



CITY OF **DOUGLAS** WYOMING

REGULAR CITY COUNCIL MEETING
October 13, 2025 – 4:00 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, at 307-358-3462****

****Council meetings are broadcast live on Cable Channel 9 and streaming live on the City of Douglas website****

- 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. Leadership Moment**
- 5. Public Comments**
- 6. Approval of Consent Docket**

a. Minutes

Regular City Council Meeting: September 22, 2025

b. Bills & Claims

Warrant Register: September 2025

c. Other – Consent

Ordinance 1061: An Ordinance Amending Title 15 of Douglas Municipal Code by Adopting the 2024 Editions of the International Building Code, the International Fuel Gas Code, the International Mechanical Code, the International Plumbing Code, the International Residential Code, the International Existing Building Code, and the International Fire Code, as Published by the International Code Council; and Providing for Certain Amendments Thereof

Ordinance 1063: An Ordinance Amending Section 16.5.4.2(A) of the Douglas Municipal Code Pertaining to Residential Fences

7. Presentations

- a. Proclamation: National Disability Employment Awareness Month
- b. Introduction: Linda Doane, Deputy City Clerk/Grant Manager

8. Discussion Items

- a. High Performing Organization (HPO)

9. Tabled Items

- a. Bid Award: 112 N 2nd St
- b. Ordinance 1053: An Ordinance Amending Sections 16.5.9.1, 16.5.9.2(B), 16.5.9.3(A-D), Table 5.9-1, 16.5.9.4(B)(i), 16.5.9.4(C, H, J, & K), 16.5.9.5(A)(ii) of the Douglas Municipal Code Pertaining to Signs
- c. Charter Ordinance No. 1060: Liquor, Bar & Grill

10. Council Action Items

- a. Ordinance 1062: An Ordinance Amending Table 4-6, Table 4-7, and Section 16.6.7.1 of the Douglas Municipal Code Pertaining to Travel Trailers and Recreational Vehicles (RVs)
- b. Bid Award: Landfill Portable Building
- c. Collaborative Improvement Project: Show Center Building Improvements at the Wyoming State Fair.
- d. Energy Efficient Project: Designation and Allocation (Form 179D)
- e. Clearfield Booster Station: Change Order
- f. Police Department Policy Adoption: PAT59 Computer Voice Stress Analyzer
- g. Warrant Register: September 2025: Kim Pexton

11. Public Comments

12. City Manager's Report

13. Council Information

- a. **Aid To Others Q1 Report: American Legion, CANDO - The Enterprise, High Country Behavioral Health, Wyoming Child & Family Development, Youth Development Services**
- b. **Arts & Culture Board of Trustees: August 27, 2025 Minutes**
- c. **Converse County Tourism Board: Minutes, August 2025**

14. CircleBack Recap

15. Good People Doing Good Things

16. Community Update

- a. **Event Calendar**

17. Executive Session

18. Adjourn

Monday, October 13, 2025

Call to Order at:

Meeting Adjourned at:

City Council Regular Minutes
September 22, 2025

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

Roll call was taken with the following City Council members present: Kim Pexton, Ron McNare, Perry Hershberger, Matthew Schmidt, Joel Weeks. Also present: JD Cox, City Manager; Mike Armstrong, City Attorney; Clara Chaffin, Community Development Director; Devon Litzsinger, City Clerk; Todd Byerly, Chief of Police; John Harbarger, Public Works Director; Mary Nicol, Administrative Services Director/Treasurer; and Michele Carter, Human Resources Director. Mayor Pexton led the assembly in the Pledge of Allegiance.

2. Disclosures by City Council Members

None.

3. Approval of General Agenda (Corrections or Additions)

Councilmember Hershberger moved to approve the general agenda as presented. Seconded by Councilmember Schmidt. Motion carries 5-0.

4. Leadership Moment

Councilmember Hershberger provided an inspirational speech.

5. Public Comments

Citizen Mike Hollenback spoke regarding Ordinance no. 1062 - Recreational Vehicles. Citizens Zach Heidelberg and Nick Holland spoke on liquor licenses and in support of the Charter Ordinance 1060.

6. Approval of Consent Docket

Councilmember Hershberger moved to move Ordinance 1062 from the consent docket to council action items. Seconded by Councilmember Schmidt. Motion carries 5-0. Councilmember Schmidt moved to approve the consent docket as presented. Seconded by Councilmember McNare. Motion carries 5-0.

a. Minutes

City Council Regular Meeting: September 8, 2025

City Council Special Call Meeting: September 15, 2025

b. Other – Consent

Ordinance 1061: An Ordinance Amending Title 15 of Douglas Municipal

Code by Adopting the 2024 Editions of the International Building Code, the International Fuel Gas Code, the International Mechanical Code, the International Plumbing Code, the International Residential Code, the International Existing Building Code, and the International Fire Code, as Published by the International Code Council; and Providing for Certain Amendments Thereof

7. Presentations

a. Proclamation: Hunger Awareness Month

Councilmember Schmidt read a proclamation declaring September as Hunger Awareness Month.

b. City Works Presentation by Community Development Staff (Clara & Heidi)

Director Chaffin and Planning Technician McCullough provided an overview.

c. Main Street Douglas: Update (Jen Goodwin, Director)

Jacey Bauman & Jen Goodwin provided an update.

d. City of Douglas Arts & Culture Board of Trustees: Update (Jenna Rose, Chairperson)

Jenna Rose & Shea Burke provided a report.

8. Discussion Items

a. Ordinance 1064: An Ordinance Amending Section 10.92.050 of the Douglas Municipal Code Pertaining to Truck Routes

Director Chaffin provided an overview. Discussion was had. Several citizens expressed their opinions regarding the possible truck route modification.

b. NLC Conference

Mayor Pexton informed council of her intent to attend the NLC Conference.

c. Capitol Hill Property: Minimum Bid Amount

Director Chaffin provided an overview. Discussion was had.

d. Benefits: Retirement Health Insurance

Director Carter provided an overview. Discussion was had.

9. Public Hearing

a. Resolution 2025-30: A Resolution Vacating and Replating Sunrise

Addition, Lot 1 and Detmer Addition, Lot 7 into the Gettert Addition

Mayor Pexton opened the public hearing at 5:30 pm. Director Chaffin provided an overview and answered questions from council. Public comment in favor or opposition: none. Closed public hearing at 5:33 pm. Councilmember Hershberger moved to approve resolution no. 2025-30 as presented. Seconded by Councilmember Weeks. Motion carries 5-0.

b. Ordinance 1063: An Ordinance Amending Section 16.5.4.2(A) of the Douglas Municipal Code Pertaining to Residential Fences

Mayor Pexton opened the public hearing at 5:33 pm. Director Chaffin provided an overview and answered questions. Public comment in favor or opposition: Citizen Mike Hollenback questioned if there is a difference between chain link and wood fence. Closed public hearing at 5:46 pm. Councilmember McNare moved to approve ordinance no. 1063 on first reading. Seconded by Councilmember Schmidt. Motion carries 5-0.

10. Tabled Items

a. Ordinance 1053: An Ordinance Amending Sections 16.5.9.1, 16.5.9.2(B), 16.5.9.3(A-D), Table 5.9-1, 16.5.9.4(B)(i), 16.5.9.4(C, H, J, & K), 16.5.9.5(A)(ii) of the Douglas Municipal Code Pertaining to Signs

Councilmember Hershberger moved to remove ordinance 1053 from the table. Seconded by Councilmember Weeks. Motion carries 5-0. Director Chaffin provided an overview and answered questions from council. Councilmember McNare moved to table ordinance no. 1053. Seconded by Councilmember Weeks. Motion carries 5-0.

b. Charter Ordinance No. 1060: Liquor, Bar & Grill

City Manager Cox provided an overview. Discussion was had. Item remains tabled.

11. Council Action Items

a. Resolution 2025-29: Adopting minor changes to PD Policy PAT 57, Cell Phone Forensics

Chief Byerly provided an overview. Councilmember McNare moved to approve resolution 2025-29 as presented. Seconded by Councilmember Hershberger. Motion carries 5-0.

b. Resolution 2025-28: Findings of Fact Population

City Manager Cox provided an overview. Councilmember Hershberger moved to approve resolution no. 2025-28 as presented. Seconded by Councilmember Schmidt. Motion carries 5-0.

c. Bid Award: One New 2025 Steel Refuse Trailer

Fleet Manager Nystul provided an overview. Councilmember McNare moved to accept the bid from Ameritech Equipment of Casper for a 2026 Wilkins Walking Floor Refuse Trailer in the amount of \$137,275.00 and authorize the City Manager to sign all associated documents. Seconded by Councilmember Weeks. Motion carries 5-0.

d. Bid Award: 112 N 2nd St

City Manager Cox, along with Katelyn Wager, the representative from EV Studios, provided an overview and answered questions from council. Councilmember Hershberger moved to table bid award 112 N 2nd St. Councilmember Schmidt seconded. Motion carries 5-0.

e. Bid Award: Washington Park Shelter

Director Harbarger provided an overview and answered questions from council. Councilmember Weeks moved to accept the bid from Mountain Peak Builders for the Washington Park Shelter Replacement in the amount of \$184,211.20 and authorize the City Manager to sign all associated documents. Seconded by Councilmember Hershberger. Motion carries 5-0.

f. Appointments: Planning & Zoning Commission

Director Chaffin provided an overview. Councilmember McNare moved to appoint Jay Hancock and Robin Velasquez for a term beginning October 24, 2025 and ending October 24, 2028. Seconded by Councilmember Schmidt. Motion carries 5-0.

g. Ordinance 1062: An Ordinance Amending Table 4-6, Table 4-7, and Section 16.6.7.1 of the Douglas Municipal Code Pertaining to Travel Trailers and Recreational Vehicles (RVs)

Councilmember Hershberger asked clarifying questions. Director Chaffin provided answers. Councilmember Hershberger moved to approve ordinance 1062 on the second reading. Councilmember McNare seconded. Motion carries 5-0.

12. Financial Report

a. Financial Report: August 2025

Director Nicol provided an overview and answered questions from council.

13. Public Comments

Citizen Aaron Lore spoke about several items.

14. City Manager's Report

City Manager Cox provided a report on current happenings.

15. Council Information

Mayor Pexton corrected the Notice of Possible Quorum: City/County Breakfast, October 8, 7 am, MHCC Board Room to Joint Powers Board, October 8, 7 am, Glenrock. Councilmember McNare brought forth concerns about Fetterman Street & LaBonte Road conditions. Mayor Pexton gave kudos to City Manager Cox and Director Chaffin for quick solving of a citizen problem. Councilmember Weeks clarified the truck route on Cedar St is no longer being considered.

- a. Planning & Zoning Commission Minutes: September 15, 2025**
- b. Notice of Possible Quorum: City/County Breakfast, October 8, 2025, 7:00 AM, MHCC Board Room**
- c. Notice of Possible Quorum: One Douglas Meeting, October 9, 2025, 7:00 AM, LaBonte Hotel**

16. CircleBack Recap

City Clerk Litzsinger provided the recap.

17. Good People Doing Good Things

Director Chaffin recognized Planning Technician Heidi McCullough for receiving two awards through the Wyoming Historical Society. Mayor Pexton congratulated Planning Technician McCullough and Director Chaffin on the Appointed Commission of the Year award.

18. Community Update

a. Event Calendar

A video highlighting upcoming events was played.

19. Executive Session

20. Adjourn

Councilmember Hershberger moved to adjourn the regular city council meeting of September 22, 2025. Seconded by Councilmember Schmidt. Motion carries 5-0. Mayor Pexton moved to adjourn the Regular City Council Meeting at approximately 7:06 pm.

Kim Pexton, Mayor

ATTEST:

Devon Litzsinger, City Clerk
Published: October 1, 2025

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
307 SIGNS AND MORE				
966684	NAME TAGS	07/09/25	266.50	10-5100-3210
966803	SIGN	09/03/25	587.48	57-5571-6542
966877	NAME TAGS	10/01/25	26.00	10-5100-3210
966878	PROPERTY FOR SALE SIGN	10/02/25	52.00	10-5100-3210
Total 307 SIGNS AND MORE:			931.98	
5 ACES PRINTING LLC				
10387	SALE VEHICLES/EQUIPMENT	07/30/25	105.00	10-5100-2115
10390	PUBLIC HEARING-P&Z	08/06/25	75.00	10-5100-2115
10391	SLURRY SEAL BID	07/30/25	45.00	10-5100-2115
10392	SLURRY SEAL BID	08/06/25	45.00	10-5100-2115
10393	BOARD VACANCY	07/30/25	90.00	10-5100-2115
10519	SIDE DUMP TRAILER BID	08/06/25	77.50	10-5100-2115
10520	SIDE DUMP TRAILER BID	08/13/25	77.50	10-5100-2115
10521	CREW CAB PICKUP BID	08/06/25	77.50	10-5100-2115
10522	CREW CAB PICKUP BID	08/13/25	77.50	10-5100-2115
10523	WARRANT REGISTER	08/06/25	155.00	10-5100-2115
10524	MINUTES	08/06/25	589.00	10-5100-2115
10528	SALE VEHICLES/EQUIPMENT	08/06/25	105.00	10-5100-2115
10635	BUDGET AMENDMENT	08/13/25	46.50	10-5100-2115
10636	BUDGET AMENDMENT	08/13/25	46.50	10-5100-2115
10734	MINUTES	08/20/25	387.50	10-5100-2115
10735	ADDENDUM-SIDE DUMP	08/20/25	139.50	10-5100-2115
10736	WARRANT REGISTER	08/20/25	248.00	10-5100-2115
10756	BID-REFUSE TRAILER	08/27/25	155.00	10-5100-2115
10757	BID-REFUSE TRAILER	09/03/25	155.00	10-5100-2115
10758	CONTRACT TREES	08/27/25	108.50	10-5100-2115
10759	CONTRACT TREES	09/03/25	108.50	10-5100-2115
10760	SALE OF PROPERTY	08/27/25	155.00	10-5100-2115
10761	SALE OF PROPERTY	09/03/25	155.00	10-5100-2115
10762	SALE OF PROPERTY	09/10/25	155.00	10-5100-2115
10899	BID-112 N 2ND ST	09/03/25	108.50	10-5100-2115
10900	BID-112 N 2ND ST	09/10/25	108.50	10-5100-2115
10901	BID-PARK SHELTER	09/03/25	124.00	10-5100-2115
10902	BID-PARK SHELTER	09/10/25	124.00	10-5100-2115
10903	PUBLIC HEARING	09/03/25	77.50	10-5100-2115
10904	MINUTES	09/03/25	434.00	10-5100-2115
11031	PUBLIC HEARING	09/10/25	62.00	10-5100-2115
11100	BID-LANDFILL PORTABLE BUILDING	09/17/25	124.00	10-5100-2115
11101	BID-LANDFILL PORTABLE BUILDING	09/24/25	124.00	10-5100-2115
11102	NOTICE OF FINAL PAYMENT	09/17/25	77.50	10-5100-2115
11103	NOTICE OF FINAL PAYMENT	09/24/25	77.50	10-5100-2115
11105	WARRANT REGISTER	09/17/25	372.00	10-5100-2115
11106	MINUTES	09/17/25	356.50	10-5100-2115
11183	MINUTES	09/24/25	68.00	10-5100-2115
Total 5 ACES PRINTING LLC:			5,617.00	
A TO Z RECREATION				
4214	NOVO LITTER CONTAINER	09/10/25	3,861.00	65-5650-6544
4214	DISCOUNT	09/10/25	386.00	65-5650-6544
4214	SHIPPING	09/10/25	795.00	65-5650-6544
Total A TO Z RECREATION:			4,270.00	

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
AFLAC				
091925	Payroll Deduction	09/19/25	390.32	10-20000225
Total AFLAC:			390.32	
ALCOHOL & DRUG TESTING SERV				
49845	PROFESSIONAL SERVICES	07/31/25	105.00	10-5100-2158
49845	PROFESSIONAL SERVICES	07/31/25	70.00	10-5100-2158
49845	PROFESSIONAL SERVICES	07/31/25	40.00	10-5100-2158
49845	PROFESSIONAL SERVICES	07/31/25	70.00	10-5100-2158
49845	PROFESSIONAL SERVICES	07/31/25	70.00	10-5100-2158
49845	PROFESSIONAL SERVICES	07/31/25	40.00	10-5100-2158
50102	PROFESSIONAL SERVICES	08/31/25	70.00	10-5100-2158
Total ALCOHOL & DRUG TESTING SERV:			465.00	
ALLDATA				
06081908	ONLINE DATA SUBSCRIPTION	09/11/25	1,500.00	10-5302-2120
Total ALLDATA:			1,500.00	
AMERICAN LEGION SAMUEL MARES POST #8				
3	FUNDING ALLOCATION AGREEMENT	10/01/25	13,890.00	10-5110-8768
Total AMERICAN LEGION SAMUEL MARES POST #8:			13,890.00	
AMUNDSEN ASSOCIATES LLC				
2025-152	COMMUNITY FACILITY ARCHITECUTURAL	09/12/25	11,367.00	57-5571-2153
Total AMUNDSEN ASSOCIATES LLC:			11,367.00	
ARGIS SOLUTIONS INC				
2184	GIS SERVICES-SUBDIVISION/ZONING	08/31/25	145.50	10-5106-2158
2184	GIS SERVICES-SCRIPT/CITYWORKS	08/31/25	2,231.00	10-5106-2158
Total ARGIS SOLUTIONS INC:			2,376.50	
ARROW ELECTRIC				
56382	BRINE MAKER ELECTRICAL	09/04/25	1,570.13	10-5305-3210
Total ARROW ELECTRIC:			1,570.13	
ASPHALT PRESERVATION				
897	SLURRY SEALING-MOBILIZATION	09/16/25	22,250.00	56-5560-6544
897	SLURRY SEALING-TRAFFIC CONTROL	09/16/25	7,500.00	56-5560-6544
897	SLURRY SEALING-ASPHALT SEALANT MIXTURE	09/16/25	279,880.95	56-5560-6544
Total ASPHALT PRESERVATION:			309,630.95	
ATLAS PREMIER SERVICE				
82382	COPIER MAINTENANCE AGREEMENT	09/09/25	159.23	10-5201-2156
Total ATLAS PREMIER SERVICE:			159.23	
AYRES ASSOCIATES INC				
224926	PROFESSIONAL SERVICES-SAFE STREETS FOR ALL	09/02/25	1,733.50	56-5560-2153
224997	VISIONING & SITE CONCEPT	09/03/25	187.50	10-5106-2158
224997	DOWNTOWN STRATEGIC PLAN	09/03/25	951.00	10-5106-2158

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
225446	PROFESSIONAL SERVICES-SAFE STREETS FOR ALL	09/25/25	10,001.00	56-5560-2153
225520	VISIONING & SITE CONCEPT	09/29/25	2,717.00	41-5410-2158
Total AYRES ASSOCIATES INC:			15,590.00	
BCN TELECOM INC				
23971968	PHONE SERVICE	09/01/25	120.75	10-5100-2134
23971968	PHONE SERVICE	09/01/25	8.93	10-5306-2134
Total BCN TELECOM INC:			129.68	
BENNETT, SANDY				
373299	SEW PATCHES	09/17/25	15.00	10-5202-3233
Total BENNETT, SANDY:			15.00	
BISON PUMP & SUPPLY				
596050	BALL VALVE	08/14/25	358.56	31-5402-3210
596616	BANJO FITTING	09/12/25	127.60	34-5340-3210
596616	FREIGHT	09/12/25	19.52	34-5340-3210
596779	CAMLOCK	09/25/25	21.28	31-5402-3210
596779	BUSHING	09/25/25	33.93	31-5402-3210
596779	NIPPLE	09/25/25	30.22	31-5402-3210
Total BISON PUMP & SUPPLY:			591.11	
BLACK HILLS ENERGY				
092225	GAS SERVICE	09/22/25	52.06	10-5100-2133
092225	GAS SERVICE	09/22/25	154.47	10-5301-2133
092225	GAS SERVICE	09/22/25	40.24	10-5306-2133
092225	GAS SERVICE	09/22/25	97.69	10-5307-2133
092225	GAS SERVICE	09/22/25	98.03	31-5401-2133
092225	GAS SERVICE	09/22/25	21.48	31-5402-2133
092225	GAS SERVICE	09/22/25	142.47	32-5502-2133
092225	GAS SERVICE	09/22/25	183.91	34-5340-2133
092225	GAS SERVICE	09/22/25	42.25	10-5304-2133
9212919464	METER REPAIR	08/25/25	36.02	33-5600-2155
Total BLACK HILLS ENERGY:			868.62	
BLOEDORN LUMBER - DOUGLAS				
655276	RETURN-SCREEN ROLLING TOOL	08/29/25	5.49-	31-5401-3210
655277	RETURN-2X8	08/29/25	28.78-	32-5501-3210
657297	RETURN-TOP RAIL	09/15/25	114.95-	10-5306-3210
657297	RETURN-RAIL SLEEVE	09/15/25	18.87-	10-5306-3210
8963614	SCREEN ROLLING TOOL	08/26/25	5.49	31-5401-3210
8964784	PLIERS	08/27/25	25.99	31-5402-3210
8964784	PLIERS	08/27/25	24.99	31-5402-3210
8966913	2X8	08/28/25	143.90	32-5501-3210
8969160	SCREEN ROLLING TOOL	08/29/25	22.99	31-5401-3210
8975620	BOLTS	09/03/25	25.90	31-5401-3210
8975620	NUTS	09/03/25	4.70	31-5401-3210
8975620	WASHERS	09/03/25	4.50	31-5401-3210
8983337	HOSE SHUTOFF	09/08/25	2.29	31-5401-3210
8983587	WASP/HORNET KILLER	09/08/25	7.19	10-5304-3210
8985453	TERMINAL POST	09/09/25	21.99	10-5306-3210
8985453	TERMINAL POST	09/09/25	153.93	10-5306-3210
8987885	WASP/HORNET KILLER	09/10/25	4.31	10-5304-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
8988830	SCREWS	09/10/25	4.49	31-5401-3210
8988830	SCREWS	09/10/25	8.29	31-5401-3210
8989215	PVC PIPE	09/10/25	6.29	31-5401-3210
8990273	FLAGS	09/11/25	12.99	10-5304-3210
8990534	ELBOW	09/11/25	2.51	31-5401-3210
8990534	SOCKET CONDUIT COUPLING	09/11/25	1.78	31-5401-3210
8991345	WASP/HORNET KILLER	09/11/25	2.96	10-5304-3210
8992780	HEX BIT SOCKET SET	09/12/25	35.99	10-5305-3220
8993934	BRUSHES	09/13/25	9.99	93-5930-2158
8993934	PLYWOOD	09/13/25	25.27	93-5930-2158
8993934	PAINT	09/13/25	35.09	93-5930-2158
8996481	TOP RAIL	09/15/25	114.95	10-5306-3210
8996481	TAPE	09/15/25	25.99	10-5306-3210
8996481	RAIL SLEEVE	09/15/25	18.87	10-5306-3210
8998627	U-BOLT CLAMPS	09/16/25	7.18	10-5202-3210
8999252	SCREWS	09/16/25	1.92	31-5401-3210
8999252	SCREWS	09/16/25	2.04	31-5401-3210
8999336	RIVETS	09/16/25	8.54	10-5202-3210
9000472	SCREWS	09/17/25	16.64	10-5304-3210
9001275	2X8	09/17/25	90.92	10-5305-3210
9001275	2X8	09/17/25	61.80	10-5305-3210
9001275	CUTTING	09/17/25	2.00	10-5305-3210
9001275	2X4	09/17/25	13.80	10-5305-3210
9003071	PAINT PEN	09/18/25	10.79	10-5305-3210
9003071	MARKING PEN	09/18/25	9.89	10-5305-3210
9008168	BOLTS	09/22/25	9.58	10-5304-3210
9008565	TERMINAL POST	09/22/25	69.98	31-5402-3210
9008565	TOP RAIL	09/22/25	91.96	31-5402-3210
9008565	U-BOLT	09/22/25	4.31	31-5402-3210
9008565	TENSION BAND	09/22/25	17.95	31-5402-3210
9008565	NUTS	09/22/25	4.90	31-5402-3210
9008565	CARRIAGE BOLT/NUT	09/22/25	16.19	31-5402-3210
9009182	JACK CHAIN	09/22/25	4.24	10-5305-3210
9010624	SCREW	09/23/25	65.69	10-5305-3210
9010624	2X4	09/23/25	16.92	10-5305-3210
9010624	2X4	09/23/25	67.34	10-5305-3210
9010624	4X8	09/23/25	75.81	10-5305-3210
9012659	UTILITY KNIFE	09/24/25	9.97	31-5401-3210
9012659	CAULK	09/24/25	7.49	31-5401-3210
9017434	REFILL MICE STATION	09/26/25	11.99	10-5302-3210
Total BLOEDORN LUMBER - DOUGLAS:			1,285.38	

BOMGAARS

433769	FASTENERS	09/02/25	2.88	34-5340-3210
433769	FASTENERS	09/02/25	3.44	34-5340-3210
433769	FASTENERS	09/02/25	12.00	34-5340-3210
433896	WATER	09/03/25	7.98	10-5304-3210
433982	RAILROAD TIES	09/03/25	24.99	34-5340-3210
435184	SCRAPER	09/08/25	2.99	34-5340-3210
435184	SCRAPER	09/08/25	6.99	34-5340-3210
435184	EPOXY	09/08/25	6.99	34-5340-3210
435184	HOOKS	09/08/25	5.99	34-5340-3210
435184	SPRING BUSHING	09/08/25	9.99	34-5340-3210
435184	SHACKLE STRAPS	09/08/25	7.99	34-5340-3210
435184	WD-40	09/08/25	6.99	34-5340-3210
435184	NOZZLE	09/08/25	11.99	34-5340-3210
435184	GASKET	09/08/25	9.99	34-5340-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
435184	HOOKS	09/08/25	5.99	34-5340-3210
435184	BLADE	09/08/25	2.29	34-5340-3210
435184	TIRE VALVE CAPS	09/08/25	2.99	34-5340-3210
435184	BOLTS	09/08/25	9.34	34-5340-3210
435571	BOOT	09/09/25	98.89	10-5304-3210
436306	SEARCH LIGHT	09/12/25	99.99	31-5401-3210
436306	BATTERY	09/12/25	269.99	31-5401-3210
437202	LATCH GATE	09/15/25	13.98	10-5202-3210
437202	HORSE PANEL	09/15/25	84.99	10-5202-3210
437613	HOSE	09/17/25	79.99	10-5304-3210
437613	AIR HOSE REEL	09/17/25	134.99	10-5304-3210
437628	SCREW	09/17/25	26.99	10-5304-3210
437628	KIT	09/17/25	9.69	10-5304-3210
437628	COUPLING	09/17/25	4.79	10-5304-3210
437973	HEX KEY	09/18/25	31.99	31-5401-3210
437973	SCREWDRIVER	09/18/25	31.99	31-5401-3210
437973	PLIERS	09/18/25	39.99	31-5401-3210
437973	PVC CEMENT	09/18/25	8.69	31-5401-3210
437973	BARBED WIRE	09/18/25	104.99	31-5401-3210
438124	GRINDER	09/19/25	109.99	10-5302-3220
438125	DOOR PULL	09/19/25	9.98	10-5202-3210
438125	RUBBER MAT	09/19/25	49.99	10-5202-3210
439103	U-BOLT	09/22/25	7.99	31-5402-3210
439425	WATER	09/23/25	15.96	10-5306-3210
439563	STRAPS	09/24/25	23.97	10-5306-3210
439563	BLADE	09/24/25	10.99	10-5306-3210
439563	PLIERS	09/24/25	12.99	10-5306-3210
439858	CABLE	09/25/25	24.99	10-5306-3210
441129	SAWZALL BLADE	09/30/25	14.39	10-5305-3210
441129	DRILL BIT SET	09/30/25	26.99	10-5305-3210
Total BOMGAARS:			1,491.98	
BOYS & GIRLS CLUB OF DOUGLAS				
2254-SEPT	FUNDING ALLOCATION AGREEMENT	09/24/25	2,916.66	10-5110-8746
Total BOYS & GIRLS CLUB OF DOUGLAS:			2,916.66	
BUSINESS CENTER				
18067	SHIPPING	09/09/25	1.00	10-5100-2101
18168	PAPER	09/16/25	94.13	10-5100-3201
Total BUSINESS CENTER:			95.13	
CANDO - DBA THE ENTERPRISE				
2041-AUG	FUNDING ALLOCATION AGREEMENT	08/22/25	9,166.66	10-5110-8714
Total CANDO - DBA THE ENTERPRISE:			9,166.66	
CAPITAL BUSINESS SYSTEMS INC				
1541630	MAINTENANCE AGREEMENT-PLOTTER	08/20/25	69.11	10-5106-2156
Total CAPITAL BUSINESS SYSTEMS INC:			69.11	
CASELLE INC				
INV-10907	MAINTENANCE/SUPPORT	09/02/25	22,360.00	10-5103-2156

