERVICES

- Custom TreeKeeper® Training: **\$750 web/\$1,800 on site**
- One Year of Premium Support: **\$1,500**
- Custom TreeKeeper® Training and One Year of Unlimited Telephone Support: **\$2,800**

This proposal is valid for 90 days, after which we reserve the right to amend fees as needed.

AUTHORIZATION TO PROCEED

The above prices and terms and conditions and warranty are hereby accepted. I am authorized to bind the City and authorize Davey Resource Group, Inc. to perform the specified work. I am familiar with and agree to the terms and conditions appended to this proposal. I understand that once accepted this proposal constitutes a binding contract. This proposal is based on an estimated number of trees/sites to be inventoried. Davey Resource Group, Inc. reserves the right to renegotiate the price based on the timing of the award, scheduling of fieldwork, the final methodology chosen by the client, and availability, completeness, and quality of maps and GIS information.

Tree Inventory and Planning

Description of Service	Contract Type	Price
Task 1: GIS Inventory (up to 4,000 trees)	Firm-Fixed Price ▾	\$24,868.00
Task 1 Additional: Any tree over 4,000	Firm-Fixed Unit Price ▾	\$6.22 per tree
Task 2: UF Management Plan	Firm-Fixed Price ▾	\$6,500.00
Project Total		\$31,368.00

By signing this form, I do hereby acknowledge acceptance of the scope of work and associated fee, as well as the terms and conditions and limited warranty contained herein. Furthermore, my signature authorizes the work to be performed effective the date of my signature and denotes that I am an authorized representative of the Client with authority to authorize and bind my company.

City of Douglas

Client Representative:

Authorizing Signature: _____

Title:

Date:

Phone Number:

Email:

Davey Resource Group, Inc.

DRG Project Representative:

Title:

Date:

TERMS AND CONDITIONS

- All pricing is valid for 90 days from the date of this proposal, after which time we reserve the right to amend fees as needed.
- Time and materials (T&M) estimates will be billed using the labor rates in DRG's current commercial price list. Fixed Fee Contract Prices will be billed in monthly increments for the percentage of work completed in the billing period. Firm-Fixed Unit Prices will be billed in monthly increments for the number of completed units in the billing period.
- Payment terms are net 30 days.
- If prevailing wage requirements are discovered after the date of this proposal, we reserve the right to negotiate our fees.
- The client is responsible for any permit fees, taxes, and other related expenses, unless noted as being included in our proposal.
- The client shall provide 48 hours' notice of any meetings where the consultant's attendance is required.
- Unless otherwise stated, one round of revisions to deliverables is included in our base fee. Additional edits or revisions will be billed on a time and material (T&M) basis.
- All reports are provided only to the client unless otherwise directed.

LIMITED WARRANTY

Davey Resource Group, Inc. ("DRG") provides this limited warranty ("Limited Warranty") in connection with the provision of services by DRG (collectively the "Services") under the agreement between the parties, including any bids, orders, contracts, or understandings between the parties (collectively the "Agreement").

Notwithstanding anything to the contrary in the Agreement, this Limited Warranty will apply to all Services rendered by DRG and supersedes all other warranties in the Agreement and all other terms and conditions in the Agreement that conflict with the provisions of this Limited Warranty. Any terms or conditions contained in any other agreement, instrument, or document between the parties, or any document or communication from you, that in any way modifies the provisions in this Limited Warranty, will not modify this Limited Warranty nor be binding on the parties unless such terms and conditions are approved in a writing signed by both parties that specifically references this Limited Warranty.

Subject to the terms and conditions set forth in this Limited Warranty, for a period of ninety (90) days from the date Services are performed (the "Warranty Period"), DRG warrants to Customer that the Services will be performed in a timely, professional and workmanlike manner by qualified personnel.

To the extent the Services involve the evaluation or documentation (“Observational Data”) of trees, tree inventories, natural areas, wetlands and other water features, animal or plant species, or other subjects (collectively, “Subjects”), the Observational Data will pertain only to the specific point in time it is collected (the “Time of Collection”). DRG will not be responsible nor in any way liable for (a) any conditions not discoverable using the agreed upon means and methods used to perform the Services, (b) updating any Observational Data, (c) any changes in the Subjects after the Time of Collection (including, but not limited to, decay or damage by the elements, persons or implements; insect infestation; deterioration; or acts of God or nature [collectively, “Changes”]), (d) performing services that are in addition to or different from the originally agreed upon Services in response to Changes, or (e) any actions or inactions of you or any third party in connection with or in response to the Observational Data. If a visual inspection is utilized, visual inspection does not include aerial or subterranean inspection, testing, or analysis unless stated in the scope of work. When performing tree inventories or assessments, DRG will not be liable for the discovery or identification of non-visually observable, latent, dormant, or hidden conditions or hazards, and does not guarantee that Subjects will be healthy or safe under all circumstances or for a specified period of time, or that remedial treatments will remedy a defect or condition.

To the extent you request DRG’s guidance on your permitting and license requirements, DRG’s guidance represents its recommendations based on its understanding of and experience in the industry and does not guarantee your compliance with any particular federal, state or local law, code or regulation.

DRG may review information provided by or on behalf of you, including, without limitation, paper and digital GIS databases, maps, and other information publicly available or other third-party records or conducted interviews (collectively, “Source Information”). DRG assumes the genuineness of all Source Information. DRG disclaims any liability for errors, omissions, or inaccuracies resulting from or contained in any Source Information.

If it is determined that DRG has breached this Limited Warranty, DRG will, in its reasonable discretion, either: (i) re-perform the defective part of the Services or (ii) credit or refund the fees paid for the defective part of the Services. **This remedy will be your sole and exclusive remedy and DRG’s entire liability for any breach of this Limited Warranty.** You will be deemed to have accepted all of the Services if written notice of an alleged breach of this Limited Warranty is not delivered to DRG prior to the expiration of the Warranty Period.

To the greatest extent permitted by law, except for this Limited Warranty, DRG makes no warranty whatsoever, including, without limitation, any warranty of merchantability or fitness for a particular purpose, whether express or implied, by law, course of dealing, course of performance, usage of trade or otherwise.

Appendix A: Experienced Staff

DRG may assign the following team members to the City of Douglas' project. Their experiences and credentials prove that they have the qualifications needed to work for the City.

Lianna Walsh | Site Manager

Lianna Walsh has been with DRG since 2018. Currently, she is a senior site manager working on tree collection programs throughout the Western United States. She is currently working on the Denver re-inventory project. She has also completed projects with Cherry Hills School District, Denver Tech Center, and supported inventory projects in Los Angeles and San Diego.

As an urban forester, Lianna is responsible for collecting tree attributes such as species, risk rating, condition, canopy height and diameter, critical root zone area, recommended maintenance, and insect and/or disease detection. As a site manager, Lianna's duties include planning and leading the workday for the field staff, updating clients on the work progression, conducting safety meetings with the staff, and performing data and field quality control.

Lianna previously performed data quality control and worked as an inventory arborist on the Asian Longhorned Beetle (ALB) project in Brooklyn, New York. As data quality control, Lianna checked and corrected each day's inventory data produced by the field staff on the identification, data collection, ground survey of ALB host species, and distinguishing signs of ALB from other signs of pest or human-inflicted damage. Lianna collected tree, surveyor, and site data via the Davey-developed software, Rover. Communication with the public was an important part of this position as she communicated with property owners for access to private trees throughout Brooklyn.

Lianna has a Bachelor's degree in Biology from Stony Brook University and is a Certified Arborist (#NY-6427A) through the International Society of Arboriculture. She has completed her ISA Tree Risk Assessment Qualification (TRAQ).

Bill Hunt | Inventory Arborist

Bill Hunt is an inventory and consulting arborist with the Davey Resource Group. He is currently working on the Denver re-inventory project. He has also supported other inventory projects in the western region. He began his career with Davey working on the Asian Longhorned Beetle eradication project in the Northeastern US. From there, Bill became a traveling inventory arborist, working on tree inventories for municipalities, large and small throughout the midwest and east coast. On these projects, he became progressively more responsible for work tracking, project progress, and quality control. During this time with Davey, Bill completed a significant number of inventories in communities throughout Missouri that were funded by grants. With those projects, he developed a strong sense of client service, being the Davey representative on the ground during those inventories. Bill left Davey and spent time being a utility forester on a large system in Ohio and Indiana. He was a work planner, completing notifications and communication to utility customers. Again, he spent a good deal of time being the interface between the utility and the property owners honing his customer communication skills.

Bill recently returned to DRG to continue his career as an inventory and consulting arborist. Bill is an ISA Certified Arborist (OH-6845A) with a TRAQ qualification. He holds a BS in Biology from the University of Cincinnati.

Maegan Blansett | Associate Consultant and Inventory Arborist

Maegan Blansett is a consultant and an inventory arborist and joined Davey Resource Group, (DRG) in 2022. Currently, she is working on the Denver re-inventory project. She has also contributed to the Edgewater Urban Forest Strategic Plan and the Edmond Canopy Study; both of these projects as an urban forestry consultant. She has worked with communities throughout the US to develop their urban forest resources and she is well-versed in the full process of producing urban tree canopy assessments and reporting, including identifying client goals to data preparation and analysis to designing and presenting a final report of the findings. Maegan utilizes her experience to develop creative and informative assessments and reports for a wide variety of clients. Prior to joining DRG, Maegan worked with another urban forestry firm, where she contributed to the full process of producing urban tree canopy assessments and the subsequent planning documents, and assisted leadership with general task management; training; and oversight. She also completed inventory work for many communities. She was instrumental in developing the urban forest master plan for Colorado Springs. Prior to working as an urban forestry consultant, Maegan was an oak health monitoring specialist, where she recruited, trained, and managed volunteers and conducted surveys and assessed their results as a team leader for the 2015 Street Tree Census for NYC Parks.

Maegan holds a BA in Geography from University of California, Berkeley and an MS in Environmental Science and Management from University of California, Santa Barbara. She is a Certified Arborist with the ISA. In addition to her professional endeavors, Maegan is also dedicated to volunteering and community involvement, and actively volunteers with the Arbor Day Foundation and Denver Digs Trees.

Appendix B: Inventory Data Fields

1. **Address/Location:** DRG identifies the location of each tree and planting site by the following attributes.
 - a. *Address.* House address.
 - b. *On Street.* The street where the tree is physically found.
 - c. *Side.* The side of the house on which the tree stands in relation to the physical address.
 - d. X and Y coordinates in the desired format.
 - e. *Park Name.* The name of the park.
2. **Species:** DRG names trees by genus and species using both botanical (latin) and common names, and by cultivars where appropriate.
3. **Tree Size:** DRG's urban foresters measure the diameter to the nearest inch in 1-inch size classes at 4½ feet above the ground, or diameter at breast height (DBH).
4. **Tree Height:** Estimated within 10 feet.
5. **Multi-Stem Tree:** DRG notes if a tree has multiple stems on trunks splitting less than 1 foot above ground level.
6. **Condition:** Staff consider signs of stress, poor structure, mechanical damage, soil and root problems, disease, and pests in the assessment of tree condition.
 - a. *Good.* A good tree shows no significant problems.
 - b. *Fair.* A fair tree has minor problems that may be corrected with time or corrective action.
 - c. *Poor.* A poor tree has significant problems that are irrecoverable.
 - d. *Dead.* A dead tree shows no sign of life.
7. **Primary Maintenance:** DRG assigns one of the following maintenance needs:
 - a. *Remove*—Trees recommended for removal have defects that cannot be practically or cost-effectively treated. Most trees in this category have a sizable percentage of dead crown.
 - b. *Prune*—Removal of one or more limbs to reduce risk, provide clearance, and restore the tree.
 - c. *Train*—Pruning of young or medium-aged trees to improve tree and branch architecture.
 - d. *Plant*—During the inventory, vacant planting sites are identified as Vacant Site Small, Vacant Site Medium, and Vacant Site Large (implying mature tree size), depending on the growing space available and the presence of overhead wires. Lacking local code definitions, planting sites are determined based on standard specifications included in accepted technical journals and by the arboriculture industry.
8. **General Observations:** DRG identifies the conditions which indicate the presence of structural defects recording only the most significant condition and limit conditions to the following:
 - a. Dead and dying branches
 - b. Broken and/or hanging branches
 - c. Branch attachment (adventitious, codominant, multiple, overextended)
 - d. Trunk condition (canker, bulges, ridges)
 - e. Cracks
 - f. Decay or cavity (large trunk wound)
 - g. Tree architecture (lean, bows, taper, live crown ratio)
 - h. Root problem (dead, decayed, missing, abnormal, girdling, lack of flare)
9. **Date of Inventory:** The date the DRG urban forester collected the data.

