



CITY OF **DOUGLAS** WYOMING

REGULAR CITY COUNCIL MEETING
September 19, 2024 – 4:30 PM

Thank you for your cooperation in facilitating the public meeting process! **Reasonable accommodations for persons with disabilities who wish to participate in this public meeting shall be made upon request to the City Manager, City of Douglas, at 307-358-3462**

Council meetings are broadcast live on Cable Channel 9

1. **Call to Order, Roll Call, and Pledge of Allegiance**
2. **Disclosures by City Council Members**
3. **Approval of General Agenda (Corrections or Additions)**
4. **Public Comments**
5. **Presentations/Proclamations**
 - a. Life Saving Award - Sgt Willis Knight
 - b. Proclamation: Hunger Action Month
6. **Discussion Items**
 - a. The 112 RFP & Concepts - Discussion and Feedback
 - b. Douglas Community Center - Scope & Costs
 - c. Hockey Rink Discussion
 - d. EWC Funding - Followup to Previous Discussion
7. **Approval of Consent Docket**
 - a. Minutes

Regular City Council Meeting: September 9, 2024

- b. **Bills & Claims**
- c. **Other – Consent**
- 8. **Public Hearing**
 - a. **CUP 04-24: Werner Short Term Rental at 656 Longview Place**
 - b. **CUP 05-24: Gillio Short Term Rental at 1103 Monroe Street**
 - c. **CUP 06-24: AF Enterprise Short Term Rental at 327 South 5th Street**
- 9. **Council Action Items**
 - a. **Bid Award: Municipal Pool**
 - b. **Change Order: Geothermal Study**
 - c. **Change Order: City Hall**
- 10. **Public Comments**
- 11. **Finance**
 - a. **Financial Report FY 25 thru August 2024**
- 12. **City Manager's Report**
- 13. **Council Information**
 - a. **Planning & Zoning Commission Minutes September 16, 2024**
 - b. **Council Comments**
- 14. **Good People Doing Good Things**
- 15. **Community Update**
 - a. **Event Calendar**
- 16. **Executive Session**
- 17. **Adjourn**



Agenda Item Report

City Council – September 19, 2024

Item

Life Saving Award - Sgt Willis Knight

Responsible Staff Contact

Recommendation

Executive Summary

Background

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

Attachments

None

2024 Hunger Action Month

WHEREAS, hunger and poverty are issues of vital concern in Wyoming where 14.4% of people face hunger in Wyoming and one in every five children do not know where their next meal will come from; and

WHEREAS, everyone needs nutritious food to thrive, and in every community in America, people are working hard to provide for themselves and their families—yet in 2022, 44 million people—1 in 7—including more than 13 million children—1 in 5—faced food insecurity in the U.S. That includes 83,780 in Wyoming; and

WHEREAS, the City of Douglas is committed to taking steps to combat hunger in every part of our community and to provide additional resources that those in Wyoming need; and

WHEREAS, the City of Douglas is committed to working with Food Bank of Wyoming, a member of the Feeding America® nationwide network of food banks, in educating people about the role and importance of food banks in addressing hunger and raising awareness of the need to devote more resources and attention to hunger issues; and

WHEREAS, 13.9 % of individuals in Converse County are food insecure; and

WHEREAS, the members of Food Bank of Wyoming distributed more than 8.7 million meals across Wyoming in 2023 through its network of food pantries, soup kitchens, shelters, and other community organizations; and

WHEREAS, the month of September has been designated “Hunger Action Month” in order to bring attention to food insecurity in our communities and to enlist the public in the movement to end hunger by taking action – including volunteer shifts, social media shares, and donations – to ensure every community, and everybody in it, has the food they need to thrive.

WHEREAS, food banks across the country, including the members of Food Bank of Wyoming – will host numerous events throughout the month of September to bring awareness and help end hunger in their local community;

NOW, THEREFORE, I, Mayor Pexton do hereby recognize September 2024, as **HUNGER ACTION MONTH** in our City of Douglas, and I call this observance to the attention of our citizens.

SIGNATURE _____

DATE _____

FOOD  BANK
OF WYOMING™



Agenda Item Report

City Council – September 19, 2024

Item

The 112 RFP & Concepts - Discussion and Feedback

Responsible Staff Contact

Recommendation

Executive Summary

Review concepts and obtain feedback for RFP issuance.

Background

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

[SD24 Outcome](#)

[SD24 Strategy](#)

[SD24 KPI](#)

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Budget/Fiscal Impact

[Fund/Department](#)

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[Budgeted Amount](#)

[Anticipated Amount](#)

Action Requested/Recommended Motion

Attachments

1. The 112 Phase 1 and 2 - Council Review (09.2024)

THE 112

112 N 2nd Street



Site Improvements and Programmed Hybrid Space



Estimated
Timeframe
14-19
Months

Permanent Features

- Remove front façade for possible reuse
- Existing side wall foundation support
- Footings and base structure for ultimate phase II
- Utility extensions and sizing for ultimate phase II (i.e., sanitary sewer, water, electric, gas, etc.)

Temporary Phase 1 Key Features

- Pavement
- Enhanced pedestrian lighting
- Pedestrian furniture
- Planters
- Pop-up pavilions (retail and restaurant)
- Outdoor activities or public art

Cost Estimates *(Consider a 50% Variance)*

Total: \$560k - \$1.1M

- Structural: unknown (\$100k+ used for total est.)
- Concrete flatwork and utility work: \$220k - \$320k
- Lighting: \$60k - \$150k (underground elec.)
- Planters: \$35k - \$85k
- Furniture: \$15k - \$75k
- Shading: \$50k - \$100k
- Pavilions: \$80k - \$250k (i.e., steel containers or greenhouse type structures)



Optional Interim Phase 1

THE 112

112 N 2nd Street

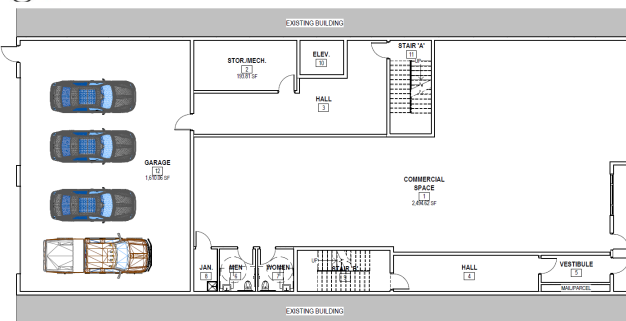


Site Improvements and Full Redevelopment

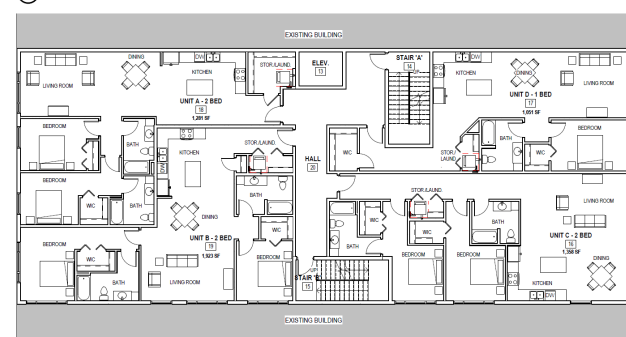


Estimated
Timeframe
24+ Months

NORTHEAST CORNER
SCALE: 1/8" = 1'-0"



FIRST FLOOR
SCALE: 1/8" = 1'-0"



SECOND FLOOR
SCALE: 1/8" = 1'-0"

Permanent Features (if not a part of Phase 1)

- Remove front façade for possible reuse
- Existing side wall foundation support
- Footings and base structure for ultimate phase II
- Utility extensions and sizing for ultimate phase II (i.e., Sanitary sewer, water, electric, gas, etc.)

Cost Estimates (Consider a 50% Variance)

Total: \$4.5m - \$6m

- Structural: unknown (\$100k+ used for total est.)
- Concrete flatwork and utility work: \$220k - \$320k
- Site and landscape work: \$60k - \$100k

Conceptual Program Details

- Three-story structure: approximately 17,000 square feet
- Ground floor retail: 2,500 square feet
- Upper floor housing: eight units (four per floor) or adjusted to six with two on third floor at market rate

**Note: Shifting to a two-story structure does not result in a 1/3 reduction in estimated costs. Mobilization and specific requirements between two- and three-story structures are similar. Primary cost factor is materials.*

Ultimate Phase 2



Agenda Item Report

City Council – September 19, 2024

Item

Douglas Community Center - Scope & Costs

Responsible Staff Contact

Recommendation

Executive Summary

Following Items to be Discussed:

1. Introduction - Revised Cost Estimates of \$28M exceed Original Cost estimates of \$18M (J. D. Cox, 2 minutes)
2. Researched & Tour of Other Facilities (Clara Chaffin, 5 minutes)
3. Amundsen – Walk thru Development of Program, Front Elevations & Floor Plans (Amundsen, 5 minutes)
4. NV5 – Investment Levels & Context of Costs (NV5, John Sattler, 5 Minutes)
5. Council Discussion

Background

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

[SD24 Outcome](#)

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Budget/Fiscal Impact

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[Budgeted Amount](#)

[Anticipated Amount](#)

Action Requested/Recommended Motion

Attachments

None



Agenda Item Report

City Council – September 19, 2024

Item

Hockey Rink Discussion

Responsible Staff Contact

Recommendation

Executive Summary

Converse County has asked the City Council to discuss and consider.

Background

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

[SD24 Outcome](#)

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Budget/Fiscal Impact

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Action Requested/Recommended Motion

Attachments

None



Agenda Item Report

City Council – September 19, 2024

Item

EWC Funding - Followup to Previous Discussion

Responsible Staff Contact

JD Cox

Recommendation

Hold discussion and provide direction to staff regarding the meeting on 14 October 2024

Executive Summary

Construction Cost Increases have costs EWC addition to by revised from \$4M to \$5.5M.

Converse County and EWC willing to increase pledge and have asked the City to consider the same. Final cost estimates are expected to have in time for the 14 October 2024 Council meeting.

Background

We are in receipt of the following information from Jim Willox, Converse County Commission

JD,

1: The current match for the EWC is as follows:

Financial Contributions - \$2,000,000

-	Converse County	\$860,000
-	EWC – 6ct cent O&M	\$500,000
-	Douglas	\$480,000
-	Glenrock	\$160,000

2: I talked with President Hawes and the Board of Trustees on Tuesday the 10th and discussed some level of assurance about the program as we discussed at the breakfast meeting. There was agreement thru out the room that that was appropriate and not an issue. Dr Hawes even mentioned he re-called the council asking him about it when he spoke to them last year. Things I think (I have not run this past anyone, just my random thoughts) we could put in a letter of understanding could include:

a: The director of the program will be in Douglas

b: If EWC wants to expand the program to Torrington, the director remains in

Douglas

c: EWC will committee the necessary finances and support for the faculty and

continuing operations of the program to have the best chance of success.

d: If the program does not meet expectations and needs to be changed, it will be done in consultation with the financial partners and the Douglas advisory group.

3: Had a couple meetings with Arete and they are on track (hopefully) to have a schematic design, and engineers estimate of the project the 1st part of October. I am hopeful, we can have some numbers by your meeting on Oct. 14th.

4: I talked with Ryan Smith at EDA on the 11th and gave him an update on our plan and progress. He was pleased.

5: EWC has committed \$500,000 from the state legislative match for the Douglas expansion. If we raise \$500K, we can get the match and have \$1M. Lisa Johnson, EWC Foundation director, has begun planning for a Converse County campaign. While I hopeful we can raise some money, I do not think we can close the entire gap. The “match” could also come from our moneys, not just private donations.

Margaret is planning on attending and she can add some context and program thoughts.

Jim Willox

Chairman - Converse County Commissioner

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

[SD24 Outcome](#)

[SD24 Strategy](#)

[SD24 KPI](#)

[2014 Master Plan](#)

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Budget/Fiscal Impact

[Fund/Department](#)

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

[Budgeted Amount](#)

[Anticipated Amount](#)

Action Requested/Recommended Motion

Attachments

None

City Council Regular Minutes
September 9, 2024

1. Call to Order, Roll Call, and Pledge of Allegiance

Mayor Kim Pexton called the meeting to order at approximately 4:00pm. Roll call was taken with the following City Council members present: Mayor, Kim Pexton; Councilperson, Ron McNare; Councilperson, Perry Hershberger; Councilperson, Matt Schmidt; Councilperson, John Bartling.

Also present, City Manager, J.D. Cox; City Attorney, Michael Armstrong; City Clerk, Sonya Ortega; Human Resources Director; Kendal Detweiler; Chief of Police, Todd Byerly; Community Development Director, Clara Chaffin; Public Works Director, John Harbarger; Administrative Services Director/Treasurer, Mary Nicol.

2. Disclosures by City Council Members

Councilperson McNare disclosed he will abstain from Council Action Item 9k.

3. Approval of General Agenda (Corrections or Additions)

Councilperson Perry Hershberger moved to approve the General Agenda as presented. Seconded by Councilperson Matt Schmidt. Motion 5-0.

4. Public Comments

None

5. Presentations/Proclamations

a. Proclamation: Extra Mile Day

Extra Mile Day presented by Councilperson McNare.

b. Proclamation: Oil and Gas Industry Appreciation Week

Oil and Gas Industry Appreciation Week presented by Councilperson Schmidt.

6. Discussion Items

a. Walking Bridge

Mayor Pexton discussed an overhead walking bridge for public to cross Yellowstone Hwy during school year and other busy times. Councilperson Bartling advised that WYDOT won't entertain a stop light and we should look into grants for the walking bridge. It was stated this is one of the busiest intersections the City of Douglas has. Mayor Pexton would like a committee put together to discuss this further.

b. Agenda Discussion

Discussion was had on reading the full title of any Ordinance during 3rd readings, to shorten the reading. Council members weighed in their opinion, including to keep full title for transparency to the public. There is a state statute regarding readings. Decided it needs to be in the meeting and read, not the consent agenda. Staff report was also requested to stay in third readings. Discussion had to move the Special Council Meeting on the 17th of September to the 19th of September at 4:30pm. There will not be a Regular Council Meeting on September 23, 2024.

c. EWC Funding Considerations

City Manager Cox presented EWC Funding. Council members request more information under Discussion Items to understand what will be discussed. Chief Andrews provided input on EWC expansion. City Manager Cox stated they would put a full packet together. Eastern Wyoming College is building a facility and Converse County is supporting it. Council would like to see if someone from the college is available to attend the next Council Meeting. Councilperson Schmidt would like confirmation of what is going in for EWC expansion and which program would be first.

7. Approval of Consent Docket

Councilperson John Bartling moved to approve the Consent Docket as presented. Seconded by Councilperson Ron McNare. Motion 5-0.

a. Minutes

City Council Regular Meeting: August 26, 2024

b. Bills & Claims

Warrant Register - August 2024

c. Other – Consent

8. Public Hearing

None

9. Council Action Items

a. Ordinance 1046: An Ordinance Amending Sections 2.64.010, 2.64.030,

2.64.040, 5.36.010, and 5.36.100 Pertaining to the Licensing of Contractors. Third Reading.

Director Chaffin reported no change on third reading.

Councilperson Ron McNare moved to approve Ordinance 1046 as presented on third reading. Seconded by Councilperson Perry Hershberger. Motion 5-0.

b. Ordinance 1045: An Ordinance Amending Sections 16.2.2, 16.6.31.2, and 16.6.31.3(a) Pertaining to Short-Term Rentals. Third reading.

Director Chaffin provided staff report.

Councilperson Ron McNare moved to approve Ordinance 1045 as presented on third reading. Seconded by Councilperson Perry Hershberger. Motion 5-0.

c. Resolution 2024-34: Short-Term Rental Possible Conditions

Director Chaffin provided an update on Short Term Rental Resolution. Ron McNare Would like to see Bullet point 1 removed from the resolution.

Councilperson John Bartling moved to approve Resolution 2024-34 with the removal of the 1st bullet, keeping bullet 2, 3, and 4 as presented. Seconded by Councilperson Matt Schmidt. Motion 5-0.

d. Bid Award: Lift Station

Director Harbarger presented staff report with minor changes. This project is a project over 2 Funding Years. If this one fails the current one will dump raw sewage into the river. Final completion slated for fall of 2026. The current lift station will stay in place until the new one is up and running.

Councilperson Perry Hershberger moved to accept the bid from Western Municipal Construction of Wyoming, Inc. for Middle School Lift Station.

Seconded by Councilperson Matt Schmidt. Motion 5-0.

e. Bid Award: Dump Truck Snow Plow (#125)

Director Harbarger provided a staff report.

Councilperson Ron McNare moved to accept the bid from Jack's Truck and Equipment for 2025 Single Axle Dump Truck Snow Plow. Seconded by Councilperson John Bartling. Motion 5-0.

f. Bid Award: PD SUV

Chief Byerly provided staff report.

Councilperson John Bartling moved to accept the bid from Fremont Chevrolet and GMC for a new 2025 Chevrolet Traverse SUV. Seconded by Councilperson Matt Schmidt. Motion 5-0.

g. RFP: Cemetery Management System

Superintendent Brandon Frye provided staff report.

Councilperson Perry Hershberger moved to accept the bid from Cem-Sites for a new Cemetery Management System. Seconded by Councilperson Ron McNare. Motion 5-0.

h. Historic Preservation Commission Appointment

Director Chaffin provided staff report.

Councilperson Ron McNare moved to appoint Erin Butts to the Historic Preservation Commission. Seconded by Councilperson Matt Schmidt. Motion 5-0.

i. Community Service Funding Agreement: Helping Hands Ministries, Inc.

City clerk Ortega provided report.

Councilperson Matt Schmidt moved to approve the Community Service funding agreement as presented. Seconded by Councilperson Ron McNare. Motion 5-0.

j. Fire Department Funding: Retain Previous funds \$142,408.13

City Manager Cox provided staff report. Chief Andrews and Assistant Chief provided further reporting.

Councilperson John Bartling moved to approve the Fire Department Funding: Retain Previous Funds as presented. Seconded by Councilperson Matt Schmidt. Motion 5-0.

k. Warrant Register: K&R Construction, LLC: August 2024

Director Nicol provided staff report.

Councilperson Matt Schmidt moved to approve Warrant Register K&R Construction, LLC: August 2024 as presented. Seconded by Councilperson John Bartling. Motion 4-0.

10. Public Comments

None

11. Finance Report

Director Nicol provided staff report. On track for budgeted amount as of August 2024.

a. Financial Report - July 2024

12. City Manager's Report

City Manager Cox provided report of the new, news letter that will be going out to staff following the meetings. This will provide update on priorities and our Strategic Doing.

13. Council Information, Questions, Comments, or Concerns

Council Member Schmidt asks where we are getting water from--Cox provided a few options of where we are looking at where to get water from. Council member Hershberger believes that CPR should not be mandatory. Council member Hershberger wants an update on City Hall due to winter coming soon.

Council Member McNare gave update on issues that have come up with City Hall construction. Council Member Hershberger request the City Manager report in the agenda even if its put in the following day. Council Member Hershberger advised that the rollover of the FD money and a budget amendment will need to be done.

a. Arts & Culture Minutes: January - August 2024

No discussion.

b. Douglas Volunteer Fire Department Update: August 2024

No discussion.

14. Good People Doing Good Things

Council Member Schmidt gave thanks to Director Chaffin and City Clerk Ortega for working on the Oilfield Proclamation on short notice. City Manager Cox read Tonya Washington's email for interest in conducting an interview of Paige Fenton-Hughes and Mayor Kim Pexton on October 7th.

15. Community Update

a. Event Calendar

16. Executive Session

17. Adjourn

Mayor Pexton moved to adjourn the Regular City Council meeting of September 9, 2025 at approximately 5:42pm
Councilperson Ron McNare moved to adjourn the Regular City Council meeting of September 9, 2024. Seconded by Councilperson Perry Hershberger. Motion 5-0.

Kim Pexton, Mayor

ATTEST:

Sonya Parker, City Clerk

Published: DATE



Agenda Item Report

City Council – September 19, 2024

Item

CUP 04-24: Werner Short Term Rental at 656 Longview Place

Responsible Staff Contact

Clara Chaffin

Recommendation

Approval of Resolution 2024-33 to issue a Conditional Use Permit for a Short-Term Rental at 656 Longview Place.

Executive Summary

Connie and John Jay Werner have submitted an application to provide a short-term rental of the dwelling at 656 Longview Place.

Background

History: This area was dedicated as a subdivision to the City in 1963, with a replat in 1976. The main structure was originally built in 1980 and has remained a residential structure throughout its history. The applicant is planning to rent the home as a short-term rental year-round.

Zoning Data: Per the Douglas Municipal Code, short-term rentals are permitted as a Conditional Use in an R-1 zone and may have additional conditions if they fall within the 1,000-foot buffer zone around the schools.

Council approval of a conditional use permit for this type of use is a requirement of the Unified Land Development Code, due to its possible impact on neighboring properties.

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

N/A

Budget/Fiscal Impact

N/A

Action Requested/Recommended Motion

Recommend approval of Resolution 2024-33 with recommendations.

Attachments

1. CNCL StaffReport_CUP 04-24_Werner Short-Term Rental

2. Resolution 2023-33 Werner Short-Term Rental

**DOUGLAS CITY COUNCIL
STAFF REPORT
SEPTEMBER 19, 2024**

**656 LONGVIEW PLACE
SHORT-TERM RENTAL – CONDITIONAL USE PERMIT**

CASE NUMBER: CUP 04-24

PREPARED BY: Heidi McCullough, Planning Technician

MEETING DATES: September 16, 2024 – Planning and Zoning Commission
September 19, 2024 – City Council

REQUEST: Conditional Use Permit, R-1 Neighborhood Residential Zone

PURPOSE: To operate a Short-Term Rental (Airbnb).

RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to allow the short-term rental of the dwelling at 656 Longview Place in an R-1 Neighborhood Density Residential Zone with staff recommendations.

VICINITY MAP:



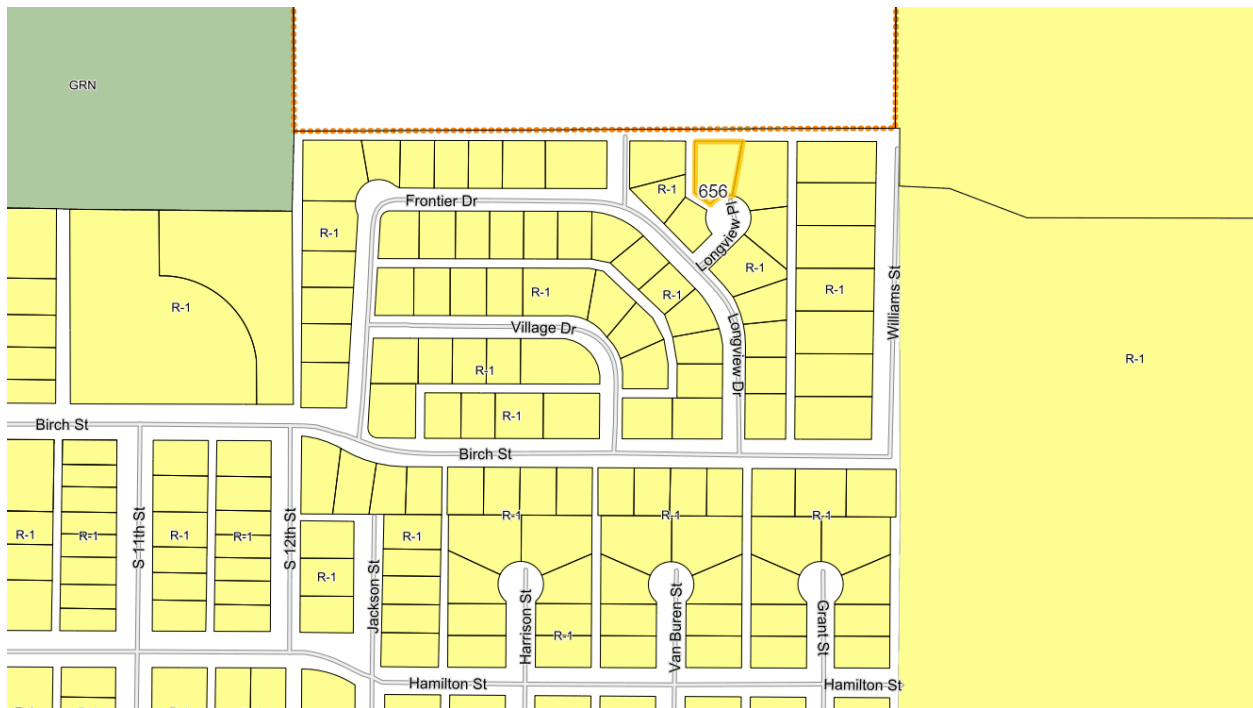
OWNER: John Jay & Connie Werner
656 Longview Place
Douglas, WY 82633

LOCATION:

- (1) Legal Description: Frontier Village, Lot 8: Block 5
- (2) General Location: The subject property is located at the northern end of the Longview Place cul-de-sac.
- (3) Address: 656 Longview Place

LOT SIZE: 0.27 Acres

ZONING: R-1 Neighborhood Residential Zone



ZONING DATA: The property is currently zoned R-1, Neighborhood Residential Zoning District. This district is “*intended to provide for low-density, single-family residential development and to provide for such community facilities and services as will serve the area residents while protecting the residential character and quality of the area.*” Per the Douglas Municipal Code, short-term rentals are permitted as a Conditional Use in an R-1 zone and may have additional conditions if they fall within the 1,000-foot buffer zone around the schools.

Council approval of a conditional use permit for this type of use is a requirement of the Unified Land Development Code, due to its possible impact on neighboring properties.

EXISTING LAND USE: Single Family Residential

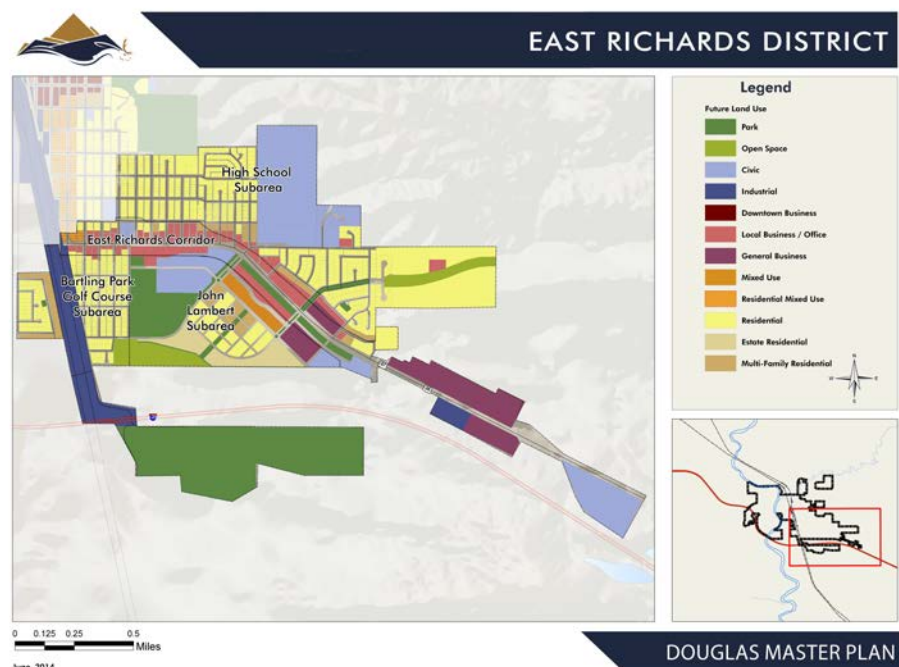
PROPOSED USE: Residential with short-term rental component

SURROUNDING LAND USE:		ZONING	ANNEXATION STATUS
North:	Vacant	N/A	County
South:	Residential	R-1	City
East:	Residential	R-1	City
West:	Residential	R-1	City

HISTORY: This area was dedicated as a subdivision to the City in 1963, with a replat in 1976. The main structure was originally built in 1980 and has remained a residential structure throughout its history. The applicant is planning to rent the home as a short-term rental year-round.

2014 MASTER

PLAN: The property is designated as part of the High School subarea of the East Richards District. *“This area is centered on the Douglas High School and will continue to be a center of activity. Neighborhood enhancements will continue in this area including the addition of new neighborhoods on the periphery of this area.”*



The request conforms to the Douglas Master Plan.

FY2025 STRATEGIC DOING: Short-term rentals are not referenced in the FY2025 Strategic Doing as Key Performance Indicator (KPI).

PUBLIC COMMENTS

Staff received one comment in opposition to the application. At the Planning and Zoning Commission meeting on September 16, 2024, three individuals expressed comments in opposition including the following concerns:

- If given, it will set a precedent for STR's near schools.
- Residents enjoy knowing all the neighbors.
- Concern with proximity to the school and an increase in traffic; student safety and safe walking.
- Threat to health and safety due to the “unknowns living among us.”

- Concerns with criminal activity and drug-use that STR's attract.
- Currently only one rental in the neighborhood; rentals change the neighborhood feel.
- Concerns about property values if the neighborhood becomes a rental community.

The applicant held a Conditional Use Permit for the operation of a Short-Term Rental at - 1255 Birch Street from February 2020 to current without complaint.

STAFF RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to allow the short-term rental of the dwelling at 656 Longview Place in an R-1 Neighborhood Residential Zone with the following staff recommendations:

1. The conditional use permit to provide short-term rental the residence is specific to Connie and John Jay Werner. If this property owner and/or agent, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit shall be null and void for the subject property.
2. The use shall be in compliance with City requirements for short-term rentals at all times.
3. **Resolution 2024-34:** Rental of the unit must require names of all persons occupying the unit and property manager must check names against the Sex Offender Registry.
4. **Resolution 2024-34:** Owner must submit documentation showing compliance with conditions placed on the CUP upon request.

PLANNING AND ZONING COMMISSION RECOMMENDATION: The Planning and Zoning commission, at their regular meeting on September 16, 2024, recommended approval of the request for a conditional use permit to allow for a short-term rental in an R-1 Neighborhood Residential zone at 656 Longview Place with the following conditions:

1. The conditional use permit to provide short-term rental the residence is specific to Connie and John Jay Werner. If this property owner and/or agent, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit shall be null and void for the subject property.
2. The use shall be in compliance with City requirements for short-term rentals at all times.
3. **Resolution 2024-34:** Rental of the unit must require names of all persons occupying the unit and property manager must check names against the Sex Offender Registry.
4. **Resolution 2024-34:** Owner must submit documentation showing compliance with conditions placed on the CUP upon request.

RESOLUTION NO. 2024-33

A RESOLUTION AUTHORIZING A CONDITIONAL USE PERMIT TO CONNIE AND JOHN JAY WERNER TO OPERATE A SHORT-TERM RENTAL OF A DWELLING IN A R-1 NEIGHBORHOOD RESIDENTIAL ZONING DISTRICT AT 656 LONGVIEW PLACE (FRONTIER VILLAGE, BLOCK 5, LOT 8).

WHEREAS, Connie and John Jay Werner wishes to provide short-term rental of the dwelling at 656 Longview Place; and

WHEREAS, the proposed use adheres to the Douglas Municipal Code, pertaining to the allowance of conditional use permits in an R-1 Neighborhood Residential Zone for temporary residential uses; and

WHEREAS, the Community Development staff and the Douglas Planning and Zoning Commission have reviewed the application to ensure that it shall have no adverse impact upon the welfare of the public; and

WHEREAS, notice has been duly given and a public hearing held before the Douglas Planning and Zoning Commission on September 16, 2024, where there were comments of public opposition to the application; and the Planning and Zoning Commission voted unanimously to recommend approval of the application to the Douglas City Council; and

WHEREAS, the conditional use permit to provide short-term rental of the dwelling is specific to Connie and John Jay Werner. If this property owner and/or agent, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit shall be null and void for the subject property; and

WHEREAS, the use shall be in compliance with City requirements for short-term rentals at all times; and

WHEREAS, rental of the unit must require names of all persons occupying the unit and property manager must check names against the Sex Offender Registry, and

WHEREAS, Owner must submit documentation showing compliance with conditions placed on the CUP upon request.

WHEREAS, Municipal Code requires that all conditional use permits be approved by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING, that Connie Werner is granted a conditional use permit to provide short-term rental of the dwelling in an R-1 Neighborhood Residential Zone at 656 Longview Place (Frontier Village, Block 5, Lot 8).

PASSED, APPROVED, AND ADOPTED this 19th day of September 2024.

Kim Pexton, Mayor

Attest:

Sonya Ortega, City Clerk



Agenda Item Report City Council – September 19, 2024

Item

CUP 05-24: Gillio Short Term Rental at 1103 Monroe Street

Responsible Staff Contact

Clara Chaffin

Recommendation

Executive Summary

G. S. Investments have submitted an application to provide a short-term rental of the dwelling at 1103 Monroe Street.

Background

HISTORY: This property was dedicated to the City in 1947 as a portion of the West Douglas Addition. It was a portion of the Sanford Subdivision which was created in 1971. It was replatted in 1979 and 1980. The structure was originally built in 1980 and has remained unchanged throughout its history. The applicant is planning to rent the home as a short-term rental year-round.

ZONING DATA: Per the Douglas Municipal Code, short-term rentals are permitted as a Conditional Use in an R-1 zone.

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

N/A

Budget/Fiscal Impact

N/A

Action Requested/Recommended Motion

Recommend approval of Resolution 2024-35 with conditions.

Attachments

1. Resolution 2024-35 GS Investments STR
2. CNCL StaffReport_CUP 05-24_GS Investments STR

RESOLUTION NO. 2024-35

A RESOLUTION AUTHORIZING A CONDITIONAL USE PERMIT TO G.S. INVESTMENTS TO ALLOW THE SHORT-TERM RENTAL OF A DWELLING IN A R-2 LIMITED RESIDENTIAL ZONING DISTRICT AT 1103 MONROE STREET (SANFORD ADDITION, BLOCK 4, LOT 16).

WHEREAS, G.S. Investments wishes to provide short-term rental of the dwelling at 1103 Monroe Street; and

WHEREAS, the proposed use adheres to the Douglas Municipal Code, pertaining to the allowance of conditional use permits in an R-2 Limited Residential Zone for temporary residential uses; and

WHEREAS, the Community Development staff and the Douglas Planning and Zoning Commission have reviewed the application to ensure that it shall have no adverse impact upon the welfare of the public; and

WHEREAS, notice has been duly given and a public hearing held before the Douglas Planning and Zoning Commission on September 16, 2024, where there was no public comment in opposition to the application; and the Planning and Zoning Commission voted unanimously to recommend approval of the application to the Douglas City Council; and

WHEREAS, the conditional use permit to provide short-term rental of the dwelling is specific to G.S. Investments and Michael Gillio. If this property owner and/or agent, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit shall be null and void for the subject property; and

WHEREAS, the use shall be in compliance with City requirements for short-term rentals at all times; and

WHEREAS, Municipal Code requires that all conditional use permits be approved by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING, that G.S. Investments is granted a conditional use permit to provide short-term rental of the dwelling in an R-2 Limited Residential Zone at 1103 Monroe Street (Sanford Addition, Block 4, Lot 16).

PASSED, APPROVED, AND ADOPTED this 17th day of September 2024.

Kim Pexton, Mayor

Attest:

Sonya Ortega, City Clerk

**DOUGLAS CITY COUNCIL
STAFF REPORT
SEPTEMBER 19, 2024**

**1103 MONROE STREET
SHORT-TERM RENTAL – CONDITIONAL USE PERMIT**

CASE NUMBER: CUP 05-24

PREPARED BY: Heidi McCullough, Planning Technician

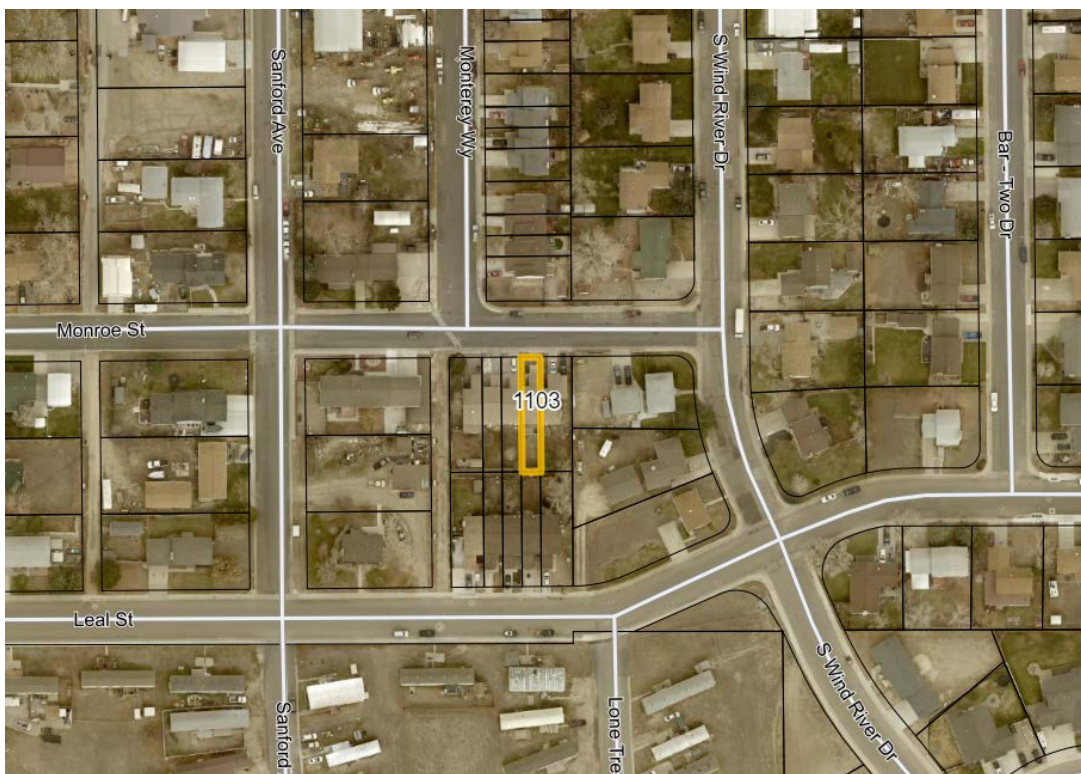
MEETING DATES: September 16, 2024 – Planning and Zoning Commission
September 19, 2024 – City Council

REQUEST: Conditional Use Permit, R-2 Medium Density Residential Zone

PURPOSE: To operate a Short-Term Rental (Airbnb).

RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to allow the short-term rental of the dwelling at 1103 Monroe Street in an R-2 Medium Density Residential Zone with staff recommendations.

VICINITY MAP:



OWNER: G.S. Investments LLC
656 Longview Place
Douglas, WY 82633

APPLICANT: Michael Gillio
1020 Meadow Lane
Douglas, WY 82633

LOCATION:

- (1) Legal Description: Sanford Addition, Block 4, Lot 16
- (2) General Location: The subject property is located in the middle of the block on the south side of Monroe Street between South Wind River Drive and Monterey Way.
- (3) Address: 1103 Monroe Street

LOT SIZE: 3,000 sq ft

ZONING: R-2 Medium Density Residential Zone



ZONING DATA: The property is currently zoned R-2, Mixed Density Residential Zoning District. This district is *“intended to provide for the development of single-family and duplex or townhouse dwellings.”* Per the Douglas Municipal Code, short-term rentals are permitted as a Conditional Use in an R-2 zone.

Council approval of a conditional use permit for this type of use is a requirement of the Unified Land Development Code, due to its possible impact on neighboring properties.

EXISTING LAND USE: Single Family Residential

PROPOSED USE: Residential with short-term rental component

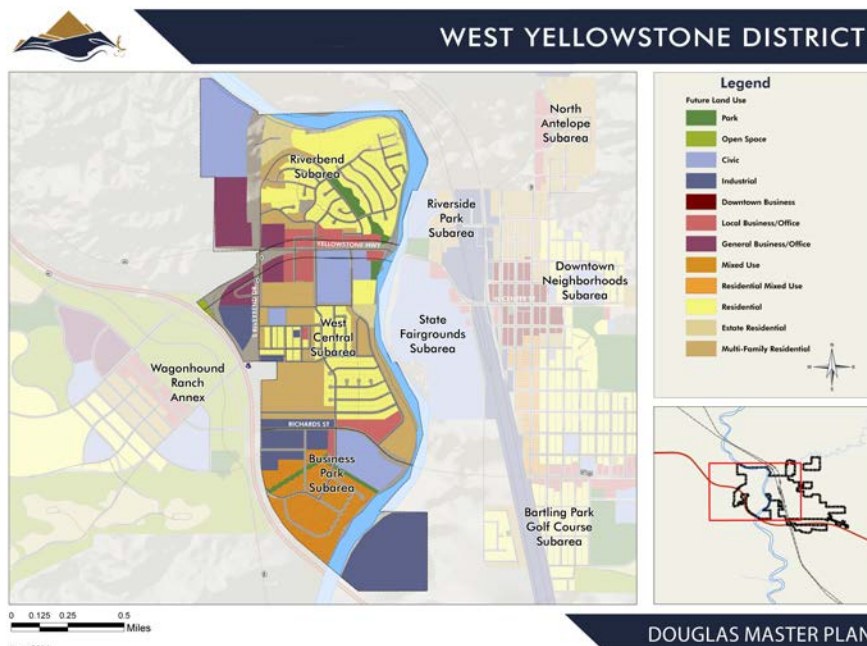
SURROUNDING LAND USE:		ZONING	ANNEXATION STATUS
North:	Residential	R-2	City
South:	Mobile Home Park	R-2/MH-1	City
East:	Residential	R-1/R-2	City
West:	Residential	R-2	City

HISTORY: This property was dedicated to the City in 1947 as a portion of the West Douglas Addition. It was a portion of the Sanford Subdivision which was created in 1971. It was replatted in 1979 and 1980. The structure was originally built in 1980 and has remained unchanged throughout its history. The applicant is planning to rent the home as a short-term rental year-round.

2014 MASTER

PLAN: The property is designated as part of the West Central subarea of the West Yellowstone District. *“This area consists primarily of large neighborhoods, retail, hotels, and businesses. The area includes the West Yellowstone Highway, one of the primary gateways into Downtown.”*

The request conforms to the Douglas Master Plan.



FY2025 STRATEGIC DOING: Short-term rentals are not referenced in the FY2025 Strategic Doing as Key Performance Indicator (KPI).

STAFF RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to allow the short-term rental of the dwelling at 1103 Monroe Street in an R-2 Mixed Density Residential Zone with the following staff recommendations:

1. The conditional use permit to provide short-term rental the residence is specific to G.S. Investments and Michael Gillio. If this property owner and/or agent, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit shall be null and void for the subject property.
2. The use shall be in compliance with City requirements for short-term rentals at all times.