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total CASELLE INC:			22,360.00	
CCSD #1 RECREATION BOARD				
080825	POOL MANAGEMENT FEES	08/08/25	957.96	10-5307-2158
Total CCSD #1 RECREATION BOARD:			957.96	
CDW-G				
AF6YT9E	MONITORS	08/26/25	439.68	31-5401-3210
AF6YT9E	MONITORS	08/26/25	293.12	32-5501-3210
AF9C69M	CABLES	09/11/25	50.86	10-5103-3220
AF9X13K	LENOVO THINK CENTER	09/15/25	1,072.41	10-5103-3220
AF9X13K	CABLE	09/15/25	29.66	10-5103-3220
AF9X13K	CRUCIAL DDR5	09/15/25	115.41	10-5103-3220
AG1D67T	LENOVO THINK CENTER	09/18/25	621.16	10-5103-3220
AG1D67T	LENOVO THINK CENTER	09/18/25	953.36	10-5103-3220
AG1DT1H	MONITOR	09/17/25	175.32	10-5103-3220
AG1IL8U	MONITORS	09/18/25	174.38	10-5103-3220
AG1IL8U	MONITORS	09/18/25	175.32	10-5103-3220
Total CDW-G:			4,100.68	
CENTURYLINK				
091125	TELEPHONE SERVICES	09/11/25	66.18	10-5306-2134
091125	TELEPHONE SERVICES	09/11/25	62.81	32-5502-2134
092225	TELEPHONE SERVICES	09/22/25	65.43	10-5307-2134
093025	TELEPHONE SERVICES	09/30/25	66.18	10-5306-2134
093025	TELEPHONE SERVICES	09/30/25	62.81	32-5502-2134
Total CENTURYLINK:			323.41	
CHAFFIN, CLARA				
092225	MILEAGE REIMBURSEMENT-WYOPASS/WYGEO CONFERENCE	09/22/25	275.80	10-5106-2123
Total CHAFFIN, CLARA:			275.80	
CITY OF CASPER				
635489	LANDFILL FEES	07/14/25	246.16	34-5340-2158
636690	LANDFILL FEES	08/29/25	1,453.84	34-5340-2158
636772	LANDFILL FEES	09/03/25	1,588.48	34-5340-2158
636772	LANDFILL FEES	09/03/25	1,534.08	34-5340-2158
636772	LANDFILL FEES	09/03/25	1,821.04	34-5340-2158
636799	LANDFILL FEES	09/04/25	1,832.60	34-5340-2158
636799	LANDFILL FEES	09/04/25	1,509.60	34-5340-2158
636829	LANDFILL FEES	09/05/25	1,701.36	34-5340-2158
636918	LANDFILL FEES	09/09/25	1,457.92	34-5340-2158
636918	LANDFILL FEES	09/09/25	1,447.72	34-5340-2158
636978	LANDFILL FEES	09/11/25	1,616.36	34-5340-2158
636978	LANDFILL FEES	09/11/25	1,570.12	34-5340-2158
637008	LANDFILL FEES	09/12/25	1,712.92	34-5340-2158
637130	LANDFILL FEES	09/16/25	1,515.04	34-5340-2158
637130	LANDFILL FEES	09/16/25	1,742.84	34-5340-2158
637158	LANDFILL FEES	09/17/25	1,398.76	34-5340-2158
637206	LANDFILL FEES	09/19/25	1,627.92	34-5340-2158
637247	LANDFILL FEES	09/22/25	1,589.84	34-5340-2158
637296	LANDFILL FEES	09/23/25	1,741.48	34-5340-2158
637296	LANDFILL FEES	09/23/25	1,719.04	34-5340-2158

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
637341	LANDFILL FEES	09/25/25	1,893.12	34-5340-2158
637341	LANDFILL FEES	09/25/25	1,713.60	34-5340-2158
637408	LANDFILL FEES	09/29/25	1,695.24	34-5340-2158
637409	LANDFILL FEES	09/29/25	1,753.04	34-5340-2158
637442	LANDFILL FEES	09/30/25	1,597.32	34-5340-2158
637476	LANDFILL FEES	10/01/25	1,370.88	34-5340-2158
Total CITY OF CASPER:			40,850.32	
CITY OF DOUGLAS-HLTH INS TRN				
090225	HEALTH INSURANCE TRANSFER	09/02/25	180,665.14	10-10000900
090525	HEALTH INSURANCE TRANSFER	09/05/25	363,026.24	10-10000900
Total CITY OF DOUGLAS-HLTH INS TRN:			543,691.38	
CITY OF DOUGLAS-PETTY CASH				
380	REPLENISH PETTY CASH-PLATES	09/05/25	2.00	10-5100-3210
381	REPLENISH PETTY CASH-QUIT CLAIM DEEDS	09/09/25	12.00	10-5100-3210
382	REPLENISH PETTY CASH-POSTAGE	09/12/25	3.84	10-5100-2101
383	REPLENISH PETTY CASH-RECORDING FEES	09/24/25	15.00	10-5100-3210
Total CITY OF DOUGLAS-PETTY CASH:			32.84	
CITY OF DOUGLAS-UTILITY PMNT				
092225	WATER/SEWER/SANITATION	09/22/25	830.17	10-5100-2132
092225	WATER/SEWER/SANITATION	09/22/25	495.94	10-5301-2132
092225	WATER/SEWER/SANITATION	09/22/25	18,783.16	10-5304-2132
092225	WATER/SEWER/SANITATION	09/22/25	22,324.47	10-5306-2132
092225	WATER/SEWER/SANITATION	09/22/25	196.27	31-5401-2132
092225	WATER/SEWER/SANITATION	09/22/25	3,270.53	31-5402-2132
092225	WATER/SEWER/SANITATION	09/22/25	220.79	32-5501-2132
092225	WATER/SEWER/SANITATION	09/22/25	28.39	32-5502-2132
18494	LANDFILL CHARGES	09/11/25	60.00	33-5600-2158
18494	LANDFILL CHARGES	09/11/25	112.50	33-5600-2158
18494	LANDFILL CHARGES	09/11/25	105.00	33-5600-2158
18494	LANDFILL CHARGES	09/11/25	36.00	10-5304-3210
18494	LANDFILL CHARGES	09/11/25	43.50	10-5304-3210
18494	LANDFILL CHARGES	09/11/25	52.50	10-5304-3210
18495	LANDFILL CHARGES	09/11/25	50,724.00	33-5600-2158
18512	LANDFILL CHARGES	09/17/25	43.50	33-5600-2158
18513	LANDFILL CHARGES	09/17/25	16,612.50	33-5600-2158
18526	LANDFILL CHARGES	09/26/25	48.00	33-5600-2158
18528	LANDFILL CHARGES	09/26/25	17,754.00	33-5600-2158
18539	LANDFILL CHARGES	09/30/25	37.50	33-5600-2158
Total CITY OF DOUGLAS-UTILITY PMNT:			131,778.72	
CIVIC PLUS LLC				
344313	ONLINE CODE HOSTING	10/01/25	945.00	10-5109-2158
Total CIVIC PLUS LLC:			945.00	
CIVIL ENGINEERING PROFESSIONAL				
22-043-27	ENGINEERING-MIDDLE SCHOOL LIFT	09/28/25	5,042.50	32-5508-2153
22-066-23	ENGINEERING-CLEARFIELD BOOSTER STATION	09/28/25	21,070.85	31-5409-2153
22-080-08	ENGINEERING-ANGELOPE DREDGING	09/28/25	867.50	56-5560-2153
22-100-24	ENGINEERING-CITYWORKS TRAINING	08/27/25	135.00	10-5106-2153
22-100-24	ENGINEERING-CITYWORKS TRAINING	08/27/25	135.00	10-5106-2153

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
22-100-24	ENGINEERING-MEADOW ACRES	08/27/25	270.00	10-5106-2153
22-100-25	ENGINEERING-PLAT REVIEW	09/30/25	795.00	10-5106-2153
23-001-13	ENGINEERING-CITY HALL XERISCAPE	07/31/25	7,071.80	57-5570-2153
23-001-14	ENGINEERING-CITY HALL XERISCAPE	09/30/25	1,666.00	57-5570-2153
23-060-04	ENGINEERING-LBES SURVEY	08/27/25	1,560.00	31-5401-2153
24-018-10	ENGINEERING-N 2ND ST BRIDGE	08/27/25	10,396.12	31-5840-2153
24-018-10	ENGINEERING-N 2ND ST BRIDGE	08/27/25	23,357.53	56-5560-2153
24-018-11	ENGINEERING-N 2ND ST IMPROVEMENT	09/28/25	3,591.59	31-5409-2153
24-018-11	ENGINEERING-N 2ND ST IMPROVEMENT	09/28/25	8,069.41	56-5560-2153
24-038-09	ENGINEERING-WTP HEADWORKS SLUICE GATES	08/27/25	1,545.00	31-5408-2153
24-038-10	ENGINEERING-WTP HEADWORKS SLUICE GATES	09/25/25	517.50	31-5408-2153
24-042-09	ENGINEERING-PINE ST	09/30/25	2,124.12	32-5508-2153
24-042-09	ENGINEERING-PINE ST	09/30/25	1,591.10	31-5409-2153
24-042-09	ENGINEERING-PINE ST	09/30/25	4,240.28	56-5560-2153
24-044-08-1	ENGINEERING-N 8TH ST	08/27/25	669.65	56-5560-2153
24-049-10	ENGINEERING-POOL	08/27/25	16,534.20	55-5550-2153
24-049-11	ENGINEERING-POOL	09/30/25	8,113.40	55-5550-2153
24-050-09	ENGINEERING-WWTP AIR HEADER	08/27/25	6,326.95	32-5507-2153
24-050-10	ENGINEERING-WWTP AIR HEADER	09/25/25	7,573.00	32-5507-2153
24-053-06	ENGINEERING-ORPHA & CLEARFIELD TANK RECOATING	08/27/25	18,772.60	31-5840-2153
24-053-07	ENGINEERING-TANK RECOATING	09/30/25	6,589.50	31-5409-2153
24-059-06	ENGINEERING-N 3RD ST	09/28/25	959.79	31-5409-2153
24-059-06	ENGINEERING-N 3RD ST	09/28/25	2,492.71	56-5560-2153
24-060-04	ENGINEERING-DOUGLAS S 4TH	09/30/25	734.92	32-5508-2153
24-060-04	ENGINEERING-DOUGLAS S 4TH	09/30/25	550.50	31-5409-2153
24-060-04	ENGINEERING-DOUGLAS S 4TH	09/30/25	1,467.08	56-5560-2153
24-166-04	ENGINEERING-SURVEY TECH	08/31/25	240.00	34-5340-2153
25-2000-01	ENGINEERING-WTP WATERLINE REPLACEMENT	08/27/25	4,651.10	31-5408-2153
25-2000-02	ENGINEERING-WTP WATERLINE REPLACEMENT	09/28/25	8,287.17	31-5408-2153
25-2002-01	ENGINEERING-S 4TH	09/28/25	3,693.96	31-5409-2153
25-2002-01	ENGINEERING-S 4TH	09/28/25	2,462.64	56-5560-2153
25-2006-01	ENGINEERING-S 5TH LEAD WATER	09/28/25	4,645.00	31-5409-2153
25-2015-01	ENGINEERING-S DOWNTOWN	09/30/25	3,158.13	32-5508-2153
25-2015-01	ENGINEERING-S DOWNTOWN	09/30/25	1,505.54	31-5409-2153
25-2015-01	ENGINEERING-S DOWNTOWN	09/30/25	2,338.83	56-5560-2153
25-2016-01	ENGINEERING-CLAY ST DESIGN	08/27/25	2,318.41	56-5560-2153
25-2016-01-1	ENGINEERING-CLAY ST DESIGN	08/27/25	1,908.29	32-5508-2153
25-2016-01-1	ENGINEERING-CLAY ST DESIGN	08/27/25	4,143.00	31-5409-2153
25-2016-02	ENGINEERING-CLAY ST DESIGN	09/28/25	310.58	32-5508-2153
25-2016-02	ENGINEERING-CLAY ST DESIGN	09/28/25	674.29	31-5409-2153
25-2016-02	ENGINEERING-CLAY ST DESIGN	09/28/25	377.33	56-5560-2153
25-2018-01	ENGINEERING-7.5 ALLEY	09/30/25	407.61	32-5508-2153
25-2018-01	ENGINEERING-7.5 ALLEY	09/30/25	884.93	31-5409-2153
25-2018-01	ENGINEERING-7.5 ALLEY	09/30/25	495.21	56-5560-2153
Total CIVIL ENGINEERING PROFESSIONAL:			207,332.62	
CLEVERPATH IT				
5100818	SOPHOS LICENSE AGREEMENT	09/01/25	108.00	10-5103-2120
Total CLEVERPATH IT:			108.00	
CONVERSE COUNTY				
091825	JOINT JUSTICE EXPENDITURES	09/18/25	6,056.12	10-5111-8760
091825	JOINT JUSTICE EXPENDITURES	09/18/25	57,652.74	10-5111-8760
Total CONVERSE COUNTY:			63,708.86	

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
CONVERSE COUNTY CLERK				
090225	RECORDING-RESOLUTION	09/02/25	15.00	10-5100-3210
090225	RECORDING-RESOLUTION	09/02/25	12.00	10-5100-3210
090225	RECORDING FEES-CEMETERY DEED	09/02/25	12.00	10-5100-3210
2507-CCTS-04	INFORMATION TECHNOLOGY SERVICES	09/17/25	8,333.34	10-5103-2158
2507-CCTS-05	INFORMATION TECHNOLOGY SERVICES	09/17/25	8,333.34	10-5103-2158
Total CONVERSE COUNTY CLERK:			16,705.68	
CONVERSE COUNTY SHERIFF				
082025	BOOKING FEES	08/31/25	180.00	10-5201-2161
Total CONVERSE COUNTY SHERIFF:			180.00	
CONVERSE COUNTY TREASURER				
090525	PROPERTY TAXES	09/05/25	6,285.72	10-5100-3210
Total CONVERSE COUNTY TREASURER:			6,285.72	
CONVERSE COUNTY WEED & PEST				
39059	OPTI-AMINE	09/29/25	11.00	10-5305-3210
39059	ROUNDUP	09/29/25	45.75	10-5305-3210
Total CONVERSE COUNTY WEED & PEST:			56.75	
CONVERSE HOPE CENTER				
SFY26 7.25-JUL-1	FUNDING ALLOCATION AGREEMENT	08/27/25	176.24	10-5110-8759
Total CONVERSE HOPE CENTER:			176.24	
CORE & MAIN				
X455868	METER	08/01/25	2,860.82	31-5403-3220
X455868	GASKETS	08/01/25	46.50	31-5403-3220
X455868	GASKETS	08/01/25	51.50	31-5403-3220
Total CORE & MAIN:			2,958.82	
COY, DEBRA J				
092725	JANITORIAL SERVICES	09/27/25	2,200.00	10-5100-2158
Total COY, DEBRA J:			2,200.00	
CROELL REDI MIX				
1010240	PEA GRAVEL	09/11/25	29.70	10-5305-3210
Total CROELL REDI MIX:			29.70	
CUMMINGS, NEOMI				
091125	TREE TRIMMING REIMBURSEMENT	09/11/25	700.00	10-5304-2158
Total CUMMINGS, NEOMI:			700.00	
DOUGLAS FEED LLC				
091725	FENCE RAILS	09/17/25	690.00	10-5304-3210
Total DOUGLAS FEED LLC:			690.00	

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
DOUGLAS FR & EMBROIDERY				
2211	VESTS	09/15/25	330.00	31-5402-3210
2211	EMBROIDERY	09/15/25	187.50	31-5402-3210
Total DOUGLAS FR & EMBROIDERY:			517.50	
DOUGLAS HARDWARE HANK LLC				
373083	VALVE	08/27/25	16.99	31-5402-3210
373083	THREAD SEAL	08/27/25	1.59	31-5402-3210
373083	WAX RING	08/27/25	3.99	31-5402-3210
373083	VALVE	08/27/25	16.99	31-5402-3210
373254	HANDSOAP	09/03/25	17.97	10-5301-3210
373297	TIE WIRE	09/05/25	15.99	31-5401-3210
373297	SPRING	09/05/25	19.18	31-5401-3210
373297	CLAMP	09/05/25	55.96	31-5401-3210
373344	MARKER	09/08/25	6.99	31-5401-3210
373344	MARKER	09/08/25	1.99	31-5401-3210
373346	SPONGE RUBBER TAPE	09/08/25	11.99	10-5305-3210
373422	WEATHER STRIP	09/11/25	9.59	34-5340-3210
373422	FOAM	09/11/25	4.59	34-5340-3210
373422	FOAM TAPE	09/11/25	4.59	34-5340-3210
373422	KITCHEN BAGS	09/11/25	19.18	34-5340-3210
373426	CHAIN LOOP	09/11/25	23.99	10-5304-3210
373429	COUPLER	09/11/25	1.58	31-5401-3210
373441	FLEX TAPE	09/12/25	14.99	31-5402-3210
373447	CABLE WHIP	09/12/25	22.99	32-5501-3210
373447	CLAMP	09/12/25	3.59	32-5501-3210
373447	CONNECTOR	09/12/25	5.99	32-5501-3210
373447	TERMINAL RING	09/12/25	3.99	32-5501-3210
373447	CLAMP	09/12/25	3.59	32-5501-3210
373447	BLADE	09/12/25	54.99	32-5501-3210
373457	PAPER TOWELS	09/12/25	76.00	32-5501-3210
373457	FACIAL TISSUE	09/12/25	9.99	32-5501-3210
373457	TOILET PAPER	09/12/25	12.99	32-5501-3210
373481	FASTENERS	09/15/25	2.78	32-5501-3210
373481	FASTENERS	09/15/25	6.58	32-5501-3210
373481	FASTENERS	09/15/25	23.96	32-5501-3210
373495	TANK LEVEL	09/16/25	16.99	10-5304-3210
373506	FASTENERS	09/16/25	.90	10-5304-3210
373507	FREIGHT	09/16/25	341.45	31-5401-3210
373527	SHARKBITE	09/17/25	2.99	31-5402-3210
373530	FASTENERS	09/17/25	1.35	10-5304-3210
373530	ELECTRICAL TAPE	09/17/25	6.99	10-5304-3210
373540	PAINT MARKERS	09/17/25	19.98	10-5305-3210
373552	FABRIC HOSE	09/18/25	33.99	10-5304-3210
373587	CUT WHEEL	09/19/25	14.99	10-5302-3210
373587	FOAM TAPE	09/19/25	6.59	10-5302-3210
373587	SPRAY PAINT	09/19/25	17.18	10-5302-3210
373637	PAINT PEN	09/22/25	13.99	10-5305-3210
373646	GLASS SCRAPER	09/22/25	2.59	34-5340-3210
373646	TAPE	09/22/25	13.99	34-5340-3210
373646	PLUG	09/22/25	29.99	34-5340-3210
373646	CAULK	09/22/25	38.97	34-5340-3210
373654	LED	09/23/25	65.98	10-5306-3210
373656	PACKOUT ROLLING TOOLBOX	09/23/25	169.00	31-5402-3210
373656	PACKOUT TOOLBOX	09/23/25	84.97	31-5402-3210
373663	HAMMER BIT	09/23/25	8.59	10-5305-3210
373663	DRILL BIT	09/23/25	9.99	10-5305-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
373689	PAINT PEN	09/24/25	13.99	10-5305-3210
373702	DRILL BIT	09/24/25	6.99	10-5305-3210
373715	GLOVES	09/25/25	15.99	32-5502-3210
373732	FREIGHT	09/25/25	17.17	31-5402-3210
373734	CUT WHEEL	09/25/25	9.98	31-5402-3210
373734	BIT	09/25/25	2.37	31-5402-3210
373756	SPRAYERS	09/26/25	23.97	92-5920-2158
373757	BATTERIES	09/26/25	17.99	10-5106-3210
373786	BRUSH	09/30/25	15.99	31-5402-3210
373787	SHARPIES	09/30/25	3.98	10-5304-3210
373787	SCOUR PAD	09/30/25	2.99	10-5304-3210
373787	ODOR ELIMINATOR	09/30/25	4.99	10-5304-3210
373787	CLEANER	09/30/25	8.99	10-5304-3210
373823	FASTENERS	10/01/25	.96	10-5305-3210
373823	BLEACH	10/01/25	7.99	10-5305-3210
373823	BATHROOM CLEANER	10/01/25	7.59	10-5305-3210
373840	FLEX SEAL	10/02/25	16.99	31-5402-3210
K73810	ADHESIVE	10/01/25	8.99	32-5501-3210
K73810	SUMP PUMP THERMOSTAT	10/01/25	149.99	32-5501-3210
Total DOUGLAS HARDWARE HANK LLC:			1,714.94	
DXP ENTERPRISES				
55329514	MOTOR	08/26/25	15,678.00	31-5401-2155
Total DXP ENTERPRISES:			15,678.00	
ECOANALYSTS LLC				
6768	MICROCYSTINS	09/14/25	200.00	31-5401-3210
6768	CYLINDROSPREMOPSIN	09/14/25	220.00	31-5401-3210
6768	ANATOXIN-A	09/14/25	270.00	31-5401-3210
Total ECOANALYSTS LLC:			690.00	
ENERGY LABORATORIES INC				
732512	WASTEWATER SAMPLING	09/02/25	66.00	32-5501-2158
733157	WASTEWATER SAMPLING	09/04/25	66.00	32-5501-2158
733158	WATER SAMPLING	09/04/25	152.00	31-5401-2158
733603	WATER SAMPLING	09/05/25	866.00	31-5401-2158
734953	WATER SAMPLING	09/11/25	114.00	31-5401-2158
735328	WASTEWATER SAMPLING	09/12/25	395.00	32-5501-2158
735354	WASTEWATER SAMPLING	09/12/25	180.00	32-5501-2158
736786	WATER SAMPLING	09/18/25	766.00	31-5401-2158
738265	WATER SAMPLING	09/24/25	319.00	31-5401-2158
Total ENERGY LABORATORIES INC:			2,924.00	
ESRI				
900102069	ARC GIS ONLINE MOBILE WORKER	09/24/25	2,400.00	10-5103-2158
900102069	ARC GIS ONLINE CONTRIBUTOR	09/24/25	250.00	10-5103-2158
900102069	ARC GIS ONLINE VIEWER	09/24/25	875.00	10-5103-2158
Total ESRI:			3,525.00	
EVANS, SHERRY				
US-34582079	BOOT REIMBURSEMENT	09/18/25	92.40	10-5202-3233

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total EVANS, SHERRY:			92.40	
FERGUSON ENTERPRISES				
1638044	SAFETY REPAIR KITS	09/05/25	1,996.08	31-5402-3210
1638044	BONET REPAIR KIT	09/05/25	991.20	31-5402-3210
Total FERGUSON ENTERPRISES:			2,987.28	
FIRE SUPPRESSION AUTHORITY				
2025-9	FUNDING ALLOCATION AGREEMENT	09/08/25	56,544.52	10-5111-8744
Total FIRE SUPPRESSION AUTHORITY:			56,544.52	
FLOYD'S TRUCK CENTER WY				
X302080251:01	DEF MODULE	09/11/25	935.19	10-5302-3210
X302080347:01	SHIPPING	09/11/25	35.00	10-5302-3210
Total FLOYD'S TRUCK CENTER WY:			970.19	
FORSGREN ASSOCIATES INC				
2507314	WATER CONSULTANT SERVICES	07/25/25	2,419.38	31-5856-2158
2508358	WATER CONSULTANT SERVICES	08/25/25	2,081.25	31-5408-2158
Total FORSGREN ASSOCIATES INC:			4,500.63	
FREEDOM MAILING SERVICE				
51294	UTILITY BILLING MAILING SERVICE	09/12/25	627.10	31-5400-2158
51294	UTILITY BILLING MAILING SERVICE	09/12/25	405.00	32-5500-2158
51294	UTILITY BILLING MAILING SERVICE	09/12/25	274.35	33-5600-2158
Total FREEDOM MAILING SERVICE:			1,306.45	
FREMONT MOTORS CASPER				
151504-1	CLOCK SPRING ASSEMBLY	09/15/25	434.00	10-5202-3210
151896	HOUSING SEAL	10/02/25	11.83	10-5202-3210
Total FREMONT MOTORS CASPER:			445.83	
GATHERING INC				
20	FUNDING ALLOCATION AGREEMENT	08/25/25	3,333.33	10-5110-8730
20	FUNDING ALLOCATION AGREEMENT	08/25/25	570.01	10-5110-8730
Total GATHERING INC:			3,903.34	
GOODYEAR TIRE & RUBBER CO				
177-1057605	TIRES	09/08/25	1,960.00	34-5340-3210
Total GOODYEAR TIRE & RUBBER CO:			1,960.00	
GRANITE TELECOMMUNICATIONS				
71360033	TELEPHONE SERVICES	09/01/25	181.85	10-5100-2134
71360033	TELEPHONE SERVICES	09/01/25	88.68	10-5301-2134
71360033	TELEPHONE SERVICES	09/01/25	177.33	32-5501-2134
Total GRANITE TELECOMMUNICATIONS:			447.86	

