

# DOUGLAS CITY COUNCIL MEETING

Douglas City Hall, Council Chambers  
101 N. 4<sup>th</sup> Street, Douglas, WY

Monday, April 8, 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: March 25, 2024

Documents:

[20240325 COUNCIL WORKSESSION MINUTES.PDF](#)

5.I.ii. Minutes: City Council Meeting: March 25, 2024

Documents:

[20240325 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: March 2024

Documents:

[MARCH.PDF](#)

- 5.V. Other Consent
- 6. Presentations & Proclamations
  - 6.I. Proclamation: Child Abuse Awareness And Prevention Month
  - 6.II. Proposal: Proclaim Jackalope Day 2nd Saturday Of June
  - 6.III. Converse County Joint Justice Joint Powers Board Update

#### 7. Public Hearings

- 7.I. Resolution 2024-06: A Resolutions Amending The Budget Of The City Of Douglas, Wyoming For The Fiscal Year 2024

Documents:

[RESOLUTION BUDGET AMENDMENT FY 24 - APRIL 2024.PDF](#)  
[BUDGET AMENDMENT DETAIL.PDF](#)  
[NARRATIVE BUDGET AMENDMENT 20240402.PDF](#)

#### 8. Council Action Items

- 8.I. Proposal Acceptance: See Click Fix, Branded Marketplace & Civic Clerk Modules

Documents:

[NARRATIVE SEE CLICK FIX - BRANDED MARKETPLACE PROPOSAL ACCEPTANCE 20240401.DOCX](#)  
[NARRATIVE CIVIC CLERK PROPOSAL ACCEPTANCE 20240401.DOCX](#)  
[DOUGLAS WY - SCF REQUESTS BRANDED MARKETPLACE APP.PDF](#)  
[DOUGLAS WY - CIVICCLERK QUOTES.PDF](#)

- 8.II. Change Order: Washington Park Picnic Shelter

Documents:

[CHANGE ORDER 1.PDF](#)  
[NARRATIVE - CHANGE ORDER WASHINGTON PARK SHELTER UPDATED.PDF](#)

- 8.III. Resolution 2024-07: A Resolution Designating Depositories For Depositing Of Public Funds For The City Of Douglas, Wyoming

Documents:

[RES NO 2024-07 BANK DEPOSITORIES 2024.PDF](#)  
[NARRATIVE - BANK DEPOSITORIES - 20240402.PDF](#)  
[CONVERSE COUNTY BANK.PDF](#)  
[POINTS WEST COMMUNITY BANK.PDF](#)  
[FIRST NORTHERN BANK OF WYOMING.PDF](#)

8.IV. Board Appointment: Douglas Housing Authority

Documents:

[NARRATIVE - DOUGLAS HOUSING AUTHORITY BOARD APPOINTMENT  
20240402.PDF](#)  
[DOUGLAS HOUSING AUTHORITY BOARD - APPLICATION - JOHNSON,  
NICOLE 20240320.PDF](#)

8.V. Proposal Acceptance: Municipal Solid Waste Hauling

Documents:

[NARRATIVE FORM - MSW HAULING - 2024.PDF](#)  
[EXPRESS DISPOSAL.PDF](#)  
[BLACKBURN CATTLE COMPANY.PDF](#)

8.VI. Resolution 2024-08: A Resolution Adopting General Guidelines For Use By Members Of The Governing Body In Reviewing Applications Received For An Available Retail Liquor License Within The City Of Douglas, Wyoming

Documents:

[RESOLUTION 2024-08 LIQUOR LICENSE APPLICATION PROCESS APRIL  
2024.PDF](#)  
[NARRATIVE LIQUOR LICENSE APPLICATION 20240402.PDF](#)

8.VII. Resolution 2024-09: A Resolution Setting Rules For Special Events At City Of Douglas Parks

Documents:

[RESOLUTION 2024-09 PARK RULES.PDF](#)

8.VIII. Wyoming State Fair Endowment: Contribution Consideration

8.IX. Warrant Register: March 2024: K&R Construction

Documents:

[MARCH 3.PDF](#)

8.X. Warrant Register: March 2024: Perry Hershberger

Documents:

[MARCH 2.PDF](#)

9. Tabled Item: Ordinance 1037: An Ordinance Amending Section 8.20.190 Removal Of Snow And Ice And Adding Section 10.92.080 Snow Emergency An No Parking Snow Routes Second Reading

Documents:

[ORDINANCE 1037 SNOW 2ND READING - 20240311.PDF](#)  
[PLOW MAP 2024 - REVISED 20240312.PDF](#)  
[20240325 NO PARKING SNOW ROUTE STREETS.PDF](#)

10. Council Discussion

10.I. Swimming Pool Update

11. Council Information

11.I. Department Report: Community Development

Documents:

[COUNCIL DEPARTMENT REPORT 20240408 \(FOR MAR 2024\).PDF](#)

11.II. Department Report: Police Department

Documents:

[PDMARCH24UPDATE.PDF](#)

11.III. Department Report: Public Works

Documents:

[PUBLIC WORKS DEPARTMENT REPORT 4-8-2024.PDF](#)  
[MARCH, 2024 WATER PRODUCTION.PDF](#)

11.IV. Converse County Tourism Promotion Board Minutes: February 20, 2024

Documents:

[CCTPB FEBRUARY 2024.PDF](#)

12. City Manager's Report

13. Good People Doing Good Things

14. Community Updates

14.I. Event Calendar

15. Executive Session

16. Adjourn

City Council Work Session Minutes  
March 25, 2024

A Work Session of the Douglas City Council was held on March 25, 2024, at approximately 4:00 p.m. in the upstairs conference room at City Hall, 101 N. 4<sup>th</sup> Street, Douglas, Wyoming.

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

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

**Discussion Items:**

Budget/Finance update. Snow Route – No Parking Area. Liquor license & fees. Business meals/expenses updates. Street Naming & Policy Adoption Consideration. SeeClickFix & Civic Clerk.

No action was taken. Work session adjourned at approximately 5:09 p.m.

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Mary Nicol, City Clerk

City Council Regular Meeting Minutes  
March 25, 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. Douglas High School band, led by Mr. Brown, sang & played the National Anthem.

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

**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:** Dax McCarty & Macey Moore addressed Council regarding fees for events at Bartling Park.

**Consent Docket: Minutes: City Council Work Session: March 11, 2024; City Council Meeting: March 11, 2024; Ordinance 3<sup>rd</sup> Reading: Ordinance No 1038; Wastewater Treatment Plant Bypass Rehabilitation Project.** Councilperson Bartling moved to approve the Consent Docket as presented. Councilperson McNare seconded. Brief Discussion. Motion carried 5-0.

**Presentation:**

**Douglas High School Band:** Douglas High School Band members performed for the assembly in recognition of Music Appreciation Month.

**Wyoming State Fair:** Rindy West, Courtney Kunkel, & Deanna Brow addressed Council requesting contribution to Wyoming State Fair Endowment.

**Arts & Culture Presentation & Update:** Michelle Carter, Besty Varland, & Josh Butts provided update on activities for the last 6 months and upcoming events.

**Public Hearings:**

**Liquor License Bar & Grill Application: Ramos Café LLC.** Mayor Pexton opened the public hearing at 6:12 p.m. Director Nicol provided an overview. No Public Comments. Public Hearing closed at 6:14 p.m. Councilperson Hershberger moved to approve the Bar & Grill Liquor License for Ramos Café LLC for the licensing term of April 1, 2024 thru March 31, 2025 contingent on receipt of food permit. Councilperson Schmidt seconded. Motion carried 5-0.

**Show Cause Hearing**

**Samuel Mares Post Number 8, The American Legion.** Mayor Pexton opened a show cause hearing at 6:14 p.m. Director Nicol provided an overview. Show Cause Hearing closed at 6:17 p.m. Councilperson

McNare moved to impose a six month probationary period contingent on no further violations during that time with additional action taken in the event of a further violation. Councilperson Schmidt seconded. Motion carried 5-0.

**Council Action Items:**

**Liquor License Dispensing Area Request: Round Rock Entertainment LLC, LaBonte Bar:** Director Nicol provided a brief overview. Macey Moore answered questions from Council. Councilperson Schmidt moved to approve the dispensing area changes for Round Rock Entertainment LLC, LaBonte Bar as presented. Councilperson Bartling seconded. Brief discussion. Motion carried 5-0.

**Attorney Services Agreement:** City Manager Cox provided a brief overview. Councilperson McNare moved to approve amendment #3 to the contract with Peasley & Armstrong LLP. Councilperson Schmidt seconded. Motion carried 5-0.

**Bid Acceptance: Downtown Alley Improvements Project:** Director Harbarger provided a brief overview. Councilperson Hershberger moved to accept the bid from Ramshorn Construction in the amount of \$1,430,125.00 for the Downtown Alley Improvements Project and furthermore authorize the City Manager to sign all associated documents. Councilperson McNare seconded. Motion carried 5-0.

**Proposal Acceptance: City Works:** Director Chaffin provided a brief overview. Councilperson Bartling moved to accept the proposal from Centricity as presented in an amount not to exceed \$77,000 and authorize the City Manager to approve and sign all associated documents. Brief discussion. Councilperson Schmidt seconded. Motion carried 5-0.

**Approval Corrective Deed: Other Side of the Tracks:** Attorney Armstrong provided a brief overview & answered questions from Council. Councilperson McNare moved to approve the corrected deed for the other side of the tracks as presented. Councilperson Hershberger seconded. Motion carried 5-0.

**Council Information:**

Converse County Tourism Promotion Board Meeting Minutes: January 2024.  
Financial Report: February 2024.

**City Manager's Report:**

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

**Good People Doing Good Things:**

Councilperson McNare recognized Landfill employees as it has been cleaned up & looks very nice. Councilperson Schmidt recognized Blend Coffee for the impact they have made by opening doors, providing coffee and cookies, allowing Veterans & First Responders to meet.

**Community Update**

Director Nicol reviewed upcoming events

**Adjourn:** Councilperson Bartling moved to adjourn the regular City Council meeting of March 25, 2024. Councilperson Hershberger seconded. Motion carried 5-0. Meeting adjourned at approximately 7:00 p.m.

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Kim Pexton, Mayor

ATTEST:

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Mary Nicol, City Clerk  
Published: April 3, 2024

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
<b>307 SIGNS AND MORE</b>				
1721	NAME PLATE	03/15/24	9.00	10-5100-3210
Total 307 SIGNS AND MORE:			9.00	
<b>AARONS WATER SERVICE</b>				
032824	BULK WATER PREPAYMENT REFUND	03/28/24	816.13	31-5400-2175
Total AARONS WATER SERVICE:			816.13	
<b>AFLAC</b>				
032224	Payroll Deduction	03/22/24	537.56	10-20000225
Total AFLAC:			537.56	
<b>ALCOHOL &amp; DRUG TESTING SERV</b>				
45588	PROFESSIONAL SERVICES	02/29/24	75.00	10-5100-2158
45588	PROFESSIONAL SERVICES	02/29/24	40.00	10-5100-2158
Total ALCOHOL & DRUG TESTING SERV:			115.00	
<b>ALLIANCE COMMUNICATION &amp; TECHNOLOGIES LL</b>				
14344	GATE CONTROLLER REPLACEMENT	10/31/23	7,994.00	31-5401-6544
15057	ANNUAL SUPPORT FEE	03/26/24	1,380.00	31-5401-6544
Total ALLIANCE COMMUNICATION & TECHNOLOGIES LL:			9,374.00	
<b>AT &amp; T</b>				
032624	CELLULAR PHONE SERVICE	03/26/24	15.89	31-5401-2134
032624	CELLULAR PHONE SERVICE	03/26/24	15.89	32-5501-2134
032624	CELLULAR PHONE SERVICE	03/26/24	17.34	31-5403-2134
Total AT & T:			49.12	
<b>ATLAS PREMIER SERVICE</b>				
62598	COPIER MAINTENANCE AGREEMENT	03/08/24	84.93	10-5201-2156
Total ATLAS PREMIER SERVICE:			84.93	
<b>BCN TELECOM INC</b>				
23695993	PHONE SERVICE	03/01/24	83.78	10-5100-2134
Total BCN TELECOM INC:			83.78	
<b>BISON PUMP &amp; SUPPLY</b>				
586705	SOCKET	03/20/24	127.55	34-5340-3210
586705	ADAPTER	03/20/24	5.72	32-5502-3210
586705	ADAPTER	03/20/24	8.42	32-5502-3210
Total BISON PUMP & SUPPLY:			141.69	
<b>BLACK HILLS ENERGY</b>				
032024	GAS SERVICE	03/20/24	525.29	10-5100-2133
032024	GAS SERVICE	03/20/24	1,506.04	10-5301-2133
032024	GAS SERVICE	03/20/24	241.48	10-5306-2133
032024	GAS SERVICE	03/20/24	1,022.17	31-5401-2133
032024	GAS SERVICE	03/20/24	241.33	31-5402-2133
032024	GAS SERVICE	03/20/24	394.15	32-5502-2133

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
032024	GAS SERVICE	03/20/24	1,106.97	34-5340-2133
032024	GAS SERVICE	03/20/24	42.25	10-5304-2133
Total BLACK HILLS ENERGY:			5,079.68	
<b>BLACKBURN CATTLE CO</b>				
36325	WATER TANKER/TRAILER	03/07/24	25,000.00	34-5895-6547
Total BLACKBURN CATTLE CO:			25,000.00	
<b>BLOEDORN LUMBER - DOUGLAS</b>				
591208	RETURN-2X6	03/13/24	31.96	10-5306-3210
591208	RETURN-2X6	03/13/24	22.76	10-5305-3210
592044	RETURN-BULK STUFF	03/21/24	24.90	10-5304-3210
8045133	SOLVENT CEMENT KIT	02/20/24	13.99	31-5401-3210
8067367	FASTENERS	03/06/24	7.80	10-5304-3210
8069520	CONCRETE	03/07/24	10.28	10-5305-3210
8074130	WRENCH PIPE	03/11/24	14.99	10-5304-3210
8074354	SCREWS	03/11/24	62.99	10-5305-3210
8074354	2X6	03/11/24	351.56	10-5305-3210
8074354	2X6	03/11/24	182.08	10-5305-3210
8074354	2X4	03/11/24	19.68	10-5305-3210
8075096	SCREWS	03/11/24	62.99	10-5305-3210
8076160	2X2	03/12/24	12.98	10-5305-3210
8076246	FASTENING PIN	03/12/24	9.99	10-5305-3210
8076819	CHUCK KEY LEASH	03/12/24	3.49	10-5305-3210
8076819	PERCUSSION BIT	03/12/24	12.98	10-5305-3210
8076819	GREEN LOADS	03/12/24	19.99	10-5305-3210
8081187	FLUORESCENT TUBE	03/15/24	11.99	31-5402-3210
8084658	PAINT	03/18/24	45.99	10-5304-3210
8086785	AIR COMPRESSOR	03/19/24	174.99	10-5305-3220
8087588	STAIN	03/19/24	17.99	10-5304-3210
8089670	BRACKET	03/20/24	16.98	10-5304-3210
8089670	BULK STUFF	03/20/24	64.74	10-5304-3210
81044240	ROLLER COVERS	03/21/24	10.98	10-5304-3210
Total BLOEDORN LUMBER - DOUGLAS:			1,049.83	
<b>BOMGAARS</b>				
270415	NOZZLE	02/29/24	6.99	31-5401-3210
270415	FILTER	02/29/24	24.99	31-5401-3210
270415	VACUUM	02/29/24	129.99	31-5401-3210
271357	BOLTS	03/04/24	50.77	33-5600-3210
271357	COTTER PIN	03/04/24	7.99	33-5600-3210
273944	SPRAY PAINT	03/15/24	23.97	34-5340-6547
274838	BRAD NAILER	03/19/24	129.99	10-5305-3220
276562	BOLTS	03/26/24	20.96	10-5305-3210
276847	SPRAY PAINT	03/27/24	16.98	10-5304-3210
Total BOMGAARS:			412.63	
<b>BOYS &amp; GIRLS CLUB OF DOUGLAS</b>				
1742-MAR	FUNDING ALLOCATION AGREEMENT	03/21/24	2,083.33	10-5110-8746
Total BOYS & GIRLS CLUB OF DOUGLAS:			2,083.33	
<b>BUSINESS CENTER</b>				
9345	BATTERIES	02/21/24	39.97	10-5100-3201

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
9345	BINDER CLIPS	02/21/24	40.80	10-5100-3210
9345	CALCULATOR TAPE	02/21/24	15.95	10-5100-3201
9345	INK CARTRIDGE	02/21/24	193.47	10-5100-3201
9345	INK CARTRIDGE	02/21/24	251.03	10-5100-3201
9345	INK CARTRIDGE	02/21/24	317.79	10-5100-3201
9345	PAPER	02/21/24	763.70	10-5100-3201
9345	NCR PAPER	02/21/24	175.00	10-5100-3201
9345	POST-IT NOTES	02/21/24	3.42	10-5100-3201
9345	POST-IT NOTES	02/21/24	6.02	10-5100-3201
9345	WHITE OUT	02/21/24	13.04	10-5100-3201
9345	CERTIFICATE HOLDER	02/21/24	22.33	10-5100-3201
9345	MONITOR RISER STAND	02/21/24	40.00	10-5100-3201
9517	CARD STOCK	03/05/24	20.28	10-5100-3201
9722	BATTERIES	03/15/24	43.20	10-5100-3201
9733	FILE FASTENERS	03/18/24	32.97	10-5100-3201
Total BUSINESS CENTER:			1,978.97	
<b>BUSINESS SOLUTIONS GROUP</b>				
16570	ENVELOPES	02/29/24	410.00	10-5100-3201
16570	SHIPPING	02/29/24	61.50	10-5100-3201
16570	ENVELOPES	02/29/24	350.00	10-5100-3201
16570	SHIPPING	02/29/24	61.50	10-5100-3201
Total BUSINESS SOLUTIONS GROUP:			883.00	
<b>BUSTER INC</b>				
8640	SPINNER MOTOR	02/01/24	956.00	10-5305-3210
8640	FREIGHT	02/01/24	62.33	10-5305-3210
Total BUSTER INC:			1,018.33	
<b>BYLER, BEN</b>				
INV-0003	DISPLAY CASE	01/04/24	300.00	10-5201-3210
Total BYLER, BEN:			300.00	
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>				
030824	PAYROLL DEDUCTION	03/08/24	542.31	10-20000226
032224	PAYROLL DEDUCTION	03/22/24	542.31	10-20000226
Total CALIFORNIA STATE DISBURSEMENT UNIT:			1,084.62	
<b>CANDO - DBA THE ENTERPRISE</b>				
11224	REGISTRATION-WY MAIN STREET BEST PRACTICES	03/28/24	100.00	10-5106-2122
180324	ECONOMIC DEVELOPMENT STUDY REIMBURSEMENT	03/18/24	13,500.00	41-5410-2158
Total CANDO - DBA THE ENTERPRISE:			13,600.00	
<b>CAPITOL BUSINESS SYSTEMS INC</b>				
1375892	MAINTENANCE AGREEMENT-PLOTTER	03/19/24	66.11	10-5106-2156
Total CAPITOL BUSINESS SYSTEMS INC:			66.11	
<b>CDW-G</b>				
PG43337	BATTERIES	01/25/24	648.00	31-5401-3210
PN45641	RETURN-BATTERIES	02/09/24	648.00	31-5401-3210
PT14514	TOUGH BOOK PROTECTION PLAN	02/22/24	1,821.40	10-5100-3220