PLANNING AND ZONING COMMISSION RECOMMENDATION: The Planning and Zoning commission, at their regular meeting on September 16, 2024, recommended approval of the request for a conditional use permit to allow for a short-term rental in an R-2 Mixed Density Residential zone at 1103 Monroe Street with the following conditions:

1. The conditional use permit to provide short-term rental the residence is specific to G.S. Investments and Michael Gillio. If this property owner and/or agent, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit shall be null and void for the subject property.
2. The use shall be in compliance with City requirements for short-term rentals at all times.



Agenda Item Report City Council – September 19, 2024

Item

CUP 06-24: AF Enterprise Short Term Rental at 327 South 5th Street

Responsible Staff Contact

Clara Chaffin

Recommendation

Executive Summary

AF Enterprises LLC has submitted an application to operate a short-term rental of the dwelling at 327 S. 5th Street.

Background

HISTORY: This property was dedicated to the City in 1886 as a portion of the Original Town of Douglas. It was vacated and replatted in 1901. There have been no changes to the lot since that time. The structure was originally built between 1903 and 1907 according to Sanborn Insurance maps. This property is a contributing property to the South Douglas Historic District.

ZONING DATA: Per the Douglas Municipal Code, short-term rentals are permitted as a Conditional Use in an R-1 zone, but no more than two (2) short-term rentals shall be permitted within one (1) block on the same street in any residential zone. There is currently another Short-Term Rental located on this block at 320 S. 5th Street. Upon approval, there would be no other Short-Term Rentals allowed on this block.

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

N/A

Budget/Fiscal Impact

N/A

Action Requested/Recommended Motion

Recommend approval of Resolution 2024-26 with recommendations.

Attachments

1. Resolution 2024-36 AF Enterprises LLC STR
2. CNCL StaffReport_CUP 06-24_AF Enterprises STR

RESOLUTION NO. 2024-36

A RESOLUTION AUTHORIZING A CONDITIONAL USE PERMIT TO AF ENTERPRISES LLC TO ALLOW THE SHORT-TERM RENTAL OF A DWELLING IN A R-1 NEIGHBORHOOD RESIDENTIAL ZONING DISTRICT AT 327 SOUTH 5TH STREET (ORIGINAL TOWN OF DOUGLAS, BLOCK 27, LOT 5).

WHEREAS, AF Enterprises LLC wishes to provide short-term rental of the dwelling at 327 South 5th Street; and

WHEREAS, the proposed use adheres to the Douglas Municipal Code, pertaining to the allowance of conditional use permits in an R-1 Neighborhood Residential Zone for temporary residential uses; and

WHEREAS, the Community Development staff and the Douglas Planning and Zoning Commission have reviewed the application to ensure that it shall have no adverse impact upon the welfare of the public; and

WHEREAS, notice has been duly given and a public hearing held before the Douglas Planning and Zoning Commission on September 16, 2024, where there was no public comment in opposition to the application; and the Planning and Zoning Commission voted unanimously to recommend approval of the application to the Douglas City Council; and

WHEREAS, the conditional use permit to provide short-term rental of the dwelling is specific to AF Enterprises LLC and Alex Felton. If this property owner and/or agent, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit shall be null and void for the subject property; and

WHEREAS, the use shall be in compliance with City requirements for short-term rentals at all times; and

WHEREAS, Municipal Code requires that all conditional use permits be approved by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING, that AF Enterprises LLC is granted a conditional use permit to provide short-term rental of the dwelling in an R-1 Neighborhood Residential Zone at 327 South 5th Street (Original Town of Douglas, Block 27, Lot 5).

PASSED, APPROVED, AND ADOPTED this 17th day of September, 2024.

Kim Pexton, Mayor

Attest:

Sonya Ortega, City Clerk

**DOUGLAS PLANNING AND ZONING COMMISSION
STAFF REPORT
SEPTEMBER 16, 2024**

**327 S. 5TH STREET
SHORT-TERM RENTAL – CONDITIONAL USE PERMIT**

CASE NUMBER: CUP 06-24

PREPARED BY: Heidi McCullough, Planning Technician

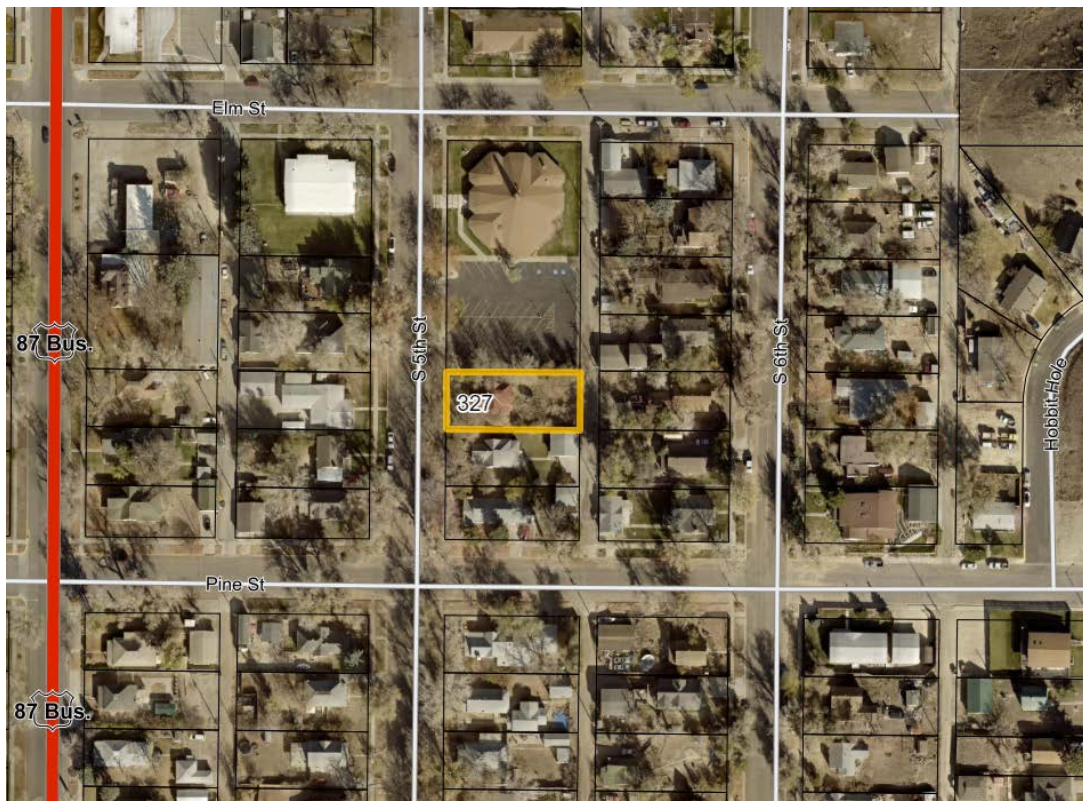
MEETING DATES: September 16, 2024 – Planning and Zoning Commission
September 19, 2024 – City Council

REQUEST: Conditional Use Permit, R-1 Neighborhood Residential Zone

PURPOSE: To operate a Short-Term Rental (Airbnb).

RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to allow the short-term rental of the dwelling at 327 S. 5th Street in an R-1 Neighborhood Density Residential Zone with staff recommendations.

VICINITY MAP:



OWNER: Alex J. Felton
916 Meadowlark Drive
Douglas, WY 82633

APPLICANT: AF Enterprises LLC
916 Meadowlark Drive
Douglas, WY 82633

LOCATION:

- (1) Legal Description: Original Town on Douglas, Block 27, Lot 5
- (2) General Location: The subject property is located in the middle of the block on the east side of South 5th Street between Elm Street and Pine Street.
- (3) Address: 327 S. 5th Street

LOT SIZE: 0.19 Acres

ZONING: R-1 Neighborhood Residential Zone



ZONING DATA: The property is currently zoned R-1, Neighborhood Residential Zoning District. This district is *“intended to provide for low-density, single-family residential development and to provide for such community facilities and services as will serve the area residents while protecting the residential character and quality of the area.”* Per the Douglas Municipal Code, short-term rentals are permitted as a Conditional Use in an R-1 zone.

Council approval of a conditional use permit for this type of use is a requirement of the Unified Land Development Code, due to its possible impact on neighboring properties.

EXISTING LAND USE: Single Family Residential

PROPOSED USE: Residential with short-term rental component.

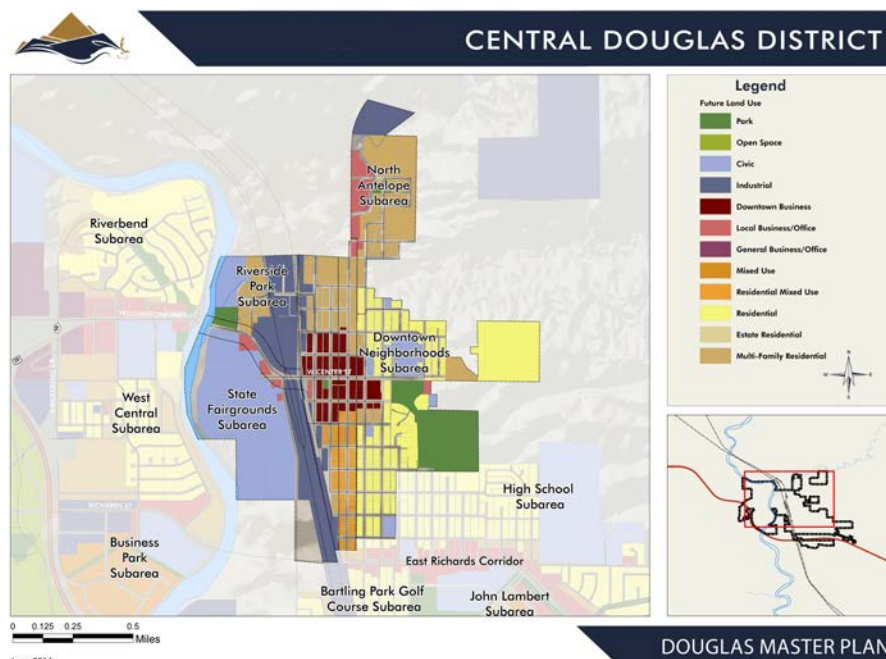
SURROUNDING LAND USE:		ZONING	ANNEXATION STATUS
North:	Church	R-1	City
South:	Residential	R-1	City
East:	Residential	R-1	City
West:	Residential	R-1	City

HISTORY: This property was dedicated to the City in 1886 as a portion of the Original Town of Douglas. It was vacated and replatted in 1901. There have been no changes to the lot since that time. The structure was originally built in between 1903 and 1907 per Sanborn Insurance maps. This property is a contributing property to the South Douglas Historic District.

2014 MASTER PLAN:

The property is designated as part of the Downtown Neighborhood Subarea of the Central Douglas District. *“The central core of Downtown includes a multi-block central business district, government buildings, and adjacent historic and traditional neighborhoods. Although the framework of a great downtown is present, key buildings are underutilized and streets lack a consistent streetscape treatment.”*

The request conforms to the Douglas Master Plan.



FY2025 STRATEGIC DOING: Short-term rentals are not referenced in the FY2025 Strategic Doing as Key Performance Indicator (KPI).

STAFF ANALYSIS: The proposed Short-Term Rental must meet the conditions attached to permits of this type as defined by the Unified Land Development Code and enumerated in the staff recommendation.

There are mitigating issues in the Douglas Municipal Code to consider in reviewing this application.

1. No more than two (2) short-term rentals shall be permitted within one (1) block on the same street in any residential zone. There is currently another Short-Term Rental located on this block at 320 S. 5th Street. Upon approval, there would be no other Short-Term Rentals allowed on this block.
2. Short-Term Rentals are required to meet all of the conditions enumerated in the staff recommendation.

STAFF RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to allow the short-term rental of the dwelling at 327 S. 5th Street in an R-1 Neighborhood Residential Zone with the following staff recommendations:

1. The conditional use permit to provide short-term rental the residence is specific to AF Enterprises LLC and Alex & Brittney Felton. If this property owner and/or agent, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit shall be null and void for the subject property.
2. The use shall be in compliance with City requirements for short-term rentals at all times.

PLANNING AND ZONING COMMISSION RECOMMENDATION: The Planning and Zoning commission, at their regular meeting on September 16, 2024, recommended approval of the request for a conditional use permit to allow for a short-term rental in an R-1 Neighborhood Residential zone at 327 S. 5th Street with the following conditions:

1. The conditional use permit to provide short-term rental the residence is specific to AF Enterprises LLC and Alex & Brittney Felton. If this property owner and/or agent, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit shall be null and void for the subject property.
2. The use shall be in compliance with City requirements for short-term rentals at all times.



Agenda Item Report

City Council – September 19, 2024

Item

Bid Award: Municipal Pool

Responsible Staff Contact

Brandon Frye

Recommendation

Approve bid from Landmark Aquatics in the amount of \$4,430,317 and authorize City Manager to sign all associated documents.

Executive Summary

In April 2024, the city accepted a proposal from Landmark Aquatics for design and construction administration for renovations of the Douglas Municipal Waterpark. Drawings were received mid August 2024 and advertised to bid starting August 21st to be opened September 4th. Concerns from Contractors at the Pre-bid meeting prompted a delay to open bids until September 11th. Additional clarifications and design changes delayed the bid opening to September 18th in an effort to achieve complete and competitive construction bids.

As part of the new construction, we felt that it would be beneficial to replace the existing water service from 2 inch to a 4 inch service. Also added to the project are provisions for tenting the work-site if needed to facilitate winter weather construction to meet our early to mid-June opening.

1 bid was received, Landmark Aquatics \$ 4,430,317

\$3,750,000 was budgeted and \$50,000 has already been spent on demolition.

Background

The need for extensive pool and mechanical upgrades and renovations has been identified for several years. This facility was built in 1995 and has seen multiple additions and repair attempts. The original pool was not designed to accommodate the addition of large water slides and landing zone. The wading pool developed extreme leaks within the walls leading to extreme water and chemical consumption. Code, safety and ADA requirements have changed since 1995 as well. In the spring of 2024 the boiler and chemical feed have been replaced and will be utilized in the new renovations.

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

[SD24 Outcome](#) FUN

[SD24 Strategy](#) Pool Renovations

[SD24 KPI FUN-08](#)
[2014 Master Plan](#)
[2015 Downtown Master Plan](#)

Budget/Fiscal Impact

[Fund/Department](#) Pool Improvements 55-5550-6544
[Project/Line Item\(s\)](#) Improvements other than building 3,750,000
[Budgeted Amount](#) \$3,750,000
[Anticipated Amount](#) \$4,430,317

Action Requested/Recommended Motion

Motion to accept Douglas Municipal Pool renovation bid from Landmark Aquatics in the amount of \$4,430,317 and authorize City Manager to sign all associated documents.

Attachments

1. Bid Tab pool renovation 2024
2. Recommendation for Award

Bid Date - September 18th 2 pm 2024

[illegible]



September 19th, 2024

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

Re: Recommendation of Award – City of Douglas – Municipal Pool Renovation Project

Dear Mr. Cox:

Bids were received for the City of Douglas – Municipal Pool Renovation Project on September 18th, 2024 at 2:00 PM. One bid was received from Progressive Commercial Aquatics, LLC with a Total Base Bid of \$4,430,317.00. There were no alternate bid items on this project.

We have thoroughly reviewed the bid provided by Progressive Commercial Aquatics, LLC. The bid was accurate and complete. There are no discrepancies in their bid and the documents were completed properly. The City of Douglas has budgeted \$3,750,000.00 for the construction of the project.

Even though only one bid was received, I do not believe that rebidding the project will produce lower bids. If additional funds can be allocated to this project, Civil Engineering Professionals, Inc. (CEPI) recommends award of the contract for the City of Douglas – Municipal Pool Renovation Project to Progressive Commercial Aquatics, LLC in the full amount of \$4,430,317.00.

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

Sincerely,
Civil Engineering Professionals, Inc.

A handwritten signature in black ink, appearing to read 'Nicholas Larsen', is written over a light blue horizontal line.

Nicholas Larsen, P.E.

Cc: John Harbarger, Public Works Director



Agenda Item Report

City Council – September 19, 2024

Item

Change Order: Geothermal Study

Responsible Staff Contact

J. D. Cox

Recommendation

Consider approval of Change Order and authorize the City Manager to sign all associated documents.

Executive Summary

The original agreement with the architects did not include a study of geo-thermal options. Proposed is a change order to include that work.

Background

The initial scope of this proposal is to provide preliminary and schematic data on two (2) types of geothermal systems. The two (2) types of systems are an open loop “pump and dump” system and a closed loop system. In both cases, high level estimates of the building loads, the potential number of vertical wells, cost of each well, potential utility costs of a traditional system and the potential utility costs of a geothermal system. After this data has been collected, a simple payback will be calculated and reported to the City of Douglas. A simple payback will potentially be calculated to compare for both an open loop system (if determined to be allowable and feasible based on the City of Douglas) and a closed loop system, against a more traditional boiler / chiller / air handling unit style system.

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

[SD24 Outcome](#) FUN

[SD24 Strategy](#) Community Center

[SD24 KPI](#) FUN-09

[2014 Master Plan](#)

[2015 Downtown Master Plan](#)

Budget/Fiscal Impact

[Fund/Department](#) 57

[Project/Line Item\(s\)](#) 57.5571.6544

[Budgeted Amount](#) \$9,398,425

[Anticipated Amount](#) \$9,850.00

Action Requested/Recommended Motion

Consider approval of Change Order and authorize the City Manager to sign all associated documents.

Attachments

1. 240829 - Amundsen - Fee Proposal - Basic Geothermal Analysis

August 29, 2024

J.D. Cox – City Manager
City of Douglas
P.O. Box 1030
101 North 4th Street
Douglas, WY 82633



RE: Basic Geothermal Analysis

Dear Mr. Cox.:

Amundsen Associates is pleased to submit the following fee proposal for a basic geothermal analysis for the Douglas Community Center project. The design team will provide a preliminary review of the life cycle cost from a very high level to compare up to three (3) systems as economically as possible, in an effort to determine if geothermal should be pursued or not for the proposed Community Center.

The initial scope of this proposal is to provide preliminary and schematic data on two (2) types of geothermal systems. The two (2) types of systems are an open loop “pump and dump” system and a closed loop system. In both cases, high level estimates of the building loads, the potential number of vertical wells, cost of each well, potential utility costs of a traditional system and the potential utility costs of a geothermal system. After this data has been collected, a simple payback will be calculated and reported to the City of Douglas. A simple payback will potentially be calculated to compare for both an open loop system (if determined to be allowable and feasible based on the City of Douglas) and a closed loop system, against a more traditional boiler / chiller / air handling unit style system.

Based on the initial geography, an open loop system consisting of two (2) wells (one source/extraction well and one reinjection well) will be considered, unless preliminary data indicates that more may be required. This system is predicated on the City of Douglas’ water rights and ability to access the underground water source. If the answer to the water rights and ability to access the underground water source is favorable, then NV5 and the City of Douglas will discuss drilling conditions with local drillers and ideally find reports for wells drilled within a few miles of the proposed site. If drilling conditions come back favorable, NV5 will contact the City of Douglas Water Department for a composition report from local water samples. This report will inform the design team of materials necessary in the heat exchangers to prolong the life and reliability of the equipment.

The 2nd geothermal system discussed is a closed loop geothermal wellfield. This system will utilize a grid of vertical bore holes for the ground exchange loop field and be estimated in a similar manner to the open loop system.

The scope for this analysis shall include:

- a) Schematic “rule of thumb” type heating and cooling load calculations.
- b) Basic report with a simple payback period.
- c) Virtual attendance at design and review meeting(s) with the design team and/or Owner representatives as appropriate.

Amundsen Associates and our consultants will perform the above scope of services for an additional service fee of \$9,850.00.

The following services are excluded from this fee proposal, but could be provided if requested by the Owner at a later date – Design Development, Construction Documents, Bidding and Construction

Administration services related to the geothermal system, test wells, solar PV array study/design, geothermal wellfield design, LEED certification, energy modeling, and performing commissioning or coordinating with Owner's Commissioning agent.

In closing, thank you for the opportunity to submit our fee proposal. Our team is committed to collaborating with your outstanding team. If you have any questions regarding our proposal, please feel free to contact me at 307.234.9999 or via email at rshosh@amundsenassociates.com.

Respectfully,

Ronald Shosh, Jr.
Principal Architect



Agenda Item Report

City Council – September 19, 2024

Item

Change Order: City Hall

Responsible Staff Contact

JD Cox, Clara Chaffin

Recommendation

Recommend approval of Change Order No. 1: Exterior Plywood Sheathing in the amount of \$14,803.80, Change Order No. 2: Removal of the Tower in the amount of \$2,730.00, and Change Order No. 3 Exterior Improvements in the amount of \$27,761.18.

Executive Summary

This Change Order Request includes Change Order No. 1: Exterior Plywood Sheathing in the amount of \$14,803.80, and Change Order No. 2: Removal of the Tower in the amount of \$2,730.00.

Through the demolition of the facade, it was discovered that a large amount of exterior plywood sheathing needed to be replaced due to water and fire damage. The Change Order covers the replacement of all exterior wall sheathing.

Over the last several years, the City has been working with entities to update communication systems. Through that process, it is now possible to remove the tower on the North side of the building. The Change Order covers the complete and safe removal of the tower.

The total budgeted amount for the project was \$419,000. The original contract sum was \$389,000. The total cost of the project with the two change orders will be \$406,533.80.

Background

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

[SD24 Outcome](#): FUN

[SD24 Strategy](#): FUN S1 City leads by example in maintenance and beautification of Parks & City Facilities (C.F.).

[SD24 KPI](#): FUN-01

[2014 Master Plan](#): Policy D1-1. Require quality architecture and design for new buildings and renovations. Building heights and design elements should reflect the

Master Plan's policy frameworks and desired future conditions described in the character district plans (See Chapter 2).