Appendix C: DRG Contract

SERVICES AGREEMENT

This Services Agreement (this “Agreement”), dated as of _____, 20__ (the “Effective Date”), is entered into by and between **DAVEY RESOURCE GROUP, INC.**, with offices located at 295 S. Water Street, Kent, Ohio 44240 (“Davey”), and [**CUSTOMER NAME**], with offices located at _____ (“Customer”).

RECITALS

- A. Davey is a leading provider of a full range of natural resource and utility consulting services.
- B. Customer desires to retain Davey to perform certain services, and Davey desires to perform the services for Customer, upon the terms and subject to the conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, terms, and conditions set out in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Exclusive Terms and Conditions. The parties intend for this Agreement, together with Exhibit A, to exclusively govern and control each of the parties’ respective rights and obligations regarding the Services (as defined below). Without limiting the foregoing, any additional or different terms contained in any purchase order or other request or communication from Customer pertaining to the Services, or any attempt by Customer to modify, supersede, supplement, or otherwise alter this Agreement, will not modify this Agreement nor be binding on the parties.

2. Services. Customer hereby retains Davey to perform the services set out in Exhibit A (the “Services”). Davey shall furnish all labor, materials, tools, equipment, and competent supervision necessary to complete the Services. Davey will perform the Services in accordance with the specifications set forth on Exhibit A (the “Specifications”).

3. Fees and Expenses.

3.1 As consideration for the performance of the Services, Customer shall pay to Davey the fees set forth on Exhibit A (the “Fees”). Customer shall pay the Fees to Davey within 30 days after receipt of each invoice from Davey (“Invoice”). Additional Services, and their related fees, may be added to Exhibit A from time to time upon terms mutually agreed upon by the parties.

3.2 To the greatest extent permitted by law, any Invoice not paid in full within 30 days of the Invoice date is subject to a late fee in the amount of 1.5% of the unpaid Invoice balance per month until the invoice is paid in full (“Late Fee”). Customer understands and agrees that the Late Fee reasonably represents Davey’s damage and loss resulting from late payments. In addition, Customer agrees to pay interest on any unpaid invoice amount at the maximum rate allowed by law. The payment to and acceptance by Davey of a Late Fee or interest will not constitute a waiver by Davey of Customer’s default with respect to any overdue amounts, nor prevent Davey from exercising any of the other rights and remedies granted at law or equity.

Davey reserves the right to use any and all means of collection available under applicable law to collect any amount past due. If Davey initiates litigation or other collection action against Customer to recover any amount, Customer shall pay all litigation and collection costs and expenses, including reasonable attorneys' fees and expert witness fees, incurred by Davey in connection with such litigation or collection act.

3.3 Upon Customer's request, prior to the final payment, Davey will deliver evidence that all of Davey's indebtedness in connection with the Services has been satisfied. Acceptance of final payment will not be deemed a release or waiver of any claims by Davey under this Agreement.

4. Timing. Davey will perform the Services in accordance with a schedule mutually agreed upon by the parties. Davey will promptly respond to Customer's inquiries and reasonable requests during the Term (as defined below).

5. Limited Warranty. For a period of 90 days from the date Services are performed (the "Warranty Period"), Davey warrants to Customer that the Services will be performed in a timely, professional, and workmanlike manner by qualified personnel (the "Limited Warranty"). If it is determined that Davey has breached the Limited Warranty, Davey will, in its reasonable discretion, either: (i) re-perform the defective part of the Services or (ii) credit or refund the fees paid for the defective part of the Services. **This remedy will be Customer's sole and exclusive remedy and Davey's entire liability for any breach of the Limited Warranty.** To the greatest extent permitted by law, except for the Limited Warranty, Davey makes no warranty whatsoever, including, without limitation, any warranty of merchantability or fitness for a particular purpose, whether express or implied, by law, course of dealing, course of performance, usage of trade or otherwise.

6. Authority to Grant Access to Job Site. Customer represents and warrants that Customer has full authority and the legal right to authorize and grant access, and does hereby authorize and grant access, to Davey to enter the job site, including all streets, sidewalks, and all surrounding property or areas necessary to gain access to or remove material from the job site. Customer understands and agrees that Davey has relied upon such representation and warranty to perform its services under this Agreement.

7. Source Materials. Customer will furnish to Davey all source materials, system diagrams, circuit diagrams, databases, and maps related to Customer's facilities that are necessary for Davey's performance of the Services ("Customer Source Materials"). Davey disclaims any liability for errors, omissions, or inaccuracies contained in or resulting from Customer Source Materials or information obtained from any third party or publicly available source.

8. Service Reports. Upon Customer's request during the Term, Davey will provide service reports in form and manner reasonably acceptable to Customer.

9. Compliance with Laws. Davey will perform the Services in compliance with applicable laws, regulations, and ordinances. Davey will maintain in effect during the Term all licenses, permissions, authorizations, consents, and permits required to perform the Services.

10. Independent Contractor. It is understood and acknowledged that in providing the Services, Davey acts in the capacity of an independent contractor and not as an employee or agent of the Customer. Davey will control the conditions, time, details, and means by which Davey performs the

Services. Neither party will have the authority to commit the other party or bind the other party to any obligation or liability or to act for or on behalf of the other party.

11. Confidentiality. All non-public, confidential, or proprietary information (collectively, “Confidential Information”), including, but not limited to, specifications, samples, patterns, designs, plans, drawings, documents, data, business operations, customer lists, pricing, discounts, or rebates, disclosed by a party (“Disclosing Party”) to the other party (“Receiving Party”), whether disclosed orally or disclosed or accessed in written, electronic, or other form or media, or otherwise learned by Receiving Party, and whether or not marked, designated, or otherwise identified as “confidential,” in connection with this Agreement is confidential, solely for Receiving Party’s use in performing this Agreement or exercising its rights under this Agreement and may not be disclosed or copied unless authorized by Disclosing Party in writing. Confidential Information does not include any information that: (a) is or becomes generally available to the public other than as a result of Receiving Party’s breach of this Agreement; (b) is obtained by Receiving Party on a non-confidential basis from a third-party that was not legally or contractually restricted from disclosing such information; (c) Receiving Party establishes by documentary evidence, was in Receiving Party’s possession prior to Disclosing Party’s disclosure; or (d) was independently developed by Receiving Party without referencing or using any Confidential Information. Upon termination or expiration of this Agreement, or at any time upon Disclosing Party’s request, Receiving Party shall promptly return all documents and other materials received from Disclosing Party, and destroy or erase all other documents and electronic files containing Confidential Information and certify that such documents and information have been destroyed or erased. Notwithstanding the foregoing, Receiving Party may retain a copy of Confidential Information in connection with its legal document retention policies, and any Confidential Information retained will remain subject to the obligations in this Section. Receiving Party will be liable for any breach of this Section by any of its employees or agents. Disclosing Party will be entitled to injunctive relief for any violation of this Section, without any requirement to post a bond or other security.

12. Indemnification.

12.1 Each party (the “Indemnifying Party”) shall indemnify, defend, and hold harmless the other party, and its officers, directors, employees, agents, representatives, successors, and assigns, (collectively, the “Indemnified Party”), from and against any and all claims, suits, actions, causes of action, and proceedings and any and all related liabilities, losses, damages, costs, and expenses (including, but not limited to, reasonable attorneys’ fees) (collectively, “Losses”) asserted against or incurred by the Indemnified Party if and to the extent caused by the Indemnifying Party’s material breach of any term or provision of this Agreement or the negligence or willful misconduct of the Indemnifying Party, or its employees, representatives, or contractors. If and to the extent that Losses are caused by the joint conduct of the parties, then a party’s duty of indemnification shall be in proportion to that party’s contribution to the cause of such Losses.

12.2 Notwithstanding anything contained in this Agreement to the contrary, Customer shall indemnify, defend, and hold harmless Davey, and its affiliates, and their respective officers, directors, employees, agents, representatives, successors, and assigns, from and against any and all Losses arising from or related to this Agreement that are in excess of the Liability Cap (as defined below).

12.3 The indemnification obligation of the parties under this Section are contingent upon the Indemnified Party: (i) notifying the Indemnifying Party promptly of the claim and giving that

party the exclusive right to control and direct the investigation, preparation, and settlement of the claim; and (ii) giving the Indemnifying Party, at the expense of the Indemnified Party, reasonable cooperation; provided, however, that the failure of the Indemnified Party to promptly give the Indemnifying Party notice shall affect that party's obligation to indemnify only to the extent the rights of that party are materially prejudiced by such failure, and further provided that the Indemnified Party may participate, at its own expense, in such defense and in any settlement discussions directly or through counsel of its choice.

12.4 This Section 12 shall survive the completion of the applicable Services for a period of one (1) year.

13. Limitation of Liability.

13.1 Notwithstanding anything to the contrary in this Agreement, to the greatest extent permitted by law, in no event shall either party be liable for any consequential, indirect, incidental, special, exemplary, punitive, or enhanced damages, lost profits or revenues or diminution in value, arising out of, or relating to, this Agreement or in connection with any breach under this Agreement, regardless of (a) whether such damages were foreseeable, (b) whether or not the party was advised of the possibility of such damages, (c) the legal or equitable theory (contract, tort or otherwise) upon which the claim is based, and (d) the failure of any agreed or other remedy of its essential purpose. To the greatest extent permitted by law, in no event shall Davey's aggregate liability arising out of or related to this Agreement, whether arising out of or related to breach of contract, tort (including negligence), indemnification obligations, or otherwise, exceed the applicable insurance limits set forth in Section 15 (the "Liability Cap").

13.2 Notwithstanding anything to the contrary in this Agreement, to the extent the Services involve the evaluation or documentation ("Observational Data") of trees, tree inventories, natural areas, wetlands and other water features, animal or plant species, or other subjects (collectively, "Subjects"), the Observational Data will pertain only to the specific point in time it is collected (the "Time of Collection"). Davey will not be responsible nor in any way liable for (a) any conditions not discoverable using the agreed upon means and methods used to perform the Services, (b) updating any Observational Data, (c) any changes in the Subjects after the Time of Collection, including, but not limited to, decay or damage by the elements, persons or implements, insect infestation, deterioration, or acts of God or nature or otherwise (collectively, "Changes"), (d) performing services that are in addition to or different from the originally agreed upon Services in response to Changes, or (e) any actions or inactions of you or any third party in connection with or in response to the Observational Data. If a visual inspection is utilized, visual inspection does not include aerial or subterranean inspection, testing, or analysis unless stated in the scope of work. Davey will not be liable for the discovery or identification of non-visually observable, latent, dormant, or hidden conditions or hazards, and does not guarantee that Subjects will be healthy or safe under all circumstances or for a specified period of time, or that remedial treatments will remedy a defect or condition. To the extent Customer requests Davey's guidance on Customer's permitting and license requirements, Davey's guidance represents its recommendations based on its understanding of and experience in the industry and does not guarantee your compliance with any particular federal, state, or local law, code, or regulation. Davey may review information provided by or on behalf of Customer, including, without limitation, paper and digital GIS databases, maps, and other information publicly available or other third-party records or conducted interviews

(collectively, “Source Information”). Davey assumes the genuineness of all Source Information. Davey disclaims any liability for errors, omissions, or inaccuracies resulting from or contained in any Source Information.

14. Release of Claims Relating to Job Site Conditions. Customer hereby releases Davey from any and all claims of any kind, including claims for personal injury, death, and property damages, arising from or relating to any condition of the job site or any hazard on the job site that existed prior to the execution of this Agreement or was caused by a party not controlled by Davey, whether known or unknown.

15. Insurance. Davey, at its own expense, shall maintain during the progress of any services performed pursuant to this Agreement the following minimum limits of insurance: (a) Workers’ Compensation Insurance in at least the minimum amount required by and in compliance with the laws of the State where the services are to be performed; (b) Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate; and (c) Automobile Liability Insurance covering owned, non-owned, and hired vehicles used by Davey in connection with the services in an amount not less than \$1,000,000 per accident combined single limit, \$1,000,000 aggregate.

16. Term. This Agreement shall commence as of the Effective Date and shall continue in effect until the completion of the Services, unless sooner terminated pursuant to Section 17 (the “Term”).

17. Termination.

17.1 Either party may terminate this Agreement for convenience effective upon 30 days’ prior written notice to the other party.

17.2 In the event of a material increase in labor costs occurring during the performance of this Agreement through no fault of Davey, Davey may at its option terminate this Agreement, attempt to re-negotiate the Fees, or request an equitable adjustment to the Fees. A change in labor costs shall be considered material when the labor costs increase by more than 3% during the term of this Agreement.