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
PT94446	BATTERIES	02/26/24	625.20	31-5401-3210
QF19187	LENOVO THINK PAD	03/15/24	1,457.48	10-5103-3220
Total CDW-G:			3,904.08	
<b>CENTURYLINK</b>				
030624	TELEPHONE SERVICES	03/06/24	50.27	10-5306-2134
030624	TELEPHONE SERVICES	03/06/24	63.42	32-5502-2134
032024	TELEPHONE SERVICES	03/20/24	24.85	10-5307-2134
Total CENTURYLINK:			138.54	
<b>CHAFFIN, CLARA</b>				
022424	MILEAGE REIMBURSEMENT-ROCKY MTN LAND INSTITUTE	02/24/24	313.56	10-5106-2123
Total CHAFFIN, CLARA:			313.56	
<b>CITY OF CASPER</b>				
624521	LANDFILL FEES	02/23/24	1,378.00	34-5340-2158
624543	LANDFILL FEES	02/26/24	877.50	34-5340-2158
624558	LANDFILL FEES	02/26/24	1,224.60	34-5340-2158
624589	LANDFILL FEES	02/28/24	2,854.15	34-5340-2158
624608	LANDFILL FEES	02/29/24	1,010.10	34-5340-2158
624629	LANDFILL FEES	03/01/24	1,275.30	34-5340-2158
624657	LANDFILL FEES	03/04/24	1,201.85	34-5340-2158
624670	LANDFILL FEES	03/04/24	1,166.10	34-5340-2158
624688	LANDFILL FEES	03/05/24	1,182.35	34-5340-2158
624703	LANDFILL FEES	03/06/24	2,211.30	34-5340-2158
624727	LANDFILL FEES	03/07/24	1,293.50	34-5340-2158
624755	LANDFILL FEES	03/08/24	1,905.80	34-5340-2158
624794	LANDFILL FEES	03/11/24	1,090.70	34-5340-2158
624828	LANDFILL FEES	03/12/24	1,223.95	34-5340-2158
624850	LANDFILL FEES	03/13/24	1,387.10	34-5340-2158
624882	LANDFILL FEES	03/14/24	2,292.55	34-5340-2158
624899	LANDFILL FEES	03/15/24	1,033.50	34-5340-2158
624918	LANDFILL FEES	03/18/24	1,503.45	34-5340-2158
624956	LANDFILL FEES	03/19/24	2,569.45	34-5340-2158
624974	LANDFILL FEES	03/20/24	1,207.05	34-5340-2158
624999	LANDFILL FEES	03/21/24	1,608.10	34-5340-2158
625020	LANDFILL FEES	03/22/24	2,072.20	34-5340-2158
Total CITY OF CASPER:			33,568.60	
<b>CITY OF DOUGLAS-HLTH INS TRN</b>				
030824	HEALTH INSURANCE TRANSFER	03/08/24	73,169.08	10-10000900
032024	HEALTH INSURANCE TRANSFER	03/20/24	73,169.08	10-10000900
Total CITY OF DOUGLAS-HLTH INS TRN:			146,338.16	
<b>CITY OF DOUGLAS-PETTY CASH</b>				
322	REPLENISH PETTY CASH-CEMETERY DEED	03/07/24	12.00	10-5100-3210
323	REPLENISH PETTY CASH-LICENSE PLATE	03/08/24	2.00	10-5100-3210
324	REPLENISH PETTY CASH-TITLE	03/26/24	15.00	10-5100-3210
325	REPLENISH PETTY CASH-LICENSE PLATE	03/27/24	12.00	10-5100-3210
Total CITY OF DOUGLAS-PETTY CASH:			41.00	

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
<b>CITY OF DOUGLAS-UTILITY PMNT</b>				
030724	WATER/SEWER/SANITATION	03/07/24	169.42	10-5100-2132
030724	WATER/SEWER/SANITATION	03/07/24	294.09	10-5301-2132
030724	WATER/SEWER/SANITATION	03/07/24	902.99	10-5304-2132
030724	WATER/SEWER/SANITATION	03/07/24	84.71	10-5306-2132
030724	WATER/SEWER/SANITATION	03/07/24	292.83	31-5401-2132
030724	WATER/SEWER/SANITATION	03/07/24	1,723.47	31-5402-2132
030724	WATER/SEWER/SANITATION	03/07/24	287.99	32-5501-2132
030724	WATER/SEWER/SANITATION	03/07/24	24.56	32-5502-2132
17642	LANDFILL CHARGES	03/07/24	14,604.00	33-5600-2158
17663	LANDFILL CHARGES	03/21/24	29,031.00	33-5600-2158
17678	LANDFILL CHARGES	03/28/24	15,964.50	33-5600-2158
Total CITY OF DOUGLAS-UTILITY PMNT:			63,379.56	
<b>CIVIL ENGINEERING PROFESSIONAL</b>				
21-055-14	ENGINEERING-WTP BOILER PIPING	03/20/24	7,552.50	31-5856-2153
22-034-13	ENGINEERING-SOUTH DOWNTOWN UTILITIES	03/20/24	743.07	31-5840-2153
22-034-13	ENGINEERING-SOUTH DOWNTOWN UTILITIES	03/20/24	852.35	32-5852-2153
22-034-13	ENGINEERING-SOUTH DOWNTOWN UTILITIES	03/20/24	2,047.08	56-5560-2153
22-043-11	ENGINEERING-WEST RIVER LIFT STATION	03/20/24	1,095.00	32-5852-2153
22-046-10	ENGINEERING-TETON WAY	03/20/24	9,058.86	31-5840-2153
22-046-10	ENGINEERING-TETON WAY	03/20/24	21,238.34	56-5560-2153
22-053-13	ENGINEERING-WWTP BYPASS LINE REPLACEMENT	03/20/24	6,467.50	32-5850-2153
22-069-06	ENGINEERING-E RICHARDS ST DESIGN	03/20/24	9,420.00	56-5560-2153
22-069-09	ENGINEERING-E RICHARDS ST DESIGN	01/30/24	37,055.00	56-5560-2153
23-013-05	ENGINEERING-2ND & 3RD ST DESIGN	03/20/24	247.86	31-5840-2153
23-013-05	ENGINEERING-2ND & 3RD ST DESIGN	03/20/24	284.31	32-5852-2153
23-013-05	ENGINEERING-2ND & 3RD ST DESIGN	03/20/24	682.83	56-5560-2153
23-042-04	ENGINEERING-LANDFILL ROAD	01/30/24	2,077.50	34-5895-2153
23-042-05	ENGINEERING-LANDFILL ROAD	03/20/24	1,880.00	34-5895-2153
23-053-04	ENGINEERING-BIRCH ST REALIGNMENT	03/20/24	577.50	32-5852-2153
23-054-04	ENGINEERING-ADAMS ST	03/20/24	6,393.36	31-5840-2153
23-054-04	ENGINEERING-ADAMS ST	03/20/24	9,276.64	56-5560-2153
23-055-04	ENGINEERING-N 4TH STREET	03/20/24	791.19	31-5840-2153
23-055-04	ENGINEERING-N 4TH STREET	03/20/24	4,518.81	56-5560-2153
23-060-03	ENGINEERING-LBES CREEK DREDGING	03/20/24	2,670.00	31-5856-2153
23-073-02	ENGINEERING-CLEARWELL CLEANING	03/20/24	2,380.00	31-5856-2153
24-010-01	ENGINEERING-OLD FAIRGROUND ENTRANCE	03/20/24	2,147.50	65-5650-2153
Total CIVIL ENGINEERING PROFESSIONAL:			129,457.20	
<b>CNA SURETY</b>				
031824	CLERK BOND RENEWAL	03/18/24	175.00	10-5100-2157
Total CNA SURETY:			175.00	
<b>COMMUNICATION TECHNOLOGIES INC</b>				
91037	CRADLE POINT ANTENNA	03/05/24	355.00	10-5202-3210
91037	SHIPPING	03/05/24	23.92	10-5202-3210
Total COMMUNICATION TECHNOLOGIES INC:			378.92	
<b>COMTRONIX</b>				
4396342	ALARM MONITORING	03/01/24	105.00	10-5100-2156
Total COMTRONIX:			105.00	

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
<b>CONVERSE COUNTY</b>				
032824	JOINT JUSTICE EXPENDITURES	03/28/24	64,643.28	10-5111-8760
032824	JOINT JUSTICE EXPENDITURES	03/28/24	8,391.56	10-5111-8760
032824	JOINT JUSTICE EXPENDITURES	03/28/24	58,966.81	10-5111-8760
032824	JOINT JUSTICE EXPENDITURES	03/28/24	15,266.44	10-5111-8760
Total CONVERSE COUNTY:			147,268.09	
<b>CONVERSE COUNTY CLERK</b>				
02-CC-EDA	EDA GRANT-EWC EXPANSION	03/27/24	480,000.00	10-5100-2158
2402-CCTS-01	INFORMATION TECHNOLOGY SERVICES	03/26/24	8,333.34	10-5103-2158
Total CONVERSE COUNTY CLERK:			488,333.34	
<b>CONVERSE COUNTY SHERIFF</b>				
022024	BOOKING FEES	02/29/24	120.00	10-5201-2161
Total CONVERSE COUNTY SHERIFF:			120.00	
<b>COY, DEBRA J</b>				
032724	JANITORIAL SERVICES	03/27/24	2,200.00	10-5100-2158
Total COY, DEBRA J:			2,200.00	
<b>DANA KEPNER COMPANY OF WY</b>				
2236299-00	METER CHAMBER	02/26/24	410.00	31-5403-3220
2236977-00	CURB STOPS	09/15/23	1,525.60	31-5402-3210
2237353-00	METER CHAMBER	02/23/24	921.20	31-5403-3220
2237353-00	METER CHAMBER	02/23/24	902.87	31-5403-3220
2237514-00	METERS	01/18/24	1,494.96	31-5403-3220
2237514-00	METERS	01/18/24	1,242.50	31-5403-3220
2237516-00	METERS	01/24/24	2,242.44	31-5403-3220
Total DANA KEPNER COMPANY OF WY:			8,739.57	
<b>DOUGLAS BUDGET</b>				
301437939	BID-WATER TREATMENT CLEARWELL CLEANING	02/07/24	140.00	10-5100-2115
301437940	RENEWAL LICENSE APPLICATIONS	02/07/24	168.00	10-5100-2115
301437941	BID- S DOWNTOWN ALLEY IMPROVEMENT	02/07/24	168.00	10-5100-2115
301438045	BID-TOP DRESSER	02/14/24	98.00	10-5100-2115
301438069	BID-WATER TREATMENT CLEARWELL CLEANING	02/14/24	140.00	10-5100-2115
301438070	RENEWAL LICENSE APPLICATIONS	02/14/24	168.00	10-5100-2115
301438071	BID- S DOWNTOWN ALLEY IMPROVEMENT	02/14/24	168.00	10-5100-2115
301438092	BID-TOP DRESSER	02/21/24	98.00	10-5100-2115
301438100	BID- S DOWNTOWN ALLEY IMPROVEMENT	02/21/24	168.00	10-5100-2115
301438167	WARRANT REGISTER	02/28/24	350.00	10-5100-2115
301438168	MINUTES	02/28/24	322.00	10-5100-2115
Total DOUGLAS BUDGET:			1,988.00	
<b>DOUGLAS COMMUNITY CLUB</b>				
022524-FEB	FUNDING ALLOCATION AGREEMENT	02/25/24	5,000.00	10-5110-8702
Total DOUGLAS COMMUNITY CLUB:			5,000.00	
<b>DOUGLAS GROCERY</b>				
4460	VINEGAR	03/15/24	6.90	10-5100-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total DOUGLAS GROCERY:			6.90	
<b>DOUGLAS HARDWARE HANK LLC</b>				
358262	PAPER TOWELS	02/01/24	29.97	31-5401-3210
358262	FAUCET	02/01/24	49.99	31-5401-3210
358441	SCRUB PAD	02/08/24	3.99	31-5401-3210
358441	SCOUR PAD	02/08/24	2.99	31-5401-3210
358618	SANDWICH BAGS	02/15/24	15.18	31-5401-3210
358618	FREEZER BAGS	02/15/24	27.96	31-5401-3210
358618	MICE BAIT	02/15/24	11.99	31-5401-3210
358618	ANIMAL REPELLENT	02/15/24	19.99	31-5401-3210
358790	STORAGE BOX	02/23/24	6.99	31-5401-3210
358845	HITCH BALL	02/26/24	17.99	31-5401-3210
358884	UTILITY HEATER	02/28/24	49.99	31-5401-3210
358996	TRIM SCREWS	03/04/24	9.59	10-5304-3210
359011	BATTERIES	03/05/24	11.99	31-5402-3210
359024	DUCT TAPE	03/05/24	9.99	10-5304-3210
359048	BATTERIES	03/06/24	16.99	31-5402-3210
359050	CARPENTER PENCIL SHARPENER	03/06/24	3.59	10-5305-3210
359050	AIR PLUG	03/06/24	2.99	10-5305-3210
359050	AIR COUPLING	03/06/24	3.99	10-5305-3210
359094	CONCRETE MIX	03/07/24	15.18	10-5305-3210
359164	NEEDLE DRAIN COCK	03/11/24	4.99	10-5304-3210
359185	RESPIRATOR MASK	03/12/24	6.99	10-5305-3210
359188	CAULK	03/12/24	9.18	10-5100-3210
359189	SPRAY PAINT	03/12/24	11.98	34-5340-3210
359189	SPRAY PAINT	03/12/24	8.59	34-5340-3210
359192	HOSE PLUG	03/12/24	2.99	10-5304-3210
359194	ICE SCRAPER	03/12/24	15.99	10-5202-3210
359199	WEED PREVENTER	03/12/24	64.99	10-5304-3210
359246	LYSOL	03/13/24	17.18	31-5402-3210
359246	DISINFECTANT WIPES	03/13/24	8.59	31-5402-3210
359264	CLOROX WIPES	03/14/24	7.99	10-5304-3210
359269	WD40	03/14/24	8.99	10-5306-3210
359269	PLYERS	03/14/24	14.99	10-5306-3210
359333	PAINT BRUSHES	03/18/24	7.16	10-5305-3210
359336	GLOVES	03/18/24	19.99	31-5402-3210
359344	FASTENERS	03/18/24	12.64	10-5304-3210
359344	FASTENERS	03/18/24	2.40	10-5304-3210
359360	RETURN-FASTENERS	03/18/24	12.64	10-5304-3210
359360	RETURN-FASTENERS	03/18/24	2.40	10-5304-3210
359380	AIR COUPLING	03/19/24	7.98	10-5100-3210
359382	MARKING FLAG	03/19/24	13.99	31-5402-3210
359382	MARKING PAINT	03/19/24	19.98	31-5402-3210
359388	KNOB	03/19/24	3.99	10-5306-3210
359394	ENTRY KNOB	03/19/24	18.99	10-5100-3210
359401	SANDPAPER	03/20/24	5.99	10-5100-3210
359401	HINGE	03/20/24	18.99	10-5100-3210
359417	WALL ANCHORS	03/20/24	34.36	10-5304-3210
359475	DRY ERASE MARKER	03/22/24	7.99	10-5302-3210
359541	SPRAY PAINT	03/26/24	25.98	10-5304-3210
359546	LUBE	03/26/24	9.59	10-5304-3210
359576	FAUCET	03/27/24	44.99	10-5304-3210
359577	FAUCET SUPPLY LINE	03/27/24	19.18	10-5304-3210
359579	FASTENERS	03/27/24	2.43	10-5100-3210
359579	FOAM BRUSH	03/27/24	4.59	10-5100-3210
K58584	SWIFFER DUSTER	02/14/24	14.99	31-5401-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
K59439	SPRAY PAINT	03/21/24	25.98	10-5304-3210
Total DOUGLAS HARDWARE HANK LLC:			801.92	
<b>DOUGLAS SEAT COVERS LLC</b>				
225	EMBROIDERY DIGITIZING	01/25/24	50.00	10-5202-3210
225	LOGO EMBROIDERY	01/25/24	12.50	10-5202-3210
233	NAME TAPE EMBROIDERY	02/03/24	72.00	10-5202-3210
Total DOUGLAS SEAT COVERS LLC:			134.50	
<b>ENERGY LABORATORIES INC</b>				
616557	WASTEWATER SAMPLING	03/08/24	58.00	32-5501-2158
616558	WATER SAMPLING	03/08/24	132.00	31-5401-2158
616559	WASTEWATER SAMPLING	03/08/24	58.00	32-5501-2158
617284	WASTEWATER SAMPLING	03/13/24	160.00	32-5501-2158
617753	WATER SAMPLING	03/15/24	99.00	31-5401-2158
618401	WASTEWATER SAMPLING	03/19/24	345.00	32-5501-2158
Total ENERGY LABORATORIES INC:			852.00	
<b>FASTENAL</b>				
169868	DRY MOLY LUBE	02/07/24	498.24	32-5501-3210
170152	CUTTING WHEEL	03/05/24	575.97	31-5402-3210
170153	JET LUB	03/05/24	540.68	32-5501-3210
Total FASTENAL:			1,614.89	
<b>FIRST NORTHERN BANK</b>				
030124	INVEST FUNDS	03/01/24	1,000,000.00	57-10000122
Total FIRST NORTHERN BANK:			1,000,000.00	
<b>FORSGREN ASSOCIATES INC</b>				
2402056	WATER CONSULTANT SERVICES	02/25/24	1,356.25	31-5856-2153
Total FORSGREN ASSOCIATES INC:			1,356.25	
<b>FREEDOM MAILING SERVICE</b>				
47336	UTILITY BILLING MAILING SERVICE	03/01/24	660.60	31-5400-2158
47336	UTILITY BILLING MAILING SERVICE	03/01/24	426.63	32-5500-2158
47336	UTILITY BILLING MAILING SERVICE	03/01/24	289.01	33-5600-2158
Total FREEDOM MAILING SERVICE:			1,376.24	
<b>GATHERING INC</b>				
3-1	FUNDING ALLOCATION AGREEMENT	01/12/24	464.00	10-5110-8730
Total GATHERING INC:			464.00	
<b>GRANITE TELECOMMUNICATIONS</b>				
638678167	TELEPHONE SERVICES	03/01/24	160.71	10-5100-2134
638678167	TELEPHONE SERVICES	03/01/24	78.05	10-5301-2134
638678167	TELEPHONE SERVICES	03/01/24	156.08	32-5501-2134
Total GRANITE TELECOMMUNICATIONS:			394.84	

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
<b>GREEN VALLEY CORPORATION</b>				
031224	LBES ROAD EASEMENT	03/12/24	9,658.31	31-5401-2140
031224	RADIO REPEATER SITE	03/12/24	551.91	31-5401-2140
Total GREEN VALLEY CORPORATION:			10,210.22	
<b>GW MECHANICAL</b>				
21-055-1 & 2	WTP HEATING SYSTEM IMPROVEMENTS	03/31/24	67,500.00	31-5856-6544
21-055-1 & 2	RETAINAGE-WTP HEATING SYSTEM IMPROVEMENTS	03/31/24	3,375.00	31-20000210
Total GW MECHANICAL:			64,125.00	
<b>H &amp; H ELECTRIC LLC</b>				
338629	PLC REPAIR	02/29/24	525.00	31-5401-2155
Total H & H ELECTRIC LLC:			525.00	
<b>HACH COMPANY</b>				
13930465	FILTER UNIT	02/21/24	320.00	31-5401-3210
13930465	PURIFICATION PACK	02/21/24	964.00	31-5401-3210
13930465	CL2 REAGENT	02/21/24	197.07	31-5401-3210
13930465	DESICCANT CARTRIDGE	02/21/24	56.85	31-5401-3210
13930465	SHIPPING	02/21/24	14.00	31-5401-3210
13930465	DELIVERY TUBES	02/21/24	165.00	32-5501-3210
13930465	SULFURIC ACID TITRATOR CARTRIDGE	02/21/24	162.95	32-5501-3210
13930465	PHENOLPHTHALEIN POWDER PILLOWS	02/21/24	29.15	32-5501-3210
13930465	BROMCRESOL POWDER PILLOWS	02/21/24	28.45	32-5501-3210
13930465	CL2 REVILL VIAL	02/21/24	214.17	32-5501-3210
13930465	SHIPPING	02/21/24	14.00	32-5501-3210
13930465	POCKET COLORIMETER	02/21/24	664.00	32-5501-3220
13945813	ORP SOLUTION	03/04/24	84.75	32-5501-3210
13964786	PROBE	03/18/24	1,079.00	31-5401-3210
13964786	SHIPPING	03/18/24	28.00	31-5401-3210
Total HACH COMPANY:			4,021.39	
<b>HAWKINS INC</b>				
6709177	CYLINDERS	03/14/24	270.00	32-5501-3210
6720065	CHLORINE CYLINDER	03/27/24	333.26	31-5401-3210
6720065	FREIGHT/FUEL	03/27/24	29.00	31-5401-3210
6720065	CHLORINE CYLINDER	03/27/24	666.51	32-5501-3210
6720065	SULFUR DIOXIDE CYLINDER	03/27/24	472.98	32-5501-3210
6720065	FREIGHT/FUEL	03/27/24	30.00	32-5501-3210
Total HAWKINS INC:			1,801.75	
<b>HELPING HANDS MINISTRIES INC</b>				
100	FUNDING ALLOCATION AGREEMENT	10/11/23	3,000.00	10-5110-8755
101	FUNDING ALLOCATION AGREEMENT	03/21/24	5,000.00	10-5110-8755
Total HELPING HANDS MINISTRIES INC:			8,000.00	
<b>HOMAX OIL SALES INC</b>				
0665719-IN	OIL	03/15/24	667.15	10-5302-3237
0665719-IN	DRUM DEPOSIT	03/15/24	25.00	10-5302-3237
0665719-IN	DRUM CREDIT	03/15/24	20.00	10-5302-3237
0666253-IN	DIESEL EXHAUST FLUID	03/21/24	169.95	10-5302-3237
0666253-IN	DRUM DEPOSIT	03/21/24	50.00	10-5302-3237