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
H SPEAR WELDING AND FABRICATION				
1896	TRASH TRAILER REPAIR	10/01/25	1,190.00	34-5340-2155
1896	ANGLE	10/01/25	62.90	34-5340-2155
Total H SPEAR WELDING AND FABRICATION:			1,252.90	
HACH COMPANY				
14636454	FREE C12 REAGENT	08/21/25	541.52	31-5401-3210
14636454	FREE C12 REAGENT KIT	08/21/25	1,179.75	31-5401-3210
14636454	PH STORAGE SOLUTION	08/21/25	119.10	31-5401-3210
14636454	MEMBRANE REPLACEMENT KIT	08/21/25	280.00	31-5401-3210
14636454	FILLING SOLUTION	08/21/25	45.50	31-5401-3210
14636454	GRADUATED CYLINDER	08/21/25	279.30	31-5401-3210
14636454	STANDARD CELL SOLUTION	08/21/25	123.00	31-5401-3210
14636454	SHIPPING	08/21/25	26.88	31-5401-3210
14636454	FREE CL2 REAGENT	08/21/25	135.38	32-5501-3210
14636454	FILLING SOLUTION	08/21/25	45.50	32-5501-3210
14636454	GRADUATED CYLINDER	08/21/25	139.65	32-5501-3210
14636454	ZOBELLS ORP SOLUTION	08/21/25	177.78	32-5501-3210
14636454	SHIPPING	08/21/25	26.87	32-5501-3210
14649705	PH ELECTRODE	08/28/25	708.00	31-5401-3210
14659791	PH ELECTRODE	09/08/25	708.00	32-5501-3210
Total HACH COMPANY:			4,536.23	
HAGEMAN, JOE/DARLENE				
091125	TREE TRIM REIMBURSEMENT	09/11/25	1,000.00	10-5304-2158
Total HAGEMAN, JOE/DARLENE:			1,000.00	
HAWKINS INC				
7185092	CHLORINE CYLINDER	08/29/25	686.52	31-5401-3210
7185092	FREIGHT/FUEL	08/29/25	20.00	31-5401-3210
7185092	CHLORINE CYLINDER	08/29/25	1,373.04	32-5501-3210
7185092	SULFUR DIOXIDE CYLINDER	08/29/25	521.46	32-5501-3210
7185092	FREIGHT/FUEL	08/29/25	30.00	32-5501-3210
Total HAWKINS INC:			2,631.02	
HDR ENGINEERING INC				
1200757831	WATER TREATMENT PLANT STUDY	09/15/25	14,106.77	31-5408-2158
Total HDR ENGINEERING INC:			14,106.77	
HOMAX OIL SALES INC				
0723442R-DM	CORRECTION DIFFERENCE	08/31/25	317.25	34-5340-3235
0725211-IN	DIESEL	09/08/25	1,954.93	34-5340-3235
0726660-IN	DIESEL	09/22/25	1,681.28	34-5340-3235
0726841-IN	OIL	09/23/25	686.40	10-5302-3237
0726841-IN	DRUM DEPOSIT	09/23/25	50.00	10-5302-3237
0726841-IN	DRUM CREDIT	09/23/25	50.00	10-5302-3237
CL35893	FUEL	08/31/25	146.28	10-5100-3235
CL35893	FUEL	08/31/25	89.78	10-5106-3235
CL35893	FUEL	08/31/25	59.52	10-5201-3235
CL35893	FUEL	08/31/25	2,762.70	10-5202-3235
CL35893	FUEL	08/31/25	134.13	10-5302-3235
CL35893	FUEL	08/31/25	1,051.03	10-5304-3235
CL35893	FUEL	08/31/25	1,881.41	10-5305-3235

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
CL35893	FUEL	08/31/25	193.86	10-5306-3235
CL35893	FUEL	08/31/25	116.36	31-5401-3235
CL35893	FUEL	08/31/25	587.16	31-5402-3235
CL35893	FUEL	08/31/25	61.15	31-5403-3235
CL35893	FUEL	08/31/25	116.35	32-5501-3235
CL35893	FUEL	08/31/25	587.11	32-5502-3235
CL35893	FUEL	08/31/25	2,072.32	33-5600-3235
CL35893	FUEL	08/31/25	300.29	34-5340-3235
CL35893	FUEL	08/31/25	162.89	10-5301-3235
Total HOMAX OIL SALES INC:			14,962.20	
INLAND TRUCK PARTS CO				
IN-1882012	AIR BAG	10/02/25	880.76	34-5340-3210
Total INLAND TRUCK PARTS CO:			880.76	
INTERNAL REVENUE SERVICE				
090525	PAYROLL DEDUCTION-941 TAX DEPOSIT	09/05/25	20,413.27	10-20000222
090525	PAYROLL DEDUCTION-941 TAX DEPOSIT	09/05/25	26,616.11	10-20000223
090525	PAYROLL DEDUCTION-941 TAX DEPOSIT	09/05/25	6,224.74	10-20000223
090925	PAYROLL DEDUCTION-941 TAX DEPOSIT	09/09/25	75.02	10-20000223
090925	PAYROLL DEDUCTION-941 TAX DEPOSIT	09/09/25	17.55	10-20000223
091925	PAYROLL DEDUCTION-941 TAX DEPOSIT	09/19/25	20,045.95	10-20000222
091925	PAYROLL DEDUCTION-941 TAX DEPOSIT	09/19/25	25,661.37	10-20000223
091925	PAYROLL DEDUCTION-941 TAX DEPOSIT	09/19/25	6,001.45	10-20000223
Total INTERNAL REVENUE SERVICE:			105,055.46	
IRWIN REVOCABLE TRUST, JANE M				
093025	TREE TRIM REIMBURSEMENT	09/30/25	1,000.00	10-5304-2158
Total IRWIN REVOCABLE TRUST, JANE M:			1,000.00	
JERRYS WELDING SERVICE				
34165	ANGLE	08/06/25	79.20	10-5305-3210
34165	CUTTING	08/06/25	15.00	10-5305-3210
34426	PLATE	09/10/25	47.78	33-5600-3210
34426	ANGLE	09/10/25	1.26	33-5600-3210
34426	REPAIRED ROLL OFF ATTACHEMENT	09/10/25	240.00	33-5600-3210
34426	SQUARE TUBE	09/10/25	78.24	10-5202-3210
34426	PLATE	09/10/25	164.43	10-5202-3210
34426	CUTTING	09/10/25	8.00	10-5202-3210
34426	PLATE	09/10/25	59.50	10-5202-3210
34426	CUTTING	09/10/25	8.00	10-5202-3210
34426	HINGE	09/10/25	20.00	10-5202-3210
34426	TUBE	09/10/25	53.95	34-5340-3210
34426	TUBE	09/10/25	148.25	34-5340-3210
34426	CUTTING	09/10/25	30.00	34-5340-3210
34560	FLAT	09/24/25	37.60	34-5340-3210
34560	CUTTING	09/24/25	3.00	34-5340-3210
34560	STRIP	09/24/25	150.67	34-5340-3210
Total JERRYS WELDING SERVICE:			1,144.88	
JIRDON AGRI CHEMICALS INC				
4288040	FERTILIZER	09/29/25	1,940.00	10-5306-3210
4288040	FERTILIZER	09/29/25	3,692.00	10-5304-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total JIRDON AGRI CHEMICALS INC:			5,632.00	
JOE JOHNSON EQUIPMENT LLC				
PO3227	PIPE	09/16/25	210.70	32-5502-3210
PO3227	COUPLER	09/16/25	68.26	32-5502-3210
PO3227	COUPLER	09/16/25	20.28	32-5502-3210
PO3227	ELBOW	09/16/25	206.86	32-5502-3210
PO3227	FREIGHT	09/16/25	89.97	32-5502-3210
PO3262	WELDMENT FLANGE	09/26/25	271.92	32-5502-3210
PO3262	FLANGE GASKET	09/26/25	38.96	32-5502-3210
PO3262	FREIGHT	09/26/25	39.87	32-5502-3210
PO3264	ADAPTER	09/26/25	1.42	32-5502-3210
PO3264	BALL VALVE	09/26/25	82.22	32-5502-3210
PO3264	HOSE	09/26/25	795.50	32-5502-3210
PO3264	NOZZLE	09/26/25	244.00	32-5502-3210
PO3264	MOUNTING BRACKET	09/26/25	182.65	32-5502-3210
PO3264	NOZZLE HOLDER	09/26/25	230.58	32-5502-3210
PO3264	ADAPTER	09/26/25	39.40	32-5502-3210
PO3264	ADAPTER	09/26/25	5.33	32-5502-3210
PO3264	HOSE ASSEMBLY	09/26/25	1,707.24	32-5502-3210
PO3264	FREIGHT	09/26/25	388.87	32-5502-3210
Total JOE JOHNSON EQUIPMENT LLC:			4,624.03	
JTL GROUP/DBA KNIFE RIVER, INC				
365895	ASPHALT	09/15/25	1,278.00	10-5305-2155
Total JTL GROUP/DBA KNIFE RIVER, INC:			1,278.00	
KNIGHT, WILLIS				
090325	TUITION REIMBURSEMENT	09/03/25	1,250.00	10-5202-2122
Total KNIGHT, WILLIS:			1,250.00	
KOIS EQUIPMENT CO				
600559	DUMPSTERS	10/02/25	23,232.00	33-5605-3220
600559	ROLLOUTS	10/02/25	7,692.31	33-5605-3220
600559	FREIGHT	10/02/25	5,071.00	33-5605-3220
Total KOIS EQUIPMENT CO:			35,995.31	
LARAMIE PEAK HUMANE SOCIETY				
100225	RESTITUTION PAYMENT	10/02/25	10.00	10-20000206
2025.16 SEPT	FUNDING ALLOCATION AGREEMENT	10/02/25	9,166.67	10-5110-8734
Total LARAMIE PEAK HUMANE SOCIETY:			9,176.67	
LARAMIE RANGE WATER TREATMENT & PLUMBING				
LW2722504	WATER	09/29/25	8.00	34-5340-3210
LW2722504	DELIVERY	09/29/25	3.00	34-5340-3210
WL2582508	WATER	09/15/25	16.00	34-5340-3210
WL2582508	DELIVERY	09/15/25	3.00	34-5340-3210
Total LARAMIE RANGE WATER TREATMENT & PLUMBING:			30.00	
LEXISNEXIS RISK DATA MANAGMENT INC				
1100185167-AUG	SUBSCRIPTION FEE	08/31/25	112.55	10-5202-2156

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total LEXISNEXIS RISK DATA MANAGMENT INC:			112.55	
LITHIA OF CASPER LLC				
346438	FORD DIAGNOSTIC TRAINING	08/28/25	1,400.00	10-5302-2122
348432-1	SCREW	08/21/25	7.60	10-5202-3210
351023	POWER STEERING PUMP ASSEMBLY	09/24/25	403.49	31-5402-3210
351023	POWER STEERING PUMP CORE	09/24/25	60.00	31-5402-3210
CM348432	RETURN-SEAL	09/08/25	12.56-	10-5202-3210
CM348432	RETURN-THERMOSTAT	09/08/25	18.38-	10-5202-3210
CM348432	RETURN-GASKET	09/08/25	40.38-	10-5202-3210
CM348432	RETURN-GASKET	09/08/25	9.50-	10-5202-3210
CM348432	RETURN-SEAL	09/08/25	3.11-	10-5202-3210
CM348432	RETURN-ORING KIT	09/08/25	20.05-	10-5202-3210
CM348432	RETURN-SPARK PLUGS	09/08/25	38.10-	10-5202-3210
CM348432	RETURN-GASKET	09/08/25	62.42-	10-5202-3210
CM348432	RETURN-GASKET	09/08/25	23.94-	10-5202-3210
CM348432	RETURN-RING	09/08/25	25.02-	10-5202-3210
CM348432	RETURN-OIL COOLER	09/08/25	86.31-	10-5202-3210
CM348432	RETURN-GASKET	09/08/25	11.25-	10-5202-3210
CM348432	RETURN-GASKET	09/08/25	13.58-	10-5202-3210
CM348432	RETURN-SEAL	09/08/25	6.56-	10-5202-3210
CM348743	CORE CREDIT-ENGINE	09/08/25	1,000.00-	10-5202-3210
Total LITHIA OF CASPER LLC:			499.93	
LOENBRO				
421072-31	VENT SYSTEM REPAIR-CL2 LEAK	09/25/25	1,935.00	31-5401-2155
Total LOENBRO:			1,935.00	
MAIN STREET DOUGLAS				
1006-JUL	FUNDING ALLOCATION AGREEMENT	08/18/25	758.22	10-5110-8748
1007-AUG	FUNDING ALLOCATION AGREEMENT	09/02/25	972.41	10-5110-8748
Total MAIN STREET DOUGLAS:			1,730.63	
MASA				
090525	PAYROLL DEDUCTION	09/05/25	323.00	10-20000225
Total MASA:			323.00	
MATTHEWS, KAEI				
14895203	OPEN CONTAINER DEPOSIT REFUND	08/29/25	100.00	10-5100-2175
Total MATTHEWS, KAEI:			100.00	
MERITAIN HEALTH				
091925	HEALTH INSURANCE PREMIUM	09/19/25	66,880.20	39-5390-1023
091925	ADMINISTRATION FEES	09/19/25	6,943.95	39-5390-1058
Total MERITAIN HEALTH:			73,824.15	
METLIFE				
090825	PAYROLL DEDUCTION	09/08/25	1,074.68	39-5390-1023
092425	LONG TERM DISABILITY PREMIUM	09/24/25	1,078.61	39-5390-1023

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total METLIFE:			2,153.29	
MISSION SQUARE RETIREMENT				
090525	Payroll Deduction	09/05/25	7,882.27	10-20000224
091925	Payroll Deduction	09/19/25	7,852.86	10-20000224
Total MISSION SQUARE RETIREMENT:			15,735.13	
MOTOROLA SOLUTIONS INC				
8282182314	PORTABLE RADIO BATTERIES	08/13/25	406.23	10-5202-3210
Total MOTOROLA SOLUTIONS INC:			406.23	
MOUNTAIN STATES LITHOGRAPHING				
251195	BUSINESS CARDS	08/14/25	61.91	10-5202-3210
251196	IMPOUND STICKERS	08/20/25	151.24	10-5202-3210
251197	RIVERSIDE PARK STICKERS	08/14/25	56.61	10-5202-3210
251198	RESERVED PARKING SIGNS	08/22/25	100.63	10-5202-3210
Total MOUNTAIN STATES LITHOGRAPHING:			370.39	
NATIONAL BAND & TAG				
329883	ANIMAL LICENSES	08/27/25	233.26	10-5202-3210
Total NATIONAL BAND & TAG:			233.26	
NEW YORK LIFE				
091125	LIFE INSURANCE PREMIUM	09/11/25	486.09	39-5390-1023
092425	LIFE INSURANCE PREMIUM	09/24/25	511.59	39-5390-1023
Total NEW YORK LIFE:			997.68	
NORCO INC				
44520982	KITCHEN TOWELS	09/05/25	51.43	10-5304-3210
44520982	TRASH BAGS	09/05/25	53.28	10-5304-3210
44520982	DELIVERY CHARGE	09/05/25	19.50	10-5304-3210
44521210	TOILET PAPER	09/05/25	182.00	10-5304-3210
44521210	BOWL CLEANER	09/05/25	103.60	10-5304-3210
44521210	HAND SOAP	09/05/25	62.53	10-5304-3210
44521210	TRASH BAGS	09/05/25	213.12	10-5304-3210
44550603	TIPS	09/09/25	15.72	10-5302-3210
44550603	SHOE HANDLE BRUSH	09/09/25	10.25	10-5302-3210
44550603	ALUMINUM CLEANER	09/09/25	15.90	10-5302-3210
44550603	SPRAYER	09/09/25	5.00	10-5302-3210
44550603	PLASTIC BOTTLE	09/09/25	1.70	10-5302-3210
44576997	TRASH BAGS	09/12/25	93.34	10-5304-3210
44632873	WIRELESS FOOT CONTROLLER/COVER	09/19/25	14,216.57	34-5345-6547
44694100	KITCHEN TOWELS	09/26/25	51.43	10-5301-3210
44694100	TOILET TISSUE	09/26/25	94.25	10-5100-3210
44694100	TRASH BAGS	09/26/25	37.00	10-5100-3210
44694100	BATH TISSUE	09/26/25	66.63	10-5100-3210
44695317	WELDING RODS	09/26/25	47.90	34-5340-3210
44695317	WELDING RODS	09/26/25	27.32	34-5340-3210
44695317	GAS LENS	09/26/25	8.43	34-5340-3210
44695317	COLLET	09/26/25	4.00	34-5340-3210
44695317	ELECTRODE	09/26/25	31.67	34-5340-3210
44695317	ELECTRODE	09/26/25	39.60	34-5340-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
44695317	WIRE	09/26/25	102.80	34-5340-3210
44695317	WASHINGTON ALLOYS	09/26/25	164.80	34-5340-3210
44695317	SOLID WIRE	09/26/25	85.36	34-5340-3210
44695317	DUAL SHIELD	09/26/25	153.68	34-5340-3210
44695317	TIP	09/26/25	24.80	34-5340-3210
44695317	TRASH BAGS	09/26/25	37.00	34-5340-3210
44696053	DISPENSER TOWEL	09/26/25	155.60	34-5340-3210
44696053	DISINFECTANT BATHROOM CLEANER	09/26/25	42.46	34-5340-3210
44696053	CLOROX WIPES	09/26/25	16.48	34-5340-3210
44696053	ALUMINUM CLEANER	09/26/25	15.90	34-5340-3210
44696053	LENS CLEANING TOWELETTE	09/26/25	15.66	34-5340-3210
44696053	BOWL CLEANER	09/26/25	17.27	34-5340-3210
44696053	DELIVERY CHARGE	09/26/25	19.50	34-5340-3210
44758751	SANDING DISC	10/01/25	39.50	34-5340-3210
44758751	SHANK MANDREL	10/01/25	6.45	34-5340-3210
44758751	SANDING WHEEL	10/01/25	20.84	34-5340-3210
44758751	DELIVERY CHARGE	10/01/25	19.50	34-5340-3210
44758752	KITCHEN TOWELS	10/01/25	67.33	34-5340-3210
44758752	SANDING DISC	10/01/25	27.36	34-5340-3210
Total NORCO INC:			16,484.46	
NOREGON SYSTEMS LLC				
INV00285263	J PRO RENEWAL	07/14/25	2,199.00	10-5302-2120
INV00285263	PIN CABLE	07/14/25	249.00	10-5302-3220
INV00285263	PIN CABLE	07/14/25	249.00	10-5302-3220
INV00285263	FREIGHT	07/14/25	47.40	10-5302-3220
Total NOREGON SYSTEMS LLC:			2,744.40	
NV5 INC				
090225	COMMUNITY FACILITY	09/02/25	10,099.00	57-5571-2153
Total NV5 INC:			10,099.00	
NYSTUL, CLINT				
439623	BOOT REIMBURSEMENT	09/24/25	146.99	10-5302-3210
Total NYSTUL, CLINT:			146.99	
ONE CALL OF WYOMING				
76402	UTILITY LOCATES	08/08/25	179.55	31-5402-2120
76402	UTILITY LOCATES	08/08/25	179.55	32-5502-2120
76698	UTILITY LOCATES	09/09/25	237.83	31-5402-2120
76698	UTILITY LOCATES	09/09/25	237.82	32-5502-2120
76699	UTILITY LOCATES	09/09/25	16.80	10-5304-2120
Total ONE CALL OF WYOMING:			851.55	
ONE STOP AUTO PLEX				
136572	ALIGNMENT	09/08/25	129.99	10-5202-2155
136572	SHOP SUPPLIES	09/08/25	5.20	10-5202-2155
Total ONE STOP AUTO PLEX:			135.19	
O'REILLY AUTOMOTIVE INC				
334554	MOTOR OIL	08/04/25	12.98	10-5302-3237
334735	SHIFT SELECT	08/05/25	59.10	31-5402-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
334878	TOGGLE SWITCH	08/06/25	9.49	31-5402-3210
334906	GLOVES	08/06/25	50.88	10-5302-3210
334907	GLOVES	08/06/25	101.76	10-5302-3210
335025	CABIN FILTER	08/07/25	11.89	10-5302-3210
335033	BRAKE CLEANER	08/07/25	41.88	10-5302-3210
335033	HOSE	08/07/25	43.32	10-5302-3210
335033	HOSE	08/07/25	51.36	10-5302-3210
335033	WASH BRUSH	08/07/25	19.99	10-5302-3210
336176	DOOR HANDLE	08/14/25	10.61	10-5304-3210
336904	AIR HAMMER	08/19/25	26.99	10-5302-3220
337239	ENGINE CLEANER	08/22/25	48.48	10-5302-3210
338940	LUG NUT	09/02/25	36.20	10-5202-3210
338945	LUG NUT	09/02/25	72.40	10-5202-3210
340103	PLUGS	09/10/25	6.65	10-5302-3210
340123	AC CONDENSER	09/10/25	141.79	10-5202-3210
340220	AC CONDENSER	09/11/25	147.67	10-5202-3210
340350	RETURN-AC CONDENSER	09/12/25	141.79-	10-5202-3210
340373-1	FUNNEL	09/12/25	4.99	10-5302-3210
341115	MOTOR OIL	09/17/25	17.98	10-5302-3237
341115	MOTOR OIL	09/17/25	30.99	10-5302-3237
341209	ALTERNATOR	09/18/25	260.86	10-5202-3210
341209	CORE CHARGE	09/18/25	40.00	10-5202-3210
341222	RETURN-CORE	09/18/25	40.00-	10-5202-3210
342185	HYDRAULIC BRAKE BOOSTER	09/25/25	234.09	31-5402-3210
342185	CORE CHARGE	09/25/25	70.00	31-5402-3210
342273	RETURN-HYDRAULIC BRAKE BOOSTER	09/26/25	234.09-	31-5402-3210
342273	RETURN-CORE	09/26/25	70.00-	31-5402-3210
342282	BRAKE CLEANER	09/26/25	418.80	10-5302-3237
342831	TIRE GAUGE	09/30/25	17.99	10-5302-3210
342871	MOUNT TIES	09/30/25	12.99	10-5202-3210
Total O'REILLY AUTOMOTIVE INC:			1,516.25	
OUTDOOR ENTHUSIASTS OF CONVERSE COUNTY				
091125	FUNDING ALLOCATION AGREEMENT	09/11/25	2,083.33	10-5110-8763
091125	FUNDING ALLOCATION AGREEMENT	09/11/25	2,083.33	10-5110-8763
091125	FUNDING ALLOCATION AGREEMENT	09/11/25	20,833.34	10-5110-8763
Total OUTDOOR ENTHUSIASTS OF CONVERSE COUNTY:			25,000.00	
PARTSONE LLC				
59686-1	TRANSMISSION OIL CLEANER	07/14/25	224.38	31-5402-3210
60296	AIR HOSE	07/23/25	19.52	34-5340-3210
61039	FUEL FILTER	08/05/25	19.06	10-5302-3210
61039	FUEL FILTER	08/05/25	31.54	10-5302-3210
61140	FUSE	08/07/25	6.20	10-5302-3210
61202	WRENCH	08/07/25	23.99	34-5340-3210
61202	LOCK	08/07/25	25.73	34-5340-3210
61883	AIR HAMMER	08/19/25	161.99	10-5302-3220
61981	FITTINGS	08/20/25	8.06	34-5340-3210
61981	COUPLING	08/20/25	3.70	34-5340-3210
61981	BRUSH	08/20/25	7.49	34-5340-3210
62057	WHEEL CHOCK	08/22/25	90.88	10-5302-3210
62078	BRUSH HEAD	08/22/25	28.79	10-5302-3210
62078	SCRUB BRUSH	08/22/25	29.19	34-5340-3210
62120	IGNITION WIRE	08/23/25	124.39	10-5305-3210
62176	PRY BAR SET	08/25/25	79.99	10-5302-3220
62176	DRILL BIT SET	08/25/25	149.99	10-5302-3220

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
62177	RETURN-IGNITION WIRE	08/25/25	124.39-	10-5305-3210
62459	TRANSMISSION OIL	08/28/25	116.37	10-5302-3237
62459	TRANSMISSION OIL	08/28/25	351.98	10-5302-3237
63029	COOLANT ADDITIVE	09/09/25	8.49	10-5306-3210
63098	RADIATOR CAP	09/10/25	8.54	10-5306-3210
63107	RADIATOR CAP	09/10/25	9.89	10-5306-3210
63257	BRAKE LIGHT SWTICH	09/12/25	15.23	34-5340-3210
63257	AIR SWITCH	09/12/25	28.50	34-5340-3210
63299	WASHER	09/12/25	.98	33-5600-3210
63624	RETURN-RADIATOR CAP	09/18/25	9.89-	10-5306-3210
63936	RUBBER GLOVES	09/23/25	8.49	10-5302-3210
64162	BRAKE BOOSTER	09/26/25	293.39	31-5402-3210
64162	CORE DEPOSIT	09/26/25	44.00	31-5402-3210
64168	RETURN-CORE	09/26/25	44.00-	31-5402-3210
64276	WORK LIGHT	09/29/25	152.99	34-5340-3220
64276	SOCKET	09/29/25	9.99	34-5340-3220
64276	SOCKET	09/29/25	10.99	34-5340-3220
64276	SOCKET	09/29/25	7.69	34-5340-3220
64276	SOCKET	09/29/25	8.79	34-5340-3220
64276	QUICK LINK	09/29/25	21.45	34-5340-3220
64276	QUICK LINK	09/29/25	4.29	34-5340-3220
64292	GLOVES	09/29/25	22.99	10-5302-3210
64351	TIRE PRESSURE GAUGE	09/30/25	35.09	10-5302-3210
64358	AIR FILTER	09/30/25	141.38	10-5302-3210
64367	JB WELD	09/30/25	20.98	34-5340-3210
64400	WIRE TIES	09/30/25	8.46	10-5202-3210
Total PARTSONE LLC:			2,187.56	
PAYMENTECH				
093025	RECORD CREDIT CARD PROCESSING FEE	09/30/25	462.96	31-5400-2158
093025	RECORD CREDIT CARD PROCESSING FEE	09/30/25	299.00	32-5500-2158
093025	RECORD CREDIT CARD PROCESSING FEE	09/30/25	202.55	33-5600-2158
Total PAYMENTECH:			964.51	
PEASLEY & ARMSTRONG LLP				
1997	LEGAL SERVICES	09/04/25	1,880.00	10-5100-2151
1997	LEGAL SERVICES	09/04/25	2,701.90	10-5105-2151
Total PEASLEY & ARMSTRONG LLP:			4,581.90	
POWDER RIVER CONSTRUCTION INC				
24-049-7	POOL RENOVATION	09/29/25	185,751.33	55-5550-6544
24-049-7	RETAINAGE-POOL RENOVATION	09/29/25	9,287.57-	55-20000210
Total POWDER RIVER CONSTRUCTION INC:			176,463.76	
PROFORCE LAW ENFORCEMENT				
580560	HOLSTERS	08/06/25	3,022.80	47-5470-6547
Total PROFORCE LAW ENFORCEMENT:			3,022.80	
PROVENCE, CRYSTAL				
3.000631830	OPEN CONTAINER DEPOSIT REFUND	08/06/25	100.00	10-5100-2175
Total PROVENCE, CRYSTAL:			100.00	