17.3 Either Party may terminate this Agreement, effective upon written notice to the other Party (the “Defaulting Party”), if the Defaulting Party: (a) materially breaches this Agreement, and such breach is incapable of cure, or with respect to a material breach capable of cure, the Defaulting Party does not cure such breach within 15 days after receipt of written notice of the breach; (b) becomes insolvent or admits its inability to pay its debts generally as they become due; (c) becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law, which is not fully stayed within seven days or is not dismissed or vacated within 30 days after filing; (d) is dissolved or liquidated or takes any corporate action for such purpose; (e) makes a general assignment for the benefit of creditors; or (f) has a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business.

17.4 Upon the expiration or termination of this Agreement for any reason, Customer shall pay Davey for all work performed, and reimburse Davey for all non-cancellable costs properly incurred by Davey in connection with the Services, up to the date of expiration or termination, as applicable.

18. Survival. Termination or expiration of this Agreement does not affect any rights or obligations under this Agreement that by their nature or intent survive the termination or expiration of this Agreement.

19. Force Majeure. Notwithstanding anything to the contrary in this Agreement, Davey shall not be liable or responsible to Customer, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, if Davey's failure or delay is caused by or results from any of the following events: acts of God, flood, fire, earthquake, hurricane, epidemic, explosion, war, invasion, hostilities, terrorist threats or acts, riot, government order or law, embargoes, blockades, or other similar events beyond the reasonable control of Davey.

20. Further Assurances. Each party shall use commercially reasonable efforts to, from time to time at the request of the other party, furnish the other party the further information or assurances, execute and deliver such additional documents, instruments, and conveyances, and take other actions and do other things, as may be reasonably necessary or appropriate to carry out the provisions of this Agreement and give effect to the transactions contemplated by this Agreement.

21. Assignment. Customer shall not assign or transfer any of its rights or obligations under this Agreement without the prior written consent of Davey. Any purported assignment or transfer in violation of this Section shall be null and void. No assignment or transfer shall relieve Customer of any of its obligations under this Agreement.

22. Severability. The invalidity, illegality, or unenforceability of any provision in this Agreement does not affect any other provision in this Agreement or the validity, legality, or enforceability of such provision in any other jurisdiction.

23. Waivers. No waiver by either party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and signed by the party so waiving. No waiver by either party shall operate or be construed as a waiver in respect of any failure, breach, or default not expressly identified by such written waiver, whether of a similar or different character, and whether occurring before or after that waiver.

24. Notices. All notices, requests, consents, claims, demands, waivers and other communications under this Agreement shall be in writing and shall be deemed to have been given: (a) when delivered by hand; (b) when received by the addressee if sent by a nationally recognized overnight courier (receipt requested); (c) on the date sent by facsimile or e-mail (with confirmation of transmission) if sent during normal business hours of the recipient, and on the next business day if sent after normal business hours of the recipient; or (d) on the third day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid. Such communications must be sent to the respective parties at the addresses set forth in this Agreement (or to such other address that may be designated by a party from time to time in accordance with this Section).

25. Entire Agreement; Amendments. This Agreement, together with Exhibit A, constitutes the entire agreement between the parties and supersedes all other communications, oral and written, between the parties relating to the subject matter of this Agreement. This Agreement may be amended, modified, or supplemented only by an agreement in writing signed by both parties.

26. Choice of Law and Forum. This Agreement will be governed by and construed in accordance with the internal laws of the State of Ohio, without giving effect to any choice or conflict of law

provision or rule (whether of the State of Ohio or any other jurisdiction) that would cause the application of laws of any jurisdiction other than those of the State of Ohio. Any legal suit, action or proceeding arising out of or related to the Services or this Agreement, or the matters contemplated under this Agreement, shall be instituted exclusively in the state courts located in Portage County, Ohio, or the United States District Court for the Northern District of Ohio, and each party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action or proceeding and waives any objection based on improper venue or inconvenient forum.

27. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the Effective Date.

DAVEY RESOURCE GROUP, INC.

Signature: _____

Printed Name: _____

Title: _____

[*CUSTOMER NAME*]

Signature: _____

Printed Name: _____

Title: _____

Exhibit A

Services and Fees

[For each Service provide: (1) detailed description, (2) required timeframe, (3) accuracy standards (if applicable), (4) associated Fees, and (5) any other relevant factual information regarding the Service.]

Memo

To: Mayor, Council Members and Administrator Cox
From: John Harbarger, Public Works Director
Subject: Public Works Department Reports
Date: February 12, 2024

With the new budget year starting we will be looking at designing and advertising for this year's projects soon. We have quite a few projects in this year's budget, and you will see in the coming months those projects in the monthly reports. The below projects are what has been completed and the current projects in design and what will be happening soon.

Clearfield booster is under design.

Middle School lift station – This project is in the design stage.

Cahoy Drilling is in the process of drilling of the new Sheep Mountain test well.

Adams St. water main and street reconstruction has been designed and the plans have been sent to DEQ for approval.

Landfill Rd. is in design.

N. 4th St. reconstruction is in design.

The Salt/Sand building will be delivered Wednesday the 7th to the site.

Bids were opened for the tanker to be used at the Landfill. We received one bid from Blackburn Cattle Co. in the amount of \$25,000.

Bids were opened for the Birch St. sewer project. We receive 5 bids with the low bidder going to Wayne Coleman Construction in the amount of \$236,307.

We are currently advertising the 2nd & 3rd St. sewer replacement with the bid opening on March 5th.

CITY OF DOUGLAS WATER PRODUCTION AND CONSUMPTION ANNUAL TOTALS
ANNUAL TOTALS FOR THE YEAR OF: 2024

	SPRING PRODUCTION	SHEEP MT. WELL PRODUCTION	W.T.P. PRODUCTION	TOTAL PRODUCTION	TOTAL CONSUMPTION	WTP FTW (Return to River)	DAILY CONS. PER/CAPITA
JANUARY	25,472,007	0	0	25,472,007	25,423,075	0	128
FEBRUARY	3,191,317	0	0	3,191,317	3,162,173	0	124
MARCH	0	0	0	0	0	0	#DIV/0!
APRIL	0	0	0	0	0	0	#DIV/0!
MAY	0	0	0	0	0	0	#DIV/0!
JUNE	0	0	0	0	0	0	#DIV/0!
JULY	0	0	0	0	0	0	#DIV/0!
AUGUST	0	0	0	0	0	0	#DIV/0!
SEPTEMBER	0	0	0	0	0	0	#DIV/0!
OCTOBER	0	0	0	0	0	0	#DIV/0!
NOVEMBER	0	0	0	0	0	0	#DIV/0!
DECEMBER	0	0	0	0	0	0	#DIV/0!
TOTAL	28,663,324	0	0	28,663,324	28,585,248	0	#DIV/0!
ACRE FT.	87.965	0.000	0.000	87.965	87.725	0.000	

CITY OF DOUGLAS WYOMING

HOME OF THE JACKALOPE.

To: Mayor Pexton & Members of the City Council
City Manager JD Cox

From: Todd Byerly
Chief of Police

Date: February 5, 2024

Re: Police Department Report – January 2024

As will be introduced to council, Kimberly Larsen and Micah Thomson have joined the ranks of the Douglas Police Department. Kimberly comes to us from Albany County where she worked as a detention deputy and some patrol (State certified Peace Officer), and Micah spent the last four (4) years in the U.S. Coast Guard. Their addition of Kimberly and Micah complete our authorized staffing, we are now at full authorized strength. They begin their first two (2) weeks of training in a pre-academy class including firearms, custody and control, Taser, crime scene management, search and seizure, case law, etc.

Sgt Cowardin applied to the Federal Bureau of Investigation's National Academy (FBI/NA) and has been accepted to attend in April. This is quite the honor and privilege as roughly as less than 2% of law enforcement officers can attend the world's premier law enforcement training. Officers from nearly 194 countries are represented. Both Chief Byerly and Lt Matthews are graduates from the FBI/NA and this is quite an honor for Sgt Cowardin, the Douglas Police Department, and the City of Douglas. Some of, not all, training includes leadership development, behavioral science, law, and communication.

Custody and control instructors Luca Dowd and Chris Voigt completed an in-house custody and control update training.

We are currently reviewing policy. Every year our department reviews high risk/liability policies, and all other policies are reviewed on a bi-annual basis.

The phone forensics is up and running. Officer Dwyer and Officer Voight have been selected to administer the program. Both have completed an extensive on-line training specific to the program, Cellebrite. This training was included in the cost of the program paid for by the RVCRI Grant.

December Group A Offenses – 8

December Group B Offenses – 201

Quality of Life – 181

Respectfully Submitted,

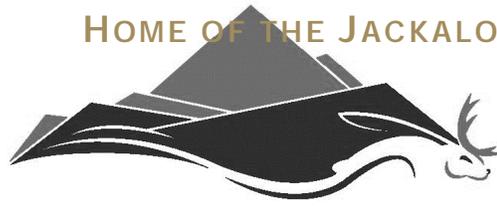
Todd A. Byerly
Chief of Police



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82633

CITY OF **DOUGLAS** WYOMING

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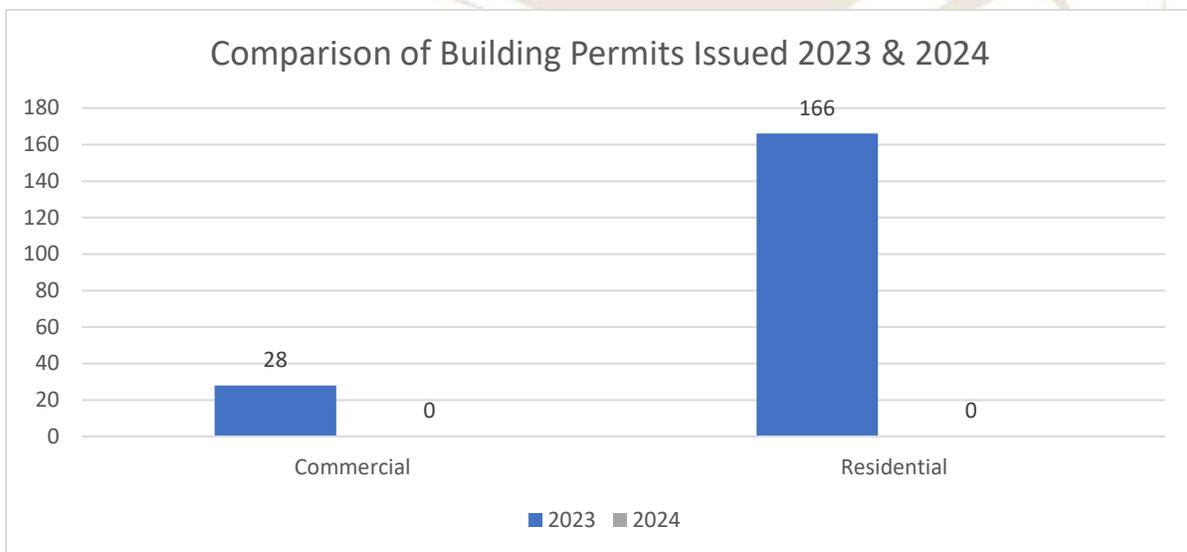
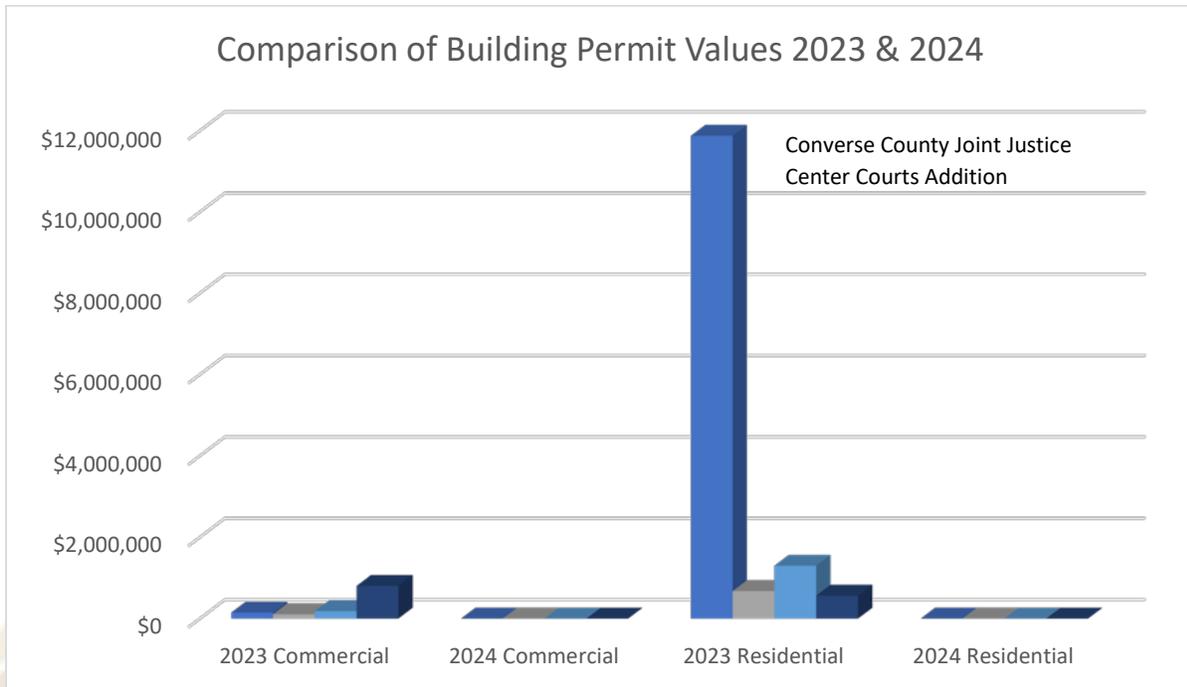
Community Development Department Report

February 2024 (Numbers for January)

Building Permit Count: 10 Total (5 Residential, 1 Commercial)

Building Permit Value (Monthly Totals): \$32,224.52

Permit Values



CITY OF DOUGLAS WYOMING

HOME OF THE JACKALOPE.