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
0666253-IN	DRUM CREDIT	03/21/24	50.00-	10-5302-3237
0666620-IN	DIESEL	03/25/24	1,573.10	34-5340-3235
CL25770	FUEL	02/29/24	96.65	10-5100-3235
CL25770	FUEL	02/29/24	51.26	10-5106-3235
CL25770	FUEL	02/29/24	58.13	10-5201-3235
CL25770	FUEL	02/29/24	2,565.60	10-5202-3235
CL25770	FUEL	02/29/24	348.80	10-5302-3235
CL25770	FUEL	02/29/24	373.14	10-5304-3235
CL25770	FUEL	02/29/24	3,040.01	10-5305-3235
CL25770	FUEL	02/29/24	162.21	10-5306-3235
CL25770	FUEL	02/29/24	113.77	31-5401-3235
CL25770	FUEL	02/29/24	506.67	31-5402-3235
CL25770	FUEL	02/29/24	98.93	31-5403-3235
CL25770	FUEL	02/29/24	113.77	32-5501-3235
CL25770	FUEL	02/29/24	506.64	32-5502-3235
CL25770	FUEL	02/29/24	2,005.12	33-5600-3235
CL25770	FUEL	02/29/24	70.06	34-5340-3235
CL25770	FUEL	02/29/24	116.58	10-5301-3235
Total HOMAX OIL SALES INC:			12,642.54	
<b>INLAND TRUCK PARTS CO</b>				
IN-1563658	ELECTRIC THERMAL COOLER	03/07/24	4,972.04	31-5402-6547
IN-1563658	SHIPPING	03/07/24	223.54	31-5402-6547
Total INLAND TRUCK PARTS CO:			5,195.58	
<b>INTEGRITY ELECTRICAL LLC</b>				
032224	WATER BARN LIGHTING IMPROVEMENT	03/22/24	5,450.00	57-5570-6542
Total INTEGRITY ELECTRICAL LLC:			5,450.00	
<b>INTERNAL REVENUE SERVICE</b>				
030824	PAYROLL DEDUCTION-941 TAX DEPOSIT	03/08/24	16,760.49	10-20000222
030824	PAYROLL DEDUCTION-941 TAX DEPOSIT	03/08/24	23,707.67	10-20000223
030824	PAYROLL DEDUCTION-941 TAX DEPOSIT	03/08/24	5,544.54	10-20000223
032224	PAYROLL DEDUCTION-941 TAX DEPOSIT	03/22/24	16,583.05	10-20000222
032224	PAYROLL DEDUCTION-941 TAX DEPOSIT	03/22/24	23,256.47	10-20000223
032224	PAYROLL DEDUCTION-941 TAX DEPOSIT	03/22/24	5,439.01	10-20000223
Total INTERNAL REVENUE SERVICE:			91,291.23	
<b>JIRDON AGRI CHEMICALS INC</b>				
6508	TURF SEED	03/14/24	185.50	10-5306-3210
6508	PRE-EMERGENT	03/14/24	108.33	10-5304-3210
Total JIRDON AGRI CHEMICALS INC:			293.83	
<b>JOE JOHNSON EQUIPMENT LLC</b>				
P01540	SUCTION HOSE	03/01/24	1,100.00	33-5600-3210
P01540	SPRAY CONNECTOR	03/01/24	165.57	33-5600-3210
P01540	SHIPPING	03/01/24	68.87	33-5600-3210
P01562	HOPPER SEAL	03/08/24	88.00	33-5600-3210
P01562	WATER PUMP	03/08/24	875.00	33-5600-3210
P01562	SHIPPING	03/08/24	40.00	33-5600-3210
P01578	SUCTION HOSE	03/13/24	1,100.00	33-5600-3210
P01578	IMPELLER LINER	03/13/24	745.00	33-5600-3210
P01578	SHIPPING	03/13/24	88.97	33-5600-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total JOE JOHNSON EQUIPMENT LLC:			4,271.41	
<b>JR CIVIL, LLC</b>				
22-053-2	WWTP BYPASS LINE REHABILITATION	03/21/24	74,090.80	32-5852-6544
22-053-2	RETAINAGE-WWTP BYPASS LINE REHABILITATION	03/21/24	3,704.54	32-20000210
Total JR CIVIL, LLC:			70,386.26	
<b>KELLEY, BRYAN</b>				
932194	FUEL REIMBURSEMENT	03/01/24	35.19	10-5202-2123
Total KELLEY, BRYAN:			35.19	
<b>KOIS EQUIPMENT CO</b>				
5039	LID ROD	03/07/24	10.15	34-5340-3220
5039	HOOKS	03/07/24	150.00	34-5340-3220
5039	STEEL BACK	03/07/24	234.32	34-5340-3220
5039	PLASTIC LID	03/07/24	82.63	34-5340-3220
5039	LID STRAPS	03/07/24	24.00	34-5340-3220
Total KOIS EQUIPMENT CO:			501.10	
<b>L N CURTIS &amp; SONS</b>				
777409	UNIFORM PANTS	12/26/23	189.75	10-5202-3233
777409	SHIPPING	12/26/23	32.95	10-5202-3233
790880	BALLISTIC VESTS	02/09/24	6,450.00	10-5202-3233
790880	VEST CARRIERS	02/09/24	1,036.00	10-5202-3233
790880	CONCEALABLE CARRIER	02/09/24	117.00	10-5202-3233
790880	AEROSOL POUCH	02/09/24	21.00	10-5202-3233
790880	HANDCUFF POUCH	02/09/24	24.00	10-5202-3233
790880	BATON/FLASHLIGHT POUCH	02/09/24	24.00	10-5202-3233
796157	VEST CARRIER	02/27/24	124.99	10-5202-3233
796157	SHIPPING	02/27/24	12.40	10-5202-3233
Total L N CURTIS & SONS:			8,032.09	
<b>LARAMIE PEAK HUMANE SOCIETY</b>				
022224	SPAY/NEUTER PROGRAM	02/22/24	350.31	10-5110-8734
031224	SPAY/NEUTER PROGRAM	03/12/24	1,171.72	10-5110-8734
2024.04-FEB	FUNDING ALLOCATION AGREEMENT	03/08/24	6,666.67	10-5110-8734
Total LARAMIE PEAK HUMANE SOCIETY:			8,188.70	
<b>LARAMIE RANGE WATER TREATMENT &amp; PLUMBING</b>				
159625	BOTTLED WATER	03/13/24	56.00	34-5340-3210
159625	DELIVERY	03/13/24	3.00	34-5340-3210
Total LARAMIE RANGE WATER TREATMENT & PLUMBING:			59.00	
<b>LEAVITT GROUP</b>				
032824	PROPERTY/VEHICLE INSURANCE	03/28/24	81,311.00	10-5100-2157
Total LEAVITT GROUP:			81,311.00	
<b>LEXISNEXIS RISK DATA MANAGMENT INC</b>				
6931103-20240229	ACCURINT INFORMATION SERVICES	02/29/24	106.09	10-5202-2156

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total LEXISNEXIS RISK DATA MANAGMENT INC:			106.09	
<b>LITHIA OF CASPER LLC</b>				
311812	ANTENNA	03/01/24	115.64	10-5202-3210
Total LITHIA OF CASPER LLC:			115.64	
<b>MARK WEISS EXCAVATING</b>				
3.12.2024	DREDGING/CULVERT INSTALLATION-LBES CREEK	03/12/24	18,350.00	31-5856-6544
Total MARK WEISS EXCAVATING:			18,350.00	
<b>MASA</b>				
030824	PAYROLL DEDUCTION	03/08/24	95.00	10-20000225
Total MASA:			95.00	
<b>MATTHEWS, TODD</b>				
932147	FUEL REIMBURSEMENT	03/01/24	50.38	10-5202-2123
Total MATTHEWS, TODD:			50.38	
<b>MELGAARD CONSTRUCTION</b>				
40073	SALT SAND	01/31/24	5,925.15	10-5305-2155
Total MELGAARD CONSTRUCTION:			5,925.15	
<b>MERITAIN HEALTH</b>				
032124	HEALTH INSURANCE PREMIUM	03/21/24	36,265.31	39-5390-1023
032124	ADMINISTRATION FEES	03/21/24	7,818.20	39-5390-1058
Total MERITAIN HEALTH:			44,083.51	
<b>MIDWEST CONNECT</b>				
632765	INK CARTRIDGE	03/14/24	167.00	10-5100-3210
632765	SHIPPING	03/14/24	15.00	10-5100-3210
Total MIDWEST CONNECT:			182.00	
<b>MISSION SQUARE RETIREMENT</b>				
030824	Payroll Deduction	03/08/24	7,555.37	10-20000224
032224	Payroll Deduction	03/22/24	7,561.08	10-20000224
Total MISSION SQUARE RETIREMENT:			15,116.45	
<b>NORCO INC</b>				
40124243	URINAL SCREENS	03/08/24	21.93	10-5304-3210
40124243	HAND SOAP	03/08/24	69.17	10-5304-3210
40124243	ROLL TOWELS	03/08/24	77.80	10-5304-3210
40124243	KITCHEN TOWELS	03/08/24	51.43	10-5304-3210
40124243	BATH TISSUE	03/08/24	169.04	10-5304-3210
40124243	MOP DISINFECTANT	03/08/24	55.43	10-5304-3210
40124243	BOWL CLEANER	03/08/24	99.13	10-5304-3210
40124243	BATHROOM CLEANER	03/08/24	54.18	10-5304-3210
40124243	HANDLING CHARGE	03/08/24	25.00	10-5304-3210
40176401	OXYGEN	03/15/24	27.58	10-5302-3210
40176401	HANDLING CHARGE	03/15/24	25.00	10-5302-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
40228832	TOILET TISSUE	03/22/24	94.25	10-5100-3210
40228832	GLOVES	03/22/24	85.85	31-5402-3210
40228832	HANDLING CHARGE	03/22/24	25.00	31-5402-3210
Total NORCO INC:			880.79	
<b>ONE CALL OF WYOMING</b>				
69668	UTILITY LOCATES	01/05/24	7.50	10-5304-2120
70520	UTILITY LOCATES	03/07/24	62.25	31-5402-2120
70520	UTILITY LOCATES	03/07/24	62.25	32-5502-2120
70521	UTILITY LOCATES	03/07/24	13.50	10-5304-2120
Total ONE CALL OF WYOMING:			145.50	
<b>ONE STOP AUTO PLEX</b>				
126028	HAIL DAMAGE REPAIR	02/27/24	3,004.10	10-5202-2155
Total ONE STOP AUTO PLEX:			3,004.10	
<b>O'REILLY AUTOMOTIVE INC</b>				
259999	BATTERY	03/01/24	29.93	10-5304-3210
259999	CORE CHARGE	03/01/24	15.00	10-5304-3210
260020	RETURN-CORE CHARGE	03/01/24	15.00	10-5304-3210
260021	BATTERIES	03/01/24	14.99	10-5302-3210
260657	AIR PLUG	03/06/24	1.86	10-5305-3210
260848	PURGE VALVE	03/08/24	17.48	10-5305-3210
261271	PURGE VALVE	03/11/24	19.32	10-5202-3210
261554	OIL FILTER	03/13/24	5.29	10-5302-3210
261556	LED LIGHT	03/13/24	19.99	33-5600-3210
262131	STARTER	03/18/24	135.00	31-5402-3210
262131	CORE CHARGE	03/18/24	15.00	31-5402-3210
262139-1	RETURN-CORE CHARGE	03/18/24	15.00	31-5402-3210
262182	AIR COUPLER	03/18/24	8.76	10-5305-3210
262653	FUEL PUMP MODULE	03/22/24	136.79	10-5305-3210
Total O'REILLY AUTOMOTIVE INC:			389.41	
<b>OUTDOOR ENTHUSIASTS OF CONVERSE COUNTY</b>				
030724	FUNDING ALLOCATION AGREEMENT	03/07/24	4,171.14	10-5110-8763
Total OUTDOOR ENTHUSIASTS OF CONVERSE COUNTY:			4,171.14	
<b>PARTSONE LLC</b>				
31249	AIR COMPRESSOR	03/07/24	324.89	10-5305-3210
31249	CORE CHARGE	03/07/24	185.00	10-5305-3210
31300	RETURN-CORE CHARGE	03/08/24	185.00	10-5305-3210
31498	HUB CAPS	03/13/24	147.72	34-5340-3210
31790	SILICONE SEALER	03/19/24	19.99	10-5305-3210
31815	SILICONE SEALER	03/20/24	19.99	10-5305-3210
32113	SHOCKS	03/26/24	119.06	34-5340-3210
32183	TENSIONER	03/27/24	117.03	10-5305-3210
32197	DRIVE BELTS	03/27/24	100.78	10-5306-3210
Total PARTSONE LLC:			849.46	
<b>PAYMENTECH</b>				
031224	RECORD CREDIT CARD PROCESSING FEE	03/12/24	289.46	31-5400-2158
031224	RECORD CREDIT CARD PROCESSING FEE	03/12/24	186.94	32-5500-2158

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
031224	RECORD CREDIT CARD PROCESSING FEE	03/12/24	126.64	33-5600-2158
Total PAYMENTECH:			603.04	
<b>PEASLEY &amp; ARMSTRONG LLP</b>				
1169	LEGAL SERVICES	03/05/24	2,356.00	10-5100-2151
1169	LEGAL SERVICES	03/05/24	2,420.00	10-5105-2151
Total PEASLEY & ARMSTRONG LLP:			4,776.00	
<b>PLAN ONE ARCHITECTS</b>				
2352-4	CONCEPTUAL DESIGN-COMMUNITY FACILITY	03/15/24	1,000.00	10-5100-2158
2408-2	CITY HALL FACADE	03/15/24	6,000.00	57-5570-2153
Total PLAN ONE ARCHITECTS:			7,000.00	
<b>PORTER, TOBY</b>				
04082S	BOOT REIMBURSEMENT	03/12/24	236.24	34-5340-3210
Total PORTER, TOBY:			236.24	
<b>PROGRESSIVE COMMERCIAL AQUATICS LLC</b>				
IC2324	POOL ASSESSMENT/DESIGN	03/27/24	6,700.00	55-5550-2153
Total PROGRESSIVE COMMERCIAL AQUATICS LLC:			6,700.00	
<b>PUBLIC AGENCY TRAINING COUNCIL</b>				
3759	REGISTRATION-LEADERSHIP FOR TROUBLING TIMES	03/20/24	475.00	10-5202-2122
3760	REGISTRATION-BASIC CRIMINAL INVESTIGATION	03/20/24	475.00	10-5202-2122
Total PUBLIC AGENCY TRAINING COUNCIL:			950.00	
<b>RADDCO LLC</b>				
77242	HOSE	03/05/24	5.76	33-5600-3210
77242	FITTINGS	03/05/24	7.38	33-5600-3210
77242	FITTINGS	03/05/24	7.52	33-5600-3210
77322	FUEL FILTER	03/06/24	11.72	10-5302-3210
77322	BASE	03/06/24	18.54	34-5340-3210
77465	RETURN-CORE	03/08/24	43.00	10-5302-3210
77559	OIL FILTER	03/11/24	20.94	10-5302-3210
77903	CABIN AIR FILTER	03/14/24	11.54	10-5302-3210
77935	RAGS	03/15/24	40.00	10-5302-3210
77969	OIL FILTER	03/15/24	3.95	10-5302-3210
78186	BATTERY	03/19/24	127.29	10-5302-3210
78276	SOCKET	03/20/24	15.44	10-5302-3220
78305	FUEL STABILIZER	03/20/24	16.96	10-5302-3210
78891	HOSE	03/28/24	23.10	34-5340-3210
78891	FITTINGS	03/28/24	8.20	34-5340-3210
78891	FITTINGS	03/28/24	9.27	34-5340-3210
Total RADDCO LLC:			284.61	
<b>RAMSHORN CONSTRUCTION INC</b>				
22-046-2	TETON WAY PROJECT	03/23/24	48,371.95	31-5840-6544
22-046-2	RETAINAGE-TETON WAY PROJECT	03/23/24	2,418.60	31-20000210
22-046-2	TETON WAY PROJECT	03/23/24	187,123.05	56-5560-6544
22-046-2	RETAINAGE-TETON WAY PROJECT	03/23/24	9,356.15	56-20000210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total RAMSHORN CONSTRUCTION INC:			223,720.25	
<b>ROCKY MOUNTAIN POWER</b>				
030724	ELECTRICITY SERVICES	03/07/24	7,549.66	10-5100-2131
030724	ELECTRICITY SERVICES	03/07/24	159.32	10-5201-2131
030724	ELECTRICITY SERVICES	03/07/24	486.56	10-5301-2131
030724	ELECTRICITY SERVICES	03/07/24	2,071.06	10-5304-2131
030724	ELECTRICITY SERVICES	03/07/24	312.98	10-5306-2131
030724	ELECTRICITY SERVICES	03/07/24	517.13	10-5307-2131
030724	ELECTRICITY SERVICES	03/07/24	2,266.19	31-5401-2131
030724	ELECTRICITY SERVICES	03/07/24	1,708.14	31-5402-2131
030724	ELECTRICITY SERVICES	03/07/24	5,723.43	32-5501-2131
030724	ELECTRICITY SERVICES	03/07/24	1,024.69	32-5502-2131
030724	ELECTRICITY SERVICES	03/07/24	801.47	34-5340-2131
032024	ELECTRICITY SERVICES	03/20/24	347.20	10-5301-2131
Total ROCKY MOUNTAIN POWER:			22,967.83	
<b>RONS SUPPLY LLC</b>				
332749	PROPANE	03/15/24	46.75	34-5340-3210
333107	WELDING ROD	03/22/24	39.99	34-5895-6547
Total RONS SUPPLY LLC:			86.74	
<b>RPR LLC</b>				
031424	CREDIT BALANCE REFUND	03/14/24	429.87	01-11750000
Total RPR LLC:			429.87	
<b>SAFEWAY STORES</b>				
430987	TORTILLAS	03/18/24	13.98	10-5100-3230
430987	EGGS	03/18/24	8.49	10-5100-3230
430987	SAUSAGE	03/18/24	18.57	10-5100-3230
430987	BACON	03/18/24	19.49	10-5100-3230
430987	ORANGE JUICE	03/18/24	7.79	10-5100-3230
430987	GRAPES	03/18/24	7.54	10-5100-3230
430987	ORANGES	03/18/24	3.47	10-5100-3230
430987	BANANAS	03/18/24	1.94	10-5100-3230
430987	CHEESE	03/18/24	5.38	10-5100-3230
430987	SOUR CREAM	03/18/24	6.00	10-5100-3230
662790	COFFEE	03/29/24	97.93	10-5100-3230
662790	KLEENEX	03/29/24	8.00	10-5100-3210
662790	WATER	03/29/24	7.58	10-5100-3230
662790	VINEGAR	03/29/24	3.99	10-5100-3230
662790	DISCOUNT	03/29/24	16.04	10-5100-3230
807356	COFFEE	03/11/24	59.96	10-5301-3230
807356	COFFEE	03/11/24	27.98	10-5301-3230
Total SAFEWAY STORES:			282.05	
<b>SMITH PSYCHOLOGICAL SERVICES LLC</b>				
6627	PROFESSIONAL SERVICES	11/03/23	400.00	10-5202-2158
Total SMITH PSYCHOLOGICAL SERVICES LLC:			400.00	
<b>SNYDER TRANSPORT INC</b>				
116917	HAULING SOLID WASTE	02/06/24	427.00	34-5340-2158



Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
198023	COPIER MAINTENANCE AGREEMENT	02/26/24	39.98	10-5106-2156
198023	COPIER MAINTENANCE AGREEMENT	02/26/24	50.10	10-5100-2156
198023	COPIER MAINTENANCE AGREEMENT	02/26/24	169.43	10-5100-2156
Total TOP OFFICE PRODUCTS:			309.83	
<b>UNITED PARCEL SERVICE</b>				
885A4E114	SHIPPING	03/16/24	18.57	10-5202-3210
Total UNITED PARCEL SERVICE:			18.57	
<b>UNITED STATES POSTAL SERVICE</b>				
032824	POSTAGE	03/28/24	500.00	10-5100-2101
Total UNITED STATES POSTAL SERVICE:			500.00	
<b>USA BLUEBOOK</b>				
276429	DIPPER CUP	02/13/24	26.95	32-5501-3210
276429	SPECIMEN CUP	02/13/24	187.18	32-5501-3210
276429	BUFFER	02/13/24	56.45	32-5501-3210
276429	BUFFER	02/13/24	56.45	32-5501-3210
276429	SHIPPING	02/13/24	45.15	32-5501-3210
304076	GAS DETECTOR	03/13/24	934.95	31-5401-3210
304076	HIP BOOTS	03/13/24	194.95	31-5401-3210
304076	SHIPPING	03/13/24	57.98	31-5401-3210
Total USA BLUEBOOK:			1,560.06	
<b>VERIZON WIRELESS</b>				
031224	CELLULAR SERVICE	03/12/24	16.75	31-5402-2134
031224	CELLULAR SERVICE	03/12/24	16.75	32-5502-2134
031224	CELLULAR SERVICE	03/12/24	56.60	10-5102-2134
032824	CELLULAR SERVICE	03/28/24	99.94	10-5106-2134
032924	CELLULAR SERVICE	03/29/24	40.01	10-5201-2134
032924	CELLULAR SERVICE	03/29/24	1,531.19	10-5202-2134
Total VERIZON WIRELESS:			1,761.24	
<b>VISA-CONVERSE COUNTY BANK</b>				
001546	MEAL-CAPS SYMPOSIUM	03/01/24	46.78	10-5202-2123
002119	VINEGAR	02/02/24	4.99	10-5202-3210
008687	MEALS-RMLI CONFERENCE	03/08/24	44.62	10-5106-2123
014897	HANGERS	03/14/24	12.00	10-5201-3210
014897	SALES TAX	03/14/24	.60	10-5201-3210
019651	MEAL	03/19/24	105.00	10-5102-2123
021154	MEAL	02/21/24	49.34	10-5102-2123
021221	MEAL	02/21/24	9.54	10-5102-2123
022645	MEAL	02/22/24	2.60	10-5102-2123
023157	FUEL	02/23/24	60.36	10-5102-2123
023546	MEAL	02/23/24	4.00	10-5102-2123
026376	FRAME	02/26/24	5.25	10-5100-3210
028297	MEAL-WY LEGISLATURE MEETING	02/28/24	11.23	10-5201-2123
028691	MEAL	02/28/24	58.28	10-5102-2123
030624	MEALS-RMLI CONFERENCE	03/06/24	38.03	10-5106-2123
030724	MEALS-RMLI CONFERENCE	03/07/24	49.69	10-5106-2123
031824	FBINA DUES/ASSESSMENT FEE	03/18/24	325.00	10-5202-2122
04068-62622998	BUSINESS CARDS	02/21/24	40.00	10-5106-3210
040719	FUEL-WY LEGISLATURE MEETING	02/29/24	37.48	10-5201-2123

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
04073-46442172	CARDS	02/26/24	85.00	10-5100-3210
04073-46442172	ENVELOPES	02/26/24	8.00	10-5100-3210
04073-46442172	CARDS	02/26/24	85.00	10-5100-3210
04073-46442172	ENVELOPES	02/26/24	8.00	10-5100-3210
10045805	MEAL	03/12/24	33.68	10-5102-2123
121423	PARKING FEE	12/14/23	12.00	10-5202-2123
121553	APWA WINTER MAINTENANCE OPERATOR CERTIFICATES	03/18/24	450.00	10-5305-2122
122321	FACILITIES MANAGMENT CERTIFICATE	03/26/24	150.00	10-5305-2122
122567	APWA WINTER MAINTENANCE SUPERVISOR CERTIFICATE	03/28/24	150.00	10-5305-2122
1694	AWARD	03/05/24	26.47	10-5100-3210
177684354	CDL DRIVER TESTING	03/06/24	87.50	10-5305-2122
178119246	CDL DRIVER TESTING	03/14/24	87.50	10-5305-2122
178517354	CDL DRIVER TESTING	03/21/24	87.50	10-5305-2122
2000846828	STORAGE BINS	02/06/24	199.99	10-5201-3210
27881	MEAL	03/04/24	57.68	10-5102-2123
83586	LODGING-RMLI CONFERENCE	03/06/24	301.32	10-5106-2123
932227	FUEL	03/01/24	43.31	10-5201-2123
F110075725837	LODGING-WY LEGISLATURE MEETING	02/29/24	104.71	10-5201-2123
LM6QLS	TRAVEL	03/20/24	328.40	10-5202-2123
WM62273331	STORAGE TOTES	03/14/24	114.80	10-5201-3210
WM62273331	SALES TAX	03/14/24	5.74	10-5201-3210
Total VISA-CONVERSE COUNTY BANK:			3,331.39	
<b>VISIONARY COMMUNICATIONS INC</b>				
788903	PHONE SERVICE	03/01/24	765.23	10-5100-2134
810168	PHONE SERVICE	03/01/24	176.62	10-5103-2158
Total VISIONARY COMMUNICATIONS INC:			941.85	
<b>WHITTINGTON, BRANDY</b>				
031424	RESTITUTION PAYMENT	03/14/24	50.00	10-20000206
Total WHITTINGTON, BRANDY:			50.00	
<b>WILCOXON FOUR</b>				
031424	UTILITY DEPOSIT REFUND	03/14/24	205.00	96-20000229
031424-1	UTILITY DEPOSIT REFUND	03/14/24	86.83	96-20000229
031424-2	CREDIT BALANCE REFUND	03/14/24	174.42	01-11750000
031424-2	UTILITY DEPOSIT REFUND	03/14/24	135.00	96-20000229
Total WILCOXON FOUR:			601.25	
<b>WW GRAINGER</b>				
9031622013	PLOW LIFT CYLINDER	02/23/24	821.22	10-5306-3210
9036296243	WHITE BOARD	02/28/24	352.62	10-5305-3210
9036296243	MARKERS	02/28/24	22.07	10-5305-3210
9036296243	MAGNETS	02/28/24	26.98	10-5305-3210
9036296243	MAGNET STRIPS	02/28/24	85.55	10-5305-3210
9036607068	DEFIBRILLATOR	02/29/24	1,685.59	34-5340-3210
9042009408	INSECT REPEL WIPES	03/05/24	379.27	10-5305-3210
9044781038	LIQUID TRANSFER TANK	03/07/24	727.36	34-5340-3220
9044781038	FUEL TRANSFER PUMP	03/07/24	477.95	34-5340-3220
9050036798	SUBSCRIPTION RENEWAL	03/12/24	941.40	10-5302-2120
9054571980	SINGLE POINT HOOK	03/15/24	26.52	34-5340-3210
9054571980	GARDEN HOSE HANGER	03/15/24	60.34	34-5340-3210
9054571980	ABSORBENT PAD	03/15/24	141.13	34-5340-3210
9054571980	FIRST AID KITS	03/15/24	62.18	34-5340-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
9054571980	TOURNIQUETS	03/15/24	65.72	34-5340-3210
Total WW GRAINGER:			5,875.90	
<b>WY ASSOC OF RURAL WATER USERS</b>				
19315	REGISTRATION-SPRING CONFERENCE	03/06/24	395.00	31-5402-2122
19318	REGISTRATION-SPRING CONFERENCE	03/11/24	395.00	31-5402-2122
19318	REGISTRATION-SPRING CONFERENCE	03/11/24	395.00	31-5402-2122
Total WY ASSOC OF RURAL WATER USERS:			1,185.00	
<b>WY CHILD &amp; FAMILY DEV INC</b>				
032924-MAR	FUNDING ALLOCATION AGREEMENT	03/29/24	416.67	10-5110-8707
Total WY CHILD & FAMILY DEV INC:			416.67	
<b>WY CONF OF BUILDING OFFICIALS</b>				
032824	REGISTRATION-WCBO CONFERENCE	03/28/24	175.00	10-5106-2122
Total WY CONF OF BUILDING OFFICIALS:			175.00	
<b>WY CONF OF MUNICIPAL COURTS</b>				
032024	REGISTRATION-MUNICIPAL COURT CONFERENCE	03/20/24	150.00	10-5105-2122
Total WY CONF OF MUNICIPAL COURTS:			150.00	
<b>WY DEPT OF TRANSPORTATION</b>				
146556	LOCAL SHARE OF PARTICIPATING EXPENDITURES	03/01/24	671.76	10-5305-3210
Total WY DEPT OF TRANSPORTATION:			671.76	
<b>WY RETIREMENT SYSTEM</b>				
030824	Payroll Deduction	03/08/24	63,790.36	10-20000224
Total WY RETIREMENT SYSTEM:			63,790.36	
<b>WY STATE DISBURSEMENT CENTER</b>				
030824	Payroll Deduction	03/08/24	34.90	10-20000226
032224	Payroll Deduction	03/22/24	34.90	10-20000226
Total WY STATE DISBURSEMENT CENTER:			69.80	
<b>WY TECHNOLOGY TRANSFER CENTER</b>				
022724	REGISTRATION-SAFETY CONGRESS	02/27/24	600.00	10-5305-2122
Total WY TECHNOLOGY TRANSFER CENTER:			600.00	
<b>WYOMING DEPT OF AGRICULTURE</b>				
032024	CONCESSIONS PERMIT	03/20/24	100.00	10-5307-3210
Total WYOMING DEPT OF AGRICULTURE:			100.00	
<b>XPRESS BILL PAY</b>				
031224	RECORD PAYMENT PROCESSING FEE	03/12/24	289.95	31-5400-2158
031224	RECORD PAYMENT PROCESSING FEE	03/12/24	187.26	32-5500-2158
031224	RECORD PAYMENT PROCESSING FEE	03/12/24	126.85	33-5600-2158

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total XPRESS BILL PAY:			604.06	
<b>YOUTH DEVELOPMENT SERVICES</b>				
032224-MAR	FUNDING ALLOCATION AGREEMENT	03/22/24	1,666.66	10-5110-8709
Total YOUTH DEVELOPMENT SERVICES:			1,666.66	
Grand Totals:			2,958,863.15	

Approved By \_\_\_\_\_  
City Manager

Date \_\_\_\_\_

**RESOLUTION NO. 2024-06**

**A RESOLUTION AMENDING THE BUDGET OF THE CITY OF DOUGLAS, WYOMING,  
FOR THE FISCAL YEAR 2024.**

---

**WHEREAS**, the budget may be increased pursuant to Wyoming Statute §16-4-113; and

**WHEREAS**, the source of the revenue is unappropriated surplus; and

**WHEREAS**, notice has been duly given and a public hearing was held; and

**WHEREAS**, it appears that the procedural requirements and conditions precedent to action by the City Council have been observed; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING**, that amendments are to be made to the City's FY 2024 adopted budget as set forth on the attached memorandum.

**PASSED, APPROVED, AND ADOPTED** this 8th day April, 2024.

\_\_\_\_\_  
Kim Pexton, Mayor

**Attest:**

\_\_\_\_\_  
Mary Nicol, City Clerk

BUDGET AMENDMENT DETAIL

Resolution 2024-06

April 8, 2024

10-5103-3220	Equipment/Tools-Non Capitalize	77,000	City Works Software Application
10-5998-4342	Transfer to Brownfield Grant	2,496	Grant finalization
42-4870-5510	Transfer from General Fund	2,496	Grant finalization



## Agenda Item Report City Council – April 8, 2024

**Item:** Resolution 2024-06, A Resolution Amending the Budget of the City of Douglas, Wyoming, For the Fiscal Year 2024.

**Responsible Staff Contact:** Mary Nicol

**Recommendation:** Approve Resolution number 2024-06 authorizing budget amendments for fiscal year 2024.

**Executive Summary:** Consider approval of budget amendments for fiscal year 2024 for addition of \$77,000 in General Fund, Information Technology Department for the purchase of City Works software application and \$2,495.15 in General Fund, Operating Transfers and \$2,496 in Capital Project Brownfield Grant, Brownfield Hazardous Department for final closeout expenses of the grant.

**Background:** The City of Douglas is working on the purchase of City Works software application for the Community Development Department to implement a smoother more efficient development and permitting process and desires to move forward now due to the time frame for implementation.

The City of Douglas has closed out the Brownfield Grant received several years ago. During this process it was discovered that City staff tracked travel and education spending dollars not processed through the contractor and resulted in an overage of the grant for services performed by the contractor. To balance the grant an amendment is requested.

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

[SD24 Outcome](#)

[SD24 Strategy](#)

[SD24 KPI](#)

[2014 Master Plan](#)

[2015 Downtown Master Plan](#)

### Budget/Fiscal Impact

[Fund/Department](#)

[Project/Line Item\(s\)](#)

[Budgeted Amount](#)

[Anticipated Amount](#)

**Action Requested/Recommended Motion:** Approve Resolution #2024-06 as presented.

### Reviewed/Approved

Community Development

Law Enforcement

City Manager

Public Works

Legal

Finance/City Clerk



**Item:**

See Click Fix – Branded Marketplace

**Responsible Staff Contact:**

Clara Chaffin, Mary Nicol

**Recommendation:**

Accept proposal for See Click Fix and Branded Marketplace modules from Civic Plus in the amount of \$10,000.

**Executive Summary:**

The City of Douglas website currently has request tracker available. Individuals must go to the website to utilize which can be cumbersome. To improve interactions with the public and streamline how concerns and questions are addressed we are looking at a new software module, See Click Fix, for request and work order management. This software is an easy-to-use mobile app and website form which provides the public an avenue to submit and manage their request while providing employees a less cumbersome method of responding to requests submitted.

The module has several benefits including:

- Duplicate detection of submittals
- Geolocation detection for accuracy of location
- Ability to upload pictures, staff gets a better understanding of the nature of the request.
- Allow staff to easily update the status of the request which can include photos.
- Reporting available for data to assist in detection of trends that may be occurring.
- Notification to the public regarding various items based on areas or full city.

Branded Marketplace module: Provides the branding for icon for the City of Douglas. The public will know they are going to the City of Douglas app; won't be a civic plus icon that takes them to the City of Douglas app.

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

SD24 Outcome

Engaged & Informed Neighbors

SD24 Strategy

Community Involvement

SD24 KPI

EIN-01: Implement interactive engagement by which citizens can be informed and interact with the city.

2014 Master Plan

2015 Downtown Master Plan

n/a



**Budget/Fiscal Impact**

<u>Fund/Department</u>	General/Non Departmental
<u>Project/Line Item(s)</u>	See Click Fix & Branded Marketplace/Equipment/Tools-Non Capitalized
<u>Budgeted Amount</u>	\$20,000
<u>Anticipated Amount</u>	\$10,000

**Action Requested/Recommended Motion:**

Accept proposal for See Click Fix and Branded Marketplace from Civic Plus in the amount of \$10,000 and authorize the City Manager to sign all associated documents.

**Reviewed/Approved**

- Community Development
- Law Enforcement
- City Manager
- Public Works
- Legal
- Finance/City Clerk



**Item:**

Civic Clerk

**Responsible Staff Contact:**

Clara Chaffin, Mary Nicol

**Recommendation:**

Accept proposal for the Civic Clerk module from Civic Plus in the amount of \$13,594.

**Executive Summary:**

The City of Douglas website currently has agenda center available. To improve processing and streamline the agenda process and provide the availability of live broadcast of meetings online we are looking at a new software module, Civic Clerk. This software is a streamlined, easy-to-use module allowing public easier and better searchable access to information on the agenda. This software includes the ability to provide online broadcast and additionally, save meetings for later viewing. While researching equipment that will need to be purchased we will determine the ability to continue broadcasting to Channel 9.

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

SD24 Outcome

Engaged & Informed Neighbors

SD24 Strategy

Community Involvement

Increase volume and diversity of high-quality information shared with community

SD24 KPI

EIN-01: Implement interactive engagement by which citizens can be informed and interact with the city

EIN-03: Update AV equipment and software to provide appropriate broadcasting of public meeting

2014 Master Plan

2015 Downtown Master Plan

n/a

**Budget/Fiscal Impact**

Fund/Department

General/Information Technology

Project/Line Item(s)

Civic Clerk/Equipment/Tools-Non Capitalized

Budgeted Amount

\$15,000

Anticipated Amount

\$13,594

**Action Requested/Recommended Motion:**

Accept proposal for Civic Clerk from Civic Plus in the amount of \$10,000 and authorize the City Manager to sign all associated documents.



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

## Agenda Item Report City Council – April 8, 2024

### Reviewed/Approved

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

- Legal
- Finance/City Clerk



**CivicPlus**

302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

**Quote #:**  
**Date:**  
**Expires On:**

Statement of Work  
Q-60345-1  
12/20/2023 2:43 PM  
2/18/2024

**Client:**  
DOUGLAS, WYOMING

**Bill To:**  
DOUGLAS, WYOMING

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Jordan Cairns		cairns@civicplus.com		Net 30

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Marketplace App Annual	Marketplace App Annual
1.00	SeeClickFix Request	Unlimited gov user licenses for service request management tool to intake citizen submissions via mobile app. Assign requests internally, resolve issues and measure request performance. Includes support and virtual training services.

List Price - Initial Term Total	USD 15,593.07
Total Investment - Initial Term	USD 10,000.00
Annual Recurring Services (Subject to Uplift)	USD 10,000.00

Initial Term	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

**Acceptance**

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By:

By:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

Organization Legal Name:

\_\_\_\_\_  
Billing Contact:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Billing Phone Number:

\_\_\_\_\_  
Billing Email:

\_\_\_\_\_  
Billing Address:

\_\_\_\_\_  
Mailing Address: (If different from above)

\_\_\_\_\_  
PO Number: (Info needed on Invoice (PO or Job#) if required)



**CivicPlus**

302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

**Quote #:**  
**Date:**  
**Expires On:**

Statement of Work  
Q-47123-1  
8/18/2023 10:45 AM  
11/30/2023

**Client:**  
DOUGLAS, WYOMING

**Bill To:**  
DOUGLAS, WYOMING

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Jordan Cairns	x	cairns@civicplus.com		Net 30

Agenda Management

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	CivicClerk Annual Fee	CivicClerk Annual Fee - Agenda and Minutes Management	Renewable	USD 3,080.00
1.00	Agenda & Meeting Management Select Premium Implementation Package	Premium Implementation Package		USD 0.00
1.00	CivicClerk Premium Configuration	CivicClerk Premium Configuration	One-time	USD 1,776.00
1.00	CivicClerk Custom Template Design	CivicClerk Custom Template Set - includes 2 Agenda templates, 1 Item Report template, 1 Minutes template, 1 Agenda Script template	One-time	USD 336.00
2.00	CivicClerk Consulting (1h, virtual)	1 hour Virtual Consulting	One-time	USD 384.00
1.00	CivicClerk Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-time	USD 576.00

Live Meeting Management

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	Live Meeting Manager Annual Fee - Small Government	CivicClerk Live Meeting Manager Annual Fee - Live Meeting, Electronic Voting, Display Pages	Renewable	USD 2,508.00

Live Streaming Media Package

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	CivicClerk Media Implementation	CivicClerk Media Implementation Fee	One-time	USD 840.00
1.00	CivicClerk Media Annual Fee	Unlimited storage, unlimited users, up to 3 concurrent streams	Renewable	USD 4,093.60
1.00	CivicClerk Custom Media Implementation	Media Implementation	One-time	USD 0.00

List Price - Year 1 Total	USD 16,992.00
Total Investment - Initial Term	USD 13,593.60
Annual Recurring Services - Year 2	USD 9,681.60

Initial Term & Renewal Date	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Renewal Invoice Schedule	Annually on date of signing
Annual Uplift	5% starting in Year 3

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

**Acceptance**

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

Authorized Client Signature

CivicPlus

By:

By:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

Organization Legal Name:

\_\_\_\_\_  
Billing Contact:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Billing Phone Number:

\_\_\_\_\_  
Billing Email:

\_\_\_\_\_  
Billing Address:

\_\_\_\_\_  
Mailing Address: (If different from above)

\_\_\_\_\_  
PO Number: (Info needed on Invoice (PO or Job#) if required)

CHANGE ORDER

No.

1

Date of Issuance: 3/21/2024

Effective Date: 3/21/2024

Owner: **City of Douglas**

Contractor: **K & R Construction, LLC**

Contract: **Washington Park Picnic Shelter**

Project:

Owners Contract No.

ENGINEER's Contract No.:

ENGINEER:

You are directed to make the following changes in the Contract Documents:

Description: **1) Add Building Permit** \$647.50

Reason for Change Order: Requested by owner

Attachments:  
(Supporting  
Documentation)

CHANGE IN CONTRACT PRICE:
Original Contract Price:  \$119,000.00
Net Increase(Decrease) from previous Change Orders No. ___ to ___:  \$647.50
Contract price prior to this Change Order:  \$119,000.00
Net Increase(Decrease) of this Change Orders:  \$647.50
Contract Price with all approved Change Orders:  \$119,647.50

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial Completion: _____ Ready for final payment: _____ (days or dates)
Net change from previous Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for final payment: _____ (days)
Contract Times prior to this Change Order: Substantial Completion: _____ Ready for final payment: _____ (days or dates)
Net increase(decrease) this Change Order:  Substantial Completion: _____ Ready for final payment: _____ (days)
Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for final payment: _____ (days or dates)

RECOMMENDED:

APPROVED:

ACCEPTED:

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

ENGINEER(Authorized Signature)

OWNER(Authorized Signature)

CONTRACTOR(Authorized Signature)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Item**

Change Order #1 for the Washington Park Picnic Shelter Replacement Project

**Responsible Staff Contact**

John Harbarger  
Brandon Frye

**Executive Summary**

Consideration of \$647.50 change order to cover the building permit fees for the City's Washington Park Picnic Shelter. This change order came about as a result of a City project having already commenced prior to Ordinance 1038 going into effect. Ordinance 1038, if approved on final reading, would exempt the City from building permit fees.