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
PTOLEMY GROUP INC				
100125	OFFICE 365	10/01/25	1,857.00	10-5103-2158
12316	OFFICE 365	09/01/25	1,857.00	10-5103-2158
Total PTOLEMY GROUP INC:			3,714.00	
QUILL CORPORATION				
45788392	PAPER	09/16/25	339.90	10-5100-3201
Total QUILL CORPORATION:			339.90	
RADDCO LLC				
112810	BATTERY	08/05/25	150.34	10-5305-3210
113396	ENGINE CLEANER	08/13/25	3.65	10-5302-3210
113666	DISCONNECT TOOL	08/18/25	13.56	10-5302-3220
113671	GEAR OIL	08/18/25	26.70	34-5340-3210
113770	AIR FILTER	08/19/25	10.81	10-5302-3210
113776	HEAT SHRINK TUBE	08/19/25	14.00	10-5302-3210
113787	LUBE	08/19/25	34.55	10-5302-3210
113791	DEF FILTER	08/19/25	115.94	10-5302-3210
113877	BRAKE CHAMBER	08/20/25	58.35	33-5600-3210
113894	AIR FILTER	08/20/25	10.25	10-5302-3210
113896	WIPER BLADES	08/20/25	12.44	10-5202-3210
113913	BATTERY	08/20/25	172.34	10-5202-3210
113922	RETURN-CORE CHARGE	08/20/25	22.00-	10-5202-3210
114003	LUBE FILTER	08/21/25	34.55	10-5302-3210
114003	FUEL FILTER	08/21/25	34.18	10-5302-3210
114003	FILTER	08/21/25	23.55	10-5302-3210
114003	HYDRAULIC FILTER	08/21/25	24.50	10-5302-3210
114004	OIL FILTER	08/21/25	39.76	10-5302-3210
114039	WIPER BLADES	08/21/25	39.96	10-5305-3210
114068	DEF FILTER	08/22/25	115.94	10-5302-3210
114137	WIPER BLADES	08/22/25	99.90	10-5202-3210
114224	COOLANT FLUSH	08/25/25	11.18	33-5600-3210
114238	ANITFREEZE	08/25/25	3.99	10-5302-3210
114382	RADIATOR	08/27/25	227.04	10-5202-3210
114466	ROTORS	08/28/25	110.00	10-5202-3210
114466	BRAKE PADS	08/28/25	44.99	10-5202-3210
114468	OIL FILTER	08/28/25	4.52	10-5302-3210
114516	RETURN-RADIATOR	08/28/25	227.04-	10-5202-3210
114552	AIR DRIER	08/29/25	37.60	10-5302-3210
114554	COOLANT HOSE	08/29/25	26.76	31-5402-3210
114673	BATTERY	09/02/25	190.83	31-5402-3210
114683	RETURN-CORE CHARGE	09/02/25	22.00-	31-5402-3210
114697	WASHER FLUID PUMP	09/02/25	17.99	10-5202-3210
114999	AIR FILTER	09/05/25	40.11	10-5302-3210
114999	LUBE FILTER	09/05/25	6.87	10-5302-3210
114999	FUEL/WATER SEPARATOR	09/05/25	28.61	10-5302-3210
114999	OIL FILTER	09/05/25	27.12	10-5302-3210
114999	FUEL/WATER SEPARATOR	09/05/25	34.18	10-5302-3210
114999	OIL FILTER	09/05/25	8.00	10-5302-3210
114999	HYDRAULIC FILTER	09/05/25	12.25	10-5302-3210
114999	OIL FILTER	09/05/25	4.00	10-5302-3210
114999	FUEL SPIN-ON	09/05/25	33.06	10-5302-3210
114999	FUEL FILTER	09/05/25	20.42	10-5302-3210
114999	SEAL	09/05/25	21.55	10-5302-3210
114999	AIR FILTER	09/05/25	34.55	10-5302-3210
114999	LUBE FILTER	09/05/25	8.65	10-5302-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
114999	AIR FILTER	09/05/25	33.21	10-5302-3210
114999	LUBE FILTER	09/05/25	69.10	10-5302-3210
114999	FUEL FILTER	09/05/25	21.55	10-5302-3210
115005	LUBE FILTER	09/05/25	69.10	10-5302-3210
115005	HYDRAULIC FILTER	09/05/25	36.75	10-5302-3210
115005	FUEL/WATER SEPARATOR	09/05/25	68.36	10-5302-3210
115005	FUEL SPIN-ON	09/05/25	99.18	10-5302-3210
115005	FUEL/WATER SEPARATOR	09/05/25	28.61	10-5302-3210
115005	CABIN AIR FILTER	09/05/25	23.43	10-5302-3210
115006	AIR FILTER	09/05/25	7.81	10-5302-3210
115169	SAFETY TERMINAL	09/09/25	23.13	10-5100-3210
115269	DRAIN PLUG	09/10/25	13.98	32-5502-3210
115322	EPOXY	09/11/25	9.21	32-5502-3210
115560	BUSHING	09/15/25	6.46	34-5340-3210
115616	OIL FILTER	09/16/25	12.99	10-5302-3210
115702	CABIN AIR FILTER	09/17/25	9.20	10-5302-3210
115707	AIR FILTER	09/17/25	33.96	10-5302-3210
115778	WIPER BLADES	09/17/25	19.98	31-5403-3210
115824	WIPER BLADES	09/18/25	19.98	34-5340-3210
115835	WIPER BLADES	09/18/25	9.99	10-5302-3210
115835	WIPER BLADES	09/18/25	59.94	10-5302-3210
115835	WIPER BLADES	09/18/25	9.99	10-5302-3210
115836	RETURN-WIPER BLADES	09/18/25	9.99	10-5302-3210
115836	RETURN-WIPER BLADES	09/18/25	59.94	10-5302-3210
116196	AIR FILTER	09/24/25	98.84	10-5302-3210
116199	BUTT TERMINAL	09/24/25	19.89	10-5302-3210
116342	POWER STEERING FLUID	09/26/25	51.52	10-5302-3237
116406-1	AIR FILTER	09/26/25	15.42	10-5302-3210
116530	RAGS	09/30/25	40.00	10-5305-3210
116534	CABIN AIR FILTER	09/30/25	9.20	10-5302-3210
Total RADDCO LLC:			2,569.35	
RGB INC				
10391132	ANNUAL EXTERMINATION-CITY HALL	08/01/25	525.00	10-5100-2158
Total RGB INC:			525.00	
ROCKY MOUNTAIN POWER				
092225	ELECTRICITY SERVICES	09/22/25	9,337.85	10-5100-2131
092225	ELECTRICITY SERVICES	09/22/25	212.05	10-5201-2131
092225	ELECTRICITY SERVICES	09/22/25	722.81	10-5301-2131
092225	ELECTRICITY SERVICES	09/22/25	1,446.71	10-5304-2131
092225	ELECTRICITY SERVICES	09/22/25	309.06	10-5306-2131
092225	ELECTRICITY SERVICES	09/22/25	240.06	10-5307-2131
092225	ELECTRICITY SERVICES	09/22/25	8,383.82	31-5401-2131
092225	ELECTRICITY SERVICES	09/22/25	927.71	31-5402-2131
092225	ELECTRICITY SERVICES	09/22/25	7,368.52	32-5501-2131
092225	ELECTRICITY SERVICES	09/22/25	797.36	32-5502-2131
092225	ELECTRICITY SERVICES	09/22/25	622.04	34-5340-2131
Total ROCKY MOUNTAIN POWER:			30,367.99	
SAFE HIRING SOLUTIONS				
SRO4137	SRO APP LICENSE FEE	08/31/25	250.00	10-5202-3210
Total SAFE HIRING SOLUTIONS:			250.00	

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
SAFEWAY STORES				
723241	COFFEE PODS	09/30/25	55.98	10-5100-3230
723241	COFFEE	09/30/25	119.94	10-5100-3230
723241	SUGAR	09/30/25	7.99	10-5100-3230
723241	KLEENEX	09/30/25	11.99	10-5100-3210
723241	KLEENEX	09/30/25	7.99	10-5100-3210
723241	PAPER TOWELS	09/30/25	21.99	10-5100-3210
723241	CLOROX WIPES	09/30/25	14.99	10-5100-3210
723241	GALLON TWIST TIE BAGS	09/30/25	4.99	10-5100-3210
806384	COFFEE	09/18/25	79.96	10-5301-3230
806384	TEA	09/18/25	6.29	10-5301-3230
Total SAFEWAY STORES:			332.11	
SITE INDUSTRIES LLC				
INV25266	CEMETERY MANAGEMENT SYSTEM ANNUAL LICENSE	09/19/25	6,015.00	10-5103-2158
Total SITE INDUSTRIES LLC:			6,015.00	
SMITH PSYCHOLOGICAL SERVICES LLC				
12119	PRE-EMPLOYMENT	04/30/25	400.00	10-5201-2158
Total SMITH PSYCHOLOGICAL SERVICES LLC:			400.00	
STRYKER SALES LLC				
800123512	FREIGHT-REPLACEMENT AED PADS	11/26/24	10.25	10-5202-3210
9210292206	REPLACEMENT AED ELECTRODE	09/15/25	261.00	10-5202-3210
9210331984	AED REPLACEMENT BATTERY	09/19/25	87.00	10-5202-3210
Total STRYKER SALES LLC:			358.25	
SUN BADGE COMPANY				
424530	BADGE	09/04/25	145.75	10-5202-3233
424530	SHIPPING	09/04/25	11.00	10-5202-3233
Total SUN BADGE COMPANY:			156.75	
TAYLOR, JOSPEH				
438778	BOOT REIMBURSEMENT	09/21/25	106.56	10-5305-3210
Total TAYLOR, JOSPEH:			106.56	
TEXAS PNEUDRAULIC INC				
046697	HYDRAULIC PUMP	09/09/25	1,665.00	33-5600-3210
046697	DRIVELINE	09/09/25	985.00	33-5600-3210
046697	FREIGHT	09/09/25	215.00	33-5600-3210
Total TEXAS PNEUDRAULIC INC:			2,865.00	
TOP OFFICE PRODUCTS				
203879	COPIER MAINTENANCE AGREEMENT	08/27/25	30.00	10-5100-2156
203879	COPIER MAINTENANCE AGREEMENT	08/27/25	126.45	10-5100-2156
203879	COPIER MAINTENANCE AGREEMENT	08/27/25	9.48	10-5301-2156
203879	COPIER MAINTENANCE AGREEMENT	08/27/25	42.98	10-5301-2156
203879	COPIER MAINTENANCE AGREEMENT	08/27/25	2.18	10-5106-2156
203879	COPIER MAINTENANCE AGREEMENT	08/27/25	28.28	10-5106-2156

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total TOP OFFICE PRODUCTS:			239.37	
TORGERSON'S EQUIPMENT LLC				
P10297	BUCKET TOOTH	09/16/25	144.32	10-5306-3210
P10297	FREIGHT	09/16/25	56.18	10-5306-3210
Total TORGERSON'S EQUIPMENT LLC:			200.50	
UNITED STATES POSTAL SERVICE				
092425	POSTAGE	09/24/25	500.00	10-5100-2101
Total UNITED STATES POSTAL SERVICE:			500.00	
US POST OFFICE				
090925	POSTAGE STAMPS	09/09/25	78.00	10-5100-2101
Total US POST OFFICE:			78.00	
USA BLUEBOOK				
INV00811206	SHIPPING	08/27/25	70.33	31-5401-3210
INV00811206	PIPE SADDLE	08/27/25	139.76	32-5501-3210
INV00811206	PIPE SADDLE	08/27/25	89.49	32-5501-3210
INV00811206	SHIPPING	08/27/25	70.33	32-5501-3210
INV00811362	CHECK VALVE	08/27/25	2,080.95	31-5401-3210
INV00832915	SADDLE	09/19/25	187.95	32-5501-3210
Total USA BLUEBOOK:			2,638.81	
VERIZON WIRELESS				
092225	CELLULAR SERVICE	09/22/25	31.65	10-5306-2134
092225	CELLULAR SERVICE	09/22/25	16.71	31-5402-2134
092225	CELLULAR SERVICE	09/22/25	33.42	32-5502-2134
092225	CELLULAR SERVICE	09/22/25	56.52	10-5102-2134
092225	CELLULAR SERVICE	09/22/25	16.71	31-5401-2134
093025	CELLULAR SERVICE	09/30/25	180.04	10-5106-2134
093025	CELLULAR SERVICE	09/30/25	40.01	10-5201-2134
093025	CELLULAR SERVICE	09/30/25	1,594.38	10-5202-2134
Total VERIZON WIRELESS:			1,969.44	
VINTAGE RAILS RESTORATION				
082925	DINER/CABOOSE REPAIRS	08/29/25	3,250.00	54-5540-2155
092325	WINDOW REPAIRS	09/23/25	2,875.00	54-5540-2155
Total VINTAGE RAILS RESTORATION:			6,125.00	
VISA-CONVERSE COUNTY BANK				
010569	FUEL-CRISIS NEGOTIATION	09/10/25	34.97	10-5202-2123
0164320372465	BAGGAGE FEE	08/07/25	40.00	10-5102-2123
018183	MEAL-WYOPASS/WYGEO CONFERENCE	09/18/25	38.43	10-5106-2123
019246	MEAL-WYOPASS/WYGEO CONFERENCE	09/19/25	44.06	10-5106-2123
019610	FUEL-WYOPASS/WYGEO CONFERENCE	09/19/25	38.56	10-5106-2123
024835	FUEL-WRPA CONFERENCE	09/24/25	31.18	10-5304-2123
025001	MEAL-K9 CONFERENCE	08/25/25	25.16	10-5202-2123
025143	MEAL-APWA SNOW CONFERENCE	09/25/25	42.54	10-5305-2123
025522	MEAL-K9 CONFERENCE	08/25/25	28.06	10-5202-2123
026546	BINDER	09/26/25	4.50	10-5100-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
026546	WALL CHARGER	09/26/25	5.00	10-5100-3210
026821	FUEL-APWA SNOW CONFERENCE	09/26/25	54.96	10-5305-2123
026845	MEAL-K9 CONFERENCE	08/26/25	18.94	10-5202-2123
026917	BINDER	09/26/25	2.25	10-5100-3210
026917	STORAGE BIN	09/26/25	5.00	10-5100-3210
026917	DIVIDERS	09/26/25	2.50	10-5100-3210
027228	MEAL-K9 CONFERENCE	08/27/25	23.85	10-5202-2123
027281	MEAL-K9 CONFERENCE	08/27/25	18.94	10-5202-2123
028145	FUEL-CRISIS NEGOTIATION	08/28/25	48.71	10-5202-2123
0283	MEAL-K9 CONFERENCE	08/28/25	18.94	10-5202-2123
028609	MEAL-K9 CONFERENCE	08/28/25	22.15	10-5202-2123
080125	MEAL	08/01/25	48.00	10-5102-2123
081825	REGISTRATION-WY TREE ACADEMY CONFERENCE	08/18/25	225.00	10-5304-2122
081925	WRPA DUES	08/19/25	50.00	10-5304-2120
081925	WRPA CONFERENCE	08/19/25	185.00	10-5304-2122
082425	UBER-K9 CONFERENCE	08/24/25	46.96	10-5202-2123
082425-1	MEAL-K9 CONFERENCE	08/24/25	27.07	10-5202-2123
082925	UBER-K9 CONFERENCE	08/29/25	41.97	10-5202-2123
1014-8986	PARADE ENTRY FEE	08/08/25	15.00	10-5100-3210
113-4040761	DOOR STOPPER	08/29/25	8.49	10-5100-3210
113-4040761	DRY ERASE MARKERS	08/29/25	15.99	10-5100-3210
113-4040761	COFFEE PODS	08/29/25	33.30	10-5100-3230
113-4040761	COFFEE PODS	08/29/25	33.95	10-5100-3230
114-0385334	FLOOR SWEEP	09/08/25	99.13	10-5302-3210
114-1674855	BALLONS-WSF PARADE	08/12/25	6.99	10-5100-3210
114-1674855	FRINGE-WSF PARADE	08/12/25	9.79	10-5100-3210
114-3037134	USB EXTENSION CABLE	09/24/25	5.77	10-5100-3210
114-3939730	NOTARY STAMP	09/23/25	18.99	10-5109-3210
114-3939730	NOTARY STAMP	09/23/25	18.99	10-5106-3210
114-3939730	NOTARY STAMP	09/23/25	18.99	10-5106-3210
114-5368451	PAINTBRUSH SET	09/04/25	8.54	93-5930-2158
114-5368451	PAINTBRUSH SET	09/04/25	25.99	93-5930-2158
114-5368451	PAINT	09/04/25	42.39	93-5930-2158
114-5368451	SHIPPING	09/04/25	6.99	93-5930-2158
114-6443530	STRUCTURAL DOME LID	09/30/25	85.00	10-5304-3210
114-6636713	OFFICE CHAIR	09/23/25	69.96	10-5100-3210
114-6636713	COPY STAMP	09/23/25	8.54	10-5109-3210
114-6636713	RECEIVED STAMP	09/23/25	12.34	10-5109-3210
114-6636713	VOID STAMP	09/23/25	8.81	10-5109-3210
114-6636713	VOID STAMP	09/23/25	8.81	10-5106-3210
114-6636713	APPROVED STAMP	09/23/25	8.63	10-5106-3210
114-6683392	CONSTRUCTION PAPER	09/04/25	12.99	93-5930-2158
114-6683392	FEATHERS	09/04/25	6.99	93-5930-2158
114-6683392	PIPE CLEANERS	09/04/25	4.99	93-5930-2158
114-6683392	CRAYOLA CRAYON TUB	09/04/25	27.10	93-5930-2158
114-6683392	PIN BACKS	09/04/25	5.48	93-5930-2158
114-6683392	SHIPPING	09/04/25	6.99	93-5930-2158
114-9276054	WATER SEALANT	09/04/25	39.99	93-5930-2158
114-9504559	SURFACE CLEANER	09/22/25	209.99	10-5302-3210
114-9631052	KEYBOARDS	09/25/25	59.98	10-5100-3210
114-9873220	WASTE BIN LID	09/30/25	151.96	10-5304-3210
121244555645	LODGING-IACP	09/17/25	446.50	10-5201-2123
121244555645	LODGING-IACP	09/17/25	1,340.35	10-5202-2123
127275	LODGING-WYOPASS/WYGEO CONFERENCE	09/19/25	220.00	10-5106-2123
127276	LODGING-WYOPASS/WYGEO CONFERENCE	09/19/25	220.00	10-5106-2123
127573	LODGING-WY TREE ACADEMY CONFERENCE	09/26/25	220.00	10-5304-2123
127587	LODGING-WRPA CONFERENCE	09/24/25	109.00	10-5304-2123
12932777993	REGISTRATION-GOSCOMA	07/27/25	175.00	10-5102-2122

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
13183166573	REGISTRATION-WYOPASS/WYGEO CONFERENCE	09/04/25	199.89	10-5106-2122
13183166573	REGISTRATION-WYOPASS/WYGEO CONFERENCE	09/04/25	199.89	10-5106-2122
14465	REGISTRATION-IACP	09/01/25	545.00	10-5201-2122
15631	REGISTRATION-IACP	09/18/25	545.00	10-5202-2122
16015	REGISTRATION-IACP	09/20/25	545.00	10-5202-2122
16019	REGISTRATION-IACP	09/20/25	545.00	10-5202-2122
2335339	LODGING-K9 CONFERENCE	08/29/25	932.55	10-5202-2123
25910	HALLOWEEN CANDY	09/25/25	496.14	10-5100-3210
29875	BATH TISSUE	08/29/25	31.48	10-5305-3210
313389	CELLULAR TRAIL CAMERAS	09/22/25	119.98	10-5202-3210
313389	BEAR BOX-TRAIL CAMERAS	09/22/25	71.98	10-5202-3210
3323970733	LODGING-APWA SNOW CONFERENCE	09/26/25	507.29	10-5305-2123
4246	BATH TISSUE	09/04/25	31.48	10-5305-3210
4974639	DOOR LOCK KIT	09/18/25	225.00	10-5202-3210
51876	REGISTRATION-CMC CERTIFICATION PROGRAM	09/16/25	50.00	10-5109-2122
53099873-1	DIFFERENCE BETWEEN AMOUNT CHARGED & AMOUNT PAID	08/24/25	.01	10-5202-2123
5455	BATH TISSUE	09/05/25	31.48	10-5305-3210
563931572	MEMORY CARD	09/23/25	89.24	10-5103-3220
62508	CLEANING BRUSH	08/18/25	7.50	92-5920-2158
62508	MONUMENT REPAIR KITS	08/18/25	129.90	92-5920-2158
62508	HARDWATER SET	08/18/25	119.90	92-5920-2158
62508	DISCOUNT	08/18/25	7.50-	92-5920-2158
62508	SHIPPING	08/18/25	17.33	92-5920-2158
75314	MEMBERSHIP-NASRO	10/01/25	50.00	10-5202-2120
7RNKXMMWHXSN	REGISTRATION-GOVERNORS BUSINESS FORUM	09/09/25	400.00	10-5101-2122
88679328	LODGING-SHRM CONFERENCE	09/19/25	220.00	10-5107-2123
9HX399760131837	REGISTRATION-SHRM CONFERENCE	09/03/25	375.00	10-5107-2122
9MN7N9QBY6S	REGISTRATION-APWA SNOW CONFERENCE	08/27/25	300.00	10-5305-2123
B18MRL	TRAVEL-NATIONAL LEAGUE OF CITIES	09/12/25	376.72	10-5101-2123
M11690	AIRFARE	09/23/25	397.96	10-5202-2123
Total VISA-CONVERSE COUNTY BANK:			12,554.61	
VISIONARY COMMUNICATIONS INC				
1388097	PHONE SERVICE	09/01/25	814.96	10-5100-2134
1422151	PHONE SERVICE	09/01/25	176.62	10-5103-2158
Total VISIONARY COMMUNICATIONS INC:			991.58	
WESTERN MUNICIPAL CONSTRUCTION OF WYO				
22-043-5	MIDDLE SCHOOL LIFT STATION	09/03/25	151,843.60	32-5852-6544
22-043-5	RETAINAGE-MIDDLE SCHOOL LIFT STATION	09/03/25	7,592.18-	32-20000210
Total WESTERN MUNICIPAL CONSTRUCTION OF WYO:			144,251.42	
WHITE'S MOUNTAIN MOTORS				
27640	CARGO AREA LAMP	09/15/25	68.26	31-5401-3210
Total WHITE'S MOUNTAIN MOTORS:			68.26	
WILLIAMS PORTER DAY & NEVILLE				
22958	LEGAL SERVICES	09/03/25	150.00	10-5100-2151
Total WILLIAMS PORTER DAY & NEVILLE:			150.00	
WINDY PRAIRIE SYSTEMS INC				
417	KIOSK SCREEN	07/01/25	2,839.85	65-5650-6544

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total WINDY PRAIRIE SYSTEMS INC:			2,839.85	
WW GRAINGER				
9618712930	REPAIR CLAMPS	08/25/25	1,052.10	32-5501-3210
9618712930	JB WELD EPOXY	08/25/25	240.80	32-5501-3210
9619989800	BAND CLAMPS	08/25/25	568.82	32-5501-3210
9619989800	SILICONE TAPE	08/25/25	190.64	32-5501-3210
9621412247	LEAD ACID BATTERY	08/26/25	353.46	31-5401-3210
9627136188	FORKLIFT WORK PLATFORM	09/02/25	1,182.00	34-5340-3210
9627136188	SHIPPING	09/02/25	159.00	34-5340-3210
9629574006	CREDIT-LEAD ACID BATTERY	09/04/25	176.73	31-5401-3210
9634695457	LEAD ACID BATTERY	09/09/25	169.54	31-5401-3210
9636068562	MILWAUKEE LIGHT	09/10/25	788.27	31-5401-3210
9636791726	EDGE GUARD	09/10/25	152.63	31-5401-3210
9637394181	WIRE CLOTH	09/11/25	267.57	31-5401-3210
9637394181	SHIPPING	09/11/25	159.00	31-5401-3210
9639333310	HARNESS	09/12/25	293.42	34-5340-3210
9639333310	MOP BUCKET	09/12/25	65.26	34-5340-3210
9639333310	PLIERS	09/12/25	34.65	34-5340-3210
9639333310	SAFETY GLASSES	09/12/25	14.46	34-5340-3210
9639333310	HARNESS	09/12/25	393.78	34-5340-3210
9639333310	BODY HARNESS	09/12/25	245.09	34-5340-3210
9639333310	GLOVES	09/12/25	13.36	34-5340-3210
9639333310	BATTERY	09/12/25	24.40	34-5340-3210
9639333310	LANYARD	09/12/25	167.88	34-5340-3210
9639333310	SAFETY GLASSES	09/12/25	39.00	34-5340-3210
9639333310	BATTERIES	09/12/25	34.50	34-5340-3210
9639333310	BATTERY	09/12/25	46.51	34-5340-3210
9639333310	COIN CELL BATTERY	09/12/25	7.20	34-5340-3210
9639333344	EDGE TRIM SEAL	09/12/25	397.23	31-5401-3210
9641828968	PIN FLAGS	09/15/25	117.70	10-5304-3210
9647025429	MESH SCREEN	09/19/25	356.76	31-5401-3210
9647025429	SHIPPING	09/19/25	159.00	31-5401-3210
9650667604	LENS CLEANER	09/23/25	29.64	10-5305-3210
9650667604	GLOVES	09/23/25	65.00	10-5305-3210
9650667604	GLOVES	09/23/25	32.50	10-5305-3210
9650667604	GLOVES	09/23/25	32.50	10-5305-3210
9650667604	GLOVES	09/23/25	60.68	10-5305-3210
9650667604	EXTENSION CORD	09/23/25	214.45	10-5305-3210
9650667604	DANGER SIGN	09/23/25	26.70	10-5305-3210
Total WW GRAINGER:			7,978.77	
WY CHILD & FAMILY DEV INC				
082025-AUG	FUNDING ALLOCATION AGREEMENT	08/31/25	416.67	10-5110-8707
092025-SEPT	FUNDING ALLOCATION AGREEMENT	09/30/25	416.67	10-5110-8707
Total WY CHILD & FAMILY DEV INC:			833.34	
WY DEPT OF TRANSPORTATION				
153722	LOCAL SHARE OF PARTICIPATING EXPENDITURES	07/01/25	1,890.24	10-5305-2158
154440	LOCAL SHARE OF PARTICIPATING EXPENDITURES	09/02/25	806.03	10-5305-2158
Total WY DEPT OF TRANSPORTATION:			2,696.27	
WY MACHINERY COMPANY				
PO8656053	LADDER SUPPORT BELT	09/04/25	28.16	34-5340-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
PO8656053	SHIPPING	09/04/25	1.13	34-5340-3210
PO8657631	LADDER SUPPORT BELT	09/05/25	28.16	34-5340-3210
Total WY MACHINERY COMPANY:			57.45	
WY RETIREMENT SYSTEM				
090825	Payroll Deduction	09/08/25	75,500.80	10-20000224
Total WY RETIREMENT SYSTEM:			75,500.80	
WY STATE DISBURSEMENT CENTER				
090525	Payroll Deduction	09/05/25	34.90	10-20000226
091925	Payroll Deduction	09/19/25	34.90	10-20000226
Total WY STATE DISBURSEMENT CENTER:			69.80	
WY SUPREME COURT				
100225	AUTOMATION FEE	10/02/25	420.00	10-20000208
100225	CIVIL LEGAL SERVICE FEES	10/02/25	140.00	10-20000208
Total WY SUPREME COURT:			560.00	
WYODAK ENERGY SERVICES LLC				
24-050-2	WWTP AIR HEADER REPLACEMENT PROJECT	09/25/25	299,544.03	32-5507-6544
24-050-2	RETAINAGE-WWTP AIR HEADER REPLACEMENT PROJECT	09/25/25	14,977.20	32-20000210
Total WYODAK ENERGY SERVICES LLC:			284,566.83	
XPRESS BILL PAY				
093025	RECORD PAYMENT PROCESSING FEE	09/30/25	442.75	31-5400-2158
093025	RECORD PAYMENT PROCESSING FEE	09/30/25	285.95	32-5500-2158
093025	RECORD PAYMENT PROCESSING FEE	09/30/25	193.71	33-5600-2158
Total XPRESS BILL PAY:			922.41	
YELLOWSTONE BANK				
22-043-5	RETAINAGE-MIDDLE SCHOOL LIFT STATION	09/03/25	7,592.18	32-20000210
Total YELLOWSTONE BANK:			7,592.18	
Grand Totals:			2,677,704.32	

Approved By _____
City Manager

Date _____



Agenda Item Report

City Council – October 13, 2025

Item

Ordinance 1061: An Ordinance Amending Title 15 of Douglas Municipal Code by Adopting the 2024 Editions of the International Building Code, the International Fuel Gas Code, the International Mechanical Code, the International Plumbing Code, the International Residential Code, the International Existing Building Code, and the International Fire Code, as Published by the International Code Council; and Providing for Certain Amendments Thereof

Responsible Staff Contact

Clara Chaffin

Recommendation

Approve Ordinance 1061 as presented on third and final reading.