Strategic Doing:

Champion	KPI		Update
Clara	FUN-01	Encourage beautification of properties, develop awards incentive, and celebrate 6 residential properties and 6 commercial properties.	Working with Code Compliance and Ayres Associates to develop.
Clara	FUN-02	Develop Property Quality Index and establish baseline.	Working with Ayres Associates to develop. Discussed on 12/13/2023.
Clara	FUN-03	Develop baseline measurement of housing units rated average or better on Physical Condition Index.	Working with Ayres Associates to develop. Discussed on 12/13/2023. Will be using data from Rural Growth Strategies.
Clara	FUN-04	Develop baseline measurement of homes available at or below the Douglas average household income.	Working with Ayres Associates to develop. Discussed on 12/13/2023. Will be using data from Rural Growth Strategies.
Clara	FUN-10B	Community Facility Phase 3: Develop formal design for the community facility.	Dependent on FUN-9A.
Clara	PSE-12	Have one lot in Meadow Acres #4 under development by the end of FY24.	Agreement sent to developer for review. Developer planning to visit Douglas in early 2024. Developer talking with companies and contractors to start construction on two of the lots.
Clara	PSE-13	Record Replat of Meadow Acres #2 subdivision based on future development of area.	On hold until Community Facility location determined.
Clara	UPI-05	Identify appropriate, visible location for "Jack" statue.	Arts & Culture considering more appropriate placement at Boys & Girls Club. Meeting on site on 2/14 to determine location.
Heidi	UPI-06	Add one interactive feature at Jackalope Square.	In planning stages; considering best use of the park. Attending Arts & Culture 12/13 to discuss ideas. Working with Brandon. Heidi send request to modify KPI language.
Heidi	UPI-09	Develop 4 or more cultural programming - events or activities that reflect Douglas' identity.	May consider reducing the number; 2-3 may be possible. Currently planning 2. Looking at adding to Railroad Days. Arts & Culture discussing a mural festival; scale-down for first year. Shop With a Cop Hay Ride.

CITY OF DOUGLAS WYOMING

HOME OF THE JACKALOPE.

Clara	UPI-10	Promote attendance for at least 10 major public events not related to State Fair.	60% complete. Need to promote four more events.
Clara	EIN-01	Implement interactive engagement program by which citizens can be informed and communicate with the City.	Using Facebook, Instagram, City Website, and Electronic Signs. Working on a 311 app.
Clara	EIN-02	Install electronic message displays and coordinate messaging with at least 5 businesses.	Completed. Set up celebration.

Inspections: 53 Total

Contractor Licenses: 24

Code Compliances Cases: 8 Total (Citations Issued: 0, Court Cases: 0)

Planning Cases: (Developments, Subdivisions, County Subdivision, Zoning, CUP's, TUP's, Downtown Historic District Review Panel):

- None.

Ordinances:

- Writing in progress.

Currently Processing:

- Contractor Licensing: 218 Contractors currently licensed after renewals.
- Conditional Use Permit Renewals.
- First Northern Bank Building Plans.
- Maverik Fuel Station and Convenience Store Building Plans.

Construction in Progress:

- Single-Family Residences: There are currently 4 SFR's under construction (two on Pronghorn Court and a duplex on Wind River).
- Douglas Middle School (TCO)
- Scooter's Coffee (TCO)
- CCJJC Phase 2 (TCO)
- LaParele Apartment Renovations (violations including dumpster enclosure and snow removal)

Grants:

- WYDOT TAP Grant – Design: 90% complete. Reviewing storm sewer and drainage.
- WYDOT TAP Grant – Construction: Contract documents finalized. Design documents will be sent in for review as soon as completed.
- SS4A: Waiting on USDOT for contract documents. Had a grant kick-off meeting with regional manager.
- EPA Brownfield Assessment: Working on final close-out documents.

101 N. 4TH ST. | P.O. BOX 1030 | DOUGLAS, WY 82633

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CITY OF DOUGLAS WYOMING

HOME OF THE JACKALOPE.

Other Projects:

- Comprehensive Plan: Setting up timing for Ayres Associates to meet with community members and stakeholders. Determining scope and branding.
- Downtown Vitalization: Working with Ayres Associates to develop scope and work community engagement in including 112 N. 2nd Street.
- Community Facility Working with PlanOne on design.
- City Hall Façade: Working with PlanOne on design.
- Wyoming Planning Association (WYOPASS): Continues to submit comments to the Regulatory Reduction Task Force regarding the three bills related to Accessory Dwelling Units, Property Development Exactions, and Building Permit Notice Requirements.
- Hazard Mitigation Plan: Currently working on Tasks 9-12.
- ICS Training
- Retail Coach: Working with Retail Coach and providing data; gave tour of community.
- Riverside RV Park: Discussions regarding the floodplain with Homeland Security. Incomplete Annexation Application received (no plat or application fee submitted).
- Streamlining: Researching companies who can assist the City in moving to a more transparent and streamlined development process. The goal is to have a digital guided process for all types of applications with automatic notifications for processing and review, integration with ESRI and Contractor database, digital inspections, and digital code compliance processing. Developed narrative for Council review.
- Public Relations: Attempting to post information to the City Facebook, Instagram, Website and Electronic Signs.

Historic Preservation Commission: The commission is working on planning for next year's projects, and how they can coordinate with KPI Champions to assist with meeting the City's goal for Strategic Doing. Some members attended the MAP workshop with the Arts & Culture Board meeting to hopefully be able to help there as well. They are working on putting together their budget requests.

Arts & Culture Board of Trustees (ACBT): The ACBT held a workshop hosted by the Wyoming Arts Alliance to begin development of board cohesion, the 1-year plan, and the 5-year plan. The Board is currently working on short and long-range action plans, determining best location for "Jack" and "Harriet" statues, and appropriate aesthetic for Douglas.



Community Development Department

2023 Year in Review



Planning Cases Developments

2 Completed

1 In-Progress

Vacations

0 Vacation of ROW

Subdivisions

3 Subdivision

County Subdivisions

1 Subdivision

Zoning

2 Cases

Conditional Use Permits

9 Permits

{ 2 STR's }

{ 2 EMD Signs }

{ 3 Day Cares }

{ 0 Boarding Houses }

{ 1 Private School }

Downtown Historic District Review Panel

4 Cases



Other Projects

Richards Street Pedestrian Grant

Brownfield Assessment Grant

CCJJC Courts Phase

Middle School Improvements



Building

194 Building Permits

(87 roofs)

\$15,647,934 VALUE

17 New Construction Permits

(9 SFR)

\$1,808,905 VALUE

422

Building Inspections

Code Compliance

42 Posted Properties

150 Noticed Properties

42 Noticed Trailers

Currently Processing

Maverik Fuel Station
Processing Type B Development.

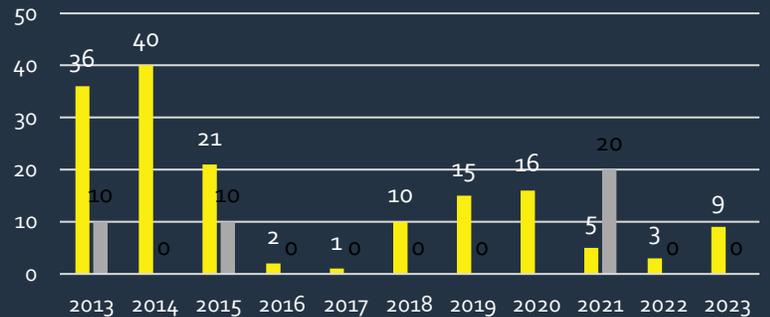
First Northern Bank
Processing Building Submittal.

Senior Center
Rezone, Minor Plat, Garage Development

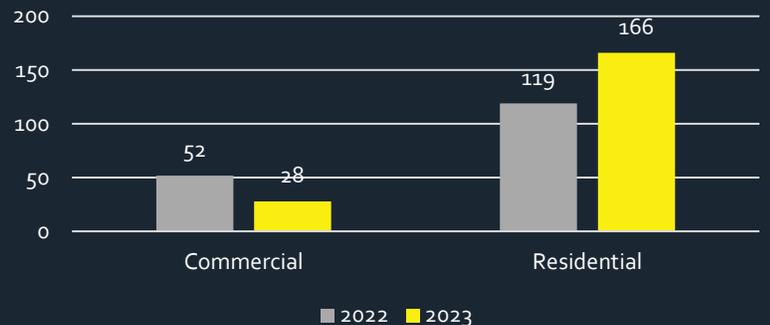
Number of Building Permits for New Construction



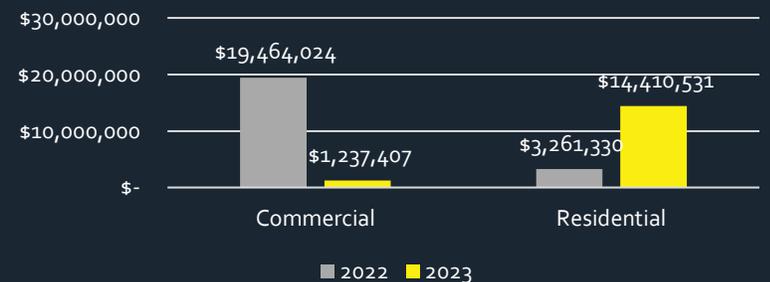
Number of Building Permits for New Residential Construction



Comparison of Building Permits Issued 2022 & 2023



Comparison of Building Permit Values 2022 & 2023





Douglas Historic Preservation Commission

P.O. Box 1030
Douglas, WY 82633

Board Members present: Julia Evins, Betsy Varland,
Sarah Russell, Heidi McCullough, Lisa Patterson
Board Members absent: Crystal Hendricks, Jacey Bauman.
City of Douglas Liaison: Heidi McCullough

MINUTES January 17, 2024

1. Call to Order
 - a. Called to order at 5:20pm by Chairperson Evins
2. Approve Minutes of the November 15, 2023
 - a. Moved by Russell, 2nd by McCullough passed unanimously.
3. Election of Officers
 - a. McCullough nominated Julia Evins to remain as Chairperson, Patterson seconded. Motion was unanimously approved.
 - b. Varland nominated Heidi McCullough as Secretary, Patterson seconded. Motion was unanimously approved.
4. Old Business:
 - a. Training Updates – Chairperson Evins submitted certificate of completion for a webinar, Commissioner Varland has one to submit as well.
 - b. South Douglas Historic District
 - i. Work to begin on walking tour, nomination listed some notable houses, but we will look into adding more.
 - c. Budget Requests
 - i. 3rd Grade workbooks – we have enough for this year, but that is all.
 1. McCullough will continue to research bids
 - ii. Walking tour brochures for South Douglas Historic District
 1. There is a lot of work left in the research stage.
 2. Plan for having brochures for ready for printing in FY25-26
 - iii. QR Codes to add to Downtown walking tour sign and a sign for Cemetery Kiosk building and placement around cemetery.
 - iv. Training – continue to ask for training funds
 - v. SHPO Convention – travel and rooms for commission.
 - d. Commission Terms
 - i. Bauman and McCullough have both reapplied for their position on the commission.
5. New Business
6. The meeting was adjourned at 6:20pm. Next meeting will be February 21, 2024 at 5:15pm at City Hall.