**Background**

The City of Douglas Parks Dept. solicited bids for the Washington Park Picnic Shelter Replacement. The City of Douglas opened bids on 13 December 2023. There were multiple plan holders, and three bids were submitted:

K&R Construction	was the low bid at	\$ 119,000
Delta Wye Inc.		\$ 130,000
Knife River		\$ 228,900

K&R Construction was the low bidder and signed the contract to construct this project. By signing this contract, the contractor accepted the conditions of this contract as follows.

Prior to the commencement of any work, the successful Bidder must ensure that all requirements of Douglas Municipal Code are met, including but not limited to obtaining all required building and construction permits, contractor licenses and permits, and any other applicable required licenses, permits, and/or permissions. Bidder shall contact the Community Development Department to verify necessary requirements and obtain necessary licenses and permits.

The City Council did change the Ordinance 1026 in July of 2023 as follows:

*The City Council may waive paying the fee for a building permit to non-profit organizations, but such a permit shall be required of the contractor and he/she shall comply with the provisions of this chapter.*

Recently, after the Washington Park project commenced, the contractor on that project learned that the building permit fees were not waived and notified the City Council. Subsequently, the City Attorney review the language for clarity and opined that while the ordinance gave authority to the Council to be able to waive building permit fees for **non-profit organizations**, it does not provide the authority to waive building permit fees for city projects or for projects by other joint powers boards.



Following that opinion, the City Council wished to exempt City projects from being assessed a building permit fee. Ordinance 1038 was recently developed and approved by Council, with the third reading approved on March 25. The new language shown in red below, specifically waives building permit fees for City projects:

*“C. The city shall be exempt from paying the fee for a plan review and for a building permit and the City Council may waive paying the fee for a building permit for non-profit organizations. Building permits shall be required per the adopted International Codes and the National Electrical Code.”*

This new amendment, at the writing of this narrative, is expected to be published on April 3, thus putting it into effect at the time of consideration of this matter. In the meantime, the change order will allow the Council to pay for its own building permit fee. The most recent similarity to this action occurred with the installation of the electronic signage at City Hall, in which the City paid for the building permit fee of \$324.70 on 21 September 2024.

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

SD24 Outcome

SD24 Strategy

SD24 KPI

2014 Master Plan

2015 Downtown Master Plan

**Budget/Fiscal Impact**

<u>Fund/Department</u>	Park Improvements-Imp Other than BLDG
<u>Project/Line Item(s)</u>	Washington Park Lighting
<u>Budgeted Amount</u>	\$85,000
<u>Anticipated Amount</u>	\$119,647.50

**Action Requested/Recommended Motion**

Council may approve the Change Order to cover the cost of the building permit fee.

**Reviewed/Approved**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Community Development | <input checked="" type="checkbox"/> Legal   |
| <input checked="" type="checkbox"/> Law Enforcement       | <input checked="" type="checkbox"/> Finance |
| <input checked="" type="checkbox"/> City Manager          |   |
| <input checked="" type="checkbox"/> Public Works          |   |
| <input type="checkbox"/> City Clerk                       |   |

## RESOLUTION NO. 2024-07

**A RESOLUTION DESIGNATING DEPOSITORIES FOR DEPOSITING OF PUBLIC FUNDS FOR THE CITY OF DOUGLAS, WYOMING.**

**WHEREAS**, Wyo. Stat. §9-4-817 provides that the Treasurer of the City of Douglas, Wyoming (City) shall deposit the public funds of City, to the extent they are not otherwise invested, in a financial institution designated as a depository by City Council,

**WHEREAS**, all depositories of public funds shall meet the statutory requirements of Wyo. Stat. §9-4-806 including a certified copy of a resolution adopted by the financial institution's Board of Directors and a sworn statement of certification indicating that the financial institution is covered. Copies of certification shall be filed with the City Treasurer and in the event of any change; the financial institution is required to notify the City Treasurer immediately,

**WHEREAS**, the following banks and financial institutions have made application to City pursuant to Wyo. Stat. §9-4-806 to be designated as official depositories or the deposit of City public funds:

1. Converse County Bank
2. Points West Bank
3. First Northern Bank of Wyoming

**WHEREAS**, pursuant to Wyo. Stat. §9-4-802, the applications and supporting documents of the banks and financial institutions have been reviewed and all comply with State statutory requirements.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF DOUGLAS, WYOMING**, that, City Council hereby designates the following depositories for the monies of the City during the calendar year 2024:

1. Converse County Bank
2. Points West Bank
3. First Northern Bank of Wyoming

**BE IT FURTHER RESOLVED**, That, the designated depositories herein shall be conditioned upon the financial institutions providing regular (quarterly) account statements to City Treasurer and upon the demand of the City Treasurer, the financial institutions shall make payment to City of the deposit and interest accrued.

**PASSED, APPROVED, AND ADOPTED** this 8th day of April, 2024.

APPROVED:

\_\_\_\_\_  
Kim Pexton, Mayor

Countersigned:

\_\_\_\_\_  
Mary Nicol, City Clerk



**Item:** Resolution Number 2024-07 A Resolution Designating Depositories for Depositing of Public Funds For The City of Douglas, Wyoming

**Responsible Staff Contact:** Mary Nicol

**Recommendation:** Approve resolution number 2024-07 designating Converse County Bank, Points West Community Bank and First Northern Bank of Wyoming as depositories for the City of Douglas.

**Executive Summary**

Converse County Bank, Points West Community Bank, and First Northern Bank of Wyoming have submitted applications for deposit of public funds.

Per Wyoming State Statute 9-4-817 we can deposit funds in a financial institution designated as a depository. Per Wyoming State Statute 9-4-806 all depositories of public funds must submit a resolution and a sworn statement of certification indicating the financial institution is covered.

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

	NA
<u>SD24 Strategy</u>	NA
<u>SD24 KPI</u>	NA
<u>2014 Master Plan</u>	NA
<u>2015 Downtown Master Plan</u>	NA

**Budget/Fiscal Impact**

<u>Fund/Department</u>	NA
<u>Project/Line Item(s)</u>	NA
<u>Budgeted Amount</u>	NA
<u>Anticipated Amount</u>	NA

**Action Requested/Recommended Motion**

I move to approve Resolution #2023-18 as presented.

**Reviewed/Approved**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Community Development | <input checked="" type="checkbox"/> Public Works |
| <input checked="" type="checkbox"/> Law Enforcement       | <input checked="" type="checkbox"/> Legal        |
| <input type="checkbox"/> City Administrator               | <input checked="" type="checkbox"/> Finance      |
| <input type="checkbox"/> City Clerk                       |  |

CONVERSE COUNTY BANK



Drawer 689  
Douglas, Wyoming 82633  
Phone 307/358-5300

January 22, 2024

Mary Nicol  
Administrative Services Director/Treasurer  
City of Douglas  
PO Box 1030  
Douglas, WY 82633

Dear Mary:

To conform with Wyoming Statutes, formal application is hereby made by The Converse County Bank, a Wyoming corporation, duly organized and existing under and by virtue of the laws of the State of Wyoming, and having its principal place of business in Douglas, Converse County, Wyoming, to be designated as a depository for the ensuing year.

Enclosed herewith is a certified copy of the "Resolution of Board of Directors" dated January 16, 2024, which authorizes the pledging of securities sufficient to secure deposits in excess of \$250,000.

This application is submitted in duplicate and, if you prefer, you may execute the acknowledgment at the bottom of this letter, retaining the copy for your files, and return the original to the Bank. Thank you for your consideration.

Sincerely,

Thomas B. Saunders  
President and CEO

\* \* \* \* \*

TO: The Converse County Bank

We hereby designate The Converse County Bank, Douglas, Wyoming, as a depository for the year of 2024, and acknowledge receipt of the Resolution of Board of Directors, authorizing the pledging of securities sufficient to secure deposits in excess of \$250,000.

DATED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE CONVERSE COUNTY BANK  
RESOLUTION OF BOARD OF DIRECTORS

BE IT RESOLVED THAT:

WHEREAS, it is necessary for THE CONVERSE COUNTY BANK, Douglas, Wyoming to properly secure the political division or subdivision for all monies deposited in said Bank by the Treasurer of said political division or subdivision of the State of Wyoming, hereinafter called the Treasurer, and;

WHEREAS, no deposit will be made in said Bank by the Treasurer unless deposit is properly secured and the giving of proper security is one of the considerations for receiving said deposits, and;

WHEREAS, the said Treasurer may carry a maximum credit balance with said Bank of \$250,000 which is automatically insured by the Federal Deposit Insurance Corporation, and any deposit including accrued interest over and above this amount will be adequately secured by pledging collateral sufficient to legally secure the maximum deposit of such state or political subdivision, and;

WHEREAS, the said Treasurer is willing to receive securities designated by the laws of Wyoming as legal collateral security, as security of said deposits.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of THE CONVERSE COUNTY BANK, Douglas, Wyoming, that any one of the following named persons, officers of said Bank, are hereby authorized and empowered to pledge to Treasurer of said state or political division or subdivision such securities of this Bank as may be legal for collateral security for deposit of public funds, and which said Treasurer is willing to accept as collateral security, and in such amounts at such time as said Treasurer and Bank Officers may agree upon:

Thomas B. Saunders, President  
Larry G. Bean, Sr. VP - Finance  
Bradley Sishc, Executive VP  
Kyle Lund, SVP & Trust Officer  
Michael Marso, CFO/Risk Management Officer

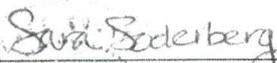
BE IT FURTHER RESOLVED that this authority given to said Officers of this Bank named herein to furnish collateral security to said Treasurer shall be continuing and shall be binding upon said Bank until the authority given to the Bank Officers named herein is revoked or superseded by another Resolution of the Board of Directors, verified copy of which shall be delivered or mailed to said Treasurer. The right given the officers named herein to pledge security as collateral also includes the right to give additional security and to withdraw such collateral as the Treasurer is willing to surrender and the right to substitute one piece or lot of collateral for another, provided the said Treasurer is willing to make such exchange or substitution.

DATED this 16<sup>th</sup> day of January, 2024, A.D. at Douglas, Wyoming.

I, Thomas B. Saunders, President of The Converse County Bank, Douglas, Wyoming, hereby certify that the foregoing Resolution is an exact copy of a Resolution passed by the Board of Directors of The Converse County Bank, Douglas, Wyoming, at its meeting held in their banking room on this 16<sup>th</sup> day of January, 2024, A.D., and said Resolution has been spread upon the pages of the Minute Book constituting a part of the permanent records of this Bank.

  
\_\_\_\_\_  
Thomas B. Saunders, President

ATTEST:

  
\_\_\_\_\_  
Sara Soderberg, Chief Audit Executive/Compliance Officer



**THE CONVERSE COUNTY BANK - EST. 1918**  
**STATEMENT OF CONDITION AS OF DECEMBER 31, 2023**

**ASSETS**

CASH AND DUE FROM BANKS	\$	158,216,731.74
FEDERAL FUNDS SOLD		-
SECURITIES		485,605,695.87
LOANS (net of allowance)		262,278,194.04
PREMISES AND EQUIPMENT		2,726,607.95
ACCRUED INTEREST RECEIVABLE		6,241,008.02
OTHER ASSETS		1,057,197.22
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>916,125,434.84</b>

**LIABILITIES**

DEPOSITS	\$831,959,568.75
ACCRUED INTEREST PAYABLE	1,326,304.13
OTHER LIABILITIES	1,554,285.82
<b>TOTAL LIABILITIES</b>	<b>\$ 834,840,158.70</b>

**EQUITY CAPITAL**

<b>TOTAL LIABILITIES AND EQUITY CAPITAL</b>	<b>\$ 916,125,434.84</b>
---	--------------------------

**Directors**

Raymond D. Saunders

Tom Saunders

Larry G. Bean

M. Hale Kreycik

Sally A. Seebaum

Troy Scott

Mark Murphy

Frank Moore

Brad Sishc

Tim Tillard

Tracy Dilts

Lee Igo

**Officers**

Tom Saunders, President & CEO

Marlon Schlup, Sr. VP

Brad Sishc, EVP & Chief Credit Officer  
NMLS ID#637365

Andrew Beard, VP IT

Tressie Austin, VP

Jennie Palmer, Asst Operations Officer

Brandon Gilbreath, VP  
NMLS ID#1049517

Breck Wagstaff, AVP  
NMLS ID#1049518

Dylan Davidson, Loan Officer  
NMLS ID#1917079

Garrett Ricks, Loan Officer  
NMLS ID#1917085

Todd Moore, IT Officer

Sharissa Negri, Loan Operations Officer

Josh Butts, Cultural Officer

Sara Soderberg, Chief Audit Exec/Comp Officer

Mark Rinn, Chief Operations & Cashier/BSA Officer

Erin Hager, EVP  
NMLS ID#441730

Mike Marso, CFO/Risk Mgmt Officer

Ana Lepe, Asst. Internal Auditor/CRA Officer

Sheri Leinweber, AVP

Michelle Moe, Head Teller & Asst Oper. Officer  
HR/PR & Personnel Officer

Brittanie Sharp, VP Loan Officer  
NMLS ID#566161

Heather Maxwell, Loan Officer  
NMLS ID#441733

Kyle Lund, SVP Trust Officer

Phillip Wolf, Trust Officer

Kathlene Wilkinson, New Accounts Officer

Carly Busboom, Asst Operations Officer

Chris Sharp, VP Customer Relations

# APPLICATION FOR DEPOSIT OF PUBLIC FUNDS

Sidney, Nebraska  
January 23, 2024

To Whom it may concern:

Pursuant to the requirements of W. S. 9-4-818, formal application is made by Points West Community Bank a corporation organized and existing under the laws of the State of Colorado and having its office and principal place of business the City of Windsor, the County of Larimer in the State of Colorado, to be designated a State Depository. Attached Exhibit A lists the names of all of the applicant's branches it operates that are to be covered by this Application and such Exhibit is hereby made a part hereof.

The applicant agrees to deposit sufficient securities of the kind and character described in W.S. 9-4-801, through 9-4-815, or to furnish a surety bond, that meets the requirements of W.S.9-4-801 through 9-4-815 (the "Collateral"), for the payment of the deposits and interest. Such Collateral shall be assigned to and deposited with the \_\_\_Bankers Bank of the West, Denver CO\_\_\_ as security for the safekeeping and prompt payment of all public moneys that may be deposited with it by the \_\_\_\_\_ and for the faithful performance of its duties under the law of such depository.

The bank offers FDIC insurance \$250,000.00 and the attached listing of securities as collateral

By Order of the Board of Directors

  
Cashier/COO

## BANK DIRECTORS

Tom Olson Jr  
Bruce Batt  
Mark Brase  
Tim Miller  
Samantha Diedrich  
Greg Applegarth  
Jay Goddard  
James Carlson  
Harry Brinkema

## BANK OFFICERS

Mark Brase, CEO  
Rhonda Gunderson, COO Cashier  
Chassity Kral, VP  
Kendra Stienmetz, Asst VP, Bond Admin  
Joel Tremain, VP  
Ross Edwards, VP  
Lyndsay McClung, CXO  
Anthony Cox, Assistant Cashier

## Certified Copy of Resolution of

THE POINTS WEST COMMUNITY BANK OF WINDSOR, COLORADO CONCERNING THE PLEDGING OF COLLATERAL SECURITY FOR DEPOSIT OF PUBLIC FUNDS

**WHEREAS**, it is necessary for Points West Community Bank of Windsor, Colorado with branches in Torrington, Lingle, Pine Bluffs and Douglas Wyoming to properly secure the Treasurer of the State of Wyoming for all monies deposited in said bank by the Treasurer of said State of Wyoming, hereinafter called the Treasurer; and

**WHEREAS**, no deposit will be made in said bank by said Treasurer unless said deposit is properly secured, and the giving of proper security is one of the considerations for receiving said deposits; and

**WHEREAS**, the said Treasurer may, when furnished proper security, carry a maximum credit balance with said bank of the Maximum allowable amount; and

**WHEREAS**, the said Treasurer is willing to receive securities designated by laws of Wyoming as legal collateral security as security for such deposit;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of said depository bank that any two of the following named persons, officers of said bank, are hereby authorized and empowered to pledge to the Treasurer of said State of Wyoming such securities of this bank as may be legal for collateral security for deposit of public funds, and which said Treasurer is willing to accept as collateral security, and in such amounts and at such time as the said Treasurer and bank officers may agree upon:

Mark Brase, President/CEO Rhonda Gunderson, COO/Cashier Chassity Kral, VP Anthony Cox Asst Cashier

Ross Edwards, VP Kendra Stienmetz, Asst VP Joel Tremain VP Lyndsay McClung CXO

**BE IT FURTHER RESOLVED** that this authority given to said officers of the bank named herein to furnish collateral security to said Treasurer shall be continuing and shall be binding upon said bank until the authority given to the bank officers named herein is revoked or superseded by another resolution of this Board of Directors, verified copy of which shall be delivered by a representative of said bank to said Treasurer or mailed to said Treasurer by registered mail. The right given the officers named herein to pledge security as collateral also includes the right to give additional collateral security and to withdraw such collateral as the said Treasurer is willing to surrender and the right to substitute one piece or lot of collateral for another, provided the said Treasurer is willing to make such ex-change or substitution.

**BE IT FURTHER RESOLVED** that the bank officers named herein are fully authorized and empowered to execute in the name of said bank such collateral pledge agreement in favor of the said Treasurer as the said Treasurer may require, and any collateral pledge agreement so executed or any act done by the bank officers named herein under the authority of this Resolution shall be as binding and effective upon this bank as though authorized by specific Resolution of the Board of Directors of this Bank.

\*\*\*\*\*

### CERTIFICATE

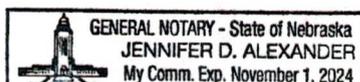
I, Rhonda Gunderson, COO/Cashier of Points West Community Bank of Windsor, Colorado, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Board of Directors of said bank at a valid meeting thereof, held in its banking room in the City of Sidney, Nebraska, this 23rd day of January 2024; that said Resolution has been spread upon the minutes of said meeting in the minute book which constitutes a part of said Bank's permanent records, and that the seal affixed thereto is the official corporate seal of said Bank.

Dated at Sidney, Nebraska, this 23rd day of January 2024.

Signed: Rhonda Gunderson

(CORPORATE SEAL)

WITNESS: Jennifer D. Alexander



# Report of Condition

Consolidated domestic subsidiaries of:

**Points West Community Bank in the state of CO at the close of business on December 31, 2023**

Dollar Amounts in Thousands

## ASSETS

Cash and balances due from depository institutions:	
Noninterest-bearing balances and currency and coin . . . . .	12,086
Interest-bearing balances. . . . .	5,967
Securities:	
Held-to-maturity securities . . . . .	0
Available-for-sale debt securities . . . . .	303,479
Equity securities with readily determinable fair values not held for trading. . . . .	16
Federal funds sold and securities purchased under agreements to resell:	
Federal funds sold. . . . .	0
Securities purchased under agreements to resell. . . . .	0
Loans and lease financing receivables :	
Loans and leases held for sale. . . . .	0
Loans and leases held for investment. . . . .	430,332
LESS: Allowance for loan and lease losses. . . . .	7,377
Loans and leases held for investment, net of allowance . . . . .	422,955
Trading assets. . . . .	0
Premises and fixed assets (including capitalized leases). . . . .	10,637
Other real estate owned . . . . .	0
Investments in unconsolidated subsidiaries and associated companies. . . . .	0
Direct and indirect investments in real estate ventures. . . . .	0
Intangible assets . . . . .	3,834
Other assets . . . . .	25,365
Total assets . . . . .	784,339

Dollar Amounts in Thousands

## LIABILITIES

Deposits:	
In domestic offices . . . . .	684,382
Noninterest-bearing. . . . .	156,367
Interest-bearing. . . . .	528,015
Federal funds purchased and securities sold under agreements to repurchase:	
Federal funds purchased. . . . .	0
Securities sold under agreements to repurchase. . . . .	3,652
Trading liabilities. . . . .	0
Other borrowed money (includes mortgage indebtedness and obligations under capitalized leases) . . . . .	38,554

## Report of Condition (continued)

Subordinated notes and debentures .....	0
Other liabilities .....	5,000
Total liabilities .....	731,588

Dollar Amounts in Thousands

### EQUITY CAPITAL

Perpetual preferred stock and related surplus .....	0
Common stock .....	3,315
Surplus (exclude all surplus related to preferred stock) .....	27,392
Retained earnings .....	49,404
Accumulated other comprehensive income .....	-27,360
Other equity capital components .....	0
Total bank equity capital .....	52,751
Noncontrolling (minority) interests in consolidated subsidiaries .....	0
Total equity capital .....	52,751
Total liabilities and equity capital .....	784,339

We, the undersigned directors (trustees), attest to the correctness of this Report of Condition for this report date and declare that the Report of Condition has been examined by us and to the best of our knowledge and belief have been prepared in conformance with the instructions issued by the appropriate Federal regulatory authority and are true and correct.