Executive Summary

Per Wyoming State Statute 35-9-121(a)(ii), any municipality with local enforcement shall adopt the same standards as the State within six months of the State adopting said standards. A municipality can be more stringent than the State, but not less.

The State adopted the 2024 ICC codes on June 28, 2024, including:

- 2024 International Fire Code
- 2024 International Building Code
- 2024 International Fuel & Gas Code
- 2024 International Mechanical Code
- 2024 International Existing Building Code
- 2023 Edition of the National Electrical Code (effective July 1, 2023)

Staff workload delayed the development of this ordinance.

Background

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

Budget/Fiscal Impact

Fund/Department: 10-5100-2115 Non Departmental Publishing; 10-5100-2158 Non Departmental Misc Contractual Services

Project/Line Item(s): Legally Required Publishing; Codification - Municode

Budgeted Amount: \$65,400; \$60,474

Anticipated Amount:

Action Requested/Recommended Motion

Approve Ordinance 1061 as presented on third and final reading.

Attachments

1. 2024 Building Codes Ordinance - DRAFT - 3rd Reading 20251013
2. 2024 Building Codes Ordinance - FOR PUBLICATION

ORDINANCE NO. 1061

AN ORDINANCE AMENDING TITLE 15 OF DOUGLAS MUNICIPAL CODE BY ADOPTING THE 2024 EDITIONS OF THE INTERNATIONAL BUILDING CODE, THE INTERNATIONAL FUEL GAS CODE, THE INTERNATIONAL MECHANICAL CODE, THE INTERNATIONAL PLUMBING CODE, THE INTERNATIONAL RESIDENTIAL CODE, THE INTERNATIONAL EXISTING BUILDING CODE, AND THE INTERNATIONAL FIRE CODE, AS PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; AND PROVIDING FOR CERTAIN AMENDMENTS THEREOF.

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

Section 1. Division 1 of Title 15 of the Douglas Municipal Code is hereby modified as set forth below. Chapter 15.04 of the Douglas Municipal Code is hereby modified by amending Section 15.04.080. Chapter 15.10 of the Douglas Municipal Code is hereby modified by repealing Section 15.10.240; amending Sections 15.10.020, 15.10.130, 15.10.160, 15.10.200, 15.10.210, 15.10.220, 15.10.230, 15.10.240 and 15.10.250; and creating Sections 15.10.200 and 15.10.230. Chapter 15.11 of the Douglas Municipal Code is hereby modified by repealing Section 15.11.050; and amending Sections 15.11.020, 15.11.040, 15.11.050, 15.11.060, and 15.11.070. Chapter 15.12 of the Douglas Municipal Code is hereby modified by amending Sections 15.12.020, 15.12.040, 15.12.050, 15.12.060, and 15.12.070; and creating Section 15.12.050. Chapter 15.13 of the Douglas Municipal Code is hereby modified by amending Sections 15.13.020, 15.13.040, 15.13.050, and 15.13.080. Chapter 15.14 of the Douglas Municipal Code is hereby modified by repealing Sections 15.14.120, 15.14.130, 15.14.140, 15.14.150 and 15.14.290; amending Sections 15.14.020, 15.14.160, 15.14.170, 15.14.180, 15.14.190, 15.14.200, 15.14.210, 15.14.220, 15.14.230, 15.14.240, 15.14.250, 15.14.260, 15.14.270, 15.14.280, 15.14.290, 15.14.300, 15.14.310, 15.14.320, 15.14.330, 15.14.340, 15.14.350, 15.14.360, 15.14.370, and 15.14.380; and creating Sections 15.14.120, 15.14.130, and 15.14.160. Chapter 15.15 of the Douglas Municipal Code is hereby modified by amending Section 15.15.020. Chapter 15.16 of the Douglas Municipal Code is hereby modified by amending Sections 15.16.020 and 15.16.040.

Section 2. Section 15.04.080 of the Douglas Municipal Code is hereby amended as follows:

15.04.080 Climatic and geographic design criteria.

Buildings, dwellings, townhouses, structures, and portions thereof, including patio covers and accessory buildings, shall be designed and constructed in accordance with the following climatic and geographic design criteria:

Ground Snow Load, P_g , include design for snow drifting:

For Risk Category I = 27 pounds per square foot.

For Risk Category II = 37 pounds per square foot.

For Risk Category III = 44 pounds per square foot.

For Risk Category IV = 53 pounds per square foot.

Ground Snow Load, $P_{g(asd)}$, for one-and two-family dwellings = 27 pounds per square foot.

Basic Design Wind Speed, 3-second gust:

For Risk Category I = 103 miles per hour.

For Risk Category II = 109 miles per hour.

For Risk Category III = 116 miles per hour.

For Risk Category IV = 120 miles per hour.

Note tornado prone region requirements for Risk Category III and IV.

Ultimate Design Wind Speed for one-and two-family dwellings = 110 miles per hour.

Wind Exposure Category = C.

Seismic Design Category for Risk Category I through III = B.

Seismic Design Category for Risk Category IV = C.

Seismic Design Category for one- and two-family dwellings = B.

Weathering = Severe.

Frost Line Depth = 42 inches, minimum, finish grade to bottom of footings.

Termite Protection = Slight to Moderate.
Heating Design Temperature = -13°F.
Heating Degree Days = 7,343.
Cooling Degree Days = 2,082.
Cooling Design Temperature = 89°F, dry bulb.
Cooling Design Temperature = 58°F, wet bulb.
Mean Annual Temperature = 45.5°F.
Air-Freezing Index = 1,500°F-days.
Flood Hazard = FIRM Community Number 560013 1394 D.
Annual Precipitation = 14 inches.
Rainfall Intensity = 2 inches for one hour, 100-year return period.
Hail Exposure = Slight.
Climate Zone/Moisture Designation = 6B.
Longitude = 105°23'. Adjust to specific site.
Latitude = 42°46'. Adjust to specific site.
Elevation above Sea Level = 4,832 feet. Adjust to specific site.

- Section 3.** Section 15.10.020 of the Douglas Municipal Code is hereby amended as follows:
15.10.020 Adoption.
The 2024 International Building Code, including Appendices G - Flood-resistant Construction, J - Grading, and K - Administrative Provisions, are hereby adopted by reference and have the same force and effect as though fully set forth in this chapter, except as specifically amended in Sections 15.10.030 through 15.10.240. A copy of such code is on file in the Community Development Department.
- Section 4.** Section 15.10.130 of the Douglas Municipal Code is hereby amended as follows:
15.10.130 Section 1301.1.2 – Building envelope.
Amend 1301.1.2 by adding at the end of the paragraph the sentence, “Pre-engineered trusses or field framed trusses shall include energy heels at each end to accommodate the R-38 ceiling insulation.” The remainder of this section shall be the same.
- Section 5.** Section 15.10.160 of the Douglas Municipal Code is hereby amended as follows:
15.10.160 Section 1512.3 – Roof recover.
Amend 1512.2.1 to read 1512.3. The remainder of this section shall be the same.
- Section 6.** The existing Sections 15.10.200, 15.10.210, 15.10.220 and 15.10.230 shall be renumbered as 15.10.210, 15.10.220, 15.10.230 and 15.10.240. The remainder of these sections shall be the same.
- Section 7.** Section 15.10.200 of the Douglas Municipal Code is hereby created as follows:
15.10.200 Section 1906.1 – Footings for Light-Frame Construction.
Amend “the required thickness of plain concrete footings is permitted to be 6 inches (152 mm),” to read “the required minimum thickness of reinforced concrete footings shall be 8 inches (205 mm), increase the thickness as required by the project conditions”. The remainder of this section shall be the same.
- Section 8.** The existing Sections 15.10.230 and 15.10.240 shall be renumbered as 15.10.240, and 15.10.250. The remainder of these sections shall be the same.
- Section 9.** Section 15.10.230 of the Douglas Municipal Code is hereby created as follows:
15.10.230 Section 3201.4 – Drainage.
Amend 3201.4 by adding at the end of the paragraph the sentence, “Where gutters and downspouts are installed, the roof drainage discharge to the ground surface shall be not less than 5 feet from foundation walls, but do not direct the discharge toward neighboring properties.” The remainder of this section shall be the same.

- Section 10.** Section 15.10.240 of the Douglas Municipal Code is hereby repealed.
- Section 11.** The existing Section 15.10.250 shall be renumbered as 15.10.240. The remainder of this section shall be the same.
- Section 12.** Section 15.11.020 of the Douglas Municipal Code is hereby amended as follows:
15.11.020 Adoption.
The 2024 International Fuel Gas Code is hereby adopted by reference and shall have the same force and effect as though fully set forth in this chapter, except as specifically amended in Sections 15.11.030 through 15.11.060. A copy of such code is on file in the Community Development Department.
- Section 13.** Section 15.11.040 of the Douglas Municipal Code is hereby amended as follows:
15.11.040 Section 108.6 – Refunds.
Amend 109.6 to read 108.6. The remainder of this section shall be the same.
- Section 14.** Section 15.11.050 of the Douglas Municipal Code is hereby repealed.
- Section 15.** The existing Sections 15.11.060 and 15.11.070 shall be renumbered as 15.11.050 and 15.11.060. The remainder of these sections shall be the same.
- Section 16.** Section 15.11.050 of the Douglas Municipal Code is hereby amended as follows:
15.11.050 Section 113.4 – Violation penalties.
Amend 115.4 to read 113.4. The remainder of this section shall be the same.
- Section 17.** Section 15.12.020 of the Douglas Municipal Code is hereby amended as follows:
15.12.020 Adoption.
The 2024 International Mechanical Code is hereby adopted by reference and shall have the same force and effect as though fully set forth in this chapter, except as specifically amended in Sections 15.11.030 through 15.11.080. A copy of such code is on file in the Community Development Department.
- Section 18.** Section 15.12.040 of the Douglas Municipal Code is hereby amended as follows:
15.12.040 Section 108.6 – Refunds.
Amend 109.6 to read 108.6. The remainder of this section shall be the same.
- Section 19.** The existing Sections 15.12.050, 15.12.060 and 15.12.070 shall be renumbered as 15.12.060, 15.12.070 and 15.12.080. The remainder of these sections shall be the same.
- Section 20.** Section 15.12.050 of the Douglas Municipal Code is hereby created as follows:
15.12.050 Section 113 – Board of Appeals.
Section 113 is deleted in its entirety.
- Section 21.** Section 15.12.060 of the Douglas Municipal Code is hereby amended as follows:
15.12.060 Section 114.4 – Violation penalties.
Amend 115.4 to read 114.4. The remainder of this section shall be the same.
- Section 22.** Section 15.13.020 of the Douglas Municipal Code is hereby amended as follows:
15.13.020 Adoption.
Amend 2021 to read 2024. The remainder of this section shall be the same.
- Section 23.** Section 15.13.040 of the Douglas Municipal Code is hereby amended as follows:
15.13.040 Section 108.6 – Refunds.
Amend 109.5 to read 108.6. The remainder of this section shall be the same.
- Section 24.** Section 15.13.050 of the Douglas Municipal Code is hereby amended as follows:
15.13.050 Section 114.4 – Violation penalties.
Amend 115.4 to read 114.4. The remainder of this section shall be the same.
- Section 25.** Section 15.13.080 of the Douglas Municipal Code is hereby amended as follows:
15.13.080 Section 312.6 – Water supply system test.

Amend 312.5 to read 312.6. The remainder of this section shall be the same.

Section 26. Section 15.14.020 of the Douglas Municipal Code is hereby amended as follows:

15.14.020 Adoption.

The 2024 International Residential Code, including Appendices BB - Tiny Houses; BC - Accessory Dwelling Units (ADU); BE - Radon Control Methods; BF - Patio Covers; and BO - Existing Buildings and Structures, are hereby adopted by reference and have the same force and effect as though fully set forth in this chapter, except as specifically amended in Sections 15.14.030 through 15.14.360. A copy of such code is on file in the Community Development Department.

Section 27. Section 15.14.120 of the Douglas Municipal Code is hereby repealed.

Section 28. Section 15.14.120 of the Douglas Municipal Code is hereby created as follows:

15.14.120 Section R309.2 – One- and two-family dwellings automatic sprinkler systems.

The first sentence of Section R309.2 is amended to read as follows:

The installation of an automatic sprinkler system in one- and two-family dwellings may be incorporated at the discretion of the owner and/or contractor and/or registered design professional. The remainder of this section shall be the same.

Section 29. Section 15.14.130 of the Douglas Municipal Code is hereby repealed.

Section 30. Section 15.14.130 of the Douglas Municipal Code is hereby created as follows:

15.14.130 Section R317.5 – Fire sprinklers.

Amend Section R317.5 by adding at the end of the paragraph the sentence,

“The installation of an automatic sprinkler system in the attached garage of a one- or two-family dwelling may be incorporated at the discretion of the owner and/or contractor and/or registered design professional.” The remainder of this section shall be the same.

Section 31. Section 15.14.140 of the Douglas Municipal Code is hereby repealed.

Section 32. Section 15.14.150 of the Douglas Municipal Code is hereby repealed.

Section 33. The existing Sections 15.14.160 and 15.14.170, shall be renumbered as 15.14.140 and 15.14.150. The remainder of these sections shall be the same.

Section 34. Section 15.14.160 of the Douglas Municipal Code is hereby created as follows:

15.14.160 Section R403.5 – Crushed stone footings for cast-in-place concrete foundations.

Section R403.5, including Figures R403.5(1), R403.5(2) and R403.5(3) and Table R403.5, are hereby repealed.

Section 35. The existing Sections 15.14.180, 15.14.190, 15.14.200, 15.14.210, 15.14.220, 15.14.230, 15.14.240, 15.14.250, 15.14.260, 15.14.270, 15.14.280, 15.14.290, 15.14.300, 15.14.310, 15.14.320, 15.14.330, 15.14.340, 15.14.350, 15.14.360, 15.14.370 and 15.14.380, shall be renumbered as 15.14.170, 15.14.180, 15.14.190, 15.14.200, 15.14.210, 15.14.220, 15.14.230, 15.14.240, 15.14.250, 15.14.260, 15.14.270, 15.14.280, 15.14.290, 15.14.300, 15.14.310, 15.14.320, 15.14.330, 15.14.340, 15.14.350, 15.14.360 and 15.14.370. The remainder of these sections shall be the same.

Section 36. Section 15.14.170 of the Douglas Municipal Code is hereby amended as follows:

Table R404.1.3.2(1) Minimum horizontal reinforcement for concrete basement walls.

Amend R404.1.2(1) to read R404.1.3.2(1). The remainder of this section shall be the same.

Section 37. Section 15.14.260 of the Douglas Municipal Code is hereby amended as follows:

15.14.260 Section R908.4 – Roof recover.

Amend R908.3.1 to read R908.4. The remainder of this section shall be the same.

Section 38. Section 15.14.270 of the Douglas Municipal Code is hereby amended as follows:

15.14.270 Section N1101.2 (R101.3) – Intent.

Amend Section N1101.2 (R101.3) by adding at the end of the paragraph the sentence, “Pre-engineered trusses or field framed trusses shall include energy heels at each end to accommodate the R-38 ceiling insulation.” The remainder of this section shall be the same.

Section 39. Section 15.14.290 of the Douglas Municipal Code is hereby repealed.

Section 40. The existing Sections 15.14.300, 15.14.310, 15.14.320, 15.14.330, 15.14.340, 15.14.350, 15.14.360, and 15.14.370 shall be renumbered as 15.14.290, 15.14.300, 15.14.310, 15.14.320, 15.14.330, 15.14.340, 15.14.350, and 15.14.360. The remainder of these sections shall be the same.

Section 41. Section 15.14.360 of the Douglas Municipal Code is hereby amended as follows:

15.14.360 Section BE101.1 – General.

Amend AF101.1 to read BE101.1. The remainder of this section shall be the same.

Section 42. Section 15.15.020 of the Douglas Municipal Code is hereby amended as follows:

15.15.020 Adoption.

The 2024 International Existing Building Code, including Appendix B-Supplementary Accessibility Requirements for Existing Buildings and Facilities, are hereby adopted by reference and have the same force and effect as though fully set forth in this chapter, except as specifically amended in Section 15.15.030 through 15.15.060. A copy of such code is on file in the Community Development Department.

Section 43. Section 15.16.020 of the Douglas Municipal Code is hereby amended as follows:

15.16.020 Adoption.

Amend 2021 to read 2024. The remainder of this section shall be the same.

Section 44. Section 15.16.040 of the Douglas Municipal Code is hereby amended as follows:

15.16.040 Section 113.4 – Violation penalties.

Amend 112.4 to read 113.4. The remainder of this section shall be the same.

Section 45. This ordinance shall become effective upon publication.

PASSED AND APPROVED ON FIRST READING this _____ day of _____, 20____.

PASSED AND APPROVED ON SECOND READING this _____ day of _____, 20____.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this _____ day of _____, 20____.

Kim Pexton, Mayor

Attest:

Devon Litzsinger, City Clerk

Published: _____

ATTESTATION

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

Devon Litzsinger, City Clerk

ORDINANCE NO. 1061

AN ORDINANCE AMENDING TITLE 15 OF DOUGLAS MUNICIPAL CODE BY ADOPTING THE 2024 EDITIONS OF THE INTERNATIONAL BUILDING CODE, THE INTERNATIONAL FUEL GAS CODE, THE INTERNATIONAL MECHANICAL CODE, THE INTERNATIONAL PLUMBING CODE, THE INTERNATIONAL RESIDENTIAL CODE, THE INTERNATIONAL EXISTING BUILDING CODE, AND THE INTERNATIONAL FIRE CODE, AS PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; AND PROVIDING FOR CERTAIN AMENDMENTS THEREOF.

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

Section 1. Division 1 of Title 15 of the Douglas Municipal Code is hereby modified as set forth below. Chapter 15.04 of the Douglas Municipal Code is hereby modified by amending Section 15.04.080. Chapter 15.10 of the Douglas Municipal Code is hereby modified by repealing Section 15.10.240; amending Sections 15.10.020, 15.10.130, 15.10.160, 15.10.200, 15.10.210, 15.10.220, 15.10.230, 15.10.240 and 15.10.250; and creating Sections 15.10.200 and 15.10.230. Chapter 15.11 of the Douglas Municipal Code is hereby modified by repealing Section 15.11.050; and amending Sections 15.11.020, 15.11.040, 15.11.050, 15.11.060, and 15.11.070. Chapter 15.12 of the Douglas Municipal Code is hereby modified by amending Sections 15.12.020, 15.12.040, 15.12.050, 15.12.060, and 15.12.070; and creating Section 15.12.050. Chapter 15.13 of the Douglas Municipal Code is hereby modified by amending Sections 15.13.020, 15.13.040, 15.13.050, and 15.13.080. Chapter 15.14 of the Douglas Municipal Code is hereby modified by repealing Sections 15.14.120, 15.14.130, 15.14.140, 15.14.150 and 15.14.290; amending Sections 15.14.020, 15.14.160, 15.14.170, 15.14.180, 15.14.190, 15.14.200, 15.14.210, 15.14.220, 15.14.230, 15.14.240, 15.14.250, 15.14.260, 15.14.270, 15.14.280, 15.14.290, 15.14.300, 15.14.310, 15.14.320, 15.14.330, 15.14.340, 15.14.350, 15.14.360, 15.14.370, and 15.14.380; and creating Sections 15.14.120, 15.14.130, and 15.14.160. Chapter 15.15 of the Douglas Municipal Code is hereby modified by amending Section 15.15.020. Chapter 15.16 of the Douglas Municipal Code is hereby modified by amending Sections 15.16.020 and 15.16.040.

Section 2. Section 15.04.080 of the Douglas Municipal Code is hereby amended as follows:

15.04.080 Climatic and geographic design criteria.

Buildings, dwellings, townhouses, structures, and portions thereof, including patio covers and accessory buildings, shall be designed and constructed in accordance with the following climatic and geographic design criteria:

Ground Snow Load, P_g , include design for snow drifting:

For Risk Category I = 27 pounds per square foot.

For Risk Category II = 37 pounds per square foot.

For Risk Category III = 44 pounds per square foot.

For Risk Category IV = 53 pounds per square foot.

Ground Snow Load, $P_{g(asd)}$, for one-and two-family dwellings = 27 pounds per square foot.

Basic Design Wind Speed, 3-second gust:

For Risk Category I = 103 miles per hour.

For Risk Category II = 109 miles per hour.

For Risk Category III = 116 miles per hour.

For Risk Category IV = 120 miles per hour.

Note tornado prone region requirements for Risk Category III and IV.

Ultimate Design Wind Speed for one-and two-family dwellings = 110 miles per hour.

Wind Exposure Category = C.

Seismic Design Category for Risk Category I through III = B.

Seismic Design Category for Risk Category IV = C.

Seismic Design Category for one- and two-family dwellings = B.

Weathering = Severe.

Frost Line Depth = 42 inches, minimum, finish grade to bottom of footings.

Termite Protection = Slight to Moderate.
Heating Design Temperature = -13°F.
Heating Degree Days = 7,343.
Cooling Degree Days = 2,082.
Cooling Design Temperature = 89°F, dry bulb.
Cooling Design Temperature = 58°F, wet bulb.
Mean Annual Temperature = 45.5°F.
Air-Freezing Index = 1,500°F-days.
Flood Hazard = FIRM Community Number 560013 1394 D.
Annual Precipitation = 14 inches.
Rainfall Intensity = 2 inches for one hour, 100-year return period.
Hail Exposure = Slight.
Climate Zone/Moisture Designation = 6B.
Longitude = 105°23'. Adjust to specific site.
Latitude = 42°46'. Adjust to specific site.
Elevation above Sea Level = 4,832 feet. Adjust to specific site.

- Section 3.** Section 15.10.020 of the Douglas Municipal Code is hereby amended as follows:
15.10.020 Adoption.
The 2024 International Building Code, including Appendices G - Flood-resistant Construction, J - Grading, and K - Administrative Provisions, are hereby adopted by reference and have the same force and effect as though fully set forth in this chapter, except as specifically amended in Sections 15.10.030 through 15.10.240. A copy of such code is on file in the Community Development Department.
- Section 4.** Section 15.10.130 of the Douglas Municipal Code is hereby amended as follows:
15.10.130 Section 1301.1.2 – Building envelope.
Amend 1301.1.2 by adding at the end of the paragraph the sentence, “Pre-engineered trusses or field framed trusses shall include energy heels at each end to accommodate the R-38 ceiling insulation.” The remainder of this section shall be the same.
- Section 5.** Section 15.10.160 of the Douglas Municipal Code is hereby amended as follows:
15.10.160 Section 1512.3 – Roof recover.
Amend 1512.2.1 to read 1512.3. The remainder of this section shall be the same.
- Section 6.** The existing Sections 15.10.200, 15.10.210, 15.10.220 and 15.10.230 shall be renumbered as 15.10.210, 15.10.220, 15.10.230 and 15.10.240. The remainder of these sections shall be the same.
- Section 7.** Section 15.10.200 of the Douglas Municipal Code is hereby created as follows:
15.10.200 Section 1906.1 – Footings for Light-Frame Construction.
Amend “the required thickness of plain concrete footings is permitted to be 6 inches (152 mm),” to read “the required minimum thickness of reinforced concrete footings shall be 8 inches (205 mm), increase the thickness as required by the project conditions”. The remainder of this section shall be the same.
- Section 8.** The existing Sections 15.10.230 and 15.10.240 shall be renumbered as 15.10.240, and 15.10.250. The remainder of these sections shall be the same.
- Section 9.** Section 15.10.230 of the Douglas Municipal Code is hereby created as follows:
15.10.230 Section 3201.4 – Drainage.
Amend 3201.4 by adding at the end of the paragraph the sentence, “Where gutters and downspouts are installed, the roof drainage discharge to the ground surface shall be not less than 5 feet from foundation walls, but do not direct the discharge toward neighboring properties.” The remainder of this section shall be the same.

- Section 10.** Section 15.10.240 of the Douglas Municipal Code is hereby repealed.
- Section 11.** The existing Section 15.10.250 shall be renumbered as 15.10.240. The remainder of this section shall be the same.
- Section 12.** Section 15.11.020 of the Douglas Municipal Code is hereby amended as follows:
15.11.020 Adoption.
The 2024 International Fuel Gas Code is hereby adopted by reference and shall have the same force and effect as though fully set forth in this chapter, except as specifically amended in Sections 15.11.030 through 15.11.060. A copy of such code is on file in the Community Development Department.
- Section 13.** Section 15.11.040 of the Douglas Municipal Code is hereby amended as follows:
15.11.040 Section 108.6 – Refunds.
Amend 109.6 to read 108.6. The remainder of this section shall be the same.
- Section 14.** Section 15.11.050 of the Douglas Municipal Code is hereby repealed.
- Section 15.** The existing Sections 15.11.060 and 15.11.070 shall be renumbered as 15.11.050 and 15.11.060. The remainder of these sections shall be the same.
- Section 16.** Section 15.11.050 of the Douglas Municipal Code is hereby amended as follows:
15.11.050 Section 113.4 – Violation penalties.
Amend 115.4 to read 113.4. The remainder of this section shall be the same.
- Section 17.** Section 15.12.020 of the Douglas Municipal Code is hereby amended as follows:
15.12.020 Adoption.
The 2024 International Mechanical Code is hereby adopted by reference and shall have the same force and effect as though fully set forth in this chapter, except as specifically amended in Sections 15.11.030 through 15.11.080. A copy of such code is on file in the Community Development Department.
- Section 18.** Section 15.12.040 of the Douglas Municipal Code is hereby amended as follows:
15.12.040 Section 108.6 – Refunds.
Amend 109.6 to read 108.6. The remainder of this section shall be the same.
- Section 19.** The existing Sections 15.12.050, 15.12.060 and 15.12.070 shall be renumbered as 15.12.060, 15.12.070 and 15.12.080. The remainder of these sections shall be the same.
- Section 20.** Section 15.12.050 of the Douglas Municipal Code is hereby created as follows:
15.12.050 Section 113 – Board of Appeals.
Section 113 is deleted in its entirety.
- Section 21.** Section 15.12.060 of the Douglas Municipal Code is hereby amended as follows:
15.12.060 Section 114.4 – Violation penalties.
Amend 115.4 to read 114.4. The remainder of this section shall be the same.
- Section 22.** Section 15.13.020 of the Douglas Municipal Code is hereby amended as follows:
15.13.020 Adoption.
Amend 2021 to read 2024. The remainder of this section shall be the same.
- Section 23.** Section 15.13.040 of the Douglas Municipal Code is hereby amended as follows:
15.13.040 Section 108.6 – Refunds.
Amend 109.5 to read 108.6. The remainder of this section shall be the same.
- Section 24.** Section 15.13.050 of the Douglas Municipal Code is hereby amended as follows:
15.13.050 Section 114.4 – Violation penalties.
Amend 115.4 to read 114.4. The remainder of this section shall be the same.
- Section 25.** Section 15.13.080 of the Douglas Municipal Code is hereby amended as follows:
15.13.080 Section 312.6 – Water supply system test.

Amend 312.5 to read 312.6. The remainder of this section shall be the same.

Section 26. Section 15.14.020 of the Douglas Municipal Code is hereby amended as follows:

15.14.020 Adoption.

The 2024 International Residential Code, including Appendices BB - Tiny Houses; BC - Accessory Dwelling Units (ADU); BE - Radon Control Methods; BF - Patio Covers; and BO - Existing Buildings and Structures, are hereby adopted by reference and have the same force and effect as though fully set forth in this chapter, except as specifically amended in Sections 15.14.030 through 15.14.360. A copy of such code is on file in the Community Development Department.