[2015 Downtown Master Plan](#)

Budget/Fiscal Impact

[Fund/Department](#): 57-5570-6542

[Project/Line Item\(s\)](#): Project 1030 City Hall Site Improvements

[Budgeted Amount](#): \$419,000

[Anticipated Amount](#): \$17,533.80

Action Requested/Recommended Motion

Recommend approval of Change Order No. 1: Exterior Plywood Sheathing in the amount of \$14,803.80, Change Order No. 2: Removal of the Tower in the amount of \$2,730.00, and Change Order No. 3 Exterior Improvements in the amount of \$27,761.18.

Attachments

1. Recommendation Letter 9.12.24
2. City Hall CO # 3 revised
3. Change Order No. 3 Recommendation 9.19.24
4. G709-2018 - Proposal Request No. 2

September 12, 2024

JD Cox, City Administrator
City of Douglas
101 N 4th Street
Douglas, WY 82633

Re: Change Order Recommendations – City Hall Façade

Dear Mr. Cox,

We are in receipt of two additional costs for the City of Douglas City Hall Facade renewal project.

The first additional cost is for the removal and replacement of a large amount of exterior plywood sheathing on the project. Upon demolition of the siding, the existing sheathing was discovered to be in various states of disarray, having both water damage and fire damage from a previous fire (that was believed to be started from neon lighting). K&R Construction provided a price of \$14,803.80 to replace the damaged plywood. We believe this price to be fair and within industry standards.

The second cost is to remove the existing radio tower on the northeast corner of the building. The City of Douglas has determined this tower is no longer needed, so K&R Construction provided a cost of \$2,730. We believe this price to be fair and within industry standards.

It is our recommendation to approve both of these costs, as each are value-added items to the project. We have created two change orders for your consideration and signature if you agree with the above recommendations.

Sincerely,



Taylor Lee, AIA
President

Attached: Recommended Change Order No. 1
Recommended Change Order No. 2



AIA®

Document G701® – 2017

Change Order

PROJECT: *(Name and address)*Douglas City Hall Facade
101 N 4th Street
Douglas, WY 82633**CONTRACT INFORMATION:**Contract For: General Construction
Date: July 23, 2024**CHANGE ORDER INFORMATION:**Change Order Number: 001
Date: September 12, 2024**OWNER:** *(Name and address)*City of Douglas
101 N 4th Street
Douglas, WY 82633**ARCHITECT:** *(Name and address)*Plan One/Architects
225 W Yellowstone Ave., Suite 4
Cody, WY 82414**CONTRACTOR:** *(Name and address)*K&R Construction
PO Box 1070
Douglas, WY 82633**THE CONTRACT IS CHANGED AS FOLLOWS:***(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

1. Removal and replacement of exterior plywood sheathing due to water and fire damage. See attached K&R Construction PR No. 1 dated 8.28.24 = \$14,803.80

The original Contract Sum was	\$	389,000.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	389,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$	14,803.80
The new Contract Sum including this Change Order will be	\$	403,803.80

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Plan One/Architects

ARCHITECT *(Firm name)***SIGNATURE**

Taylor Lee, President

PRINTED NAME AND TITLE

September 12, 2024

DATE

K&R Construction

CONTRACTOR *(Firm name)***SIGNATURE**

Ron McNare, Manager

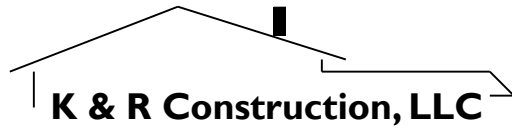
PRINTED NAME AND TITLE**DATE**

City of Douglas

OWNER *(Firm name)***SIGNATURE**

JD Cox, City Manager

PRINTED NAME AND TITLE**DATE**



Physical: 200 Elkhorn Way Phone: 307/358-1853
Mailing: P.O. Box 1070 Fax: 307/358-3017
Douglas, WY 82633

Plan One Architects

August 28, 2024

Ref: Douglas City Hall

We propose to replace exterior wall sheathing as listed below:

1. Removed all damaged plywood.
2. Inspect charred wood.
3. Inspect all framing behind rotted plywood.
4. Install new 5/8" OSB on all walls and soffit area.
5. Disposal of all removed plywood.

Total Material and Labor

\$ 14,803.80

Thank You,

Ronald V. McNare



AIA®

Document G701® – 2017

Change Order**PROJECT:** *(Name and address)*Douglas City Hall Facade
101 N 4th Street
Douglas, WY 82633**CONTRACT INFORMATION:**Contract For: General Construction
Date: July 23, 2024**CHANGE ORDER INFORMATION:**Change Order Number: 002
Date: September 12, 2024**OWNER:** *(Name and address)*City of Douglas
101 N 4th Street
Douglas, WY 82633**ARCHITECT:** *(Name and address)*Plan One/Architects
225 W Yellowstone Ave., Suite 4
Cody, WY 82414**CONTRACTOR:** *(Name and address)*K&R Construction
PO Box 1070
Douglas, WY 82633**THE CONTRACT IS CHANGED AS FOLLOWS:***(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

1. Removal of the tower on north end of building. See attached K&R Construction PR No. 2 dated 9.4.24 = \$2,730.00

The original Contract Sum was	\$	389,000.00
The net change by previously authorized Change Orders	\$	14,803.80
The Contract Sum prior to this Change Order was	\$	403,803.80
The Contract Sum will be increased by this Change Order in the amount of	\$	2,730.00
The new Contract Sum including this Change Order will be	\$	406,533.80

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Plan One/Architects

ARCHITECT *(Firm name)***SIGNATURE**

Taylor Lee, President

PRINTED NAME AND TITLE

September 12, 2024

DATE

K&R Construction

CONTRACTOR *(Firm name)***SIGNATURE**

Ron McNare, Manager

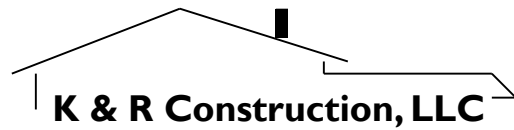
PRINTED NAME AND TITLE**DATE**

City of Douglas

OWNER *(Firm name)***SIGNATURE**

JD Cox, City Manager

PRINTED NAME AND TITLE**DATE**



Physical: 200 Elkhorn Way
Mailing: P.O. Box 1070
Douglas, WY 82633

Phone: 307/358-1853
Fax: 307/358-3017

Plan One Architects

September 4, 2024

Ref: Douglas City Hall

We propose to remove tower on north end of building as listed below:

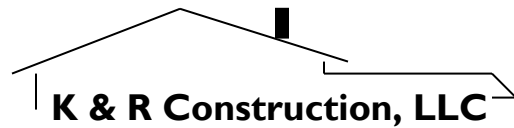
1. Removed complete tower.
2. Remove cable guy wires.
3. Furnish all equipment necessary for the safe removal of tower.
4. Deliver tower sections to public works facility.

Total Equipment and Labor

\$ 2,730.00

Thank You,

Ronald V. McNare



Physical: 200 Elkhorn Way Phone: 307/358-1853
Mailing: P.O. Box 1070 Fax: 307/358-3017
Douglas, WY 82633

City of Douglas

September 18, 2024

Ref: City Hall
Change Order #3

We propose to complete work as listed below:

1. Remove framing to expose 2 existing windows.
2. Remove framing on north side of center section to match south side.
3. Rebuild soffit to match existing at areas where wall is removed.
4. Install and compact gravel in areas where walls are removed.
5. Install new concrete wall on south end of west elevation.
6. Add stone over new concrete wall.
7. Add concrete cap over planter area where walls are removed.
8. Cut in and install trim on interior of new windows.
9. Change vertical siding to metal Tru Log in place of vertical engineered wood.
10. Install split face block on area where there is no block.
11. Remove all electrical that is installed where walls will be removed.
12. Install 3 additional recessed soffit lights.
13. Add 3 additional 2 x 6 studs at ends of new beams.
14. Add 2 each 2 x 12 beams at each soffit area where walls are removed.

Total material and Labor

\$ 27,761.18

Thanks

Ronald V. McNare



September 19, 2024

JD Cox, City Administrator
City of Douglas
101 N 4th Street
Douglas, WY 82633

Re: Change Order Recommendations – City Hall Façade

Dear Mr. Cox,

Upon selective demolition of the west facade at the Douglas City Hall, existing windows were discovered to the south of the old entrance. It was decided to uncover these windows from the exterior and reinstate them. K&R Construction provided pricing to adjust the siding, framing, and soffit as required to accommodate the new windows. Additionally, revisions were made with siding types on the west facade, including adding additional masonry (to match existing) and wood-textured metal siding (to match the new front entrance).

Upon review, we feel the pricing for these changes (\$27,761.18) is inclusive of all changes and in line with industry standard pricing. See Proposal Request No. 2 for reference of changes.

Please let us know if you have any questions or concerns.

Sincerely,

Taylor Lee, AIA
President

Attached: Recommended Change Order No. 3

**AIA®**

Document G709™ – 2018

Proposal Request

PROJECT: *(name and address)*

Douglas City Hall Facade Renovation
City of Douglas
101 N 4th Street
Douglas, WY 82633

CONTRACT INFORMATION:

Contract For: General Construction

Date: July 15, 2024

Architect's Project Number: Plan
One/Architects

Proposal Request Number: 002

Proposal Request Date: September 18,
2024

OWNER: *(name and address)*

City of Douglas
101 N 4th Street
Douglas, WY 82633

ARCHITECT: *(name and address)*

Plan One/Architects
225 W Yellowstone Ave. Suite 4
Cody, WY 82414

CONTRACTOR: *(name and address)*

K&R Construction, LLC
PO Box 1070
Douglas, WY 82633

The Owner requests an itemized proposal for changes to the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. The Contractor shall submit this proposal within Ten (10) days or notify the Architect in writing of the anticipated date of submission.

(Insert a detailed description of the proposed modifications to the Contract Documents and, if applicable, attach or reference specific exhibits.)

Provide pricing for revising the west elevation according to the attached drawings. Windows were uncovered during demolition, which will be uncovered and replaced. The soffit and siding will be adjusted as necessary to accommodate newly discovered windows. Provide additional framing and support as identified in notated photographs.

Attachments:

PROPOSAL REQUEST DRAWING NO.2

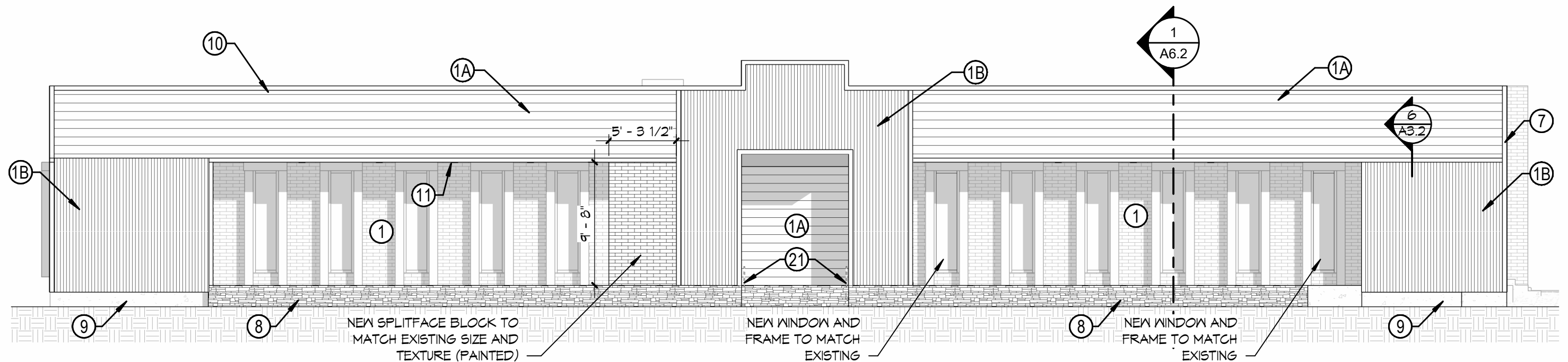
Images (2) identifying structural support needed at designated locations.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

REQUESTED BY THE ARCHITECT:

Taylor Lee, AIA, President

PRINTED NAME AND TITLE



1
PR.2

EXTERIOR ELEVATION - WEST BASE PR DRAWING

1/8" = 1'-0"

PROPOSAL REQUEST DRAWING NO.2

PR NO.2

CITY HALL FACADE RENOVATIONS
2408

REVISION DATE
09/12/24



Provide (2) 2x12 here and attach to existing vertical soffit studs with (2) rows of 16d nails at each stud

Provide (3) Wall stud here and attach (2) 2x12 here with (2) 16d nails at each stud

Run (2) 2x12 minimum 4'-0" into existing soffit framing here



Provide (3) Wall stud here and attach (2) 2x12 here with (2) 16d nails at each stud

Provide (2) 2x12 here and attach to existing vertical soffit studs with (2) rows of 16d nails at each stud

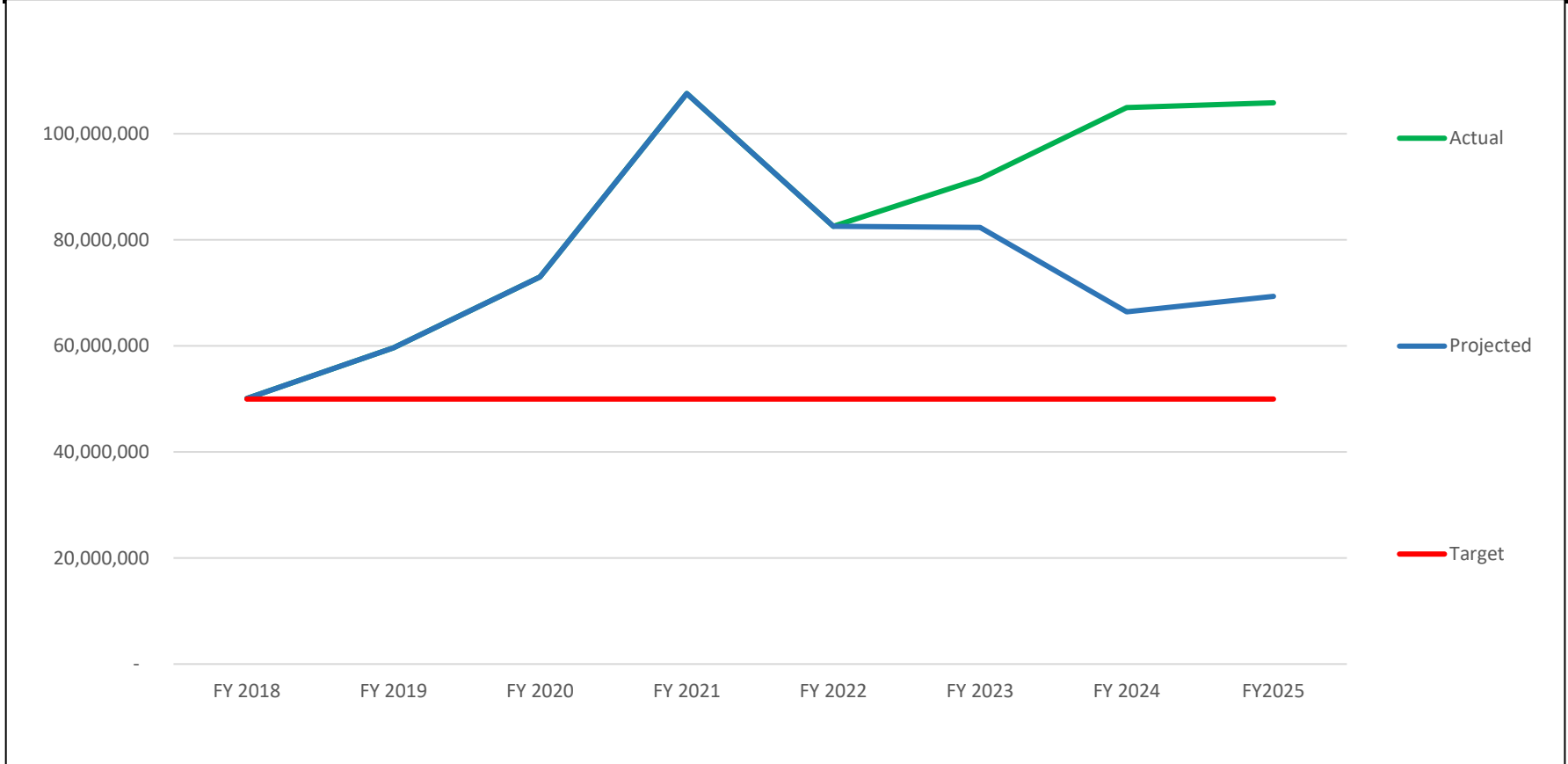
Run (2) 2x12 minimum 4'-0" into existing soffit framing here

City of Douglas

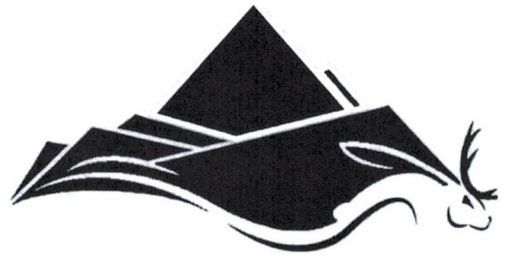
Overall Reserves & Targets 2025

FY 2024-2025

RESERVES	Ending FY 2018	Ending FY 2019	Ending FY 2020	Ending FY 2021	Ending FY 2022	Ending FY 2023	Ending FY 2024	As of August FY2025
Actual	50,110,452	59,637,255	72,981,953	107,631,740	82,548,368	91,512,751	104,950,707	105,856,709
Projected	50,110,452	59,637,255	72,981,953	107,631,740	82,548,368	82,304,017	66,421,873	69,342,876
Target	50,000,000	50,000,000	50,000,000	50,000,000	50,000,000	50,000,000	50,000,000	50,000,000



TREASURER'S REPORT



To the City Council:

The following is a General Statement of Accountability from the City Treasurer for the funds of the City of Douglas for the fiscal month to date ended and at **August 31, 2024**

FUND	Fund #	BALANCE AT BEGINNING OF MONTH	CASH RECEIPTS FOR PERIOD	CASH DISBURSEMENTS FOR PERIOD	TRANSFERS AND ADJUSTMENTS	BALANCE AT August 31, 2024
GOVERNMENTAL FUNDS						
GENERAL	10	\$ 55,258,512.44	\$ 1,923,488.46	\$ 660,669.61		\$ 56,521,331.29
SPECIAL REVENUE FUNDS						
-IMPACT ASSISTANCE	11	1,809,181.39	29,411.76	-		1,838,593.15
-POLICE SPECIAL PROJECTS	13	(28,380.40)	47,135.98	13,666.93		5,088.65
TOTAL SPECIAL REVENUE FUNDS		\$ 1,780,800.99	\$ 76,547.74	\$ 13,666.93		\$ 1,843,681.80
TOTAL GOVERNMENTAL		\$ 57,039,313.43	\$ 2,000,036.20	\$ 674,336.54		\$ 58,365,013.09
PROPRIETARY FUNDS						
ENTERPRISE FUNDS						
- WATER	31	13,198,167.38	390,713.27	239,761.44		13,349,119.21
-SEWER	32	2,772,017.30	136,614.66	297,995.03		2,610,636.93
-SANITATION	33	1,193,421.03	127,008.66	73,439.14		1,246,990.55
-LANDFILL	34	2,264,753.08	100,706.43	76,997.10		2,288,462.41
TOTAL ENTERPRISE		\$ 19,428,358.79	\$ 755,043.02	\$ 688,192.71		\$ 19,495,209.10
INTERNAL SERVICE FUNDS						
- EMPLOYEE HEALTH CARE	39	297,688.36	171,749.79	239,875.43		229,562.72
TOTAL PROPRIETARY		\$ 19,726,047.15	\$ 926,792.81	\$ 928,068.14		\$ 19,724,771.82
CAPITAL PROJECT FUNDS						
-CAPITAL IMPROVEMENT RESERVE	40	371,358.33	2,191.65	-		373,549.98
-ECONOMIC DEVELOPMENT	41	2,139,970.61	1,798.80	-		2,141,769.41
-BROWNFIELD GRANT	42	0.00	-	-		(0.00)
-CAPITAL EQUIPMENT RESERVE	47	161,725.31	149.39	-		161,874.70
-FIRE EQUIPMENT	50	920,503.49	850.27	-		921,353.76
-CLG - PROJECTS	53	7,321.66	-	-		7,321.66
-TRAIN CAR RESTORATION	54	72,514.90	-	-		72,514.90
-POOL IMPROVEMENTS	55	505,021.66	1,173.92	-		506,195.58
-STREET IMPROVEMENTS	56	17,063,619.85	19,453.65	618,296.13		16,464,777.37
-PUBLIC FACILITIES	57	3,208,703.66	15,271.82	2,035.54		3,221,939.94
-PARK IMPROVEMENTS	65	3,566,080.43	5,803.66	(5,843.43)		3,577,727.52
TOTAL CAPITAL PROJECT		\$ 28,016,819.90	\$ 46,693.16	\$ 614,488.24		\$ 27,449,024.82
TRUST AND AGENCY FUNDS						
-PERPETUAL CARE FUND	90	187,501.61	1,196.04	-		188,697.65
-VISIBLE MEMORIALS FUND	91	105.54	0.10	-		105.64
- HISTORIC PRESERVATION	92	22,703.75	20.97	1,715.51		21,009.21
-UTILITY DEPOSITS	96	105,119.11	3,662.48	734.25		108,047.34
-DEFERRED COMP PAYABLE	97	39.61	-	-		39.61
TOTAL TRUST AND AGENCY		\$ 315,469.62	\$ 4,879.59	\$ 2,449.76		\$ 317,899.45
TOTAL ALL FUNDS		\$ 105,097,650.10	\$ 2,978,401.76	\$ 2,219,342.68	\$ -	\$ 105,856,709.18