Tom Olson Jr  
 \_\_\_\_\_  
 Director (Trustee)

Mark Brase  
 \_\_\_\_\_  
 Director (Trustee)

Greg Applegarth  
 \_\_\_\_\_  
 Director (Trustee)

I, Rhonda Gunderson (Cashier/COO) of the named bank, attest that this Report of Condition for this report date has been prepared in conformance with the instructions issued by the appropriate Federal regulatory authority and are true and correct to the best of my knowledge and belief.

Rhonda Gunderson   
 \_\_\_\_\_  
 Signature of Chief Financial Officer (or Equivalent)

01/25/2024  
 \_\_\_\_\_  
 Date of Signature

# Pledges By Pledgee And Maturity



**Pledged To: CITY OF DOUGLAS WY**

**Points West Community Bank - Windsor, CO**

Page 24 of 62

As Of 2/29/2024

Receipt# Safekeeping Location	CUSIP	ASC 320	Description Maturity	Prerfund	Pool/Type Coupon	Moody S&P	Original Face Pledged Percent	Pledged			
								Original Face	Par	Book Value	Market Value
BBW: BANKERS BANK OF THE WE	3130A8HK2	AFS	FHLB AGENCY 06/14/24		1.75	Aaa AA+	1,000,000.00 100.00%	1,000,000.00	1,000,000.00	998,148.75	989,050.00
BBW: BANKERS BANK OF THE WE	3138ABA90	AFS	FNMA 15YR 03/01/26		AH9031 3.50		2,300,000.00 100.00%	2,300,000.00	33,361.78	33,811.30	32,632.49
BBW: BANKERS BANK OF THE WE	3128PVWK2	AFS	FHLMC 15YR 07/01/26		J16050 4.00		2,075,000.00 100.00%	2,075,000.00	35,477.08	36,139.26	34,566.03
BBW: BANKERS BANK OF THE WE	3128MMNQ2	AFS	FHLMC 15YR 08/01/26		G18398 3.50		3,000,000.00 100.00%	3,000,000.00	46,620.57	47,207.03	45,628.95
BBW: BANKERS BANK OF THE WE	3138EHKA9	AFS	FNMA 15YR 09/01/26		AL1188 4.00		2,600,000.00 100.00%	2,600,000.00	60,114.08	61,391.08	59,326.59
BBW: BANKERS BANK OF THE WE	3135G0Q22	AFS	FNMA AGENCY 09/24/26		1.88	Aaa AA+	1,000,000.00 50.00%	500,000.00	500,000.00	494,933.64	468,635.00
BBW: BANKERS BANK OF THE WE	855345XX7	AFS	STARK CO OH 26 12/01/26		3.00	Aa2	300,000.00 100.00%	300,000.00	300,000.00	300,000.00	300,072.00
BBW: BANKERS BANK OF THE WE	3130ALE26	AFS	FHLB AGENCY - ANNUAL 08/25/27		1.00	Aaa AA+	2,000,000.00 100.00%	2,000,000.00	2,000,000.00	2,000,000.00	1,779,320.00
BBW: BANKERS BANK OF THE WE	3133ENKU3	AFS	FFCB AGENCY - ANY 01/24/29		1.83	Aaa AA+	1,220,000.00 100.00%	1,220,000.00	1,220,000.00	1,210,361.16	1,068,293.00
BBW: BANKERS BANK OF THE WE	074113DW8	AFS	BEATRICE NE 29 12/15/29		2.30		570,000.00 100.00%	570,000.00	570,000.00	570,000.00	543,289.80
BBW: BANKERS BANK OF THE WE	119475LC3	AFS	BUFFALO CO SD #7-REF NE 29 12/15/29		2.55	AA-	200,000.00 100.00%	200,000.00	200,000.00	200,000.00	193,582.00
BBW: BANKERS BANK OF THE WE	161515CW9	AFS	CHASE CO NE 30 06/15/30		2.45		1,250,000.00 100.00%	1,250,000.00	1,250,000.00	1,250,000.00	1,215,762.50
BBW: BANKERS BANK OF THE WE	3131XBRE1	AFS	FRLMC 15YR 09/01/30		ZK7685 3.00		9,348,419.00 100.00%	9,348,419.00	1,570,623.86	1,543,219.23	1,469,365.74

Although the information in this report has been obtained from sources believed to be reliable, its accuracy cannot be guaranteed.  
2/29/2024 12:25 PM - FGH / JULE

# Pledges By Pledgee And Maturity



**Pledged To: CITY OF DOUGLAS WY**

**Points West Community Bank - Windsor, CO**

As Of 2/29/2024

Receipt# Safekeeping Location	CUSIP	ASC 320	Description Maturity	Prerefund	Pool/Type Coupon	Moody S&P	Original Face Pledged Percent	Pledged			
								Original Face	Par	Book Value	Market Value
BBW: BANKERS BANK OF THE WE	3138ERN5	AFS	FNMA 15YR 11/01/30		AL9876 2.50		1,000,000.00 100.00%	152,813.64	153,210.82	146,077.61	
BBW: BANKERS BANK OF THE WE	3138ETOP4	AFS	FNMA 15YR 06/01/31		AL8561 3.50		1,075,000.00 100.00%	178,289.88	185,971.78	172,415.23	
BBW: BANKERS BANK OF THE WE	661853MP3	AFS	NORTH RIDGEVILLE OH 12/01/32		3.00	Aa1	450,000.00 100.00%	450,000.00	464,354.08	450,076.50	
BBW: BANKERS BANK OF THE WE	640150ES3	AFS	NEGAUNEE SD-REF MI 05/01/34		4.00	AA	405,000.00 100.00%	405,000.00	425,610.70	415,137.15	
BBW: BANKERS BANK OF THE WE	3140XCPG7	AFS	FNMA 15YR 08/01/36		FM8522 2.00		2,000,000.00 80.00%	1,074,176.94	1,110,439.09	951,258.88	
BBW: BANKERS BANK OF THE WE	3140XCUW6	AFS	FNMA 15YR 09/01/36		FM8696 2.00		2,000,000.00 100.00%	1,483,919.52	1,542,189.44	1,314,544.95	
BBW: BANKERS BANK OF THE WE	975883BF5	AFS	WINTER PARK-COPS CO 12/01/36		4.00	A1	300,000.00 100.00%	300,000.00	306,810.74	303,141.00	
BBW: BANKERS BANK OF THE WE	3132CWWD2	AFS	FRLMC 15YR 01/01/37		SB0644 3.00		2,000,000.00 100.00%	1,526,860.12	1,575,817.27	1,430,026.65	
BBW: BANKERS BANK OF THE WE	3140J9DN8	AFS	FNMA 20YR 10/01/38		BM4608 4.00		1,250,000.00 44.00%	141,571.63	149,868.29	136,240.05	
BBW: BANKERS BANK OF THE WE	31418DZG0	AFS	FNMA 20YR 05/01/41		MA4342 1.50		2,000,000.00 100.00%	1,616,311.06	1,609,234.32	1,294,293.41	
BBW: BANKERS BANK OF THE WE	83162CQ63	AFS	SBAP 2022-20I 1 (>10Yr - Real Es 09/01/42		4.10		2,000,000.00 100.00%	1,931,014.69	1,944,552.39	1,821,159.26	
BBW: BANKERS BANK OF THE WE	3137H1NV4	AFS	FHR 5129 EM 08/25/50		1.25		1,013,000.00 39.49%	277,392.93	278,474.75	198,568.95	
<b>25 Securities Pledged To: DOUG - CITY OF DOUGLAS WY</b>								<b>40,143,419.00</b>	<b>18,323,547.78</b>	<b>18,491,745.12</b>	<b>16,832,463.74</b>

Although the information in this report has been obtained from sources believed to be reliable, its accuracy cannot be guaranteed.  
2/29/2024 12:25 PM - FGH / JULE



**First Northern Bank**  
of W Y O M I N G

**Nicholas B. Thom**  
*President & CEO*  
P.O. Box 400 | 141 S. Main St.  
Buffalo, WY 82834  
Direct: (307) 684-8017  
nick@firstnorthern.bank

## **APPLICATION FOR DEPOSIT OF PUBLIC FUNDS**

November 30, 2023

### **CITY COUNCIL**

City of Douglas  
PO Box 1030  
Douglas, Wyoming 82633

Pursuant to the requirements of W.S. 9-4-818, formal application is made by First Northern Bank of Wyoming a corporation organized and existing under the laws of Wyoming and having its office and principal place of business in the City of Buffalo, WY in the County of Johnson with a Branch Office in the County of Converse in the State of Wyoming, to be designated a City of Douglas Depository.

The Bank is to provide sufficient collateral as required by City of Douglas's Investment Policy to be assigned to and deposited with the Treasurer of the City of Douglas as security for the safekeeping and prompt payment of all public moneys that may be deposited with it by said treasurer, and for the faithful performance of its duties under the law as such depository.

By Order of the Board of Directors

A handwritten signature in blue ink, appearing to read 'Nicholas B. Thom', written over a horizontal line.

President & CEO

## RESOLUTION

The Board of Directors of First Northern Bank of Wyoming concerning the Application for the Deposit of Public Funds pursuant to the requirements of W.S. 9-4-818, made by First Northern Bank of Wyoming a corporation organized and existing under the laws of Wyoming and having its office and principal place of business in the City of Buffalo, in the County of Johnson, in the State of Wyoming to be designated a City of Douglas Depository, and the pledging of collateral security for said funds.

WHEREAS, it is necessary for the First Northern Bank of Wyoming to properly secure the Treasurer of City of Douglas for all monies deposited in said bank by the Treasurer of said City of Douglas, hereinafter called the Treasurer; and

WHEREAS, no deposit will be made in said bank by said Treasurer unless said deposit is properly secured, and the giving of proper security is one of the considerations for receiving said deposits; and

WHEREAS, the said Treasurer is willing to receive securities designated by laws of Wyoming as legal collateral security as security of such deposits;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of said depository bank that any two (2) of the following named persons, officers, of said bank, are hereby authorized and empowered to pledge to the Treasurer of said City of Douglas such securities of the bank as may be legal for collateral security for deposit of public funds, and which said Treasurer is willing to accept as collateral security, and in such amounts and at such time as the said Treasurer and bank officers may agree upon:

**Nicholas B. Thom**  
President & CEO

**Robert D. McBride**  
Executive Vice President

**Richard P. Myers**  
Chief Operating Officer

**Nicole L. Peters**  
Controller

**Thomas A. Holt**  
Investment Officer

BE IT FURTHER RESOLVED that this authority given to said officers of the bank named herein to furnish collateral security to said Treasurer shall be continuing and shall be binding upon said bank until the authority given to the bank officers named herein is revoked or superseded by another resolution of this Board of Directors, a verified copy of which shall be delivered by a representative of said named herein to pledge security as collateral also included the right to give additional collateral security and to withdraw such collateral as the said Treasurer is willing to surrender and the right to substitute one piece or lot of collateral for another, provided the said Treasurer is willing to make such exchange or substitution.

BE IT FURTHER RESOLVED that the bank officers named herein are fully authorized and empowered to execute in the name of said bank such collateral pledge agreement in favor of the said Treasurer as the said Treasurer may require, and any collateral pledge agreement so executed or any act done by the bank officers named herein under the authority of this Resolution shall be as binding and effective upon this bank as though authorized by specific Resolution of the Board of Directors of this bank.

Dated this 7th day of June, 2023.

  
\_\_\_\_\_  
President & CEO

## CERTIFICATION

I, Nicholas B. Thom, Secretary of First Northern Bank of Wyoming, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Board of Directors of said bank at a valid meeting thereof, held in its place of business this 7th day of June, 2023; that said Resolution has been included in the minutes of said meeting of the minutes book which constitutes a part of said Bank's permanent records and that the seal affixed thereto is the official corporate seal of said Bank.

Dated this 7th Day of June, 2023

  
Secretary to the Board of Directors





**Item:** Board appointment – Douglas Housing Authority Board

**Responsible Staff Contact:** Mary Nicol

**Recommendation:** Appoint Nicole Johnson to the Douglas Housing Authority Board to fill the unexpired term ending June 30, 2025

**Executive Summary:** Application was received from Nicole Johnson with interest in serving on The Douglas Housing Authority Board. This appointment would fill one of the two vacant positions on this board.

**Background:** The Douglas Housing Authority Board is a five-member City Board that oversees the operations of Douglas Housing Authority Project, Irwin Towers. Two resignations were received in 2023 and the positions remain vacant at this time.

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

SD24 Outcome

SD24 Strategy

SD24 KPI

2014 Master Plan

2015 Downtown Master Plan

**Budget/Fiscal Impact**

Fund/Department

Project/Line Item(s)

Budgeted Amount

Anticipated Amount

**Action Requested/Recommended Motion:** Appoint Nicole Johnson to the Douglas Housing Authority Board to fill the unexpired term ending June 30, 2025

**Reviewed/Approved**

Community Development

Law Enforcement

City Manager

Public Works

Legal

Finance/City Clerk



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

# Volunteer Application

Return to: 101 N. 4<sup>th</sup> Street / P.O. Box 1030  
Douglas, WY 82633  
307-358-3462, Fax: 307-358-6447

Name of Applicant: Nicole Johnson

Address: 406 Cedar Street City/State/Zip: Douglas, Wy 82633

Mailing Address (if different from above): Same

Home Phone: /////	Cell Phone: 307-351-6036	Work Phone: /////	Email: jerijohnson46@gmail.com
----------------------	-----------------------------	----------------------	-----------------------------------

1. Are you a resident of the City of Douglas?  Yes  No

2. I am interested in serving on the following Boards/Commissions (Please all that apply):

**Boards/Commissions/Committees:**

- Douglas Planning & Zoning Commission/Board of Adjustments
- Historic Preservation Commission
- Converse County Tourism Promotion Board
- Douglas Housing Authority Board
- Federal Urban Systems Advisory Committee
- Douglas Board of Appeals
- Steering Committee Member (when applicable)
- Focus Group Member (when applicable)
- Community Facility Task Force
- Arts & Culture Board of Trustees
- Recycling Task Force
- Other: \_\_\_\_\_

3. Have you served on any of these Boards/Commissions previously?  Yes  No

4. If "Yes", please indicate which Boards/Commissions and when you served: /////

5. In what community/communities did you previously serve? /////



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

# Volunteer Application

Return to: 101 N. 4<sup>th</sup> Street / P.O. Box 1030  
Douglas, WY 82633  
307-358-3462, Fax: 307-358-6447

6. In what position(s) would you be willing to serve? *(Please select all that apply.)*

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Board, Commission, or Committee member only

7. Do you understand the attendance requirements as provided per Douglas Municipal Code and/or the Bylaws of the Board or Commission you wish to serve on?  Yes  No

8. If "No", please provide a description of your question(s): *////*

\_\_\_\_\_

9. Why are you seeking this appointment(s)? To further assist.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Nicole Johnson*

Signature of Applicant

*03/20/2024*

Date

For Office Use Only:

Selected for: \_\_\_\_\_

Length of Term/Dates: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_



**Item**

Solid Waste Hauling Request for Proposal

**Responsible Staff Contact**

John Harbarger  
Toby Portor

**Recommendation**

Recommend accepting the bid from Express Disposal in the amount of \$299 per load and use the attached rate increase at current diesel fuel price per gallon pricing posted by Homax Oil Sales Inc in Douglas, Wyoming on Monday of each week as an additional load fee charge.

**Executive Summary**

The City of Douglas has solicited bids for the hauling of our MSW to Casper. The city loads trailers from the transfer station into our trailers and the contractor will pull the trailer to the Casper Regional Landfill for disposal. We average 6 to 7 loads a week. On March 27<sup>th</sup> two bids were opened by the City Clerk.

Express Disposal- \$299 per load with a fuel surcharge at the rate expressed with the attached rate sheet.

Blackburn Cattle Co. Inc.- \$420 per load with a \$4.20 fuel surcharge per load per \$0.10 increase above \$3.00 per gallon of diesel.

**Background**

Currently the City of Douglas utilizes a contractor to haul the MSW from our landfill to Casper Regional Landfill. As of this time we do not have the equipment or personnel to make these hauls ourselves.

**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>	Misc. Contractual Services, Landfill Fund
<u>Project/Line Item(s)</u>	Contract Hauling
<u>Budgeted Amount</u>	\$130,000
<u>Anticipated Amount</u>	\$130,000



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

## Agenda Item Report City Council – April 8, 2024

### Action Requested/Recommended Motion

Move to accept the bid from Express Disposal for \$299 per load with a fuel surcharge per specified rate sheet and further authorize the City Manager to sign all associated documents.

### Reviewed/Approved

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

- Public Works
- Legal
- Finance



CITY OF DOUGLAS WYOMING

# Agenda Item Report City Council – April 8, 2024



March 26, 2024

**To Whom it May Concern:**

Here is our City of Douglas Solid Waste Haul Proposal for 2024 -2025.

**\$299.00 PER TRIP + Fuel Surcharge**

**FUEL SURCHARGE** as posted at the Homax, 1115 W. Yellowstone Highway Douglas, WY 82633

DSL Per Gallon Price	Fuel Surcharge Per Load
\$ 2.39	\$90.82
\$ 2.49	\$94.62
\$ 2.59	\$98.42
\$ 2.69	\$102.22
\$ 2.79	\$106.02
\$ 2.89	\$109.82
\$ 2.99	\$113.62
\$ 3.09	\$117.42
\$ 3.19	\$121.22
\$ 3.29	\$125.02
\$ 3.39	\$128.82
\$ 3.49	\$132.62
\$ 3.59	\$136.42
\$ 3.69	\$140.22
\$ 3.79	\$144.02
\$ 3.89	\$147.82
\$ 3.99	\$151.62
\$ 4.09	\$155.42
\$ 4.19	\$159.22
\$ 4.29	\$163.02
\$ 4.39	\$166.82
\$ 4.49	\$170.62
\$ 4.59	\$174.42
\$ 4.69	\$178.22
\$ 4.79	\$182.02
\$ 4.89	\$185.82
\$ 4.99	\$189.62
\$ 5.09	\$193.42
\$ 5.19	\$197.22
\$ 5.29	\$201.02
\$ 5.39	\$204.82
\$ 5.49	\$208.62
\$ 5.59	\$212.42
\$ 5.69	\$216.22
\$ 5.79	\$220.02
\$ 5.89	\$223.82
\$ 5.99	\$227.62

Thank you!!!

**Express Disposals**

# CITY OF DOUGLAS WYOMING

HOME OF THE JACKALOPE.  
WE KNOW JACK.

## CITY OF DOUGLAS SOLID WASTE HAUL PROPOSAL

The City of Douglas is accepting proposals to transport municipal solid waste from the Douglas Landfill to the Casper Landfill using City provided 48 ft. walking floor trailers. The approximate haul distance is 60 miles one way. Our initial estimates are 5 to 8 trips per week. The Contractor will be required to provide service with a minimum of 24 hours' notice. All trips will be completed Monday thru Saturday during current landfill operating hours.

The City will maintain the trailers to be used in a safe and DOT legal condition. The successful contractor will be responsible for maintaining their own equipment following current DOT requirements.

The Contractor will be responsible for any violations of current laws incurred while transporting solid waste including but not limited to traffic violations, overweight loads and DOT safety violations. In addition he must obtain any required permits. It will be the Contractors responsibility to maintain an insurance policy that will cover the City's trailers while in transit.

A contract for a period of one (1) year will be executed with the successful Contractor.

The tractor used for transporting the trailers must be capable of operating hydraulic accessories on the trailers.

	Yes	No
<b>Pump capable of 30 – 35 GPM at 3000 PSI:</b>	<u>X</u>	_____
<b>Available with 24-hour notice:</b>	<u>X</u>	_____
<b>Proposed cost per trip:</b>	<u>Please see attached</u>	

Contractor: Express Disposals  
(Company Name)

Phone: 307-358-5865

Signature: [Handwritten Signature]

Date: 3/26/2024

Return to the City Clerk, City of Douglas, PO Box 1030, 101 N. 4<sup>th</sup> Street, Douglas, WY 82633.



**Express Disposals**  
P.o. Box 812  
Douglas, WY 82633  
(307)-358-JUNK  
expressdisposals.com

March 26, 2024

**To Whom it May Concern:**

Here is our City of Douglas Solid Waste Haul Proposal for 2024 -2025.