Section 27. Section 15.14.120 of the Douglas Municipal Code is hereby repealed.

Section 28. Section 15.14.120 of the Douglas Municipal Code is hereby created as follows:

15.14.120 Section R309.2 – One- and two-family dwellings automatic sprinkler systems.

The first sentence of Section R309.2 is amended to read as follows:

The installation of an automatic sprinkler system in one- and two-family dwellings may be incorporated at the discretion of the owner and/or contractor and/or registered design professional. The remainder of this section shall be the same.

Section 29. Section 15.14.130 of the Douglas Municipal Code is hereby repealed.

Section 30. Section 15.14.130 of the Douglas Municipal Code is hereby created as follows:

15.14.130 Section R317.5 – Fire sprinklers.

Amend Section R317.5 by adding at the end of the paragraph the sentence,

“The installation of an automatic sprinkler system in the attached garage of a one- or two-family dwelling may be incorporated at the discretion of the owner and/or contractor and/or registered design professional.” The remainder of this section shall be the same.

Section 31. Section 15.14.140 of the Douglas Municipal Code is hereby repealed.

Section 32. Section 15.14.150 of the Douglas Municipal Code is hereby repealed.

Section 33. The existing Sections 15.14.160 and 15.14.170, shall be renumbered as 15.14.140 and 15.14.150. The remainder of these sections shall be the same.

Section 34. Section 15.14.160 of the Douglas Municipal Code is hereby created as follows:

15.14.160 Section R403.5 – Crushed stone footings for cast-in-place concrete foundations.

Section R403.5, including Figures R403.5(1), R403.5(2) and R403.5(3) and Table R403.5, are hereby repealed.

Section 35. The existing Sections 15.14.180, 15.14.190, 15.14.200, 15.14.210, 15.14.220, 15.14.230, 15.14.240, 15.14.250, 15.14.260, 15.14.270, 15.14.280, 15.14.290, 15.14.300, 15.14.310, 15.14.320, 15.14.330, 15.14.340, 15.14.350, 15.14.360, 15.14.370 and 15.14.380, shall be renumbered as 15.14.170, 15.14.180, 15.14.190, 15.14.200, 15.14.210, 15.14.220, 15.14.230, 15.14.240, 15.14.250, 15.14.260, 15.14.270, 15.14.280, 15.14.290, 15.14.300, 15.14.310, 15.14.320, 15.14.330, 15.14.340, 15.14.350, 15.14.360 and 15.14.370. The remainder of these sections shall be the same.

Section 36. Section 15.14.170 of the Douglas Municipal Code is hereby amended as follows:

Table R404.1.3.2(1) Minimum horizontal reinforcement for concrete basement walls.

Amend R404.1.2(1) to read R404.1.3.2(1). The remainder of this section shall be the same.

Section 37. Section 15.14.260 of the Douglas Municipal Code is hereby amended as follows:

15.14.260 Section R908.4 – Roof recover.

Amend R908.3.1 to read R908.4. The remainder of this section shall be the same.

Section 38. Section 15.14.270 of the Douglas Municipal Code is hereby amended as follows:

15.14.270 Section N1101.2 (R101.3) – Intent.

Amend Section N1101.2 (R101.3) by adding at the end of the paragraph the sentence, “Pre-engineered trusses or field framed trusses shall include energy heels at each end to accommodate the R-38 ceiling insulation.” The remainder of this section shall be the same.

Section 39. Section 15.14.290 of the Douglas Municipal Code is hereby repealed.

Section 40. The existing Sections 15.14.300, 15.14.310, 15.14.320, 15.14.330, 15.14.340, 15.14.350, 15.14.360, and 15.14.370 shall be renumbered as 15.14.290, 15.14.300, 15.14.310, 15.14.320, 15.14.330, 15.14.340, 15.14.350, and 15.14.360. The remainder of these sections shall be the same.

Section 41. Section 15.14.360 of the Douglas Municipal Code is hereby amended as follows:

15.14.360 Section BE101.1 – General.

Amend AF101.1 to read BE101.1. The remainder of this section shall be the same.

Section 42. Section 15.15.020 of the Douglas Municipal Code is hereby amended as follows:

15.15.020 Adoption.

The 2024 International Existing Building Code, including Appendix B-Supplementary Accessibility Requirements for Existing Buildings and Facilities, are hereby adopted by reference and have the same force and effect as though fully set forth in this chapter, except as specifically amended in Section 15.15.030 through 15.15.060. A copy of such code is on file in the Community Development Department.

Section 43. Section 15.16.020 of the Douglas Municipal Code is hereby amended as follows:

15.16.020 Adoption.

Amend 2021 to read 2024. The remainder of this section shall be the same.

Section 44. Section 15.16.040 of the Douglas Municipal Code is hereby amended as follows:

15.16.040 Section 113.4 – Violation penalties.

Amend 112.4 to read 113.4. The remainder of this section shall be the same.

Section 45. This ordinance shall become effective upon publication.

PASSED AND APPROVED ON FIRST READING this 8th day of September, 2025.

PASSED AND APPROVED ON SECOND READING this 22nd day of September, 2025.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this 13th day of October, 2025.

/s/Kim Pexton, Mayor /s/ Devon Litzsinger, City Clerk. Published: October 22, 2025

ATTESTATION

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



Agenda Item Report

City Council – October 13, 2025

Item

Ordinance 1063: An Ordinance Amending Section 16.5.4.2(A) of the Douglas Municipal Code Pertaining to Residential Fences

Responsible Staff Contact

Clara Chaffin

Recommendation

Approve Ordinance 1063 as presented on second reading.

Executive Summary

Community Development staff have received feedback from property owners and contractors regarding the current residential fence code pertaining to heights. Primary concerns revolve around the maximum 4-foot height from the front of the house forward, as not all homes are built at the exact same setback.

Example



The 4-foot height is understood and recognized as a safety measure.

To provide consistency and clarity, it has been recommended that the maximum 4-foot height be tied to the zone setback rather than the location of the residential structure. This is also consistent with the corner lot 15-foot sight-line triangle.

October 13 Update

Regarding the Council question from the September 22 meeting for non-residential fences, Section 16.5.4.1(D) states "*The Community Development Director shall review and approve walls not considered retaining walls on non-residential lots on a case by case basis. In determining approval, the Community Development Director shall consider neighborhood character, surrounding land uses, materials, heights, and setbacks.*"

Background

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

Budget/Fiscal Impact

Fund/Department: 10-5100-2115 Non Departmental Publishing; 10-5100-2158 Non Departmental Misc Contractual Services

Project/Line Item(s): Legally Required Publishing; Codification - Municode

Budgeted Amount: \$65,400; \$60,474

Anticipated Amount:

Action Requested/Recommended Motion

Approve Ordinance 1063 as presented on second-reading.

Attachments

1. Ordinance 1063 Residential Fence Setback DRAFT - 2nd Reading 20251013

ORDINANCE NO. 1063

AN ORDINANCE AMENDING SECTION 16.5.4.2(A) OF THE DOUGLAS MUNICIPAL CODE
PERTAINING TO RESIDENTIAL FENCES

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

WHEREAS, consideration has been given to ensure fairness to all City of Douglas residents and make new regulations reasonable.

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

Section 1. Section 16.5.4.2(A) of the Douglas Municipal Code is hereby amended to read as follows:

5.4.2 Placement and Location

A. Front Yard

Fences located within the front yard of a residential lot or parcel shall be limited to four (4) feet in maximum height from the ~~front property line back to the minimum set-back of the zone in which the property sits~~front façade of the residential dwelling on either side of the house to the front property line. The Community Development Director may approve minor deviations to this requirement where the front of the residential dwelling is located behind the midpoint of the lot or parcel as measured from the midpoint of the front property line to the midpoint of the rear property line. ~~Under no circumstances shall a fence exceeding four (4) feet extend in front of the front façade of the residential dwelling or the midpoint of the lot or parcel, whichever is closer to the front lot or parcel line.~~

PASSED AND APPROVED ON FIRST READING this _____ day of _____, 20_____.

PASSED AND APPROVED ON SECOND READING this _____ day of _____, 20_____.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this _____ day of _____, 20_____.

Kim Pexton, Mayor

Attest:

Devon Litzsinger, City Clerk

Published: _____

ATTESTATION

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

Devon Litzsinger, City Clerk

DRAFT

Proclamation

WHEREAS, October 2025 marks the 80th anniversary of National Disability Employee Awareness Month (NDEAM), a month-long observance dedicated to educating the public about disability employment issues and honoring the diverse contributions of America's workers with disabilities; and

WHEREAS, NDEAM originated in 1945 as a week-long event focused on individuals with physical disabilities, later expanding to a full month and evolving to include all types of disabilities; emphasizing the importance of workforce inclusion for everyone; and recognizing that creating workplaces that welcome the talents of individuals with disabilities is essential to building inclusive communities and a robust economy; and

WHEREAS, various activities and events during the month will highlight the value and skills that individuals with disabilities bring to our workplace and communities, reinforcing Wyoming's commitment to fostering an inclusive environment that enhances access and equity for all;

Therefore, be it **RESOLVED** that the City of Douglas, Wyoming recognizes and commemorates the 80th anniversary of National Disability Employment Awareness Month, and be it further,

RESOLVED, that the U.S. Department of Labor's Office of Disability Employment Policy and the City of Douglas, Wyoming urge employers, schools, and community organizations to observe October with appropriate programs and activities, advancing the message that people with disabilities add significant value to our workplaces and communities; and be it further

RESOLVED, that the City of Douglas, Wyoming pledges to continue efforts throughout the year to recruit, hire, retain and advance individuals with disabilities, pursuing the goals of opportunity, full participation, economic self-sufficiency, and independent living for people with disabilities.

NOW, THEREFORE, I, Kim Pexton, Mayor of the City of Douglas, Wyoming, do hereby proclaim October 2025, as:

National Disability Employment Awareness Month

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official Seal of the City of Douglas, Wyoming, to be affixed this 13th day of October, 2025.

ATTEST:

Kim Pexton, Mayor

Devon Litzsinger, City Clerk



HIGH PERFORMING ORGANIZATION

HPO Update
City of Douglas

GROWTH AND FULFILLMENT

WHY DOES THIS MATTER

CONNECTION

Feeling connected to our mission/vision and goals

INSPIRED

Motivated and valued to drive purpose and commitment

MAKE A DIFFERENCE

Seek purpose in work and strive to create a positive impact on the organization and community



HIGH PERFORMING ROADMAP

Discovery and Understanding

Utilizing KU to meet with leadership and deliver a staff-wide organizational assessment.



Analyzing Data

Interpreting the data from the meetings and assessment to provide baselines and to develop a strategy and execution plan.

Training and Development

Collaborate with KU and Front Range Consulting from Montana State University to deliver leadership development, training modules, and cultural alignment tools that meet our goals.



Ongoing Assessments

Evaluating the effectiveness of training and development programs and ensuring they are achieving desired outcomes.

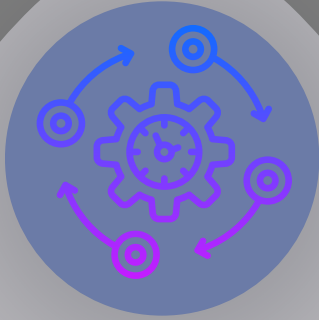
Improvement & Refinement

Continuous improvement and refinement of training, development, and cultural alignments to ensure they remain effective, relevant, and aligned with organizational goals.

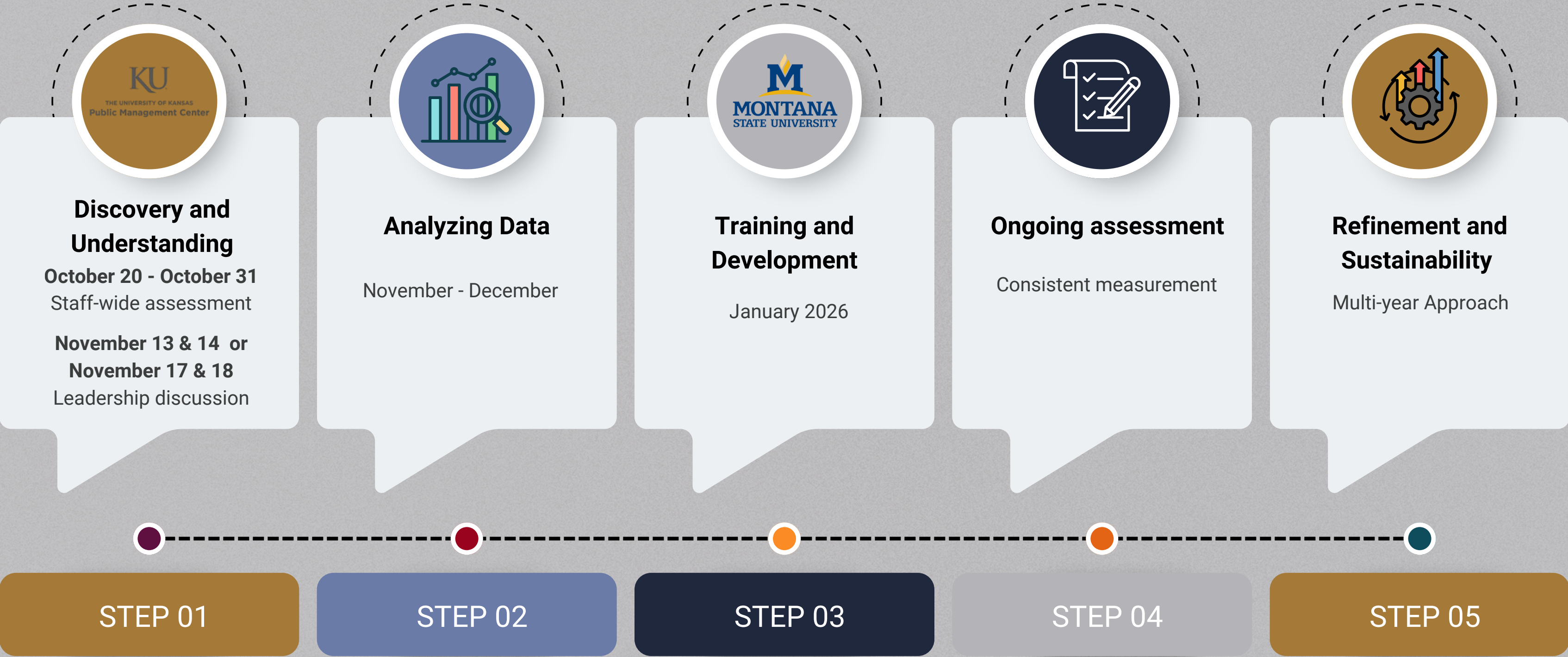


Sustainability

Development is designed to endure and evolve over multiple years, building consistent skills and adapting to change without losing effectiveness.



TIMELINES





HIGH PERFORMING ORGANIZATION

HPO Update
City of Douglas



Agenda Item Report

City Council – October 13, 2025

Item

Bid Award: 112 N 2nd St

Responsible Staff Contact

Clara Chaffin, JD Cox

Recommendation

Recommend to decline bids and rebid.

Executive Summary

The City of Douglas solicited bids for the 112 facade and grounds replacement project. We received 2 bids with the low of \$324,061.00 and a high of \$1,125,000.00. Mountain Peak Builders provided pricing for scope of work while the Buildings By Design did not.

Upon review with the City Attorney, he recommended that the project be rebid to indicated estimated known quantity of fill and with per unit cost should the actual be higher or lower.

Background

Following review of the submitted proposals, staff recommends rejecting both bids due to insufficient detail in the original bid documents, particularly regarding the volume of fill and the inclusion of retaining walls. The project will be rebid with additional specifications to provide greater clarity to contractors and the Council.

Larger contractors indicated that the project size was too small to warrant competitive bidding, which likely contributed to the limited response.

Revised Schedule:

Completion is targeted by **June 30, FY2526**, with the following phases:

- **Phase I:** Façade removal to occur as soon as possible.
- **Phase II:** Fill and site finishing to occur in spring 2026.

Rebid Approach:

Bid documents will include an estimated amount of fill to be placed on-site, and bidders will be asked to provide a **unit price** for fill placement to allow for clearer understanding

of potential change orders.

Alternate Option:

An alternate bid will be added for installation of **concrete retaining walls** along the north and south sides of the property to protect the adjacent buildings. Staff will determine whether the design should address retention only or anticipate future vertical construction. This option would require updated geotechnical analysis. IME performed a geotechnical study in 2014; Katelyn will confirm whether they can provide an updated report.

The design will also evaluate whether the retaining wall should extend only the length of the original basement or the full north–south property boundaries. Cost differences between the retaining wall and engineered fill are expected to be minimal, as both approaches involve site preparation that would need removal if redevelopment occurs later.

Site Protection and Waterproofing:

It is essential that the adjacent buildings remain structurally uncompromised. Retaining walls would need to be capped to prevent water infiltration between structures. Bid drawings will be updated to include:

- A joint detail at neighboring buildings to prevent seepage.
- Expanded notes regarding façade removal and maintaining waterproof integrity of adjacent walls.

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

SD Commitment

SD Commitment Strategy **Develop Attractive Community & Vibrant Downtown**

SD Commitment KPI **ECON-02 -Complete structural stabilization and engage public regarding future use**

SD Outcome

SD Outcome Strategy

SD Outcome KPI

2014 Master Plan

2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department **41-5411-2158; Economic Development**

Project/Line Item(s) **The 112**

Budgeted Amount **\$1,433,300.00**

Anticipated Amount **\$324,061.00**

Action Requested/Recommended Motion

Recommend to decline both bids and rebid.

Attachments

1. Mountain Peak Builders
2. Buildings by Design
3. 112 N 2nd St_Council Mtg 2025-10-13

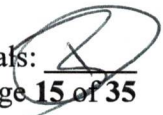
BIDDER'S CHECK LIST

The Bidder's attention is especially called to the following forms which must be executed in full as required:

1. Proposal (Bid Form): The unit price bid must be shown in the space provided. Show unit prices in both words and figures.
2. Proposal Signature Sheet: To be filled in and signed by the Bidder.
3. Non-collusion Affidavit: Must be subscribed to and sworn before a Notary Public.
4. Bond Accompanying Bid: This form is to be executed by the Bidder and the Surety company unless bid is accompanied by a certified check. The amount of this Bond be no less than five percent (5%) of the total amount bid and may be shown in dollars or on a percentage basis.
5. Other: _____

The following forms are to be executed after the contract is awarded:

1. Contract: This agreement is to be executed by the successful Bidder.
2. Performance/Contractor's Bond: To be executed by the successful Bidder and his Surety company.
3. Appropriate City of Douglas contractor's license(s): To be executed by the successful Bidder after award and prior to project commencement.
4. Other: _____

Bidder Initials: 
Page 15 of 35

BID FORMS

PROJECT IDENTIFICATION: 112 North 2nd Street Façade Removal & Lot Infill,

THIS BID IS TO BE SUBMITTED TO: City of Douglas, Attn: City Clerk
P.O. Box 1030, 101 N. 4th Street
Douglas, WY 82633

1. The following documents are attached to and made a condition of this bid:
 - a. Bid Schedule of Prices: The unit price bid must be shown in the space provided. Show unit prices in both words and figures.
 - b. Bidder Signature Sheet: To be filled in and signed by the Bidder.
 - c. Non-collusion Affidavit: Must be subscribed to and sworn before a Notary Public.
 - d. Bond Accompanying Bid: This form is to be executed by the Bidder and the Surety company unless bid is accompanied by a certified check. The amount of this bond be no less than five percent (5%) of the total amount bid and may be shown in dollars or on a percentage basis.
2. The undersigned Bidder agrees, if this bid is accepted, to enter into an Agreement with Owner in the form similar to that included in the Contract Documents and to complete all Work as specified or indicated in the Contract Documents for the Contract Price within the contract time specified in the Instructions to Bidder.
3. Bidder accepts all the terms and conditions of the Advertisement for bids and Instructions to Bidders, including those dealing with the disposition of bid security. This bid will remain open for thirty (30) days after the day of bid opening. Bidder will sign the Agreement and submit the Bonds and other documents required by the Contract Documents within fifteen (15) days after the date of Owner's Notice of Award.
4. In submitting this bid, Bidder represents, as more fully set forth in the agreement, the Bidder has examined copies of all bidding documents and of the following addenda (receipt of which is hereby acknowledged).
 - a.
 - b.
5. Bidder has examined the site and locality where the work is to be performed, the federal, state and local laws and regulations, and the conditions affecting cost, progress, or performance of the work and has made such independent investigations as Bidder deems necessary.
6. Bidder accepts the provisions of the Agreement as to liquidate damages in the event of failure to complete the work on time, unless otherwise stated as provided below. Bidder agrees that such liquidated damages are not a penalty and that the amount provided is as close an estimate as

Bidder Initials: 
Page 9 of 35

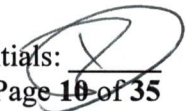
possible to actual damages. Any exceptions or objections to this provision are stated in writing and attached hereto by Bidder.

7. Communications concerning this bid shall be addressed to Bidder's Representative (please print):

Name	Katelyn Wager, PE
Address	5335 W 48 th Ave Ste 300
City/State/Zip	Denver, CO 80212
Phone No.	303.670.7242 x62
Email	katelyn@evstudio.com
Fax No.	n/a

The following forms, samples of which are included in this Project Manual, are to be executed after the contract is awarded:

- a. Contract: This agreement to be executed by the successful Bidder.
- b. Performance/Contractor's Bond: To be executed by the successful Bidder and his or her Surety company.
- c. Appropriate City of Douglas contractor's license: To be executed by the successful Bidder after award and before project startup.

Bidder Initials: 
Page 16 of 35

SCHEDULE OF PRICES

Unit prices for all items, all extensions and total amount of bid must be shown. Show unit prices in both words and figures and where conflict occurs, the written or typed words shall prevail, and the bid shall be adjusted accordingly.

Item No.	Description	Item with Unit Price to be Written in Words	Unit Price: Dollars/Cents	Total Price: Dollars/Cents
1.	Façade Demolition	Fifty-Six Thousand Three Hundred Twenty Dollars and 20/100	\$56,320.20	
2.	X-Out and Infill Material	Two Hundred Twenty-Six Thousand Four Hundred Eighty-Six Dollars and 00/100	\$226,486.00	
3.	Slabe on Grade	Fourty-One Thousand Two Hundred Fifty-Four Dollars and 80/100	\$41,254.80	
4.				
5.				
6.				
7.				
8.				

Total Bid Price (include written number and numerical spelling:

Three Hundred Twenty-Four Thousand Sixty-One Dollars and 00/100
\$324,061.00

BIDDER:

Mountain Peak Builders, LLC

NAME OF COMPANY

SIGNATURE OF INDIVIDUAL COMPLETING BID

Brian Brown

NAME OF INDIVIDUAL COMPLETING BID

9-17-25
DATE OF BID SUBMISSION

Bidder Initials: 

Page 11 of 35

SIGNATURE PAGE

IF BIDDER IS:

AN INDIVIDUAL

By: _____ doing business as: _____
(Name)

Address: _____ Phone: _____

A PARTNERSHIP (LLC)

By: Mountain Peak Builders LLC (seal)
(Firm Name)

Tom [Signature]
(General Partner)

Business Address: 2801 E 2nd St Gillette, WY 82718 Phone: 307-685-8074

A CORPORATION

By: _____ of _____
(Corporation Name) (State of Incorporation)

By: _____ (Signature) _____ (Title)

ATTEST: _____ (Corporate Seal)

Business Address: _____ Phone: _____

A JOINT VENTURE

By: _____ Address: _____

By: _____ Address: _____

By: _____ Address: _____

By: _____ Address: _____

(Each member of the joint venture must sign; attach additional sheet if necessary.)

Bidder Initials: [Signature]
Page 12 of 35

NON-COLLUSION AFFIDAVIT - CONSTRUCTION

STATE OF Wyoming)
) ss.
COUNTY OF Campbell)

NON-COLLUSION AFFIDAVIT

Trevor Schilling, being first duly sworn, in his oath says that the bid above submitted is a genuine and not a sham or collusive bid or made in the interest or on behalf of any person not therein named; and he further says that the said Bidder has not directly or indirectly induced or solicited any Bidder on the above work or supplies to put in a sham bid, or any other person or corporation to refrain from bidding; and that said Bidder has not in any manner sought by collusion to secure to self an advantage over any other Bidder or Bidders.

CONTRACTOR: 

Subscribed and sworn to before me this 16 day of September, 2025.



My Commission expires: April 22, 2028


Notary Public in and for the State of Wyoming
residing at 2801 E 2nd St Gillette WY 82718

Bidder Initials: 
Page **13** of **35**

Barbara V. Anderson
Notary Public of the State of Wyoming
160633
My Commission Expires
April 22, 2026

BID BOND - CONSTRUCTION

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, Mountain Peak Builders, LLC as Principal, and Western Surety Company, as Surety, are hereby held and firmly bound unto the City of Douglas, Wyoming, as Owner, in the penal sum of Five Percent of Amount Bid (5%), for payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our successors and assigns.

Signed, this 15th day of September, 2025.

The condition of the above obligation is such that whereas the Principal has submitted to the City of Douglas, Wyoming, a certain bid, attached hereto and hereby made a part hereof, to enter into a contract in writing for the Project #9855869; Removal of Facade, add concrete pad for plaza; 112 N 2nd St., Douglas, WY 82633

NOW, THEREFORE,

- a. If said bid shall be rejected, or
- b. If said bid shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said bid) and shall furnish a Performance/Contractor's Bond for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith and shall in all respects perform the agreement created by the acceptance of said bid, then this obligation shall be void. Otherwise, the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its Bond shall in no way be impaired or affected by any extension of the time within which the Owner may accept such bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

PRINCIPAL: Mountain Peak Builders, LLC

By:  (seal)

Trang Johnson, Director of Accounting

SURETY: Western Surety Company

By:  (seal)

Carrie M. McCartney, Attorney-In-Fact

IMPORTANT: Surety companies executing BONDS must appear in the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Wyoming.

Bidder Initials: TS
Page 14 of 35



Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Michael J Maguire, Daniel P Maguire, Kevin G Maguire, Carrie M McCartney, Jesse J Carr, Austin L Olivier, Richard N Maguire, Individually

of Rapid City, SD, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the Authorizing By-Laws and Resolutions printed at the bottom of this page, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 18th day of October, 2023.



WESTERN SURETY COMPANY

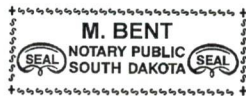
Larry Kasten, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 18th day of October, 2023, before me personally came Larry Kasten, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

March 2, 2026



M. Bent, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law and Resolutions of the corporation printed below this certificate are still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 15th day of September, 2025.



WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary

Authorizing By-Laws and Resolutions

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney is signed by Larry Kasten, Vice President, who has been authorized pursuant to the above Bylaw to execute power of attorneys on behalf of Western Surety Company.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

“RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company.”

Go to www.cnasurety.com > Owner / Obligor Services > Validate Bond Coverage, if you want to verify bond authenticity.



STATE OF WYOMING

CERTIFICATE OF RESIDENCY



Contractor Number: 0822

THIS CERTIFIES THAT:

MOUNTAIN PEAK BUILDERS, LLC

HAS BEEN GRANTED RESIDENCY STATUS PURSUANT TO WYOMING STATUTE 16-6-101, AS AMENDED. FIVE PERCENT PREFERENCE SHALL BE ALLOWED WHEN BIDDING ON ANY PUBLIC WORKS CONTRACT FOR A PERIOD OF ONE (1) YEAR FROM THE DATE CERTIFICATION IS GRANTED.