Arts & Culture Board of Trustees: September 27, 2023

Call to Order: 5:30pm

Attendees

- **Board:** Michele Carter – Chair, Betsy Varland, Shea Burke
- **Absent Board:** Amanda Smylie, Chevy Meyer
- **City:** JD, Clara
- **Guests:** Evan Helenbolt (CCSD#1, Instructional Coach - Grades K-12), Jeremy Settlemeyer (CCSD#1, Art Teacher - Grades 9-12)

Agenda Approval: Motion: Betsy, **Second:** Shea, **Vote:** 3/0

Introductions: Visions

- Douglas receive grants/funding for arts and culture development.
- Restore the cultural opportunities and activities Douglas used to have.
- Stop seeing art and history disappear from the community.
- Activating art and culture in every way possible.
- Authentic learning.
- Engaged youth.
- Ability to retain people.

Voting of Officers: Tabled until next meeting due to missing board members.

City Requirements: Rules of the City apply to the Board. Meetings are Open Meetings and subject to Records Requests. Meetings must be noticed publicly. Meeting minutes must be taken.

Resolution No. 2022-28: JD reviewed the Resolution including the purpose of creating the Board.

- Will provide advice to City Staff and Council.
- Oversees arts and culture plans including long-term goals.
- Work together with identified entities.
- Brainstorm and suggest ways to involve others in the community.
- Assistance to Douglas non-profits.
- Determine sustainable funding mechanisms for the development of arts and culture in Douglas.

City Strategic Doing 2023-2025: JD reviewed Strategic Doing. Council intentionally budgeted for the Key Progress Indicators (KPI). Highlighted the Outcomes and KPI's specific to the Board.

- **Mission, Vision, Core Values:** Decisions made by the Board should be measured against the Mission, Vision and Core Values to ensure they are in alignment.
- **Prosperous & Stable Economy (PSE):** Highlighted how Arts & Culture link directly to the economy of Douglas including Tourism.
- **Unique & Promotable Identity (UPI):** Highlighted Strategy #3 Development of Arts & Culture along with Tourism, Visual Arts, Cultural Programming.
- Additional Outcomes, Strategies, and KPI's could also be benefited by the actions of the Board.
- **Outdoor Identity:** The Board has an opportunity to link the love of the outdoors.

Upcoming Arts & Culture Projects/Programs

Jackalope Statue: Converse County Tourism Board is gifting a life-sized jackalope (“Jack”). Assistance for location of “Jack” is requested of the Board.

- **Backdrop:** Concrete wall that can have a mural that could be repainted every 2-years. Backside of the wall could be a second mural.
 - Students from the school could paint the mural in 2-3 weeks.
 - Use oil paints to keep from fading/chipping/etc.
- **Location Ideas:**
 - Walnut Street parking lot – draws people into downtown. Turn the 2.5 alley into an alley art-walk using rice paper.
 - Depot Parking Lot: Welcomes people to Downtown.
 - Railroad Interpretive Center.
 - Entrance to the community.
- **Things to Consider:** Vehicular distractions, collisions, ability to park and take pictures, ability to have surveillance cameras.
- **Timeline:** Recommendation by Spring.

Other Ideas

- Overlay Creative Arts District over the Downtown District.
- Welding class at the school build sculptures to place around the community.
- Celebrate National Arts and Humanities Month next October.
- October: Inktober.

Meeting Dates: Fourth Wednesday of the month at 5:30pm at City Hall. Next meeting will be October 25, 5:30, City Hall.

October Meeting Topics

- FY24 Visual arts programming & Development of 4 or more cultural programming (Douglas Strategic Doing 2023-2025).
- Partners: Wyoming Arts Alliance, Cultural Trust Fund, Wyoming Arts Council, Douglas Main Street, Historic Preservation Commission, Casper Art Corp, etc.
- Discuss Theme.

Other Items

Grants: Work with the City for government grants. Could use Enterprise or another non-profit group to facilitate other types of grants.

Resources: Question: What resources are available to the Board to inform decisions of the Board?
Answer: City Staff, specifically JD and Clara, will be resources to help get data and information to help make fact-based decisions.

SharePoint: Available to the Board.

Action Items

Clara

1. Provide streetscape drawings.
2. EMD: Post October is National Arts and Humanities Month.

JD

1. National Arts and Humanities Month Proclamation.

Adjournment: Motion: Betsy, **Second:** Shea, **Vote:** 3/0. Adjourned at 6:45.

Arts & Culture Board of Trustees: October 25, 2023

Meeting Called to Order at 5:30pm.

Attendees

- **Board:** Michele Carter – Chair, Betsy Varland, Shea Burke, Richard Burke, Chevy Meyer
- **Absent Board:** Amanda Smylie, Karma
- **City:** Clara
- **Guests:** None.

Introductions

Approval of Agenda

- **Motion:** Chevy
- **Second:** Richard
- **Discussion:** None
- **Vote:** 5/0

Approval of September 27, 2023 Meeting Minutes

- **Motion:** Shea
- **Second:** Betsy
- **Discussion:** None.
- **Vote:** 5/0

Voting of Officers

- Vice Chair
 - Motion: Richard Burke motioned for Betsy Varland as Vice Chair.
 - Second: Shea Burke
 - Discussion: None
 - Vote: 5/0
- Secretary
 - Motion: Shea Burke motioned for Chevy Meyer as Secretary.
 - Second: Betsy Varland
 - Discussion: None.
 - Vote: 5/0
- Treasurer
 - Motion: Shea Burke motioned Richard Burke as Treasurer.
 - Second: Chevy Meyer
 - Discussion: None.
 - Vote: 5/0

Review of City of Douglas Strategic Doing 2023-2025 and Resolution

Michele Carter reviewed the Resolution. She noted the requirement for both a fiscal year plan and a long-term 5-year plan.

Michele Carter and Clara Chaffin reviewed Strategic Doing and KPI's. Discussions regarding partnerships and building up all entities together was noted.

Action Item

- **Clara:** Add SD document to Arts & Culture SharePoint.

Continuation of Jackalope Statue Conversation

Michele Carter reviewed discussions from the previous meeting regarding placement of the new Jackalope statue and placement.

The idea of students at the school painting a mural every year or two as a senior art project was discussed.

Locations were discussed including the Walnut Street parking lot, the railroad corner, the railroad museum, and entrances into the community.

Planning should consider a second jackalope, "Harriet", to be donated by Converse County Tourism.

The location next to the railroad tracks did raise concerns with the safety of the railroad tracks and access. The Board felt the corner could be a good project for welded art from the school – transition with industrial.

The Walnut Street parking lot was considered noting the activities that happen on 2nd Street and Walnut Street. Should be considered with the seating area concept the City identified during discussions with business owners on North 2nd Street.

Murals on the building could replicate what the building originally looked like.

Consider making a bronze out of the foam. Richard mentioned the cost would be around \$6-8k.

Action Items

- **Michele:** Contact schoolteachers and request they bring ideas with them regarding the rice-paper murals.
- **JD:** Recommendation to the Converse County Tourism Board to consider getting quotes for a bronze "Harriett" given the vandalism the City is experiencing.
- **Clara:** Bring Walnut Street parking lot concept drawing to the next meeting.

Development of Visual Arts & Cultural Programming

Brainstorming Ideas

- Metal structure in the gravel area next to the Depot parking lot. (Chevy)
- Beautifying electrical boxes. Start with the ones near schools and see if schools would take on the project. (Shea)
- Stabilize Murphy's wall and install a community garden using native plants that would be ADA accessible. Add murals to the side walls. Utilize the existing cement to create a stage for live music or other activities. Allow fundraisers in the space. Add some sort of wall with quick-growing landscaping to the West side to block wind. Label all the plants to educate. Potential grants available. Involve 4H, FFA, schools, Boy and Girl Scouts, Boys & Girls Club. (Shea)

- Refresh Christmas decorations. (Betsy)
- Encourage corner-musicians (troubadours). Goal to have live music at every outdoor event. Tap into local resources (local musicians, school kids, community choir, etc.). (Shea)
- Invite community choir to Jackalope Square Lighting.
- Wyoming Arts Alliance does a program called MAP meeting with artist and groups to gather information and help direct arts and culture in a community. Will develop an Action Plan. (Richard)
- Invite Casper Art Coop to visit and discuss how they developed. (Betsy)
- Art on the Green (Green River) brought in 40 artists into the Community Center and were given 24 hours to create art. Art pieces were judged, and prizes were given (sponsored by the community). Hosted an awards banquet to give out awards. Most of the artists came from Wyoming, some came from neighboring states. Would need to schedule strategically with the Green River event. (Richard)

Action Items

- **Richard:** Request Wyoming Arts Alliance schedule the MAP program; possibly for January with the idea of putting a FY25 plan and five-year plan together.
- **Shea:** Request the Community Choir for the Jackalope Square Lighting on December 1.

Long-Term Planning

Tabled for next meeting.

Next Meeting Date: November 29 at 5:30

December 13 at 5:30

Action Item

- **Clara:** Request Heidi to attend to discuss interactive feature at Jackalope Square.
- **Board:** Set this year's fiscal year plan by the December 13 meeting.

Adjourn

- Motion to Adjourn: Shea Burke
- Second: Richard Burke
- Vote: 5/0

Meeting adjourned at 6:45pm.

Arts & Culture Board of Trustees: November 29, 2023

Board Members

Chair: Michele Carter
Vice Chair: Betsy Varland
Secretary: Chevy Meyer
Treasurer: Richard Burk

Shea Burk
Amanda Smylie
Karma McKelvey
City Staff: Clara Chaffin

Meeting Called to Order at 5:30pm.

Attendees

- **Board:** Michele, Betsy, Chevy, Richard, Amada, Shea
- **Absent Board:** Karma
- **City:** Clara, JD, Heidi (representing Strategic Doing KPI's and Historic Preservation Commission)
- **Guests:** Josh Butts, Culture Officer at Converse County Bank

Introductions

Approval of Agenda

- **Motion:** Shea
- **Second:** Betsy
- **Discussion:** None.
- **Vote:** 6/0, 1 absent

Approval of October 25, 2023 Meeting Minutes

- **Motion:** Chevy
- **Second:** Richard
- **Discussion:** None.
- **Vote:** 6/0, 1 absent

Treasurer Report (Richard Burk)

Account	Amount	Billed	Balance	Strategic Doing
56-5560-2153	\$50,000.00	\$27,304.75	\$22,695.25	UPI-05 Downtown Streetscape. (Clara)
56-5560-6544	n/a	n/a	n/a	UPI-05 Downtown Streetscape. (Clara)
65-5650-2153	\$20,000.00		\$20,000.00	UPI-06 Interactive feature at Jackalope Square. (Heidi)
65-5650-6544	\$180,000.00		\$180,000.00	UPI-06 Interactive feature at Jackalope Square. (Heidi)
10-5100-2158	\$15,000.00		\$15,000.00	UPI-08 Visual arts program. (Teya)
10-5100-2115	\$6,200.00		\$6,200.00	UPI-09 Cultural programming. (Heidi)
10-5100-2158	\$12,500.00		\$12,500.00	UPI-09 Cultural programming. (Heidi)

Clara reviewed the budget. JD reminded the Board that the funds are there to be invested into the community.

- **Motion:** Richard

- **Second:** Betsy
- **Discussion:** None.
- **Vote:** 6/0, 1 absent

Action Item Review

- **Michele:** Contact schoolteachers and request they bring ideas with them regarding the rice-paper murals.
Update: Jeremy (CCSD#1) requested a list of questions be provided for him to respond to.
 How would the rice paper murals be attached to buildings?
 How long would they last?
 What is the square foot cost? How would the paper be removed and what would the cost be?
 Would the murals be a senior project?
 How long would the install take and cost?
 What risk management protocols would be employed?
- **Richard:** Request Wyoming Arts Alliance schedule the More Art Program (MAP) program; possibly for January with the idea of putting a FY25 plan and five-year plan together.
Update: Richard has applied online, including the 5-year plan. January is an appropriate timeframe. Could do one full day (Saturday) or break into two half days (Saturday/Sunday). February will not work, aim for January. Consider who else to invite to the meeting.
Request January 6th.
- **Shea:** Request the Community Choir for the Jackalope Square Lighting on December 1.
Update: Community Choir was not available. May have a group of church members attend. Have starting planning for next year.
- **Board:** Set this year's fiscal year plan by the December 13 meeting.
Update: (see below)
- **Clara:** Add SD document to Arts & Culture SharePoint.
Update: Done.
- **Clara:** Bring Walnut Street parking lot concept drawing to the next meeting.
Update: (see below)
- **Clara:** Request Heidi to attend to discuss interactive feature at Jackalope Square.
Update: Done.
- **JD:** Recommendation to the Converse County Tourism Board to consider getting quotes for a bronze "Harriett" given the vandalism the City is experiencing.
Update: JD will speak with the Converse County Tourism Board. Tourism Board would like to see the plans for both Jack and Harriett and would like to see Jack placed.