**\$299.00 PER TRIP + Fuel Surcharge**

**FUEL SURCHARGE** as posted at the Homax, 1115 W. Yellowstone Highway Douglas, WY 82633

DSL Per Gallon Price	Fuel Surcharge Per Load
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\$ 2.99	\$113.62
\$ 3.09	\$117.42
\$ 3.19	\$121.22
\$ 3.29	\$125.02
\$ 3.39	\$128.82
\$ 3.49	\$132.62
\$ 3.59	\$136.42
\$ 3.69	\$140.22
\$ 3.79	\$144.02
\$ 3.89	\$147.82
\$ 3.99	\$151.62
\$ 4.09	\$155.42
\$ 4.19	\$159.22
\$ 4.29	\$163.02
\$ 4.39	\$166.82
\$ 4.49	\$170.62
\$ 4.59	\$174.42
\$ 4.69	\$178.22
\$ 4.79	\$182.02
\$ 4.89	\$185.82
\$ 4.99	\$189.62
\$ 5.09	\$193.42
\$ 5.19	\$197.22
\$ 5.29	\$201.02
\$ 5.39	\$204.82
\$ 5.49	\$208.62
\$ 5.59	\$212.42
\$ 5.69	\$216.22
\$ 5.79	\$220.02
\$ 5.89	\$223.82
\$ 5.99	\$227.62

Thank you!!!

**Express Disposals**

# CITY OF DOUGLAS WYOMING

HOME OF THE JACKALOPE.  
WE KNOW JACK.

## CITY OF DOUGLAS SOLID WASTE HAUL PROPOSAL

The City of Douglas is accepting proposals to transport municipal solid waste from the Douglas Landfill to the Casper Landfill using City provided 48 ft. walking floor trailers. The approximate haul distance is 60 miles one way. Our initial estimates are 5 to 8 trips per week. The Contractor will be required to provide service with a minimum of 24 hours' notice. All trips will be completed Monday thru Saturday during current landfill operating hours.

The City will maintain the trailers to be used in a safe and DOT legal condition. The successful contractor will be responsible for maintaining their own equipment following current DOT requirements.

The Contractor will be responsible for any violations of current laws incurred while transporting solid waste including but not limited to traffic violations, overweight loads and DOT safety violations. In addition he must obtain any required permits. It will be the Contractors responsibility to maintain an insurance policy that will cover the City's trailers while in transit.

A contract for a period of one (1) year will be executed with the successful Contractor.

The tractor used for transporting the trailers must be capable of operating hydraulic accessories on the trailers.

	Yes	No
<b>Pump capable of 30 – 35 GPM at 3000 PSI:</b>	<u>  x  </u>	<u>      </u>
<b>Available with 24-hour notice:</b>	<u>  x  </u>	<u>      </u>
<b>Proposed cost per trip:</b>	<u> \$420 </u>	<u>      </u>

With a \$4.20 fuel surcharge per load per \$0.10 increase above **\$3.00** a gallon of diesel.

Contractor: Blackburn Cattle Co Inc  
(Company Name)

Phone: 307-359-5555

Signature: *Archie Gray*

Date: 3/24/2024

*Return to the City Clerk, City of Douglas, PO Box 1030, 101 N. 4<sup>th</sup> Street, Douglas, WY 82633.*

**CONTRACT BETWEEN THE CITY OF DOUGLAS, WYOMING  
AND SNYDER TRANSPORT INC.  
FOR THE HAULING OF MUNICIPAL SOLID WASTE**

THIS AGREEMENT made and entered into this, by and between the City of Douglas, Wyoming, a municipal corporation, P.O. Box 1030, Douglas, Wyoming 82633 (hereinafter referred to as "City"), and, (hereinafter referred to as Contractor"). In consideration of the mutual promises contained herein, and other good and valuable consideration recognized as received by both parties, the parties agree as follows:

**ARTICLE 1. SCOPE OF THE WORK**

The Contractor shall provide transportation services for municipal solid waste from the Douglas Landfill to the Casper Landfill, or other such waste disposal locations within a sixty (60) mile radius as directed by the Owner.

The Contractor shall utilize its own tractors which shall be capable of operating hydraulic trailer accessories. The Owner shall provide two forty-eight (48) foot walking floor trailers and one fifty-three (53) foot walking floor trailer for use by the Contractor during haul operations.

The Owner shall provide all maintenance on Owner's trailers and shall store said trailers when not in use by Contractor.

Contractor agrees to perform all work timely, and specifically to respond to requests for services within 24 hours.

**ARTICLE 2. THE CONTRACT PRICE**

For the work, materials and services performed, Owner agrees to compensate Contractors as follows:

1. Price per trip to disposal sites: \$ per load.
2. \$ additional load fee for every \$ increase in the price of diesel fuel over and above the baseline diesel fuel price of \$ For purposes of determining whether an additional load fee shall be paid, the price posted by Homax Oil Sales, Inc. in Douglas, Wyoming on Monday of each successive week after the effective date of the contract shall be compared to the baseline diesel fuel price. If there is an additional load fee charged, the Contractor shall attach proper documentation to each monthly invoice justifying the additional load fee.

All authorized and approved changes in the scope of work and charges will be agreed by both parties, and in writing.

**ARTICLE 3. PAYMENT**

Payment for services and materials as described in Article 2 above shall be payable within thirty (30) days of receipt of invoice.

**ARTICLE 4. GENERAL PROVISIONS**

**Term.** The term of this Agreement shall be one (1) years from.

All work shall be completed in a workman-like manner, and in compliance with all state and federal laws and local ordinances.

To the extent required by law, all work shall be performed by individuals duly licensed and in all cases, by those authorized and qualified to conduct such work.

Every 90 days, Contractor shall present trucks used for the purposes of this Contract to City for inspection to ensure that Contractor's truck complies with all requirements of the Department of Transportation

and Federal Motor Carrier Safety Regulations.

Contractor may at its discretion engage subcontractors to perform work provided, however, Contractor shall be solely responsible for payments due to such subcontractor(s) and shall in all instances remain responsible for the proper supervision of such subcontractors and the proper completion of the work described in the Contract. Contractor shall be responsible and hold Owner harmless from all acts, omissions and conduct by Contractor and any of its subcontractors, and their respective agents, assigns, employees and invitees, and Contractor agrees to defend and indemnify the Owner from any acts, claims, omissions, liability or demands stemming from any such conduct by subcontractors or their agents, assigns, employees, and invitees.

Contractor shall be responsible for obtaining any and all releases and waivers of liens for all work performed or materials provided throughout its performance hereunder. In the event any such liens, material men or otherwise, are filed or presented to the Owner for work performed by Contractor, Contractor shall immediately satisfy such lienholder, and the Owner shall have the option, which it may or may not choose to exercise in its sole discretion, and without releasing Contractor in any way from its responsibilities hereunder, pay and/or satisfy such lienholder, and hold contractor responsible for same.

**Insurance.** Contractor warrants that it is adequately insured for any and all work, claims, injuries, conduct, acts and omissions related to the work and equipment described herein. Contractor shall carry worker's compensation insurance for any employees and agrees to indemnify and defend Owner from any such claims, demands, lawsuits or liabilities imposed for any acts, injuries, accidents, or work conducted by Contractor, its agents, assigns, subcontractors, employees or third parties. Contractor further agrees to name Owner as a loss-payee on its insurance policy for the work and materials provided hereunder, and to provide proof of same upon request from Owner. Contractor shall name Owner, Owner's employees, agents, and elected officials as additional insured.

Contractor will obtain, maintain, and provide proof of a commercial general liability policy in amounts no less than one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in the aggregate.

Contractor will obtain and provide proof of automobile liability insurance in an amount no less than \$1,000,000 per accident for bodily injury or property damage.

For any claims related to this Contract, the Contractor's insurance shall be primary insurance coverage.

The Owner maintains insurance coverage on equipment owned by the Owner and operated by the Contractor.

During the term of this Contract, Contractor shall use reasonable care when utilizing the Owner's equipment and shall make all repairs of damages caused to said equipment by Contractor or their employees and/or subcontractors.

Contractor shall, at its own expense, obtain all permits necessary for the work to be performed hereunder.

**Force Majeure.** Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event and takes reasonable steps to minimize the delays. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming party.

**Governing Law and Venue.** This agreement shall be interpreted under laws of the State of Wyoming. Both parties agree that any dispute shall be brought in the Eighth Judicial District, County of Converse, State of Wyoming.

**Assignment.** Neither the Owner nor the Contractor shall have the right to assign any right of interest occurring under this agreement without the written consent of the other.

**Governmental Immunity.** Owner does not waive and specifically reserves its governmental immunity, and all defenses available to Owner as a sovereign pursuant to Wyo. Stat. §1-39-104(a) as amended, and all other state law.

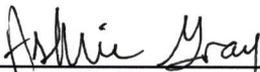
**Severability.** Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of this Contract shall continue in full force and effect and either party may attempt to renegotiate the terms affected by the severance.

**Termination.** This contract may be terminated by either party without cause by giving the other party written notice thirty (30) days in advance of the termination.

**OWNER:**  
City of Douglas  
PO Box 1030  
Douglas, WY 82633

**CONTRACTOR:**  
Blackburn Cattle Co Inc  
830 E. Richards Street  
Suite 1  
Douglas, WY 82633

By: \_\_\_\_\_  
JD Cox, City Manager

By:  \_\_\_\_\_  
[Representative]: Ashlie Gray, Manager

**Attest:**  
\_\_\_\_\_  
Mary Nicol, City Clerk

**Witness:**  
\_\_\_\_\_  
Print Name: \_\_\_\_\_

**RESOLUTION NO. 2024-08**

**A RESOLUTION ADOPTING GENERAL GUIDELINES FOR USE BY MEMBERS OF THE GOVERNING BODY IN REVIEWING APPLICATIONS RECEIVED FOR AN AVAILABLE RETAIL LIQUOR LICENSE WITHIN THE CITY OF DOUGLAS, WYOMING**

---

**WHEREAS**, pursuant to Wyoming State Statute §12-4-101, the number of retail liquor licenses available to local licensing authorities is based upon population figures; and

**WHEREAS**, based on the official ten-year federal census conducted in 2020 the City of Douglas has a total of fourteen (14) retail liquor licenses available for issuance, as certified by the Wyoming Liquor Division; and

**WHEREAS**, due to the relinquishment of one such license, the City of Douglas is now able to consider applications for one (1) retail liquor license available as provided herein; and

**WHEREAS**, the Governing Body wishes to adopt written general guidelines for assistance in evaluating such applications; and

**WHEREAS**, the proposed guidelines are attached hereto as Exhibit A to the Resolution and expressly incorporated by reference.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING**, that the City Clerk is hereby directed to accept applications through May 1, 2024, for consideration by the Governing Body relative to the available license.

**PASSED, APPROVED, AND ADOPTED** this 8th day April, 2024.

\_\_\_\_\_  
Kim Pexton, Mayor

**Attest:**

\_\_\_\_\_  
Mary Nicol, City Clerk

EXHIBIT A  
LIQUOR LICENSE GENERAL GUIDELINES

For use by the Governing Body of the City of Douglas in reviewing applications for retail liquor licenses available through the City of Douglas:

1. The health, welfare, quality of life, or peaceful enjoyment of the people residing in the vicinity of the proposed premises to be licensed shall not be adversely affected.
2. The purpose of Wyoming Statutes, Title 12, Alcoholic Beverages, shall be carried out by issuance of the license.
3. The number, type, and location of existing licenses may not meet or may exceed the needs for the vicinity under consideration.
4. Other considerations which may be considered include:
  - a. Whether the proposed premises to be licensed serves as an amenity compatible with other neighborhood activities.
  - b. The proposed site meets current zoning requirements.
  - c. Whether a license, if issued, would provide social and economic opportunities benefitting the community.
  - d. The anticipated time frame in which the applicant plans to be operational and open to the public (e.g. plans for new construction or remodeling).
5. Consideration of supporting documents that may be submitted with the application by the applicant, including, but not limited to a:
  - a. Business Plan: For example, information such as the following:
    - i. Whether the license will be used to attract other businesses;
    - ii. If the license would be used as part of the renovation of an historic building or building of community significance;
    - iii. Whether the issuance of the license would create a business anchor for a particular area;
    - iv. Whether the anticipated business hours, customer offerings, and building design, will meet the need of a particular market segment or location through the issuance of the license;
    - v. The possible effects on existing businesses in and out of the area;
    - vi. Any franchise or chain affiliation.
  - b. Financial Plan: For example, information reflecting the applicant's resources to acquire, construct or remodel a building, if applicable, to be used as the licensed premises.
    - i. A financial statement must be submitted with each application;
    - ii. A financial plan, if submitted, would be a more detailed description indicating the applicant's ability to become operational to provide the type(s) of services proposed under the license in a timely manner.

Nothing in these guidelines shall be construed to require the issuance of a retail liquor license by the City of Douglas. Pursuant to Wyoming Statute §12-4-101(a), the Governing Body of the City of Douglas retains sole discretion to issue a retail liquor license and may refuse to issue any license authorized by Wyoming State Statute.

In accordance with Wyoming State Statute §16-4-201 et seq., referred to as the Wyoming Public Records Act, applications and supporting documentation submitted by applicants may be considered a record open to public inspection.



**Item:** Resolution 2024-08, A Resolution Adopting General Guidelines For Use By Members of the Governing Body In Reviewing Applications Received for An Available Retail Liquor License Within the City of Douglas, Wyoming

**Responsible Staff Contact:** Mary Nicol

**Recommendation:** Approve Resolution number 2024-08 adopting guidelines for review of applications for a retail liquor license.

**Executive Summary:** Effective April 1, 2024, the City has one retail liquor license available for issuance. A couple of inquiries and requests for applications have been received. Adoption of general guidelines that will be used for consideration will assist the City in reviewing the applications for the overall interest of the City. In addition, any applicant will know the guidelines and expectations.

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

SD24 Outcome

SD24 Strategy

SD24 KPI

2014 Master Plan

2015 Downtown Master Plan

**Budget/Fiscal Impact**

Fund/Department

Project/Line Item(s)

Budgeted Amount

Anticipated Amount

**Action Requested/Recommended Motion:** Approve Resolution #2024-08 as presented.

**Reviewed/Approved**

Community Development

Law Enforcement

City Manager

Public Works

Legal

Finance/City Clerk

## RESOLUTION NO. 2024-09

## 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

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
<b>K&amp;R CONSTRUCTION, LLC</b>				
SSB-2	SAND SALT BUILDING	04/01/24	18,600.00	57-5570-6544
SSB-2	RETAINAGE-SALT SAND BUILDING	04/01/24	930.00-	57-20000210
WPS-2	WASHINGTON PARK SHELTER	03/25/24	17,147.50	65-5650-6544
WPS-2	RETAINAGE-WASHINGTON PARK SHELTER	03/25/24	57.38-	65-20000210
Total K&R CONSTRUCTION, LLC:			34,760.12	
Grand Totals:			34,760.12	

Approved By \_\_\_\_\_  
City Manager

Date \_\_\_\_\_

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
<b>HERSHBERGER, PERRY</b>				
030524	MILEAGE REIMBURSEMENT-WAM CONFERENCE	03/05/24	160.80	10-5101-2123
Total HERSHBERGER, PERRY:			160.80	
Grand Totals:			160.80	

Approved By \_\_\_\_\_  
City Manager

Date \_\_\_\_\_

ORDINANCE NO. 1037

AN ORDINANCE AMENDING SECTION 8.20.190 REMOVAL OF SNOW AND ICE AND ADDING SECTION 10.92.080 SNOW EMERGENCY AND **NO PARKING SNOW** ROUTES

WHEREAS, the City Council finds and determines that the following changes, additions and clarifications need to be made in regard to the City of Douglas Municipal Code.

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

Section 1. Douglas Municipal Code 8.20.190 is hereby amended as follows:

8.20.190: Removal of snow and ice.

A. Sidewalks. Owners and/or occupants of property abutting a sidewalk shall, after a snowfall, remove snow, ice or slush from such sidewalks and maintain them free of the same. All persons or entities owning, occupying, or having control of certain premises, a building or an empty lot located within commercial zones in the City shall clear the sidewalks of snow, in front of or on the side of said premises, building or empty lot located adjacent to a public street after any snowfall accumulation by 5:00 am following the day. All persons owning, occupying, or having the control of premises, a residence, a building or empty lot located within all other zones in the City of Douglas shall cause such snowfall accumulation to be removed from sidewalks on the boundary of their premises, residence, building or empty lot within five (5) days. If any owner or occupant of the property fails to comply with this subsection, the city may, after a reasonable effort to contact the owner and/or occupant either in person or by telephone, have the snow ice or slush removed and charge the owner or occupant for the costs thereof, as provided in Section 8.20.070.

B. Except as provided for in subsection C below, it is unlawful for any person to remove snow from private property and place the same on a public right-of-way or sidewalk in such quantity, or in such a manner, as to cause a hazard to travel, without adequate arrangements for the immediate removal thereof. For the purposes of this ordinance, public right-of-way means the area on, below, or above a public roadway, highway, street, alley, bridge, sidewalk, or utility easement dedicated for compatible uses, but excepting therefrom any area between the sidewalk and the public roadway.

C. Persons owning or leasing property within the commercial zone for the City, as defined by the official City of Zoning Map, shall be allowed to push the snow, ice, and slush from their sidewalk into the public street subject to the following conditions.

- 1. The snow must be pushed into the street as provided for herein by 5:00 a.m. on the following day of a snow;
- 2. Snow may only be pushed into the streets from concrete or asphalt surfaces;

Section 2. Douglas Municipal Code 10.92.080 is created to read as follows:

10.92.080 – ~~Snow Emergency~~ and **No Parking Snow** Routes

A. Whenever the city manager or designee determines that due to snow, sleet, hail, freezing rain, or a forecast by the United States Weather Bureau of weather conditions that so warrant, he is authorized to declare a snow emergency **or declare a no parking snow route.**

B. The city manager or designee shall provide announcements to local radio stations and newspapers declaring a snow emergency **or a no parking snow route.** There shall be included in such announcements the time and date that parking prohibitions become effective pursuant to this section. When feasible, such announcements shall be disseminated to the local newspaper.

C. No vehicle may be parked or left standing on any designated **no parking** snow emergency route ~~during a snow emergency~~ **when declared.** This section does not apply to a fire department, law enforcement, utility department or public utility company, vehicle or an ambulance, responding to an emergency.

D. The city council may from time to time adopt and amend a snow and ice control plan, designating snow emergency routes, **designating no parking snow routes,** creating standards for declaration of a snow emergency,

designating the priorities for snow removal, and such other purposes as council shall determine. The snow and ice control plan is a public document which may be examined by any interested person at city hall upon request. On each street or portion of street upon which parking is otherwise permitted and which is designated a **no parking snow emergency route**, the city manager or designee shall cause to be posted, at reasonable intervals, traffic signs indicating that the street or portion of street has been designated as a **no parking snow emergency route** and that vehicles may be towed. The signs may use words, international symbols, or both. **The snow emergency and no parking snow routes are designated on the Official City of Douglas Snow Route map as adopted by Resolution.**

E. Whenever any vehicle, except an emergency vehicle responding to an emergency, is found parked or standing, attended or unattended, upon a **no parking snow emergency route** during a **no parking snow emergency route declaration**, the city manager or designee shall have the vehicle towed from the **no parking snow emergency route** and stored, both at the owner's expense.

F. Once declared, a snow emergency or **no parking snow route** exists until the city manager declares it terminated. Notice of termination of a snow emergency or **no parking snow route** shall be given by the same means as the announcement of the snow emergency or **no parking snow route**.

G. All authority granted the city manager or designee in this section may be exercised by the manager or any person designated by the city manager or designee.

H. The city council finds that notice of the location of snow emergency **and no parking snow routes** given by the snow and ice control plan and signs, and the declaration of snow emergencies **and no parking snow routes** given by announcement telephoned to local radio stations, are sufficient to notify all persons of the conduct prohibited by the ordinance codified in this section.

**PASSED AND APPROVED ON FIRST READING this 26<sup>th</sup> day of February, 2024.**

**PASSED AND APPROVED ON SECOND READING this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

**PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
Kim Pexton, Mayor

**Attest:**

\_\_\_\_\_  
Mary Nicol, City Clerk

*Published:* \_\_\_\_\_

**ATTESTATION**

I, Mary Nicol, the Clerk of the City of Douglas, Wyoming, do hereby attest and state that the above ordinance was published/posted in the manner required by law and that all procedures required by Wyoming State law were complied with.