GRANTED THIS 23RD DAY OF JUNE TWO THOUSAND AND 25

Lee Williams

Lee Williams, Business Consultant Manager

EXPIRATION DATE: 6/22/2026

To verify the authenticity of the certificate,
please contact our office at 307-777-7261 or visit
dws.wyo.gov/dws-division/labor-standards



CERTIFICATE SERIAL NUMBER: 2306202566

SCHEDULE OF PRICES

Unit prices for all items, all extensions and total amount of bid must be shown. Show unit prices in both words and figures and where conflict occurs, the written or typed words shall prevail, and the bid shall be adjusted accordingly.

Item No.	Description	Item with Unit Price to be Written in Words	Unit Price: Dollars/Cents	Total Price: Dollars/Cents
1.	NA			
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Total Bid Price (include written number and numerical spelling:

1,125,000.00 One Million, One Hundred and Twenty Five Thousand Dollars.

BIDDER:

Buildings By Design

NAME OF COMPANY

SIGNATURE OF INDIVIDUAL COMPLETING BID

Jeffery Grauer

NAME OF INDIVIDUAL COMPLETING BID

9/18/2025

DATE OF BID SUBMISSION

SIGNATURE PAGE

IF BIDDER IS:

AN INDIVIDUAL

By: _____ doing business as: _____
(Name)

Address: _____ Phone: _____

A PARTNERSHIP

By: _____ (seal)
(Firm Name)

Business Address: _____ (General Partner)
Phone: _____

A CORPORATION

By: Buildings By Design of Colorado
(Corporation Name) (State of Incorporation)

By:  Vice Principal
(Signature) (Title)

ATTEST: _____ (Corporate Seal)

Business Address: 515 Industrial Rd. Brush Co 80723 Phone: 970-3324-3464

A JOINT VENTURE

By: _____ Address: _____

By: _____ Address: _____

By: _____ Address: _____

By: _____ Address: _____

(Each member of the joint venture must sign; attach additional sheet if necessary.)

NON-COLLUSION AFFIDAVIT - CONSTRUCTION

STATE OF Colorado)

) ss.

NON-COLLUSION AFFIDAVIT

COUNTY OF Morgan)

Jeffery Grauer, being first duly sworn, in his oath says that the bid above submitted is a genuine and not a sham or collusive bid or made in the interest or on behalf of any person not therein named; and he further says that the said Bidder has not directly or indirectly induced or solicited any Bidder on the above work or supplies to put in a sham bid, or any other person or corporation to refrain from bidding; and that said Bidder has not in any manner sought by collusion to secure to self an advantage over any other Bidder or Bidders.

CONTRACTOR: Buildings By Design

Subscribed and sworn to before me this 12th day of September, 2025.

(Seal)

LAURIE WOLF
NOTARY PUBLIC - STATE OF COLORADO
Notary ID #20124028257
My Commission Expires 10/23/2028

My Commission expires: 10/23/2028

Ramie Way

Notary Public in and for the State of Colorado
residing at Brush, Colorado Morgan City

Bidder Initials: _____

Page **13** of **35**

Page 78 of 227

LOCK BIRDAI
1940 27-10-1941
1941 10-10-1941
1941 10-10-1941

BID BOND - CONSTRUCTION

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, Buildings by Design, LLC as Principal, and Philadelphia Indemnity Insurance Company, as Surety, are hereby held and firmly bound unto the City of Douglas, Wyoming, as Owner, in the penal sum of Five Percent (5%) of the Total Bid Amount for payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our successors and assigns.

Signed, this 17th day of September, 2025.

The condition of the above obligation is such that whereas the Principal has submitted to the City of Douglas, Wyoming, a certain bid, attached hereto and hereby made a part hereof, to enter into a contract in writing for the 112 N. 2nd St. Facade Removal & Lot Infill

NOW, THEREFORE,

- a. If said bid shall be rejected, or
- b. If said bid shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said bid) and shall furnish a Performance/Contractor's Bond for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith and shall in all respects perform the agreement created by the acceptance of said bid, then this obligation shall be void. Otherwise, the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its Bond shall in no way be impaired or affected by any extension of the time within which the Owner may accept such bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

PRINCIPAL:

By: 
Travis Lefever, Managing Member (seal)

SURETY:

By: 
Tim Mitchell, Attorney-in-Fact



IMPORTANT: Surety companies executing BONDS must appear in the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Wyoming.

Bidder Initials: _____
Page 14 of 35



PHILADELPHIA INSURANCE COMPANIES

A Member of the Tokio Marine Group

One Bala Plaza, Suite 100, Bala Cynwyd, Pennsylvania 19004
610.617.7900 • Fax 610.617.7940 • PHL.Y.com

SURETY BOND SEAL ADDENDUM

PHILADELPHIA INDEMNITY INSURANCE COMPANY

As part of its business continuity efforts during the pendency of the COVID-19 pandemic, Philadelphia Indemnity Insurance Company ("PIIC") has temporarily authorized its Attorneys-in-Fact to affix PIIC's corporate seal in a digital format in lieu of its traditional raised seal to any bond issued on its behalf by any such Attorney-in-Fact.

PIIC agrees and affirms that the digital corporate seal found herein is deemed affixed to the bond and the Power of Attorney with the same effect as if its raised corporate seal had been affixed to the bond itself.

Effective this 20TH day of March, 2020.

Philadelphia Indemnity Insurance Company



By: 
Michael Cundiff, Senior Vice President

PHILADELPHIA INDEMNITY INSURANCE COMPANY

One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004-0950

Power of Attorney

KNOW ALL PERSONS BY THESE PRESENTS: That **PHILADELPHIA INDEMNITY INSURANCE COMPANY** (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint **William R. Greer and Tim Mitchell of Trusted Advisors LLC** its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed **\$50,000,000.**

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY on the 14th of November 2016.

RESOLVED:

That the Board of Directors hereby authorizes the President or any Vice President of the Company: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

**FURTHER
RESOLVED:**

That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 5TH DAY OF OCTOBER 2024.

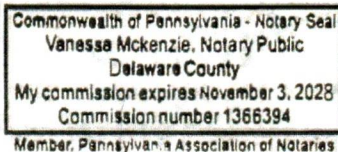


(Seal)

John Glomb, President & CEO
Philadelphia Indemnity Insurance Company

On this 5th day of October, 2024 before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the **PHILADELPHIA INDEMNITY INSURANCE COMPANY**; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.

Notary Public:



residing at:

Linwood, PA

My commission expires:

November 3, 2028

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and the Power of Attorney issued pursuant thereto on the 5th day October 2024 are true and correct and are still in full force and effect. I do further certify that John Glomb, who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 17th day of September, 2025.



Edward Sayago, Corporate Secretary
PHILADELPHIA INDEMNITY INSURANCE COMPANY

112 N 2ND STREET

FAÇADE REMOVAL & LOT INFILL





PHASED CONSTRUCTION

01

Phase 1

- Façade removal

02

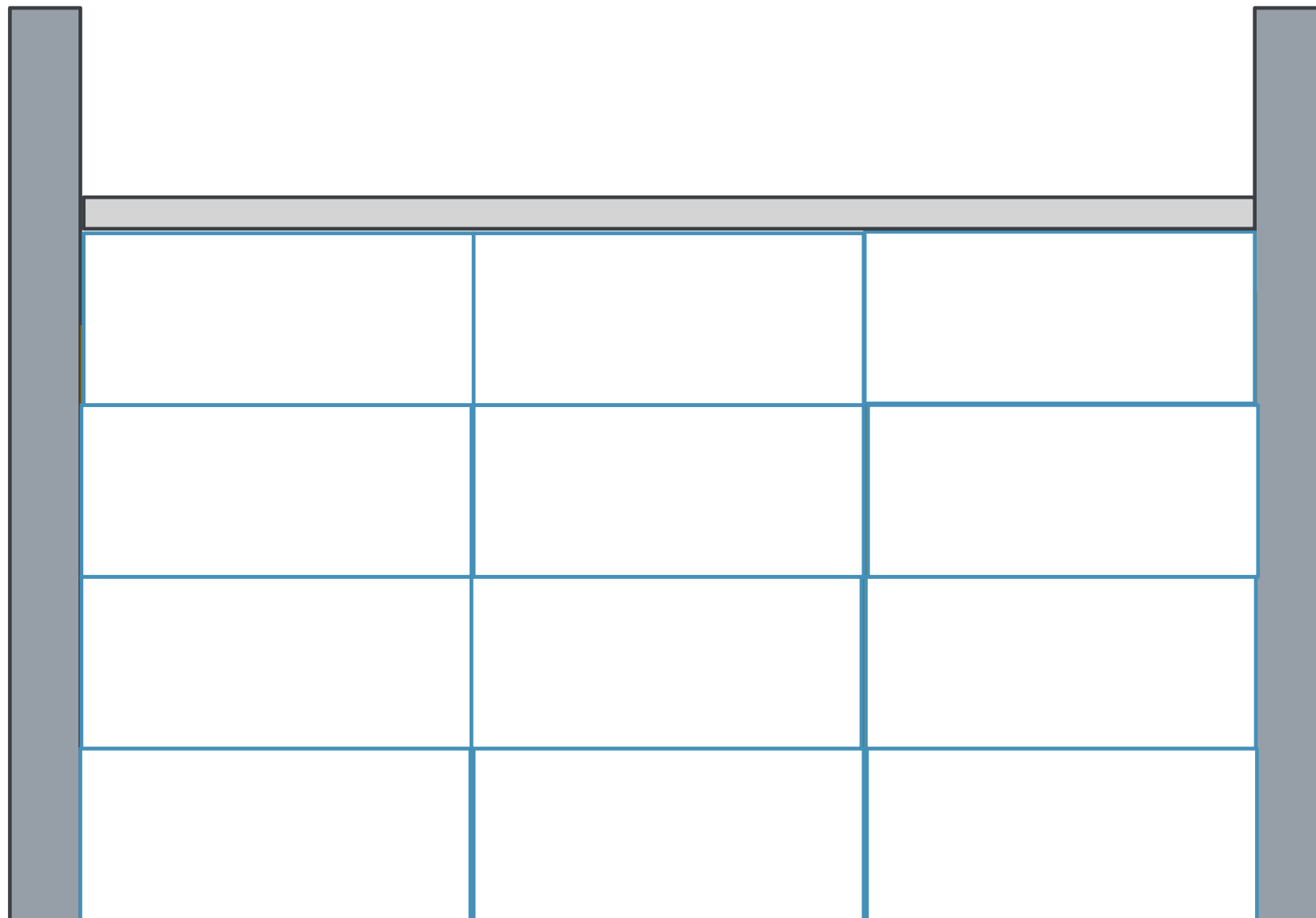
Phase 2

- Lot excavation
- Concrete retaining wall construction (discussion on next slide)
- Infill
- Cap with concrete slab on grade



EVstudio

LOT INFILL OPTION1- STRUCTURAL FILL





EVstudio

LOT INFILL OPTION1- RETAINING WALLS



NEIGHBORING BUILDING CONDITIONS



NEIGHBORING BUILDING CONDITIONS





Agenda Item Report

City Council – October 13, 2025

Item

Ordinance 1053: An Ordinance Amending Sections 16.5.9.1, 16.5.9.2(B), 16.5.9.3(A-D), Table 5.9-1, 16.5.9.4(B)(i), 16.5.9.4(C, H, J, & K), 16.5.9.5(A)(ii) of the Douglas Municipal Code Pertaining to Signs

Responsible Staff Contact

Clara Chaffin

Recommendation

Approve Ordinance 1053 as presented on first reading.

Executive Summary

October 13 Council Meeting

The following changes were made to the Ordinance:

1. Section 1, D, second bullet point: Sign area shall be measured by determining the sum of the area within a continuous perimeter enclosing the extreme limits of sign display ~~including any frame or border~~.
2. Section 1, F, title: Rights-of-Way **Permanent Signs**
3. Section 1, F, second bullet point: Written permission shall be obtained **from the property owner** and provided to the Community Development Department to place signs in the County right-of-way or State right-of-way. These signs will count against the total square footage allotted to signage allowed in the zone.
Note: The State has a permit process for anything that occurs within its rights-of-way, even within the City limits.
4. Section 3, B: In addition to the allowance of temporary signs under Section 5.9.4(C), properties with approved commercial or conditional uses are permitted ~~a freestanding one (1)~~ **one (1)** sign not to exceed twenty (20) square feet. Subdivisions, apartments, multi-family dwellings and condominium complexes are permitted a ~~freestanding one (1)~~ **one (1)** sign not to exceed twenty (20) square feet, and further provided that one (1) such sign shall be permitted for each separate street and/or separate building frontage occupied by the subdivision, apartment, or condominium complex and/or for each means of entrance to or exit from the subdivision, apartment, or condominium complex. Wall signs are also permitted not to exceed five (5) percent of the area of the façade in elevation view upon which they are placed.
Note: This change was made to allow the property owner/developer to choose which type of sign they would like, versus reducing their choice to just a

freestanding sign.

5. Section 5, c, iv: A sign not exceeding six (6) square feet in area and five (5) feet in height during the time of sale, lease or rental of the premises, provided that the sign is removed within ~~five (5)~~ **thirty (30)** days of the sale, lease or rental of the premises.

Note: The timeline was extended to allow real-estate transactions to move through the complete process.

6. Section 5, added new vi: **Temporary signs in the right-of-way shall not exceed three (3) feet in height.**

September 22 Council Meeting

Changes were made to the ordinance based on Council discussion, including:

1. Section 4 was changed to allow for temporary signs in the parkway with permission of the adjacent property owner.
2. Section 5 removed the 8-day requirement from "i." On Residential properties, the sign allowance was changed from 8 square feet to 3 square feet.
3. Section 7 pertaining to Mechanical Message Display and Electronic Message Display was removed.

September 8 Council Meeting

Over the last several months, the topic of temporary signage has been a discussion item among Staff and City Council. Added to that, the Planning & Zoning Commission has discussed signage in general several times, pertaining to type, location, vehicular distraction, and clutter.

Ordinance 1053 addresses the desires and needs of the community, Staff, Planning and Zoning Commission, and City Council.

Background

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

Budget/Fiscal Impact

Fund/Department: 10-5100-2115 Non Departmental Publishing; 10-5100-2158 Non Departmental Misc Contractual Services

Project/Line Item(s): Legally Required Publishing; Codification - Municode

Budgeted Amount: \$65,400; \$60,474

Anticipated Amount:

Action Requested/Recommended Motion

Approve Ordinance 1053 as presented on first reading.

Attachments

1. Ordinance 1053 Sign Code DRAFT - 1st Reading 20251013

ORDINANCE NO. 1053

AN ORDINANCE AMENDING SECTIONS 16.5.9.1, 16.5.9.2(B), 16.5.9.3(A-D), Table 5.9-1, 16.5.9.4(B)(i), 16.5.9.4(C & H), AND 16.5.9.5(A)(ii) OF THE DOUGLAS MUNICIPAL CODE PERTAINING TO SIGNS

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

WHEREAS, consideration has been given to ensure fairness to all City of Douglas residents and make new regulations reasonable.

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

Section 1. Section 16.5.9.1 of the Douglas Municipal Code is hereby amended to read as follows:

5.9.1 General**A. Intent**

This section is intended to provide uniform regulations pertaining to the use of signs as advertising devices to help ensure the health, safety, and welfare of the current and future residents of the City and to achieve the following goals:

- Allow the reasonable display of signage to identify and advertise products, services and business establishments for the information and convenience of the general public;
- Aid in the development and promotion of business and industry by providing sign regulations which encourage aesthetic creativity, effectiveness and flexibility in the display and use of signs;
- Preserve and enhance the City's small town character; ~~and~~
- Promote safe and attractive pedestrian environments; ~~and~~
- Limit the aesthetic impact of signs on properties to prevent clutter and protect streetscapes thereby preserving property values and protecting traffic safety. The accumulation of signs creates clutter and adversely affects these goals, property values and public safety.

B. Applicability

The signage requirements of this section shall apply to the construction or substantial expansion of any single or multi-family residential use, manufactured and/or mobile home park, travel trailer and RV park,

commercial, or industrial use in any zoning district within the City. For the purpose of applying the requirements of this Section, "substantial expansion" shall include any development or construction activity that requires approval of a Residential Site Plan or Type A, B, or B-LSR Development Plan as outlined in Chapter 3 of this Code. Additional use-specific standards may be applicable pursuant to the requirements of Chapter 6 of this Code.

C. Alternate Sign Plan

In approving an alternate sign plan, the Community Development Director, in reviewing a Type A Development Plan, and the City Council, in reviewing a Type B or B-LSR Development Plan, shall find that the plan is consistent with the intent of this Section and with policies and recommendations of the City of Douglas Master Plan. The Community Development Director and City Council shall consider the following in reviewing an alternate sign plan:

- Whether the plan accomplishes the intent of the Character District guidelines in the City of Douglas Master Plan; and
- Whether the plan demonstrates innovative design and use of signage and advertising elements.

Under no circumstances shall an alternate sign plan be approved that exceeds the square footage or development standards for signs allowed by this Section.

D. Measurement of Sign Area

The measurement of sign area shall be as follows:

- The surface area of all signs shall be counted and considered a part of the maximum total sign area allowed.
- Sign area shall be measured by determining the sum of the area within a continuous perimeter enclosing the extreme limits of sign display ~~including any frame or border.~~
- Sign area for a building site is the total area of all signs located on the site and shall include any directional signs for off-premise businesses, but shall not include temporary signs.
- The area of double-faced signs (message displayed on two sides of a single sign) shall be calculated on the basis of one (1) face only.
- The area of triple-faced signs (message displayed on three sides of a single sign) shall be calculated on the basis of one and one-half (1 1/2) face only.
- The area of quadruple-faced signs (message displayed on four sides of a single sign) shall be calculated on the basis of two (2) faces only.

E. Density

Signs shall be limited to a maximum of one (1) sign per street frontage in all zones and districts. This shall not include signage posted by a governmental entity.

F. Rights-of-Way Permanent Signs

Placement of permanent signs in rights-of-way shall be as follows:

- Signs shall not be placed in the City right-of-way. This shall not include signage posted by a governmental entity.
- Written permission shall be obtained from the property owner and provided to the Community Development Department to place signs in the County right-of-way or State right-of-way. These signs will count against the total square footage allotted to signage allowed in the zone.

Commented [CC1]: The State has a permit process for anything that occurs within its rights-of-way, even within the City limits.

G. Abandoned & Ghost Signs

i. Definitions

Abandoned sign means a sign or sign where :

- The sign is no longer used by the person who constructed the sign structure that has ceased to be used. Discontinuation of sign use may be shown by cessation of use of the property where the sign is located.
- The sign has been damaged, and repairs and restoration are not started within 90 days of the date the sign was damaged, or are not diligently pursued, once started.

Ghost sign means historic or old, faded, often hand-painted signs, on the exterior wall of a building which remains visible long after the subject matter it promoted has closed or changed. Often found in historic districts and downtowns revealing hints of forgotten brands and products from a past era.

ii. Abandoned Signs

Abandoned signs shall be prohibited and removed within sixty (60) days after the premises have been vacated unless the sign is determined to have historical significance by the Douglas Historic Preservation Commission or unless the sign is located in the Local Downtown Historic District (O-LDH). If notice by the City is required due to lack of compliance with this section, the Community Development Department shall send a certified letter to the owner and give ten (10) days for the sign to be removed and/or repaired. In the event of continued non-compliance, the City may issue citation or cause abandoned signs to be removed at the expense of the owner.

iii. Ghost Signs

Ghost signs shall be reviewed by the Downtown Historic District Review Board if located in the Local Downtown Historic District (O-LDH) or by the Historic Preservation Commission if located outside the Local Downtown Historic District (O-LDH).

Criteria for preservation of ghost signs shall include, but not be limited to:

- Hand-painted: Ghost signs were not modern printed materials but were laboriously hand-painted by skilled sign painters known as "wall dogs".
- Fading & Ephemeral: Over decades or even centuries, the paint on these signs wears away, making them appear as fading "ghosts" of their former selves.
- Historic Buildings: They are typically found on older commercial buildings, often on brick walls, serving as remnants of the building's past life.
- Time Capsules: Ghost signs act as historical markers, offering insights into long-forgotten products, local businesses, and even societal messages from the past.
- Historical Preservation: Many ghost signs are preserved for their sentimental appeal or historical value, offering a tangible link to a city's past and the evolution of its streetscapes.
- Community History: They reveal the history of local commerce and documenting forgotten products or businesses, such as Coca-Cola signs or advertisements for patent medicines.
- Aesthetic Interest: The art and weathering of ghost signs are appreciated for their unique aesthetic, which can sometimes be highlighted or even digitally reconstructed by artists.

H. Maintenance

All signs (excepting ghost signs) shall be maintained in good repair and any damaged sign shall be repaired, except as otherwise limited by this Section, within thirty (30) days. If notice by the City is required due to lack of compliance with this section, the Community Development Department shall send a certified letter to the owner and give ten (10) days for the sign to be removed and/or repaired. In the event of continued non-compliance, the City may issue citation or cause corrective action at the expense of the owner

E.I. Enforcement

Any violation of the signage standards of this section shall be subject to the enforcement provisions of Chapter 9 of this Code.

Section 2. Section 16.5.9.2(B) of the Douglas Municipal Code is hereby amended to read as follows:

Ord. No. 1053
Page 4 of 13

Commented [CC2]: JD and I discussed this and feel this is character not content. Could be moved to Guidelines instead of being in the ordinance.

5.9.2 Permit and Construction Requirements

B. Exemptions

The following signs are exempt from the sign permit requirements of this Section: All temporary signs that comply with the respective time, place, and manner requirements of Section 5.9.3 are exempt for the sign permit requirements of this Section.

Temporary sign(s) means a sign made of temporary materials affixed, erected, or maintained sign on the premise or lot for a short duration.

- Signs which are part of a previously approved development or which have been previously approved for a building permit;
- Directional signs;
- Temporary signs or banners for social or nonprofit activities or for yard or garage sales;
- Signs erected by a public agency controlling or directing traffic, railroad crossing warning devices, and private signs used exclusively to direct traffic on private property;
- Real estate signs;
- Real estate development signs;
- Signs of a public and non-commercial nature, including, but not limited to, the following:
 - Public transit signs;
 - Public utility information signs;
 - Safety signs and danger signs;
 - Trespassing signs;
 - Signs erected by a public officer in the performance of a public duty; and
 - Historical signs for sites and/or structures designated by the City or State as having historical significance.
- Contractor signs;
- Political signs;
- Special event signs, such as grand openings, sales, races, etc.; and
- Community event signs.

Section 3. Section 16.5.9.3(A-D) of the Douglas Municipal Code is hereby amended to read as follows:

5.9.3 Sign Allowance by Zone District

A. Signage in the Agricultural Zoning District

The Agricultural zoning district shall be limited to home occupation signs, portable signs, and signs for advertising agricultural stands. Agricultural stand signs shall be a maximum of thirty-two (32) square feet.

B. Signage in Residential Zoning Districts

The RR, RE, R-1, R-2, R-3, and R-4 zoning districts shall be limited to home occupation signs and signs advertising approved commercial or conditional uses. The maximum area of a permitted conditional use sign shall be twenty (20) square feet, unless otherwise allowed or further restricted by the City Council in approving the conditional use. In addition to the allowance of temporary signs under Section 5.9.4(C), properties with approved commercial or conditional uses are permitted a freestanding one (1) sign not to exceed twenty (20) square feet. Subdivisions, apartments, multi-family dwellings and condominium complexes are permitted a freestanding one (1) sign not to exceed twenty (20) square feet, and further provided that one (1) such sign shall be permitted for each separate street and/or separate building frontage occupied by the subdivision, apartment, or condominium complex and/or for each means of entrance to or exit from the subdivision, apartment, or condominium complex. Wall signs are also permitted not to exceed five (5) percent of the area of the façade in elevation view upon which they are placed.

C. Signage in the Manufactured/Mobile Home Park and Travel Trailer/RV Park Zoning Districts

Manufactured and mobile home parks and travel trailer and RV parks are permitted a freestanding monument sign not to exceed sixty-four (64) square feet, and further provided that one (1) such sign shall be permitted for each separate street and/or separate building frontage occupied by the manufactures/mobile home park and/or travel trailer/RV park for each means of entrance to or exit from the subdivision, apartment, or condominium complex. Wall signs are also permitted not to exceed five (5) percent of the area of the façade in elevation view upon which they are placed, shall be limited to monument signs identifying the park. Internal directional signs for internal way finding and navigational purposes shall be limited to a maximum area of ten (10) square feet each. All signage shall conform to a uniform design and shall be limited to the maximum amount necessary to provide advertising and directional information.

D. Signage in the CB-1 Zoning District

The total combined sign area in the Downtown Business zone shall be limited to two hundred (200) square feet per building site area. All signs, including directional signs for off-site businesses and portable signs, shall be included in calculating the total combined sign area. Signs in this zone shall be subject to the City of Douglas Downtown Historic District Review Panel and approval for time, manner, and place restrictions.

Table 5.9-1 Allowed Sign Types by Zone Districts

Sign Type	Rural		Residential							Commercial/Industrial				Other			Additional Requirements
	A	RR	RE	R-1	R-2	R-3	R-4	MH-1	MH-2	CB-1	B-1	B-2	I	PLI+	MU-PUD+	GRN	
Banner						A	A	A	A	A	A	A	A	A	A	A	
Canopy sign						A	A	A	A	A	A	A	A	A	A	A	
Community events sign	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
Contractor sign	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
Directional sign						A	A	A	A	A	A	A	A	A	A	A	
Electronic Message Display (EMD)	C			C		C	C	C		C	C	C	C	C	C		See Section 5.9.4 of this Code
Freestanding sign						A	A	A	A	A	A	A	A	A	A	A	
Home occupation sign	A	A	A	A	A	A	A	A							A		
Marquee sign						C	C			A	A	A			C		
Mechanical Message Display (MMD)	C			C		C	C	C		C	C	C	C	C	C		See Section 5.9.4 of this Code
Monument sign			C	C	C	A	A	A	A		A	A	A	A	C		
Off-premise sign						C	C			A	A	A	A	A	C		
Pole sign						C	C	A	A	C	A	A	A	A	C	A	
Political sign	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	
Portable sign	A					A	A	A	A	A	A	A	A	A	C	A	
Projecting sign						A	A			A	A	A	A	A	C	A	
Real estate sign	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	
Real estate development sign	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	
Roof sign						C	C			A	A	A	A	A	C	A	
Shopping/office complex sign						C	C			A	A	A	A	A	A		
Sidewalk sign						T	T			T	T	T			T		
Suspended sign						A	A	A	A	A	A	A	A	A	A	A	

<u>Temporary sign</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	See Section 5.9.4 of this Code
Wall sign						A	A	A	A	A	A	A	A	A	A	A	A	

Note: A = Allowed sign in the identified zoning district. T = Temporary sign in the identified zoning district. C = Allowed sign in the identified zoning district if the respective site includes an approved or legally existing conditional or commercial use. All blank cells/boxes represent a sign that is not allowed in the identified zoning district. *This table only applies to PLI and MU-PUD zones without Master Plans.

Section 4. Section 16.5.9.4(B)(i) of the Douglas Municipal Code is hereby amended to read as follows:

5.9.4 General Sign Standards

B. Location and Setbacks

i. All Signs Located On-Site

Signs shall be located on the premises in which the events, products, or services are being offered, unless otherwise approved as an off-premise sign pursuant to the requirements in Section 5.9.5 below. Temporary Signs may be displayed on municipal property in conjunction with an approved special event so long as the display is confined to the booth/table/display at the event and limited to the event duration. Temporary Signs may also be displayed in the Parkway or city right-of-way if done so with the permission of the property owner fronting the Parkway where a Temporary Sign would be erected.