Continuation of Jackalope Statue Conversation

Rice paper murals would be attached to the alley side of the buildings downtown. Any changes to the exterior of a building in the Historic District must go before the Downtown Douglas Historic District Review Panel for approval. Art would have to be approved but would not have to meet the historic color pallet.

Clara reviewed the concept of utilizing a portion of the Walnut Street parking lot to create a usable space for art, landscaping and seating for events.

JD reviewed the South 2nd and 3rd Streetscape project.

Action Item: Michele - Add Streetscape to next agenda.

Shea discussed use of Conservation funds for xeriscaping.

Considering fiscal constraints, the project could be split into two fiscal years.

Josh discussed coordinating multiple arts projects at the same time.

Fiscal Year Plan (Completion of Plan by December 13 Meeting) (See Supplemental Materials)

The Board reviewed the Supplemental Materials provided in the packet.

Items to be completed by June 2024:

- Beautifying electrical boxes.

Items to be completed by December 2024:

- Jackalope enhancements at Walnut Street parking lot.

Future Items:

- **112 North 2nd Street.** City will be hosting a community “imagining” meeting in early 2024. The City is working with Engineers and Contractors on the safety of the property. The Historic Preservation Commission and the Downtown Douglas Historic District Review Panel have requested all historic materials be saved for future use at the property.
Action Item: Clara - Send email invitation to the Board for the community meeting.
- **Mural Festivals:** Josh discussed sending out an RFQ for artists to submit projects, typically a number of projects happen at the same time and the projects are funded (e.g., \$5k stipend and materials provided). During the festival, other entertainment is booked, e.g., music, food, activities, where people can enjoy and watch the art happen. Often will facilitate other art, e.g., poetry readings, guest speakers, etc. For historic buildings, a wrap can be applied to protect the buildings. Children can participate through other activities such as sidewalk art. Should attempt to tie into existing events. Develops Cultural Tourism.

Shea discussed identifying blank spaces and offering a number of them each year for permanent art.

Mobile art could be on boxcars or shipping containers.

Celebrate graffiti art and hold classes to educate on graffiti art.

Viewed Chillicothe, MO murals.

Consider murals on historic buildings that show what the building originally looked like.

Action Item: Josh - Obtain example RFQ's.

Action Item: Staff - Develop a “flow” of how a project will be proposed and what process it will go through until completion to present to the Board for further input.

Action Item: Board - Develop a packet to use when presenting to property/business owners.

Action Item: Josh - See if banks would be willing to start the sponsorship process.

- **Art on the Green:** Tie into the Mural Festival.

Five Year Plan (Set by March 2024) (See Supplemental Materials)

- **Review Municipal Code and Downtown Design Guidelines:** Ensure the adopted codes are written to allow the goals and visions to be achieved.
Action Item: Heidi - Review existing guidelines and identify properties that can be modified.
Heidi - Add Downtown Historic District Guidelines and the Rehabilitation Standards.
- **Tourism:** JD discussed Tourism which has been identified as a part of Strategic Doing and as an economic opportunity for Douglas. The City has been working with UW: WORTH (Hailey Moss and Dan McCoy) to help Douglas become a destination. An assessment would be performed followed by recommendations for implementation.

Next Meeting Date: December 13 at 5:30

Adjourn

- Motion to Adjourn: Shea
- Second: Chevy
- Vote: 6/0, 1 absent

Meeting adjourned at 7:00pm.

Arts & Culture Board of Trustees: December 13, 2023

Board Members

Chair: Michele Carter
Vice Chair: Betsy Varland
Secretary: Chevy Meyer
Treasurer: Richard Burk

Shea Burk
Amanda Smylie
Karma McKelvey
City Staff: Clara Chaffin

Meeting Called to Order at 5:30pm.

Attendees

- **Board:** Michele, Richard, Betsy, Amanda
- **Absent Board:** Shea, Chevy, Karma
- **City:** Clara, JD, Heidi (representing Strategic Doing KPI's and Historic Preservation Commission)
- **Guests:** Josh Butts (Culture Officer, Converse County Bank), Jeremy Settelmeyer (CCSD#1, Art Teacher - Grades 9-12)

Introductions

Approval of Agenda

- **Motion:** Amanda
- **Second:** Richard
- **Discussion:** None.
- **Vote:** 4/0, 3 absent

Approval of November 29, 2023, Meeting Minutes

- **Motion:** Richard
- **Second:** Amanda
- **Discussion:** None.
- **Vote:** 4/0, 3 absent

Treasurer Report (Richard Burk)

Account	Amount	Billed	Balance	Strategic Doing
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10-5100-2115	\$6,200.00		\$6,200.00	UPI-09 Cultural programming. (Heidi)
10-5100-2158	\$12,500.00		\$12,500.00	UPI-09 Cultural programming. (Heidi)

Richard indicated that nothing has changed since the las meeting. Richard stressed that there is funding that the Board should focus on in UPI-08 and UPI-09 to responsibly spend in Fiscal Year 2024. UPI-06 is Heidi's focus that the Board should assist in finding a project to benefit the community.

- **Motion:** Betsy
- **Second:** Amanda
- **Discussion:** None.
- **Vote:** 4/0, 3 absent

Jackalope Square Interactive Feature

Heidi presented ideas for the Jackalope Square Feature including something like the Glenrock feature (splash pad that converts to the ice rink) or a stage area for bands and performances. Rapid City splash pad includes a waterfall sculpture.

Amanda indicated that a lot of parents would like a splash pad. More people Downtown could promote more businesses to open in Downtown.

Richard brought up the idea of a climbing wall, e.g., Lander at Sinks Canyon has a children's climbing wall. Jackson has, next to Snow King, slides and climbing walls and picnic gazebos where the whole community gathers for events and activities.

David Street Station is a feature that ideas could be drawn from.

Kansas City Power & Light District has a space with a large interactive sculpture as a backdrop to the theater space.

Jeremy discussed a red-rock amphitheater that could be used for both climbing and a theater. Could incorporate other features such as a splash pad to use the space when not being used for a concert.

Clara asked JD about the idea of the sculptures that also mimicked an interactive water feature. Jeremy expanded on that idea with the sculptures being related to the local industry. Heidi brought in the historic element depicting the people on the Oregon Trail. JD tied each statue to depict the story of Douglas' history.

JD stated that liability can be mitigated.

JD brought up 112 N 2nd Street as an opportunity for some of these ideas.

Jackalope Statue Conversation

- **Streetscape:** Clara showed the concepts provided by CEPI. The jackalope statue would be facing 2nd Street.
Feedback: Place "Jack" where the benches are shown facing 2nd Street on the inside of the curve (make the curve deeper and wider). Space a few feet from the wall so people don't try to jump onto the sculpture.
 Benches could be enhanced with sculptures to sit next to or enhanced with a strap mimicking the river. Make the bench double sided. Keep the Jackalope medallions currently being used in the benches.
 Keep as many of the existing trees as possible.
- **Rice-paper Mural:** Jeremy would have the high-school kids create the mural for the back side of Coopers Arena. The squares would need to be "repasted" bi-weekly and would last through the summer. The squares would need to be pressure washed off prior to winter.

- **Permanent Mural:** With permission, place a permanent mural on the buildings behind the Walnut Street parking lot such as 216 Walnut Street (cinder block that has already been painted). Make it something that could be interactive for selfies.
- **Statue:** The statue would need periodic UV spray to protect it from fading. Hold off on getting a “Harriet” until we see how the current sculpture holds up.
- **Heated Space:** Add heated fire feature to activate space during colder months.

Old Business

- **Wyoming Arts Alliance MAP (More Art Program):** Helps the Board set the 5-year plan. Scheduled for January 6th for a single day meeting from 8:30am to 5:30pm. Attendees will include the Board, inviting Rachel Clifton (ED, Wyoming Arts Council), Andrew Schneider, invite Heidi to represent Main Street and HPC, Morryah (the Enterprise). CCB has offered to pay for breakfast if someone orders it. The City will provide coffee. Richard will look at lunch. Workshops: Defining Mission and Developing the 5-year Plan (Vision), Partnerships & Community Collaboration, Advocacy.
- **Other**
 - Overall Feel:** Consider type and cohesion of styles of art that is desired in the historic downtown.
 - Mural Festival:** Present Jack during the Mural Festival. Focus on the 2.5 Alley and the Depot Parking lot Alley for the Murals.
 - Streetscape:** Ideas included:
 - Possible (Feasibility?): A fire feature with a heating element to enable wintertime activities such as the Jackalope Square Lighting, ties into 1880’s cultural concept, etc.
 - Sculptures with lighting. *Run electricity to all of the bulb-outs on both streets.
 - Water feature (2nd Street East side center). Idea with an arch and fly fisher.
 - Music downtown.
 - 111, 113, & 115 South 2nd Street:** Contact building owners and see if the space could be activated for an artist cooperative (Josh has experience in owning a similar facility). Coordinate with Retail Coach.

Fiscal Year Plan (Completion of Plan by December 13 Meeting) (See Supplemental Materials)

- **Jack at Walnut Street Parking Lot**
Action Item: Review UPI-05 and see if it can be changed for Jack. Merge language with FUN-06 Design full streetscape for all Downtown streets South of Center Street.
- **UPI-08 (Murals):** Josh proposed submitting a series of concepts themed with a unifying concept that relates to Douglas’ identity to install on several buildings. The theme could be iconic landscapes and terrains around the community; places identified by Converse County Tourism, the City, the County, etc., that are being promoted. Examples could include Ayres Natural Bridge, Box Elder Canyon, Grasslands, Esterbrook, Oregon Trail (currently have a sheep wagon mural). Eventually create an art walk.
Action Item: Josh provide a proposal with specific buildings and costs.
- **UPI-06 (Jackalope Square Feature):** **Action Item:** Board to bring design ideas back to the January meeting.
- **UPI-09 (Alley Murals or Train Museum Graphite):** Mural festival for alley along Depot Parking

Lot or interactive train graphite wall at the Train Museum. Depot Parking lot fence should reflect the rolling hills.

- **WORTH Initiative:** UW Destination Development – City will be contracting with UW (possibly with Converse County Tourism).
- **Jackalope Square Lighting:** Excellent example of critical mass of activities. For this event, DORA was approved to cross Center Street and include Jackalope Square. Consider lessons learned for all events downtown. Next year add a cultural activity to the event, e.g., ice sculptures.

Next Meeting Date: January 24, 2024 at 5:30

Adjourn

- Motion to Adjourn: (not quorum to vote to adjourn)
- Second:
- Vote:

Meeting adjourned at 7:37pm.

Action Items from 10/25/2024

- **Michele:** Contact schoolteachers and request they bring ideas with them regarding the rice-paper murals.
Update 11/29/2024: Jeremy (CCSD#1) requested a list of questions be provided for him to respond to.
How would the rice paper murals be attached to buildings?
How long would they last?
What is the square foot cost? How would the paper be removed and what would the cost be?
Would the murals be a senior project?
How long would the install take and cost?
What risk management protocols would be employed?
- **Richard:** Request Wyoming Arts Alliance schedule the More Art Program (MAP) program; possibly for January with the idea of putting a FY25 plan and five-year plan together.
Update 11/29/2024: Richard has applied online, including the 5-year plan. January is an appropriate timeframe. Could do one full day (Saturday) or break into two half days (Saturday/Sunday). February will not work, aim for January. Consider who else to invite to the meeting.
Request January 6th.
- **Shea:** Request the Community Choir for the Jackalope Square Lighting on December 1.
Update 11/29/2024: Community Choir was not available. May have a group of church members attend. Have starting planning for next year.
- **Board:** Set this year's fiscal year plan by the December 13 meeting.
Update 11/29/2024: (see minutes from 11/29/2023)
- **Clara:** Add SD document to Arts & Culture SharePoint.
Update 11/29/2024: Done.
- **Clara:** Bring Walnut Street parking lot concept drawing to the next meeting.
Update 11/29/2024: (see minutes from 11/29/2023)
- **Clara:** Request Heidi to attend to discuss interactive feature at Jackalope Square.
Update 11/29/2024: Done.
- **JD:** Recommendation to the Converse County Tourism Board to consider getting quotes for a bronze "Harriett" given the vandalism the City is experiencing.
Update 11/29/2024: JD will speak with the Converse County Tourism Board. Tourism Board would like to see the plans for both Jack and Harriett and would like to see Jack placed.

Action Items from 11/29/2024

- **Michele:** Add Streetscape to next agenda.
Update 12/13/2023: Done.
- **Clara:** Send email invitation to the A&C Board for the 112 North 2nd Street community meeting when set.
Update 12/13/2023: Will do.
- **Josh:** Obtain example RFQ's for mural festivals.
Update 12/13/2023: Josh will be providing a proposal.
- **Staff:** Develop a "flow" of how a project will be proposed and what process it will go through until completion to present to the Board for further input.