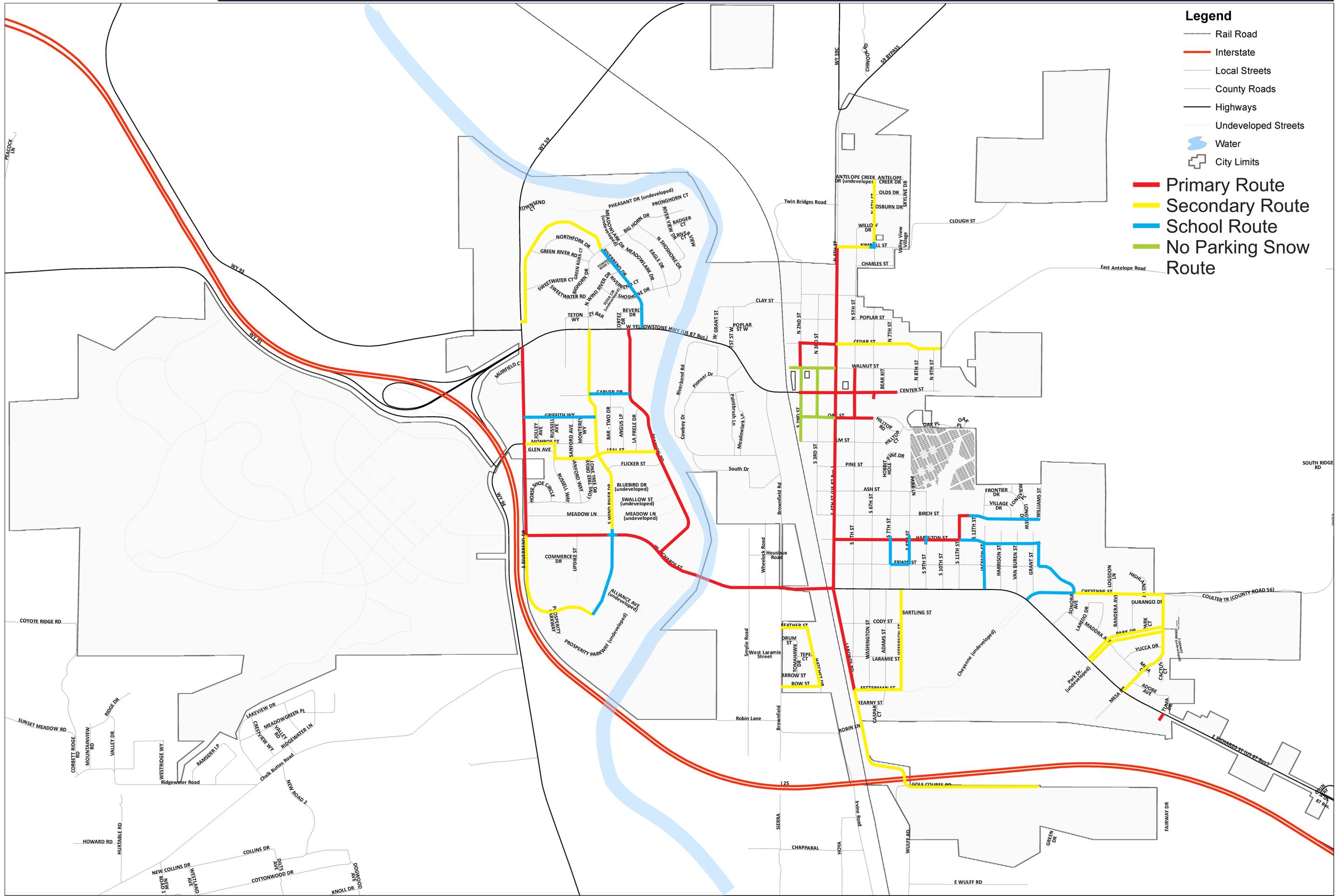
\_\_\_\_\_  
Mary Nicol, City Clerk

# Snow Plow Map 2024

## Legend

- Rail Road
- Interstate
- Local Streets
- County Roads
- Highways
- Undeveloped Streets
- Water
- City Limits

- Primary Route
- Secondary Route
- School Route
- No Parking Snow Route



### **Routine No Parking Snow Routes Designated**

The following streets or portions of streets within the city are hereby designated as Routine Snow Routes:

- 1) Oak Street from South 2<sup>nd</sup> Street to South 4<sup>th</sup> Street.
- 2) Center Street from 2<sup>nd</sup> Street to Bearkit Street.
- 3) Walnut Street from North 2<sup>nd</sup> Street to North 4<sup>th</sup> Street.
- 4) North 2<sup>nd</sup> Street from Center Street to Walnut Street.
- 5) South 2<sup>nd</sup> Street from Center Street to Elm Street.
- 6) North 3<sup>rd</sup> Street from Center Street to Walnut Street.
- 7) South 2<sup>nd</sup> Street from Center Street to Oak Street.

No parking between 4:00am to 9:00am.

# CITY OF DOUGLAS WYOMING

HOME OF THE JACKALOPE.

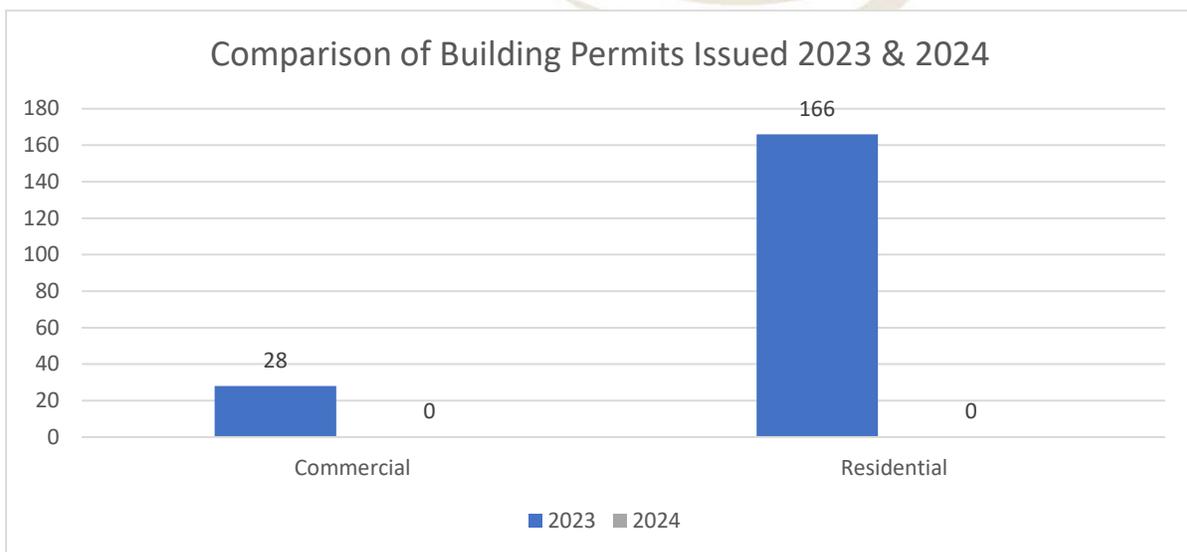
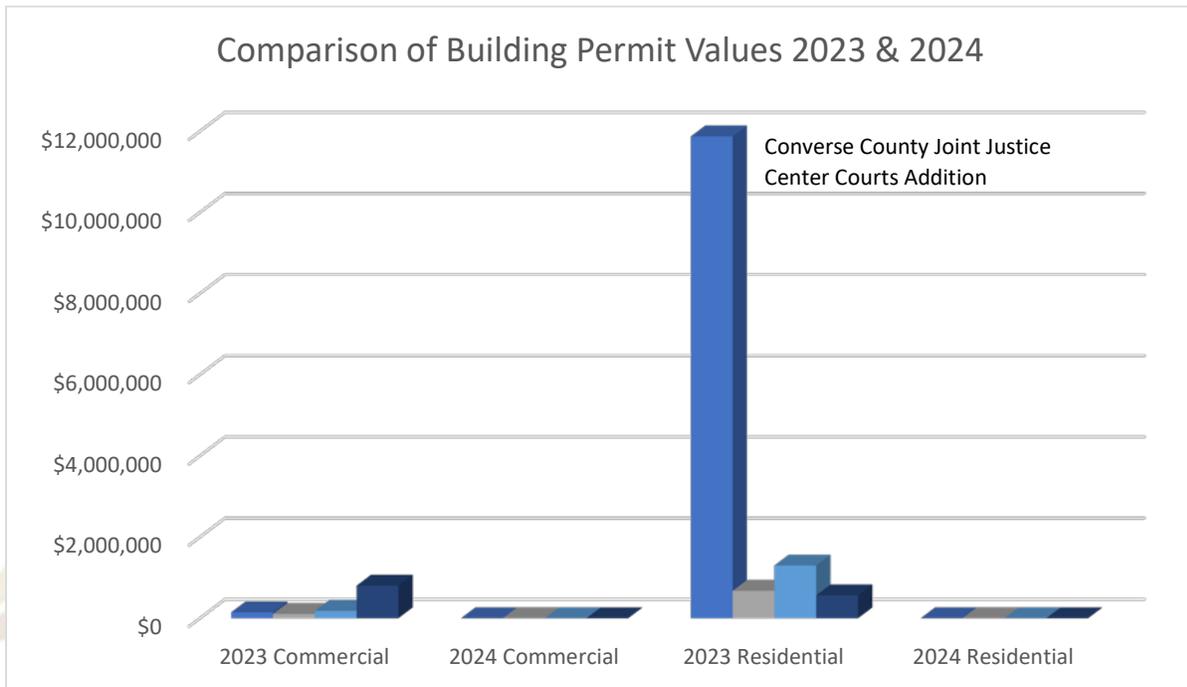
## Community Development Department Report

April 2024 (Numbers for March)

**Building Permit Count:** 34 Total (29 Residential, 5 Commercial)

**Building Permit Value (Monthly Totals):** \$652,477.26

### Permit Values



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

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# 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. Looping in ACBT.
Clara	FUN-02	Develop Property Quality Index and establish baseline.	Working with Ayres Associates to develop (Douglas Blueprint). CCO documenting properties.
Clara	FUN-03	Develop baseline measurement of housing units rated average or better on Physical Condition Index.	Working with Ayres Associates to develop (Douglas Blueprint). Will be using data from Rural Growth Strategies. CCO documenting properties.
Clara	FUN-04	Develop baseline measurement of homes available at or below the Douglas average household income.	Working with Ayres Associates to develop (Douglas Blueprint). 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.	Developer talking with companies and contractors to start construction on two of the lots. Also looking for buyers.
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.	Working with WYDOT for a landscape permit to place statues. CCT to submit gift application to City.
Heidi	UPI-06	Add one interactive feature at Jackalope Square.	Working on a "Master Plan" for Jackalope Square. Recommended project that is interactive and could be completed in FY24 to ACBT for input.

# CITY OF DOUGLAS WYOMING

HOME OF THE JACKALOPE.

Heidi	UPI-09	Develop 4 or more cultural programming - events or activities that reflect Douglas' identity.	Finalizing details for Railroad days graffiti art during Jackalope Days, working with Teya on Adult book fair.
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:** 31 Total

**Contractor Licenses:** 3

**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:**

- Conditional Use Permit Renewals.
- First Northern Bank Building Plans. (completed plan review in March)
- Maverik Fuel Station and Convenience Store Building Plans.
- Minor Plat amendment for Senior Center Property.
- Minor Plat Amendment for North 5<sup>th</sup> Street Property.
- Annexation for Riverbend RV Park.
- Annexation for Landfill Road.
- Reviewing Building Plans for locker room remodel at rec center.
- Reviewing Building Plans for dairy building at the Wyoming State Fair. (completed plan review in March)
- Minor Plat Amendment for Maverik Fuel Station. (waiting for building plans)
- Review Building Plans for New Single-Family Residences.
- Review Building Plans for Fire Training Facility.

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# CITY OF DOUGLAS WYOMING

HOME OF THE JACKALOPE.

- Review Building Plans for Guadalajara.

## Construction in Progress:

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

## Grants:

- WYDOT TAP Grant – Design: 98% complete. Waiting on WYDOT approval.
- WYDOT TAP Grant – Construction: Contract documents finalized. Waiting on WYDOT approval.
- SS4A: Waiting on USDOT for contract documents.
- EPA Brownfield Assessment: Close-out documents submitted. Developing final presentation.

## Other Projects:

- Comprehensive Plan: Douglas Blueprint compiling community engagement from the week of February 26. Ayres will be returning April 23-24.
- Downtown Vitalization: Working with Ayres Associates to develop scope and work community engagement in including 112 N. 2<sup>nd</sup> Street. Obtained feedback from the community and stakeholders the week of February 26.
- Community Facility: Working with PlanOne on design. RFQ published for architectural services.
- 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. New bill regarding contractor license testing requirements. Working on Western Planner multi-state conference to be held in Cheyenne in August.
- Hazard Mitigation Plan: Currently working on Tasks 9-12.
- Retail Coach: Working with Retail Coach and providing data; gave tour of community; setting up strategic partnerships and connections.
- Streamlining: Signed contract with Centricity (CityWorks) to begin software development.
- 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. Planning has begun for May, which is Historic Preservation Month.

**Arts & Culture Board of Trustees (ACBT):** The Board is currently working on short and long-range action plans, determining the best location for "Jack" and "Harriet" statues, and appropriate aesthetic for Douglas. Ayres will be assisting with a "Brand Book". The Board has chosen a few projects to complete in FY24 and submitted a budget request for FY25.

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

From: Todd Byerly  
Chief of Police

Date: April 2, 2024

Re: Police Department Report - March 2024

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Officer Knight and Red completed multiple narcotic searches through self-initiation, probation and parole compliance inspections, and assisted other law enforcement officers. During the month of February, Red seized 162.30 g of marijuana, 3.11 g Methamphetamine, and .27g of Fentanyl. They also completed three (3) demonstrations at the local Middle School for grades 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>.

We completed review of 23 of the departments 69 policies. Of the 23, we minor necessary changes to one policy, Policy PAT19 - Use of Force. This has been forwarded off to Mike for his review and will be before council soon for approval.

Officer's Thompson and Larsen have moved into phase two of their three phase training. Officer Thomson is with Officer Jones and Officer Larsen will soon move to Officer Boonstra.

Officers are attending many advanced trainings. On of special note is the advanced Phone Forensics, which will be attended by Officers Dwyer and Voigt. This training is offered through the Federal Law Enforcement Training Center. However, this is an extremely expensive class and the initial training for the Cellbrite program was covered by the RVCRI Grant. We were able to have the cost of the class for one (1) Officer covered by the Rocky Mountain Information Network (RMIN) and will have to wait to wait for addition tuition coverage to send the other officer. The phone forensic program has been utilized quite a bit since its inception. We always attempt to take advantage of free "quality and pertinent" training, or funding opportunities to decrease the cost of training allocated in the budget

Sgt Cowardin began his training at the FBI National Academy. Officer Knight volunteered to step up and act in his stead during his absence.

March Group A Offenses - 11

March Group B Offenses - 249

Quality of Life - 223

Respectfully Submitted,

Todd A. Byerly  
Chief of Police



# Memo

**To:** Mayor, Council Members and Administrator Cox  
**From:** John Harbarger, Public Works Director  
**Subject:** Public Works Department Reports  
**Date:** April 8, 2024

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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 is advertising for bids and the bids will be opened on April 16<sup>th</sup>. We held a pre-construction meeting on April 3<sup>rd</sup>, with 4 contractors attending the meeting.

Landfill Rd. will be ready to go out for bids in the coming weeks.

N. 4<sup>th</sup> St. reconstruction is in design.

The Salt/Sand building has been delivered and waiting on construction schedule from the contractor.

Birch St. sewer project has been awarded to Wayne Coleman Construction and we are waiting on the construction schedule.

Bids were opened for the 2<sup>nd</sup> and 3<sup>rd</sup> St sewer replacement project with the low bid from Ramshorn Construction in the amount of \$1,430,125. The contractor estimates starting the first part of May.

Teton Way water replacement and street reconstruction is underway. The contractor estimates the project should be completed by the end of April.

We opened bids for the Clearwell cleaning project with the low bid of \$16,500 from Ramshorn Construction. The contractor is on schedule to start this project the week of April 8<sup>th</sup>.

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

	<b>SPRING PRODUCTION</b>	<b>SHEEP MT. WELL PRODUCTION</b>	<b>W.T.P. PRODUCTION</b>	<b>TOTAL PRODUCTION</b>	<b>TOTAL CONSUMPTION</b>	<b>WTP FTW (Return to River)</b>	<b>DAILY CONS. PER/CAPITA</b>
<b>JANUARY</b>	25,472,007	0	0	25,472,007	25,423,075	0	128
<b>FEBRUARY</b>	23,985,212	0	0	23,985,212	23,566,105	0	127
<b>MARCH</b>	23,078,241	0	0	23,078,241	23,122,391	0	117
<b>APRIL</b>	1,569,373	0	0	1,569,373	1,583,207	0	124
<b>MAY</b>	0	0	0	0	0	0	#DIV/0!
<b>JUNE</b>	0	0	0	0	0	0	#DIV/0!
<b>JULY</b>	0	0	0	0	0	0	#DIV/0!
<b>AUGUST</b>	0	0	0	0	0	0	#DIV/0!
<b>SEPTEMBER</b>	0	0	0	0	0	0	#DIV/0!
<b>OCTOBER</b>	0	0	0	0	0	0	#DIV/0!
<b>NOVEMBER</b>	0	0	0	0	0	0	#DIV/0!
<b>DECEMBER</b>	0	0	0	0	0	0	#DIV/0!
<b>TOTAL</b>	<b>74,104,833</b>	<b>0</b>	<b>0</b>	<b>74,104,833</b>	<b>73,694,778</b>	<b>0</b>	<b>#DIV/0!</b>
<b>ACRE FT.</b>	227.419	0.000	0.000	227.419	226.161	0.000	

**CONVERSE COUNTY TOURISM PROMOTION BOARD  
REGULAR MEETING**

**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 (6/2024, Douglas)  
Lyle Hunt (6/2026, Glenrock) - Resigned  
Candace Benedetta (11/2025, Glenrock)  
J.D. Cox (6/2026, County)

**Date:** February 20, 2024

**Call to order:** Jane Garber called the meeting to order @ 5:05 p.m.

**General:**

**Grants:** Jenn Rasmussen is the new visitor's center director and came along with Jennifer Goodwin and we introduced to the board. Jackalope Days is June 7-9. The community awards will be incorporated into the MHCC Block party on Sunday. Request for \$5,138.50.

Motion: Candace Benedetta                      Seconded: Karissa Goosen      Motion Carried

**Fair Manager Report:** No report

**Sagebrush Marketing Report:**

Jen Womack stated the state tourism conference is coming up next week. She did a study around the county of hotel rooms and campgrous spots to know what is available. The board needs to get welcome bags put together to give out to visitors.

**Previous Month's Minutes:** Minutes from January 2024 presented.

Motion: Robin Cross                              Seconded: Candace Benedetta              Motion Carried

**Financial Report:** Financial report was presented.

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

Tamara Lehner from the library attended the meeting to give the board information about an event on April 25 and 26 centered around Sir Barton with an author and film maker at the library. Temple Grandin will also be here on August 6<sup>th</sup> to speak on innovation along with the Wyoming Symposium exhibit at the library. She will put together a proposal for advertising for the next board meeting.

**Old Business:**

Marketing and administrative responsibilities – The board went through some items that the Enterprise could take back over and how to separate the administrative from the marketing duties. It was discussed about having a full time executive director instead of an admin. There will be a special meeting at noon on March 1<sup>st</sup> for those who can attend to discuss this position more so that the questions can be brought to the meeting with the state tourism consultant the next week.

Statues – Arts and cultural council suggested the island in front of the boys and girls club as a possible location. The board didn't like this location because the purpose of the statues is to draw visitors into the downtown area. The decision was to ask the council to come to the next board meeting. Jamie Sullivan will get the invite out to them.

***New Business:***

Candace and Jane are going to the tourism conference.

There was a request to host the fall summit in Douglas but the bid has to be in by March 15<sup>th</sup>. There isn't enough time to pull it together and not enough hotel rooms in Douglas for the event. It would also require catering. The board voted no on hosting the event.

**Reports:** There is a bike race called Cowboy Crusher on July 13<sup>th</sup>. It starts in Glenrock and goes all over Glenrock and Converse County. There will be music and vendors in the park. [www.cowboycrusher.com](http://www.cowboycrusher.com)

Glenrock is working on the historical sign project. The price is over budget at the moment so they will need to scale back or ask for more money from the funding stream.

***Public Comments:*** None

***Adjournment:*** There being no further business, the meeting was adjourned @ 7:00 pm.

***Next Meeting:*** March 19<sup>th</sup> at Glenrock Town Square with a possible tour of the Paleon.

Submitted to file by: Jamie D. Sullivan, Secretary



Converse County Tourism and Promotion Board Attendance Sheet: February 20, 2024 at Ruthe James

Jane Garber  
Carl Kusters  
Jamie Sullivan  
Robin Cross  
Karissa Goosen  
Zach Martinez  
Candy Benedetta  
J.D. Cox

Guests:

Jen Womack – Sagebrush Marketing  
Jenn Rasmussen – Visitor's Center  
Jennifer Goodwin – Enterprise  
Tamara Lehner – Converse County Library