CERTIFICATION

I hereby certify that the foregoing is a true statement of my accountability to the City of Douglas for the total of the funds of the various accounts thereof as of the date of this report, and that said foregoing statement is materially correct, and that to cover the amount accountable to the City of Douglas stated in the foregoing statement, I hold the following:

Cash on hand.....	\$ 575.00
Cash and Investments at First Northern Bank	\$ 18,090,850.85
Cash and Investments at Points West Community Bank	13,048,620.58
Cash and Investments at Converse County Bank.....	52,454,525.60
Securities, Security Pools, and Interfund Advances.....	22,262,137.15
Total	\$ 105,856,709.18

Mary Nicol
Mary Nicol, Treasurer

August 31, 2024

CASH AND INVESTMENT SUMMARY
CITY OF DOUGLAS
August 31, 2024

FUND	#	COMBINED CASH FUND	MONEY MARKETS	TIME DEPOSITS	SECURITY POOLS	TOTAL
GOVERNMENTAL FUNDS						
GENERAL	10	\$ (926,482.79)		\$41,483,480.81	\$ 15,964,333.27	\$ 56,521,331.29
SPECIAL REVENUE FUNDS						
-IMPACT ASSISTANCE	11	1,838,593.15		-	-	1,838,593.15
-POLICE SPECIAL PROJECTS	13	5,088.65		-	-	5,088.65
TOTAL SPECIAL REVENUE		1,843,681.80		-	-	1,843,681.80
		-		-	-	-
TOTAL GOVERNMENTAL		917,199.01		41,483,480.81	15,964,333.27	58,365,013.09
PROPRIETARY FUNDS						
ENTERPRISE FUNDS						
- WATER	31	753,579.85	124,882.45	8,166,051.33	4,304,605.58	13,349,119.21
-SEWER	32	(667,560.29)	124,882.44	1,891,162.85	1,262,151.93	2,610,636.93
-SANITATION	33	545,153.72	0.00	701,836.83		1,246,990.55
-LANDFILL	34	303,471.16		1,984,991.25		2,288,462.41
TOTAL ENTERPRISE		934,644.44	249,764.89	12,744,042.26	5,566,757.51	19,495,209.10
INTERNAL SERVICE FUNDS						
- EMPLOYEE HEALTH CARE	39	(192,877.37)		422,440.09	-	229,562.72
TOTAL PROPRIETARY		741,767.07	249,764.89	13,166,482.35	5,566,757.51	19,724,771.82
CAPITAL PROJECT FUNDS						
-CAPITAL IMPROVEMENT RESERVE	40	45,852.12		327,697.86		373,549.98
-ECONOMIC DEVELOPMENT	41	1,949,175.96		192,593.45		2,141,769.41
-BROWNFIELD GRANT	42					-
-CAPITAL EQUIPMENT RESERVE	47	161,874.70		-		161,874.70
-FIRE EQUIPMENT	50	921,353.76		-		921,353.76
-CLG - PROJECTS	53	7,321.66				7,321.66
-TRAIN CAR RESTORATION	54	72,514.90				72,514.90
-POOL IMPROVEMENTS	55	253,859.68		252,335.90		506,195.58
-STREET IMPROVEMENTS	56	364,977.14		16,099,800.23		16,464,777.37
-PUBLIC FACILITIES	57	(81,432.15)		3,303,372.09		3,221,939.94
-PARK IMPROVEMENTS	65	1,079,858.21		1,882,980.25	614,889.06	3,577,727.52
TOTAL CAPITAL PROJECT		4,775,355.98		22,058,779.78	614,889.06	27,449,024.82
TRUST AND AGENCY FUNDS						
-PERPETUAL CARE FUND	90	6,245.28		66,295.06	116,157.31	188,697.65
-VISIBLE MEMORIALS FUND	91	105.64		-		105.64
- HISTORIC PRESERVATION	92	21,009.21		-		21,009.21
-UTILITY DEPOSITS	96	13,989.50		94,057.84		108,047.34
	97	39.61				39.61
TOTAL TRUST AND AGENCY		41,389.24		160,352.90	116,157.31	317,899.45
TOTAL ALL FUNDS		\$ 6,475,711.30	\$ 249,764.89	\$ 76,869,095.84	\$ 22,262,137.15	\$ 105,856,709.18

CITY OF DOUGLAS
POOLED TIME DEPOSITS and MONEY MARKET ACCOUNT SUMMARY AND ALLOCATION
 August 31, 2024

CD's/TDOA's	TOTAL	10 General Fund	11 Impact Assistance Fund	31 Water Fund	32 Sewer Fund	33 Sanitation Fund	34 Landfill Fund	39 Health Ins. Fund	40 Cap. Imp. Reserve
CONVERSE COUNTY BANK									
TDOA #1290 - \$5,367,075.58 - 4.04%APY MATURES 12/18/2028 - 60 Months	5,476,338.02	4,654,887.32							
TDOA #1280 - \$1,528,242.58 - 4.25%APY MATURES 9/21/2024 - 12 Months	1,593,354.59	106,223.64		849,789.11	212,447.27	53,111.82	318,670.93		53,111.82
TDOA #1291 - \$1,124,582.87 - 4.10% APY MATURES 2/28/2029 - 60 Months	1,147,691.15	413,168.71				286,922.81	286,922.81		
TDOA #1292 - \$2046656.15 - 4.55% APY MATURES 6/25/2025 - 12 Months	2,046,656.15	1,077,187.45		538,593.72	430,874.98				
TDOA #1294 - \$5,566,503.86 - 3.80% APY MATURES 8/28/2027 - 36 Months	5,566,503.86	4,453,203.09		834,975.57	-		278,325.20		
TDOA #1281- \$6,500,000 - 2.22% APY MATURES 9/26/2024 - 24 Months	7,153,471.09	2,113,025.29		275,133.51	825,400.51				
TDOA #1289 - \$20,000,000 - 4.91% MATURES 12/5/2024 - 12 Months	20,495,374.44	10,247,687.22		4,611,459.25		256,192.18	256,192.18		
TDOA #1293 - \$2,500,000 - 4.26% MATURES 8/15/2024 - 12 Months	2,500,000.00	2,500,000.00							
TOTAL - CONVERSE CO BANK	\$ 45,979,389.30	\$ 25,565,382.72	\$ -	\$ 7,109,951.16	\$ 1,468,722.76	\$596,226.81	\$ 1,140,111.12	\$ -	\$ 53,111.82
FIRST NORTHERN BANK									
CD #101016574 - \$1,000,000 - 4.25% MATURES 3/1/2029 - 60 Months	1,021,616.80								
CD #101014942 - \$5,000,000 - 4.55% MATURES 12/12/2024 - 12 Months	5,154,121.26								
CD #101019669 - \$10,000,000 - 4.35% MATURES 8/15/2025 - 12 Months	10,000,000.00	\$ 10,000,000.00							
CD #101018802 - \$1,900,000 - 4.75% MATURES 6/25/2025 - 12 Months	1,915,112.79	\$ 1,915,112.79							
Total - First Northern Bank	\$ 18,090,850.85	\$ 11,915,112.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
POINTS WEST COMMUNITY BANK									
CD #40020351 - \$5,000,000.00 - 5.10% MATURES - 2/27/2025 - 12 months	\$ 5,329,006.61	266,450.33							
CD #40020074 - \$5,000,000.00 - 3.13% MATURES 11/17/2024 - 24 Months	\$ 5,280,500.87	1,547,186.76		\$ 1,056,100.17	\$ 422,440.09	\$ 105,610.02	\$ 844,880.13	422,440.09	274,586.04
CD #40013985 - \$2,116,044.41 - 1.95% MATURES 9/28/2024 - 24 Months	\$ 2,189,348.21	2,189,348.21							
TOTAL - POINTS WEST	\$ 12,798,855.69	\$ 4,002,985.30	\$ -	\$ 1,056,100.17	\$ 422,440.09	\$105,610.02	\$ 844,880.13	\$422,440.09	\$ 274,586.04
TOTAL CD's/TDOA's	\$ 76,869,095.84	\$ 41,483,480.81	\$ -	\$ 8,166,051.33	\$ 1,891,162.85	\$701,836.83	\$ 1,984,991.25	\$422,440.09	\$ 327,697.86

Money Market Accounts									
POINTS WEST COMMUNITY BANK									
MMA #400101192 - \$200,000	249,764.89	0.00		124,882.45	124,882.44				
TOTAL - POINTS WEST	\$ 249,764.89	0.00	0.00	124,882.45	124,882.44	0.00	0.00	0.00	0.00
TOTAL MMA's	\$ 249,764.89	0.00	0.00	124,882.45	124,882.44	0.00	0.00	0.00	0.00
GRAND TOTAL	\$ 77,118,860.73	\$ 41,483,480.81	\$ -	\$ 8,290,933.78	\$ 2,016,045.29	\$701,836.83	\$ 1,984,991.25	\$422,440.09	\$ 327,697.86

CITY OF DOUGLAS		POOLED TIME DEPOSITS and MONEY MARKET ACCOUNT SUMMARY AND ALLOCATION							
August 31, 2024									
CD's/TDOA's	41 Economic Development	47 Cap. Equip. Reserve	50 Cap. Fire Equip. Reserve	55 Pool Improvements	56 Cap. Street Imp. Reserve	57 Cap. Public Fac. Imp. Reserve	65 Cap. Park Imp. Reserve	90 Perpetual Care Fund	96 Utility Dep. Fund
CONVERSE COUNTY BANK									
TDOA #1290 - \$5,367,075.58 - 4.04%APY MATURES 12/18/2028 - 60 Months					821,450.70				
TDOA #1280 - \$1,528,242.58 - 4.25%APY MATURES 9/21/2024 - 12 Months				114,769.14				17215.38	28692.30
TDOA #1291 - \$1,124,582.87 - 4.10% APY MATURES 2/28/2029 - 60 Months									
TDOA #1292 - \$204,665.15 - 4.55% APY MATURES 6/25/2025 - 12 Months									
TDOA #1294 - \$5,566,503.86 - 3.80% APY MATURES 8/28/2027 - 36 Months									
TDOA #1281- \$6,500,000 - 2.22% APY MATURES 9/26/2024 - 24 Months	192,593.45			137,566.76	3,301,602.05	220,106.79		38,518.69	49,524.04
TDOA #1289 - \$20,000,000 - 4.91% MATURES 12/5/2024 - 12 Months					5,123,843.61				
TDOA #1293 - \$2,500,000 - 4.26% MATURES 8/15/2024 - 12 Months									
TOTAL - CONVERSE CO BANK	\$ 192,593.45	\$ -	\$ -	\$ 252,335.90	\$ 9,246,896.36	\$ 220,106.79	\$ -	\$ 55,734.07	\$ 78,216.34
FIRST NORTHERN BANK									
CD #101016574 - \$1,000,000 - 4.25% MATURES 3/1/2029 - 60 Months						\$ 1,021,616.80			
CD #101014942 - \$5,000,000 - 4.55% MATURES 12/12/2024 - 12 Months					\$ 2,061,648.50	\$ 2,061,648.50	\$ 1,030,824.26		
CD #101019669 - \$10,000,000 - 4.35% MATURES 8/15/2025 - 12 Months									
CD #101018802 - \$1,900,000 - 4.75% MATURES 6/25/2025 - 12 Months									
	\$ -	\$ -	\$ -	\$ -	\$ 2,061,648.50	\$ 3,083,265.30	\$ 1,030,824.26	\$ -	\$ -
POINTS WEST COMMUNITY BANK									
CD #40020351 - \$5,000,000.00 - 3.87% MATURES - 2/27/2024 - 12 months					4,263,205.29		799,350.99		
CD #40020074 - \$5,000,000.00 - 3.13% MATURES 11/17/2024 - 24 Months					528,050.08		52,805.00	10,560.99	15,841.50
CD #40013985 - \$2,116,044.41 - 1.95% MATURES 9/28/2024 - 24 Months									
TOTAL - POINTS WEST	\$ -	\$ -	\$ -	\$ -	\$ 4,791,255.37	\$ -	\$ 852,155.99	\$ 10,560.99	\$ 15,841.50
TOTAL CD's/TDOA's	\$ 192,593.45	\$ -	\$ -	\$ 252,335.90	\$ 16,099,800.23	\$ 3,303,372.09	\$ 1,882,980.25	\$ 66,295.06	\$ 94,057.84
Money Market Accounts									
POINTS WEST COMMUNITY BANK									
MMA #400101192 - \$200,000									
TOTAL - POINTS WEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MMA's	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	\$ 192,593.45	\$ -	\$ -	\$ 252,335.90	\$ 16,099,800.23	\$ 3,303,372.09	\$ 1,882,980.25	\$ 66,295.06	\$ 94,057.84

CITY OF DOUGLAS
SECURITY POOLS SUMMARY AND ALLOCATION
August 31, 2024

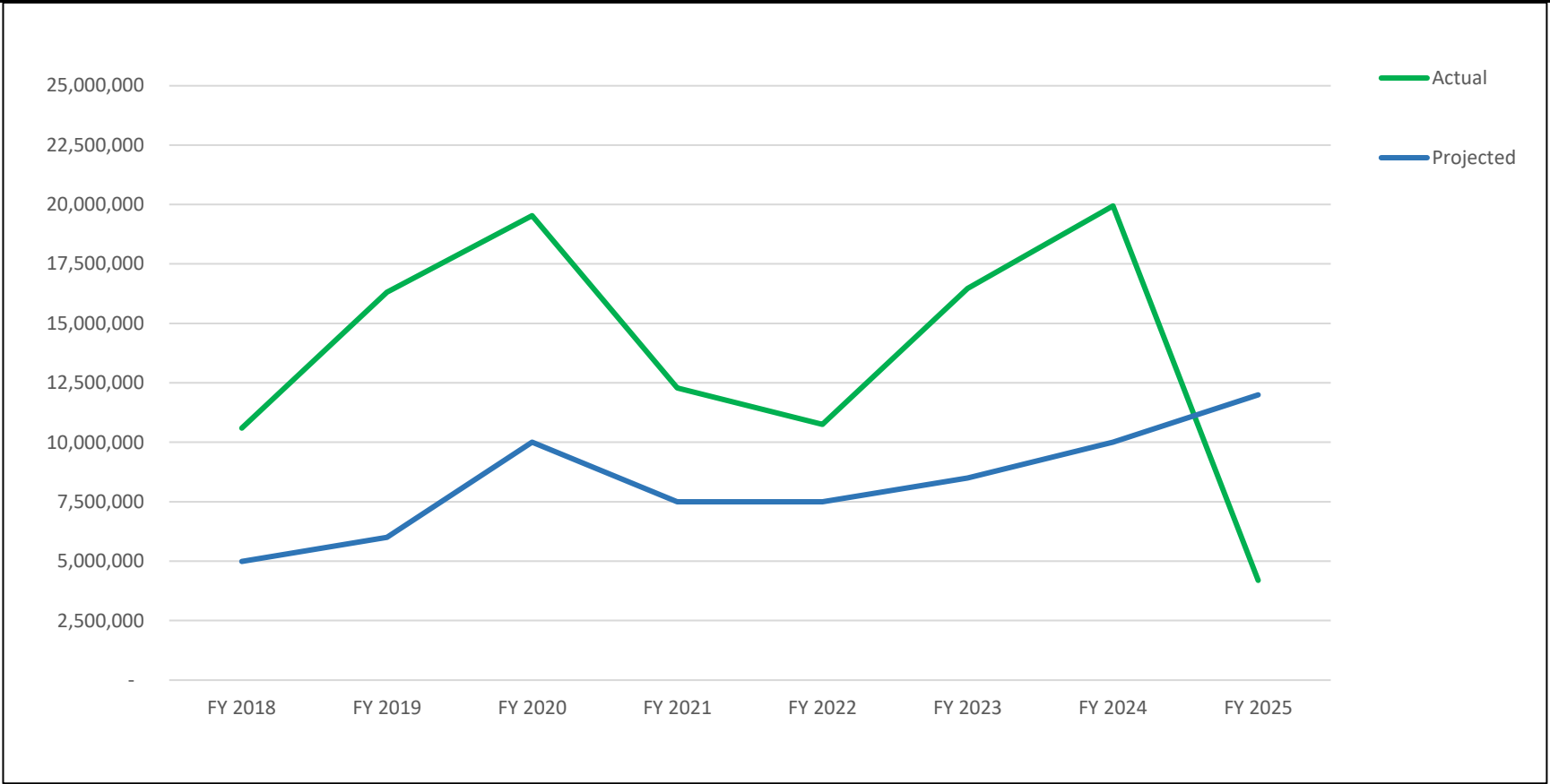
INSTITUTION	TOTAL	10 GENERAL FUND	31 WATER FUND	32 SEWER FUND	65 PARK IMP FUND	90 Perpetual Care FUND
Wyoming State Treasurer - WYOSTAR	\$ 538,196.29	\$ 422,038.98		\$ -	\$ -	\$ 116,157.31
Wyo. Government Investment Fund - WG	258,567.89	-		258,567.89	-	-
Peak Investments	12,320,589.16	6,397,510.47	4,304,605.58	1,003,584.05	614,889.05	
WyoClass	9,144,783.80	9,144,783.80				
TOTAL	\$ 22,262,137.14	\$ 15,964,333.27	\$ 4,304,605.58	\$ 1,262,151.93	\$ 614,889.06	\$ 116,157.31