Update 12/13/2023: No progress.

- **Board:** Develop a packet to use when presenting to property/business owners.

Update 12/13/2023: No progress.

- **Josh:** See if banks would be willing to start the sponsorship process.

Update 12/13/2023: No progress.

- **Heidi:** Review existing Downtown guidelines and identify properties that can be modified.

Update 12/13/2023: List of properties added to the agenda folder and reviewed at the 12/13/2023 meeting.

- **Heidi:** Add Downtown Historic District Guidelines and the Rehabilitation Standards.

Update 12/13/2023: Done.

Action Items from 12/13/2023

- **Clara:** Review UPI-05 and see if it can be changed for Jack. Merge language with FUN-06 Design full streetscape for all Downtown streets South of Center Street.
- **Josh:** Provide a proposal with specific buildings and costs.
- **Board:** Bring design ideas back to the January meeting for the Jackalope Square interactive feature.

Arts & Culture Board of Trustees Special Meeting: January 6, 2024

Board Members

Chair: Michele Carter

Vice Chair: Betsy Varland

Secretary: Chevy Meyer

Treasurer: Richard Burk

Shea Burk

Amanda Smylie

Karma McKelvey

City Staff: Clara Chaffin

Meeting Called to Order at 8:33am.

Attendees

Andrew Schneider, Wyoming Arts Alliance

Amara Fehring, State of Wyoming, Wyoming Arts Council

Amanda Smylie, Board Member

Betsy Varland, Board Member, Vice Chair

(Absent) Chevy Meyer, Board Member, Secretary

Shea Burke, Board Member

(Absent) Karma McKelvey, Board Member

Richard Burke, Board Member, Treasurer

Michele Carter, Board Member, Chairperson

JD Cox, City Manager

Clara Chaffin, Community Development Director (Board Liaison)

Heidi McCullough, Planning Technician (Historic Preservation)

Jen Goodwin, Enterprise

(Absent) Jen Rassmussen, Railroad Museum (Enterprise)

Josh Butts, Culture Officer, Converse County Bank

Matt Carlson, CCSD Middle School Shop Teacher

andrew.schneider@wyomingarts.org

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jbutts@ccbdouglas.com

mcarlson307@gmail.com

Introduction

Richard gave a quick introduction. The purpose of the special meeting is to put together the Board's purpose, mission, and strategic plan (5-year).

Andrew reviewed MAP (More Arts Program), Wyoming Arts Alliance (WYAA), and the Wyoming Arts Council. The arts touch all aspects of a community.

At the end of the meeting, the Board will have set goals and have a vision and a map to guide next steps.

Participants introduced themselves and what the arts mean to them.

The Collaborative Community

An alliance of individuals and organizations working together for a common purpose.

Develop a community voice.

Enhanced legitimacy.

Improve relationships.

Challenges: working alone, working in groups, differences of opinion. Key to overcoming challenges is to slow down but continue to move in a forward direction → builds strong collaboration.

5-year: Consider who will be at the table in the future. Develop a clear plan.

Develop a local network. Who can assist with the vision and mission of the Board? How can other organizations be a part of the vision and mission? When asking others to join the conversation, collaboration happens.

Map out expectations: welcoming and inclusive, but clear expectations to new members or collaborative entities.

Ensure all members of the board have a strong voice.

Consider the idea of a brand for the board.

When other people with aligning talents present themselves, invite to join the Board (when openings are available) or as an ex-officio member.

SWOT Exercise

Strengths (What are the strengths of the Board? What are the strengths of the community?)	Weaknesses
1. Arts & Culture Board of Trustees.	1. Fear of boom/bust economy. Fear to invest in the community long-term.
2. Diverse backgrounds on the Board.	2. Social Media (very active, sometimes angry, social media platforms).
3. City Council Support. Financially support.	3. Negative Public Opinion.
4. Community Partners who have been attending Board meetings.	4. Might not always have financial support.
5. Diverse leadership – on the Board and partners.	5. Lack of follow-through.
6. Douglas' lack of A&C enables the Board to start from the beginning.	6. Ability to get new membership on the board when terms expire.
7. Clean slate.	7. Board not working together.
8. Board has a common goal (unity) to get A&C in Douglas.	8. Board taking ideas into action.
9. Hunger for A&C at the community level.	9. Board has a lot of idea people, but unsure of action people.
10. Resources: WYAA, WAC, WY Humanities, WY Community Foundation, individuals.	10. Board turnover.
11. Stakeholder (local) support.	11. Ability for the Board to prioritize.
12. Unity within the Board.	12. Clean slate.
13. Lots of existing groups and efforts within the community.	13. Proximity to Casper.
14. Community is becoming more diverse and accepting.	14. Migratory worker population not invested in Douglas.
15. Advocacy from CCB encouraging others to step up.	15. Douglas is not attractive (built environment).
16. Natural beauty. Hidden gem.	16. Locals take beauty of natural environment for granted (visitors see the beauty).
17. North Platte River.	17. Public opinion: art is unnecessary – art is not essential, it's an option.
	18. Opinion on how tax dollars are spent.

<p>18. Location and linkage (I-25). 19. Wyoming State Fair.</p>	<p>19. Online preference for experiencing art (digital divide). 20. Lack of participation. Interest does not translate to action/commitment. 21. Cultural outreach and coordination between groups. 22. Winter. 23. We don't know what we don't know. 24. Apathy. 25. Lack of professional services. 26. No culture of community service in Douglas. 27. Lack of labor pool in Douglas. 28. Housing shortage (missing middle). 29. Dug-in on opinions. 30. Traditions. 31. Water constraints. 32. Energy capital but highest cost of fuel in the state. 33. Communication challenges.</p>
<p>Opportunities</p>	<p>Threats</p>
<p>1. Clean slate. Create identity. 2. Review City ordinances and guidelines. 3. "Look where we live." 4. Cultural Tourism as an Economic Driver. 5. City Council supporting economic investments to diversify economy. 6. Increase community excitement. 7. A&C education (schools, clubs, activities, partnerships). 8. Increase community interaction. 9. Increase community events. 10. Attract Casper residents. 11. Conferences are drawn to culturally rich communities. 12. Diversify income: Development of new A&C related businesses. 13. Use Placemaking SWOT analysis from May 2017. 14. Youth involvement. Develop mechanism for youth engagement. Mentorships. 15. Pride in the community. 16. Development of leadership succession. 17. Diversity of the community. 18. Diversity of the Board. 19. Build partnerships with the State. 20. Coalesce groups under umbrella of collaborative community. 21. Create a culture of engagement.</p>	<p>1. Negative Public Opinion. 2. Change political leadership. 3. Vandalism. 4. City regulations and ordinances. 5. Community mind-set "we can't." 6. Not open to "outsiders." 7. Youth moving away. 8. Funding. 9. Never being satisfied. 10. Lack of communication. 11. Community says they want it, we do it and they don't show up. 12. Inability to collaborate between stakeholders. 13. Educating new or returning residents about activities and services in Douglas. Develop information center as a centralize point of information. 14. Narrow view of what art is and can be (focus on visual only). 15. Economy (boom/bust). 16. Lack of civility and information bias. 17. Sustainability (e.g. water constraints). 18. Political threats (e.g. losing State Fair, 1-cent sales tax). 19. Boad not being able to follow-through. 20. Longevity of communities. 21. Harsh weather. 22. Uninformed political leadership.</p>

<p>22. Integrate out historical narrative into our modern identity.</p> <p>23. Leverage natural beauty for cultural events.</p> <p>24. Walled garden: COG companies want to do business in WY.</p> <p>25. Improve beautification of community.</p> <p>26. Make community desirable to encourage new residents to stay through the winter and for years.</p> <p>27. Engage new residents.</p> <p>28. Find ways to help existing residents be welcoming to new residents.</p> <p>29. Brownfield Remediation (EPA Brownfield Grant).</p> <p>30. Develop an overlay: Creative Arts District.</p> <p>31. Collaborative Opportunities (County, Glenrock, Glendo).</p> <p>32. Demonstrate professional creative pathways to youth. A&C does not have to be a vocation to be an artist.</p> <p>33. Redefine what art is.</p> <p>34. Wyoming is attractive currently.</p>	<p>23. Stuck in ways “this is the way we’ve always done it.”</p> <p>24. Failure to plan for longevity.</p> <p>25. Social media.</p> <p>26. Lack of engagement.</p> <p>27. Public mistrust of government and/or others intentions.</p>
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In future, check back on this SWOT and discuss how the needle has moved.

Building a Shared Direction

Writing activity, minimum 10 sentences, envisioning Douglas as an arts community in 2034. Articles were shared by each attendee. Common themes:

- Community growth.
- Community participation.
- Prosperity.
- Supportive community.
- Natural environment.
- Identity was enhanced.
- Douglas as a destination.
- Diversified economy.

Activity showed that the group has a common vision.

Use exercise for other groups of stakeholders (youth, seniors, leaders, etc.) to obtain what the community sees as the future of Douglas.

Community Support (Amara Fehring)

Amara reviewed the Wyoming Arts Council.

- Resource for the state.
- Have different types of funding opportunities.

- Focuses Reviewed: Health & Wellness – Josh Chrysler (focus on aging citizens and folklore), Creative Specialist – Kim Mittelstadt (works with individual arts), Community Development and Arts Learning – Amara Fehring (education and planning for change, sustainability).
- [Staff at WAC.](#)
- Grant Possibility: [Community Support Grant](#) (max \$10k for operations and max \$7k for arts education) – operation and project support (bills, salaries, marketing, etc., large art projects, or arts education including conferences).
 - 50/50 match. Cannot use other federal funding for the match.
 - Must be a non-profit or governmental entity to apply.
 - Amara and Andrew will review grants prior to being submitted.
 - Grant funding is available for programs and services that take place between July 1, 2024, and June 30, 2025.
 - Applications for FY25 will open February 19, 2024, and close March 29, 2024.
 - Process: Reviewed by staff, reviewed by the panel, public panel (virtual meeting), feedback will be sent to applicants, recommendations, WAC Board review (can call in to defend the grant or change the grant – advocate), WAC Board decision.
 - Identify the community and who will be served by the program.
 - Can apply for the same project multiple years in a row if the project crosses fiscal years.
 - Must demonstrate knowledge of the community (demographics and socioeconomics).
 - A guidebook will be posted closer to the application period opening.
 - Amara has a PowerPoint that will step through the grant process and criteria.
 - More than one organization within a community can apply at the same time.
 - *Review past grants and comments on the website.
- Art in Public Buildings: program run by WAC.
- The State has many resources that could be beneficial to the vision of the Board.
- Structure: All employees work remotely; relationships are built through the grant process typically but attempts to build relationships outside of grants are encouraged.
- WAC will assist with marketing: will share information via their newsletter and social media.

WYAA support WAC as the arts bring people together.

National Endowment for the Arts will assist with grant writing. Also have funding opportunities.

Brainstorming: 5-year Vision & Mission

Reviewed Resolution 2022-28 language. Highlights:

- “public-sector leadership”: supported by local government.
- “community core for arts and culture”: the Board serves as the supportive center for all of the arts in Douglas; the core is the socioeconomics of the community; a philosophical place; things that make Douglas unique are the core; people power and the philosophical place the Board creates.
- “overseas implementation of A&C”: the Board is not the executors of art, but rather to support and build upon the existing A&C through collaboration; informs decisions made by political leadership; connects to Strategic Doing (Unique & Promotable Identity).

JD briefly discussed the development of the idea of the A&C Board of Trustees. The Resolution was built from other communities’ efforts. Emphasized the Resolution was a start but is a living document that can be modified at some point in the future.

Vision Brainstorming:

- Build from the City Vision.
- Envisioning a community in which the Arts & Culture play an integral role.
- The arts are integral to the overall vision of Douglas: To be a community with the highest quality of life, growing towards tomorrow.
- To depart from Brown Town.
- Energy sector reliant community – economic future.
- To stabilize and grow Douglas' economy.
- Foster/encourage creativity.
- An environment that cultivates creativity.
- Douglas as a vibrant destination.
- Colorful future.
- Natural environment as a point of pride.
- Gateway to nature
- Embracing our natural beauty.
- SEE Douglas. See the beauty of Douglas (art, history, nature, etc.).
- Where you can touch history. Where history touches you.
- Where you can experience history.
- Adventure is just around the corner.
- Dark-sky.
- Rugged individualism.
- Belief in opportunity.
- Hope in self.
- Resilient.
- Upbeat, positive, adventure creative ethos.
- The arts support the economy.
- The arts are ____ (have impact) to Douglas's economy.
- A gateway to Wyoming's backcountry beauty.
- Inviting, beautiful built environment.
- Cultural events happen.
- North Platte River, Medicine Bow National Forest, Thunder Basin Grasslands
- Build a brand.
- Strategic Doing: Unique and Promotable Identity – Downtown Streetscape.
- Tourism. When visitors see the community as a center for the arts it encourages spending and possible increase in businesses and residents.