City of Douglas

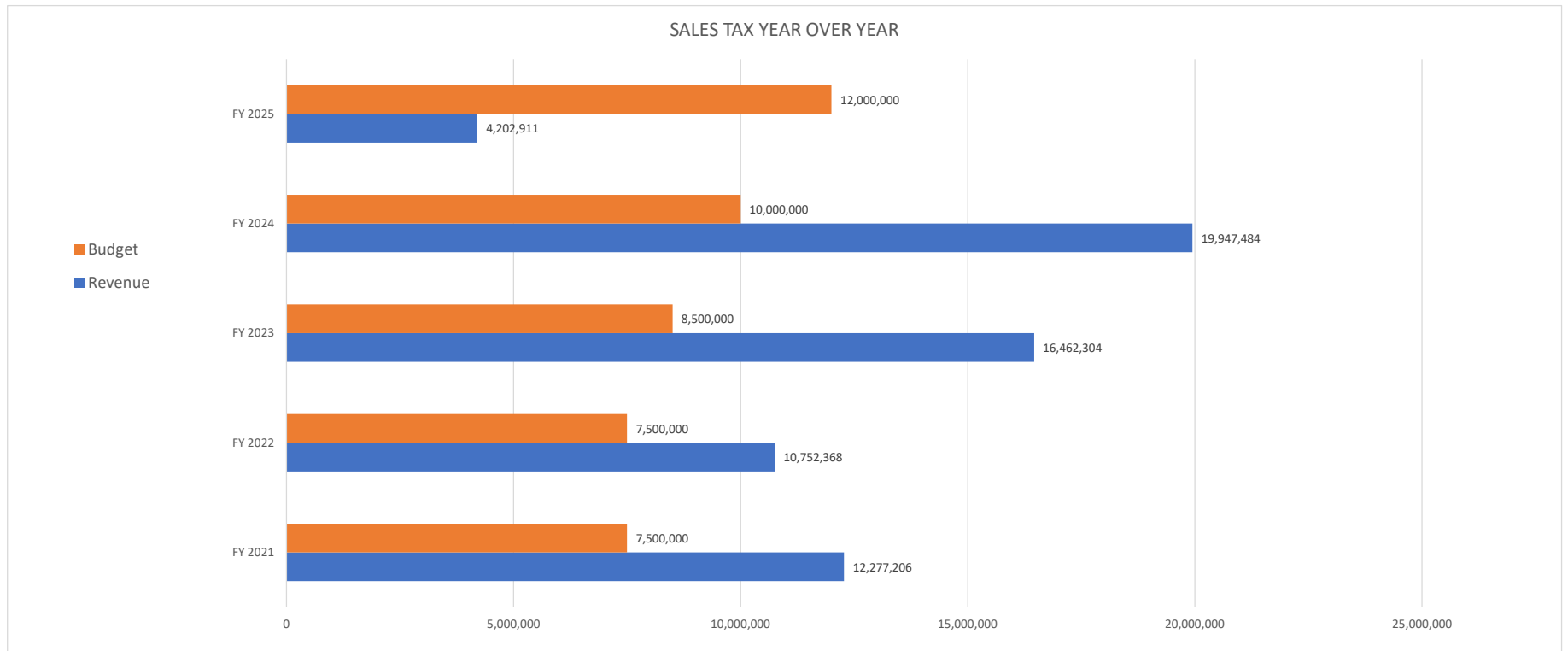
Sales Tax

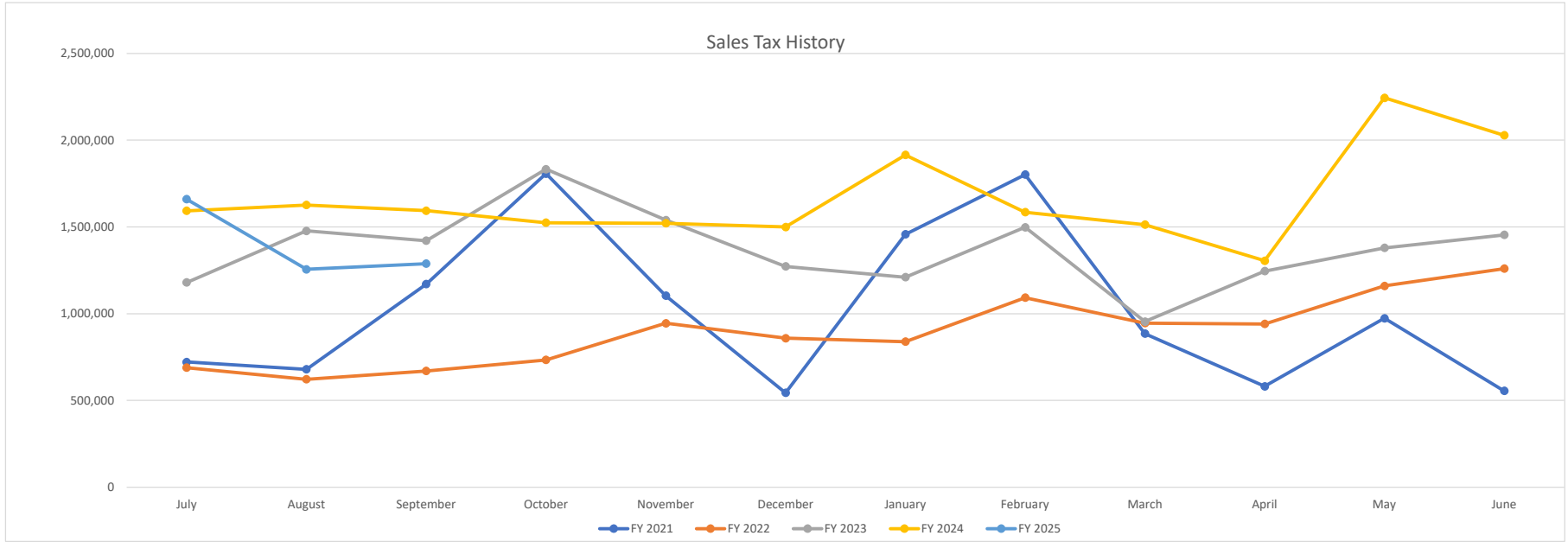
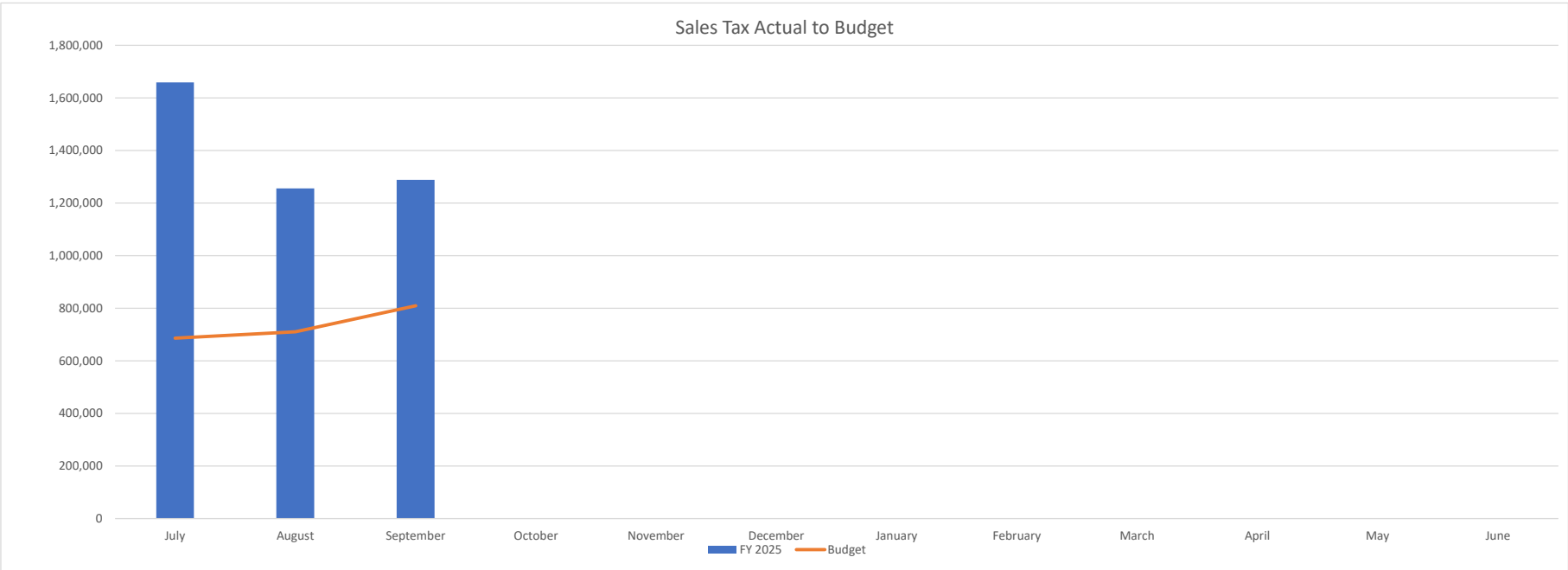
FY 2023-2024

Sales Tax	Ending FY 2018	Ending FY 2019	Ending FY 2020	Ending FY 2021	Ending FY 2022	Ending FY 2023	Ending FY 2024	As of August FY 2025
Actual	10,594,916	16,305,747	19,527,995	12,277,206	10,752,368	16,462,304	19,947,484	4,202,911
Projected	5,000,000	6,000,000	10,000,000	7,500,000	7,500,000	8,500,000	10,000,000	12,000,000



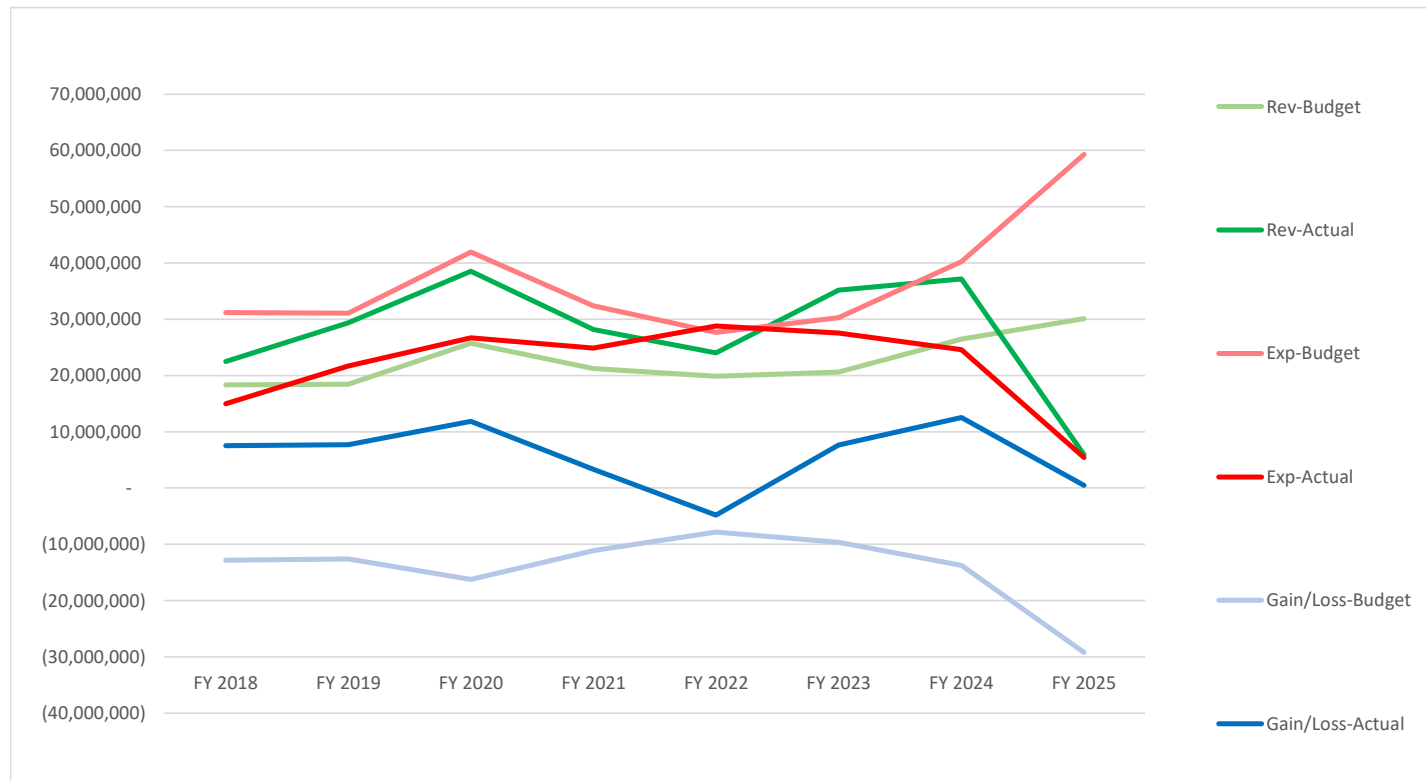
Sales Tax								Using Average % of Previous Years			Using Equal Monthly Budget		
	Average %	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	% Collected	Budget	FY 24 Variance	Total Variance	FY 24 Budget	FY 24 Variance	Total Variance
July	6.86%	721,591	688,361	1,180,151	1,593,239	1,659,312	16.59%	685,885	973,427	973,427	833,333	825,979	825,979
August	7.11%	678,770	621,431	1,477,386	1,626,656	1,255,674	12.56%	710,931	544,743	1,518,170	833,333	422,341	1,248,319
September	8.09%	1,170,188	669,516	1,420,424	1,593,741	1,287,925	12.88%	809,403	478,522	1,996,692	833,333	454,592	1,702,911
October	10.08%	1,806,775	733,755	1,832,154	1,524,683								
November	8.69%	1,102,858	944,700	1,539,437	1,521,004								
December	6.91%	543,590	858,551	1,272,109	1,499,682								
January	9.16%	1,457,143	839,002	1,210,210	1,914,457								
February	10.47%	1,801,333	1,092,275	1,498,053	1,584,696								
March	7.35%	885,536	945,710	953,719	1,512,571								
April	6.90%	581,268	940,150	1,244,896	1,304,870								
May	9.59%	973,485	1,159,826	1,379,561	2,243,612								
June	8.81%	554,668	1,259,090	1,454,204	2,028,274								
Revenue		12,277,206	10,752,368	16,462,304	19,947,484	4,202,911	42.03%	10,000,000	1,996,692	1,996,692	10,000,000	1,702,911	1,702,911
Budget		7,500,000	7,500,000	8,500,000	10,000,000	12,000,000							
Month Average		1,023,100	896,031	1,371,859	1,662,290	1,400,970							





City of Douglas Overall Budget-Projected FY 2024-2025

OVERALL TRENDS								As of August FY 2025
	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
Rev-Budget	18,357,558	18,455,712	25,727,819	21,213,655	19,848,238	20,636,557	26,483,898	30,102,005
Rev-Actual	22,505,521	29,376,308	38,550,967	28,183,299	24,018,421	35,191,787	37,150,744	5,915,712
Exp-Budget	31,208,596	31,072,790	41,946,674	32,358,571	27,643,909	30,291,041	40,205,060	59,308,415
Exp-Actual	14,963,958	21,667,745	26,676,029	24,848,172	28,812,865	27,528,699	24,611,879	5,414,622
Gain/Loss-Budget	(12,851,038)	(12,617,078)	(16,218,855)	(11,144,916)	(7,795,671)	(9,654,484)	(13,721,162)	(29,206,410)
Gain/Loss-Actual	7,541,563	7,708,563	11,874,938	3,335,127	(4,794,444)	7,663,088	12,538,865	501,090



Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
GENERAL FUND			
GENERAL GOVT - NON DEPARTMENTL			
10-5100-1021	EMPLOYEE BENEFITS - SCL SCRTY	3	55
10-5100-1023	EMPLOYEE BENEFITS - HEALTH INS	4,936	-20,103
10-5100-1025	EMPLOYEE BENEFITS - WRKRS COMP	1	0
10-5100-1032	EMPLOYEE BENEFITS - MDCL SRVC	40	3,000
10-5100-2101	POSTAGE/FREIGHT	4,398	7,000
10-5100-2115	PUBLISHING/ADVERTISING	6,118	40,000
10-5100-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	8,586	200
10-5100-2122	TRAINING/DEVELOPMENT	0	20,000
10-5100-2123	MEALS/LODGING/TRAVEL	1,375	0
10-5100-2131	UTILITY SERVICES - ELECTRICITY	8,061	80,000
10-5100-2132	UTILITY SERVICES - WTR/SWR/GRB	278	2,750
10-5100-2133	UTILITY SERVICES - NATURAL GAS	51	5,500
10-5100-2134	TELECOMMUNICATIONS	1,963	11,000
10-5100-2141	EQUIPMENT - RENT	0	225
10-5100-2151	LEGAL	0	47,000
10-5100-2152	ACCOUNTING/AUDITING	0	75,000
10-5100-2155	REPAIRS/MAINTENANCE	6,622	40,000
10-5100-2156	MAINTENANCE AGREEMENT	2,670	6,980
10-5100-2157	INSURANCE	46,635	115,500
10-5100-2158	MISC CONTRACTUAL SERVICES	9,811	58,800
10-5100-2166	COLLECTION FEES	0	75
10-5100-2175	REFUNDS/REIMBURSEMENT EXPENSE	200	600
10-5100-3201	OFFICE SUPPLIES	2,827	15,000
10-5100-3202	BAD DEBTS EXPENSE	0	0
10-5100-3210	OPERATING SUPPLIES	3,613	25,000
10-5100-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	1,665	0
10-5100-3230	REFRESHMENT SUPPLIES	943	20,000
10-5100-3235	FUEL	56	1,500
10-5100-4345	INVESTMENT FEES	0	0
10-5100-7601	CLAIMS AGAINST CITY	0	5,000
10-5100-7606	UNEMPLOYMENT CLAIMS	0	1,000
10-5100-9000	CONTINGENCY	0	0
Total GENERAL GOVT - NON DEPARTMENTL:		110,853	561,082

GENERAL GOVT - CITY COUNCIL

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
10-5101-1001	SALARIES/WAGES - REGULAR	3,000	25,500
10-5101-1021	EMPLOYEE BENEFITS - SCL SCRTY	230	1,951
10-5101-1025	EMPLOYEE BENEFITS - WRKRS COMP	52	365
10-5101-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	0	8,275
10-5101-2122	TRAINING/DEVELOPMENT	0	7,500
10-5101-2123	MEALS/LODGING/TRAVEL	0	6,000
10-5101-3210	OPERATING SUPPLIES	0	500
Total GENERAL GOVT - CITY COUNCIL:		3,281	50,091

GENERAL GOVT - ADMIN SERVICES

10-5102-1001	SALARIES/WAGES - REGULAR	82,309	601,215
10-5102-1002	SALARIES/WAGES - OVERTIME	164	1,500
10-5102-1005	SALARIES/WAGES - LONGEVITY	0	1,343
10-5102-1006	SALARIES/WAGES - ALLOWANCES	350	2,100
10-5102-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5102-1021	EMPLOYEE BENEFITS - SCL SCRTY	6,433	47,017
10-5102-1023	EMPLOYEE BENEFITS - HEALTH INS	23,484	167,920
10-5102-1025	EMPLOYEE BENEFITS - WRKRS COMP	1,582	13,639
10-5102-1026	EMPLOYEE BENEFITS - DFRRD COMP	1,263	8,449
10-5102-1029	EMPLOYEE BENEFITS - WY RTRMNT	15,356	112,226
10-5102-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	150	3,310
10-5102-2122	TRAINING/DEVELOPMENT	1,145	12,000
10-5102-2123	MEALS/LODGING/TRAVEL	999	14,000
10-5102-2134	TELECOMMUNICATIONS	57	0
10-5102-2158	MISC CONTRACTUAL SERVICES	0	0
10-5102-3210	OPERATING SUPPLIES	61	500
10-5102-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	1,454	7,500
Total GENERAL GOVT - ADMIN SERVICES:		134,806	992,719

GENERAL GOVT - IT

10-5103-1001	SALARIES/WAGES - REGULAR	0	0
10-5103-1005	SALARIES/WAGES - LONGEVITY	0	0
10-5103-1006	SALARIES/WAGES - ALLOWANCES	0	0
10-5103-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5103-1021	EMPLOYEE BENEFITS - SCL SCRTY	0	0
10-5103-1023	EMPLOYEE BENEFITS - HEALTH INS	0	0

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
10-5103-1025	EMPLOYEE BENEFITS - WRKRS COMP	0	0
10-5103-1029	EMPLOYEE BENEFITS - WY RTRMNT	0	0
10-5103-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	10,640	0
10-5103-2155	REPAIRS/MAINTENANCE	0	6,800
10-5103-2156	MAINTENANCE AGREEMENT	0	45,100
10-5103-2158	MISC CONTRACTUAL SERVICES	36,533	216,980
10-5103-3210	OPERATING SUPPLIES	0	2,400
10-5103-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	2,866	242,600
Total GENERAL GOVT - IT:		50,039	513,880

GENERAL GOVT - MUNICIPAL COURT

10-5105-1001	SALARIES/WAGES - REGULAR	9,149	60,125
10-5105-1002	SALARIES/WAGES - OVERTIME	0	0
10-5105-1005	SALARIES/WAGES - LONGEVITY	0	517
10-5105-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5105-1021	EMPLOYEE BENEFITS - SCL SCRTY	720	4,772
10-5105-1023	EMPLOYEE BENEFITS - HEALTH INS	1,268	7,650
10-5105-1025	EMPLOYEE BENEFITS - WRKRS COMP	175	1,353
10-5105-1026	EMPLOYEE BENEFITS - DFRRD COMP	262	1,741
10-5105-1029	EMPLOYEE BENEFITS - WY RTRMNT	1,219	8,104
10-5105-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	0	195
10-5105-2122	TRAINING/DEVELOPMENT	0	420
10-5105-2123	MEALS/LODGING/TRAVEL	0	540
10-5105-2151	LEGAL	0	26,000
10-5105-2156	MAINTENANCE AGREEMENT	0	2,580
10-5105-2162	COURT SURCHARGES	0	0
10-5105-2166	COLLECTION FEES	0	0
10-5105-2175	REFUNDS/REIMBURSEMENT EXPENSE	0	250
10-5105-3210	OPERATING SUPPLIES	94	500
10-5105-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	0
10-5105-3233	UNIFORMS/CARE	0	150

Total GENERAL GOVT - MUNICIPAL COURT:	12,887	114,897
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GENERAL GOVT - PLANNING/DVPM

10-5106-1001	SALARIES/WAGES - REGULAR	45,467	299,271
10-5106-1002	SALARIES/WAGES - OVERTIME	0	0

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
10-5106-1005	SALARIES/WAGES - LONGEVITY	0	1,041
10-5106-1006	SALARIES/WAGES - ALLOWANCES	150	900
10-5106-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5106-1021	EMPLOYEE BENEFITS - SCL SCRTY	3,590	23,750
10-5106-1023	EMPLOYEE BENEFITS - HEALTH INS	6,138	37,180
10-5106-1025	EMPLOYEE BENEFITS - WRKRS COMP	871	6,777
10-5106-1026	EMPLOYEE BENEFITS - DFRRD COMP	1,391	9,249
10-5106-1029	EMPLOYEE BENEFITS - WY RTRMNT	7,075	46,475
10-5106-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	846	1,955
10-5106-2122	TRAINING/DEVELOPMENT	1,165	3,620
10-5106-2123	MEALS/LODGING/TRAVEL	2,806	5,580
10-5106-2134	TELECOMMUNICATIONS	200	1,250
10-5106-2153	ARCHITECT/ENGINEERING/SURVEY	135	10,000
10-5106-2155	REPAIRS/MAINTENANCE	0	1,000
10-5106-2156	MAINTENANCE AGREEMENT	372	5,050
10-5106-2158	MISC CONTRACTUAL SERVICES	650	57,000
10-5106-2175	REFUNDS/REIMBURSEMENT EXPENSE	0	750
10-5106-3210	OPERATING SUPPLIES	980	7,575
10-5106-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	1,000
10-5106-3235	FUEL	64	2,000
Total GENERAL GOVT - PLANNING/DVPMT:		71,900	521,423

COMMUNITY SERVICE CONTRACTS

10-5110-8701	COMM SERV-CNTRCT-RIVERSIDE PLA	0	0
10-5110-8702	COMM SERV-CNTRCT-COMM CLUB/GE	0	60,000
10-5110-8703	COMM SERV-CNTRCT-YOUTH RCREAT	0	35,000
10-5110-8705	COMM SERV-CNTRCT-HIGH COUNTRY	0	30,000
10-5110-8707	COMM SERV-CNTRCT-CHLD/FMLY DVL	417	5,000
10-5110-8709	COMM SERV-CNTRCT-YOUTH DVLPMN	3,333	20,000
10-5110-8714	COMM SERV-CNTRCT-THE ENTERPRIS	0	10,000
10-5110-8723	COMM SERV-CNTRCT-DGLS HOCKEY	0	24,000
10-5110-8730	COMM SERV-CNTRCT-GATHERING INC	0	42,500
10-5110-8734	COMM SERV-CNTRC-LARAMIE PEAK	1,263	110,000
10-5110-8746	COMM SERV-CNTRCT-BOYS & GIRLS	2,500	30,000
10-5110-8750	COMM SERV-CNTRCT-CHLDRNS ADVO	0	8,000
10-5110-8753	COMM SERV-CNTRCT-COMM SRVC BL	0	7,500
10-5110-8755	COMM SERV-CNTRCT-HELPING HANDS	0	8,600

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
10-5110-8757	COMM SERV-KINGS PORTION	0	0
10-5110-8759	COMM SRVC CNTRCT-HOPE CENTER	7,172	25,000
10-5110-8763	COMM SRVC CNTRCT-OUTDR ENTHST	0	25,000
10-5110-9000	CONTINGENCY	0	0

Total COMMUNITY SERVICE CONTRACTS:	14,685	440,600
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PUBLIC SERVICE CONTRACTS

10-5111-8744	COMM SERV-CNTRCT-FIRE SPFRSN	0	1,063,036
10-5111-8760	COMM SRVC CNTRCT-JOINT JUSTICE	141,445	1,100,000

Total PUBLIC SERVICE CONTRACTS:	141,445	2,163,036
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POLICE DEPT - ADMINISTRATION

10-5201-1001	SALARIES/WAGES - REGULAR	28,212	186,794
10-5201-1002	SALARIES/WAGES - OVERTIME	0	250
10-5201-1005	SALARIES/WAGES - LONGEVITY	0	281
10-5201-1006	SALARIES/WAGES - ALLOWANCES	150	900
10-5201-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5201-1021	EMPLOYEE BENEFITS - SCL SCRTY	2,176	14,444
10-5201-1023	EMPLOYEE BENEFITS - HEALTH INS	6,453	39,415
10-5201-1025	EMPLOYEE BENEFITS - WRKRS COMP	698	4,527
10-5201-1026	EMPLOYEE BENEFITS - DFRRD COMP	87	580
10-5201-1029	EMPLOYEE BENEFITS - WY RTRMNT	5,225	34,682
10-5201-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	40	655
10-5201-2122	TRAINING/DEVELOPMENT	0	1,400
10-5201-2123	MEALS/LODGING/TRAVEL	262	2,050
10-5201-2131	UTILITY SERVICES - ELECTRICITY	167	2,000
10-5201-2134	TELECOMMUNICATIONS	80	481
10-5201-2155	REPAIRS/MAINTENANCE	0	250
10-5201-2156	MAINTENANCE AGREEMENT	111	1,200
10-5201-2158	MISC CONTRACTUAL SERVICES	0	4,550
10-5201-2161	INCARCERATION CONTRACT	135	2,500
10-5201-3210	OPERATING SUPPLIES	347	5,300
10-5201-3233	UNIFORMS/CARE	269	500
10-5201-3235	FUEL	69	813

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
Total POLICE DEPT - ADMINISTRATION:		44,481	303,572
POLICE DEPT - PATROL			
10-5202-1001	SALARIES/WAGES - REGULAR	211,673	1,366,407
10-5202-1002	SALARIES/WAGES - OVERTIME	8,748	65,000
10-5202-1005	SALARIES/WAGES - LONGEVITY	0	2,610
10-5202-1006	SALARIES/WAGES - ALLOWANCES	100	600
10-5202-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5202-1021	EMPLOYEE BENEFITS - SCL SCRTY	16,976	110,441
10-5202-1023	EMPLOYEE BENEFITS - HEALTH INS	64,886	290,298
10-5202-1025	EMPLOYEE BENEFITS - WRKRS COMP	4,212	32,279
10-5202-1026	EMPLOYEE BENEFITS - DFRD COMP	1,369	9,055
10-5202-1029	EMPLOYEE BENEFITS - WY RTRMNT	40,466	262,067
10-5202-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	504	1,154
10-5202-2122	TRAINING/DEVELOPMENT	1,794	20,598
10-5202-2123	MEALS/LODGING/TRAVEL	3,131	17,200
10-5202-2134	TELECOMMUNICATIONS	3,063	18,390
10-5202-2155	REPAIRS/MAINTENANCE	399	25,592
10-5202-2156	MAINTENANCE AGREEMENT	2,508	14,530
10-5202-2158	MISC CONTRACTUAL SERVICES	0	2,500
10-5202-3201	OFFICE SUPPLIES	0	300
10-5202-3210	OPERATING SUPPLIES	3,773	41,788
10-5202-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	24,271
10-5202-3233	UNIFORMS/CARE	1,744	20,000
10-5202-3235	FUEL	3,205	27,000
Total POLICE DEPT - PATROL:		368,552	2,352,080

PUBLIC WORKS - ADMINISTRATION

10-5301-1001	SALARIES/WAGES - REGULAR	29,070	192,501
10-5301-1002	SALARIES/WAGES - OVERTIME	0	0
10-5301-1005	SALARIES/WAGES - LONGEVITY	0	1,450
10-5301-1006	SALARIES/WAGES - ALLOWANCES	150	900
10-5301-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5301-1021	EMPLOYEE BENEFITS - SCL SCRTY	2,241	14,966
10-5301-1023	EMPLOYEE BENEFITS - HEALTH INS	6,095	37,003
10-5301-1025	EMPLOYEE BENEFITS - WRKRS COMP	558	4,402

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
10-5301-1029	EMPLOYEE BENEFITS - WY RTRMNT	5,413	35,844
10-5301-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	0	240
10-5301-2122	TRAINING/DEVELOPMENT	0	640
10-5301-2123	MEALS/LODGING/TRAVEL	0	650
10-5301-2131	UTILITY SERVICES - ELECTRICITY	828	10,700
10-5301-2132	UTILITY SERVICES - WTR/SWR/GRB	659	5,000
10-5301-2133	UTILITY SERVICES - NATURAL GAS	154	10,000
10-5301-2134	TELECOMMUNICATIONS	156	800
10-5301-2153	ARCHITECT/ENGINEERING/SURVEING	0	2,000
10-5301-2155	REPAIRS/MAINTENANCE	0	1,500
10-5301-2156	MAINTENANCE AGREEMENT	22	400
10-5301-3210	OPERATING SUPPLIES	621	4,000
10-5301-3230	REFRESHMENT SUPPLIES	64	1,250
10-5301-3235	FUEL	112	1,500
Total PUBLIC WORKS - ADMINISTRATION:		46,142	325,746

PUBLIC WORKS - SHOP

10-5302-1001	SALARIES/WAGES - REGULAR	35,478	235,201
10-5302-1002	SALARIES/WAGES - OVERTIME	0	500
10-5302-1005	SALARIES/WAGES - LONGEVITY	0	813
10-5302-1006	SALARIES/WAGES-ALLOWANCE	100	600
10-5302-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5302-1021	EMPLOYEE BENEFITS - SCL SCRTY	2,731	18,199
10-5302-1023	EMPLOYEE BENEFITS - HEALTH INS	17,282	103,935
10-5302-1025	EMPLOYEE BENEFITS - WRKRS COMP	680	5,353
10-5302-1026	EMPLOYEE BENEFITS - DFRRD COMP	0	0
10-5302-1029	EMPLOYEE BENEFITS - WY RTRMNT	6,606	43,888
10-5302-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	3,799	6,549
10-5302-2122	TRAINING/DEVELOPMENT	0	2,400
10-5302-2141	EQUIPMENT RENT	0	200
10-5302-2155	REPAIRS/MAINTENANCE	414	2,500
10-5302-3210	OPERATING SUPPLIES	4,932	18,000
10-5302-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	1,096	3,964
10-5302-3235	FUEL	112	2,500
10-5302-3237	OIL/LUBE/FLUIDS	1,820	14,000

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
Total PUBLIC WORKS - SHOP:		75,049	458,602
PUBLIC WORKS - PARKS			
10-5304-1001	SALARIES/WAGES - REGULAR	40,270	266,522
10-5304-1002	SALARIES/WAGES - OVERTIME	510	5,500
10-5304-1004	SALARIES/WAGES - TEMPORARY	22,560	86,968
10-5304-1005	SALARIES/WAGES - LONGEVITY	0	1,219
10-5304-1006	SALARIES/WAGES - ALLOWANCES	50	300
10-5304-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5304-1021	EMPLOYEE BENEFITS - SCL SCRTY	4,854	27,609
10-5304-1023	EMPLOYEE BENEFITS - HEALTH INS	19,444	116,936
10-5304-1025	EMPLOYEE BENEFITS - WRKRS COMP	1,211	8,120
10-5304-1026	EMPLOYEE BENEFITS - DFRRD COMP	0	0
10-5304-1029	EMPLOYEE BENEFITS - WY RTRMNT	7,593	50,650
10-5304-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	0	800
10-5304-2122	TRAINING/DEVELOPMENT	0	2,350
10-5304-2123	MEALS/LODGING/TRAVEL	0	500
10-5304-2131	UTILITY SERVICES - ELECTRICITY	1,494	22,000
10-5304-2132	UTILITY SERVICES - WTR/SWR/GRB	20,196	95,000
10-5304-2133	NATURAL GAS, PROPANE	43	500
10-5304-2141	EQUIPMENT - RENT	0	1,000
10-5304-2155	REPAIRS/MAINTENANCE	0	5,000
10-5304-2156	MAINTENANCE AGREEMENT	1,494	1,650
10-5304-2158	MISC CONTRACTUAL SERVICES	2,150	61,000
10-5304-3210	OPERATING SUPPLIES	11,239	57,000
10-5304-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	2,500
10-5304-3235	FUEL	1,697	10,000
Total PUBLIC WORKS - PARKS:		134,806	823,124

PUBLIC WORKS - STREETS/ALLEYS

10-5305-1001	SALARIES/WAGES - REGULAR	49,302	324,891
10-5305-1002	SALARIES/WAGES - OVERTIME	215	4,000
10-5305-1004	SALARIES/WAGES - TEMPORARY	4,193	20,500
10-5305-1005	SALARIES/WAGES - LONGEVITY	0	1,393
10-5305-1006	SALARIES/WAGES - ALLOWANCES	50	300
10-5305-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
10-5305-1021	EMPLOYEE BENEFITS - SCL SCRTY	4,117	26,888
10-5305-1023	EMPLOYEE BENEFITS - HEALTH INS	16,867	101,407
10-5305-1025	EMPLOYEE BENEFITS - WRKRS COMP	1,027	7,908
10-5305-1026	EMPLOYEE BENEFITS - DFRD COMP	0	0
10-5305-1029	EMPLOYEE BENEFITS - WY RTRMNT	9,220	61,240
10-5305-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	0	240
10-5305-2122	TRAINING/DEVELOPMENT	0	3,900
10-5305-2155	REPAIRS/MAINTENANCE	5,005	60,000
10-5305-2158	MISC CONTRACTUAL SERVICES	19,745	73,200
10-5305-3210	OPERATING SUPPLIES	17,504	76,000
10-5305-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	395	3,000
10-5305-3235	FUEL	1,772	28,000
Total PUBLIC WORKS - STREETS/ALLEYS:		129,412	792,867

PUBLIC WORKS - CEMETERY

10-5306-1001	SALARIES/WAGES - REGULAR	25,284	166,612
10-5306-1002	SALARIES/WAGES - OVERTIME	41	1,500
10-5306-1004	SALARIES/WAGES - TEMPORARY	0	17,394
10-5306-1005	SALARIES/WAGES - LONGEVITY	0	1,281
10-5306-1006	SALARIES/WAGES - ALLOWANCES	50	300
10-5306-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5306-1021	EMPLOYEE BENEFITS - SCL SCRTY	1,941	14,342
10-5306-1023	EMPLOYEE BENEFITS - HEALTH INS	10,814	65,044
10-5306-1025	EMPLOYEE BENEFITS - WRKRS COMP	485	4,218
10-5306-1026	EMPLOYEE BENEFITS - DFRD COMP	0	0
10-5306-1029	EMPLOYEE BENEFITS - WY RTRMNT	4,716	31,302
10-5306-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	0	100
10-5306-2122	TRAINING/DEVELOPMENT	0	650
10-5306-2131	UTILITY SERVICES - ELECTRICITY	448	3,500
10-5306-2132	UTILITY SERVICES - WTR/SWR/GRB	15,839	60,000
10-5306-2133	UTILITY SERVICES - NATURAL GAS	40	2,000
10-5306-2134	TELECOMMUNICATIONS	118	1,000
10-5306-2141	EQUIPMENT - RENT	0	200
10-5306-2155	REPAIRS/MAINTENANCE	0	1,500
10-5306-2156	MAINTENANCE AGREEMENT	967	1,000
10-5306-2158	MISC CONTRACTUAL SERVICES	890	10,000
10-5306-3210	OPERATING SUPPLIES	1,100	13,000

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
10-5306-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	1,000
10-5306-3235	FUEL	292	2,750
10-5306-6540	LAND	1,000	0
Total PUBLIC WORKS - CEMETERY:		64,026	398,693

PUBLIC WORKS - SWIM POOL

10-5307-2131	UTILITY SERVICES - ELECTRICITY	688	7,000
10-5307-2132	UTILITY SERVICES - WTR/SWR/GRB	640	13,000
10-5307-2133	UTILITY SERVICES - NATURAL GAS	1,135	10,000
10-5307-2134	TELECOMMUNICATIONS	538	1,500
10-5307-2155	REPAIRS/MAINTENANCE	0	5,000
10-5307-2158	MISC CONTRACTUAL SERVICES	0	148,612
10-5307-3210	OPERATING SUPPLIES	377	14,000
10-5307-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	1,053	2,500
Total PUBLIC WORKS - SWIM POOL:		4,433	201,612

IMPACT ASSISTANCE FUND**IMPACT ASSISTANCE - EXPENDITUR**

11-5110-4347	TRANSFER TO EQUIPMENT RESERVE	0	0
11-5110-4356	TRANSFER TO STREET IMPROVEMENT	0	0
Total IMPACT ASSISTANCE - EXPENDITUR:		0	0

POLICE SPECIAL PROJECTS FUND**ASSET SEIZURE**

13-5130-3210	OPERATING SUPPLIES	0	0
Total ASSET SEIZURE:		0	0

K9 PROGRAM

13-5804-6547	EQUIPMENT/FURNITURE	0	0
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Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
Total K9 PROGRAM:		0	0
RURAL VIOLENT CRIME REDUCTION			
13-5820-1001	SALARIES/WAGES - REGULAR	0	14,333
13-5820-1002	SALARIES/WAGES - OVERTIME	1,670	0
13-5820-1021	EMPLOYEES BENEFITS - SCL SCRTY	128	1,096
13-5820-1023	EMPLOYEE BENEFITS - HEALTH INS	0	373
13-5820-1025	EMPLOYEE BENEFITS - WRKSR COMP	32	322
13-5820-1029	EMPLOYEE BENEFITS - WY RTRMNT	314	2,669
13-5820-2122	TRAINING/DEVELOPMENT	0	0
13-5820-3220	EQUIPMENT/TOOLS NON CAPITALIZE	0	0
13-5820-6547	EQUIPMENT/FURNITURE	0	0
Total RURAL VIOLENT CRIME REDUCTION:		2,143	18,793
HIGHWAY SAFETY TRAFFIC ENFORCE			
13-5821-1001	SALARIES/WAGES - REGULAR	2,290	6,095
13-5821-1021	EMPLOYEE BENEFITS - SCL SCRTY	175	466
13-5821-1023	EMPLOYEE BENEFITS - HEALTH INS	141	0
13-5821-1025	EMPLOYEE BENEFITS - WRKRS COMP	44	137
13-5821-1029	EMPLOYEE BENEFITS - WY RTRMNT	426	1,135
Total HIGHWAY SAFETY TRAFFIC ENFORCE:		3,076	7,833
SCHOOL RESOURCE OFFICER PRGRM			
13-5830-1001	SALARIES/WAGES - REGULAR	10,358	70,914
13-5830-1002	SALARIES/WAGES - OVERTIME	0	2,500
13-5830-1005	SALARIES/WAGES - LONGEVITY	0	155
13-5830-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
13-5830-1021	EMPLOYEE BENEFITS - SCL SCRTY	792	5,628
13-5830-1023	EMPLOYEE BENEFITS - HEALTH INS	4,280	25,731
13-5830-1025	EMPLOYEE BENEFITS - WRKRS COMP	198	1,655
13-5830-1029	EMPLOYEE BENEFITS - WY RTRMNT	1,929	13,204
Total SCHOOL RESOURCE OFFICER PRGRM:		17,557	119,787

OJJDP-UNDERAGE ENFORCEMENT

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
13-5831-1001	SALARIES/WAGES - REGULAR	-108	6,750
13-5831-1021	EMPLOYEE BENEFITS - SCL SCRTY	-8	419
13-5831-1023	EMPLOYEE BENEFITS - HEALTH INS	-145	0
13-5831-1025	EMPLOYEE BENEFITS - WRKRS COMP	-2	152
13-5831-1029	EMPLOYEE BENEFITS - WY RTRMNT	-20	1,257
13-5831-2158	MISC CONTRACTUAL SERVICES	0	0
13-5831-3210	OPERATING SUPPLIES	100	0
Total OJJDP-UNDERAGE ENFORCEMENT:		183	8,578

BULLET PROOF VEST PROTECTION

13-5838-3233	UNIFORMS/CARE	0	5,376
Total BULLET PROOF VEST PROTECTION:		0	5,376

DEPT OF JUSTICE-BODY CAMS

13-5898-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	0
Total DEPT OF JUSTICE-BODY CAMS:		0	0

WATER FUND**WATER - ADMINISTRATION**

31-5400-1150	DEPRECIATION	0	850,000
31-5400-2158	MISC CONTRACTUAL SERVICES	2,130	15,000
31-5400-2166	COLLECTION FEES	104	500
31-5400-2175	REFUNDS/REIMBURSEMENT EXPENSE	0	0
31-5400-3202	BAD DEBTS EXPENSE	0	0
31-5400-4345	INVESTMENT FEES	0	0
31-5400-4347	MANAGEMENT FEES	0	282,899
31-5400-9000	CONTINGENCY	0	0
Total WATER - ADMINISTRATION:		2,234	1,148,399

WATER - TREATMENT

31-5401-1001	SALARIES/WAGES - REGULAR	19,870	130,541
31-5401-1002	SALARIES/WAGES - OVERTIME	0	6,000
31-5401-1005	SALARIES/WAGES - LONGEVITY	0	715

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
31-5401-1006	SALARIES/WAGES - ALLOWANCES	50	300
31-5401-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
31-5401-1021	EMPLOYEE BENEFITS - SCL SCRTY	1,529	10,553
31-5401-1023	EMPLOYEE BENEFITS - HEALTH INS	6,484	39,158
31-5401-1025	EMPLOYEE BENEFITS - WRKRS COMP	380	3,104
31-5401-1026	EMPLOYEE BENEFITS - DFRRD COMP	0	0
31-5401-1029	EMPLOYEE BENEFITS - WY RTRMNT	3,700	25,424
31-5401-2122	TRAINING/DEVELOPMENT	0	2,570
31-5401-2123	MEALS/LODGING/TRAVEL	0	800
31-5401-2131	UTILITY SERVICES - ELECTRICITY	10,005	60,000
31-5401-2132	UTILITY SERVICES - WTR/SWR/GRB	741	12,000
31-5401-2133	UTILITY SERVICES - NATURAL GAS	97	7,500
31-5401-2134	TELECOMMUNICATIONS	32	1,600
31-5401-2140	RENT - LAND/BUILDINGS	0	12,000
31-5401-2153	ARCHITECT, ENG, SURVEY	0	4,000
31-5401-2155	REPAIRS/MAINTENANCE	549	45,000
31-5401-2156	MAINTENANCE AGREEMENT	0	10,000
31-5401-2158	MISC CONTRACTUAL SERVICES	3,128	35,000
31-5401-3210	OPERATING SUPPLIES	7,103	45,000
31-5401-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	8,252	18,000
31-5401-3235	FUEL	146	1,400
31-5401-6542	IMPRVMNTS TO BLDG	0	60,000
31-5401-6544	IMPRVMNTS OTHER THAN BLDG	0	25,000
31-5401-6547	EQUIPMENT/FURNITURE	0	0
31-5401-6548	VEHICLES	0	0
Total WATER - TREATMENT:		62,066	555,665

WATER - DISTRIBUTION/MAINTNCE

31-5402-1001	SALARIES/WAGES - REGULAR	38,201	244,742
31-5402-1002	SALARIES/WAGES - OVERTIME	1,102	7,500
31-5402-1004	SALARIES/WAGES - TEMPORARY	0	4,348
31-5402-1005	SALARIES/WAGES - LONGEVITY	0	964
31-5402-1006	SALARIES & WAGES - ALLOWANCES	50	300
31-5402-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
31-5402-1021	EMPLOYEE BENEFITS - SCL SCRTY	3,015	19,756
31-5402-1023	EMPLOYEE BENEFITS - HEALTH INS	15,149	91,111
31-5402-1025	EMPLOYEE BENEFITS - WRKRS COMP	752	5,810

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
31-5402-1026	EMPLOYEE BENEFITS - DFRRD COMP	0	0
31-5402-1029	EMPLOYEE BENEFITS - WY RTRMNT	7,318	46,967
31-5402-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	106	1,800
31-5402-2122	TRAINING/DEVELOPMENT	0	2,400
31-5402-2131	UTILITY SERVICES - ELECTRICITY	1,506	17,000
31-5402-2132	UTILITY SERVICES - WTR/SWR/GRB	2,854	25,000
31-5402-2133	UTILITY SERVICES - NATURAL GAS	21	1,300
31-5402-2134	TELECOMMUNICATIONS	17	200
31-5402-2141	EQUIPMENT - RENT	0	400
31-5402-2153	ARCHITECT/ENGINEERING/SURVEY	1,439	2,000
31-5402-2155	REPAIRS/MAINTENANCE	0	30,000
31-5402-2156	MAINTENANCE AGREEMENT	0	1,100
31-5402-2158	MISC CONTRACTUAL SERVICES	0	13,000
31-5402-3210	OPERATING SUPPLIES	8,305	50,000
31-5402-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	0
31-5402-3235	FUEL	807	7,000
31-5402-4310	LEASE PAYMENTS - OPERATING	0	350
31-5402-6542	IMPRVMNTS TO BLDG	0	25,000
31-5402-6544	IMPRVMNTS OTHER THAN BLDG	0	650,000
31-5402-6547	EQUIPMENT/FURNITURE	0	4,500
31-5402-6548	VEHICLES	0	300,000
Total WATER - DISTRIBUTION/MAINTNCE:		80,640	1,552,548