Vision Summary: To foster an environment that encourages and cultivates cohesive creativity.

Mission Idea: The A&C Board will cultivate a community of collaboration in which the arts serve as a boon to the local economy, help define Douglas's identity as a vibrant destination, and act as a catalyst for the City's Vision: To be a community with the highest quality of life, growing towards tomorrow.

Priorities: Your Role

1. Show the City Council and the community what the Board can do and to show that very quickly: focus on something that can contribute to the economy of Douglas before the end of the fiscal year.

- a. An old billboard was recently found in the baggage car at the Railroad Museum. The Museum would like to put the billboard up for display and use to screen the industrial property adjacent to the Museum.
2. Foster environment for existing agencies/groups to engage and collaborate. Provide a venue for people to collaborate. "Friend-Raiser." Empower people and provide a framework so that it is self-sustaining.
 - a. Local businesses (host happy hours)
 - b. Churches
 - c. Nonprofits
 - d. School district
 - e. B&G
 - f. 4-H
 - g. Master Gardeners
 - h. Individual artists
 - i. Tourism
 - j. Other Municipal Boards
3. Participate in existing events (e.g., Jackalope Days).

FY2024 Ideas (1-Year)

1. **Jack Statue (UPI-05):** Jack at Walnut Street Parking Lot. Install in FY2024. Consider a traveling Jack & Harriet. Consider placing at Tourism Center (Railroad Museum)?
 - a. Develop a sub committee to bring ideas to the Board.
2. **Murals (UPI-08) (UPI-01):** Opportunity to educate the community about the A&C Board. Get one mural done in FY2024.
3. **Interactive Feature at Jackalope Square (UPI-06).**
4. **Train Graffiti (UPI-09):** Incorporate with Railroad Days/Jackalope Days.
5. **Destination Development (WORTH Initiative).**
6. **Beautification (FUN-01):** Develop a process and provide tools to beautify eyesores in the community.
 - a. Inventory existing spaces and pros/cons.
7. **112 North 2nd Street:** Participate in 112 North 2nd Street visioning – expand to vacant spaces in Downtown.
8. **Branding Workshop:** Identify and develop the brand of the Downtown District that will be promoted. Douglas Main Street, Downtown business and property owners need to be involved. Involve diverse demographic groups (e.g., youth, seniors, business owners, families, government, etc.).
 - a. Consider inviting high-school kids to the A&C Board meeting. Future: Develop a Youth A&C Board of Trustees.
 - b. **Downtown Sketchbook:** Define the finite details of the Downtown Sketchbook.
9. **Community Involvement:** Set-up booth at events (e.g., First Thursday's) with art related activity.
10. **Collaboration:** Enhance existing meetings and activities to enable more collaboration.
 - a. Attend the Community Calendar meetings (next meeting February 1); may evolve to be more of a collaborative style meeting.
 - b. Board members start inviting stakeholders to the February 1 meeting.
11. **Policy:** Develop a policy to accept art donations by the end of FY2024. (May need to recommend to City Council for adoption dependent on the nature of the policy.)

5-Year: Establish by March 2024.

1. Jackalope Event Center as the Center for the Arts in Douglas. Establish culinary/creative/doing space. Establish a gallery/exhibit space.
2. Encourage youth involvement. Create Youth Leadership program (The Enterprise is already working on this idea).

Action Items

1. Develop a Best Practices Handbook and Map Expectations (will assist new members in knowing what are the expectations).
2. Consider development of bylaws stemming from the Resolution outlining all the different roles (board vs community vs city etc.).
3. Consider a brand for the Board. "Look where we live."
4. Amara to send a listing of WAC staff and the programs each staff member covers.
5. Review priorities/goals and use to help frame the Mission & Vision.
6. At January Board meeting prioritize the 1-Year projects.
7. Install Jack statue.
8. Install one mural.
9. Work on Collaboration starting with Community Calendar meetings.
10. February 23, 2024: Annual Cultural Recognition Day. Show up to the Capitol to speak with legislators and share the "wins".
11. Invite legislators to events and activities.

Adjourn: The meeting adjourned at 5:13pm.

CONVERSE COUNTY TOURISM PROMOTION BOARD
REGULAR MEETING

NOVEMBER
2023

Board members: Jane Garber (6/2026, At Large - Chair
Carl Kusters (6/2024, County) – Vice Chair
Robin Cross (6/2024, Douglas) - Treasurer
Jamie Sullivan (6/2024, Douglas) - Secretary
Karissa Goosen (6/2025, County)
Zach Martinez (6/2025, Douglas)
Lyle Hunt (6/2026, Glenrock)
Candace Benedetta (11/2025, Glenrock)
J.D. Cox (6/2026, County)

Date: November 14, 2023

Call to order: Jane Garber called the meeting to order @ 5:03 p.m.

General:

Grants: No grants this month

Fair Manager Report:

They have a partnerships and events position and an operations position open at the fairgrounds. They informed the board of the numerous awards the fair has won this year including fair manager of the year and small rodeo of the year. They thanked the board for all the help with advertising for the fair.

Sagebrush Marketing Report:

Jen Womack stated that the lodging tax revenue looked like it was down because of another column added to the department of revenue report that didn't get included in the numbers. Finding the mistake means that the board will get an additional \$130,000. The fall tourism conference was fantastic. One of the concepts she came back with was, "before you seek new visitors, take care of the ones you have". She discussed with the board what partnerships we can form to get the grant money used in a timely manner. Morryah from The Enterprise will be asked to come to the December meeting to discuss economic impact. Jen also went over the spring/summer co-op buy with the board and asked for \$42,000 for that.

Motion: Candace Benedetta Seconded: Carl Kusters Motion Carried

Previous Month's Minutes: Minutes from October 2023 presented.

Motion: Karissa Goosen Seconded: Lyle Hunt Motion Carried

Financial Report: Invoices presented.

Motion: Candace Benedetta Seconded: Carl Kusters Motion Carried

Old Business:

Bikes are all here in Ft. Steele and Ft. Laramie. There is a \$100 standard listing fee for Purple Wave and a rep will come and take pictures and post them on the site. The board decided to list it as all or none. J.D. stated that we may not be charged as a government entity but Jane will check with them about the \$100 fee when she calls. The board decided to make a motion for the funds in case they are needed

Motion: Carl Kusters Seconded: J.D. Cox Motion Carried

New Business

Lyle and Candace presented ideas about using the funds set aside for the Glenrock horse that didn't get used. They met with Main Street and came up with a pony express rider riding a t-rex. They would have 10x15 feet steel signs at both exits which would cost roughly \$13,000. They would like a big T-Rex at town square that kids could ride and play on. They have plans to relocate the Paleon museum and keep it open more. Candace presented information to the board about 10 interactive signs to be placed around Glenrock. The cost for those would be \$15,000. The board decided to table the discussion until the December meeting.

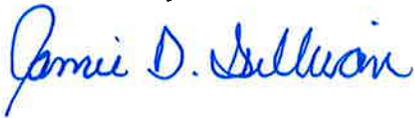
Other Business: Jamie Sullivan reported on The Enterprise. Candace reported on Main Street in Glenrock and their upcoming events. J.D. Cox reported on the City of Douglas and the Arts Council.

Public Comments: None

Adjournment: There being no further business, the meeting was adjourned @ 6:33 p.m.

Next Meeting: November 19th at Ruthe James building at the Fair Grounds

Submitted to file by: Jamie D. Sullivan, Secretary



Converse County Tourism and Promotion Board Attendance Sheet: November 14, 2023 at Ruthe James

Jane Garber

Lyle Hunt

J.D. Cox

Karissa Goosen

Candy Benedetta

Carl Kosters

Jamie Sullivan

Guests:

Jen Womack – Sagebrush Marketing

Courtney Conkle – State Fair

Kota Provence – State Fair

**CONVERSE COUNTY TOURISM PROMOTION BOARD
REGULAR MEETING**

Board members: Jane Garber (6/2026, At Large - Chair)
Carl Kosters (6/2024, County) – Vice Chair
Robin Cross (6/2024, Douglas) - Treasurer
Jamie Sullivan (6/2024, Douglas) - Secretary
Karissa Goosen (6/2025, County)
Zach Martinez (6/2025, Douglas)
Lyle Hunt (6/2026, Glenrock)
Candace Benedetta (11/2025, Glenrock)
J.D. Cox (6/2026, County)

Date: December 19, 2023

Call to order: Jane Garber called the meeting to order @ 4:56 p.m.

General:

Grants: No grants this month

Fair Manager Report:

Kota stated that the City of Douglas is putting together an emergency announcement system with all the digital signs throughout Douglas and would need the boards approval to use the digital sign located on the fairgrounds. These announcements would be for snow events, road closure, etc within the city limits.

Motion: Candy Benedetta Seconded: Zach Martinez Motion Carried

Courtney and Kota brought the awards that they won to show the board which are very nice and worth high honors. She also indicated that our State Fair has been selected as one of five finalists for innovation excellence in fair management which is exciting news. Every award and recognition just helps to bolster our state fair and our local economy.

Sagebrush Marketing Report:

Jen Womack stated the grant dollars from the state need to be used by June 30, 2024 so that the board can be in line to apply for the grant again. There was some discussion about how to use the grant money based on the email suggestions that Jen sent out. The board decided on the following projects to use the grant money: Motion to fund the Glenrock historical signs project in the amount of \$15,000.

Motion: J.D. Cox Seconded: Zach Martinez Motion Carried

Motion to purchase the statue of Harriette in the amount of \$32,000.

Motion: Jamie Sullivan Seconded: Candy Benedetta Motion Carried

Motion to use the remaining balance to fund a new buy for Camp Douglas.

Motion: Candace Benedetta Seconded: J.D. Cox Motion Carried

The remaining projects that were discussed such as the mural project that the Arts and Culture group is putting together may be a good use of the funds from the next grant as well as getting hold of our board partners and letting them know we have funds available and that they can apply for them.

Previous Month's Minutes: Minutes from November 2023 presented.

Motion: Candy Benedetta Seconded: Zach Martinez Motion Carried

Financial Report: Invoices presented.

Motion: J.D. Cox Seconded: Candy Benddetta Motion Carried

Old Business:

Bikes are sold as of December 19th for a total of \$800.

Glenrock dinosaur and trails signage: Trails signs previously approved. Jane commented that Glenrock (and Douglas) need to work on what they have to offer, such as museums being open, before advertising them on the interstate with signage.

Other Business:

Enterprise – no report

Elevate – Candy reported that they are currently advertising for a new director as the old one was let go. Winterfest went well which included the parade.

Main Street – Candy reported that they finished their Elf on a Shelf event and had 705 people participate. They will have their business network series and education event in January. A second mural will be completed that will be on four boards in Town Square. It will be wings and the town name. Grant dollars were used for that purchase.

City of Douglas – J.D. stated that they closed the deal on “Murphy’s Wall” and there will be a community meeting in February to get ideas of what to do with it. They signed an agreement with Retail Coach that will help local businesses expand their operations. The Enterprise approved housing, labor and market analysis studies. Water is our #1 problem in Douglas and the city is working on that issue as well. J.D. introduced Hailey Sorg with UW Extension and she gave the board information on a work initiative that they are working with the city and the outdoor enthusiasts as a capstone for UW graduates this spring.

New Business:

The board was supposed to put a bid out for a marketing contract in November. There was discussion on what the bid should look like including one for marketing and one for administrative and also if there should be a paid position. Candy stated that she will call around to other tourism boards in the state to see what they are doing. It was decided to ask Berkley Young to Zoom in the meeting in January and give the board some insight. Jen will also email Berkley's last report to the board that he gave a few years ago. J.D. asked if we could postpone the bid going out until we had more information. The board decided to have a work session before the January 16th meeting at Ruthe James building. Jane will send out an email confirming the session.

Public Comments: None

Adjournment: There being no further business, the meeting was adjourned @ 6:48 pm.

Next Meeting: January 16th at Ruthe James building at the Fairgrounds.

Submitted to file by: Jamie D. Sullivan, Secretary



Converse County Tourism and Promotion Board Attendance Sheet: December 19, 2023 at Ruthe James

Jane Garber

J.D. Cox

Candy Benedetta

Jamie Sullivan

Zach Martinez

Robin Cross

Guests:

Jen Womack – Sagebrush Marketing

Courtney Conkle – State Fair

Kota Provence – State Fair

Hailey Sorg – UW Extension