WATER - CUSTOMER SERVICES

31-5403-1001	SALARIES/WAGES - REGULAR	9,074	60,646
31-5403-1005	SALARIES/WAGES - LONGEVITY	0	593
31-5403-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
31-5403-1021	EMPLOYEE BENEFITS - SCL SCRTY	669	4,685
31-5403-1023	EMPLOYEE BENEFITS - HEALTH INS	50	261
31-5403-1025	EMPLOYEE BENEFITS - WRKRS COMP	173	1,378
31-5403-1029	EMPLOYEE BENEFITS - WY RTRMNT	1,690	11,292
31-5403-2134	TELECOMMUNICATIONS	35	200
31-5403-2155	REPAIRS/MAINTENANCE	0	1,500
31-5403-2156	MAINTENANCE AGREEMENT	0	2,500
31-5403-3210	OPERATING SUPPLIES	65	2,000
31-5403-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	6,861	40,000
31-5403-3235	FUEL	131	2,000

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
31-5403-6547	EQUIPMENT	0	0
Total WATER - CUSTOMER SERVICES:		18,747	127,055
WATER MAIN REPLACEMENTS			
31-5840-2153	ARCHITECT/ENGINEERING/SURVEY	53,304	953,000
31-5840-6544	IMPRVMNTS OTHER THAN BLDG	289,123	3,027,000
Total WATER MAIN REPLACEMENTS:		342,427	3,980,000
LITTLE BOX ELDER SPRING REHAB			
31-5855-2153	ARCHITECT/ENGINEERING/SURVEY	0	0
Total LITTLE BOX ELDER SPRING REHAB:		0	0
WATER IMPROVEMENTS			
31-5856-2153	ARCHITECT/ENGINEERING/SURVEY	12,195	192,000
31-5856-2158	MISC CONTRACTUAL	0	305,000
31-5856-6544	IMPRVMNTS OTHER THAN BLDG	263,995	557,000
Total WATER IMPROVEMENTS:		276,190	1,054,000
SEWER FUND			
SEWER - ADMINISTRATION			
32-5500-1150	DEPRECIATION	0	438,000
32-5500-2158	MISC CONTRACTUAL SERVICES	1,376	9,700
32-5500-3202	BAD DEBT EXPENSE	0	0
32-5500-4345	INVESTMENT FEES	0	0
32-5500-4347	MANAGEMENT FEES	0	162,077
32-5500-9000	CONTINGENCY	0	0
Total SEWER - ADMINISTRATION:		1,376	609,777
SEWER - TREATMENT			
32-5501-1001	SALARIES/WAGES - REGULAR	18,213	120,103
32-5501-1002	SALARIES/WAGES - OVERTIME	0	5,000
32-5501-1005	SALARIES/WAGES - LONGEVITY	0	464

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
32-5501-1006	SALARIES/WAGES - ALLOWANCES	50	300
32-5501-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
32-5501-1021	EMPLOYEE BENEFITS - SCL SCRTY	1,402	9,659
32-5501-1023	EMPLOYEE BENEFITS - HEALTH INS	6,497	39,113
32-5501-1025	EMPLOYEE BENEFITS - WRKRS COMP	349	2,841
32-5501-1026	EMPLOYEE BENEFITS - DFRRD COMP	0	0
32-5501-1029	EMPLOYEE BENEFITS - WY RTRMNT	3,391	23,294
32-5501-2122	TRAINING/DEVELOPMENT	0	2,570
32-5501-2123	MEALS/LODGING/TRAVEL	0	800
32-5501-2131	UTILITY SERVICES - ELECTRICITY	5,872	80,000
32-5501-2132	UTILITY SERVICES - WTR/SWR/GRB	376	45,000
32-5501-2134	TELECOMMUNICATIONS	343	2,000
32-5501-2153	ARCHITECT/ENGINEERING/SURVEY	0	4,000
32-5501-2155	REPAIRS/MAINTENANCE	549	30,000
32-5501-2158	MISC CONTRACTUAL SERVICES	2,163	20,000
32-5501-3210	OPERATING SUPPLIES	4,921	40,000
32-5501-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	5,475	24,000
32-5501-3235	FUEL	146	1,500
32-5501-6544	IMPRVMNTS OTHER THAN BLDG	0	17,000
32-5501-6548	VEHICLES	0	0
Total SEWER - TREATMENT:		49,745	467,644

SEWER - COLLECTION

32-5502-1001	SALARIES/WAGES - REGULAR	33,778	222,619
32-5502-1002	SALARIES/WAGES - OVERTIME	1,192	4,500
32-5502-1004	SALARIES/WAGES - TEMPORARY	0	4,348
32-5502-1005	SALARIES/WAGES - LONGEVITY	0	642
32-5502-1006	SALARIES & WAGES - ALLOWANCES	50	300
32-5502-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
32-5502-1021	EMPLOYEE BENEFITS - SCL SCRTY	2,684	17,477
32-5502-1023	EMPLOYEE BENEFITS - HEALTH INS	12,503	75,236
32-5502-1025	EMPLOYEE BENEFITS - WRKRS COMP	669	5,140
32-5502-1029	EMPLOYEE BENEFITS - WY RTRMNT	6,511	42,290
32-5502-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	106	1,700
32-5502-2122	TRAINING/DEVELOPMENT	106	1,825
32-5502-2123	MEALS/LODGING/TRAVEL	0	0
32-5502-2131	UTILITY SERVICES - ELECTRICITY	884	10,000

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
32-5502-2132	UTILITY SERVICES - WTR/SWR/GRB	29	350
32-5502-2133	UTILITY SERVICES - NATURAL GAS	141	2,500
32-5502-2134	TELECOMMUNICATIONS	143	1,000
32-5502-2153	ARCHITECT/ENGINEERING/SURVEY	1,234	2,500
32-5502-2155	REPAIRS/MAINTENANCE	0	20,000
32-5502-2158	MISC CONTRACTUAL SERVICES	0	13,000
32-5502-3210	OPERATING SUPPLIES	4,154	40,000
32-5502-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	0
32-5502-3235	FUEL	807	6,000
32-5502-4310	LEASE PAYMENTS - OPERATING	379	350
32-5502-6542	IMPRVMNTS TO BLDG	0	0
32-5502-6547	EQUIPMENT/FURNITURE	0	4,500
32-5502-6548	VEHICLES	0	300,000
Total SEWER - COLLECTION:		65,369	776,277

WASTEWATER TRTMNT PLANT REHAB

32-5850-2153	ARCHITECT/ENGINEERING/SURVEY	14,671	133,000
32-5850-6544	IMPRVMNTS OTHER THAN BLDG	0	1,307,000
Total WASTEWATER TRTMNT PLANT REHAB:		14,671	1,440,000

SEWER MAIN REPLACEMENTS

32-5852-2153	ARCHITECT/ENGINEERING/SURVEY	64,934	822,000
32-5852-6544	IMPRVMNTS OTHER THAN BLDG	275,816	3,400,000
Total SEWER MAIN REPLACEMENTS:		340,750	4,222,000

SANITATION FUND**SANITATION**

33-5600-1001	SALARIES/WAGES - REGULAR	24,500	162,074
33-5600-1002	SALARIES/WAGES - OVERTIME	0	600
33-5600-1005	SALARIES/WAGES - LONGEVITY	0	1,027
33-5600-1006	SALARIES/WAGES - ALLOWANCES	50	300
33-5600-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
33-5600-1021	EMPLOYEE BENEFITS - SCL SCRTY	1,883	12,576
33-5600-1023	EMPLOYEE BENEFITS - HEALTH INS	10,812	65,024

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
33-5600-1025	EMPLOYEE BENEFITS - WRKRS COMP	469	3,699
33-5600-1026	EMPLOYEE BENEFITS - DFRRD COMP	0	0
33-5600-1029	EMPLOYEE BENEFITS - WY RTRMNT	4,562	30,290
33-5600-1150	DEPRECIATION	0	60,700
33-5600-2155	REPAIRS/MAINTENANCE	0	4,200
33-5600-2158	MISC CONTRACTUAL SERVICES	51,985	1,006,400
33-5600-3202	BAD DEBT EXPENSE	0	0
33-5600-3210	OPERATING SUPPLIES	5,244	34,000
33-5600-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	30,000
33-5600-3235	FUEL	2,360	26,000
33-5600-4347	MANAGEMENT FEES	0	170,918
33-5600-6548	VEHICLES	0	270,000
33-5600-9000	CONTINGENCY	0	0
Total SANITATION:		101,864	1,877,808

LANDFILL FUND**LANDFILL**

34-5340-1001	SALARIES/WAGES - REGULAR	41,332	319,922
34-5340-1002	SALARIES/WAGES - OVERTIME	482	1,500
34-5340-1005	SALARIES/WAGES - LONGEVITY	0	1,302
34-5340-1006	SALARIES/WAGES - ALLOWANCES	100	600
34-5340-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
34-5340-1021	EMPLOYEE BENEFITS - SCL SCRTY	3,332	25,633
34-5340-1023	EMPLOYEE BENEFITS - HEALTH INS	12,979	104,046
34-5340-1025	EMPLOYEE BENEFITS - WRKRS COMP	801	7,292
34-5340-1026	EMPLOYEE BENEFITS - DFRRD COMP	1,930	10,963
34-5340-1029	EMPLOYEE BENEFITS - WY RTRMNT	5,766	48,885
34-5340-1150	DEPRECIATION	0	134,000
34-5340-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	0	0
34-5340-2122	TRAINING/DEVELOPMENT	0	1,100
34-5340-2123	MEALS/LODGING/TRAVEL	0	0
34-5340-2131	UTILITY SERVICES - ELECTRICITY	618	10,000
34-5340-2133	UTILITY SERVICES - NATURAL GAS	181	10,500
34-5340-2134	TELECOMMUNICATIONS	0	0
34-5340-2153	ARCHITECT/ENGINEERING/SURVEY	0	40,000
34-5340-2155	REPAIRS/MAINTENANCE	1,450	15,000

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
34-5340-2156	MAINTENANCE AGREEMENT	0	11,500
34-5340-2157	INSURANCE	0	0
34-5340-2158	MISC CONTRACTUAL SERVICES	88,176	711,000
34-5340-2166	COLLECTION FEES	0	0
34-5340-3202	BAD DEBT EXPENSE	0	0
34-5340-3210	OPERATING SUPPLIES	4,167	82,000
34-5340-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	66	2,500
34-5340-3235	FUEL	1,795	73,000
34-5340-4343	DEBT PAYMENT - PRINCIPAL	0	13,142
34-5340-4347	MANAGEMENT FEES	0	129,662
34-5340-6547	EQUIPMENT/FURNITURE	0	5,000
34-5340-9000	CONTINGENCY	0	0
Total LANDFILL:		163,176	1,758,547

LANDFILL - CAPITAL

34-5895-2153	ARCHITECT/ENGINEERING/SURVEY	1,263	40,000
34-5895-2158	MISC CONTRACTUAL SERVICES	0	0
34-5895-6542	BUILDINGS/IMPROVEMENTS	0	0
34-5895-6544	IMPRVMNTS OTHER THAN BLDG	0	0
34-5895-6547	EQUIPMENT/FURNITURE	0	20,800
34-5895-6548	VEHICLES	0	240,000
Total LANDFILL - CAPITAL:		1,263	300,800

EMPLOYEE HEALTH CARE FUND**EMPLOYEE HEALTH CARE**

39-5390-1023	EMPLOYEE BNFTS - HLTH INS PREM	179,908	452,800
39-5390-1032	EMPLOYEE BENEFITS - CLAIMS	312,772	1,275,000
39-5390-1058	HEALTH CARE - ADMINISTRN FEE	11,084	100,000
Total EMPLOYEE HEALTH CARE:		503,764	1,827,800

ECONOMIC DEVELOPMENT**ECONOMIC DEVELOPMENT**

41-5410-2115	PUBLISHING/ADVERTISING	0	0
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Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
41-5410-2122	TRAINING/DEVELOPMENT	0	0
41-5410-2158	MISC CONTRACTUAL SERVICES	0	0
41-5410-3210	OPERATING SUPPLIES	0	0
41-5410-9000	CONTINGENCY	0	0
Total ECONOMIC DEVELOPMENT:		0	0
THE 112			
41-5411-2158	MISC CONTRACTUAL SERVICES	0	241,700
Total THE 112:		0	241,700
BROWNFIELD GRANT			
BROWNFIELD HAZARDOUS			
42-5870-2123	MEALS/LODGING/TRAVEL	0	0
42-5870-2158	MISC CONTRACTUAL SERVICES	0	0
Total BROWNFIELD HAZARDOUS:		0	0
BROWNFIELD PETROLEUM			
42-5871-2123	MEALS/LODGING/TRAVEL	0	0
42-5871-2158	MISC CONTRACTUAL SERVICES	0	0
Total BROWNFIELD PETROLEUM:		0	0
MISC CONTRACTUAL SERVICES			
42-5872-2158	MISC CONTRACTUAL SERVICES	0	0
Total MISC CONTRACTUAL SERVICES:		0	0
GENERAL FUND EQUIPMENT RESERVE			
GENERAL FUND EQUIPMENT RESERVE			
47-5470-6547	EQUIPMENT/FURNITURE	22,793	474,701
47-5470-6548	VEHICLES	330,000	739,000

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
Total GENERAL FUND EQUIPMENT RESERVE:		352,793	1,213,701
CAPITAL PROJ FIRE EQUIP FUND			
FIRE EQUIPMENT			
50-5500-6548	BUILDINGS	0	0
Total FIRE EQUIPMENT:		0	0
CPTL PROJ - CLG PROJECTS			
HISTORIC DISTRICT			
53-5809-2158	MISC CONTRACTUAL SERVICES	0	0
Total HISTORIC DISTRICT:		0	0
TRAIN CAR RESTORATION			
TRAIN CAR RESTORATION			
54-5540-2155	REPAIRS/MAINTENANCE	5,041	20,000
Total TRAIN CAR RESTORATION:		5,041	20,000
POOL IMPROVEMENTS FUND			
POOL IMPROVEMENTS			
55-5550-2153	ARCHITECT/ENGINEERING/SURVEY	0	100,000
55-5550-6544	IMPRVMNTS OTHER THAN BLDG	53,100	3,750,000
55-5550-9000	CONTINGENCY	0	0
Total POOL IMPROVEMENTS:		53,100	3,850,000
STREET IMPROVEMENT FUND			
STREET IMPROVEMENTS			
56-5560-2153	ARCHITECT/ENGINEERING/SURVEY	58,018	1,747,900
56-5560-2158	MISC CONTRACTUAL SERVICES	2,700	70,000

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
56-5560-6540	LAND	0	0
56-5560-6544	IMPRVMNTS OTHER THAN BLDG	1,279,611	6,570,000
56-5560-6547	EQUIPMENT/FURNITURE	0	0
56-5560-9000	CONTINGENCY	0	0
Total STREET IMPROVEMENTS:		1,340,329	8,387,900

CAPITAL IMP -PUBLIC FACILITIES**CAPITAL IMP -FACILITIES**

57-5570-2153	ARCHITECT/ENGINEERING/SURVEY	84,833	95,000
57-5570-6542	BUILDINGS/IMPROVEMENTS	25,536	419,000
57-5570-6544	IMPRVMNTS OTHER THAN BLDG	82,607	536,500
57-5570-6547	EQUIPMENT/FURNITURE	0	0
57-5570-9000	CONTINGENCY	0	0
Total CAPITAL IMP -FACILITIES:		192,976	1,050,500

COMMUNITY FACILITY

57-5571-2153	ARCHITECT/ENGINEERING/SURVEY	0	601,575
57-5571-6542	BUILDINGS/IMPROVEMENTS	0	9,398,425
Total COMMUNITY FACILITY:		0	10,000,000

CAPTL PROJ-PARK IMPRVMNT FUND**PARK IMPROVEMENTS**

65-5650-2153	ARCHITECT, ENG, SURVEY	0	0
65-5650-2158	MISC CONTRACTUAL SERVICES	0	0
65-5650-4345	INVESTMENT FEES	0	0
65-5650-6542	BUILDINGS/IMPROVEMENTS	0	10,000
65-5650-6544	IMPRVMNTS OTHER THAN BLDG	9,130	155,000
65-5650-9000	CONTINGENCY	0	0
Total PARK IMPROVEMENTS:		9,130	165,000

HISTORIC PRSRVTN CMSN FUND**HISTORIC PRESERVATION CMMSSN**

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
92-5920-2158	MISC CONTRACTUAL SERVICES	7,583	8,000
Total HISTORIC PRESERVATION CMMSSN:		7,583	8,000

ARTS & CULTURE BOARD OF TRUSTE**ARTS & CULTURE BOARD OF TRUSTE**

93-5930-2158	MISC CONTRACTUAL SERVICES	0	18,000
Total ARTS & CULTURE BOARD OF TRUSTE:		0	18,000

Planning Commission Regular Minutes
September 16, 2024

I. Call to Order

Chairman Hancock called the Douglas Planning and Zoning Commission to order at 5:30 p.m.

II. Pledge of Allegiance

Chairman Hancock led the assembly in the Pledge of Allegiance.

III. Roll Call

Roll call was taken with the following Commissioners present: Jay Hancock, Becky Renstrom, Dave Patterson, Robin Velasquez. Commissioner Scott Bauman was absent. Also present Clara Chaffin, Community Development Director, Heid McCullough, Planning Technician.

IV. Approval of the Agenda

Commissioner Becky Renstrom moved to Approve. Seconded by Commissioner Dave Patterson. Motion carried 4-0.

V. Approval of the Minutes

Councilperson Dave Patterson moved to Approve. Seconded by Councilperson Becky Renstrom. Motion carried 4-0.

VI. Planning and Zoning Matters

- A. CUP 04-24:** Application by Connie Werner for approval of a conditional use permit to operate a Short-Term Rental in an R-1 Neighborhood Residential Zone at 656 Longview Place (Frontier Village, Block 5, Lot 8).

Chairman Hancock opened the public hearing at 5:32. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan. Staff recommendation was for approval. The applicant was not on hand to answer questions. Geriann and Bradley Geffen from 652 Longview Drive spoke during public comments, voicing concerns regarding increases in crime and traffic, not knowing their neighbors and property values. Carolyn Green from 1243 Frontier Drive also spoke during public comments, voicing concerns about school safety, increased rentals in the area and increased traffic. Chairman Hancock closed the public hearing at 5:41 p.m. Commissioner Robin Velasquez moved to Recommend Approval Recommendations. Seconded by Commissioner Dave Patterson. Motion carried 4-0.

- B. CUP 05-24:** Application by GS Investments for approval of a conditional use

permit for operation of a Short-Term Rental in an R-2 Limited Residential Zone at 1103 Monroe Street (Sanford Addition, Block 4, Lot 16).

Chairman Hancock opened the public hearing at 5:51 p.m. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan. Staff recommendation was for approval. The applicant, Michael Gillio, was not on hand to answer any questions. There were no public comments. Chairman Hancock closed the public hearing at 5:53 pm.

Commissioner Becky Renstrom moved to Recommend Approval with Staff Recommendations. Seconded by Commissioner Robin Velasquez. Motion carried 4-0.

- C. CUP 06-24:** Application by AF Enterprises LLC for a conditional use permit to operate a Short-Term Rental in an R-1 Neighborhood Residential Zone at 327 S. 5th Street (Original Town of Douglas, Block 27, Lot 5).

Chairman Hancock opened the public hearing at 5:55 p.m. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan. Staff recommendation was for approval. The applicant, Alex Felton, was not on hand to answer any questions. There were no public comments. Chairman Hancock closed the public hearing at 5:57 p.m. Commissioner Dave Patterson moved to Recommend Approval with Staff Recommendations.

Seconded by Commissioner Robin Velasquez. Motion carried 4-0.

VII. Code Considerations

There were no code considerations.

VIII. Staff Report – City Council Action on Forwarded Items

- A. CUP 02-24:** Application by Levi Grohs for installation of an Electronic Message Display Sign at 221 Brownfield Road.

Director Chaffin reported that the City Council voted to approve this matter with Planning and Zoning Commission recommendations.

- B. CUP 03-24:** Application by Divine Mercy Academy for operation of a private school at 302 S. 5th Street.

Director Chaffin reported that the City Council voted to approve this matter with Planning and Zoning Commission recommendations.

- C. ZON 01-24:** Application by Paige Garcia and Miguel Garcia Rodriguez to rezone West Plains Development, Block 1, Lot 27.

Director Chaffin reported that the City Council voted to approve this matter with Planning and Zoning Commission recommendations.

- D. DEV 02-24:** Application by the City of Douglas for renovations to the Douglas Municipal Pool at 701 E. Center Street.

Director Chaffin reported that the City Council voted to approve this matter with Planning and Zoning Commission recommendations.

IX. Adjournment

There being no other business, Chairman Hancock called for a motion to adjourn the meeting. Chairman Hancock adjourned the meeting at 5:57 p.m.

Jay Hancock, Chairman

ATTEST:

Heidi McCullough, Secretary

Published: DATE