Section 5. Section 16.5.9.4(C) of the Douglas Municipal Code is hereby amended to read as follows:

5.9.4 General Sign Standards

C. Temporary Signs

i. Temporary sign(s) means a sign made of temporary materials affixed, erected, or maintained sign on the premise or lot for an erected for a minimum number of days except as provided below.

Residential properties – all single-family residential properties that are located in Residential Zoning Districts are permitted temporary signs not to exceed ~~eight~~three (83) square feet in total sign area per road frontage. Corner lots and lots with frontage on more than one street are entitled to ~~eight~~three (83) square feet per frontage. This sign area allowance covers but is not limited to: address signs, home occupation signs, lawn signs, real estate signs, contractor signs, and political signs. Signs may be freestanding, mounted to a permanent building structure or displayed in a window. Trees, rocks or other naturally occurring landscape features may not be used to support a residential sign.

ii. Temporary signs may be displayed for no more than ninety (90) days in a given calendar year.

iii. All temporary signs shall be removed within 5 days following the event/activity/promotion being advertised on the temporary sign. Signs not exceeding eight (8) square feet per frontage shall be allowed during a period from (90) days before a public election or the time the election is called, whichever is earlier, to five (5) days after the public election.

One temporary sign not exceeding six square feet in area and four feet in height which is erected for a maximum of eight days in any calendar month and is removed by sunset on any day it is erected.

iv. A sign not exceeding six (6) square feet in area and five (5) feet in height during the time of sale, lease or rental of the premises, provided that the sign is removed within thirty (30)15 days of the sale, lease or rental of the premises.

- v. Temporary signs shall not be placed on trees, rocks or other naturally occurring landscape features in any zone or district.
- vi. Temporary signs in the right-of-way shall not exceed three (3) feet in height.
- vii. The City may cause any temporary signage violating this section to be removed.

Section 6. Section 16.5.9.4(H) of the Douglas Municipal Code is hereby amended to read as follows:

5.9.4 General Sign Standards

H. Freestanding and Pole Signs (see Figure 5.9-3 below for an example of a freestanding sign)

i. Height

Freestanding sign and pole signs shall be a minimum height of eight (8) feet as measured from finished grade to the bottom of the sign and shall not exceed a maximum height of fifteen (15) feet as measured from finished grade to the top of the sign in vehicular travel and maneuvering areas. All other freestanding signs shall not exceed the maximum building height of applicable zoning district.

ii. Area

The total area of freestanding signs and pole signs shall not exceed two (2) square feet for each linear foot of the building wall closest to the freestanding sign or fifty (50) square feet in a R-3, R-4, MH-1, MH-2, CB-1 or GRN zone, or one hundred (100) square feet in a B-1, B-2, MU-PUD, PLI or I zone, whichever is less. The maximum area of a freestanding sign where no building exists shall be fifty (50) square feet.

iii. Number of Freestanding Signs and Pole Signs Permitted on a Site

One (1) freestanding sign or pole sign shall be allowed on a single lot or parcel per frontage. Multiple tenants may be advertised on a single freestanding sign.

iv. Landscaping

Freestanding and Pole Signs shall be landscaped with water-wise vegetation (i.e. plants that naturally require little supplemental water, having evolved in low-precipitation environments and thus adapted to aridity, creating vibrant, low-water consumption landscapes) at their base in a way harmonious with the landscape concept for the whole site. Landscaping shall form an attractive, dense cluster at the base of the sign that is equally attractive in winter and summer (see Figure 5.9-4). Appropriate multidimensional rock-scape or art may be exchanged for landscaping.

v. Limited

The primary entryways to the City provide a valuable first impression of the community. Development should exemplify the nature of the community and provide insight into the character of the City. Traditional Pole Signs, defined as a sign sitting atop a single narrow pole, shall be limited on a case-by-case basis and shall be located on the primary commercial and industrial streets including the following:

- East Richards Street

- West Richards Street
- West Yellowstone Highway
- Riverbend Drive
- Highway 59
- Highway 93
- Highway 94

vi. Redesigned

Acceptable freestanding signs shall include signs with a wide decorative base, unique shapes, or other decorative elements including natural elements such as wood and stone.

Figure 5.9-3: Example of a freestanding pole sign.

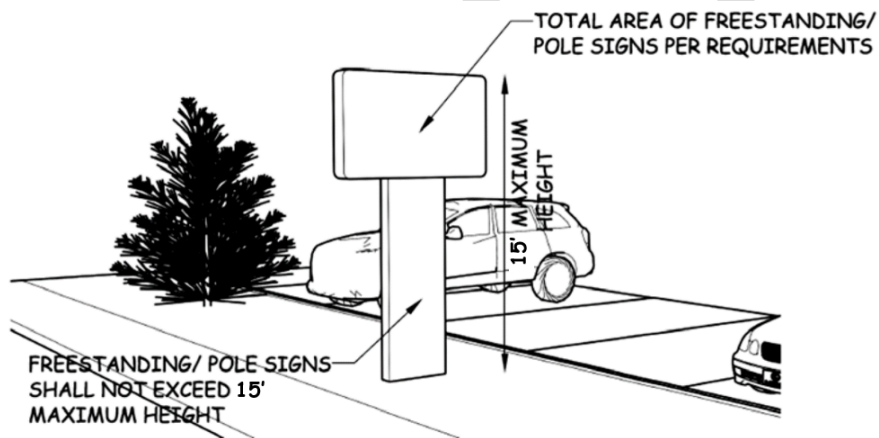
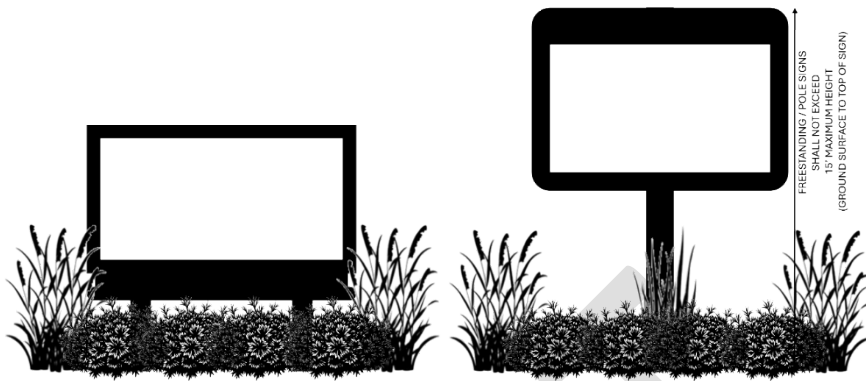


Figure 5.9-4 Freestanding and Pole Sign Landscaping



Section 7. Section 16.5.9.5(A)(ii) of the Douglas Municipal Code is hereby amended to read as follows:

5.9.5 Off-Premise Sign Standards (Billboards)

A. General

ii. Placement Limited

Off-premise signs proposed in community entry ways or Character Districts shall require conditional use approval from the City Council prior to construction. The City Council may impose additional [time, place, and manner](#) restrictions on the placement and sign area of off-premise signs located in Character Districts or Entry Corridors.

PASSED AND APPROVED ON FIRST READING this _____ day of _____, 20____.

PASSED AND APPROVED ON SECOND READING this _____ day of _____, 20____.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this _____ day of _____, 20____.

Kim Pexton, Mayor

Attest:

Devon Litzsinger, City Clerk

Published: _____

Ord. No. 1053
Page 12 of 13

ATTESTATION

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

Devon Litzsinger, City Clerk

DRAFT

Ord. No. 1053
Page **13** of **13**

CHARTER ORDINANCE NO. 1060

A Charter Ordinance of the City of Douglas, Wyoming, Repealing the Application of Wyoming Statutes §§ 12-4-201(d) and § 12-4-413(v) and (vi), and Related Statutory Limitations Within the Corporate Limits of the City, and Authorizing the Governing Body to Determine the Number of Retail and Bar & Grill Liquor Licenses to Be Issued Based on Local Conditions and Policy

WHEREAS, the City of Douglas, Wyoming, is a home rule municipality governed by Article 13, Section 1(b) of the Wyoming Constitution, which grants cities the power to determine local affairs by charter ordinance; and

WHEREAS, W.S. § 12-4-201(d) and W.S. § 12-4-413(v) and (vi) impose population-based quota formulas on retail and bar & grill liquor licenses, respectively, resulting in widely inconsistent allocations across similarly situated communities—e.g., Glenrock, Wheatland, Casper and Douglas all receive different license counts based solely on minor variations in population, despite similar or greater demands driven by regional workforce, tourism, and economic activity; and

WHEREAS, these quota systems fail to reflect local realities such as transient population surges, energy-sector activity, tourism growth, or regional service roles that swell a community's effective population beyond census counts; and

WHEREAS, the arbitrary and outdated nature of the quota system has created a patchwork of inequities across the state, where some communities are unable to meet market demand while others underutilize license allocations—impeding local economic development and stifling entrepreneurship; and

WHEREAS, the Governing Body of the City of Douglas finds that the number, location, and character of liquor license establishments within the City—including retail and bar & grill licenses—are matters of distinctly local concern, requiring flexibility to respond to community needs and priorities; and

WHEREAS, the above statutes are not uniformly applicable to all cities and towns in the State of Wyoming because the statutes treat cities and towns differently based upon population; and

WHEREAS, the Governing Body seeks to responsibly restore local authority in a manner that balances economic opportunity, community values, and the City's ongoing commitment to public health, safety, and responsible alcohol regulation;

CHARTER ORDINANCE NO. 1060

Now, Therefore, Be It Ordained by the Governing Body of the City of Douglas, Wyoming:

Section 1: Repeal of Statutory Quota Provisions

Pursuant to Article 13, Section 1(b) of the Wyoming Constitution, the City of Douglas hereby exempts itself from the provisions of the following statutes limiting the number of particular liquor licenses the City may issue:

- a. Wyoming Statute § 12-4-201(d) – population-based quota formula for retail liquor licenses
- b. Wyoming Statute § 12-4-413(v) and (vi) – population-based quota formula for bar & grill liquor licenses

Section 2: No Right to License Created

This Charter Ordinance does not create a right to any license, nor require the City to issue a license upon application. All license decisions shall remain discretionary and subject to local policies, procedures, and Council judgment.

Section 3: Effect on Other Statutory Provisions

This ordinance shall not modify or repeal other applicable Wyoming statutes governing license qualifications, operational requirements, disciplinary procedures, enforcement, transfer or revocation. It solely affects the number and local authority to issue licenses.

Section 4: Publication and Effective Date

This Charter Ordinance shall be published in full in the official newspaper of the City of Douglas, Wyoming once each week for two consecutive weeks. It shall take effect sixty-one (61) days after the date of final publication, provided that no referendum petition is filed with the City Clerk within thirty (30) days following the final publication, pursuant Article 13, Section 1(c) of the Wyoming Constitution.

PASSED on 1st reading the _____ day of July, 2025.

PASSED on 2nd reading the _____ day of July, 2025.

PASSED, APPROVED AND ADOPTED on 3rd and final reading this _____ day of July, 2025.

City of Douglas, Wyoming

Kim Pexton, Mayor

Attest:

Devon Litzsinger, Deputy City Clerk

Published: _____ Douglas Budget

CHARTER ORDINANCE NO. 1060

ATTESTATION

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

Devon Litzsinger, Deputy City Clerk



Agenda Item Report

City Council – October 13, 2025

Item

Ordinance 1062: An Ordinance Amending Table 4-6, Table 4-7, and Section 16.6.7.1 of the Douglas Municipal Code Pertaining to Travel Trailers and Recreational Vehicles (RVs)

Responsible Staff Contact

Recommendation

Approve Ordinance 1062 on third and final reading as presented.

Executive Summary

Ordinance 1062 amends the Unified Land Development Code (ULDC) to align with comments and discussion provided by the Planning & Zoning Commission and City Council.

October 13, 2025 Update

Citizen Concern: Concern has been raised regarding generators and carbon monoxide related to RV use. If the generators are maintained and installed appropriately, there should be no problem. However, external generators should be considered, especially diesel generators that can be loud and smelly. The Council could table this ordinance and direct staff to add language prohibiting certain types of generators.

Page 19 Updates:

The first point (little i): Recreational Vehicles (RVs) or Travel Trailers may be allowed for short-term stays intended for family/friends not to exceed fourteen (14) days in **any thirty (30) day period** ~~duration at any one time~~.

1. The last point (little vi): Recreational Vehicles (RVs) or Travel Trailers may be stored on **parking areas surfaced with an all-season material such as concrete, brick, asphalt, gravel or other similar material** ~~a gravel, crushed asphalt, or concrete pad~~ in rear and side yards ~~in any zone except for GRN Greenspace~~. This was changed to match other sections of code.

Please also note correction regarding the question about concealing from view. Yards are not required to be concealed from view. What is required to be concealed from view

is in title 8.20.165 regarding junked vehicles, and unlicensed or inoperative vehicles.

Regarding questions within the community regarding the number of RVs allowed, the new code is not limiting the number of RVs but stating that one RV is allowed by right and additional RVs will require a CUP.

Background

Staff was directed to research how recreational vehicles (RV's) are used and where RV's could be used/stored.

An e-blast was sent out the Wyoming Planning Association with the following questions:

1. In what zones are RV's allowed?
2. Do they require permitting (e.g. CUP, TUP, etc.)?
3. Do you allow RV's outside of a RV park?

Responses were received from Teton, Johnson, and Campbell Counties, Laramie and Green River, and Spearfish, South Dakota.

Attached is a summation of the findings.

Temporary Residential Uses are allowed in the A, RR, R-1, R-2, R-3, R-4, and RE zones with a Conditional Use Permit (CUP). Title 16.6.36 outlines the use requirements, including duration, compliance with building and health and safety ordinances, parking and driveway, suspension/revocation, transferability, and compliance with other regulations.

It would be reasonable to allow seasonal, temporary use of RV's for residential purposes as an accessory use in the following zones with a Temporary Use Permit:

- **A Agriculture:** The A (Agricultural) zoning district is a 20-acre minimum lot area district intended to accommodate the rural community and lifestyle, including the conservation of farming, ranching, and agricultural resources. The district is characterized by agricultural uses of land and is meant to provide an adequate amount of space for livestock and poultry keeping. Properties within this district may not be served by central water and wastewater service.
- **RR Rural Residential:** The RR (Rural Residential) zoning district is intended to establish and preserve areas for semi-rural, low-density residential and compatible low-intensity agricultural, commercial, and light industrial uses. Areas within the district may or may not be served by central sewer.
- **RE Residential Estate:** The RE (Residential Estate) zoning district is to establish and maintain a quiet, single-family dwelling residential neighborhood, preserving and promoting the existence of large areas of passive open space, light, play areas for children, and recreational sites.
- **R-1 Neighborhood Residential:** The R-1 (Residential) zoning 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.

- **R-2 Medium Density Residential:** The R-2 (Multiple Residence) zoning district is intended to provide for the development of single-family and duplex or townhouse dwellings.
- **R-3 Limited Mixed Residential:** The R-3 (Multiple Residence) zoning district is intended to provide for the development of medium-density and high-density apartments. The district also provides a variety of housing types to serve the housing needs of the area residents.
- **MH-1 Single Residence Manufactured Home:** The MH (Manufactured Home) zoning district is intended to provide for manufactured and site/stick-built homes with single-family uses and lot ownership.
- **B-1 Local Business:** The B-1 (Local Business) zoning district is intended to provide for a broad range of retail and service functions.
- **B-2 General Business:** The B-2 (General Business) zoning district is intended to provide for commercial uses that create a use intensity transition between residential neighborhoods and light industrial uses.
- **MU-PUD Mixed-Use Planned Unit Development:** The Mixed Use Planned Unit Development (MU-PUD) zoning district is intended to accommodate high-quality commercial, office, residential, commercial mixed-use, and residential mixed-use development. The purpose of the following regulations is to allow for increased flexibility in the siting and design of land uses and zoning standards within a comprehensively planned area. (**if included in the MU-PUD Master Plan as an allowed use*)
- **PLI Planned Light Industrial:** The Planned Light Industrial (PLI) zoning district is intended to accommodate master planned light industrial and commercial mixed-use development. The purpose of the following regulations is to allow for increased flexibility in the siting and design of land uses and development standards within a comprehensively planned PLI zoning district. (**if included in the PLI Master Plan as an allowed use*)

Title 16 of the Douglas Municipal Code would need to be modified via ordinance to reflect any changes in use. A Temporary Use Permit (TUP) is recommended to provide emergency services with the locations of additional residents and/or visitors. The TUP would also ensure the location of the RV is appropriate and safe, the water and electrical connections are appropriate and safe, and sewage is disposed of in the correct manner.

It is recommended that the TUP code be clarified, specifically the duration of temporary use (currently allowed for a year) and renewals (not discussed).

If the City Council wishes to modify the code to allow for RV use as an accessory residential use, it is recommended Table 4-6 be clarified regarding Temporary residential Uses and Table

4-7 be updated.

Title 16.2.2 of the Douglas Municipal Code defines Recreational Vehicles (RV) as: *Any vehicle built on a single chassis at a size of four hundred (400) square feet or less when measured at the largest horizontal projections which is designed to be self-propelled or permanently towable and is not primarily designed for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use.*

Travel Trailer and Recreational Vehicle (RV) Parks are currently allowed only in the MH-2 Mobile Home Park zone. Title 16.6.30 outlines standards for the parks, including location, size, density, access, parking, landscaping, recreation area, sidewalks, utilities, and hazardous weather shelter.

The Douglas Municipal Code is silent on RV's as an accessory use.

The use of RV's for residential purposes outside of MH-2 zones came to the City Council's attention when a citizen reported a notice of violation received from the Community Development Department. City Council requested additional research be conducted and findings be presented.

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

Budget/Fiscal Impact

Fund/Department: 10-5100-2115 Non Departmental Publishing; 10-5100-2158 Non Departmental Misc Contractual Services

Project/Line Item(s): Legally Required Publishing; Codification - Municode

Budgeted Amount: \$65,400; \$60,474

Anticipated Amount:

Action Requested/Recommended Motion

Approve Ordinance 1062 on third and final reading as presented.

Attachments

1. Ordinance 1062 RVs & Travel Trailers DRAFT - 3rd Reading 20251013

ORDINANCE NO. 1062

**AN ORDINANCE AMENDING TABLE 4-6, TABLE 4-7, AND SECTION 16.6.7.1 OF THE DOUGLAS MUNICIPAL CODE
PERTAINING TO TRAVEL TRAILERS AND RECREATIONAL VEHICLES (RVs)**

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

WHEREAS, consideration has been given to ensure fairness to all City of Douglas residents and make new regulations reasonable.

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

Section 1. Table 4-6 of the Douglas Municipal Code is hereby amended to read as follows:

4.7.1 General

Table 4-6 below identifies the allowed (A), conditional (C), and temporary (T) principal use allowances for all of the standard and special purpose zoning districts, except for the MU-PUD and PLI zoning districts with development plans. Any blank cell within the table shall be interpreted as a prohibited use in the respective zoning district. The allowed, conditional, and temporary principal uses for properties zoned under the MU-PUD and PLI zoning districts shall be pursuant to the specific MU-PUD or PLI development plan. + Properties in the MU-PUD or PLI zone districts without development plans shall comply with Tables 4-6 and 4-7. Table 4-7 below identifies the allowed and conditional accessory use allowances for all of the standard and special purpose zoning districts. The tables also provide for additional requirements on a use-by-use basis. Many of the additional requirements refer to use-specific development standards, which are included within [Chapter 6](#) of this Code.

Table 4-6: Principal Uses Table—Allowed, conditional, and temporary principal uses in all zoning districts, except the MU-PUD and PLI zoning districts with development plans. The allowed, conditional, and temporary principal uses for properties zoned under the MU-PUD or PLI zoning district shall be pursuant to the specific MU-PUD or PLI development plan. + Properties in MU-PUD or PLI zone districts without development plans shall comply with this use table.

Use	Zoning Districts																Additional Requirements
	A	RR	R-1	R-2	R-3	R-4	RE	MH-1	MH-2	CB-1	B-1	B-2	MU-PUD+	PLI+	I	GRN	
Principal Agricultural Uses																	
Agriculture	A	A															
Agricultural Stands	A	A								T	T	T	T				See Section 6.8 of this Code
Animal Keeping	A	C	C	C	C	C	C	C	C	C	C	C	C	C	C		See Section 6.9 of this Code
Barns and Private Stables	A	A															See section 6.2, Accessory Agricultural Structures and Uses, of this Code
Bulk Grain Storage (Public or Private)	C																
Commercial Stables	C	C															
Commercial Livestock Auction Yards and Barns	Not allowed in any zoning district																
Commercial Feedlots	Not allowed in any zoning district																
Farms and Ranches	A	A															
Gun Clubs	C																
Guest Ranches	C																
Riding Academies	C	C															

Temporary Agricultural Uses	T	T															See Section 6.2 of this Code
Principal Residential Uses																	
Assisted Living Facility		C	C	C	A	A	C	C		A	A	A	A				See Section 6.17 of this Code
Boarding and Rooming (no transient occupancy)		A	C	C	A	A		C		A	A	A	C				See Section 6.13 of this Code
Dwelling, Single-Family	A	A	A	A	A	A	A	A	A	A	A	A	A				
Dwelling, Duplex				A	A	A		A		A	A		A				
Dwelling, Townhouse/Twin House				A	A	A		A		A	A		A				
Dwelling, Multi-Family					A	A		C			A		A				
Above Ground Level Residential										A			A				
Family Group Home		C	C	C	A	A	C	C		A	A		A				See Section 6.17 of this Code
Manufactured Home Residence	A	A	A	A	A	A		A					A				See Section 6.24 of this Code
Mobile Home Park									A								See Section 6.24 of this Code
Short-Term Rental			C	C	C	C		C		C	C	C	C				See Section 6.31 of this Code
Temporary Housing	Prohibited in all zoning districts (see also Section 6.35 of this Code)																
Temporary Residential Uses	C	C	C	C	C	C	C										See Section 6.36 of this Code
<u>Travel Trailer & Recreational Vehicles (RV)</u>									<u>A</u>								<u>See Section 6.30 of this Code</u>

Watchman or Caretaker Residence	A	A													A		
Principal Institutional Uses																	
Private Schools			C	C	C	A	C	C		A	A	A	A				
Public Schools			A	A	A	A	A	A		A	A	A	A				
Public Buildings and Facilities	C	C	C	C	C	C	C	C		C	C	C	C		C		
Religious Institutions	C	C	C	C	C	C	C	C	C	A	A	A	A	C	C		
Principal Commercial Uses																	
Auction Facilities	C	C									C	C		C	C		
Automobile and Trailer Sales (new or used)												A			A		
Banks and Other Financial Institutions										A	A	A	A				
Bars, Liquor Stores, Taverns, Pubs, Brewpubs										A	A	A					
Beauty and Barber Shops				C	C	A				A	A	A					
Bed and Breakfast Home		C	C	A	A	A	C	C		A	A	A	A				See Section 6.11 of this Code
Bed and Breakfast Inn		C	C	C	C	C	C	C		C	C	C	C				See Section 6.12 of this Code
Building Materials Sales Yard												A		A	A		
Carwash (not associated with a gas station or convenience store)											A	A		A			

Commercial Kennel	C					C					C	C		C	C		See Section 6.14 of this Code
Commercial Nurseries and Greenhouses	A	C									A	A		A	A		In B-1 and B-2, outside storage and display allowed in association with a commercial greenhouse if it is enclosed within an approved six-foot fence with locking gate
Convenience Store					C	C				A	A	A					
Clinics, Hospitals, and Nursing Homes			C	C	C	A				A	A	A					
Day Care Centers	C	C	C	C	C	C	C	C		A	A	A	C				See Section 6.17 of this Code
Domestic Dog Services	A									C	A	A	A	A	A		
Equipment Rental											C	A			A		
Funeral Homes			C	C	C	C	C	C		A	A	A	A				
Gas Stations (including incidental automobile repair)										A	A	A					
Home Improvement Centers											A	A		A			
Hotels and Motels										A	A	A					
Large Scale Retail										A	A	A		A			See Section 6.23 of this Code

Laundromats and Dry Cleaning Establishments					C	C				A	A	A		A			
Meeting, Conference, and Lodge Halls										A	A	A					
Mini-Warehouse											C	A		A	A		
Mobile Home Park Coin Operated Laundry									A								
Mobile Home Park Snack/Food Store									A								
Mobile Home Sales									A								In MH-2, only model mobile home sales allowed if the area designated for sales does not occupy more than 5% of the total acreage of the mobile home park In CB-1, no outside storage of vehicles or parts and no body or fender work, painting, or upholstering In MH-2, must be located at least 100 feet

																	from any MHP boundary
Model Home/Subdivision Sales Office			T	T	T	T	T	T	T								
Museums, Libraries, and Galleries (Public or Private)	C	C	C	C	C	C	C			A	A	A	A				
Neighborhood Retail, 2,000 sq. ft. or less						C							A				
Newspaper, Document Processing, and Printing Offices										A	A	A		A			
Outside Seasonal Retail Display						T				T	T	T		T			See Sections 6.3 and 6.32 of this Code
Parking Lots and Garages										A	A	A					
Pet Store	A											A		A	A		
Professional Offices (including business and public offices)					C	A				A	A	A		A			
Restaurants and Cafes						C	C			A	A	A					
Retail Bakeries						C	C			A	A	A					
Shopping Centers										A	A	A					
Small Repair Services (2,000 sq. ft. or less)										A	A	A					

Temporary Commercial Uses										T	T	T		T			See Section 6.36 of this Code
Temporary Construction Buildings	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T		See Section 6.16 of this Code
Veterinary Hospitals and Clinics	A					C				C	C	A		A	A		
Theaters										A	A	A					
Truck or Recreational Vehicle Repair and Service												C			A		
Wholesale Bakeries											C	C		A	A		
Wholesale	C									C	C	C		A	A		In CB-1, only storage of samples allowed, storage of additional stock not allowed
Vehicle Repair Garage											A	A			A		See Section 6.40 of this Code
Vehicle Repair Garage (Basic automobile repair, maximum two-bay)										A			A	A			See Section 6.40 of this Code
Principal Industrial Uses																	
Sawmills	C														C		
Light Manufacturing												C		A	A		
Light Manufacturing										C	C		C	A	A		

(2,000 sq. ft. or less)																	
Auto Wrecking or Salvage Yards															C		See Section 6.10 of this Code
Batch Plants															C		
Flammable and/or Hazardous Substance Storage Facility															C		See Section 6.19 of this Code
Contractor Yards (vehicles, equipment, materials and/or supplies)														C	A		See Section 6.16 of this Code
Manufacturing, Processing, and Fabricating														C	A		
Oil and Gas Operations	C														C		See Section 6.41 of this Code
Temporary Industrial Uses														T	T		See Section 6.36 of this Code
Trucking and Other Transportation Terminals															A		
Principal Utility and Communication Uses																	
Public and Private Utilities	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	See Section 6.29 of this Code
Radio and Television Transmission and Reception Towers (Commercial and Non-Commercial)	A	A				A				A	A	A	A	A	A	A	See Section 6.15 of this Code

Telecommunication Facilities)																	
Solar Energy Generation Farm	C													C	C		
Principal Recreational, Entertainment, and Sexually Oriented Uses																	
Amusement Center, Indoor										A	A	A					
Amusement Center, Outdoor	C										C	C				C	
Bowling Alley										A	A	A					
Commercial Gymnasium										A	A	A					
Golf Courses	C	C					A									A	
Naturally Vegetated Areas	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
Open Space	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
Parks and Playgrounds	A	A	A	A	A	A	A	A	A	A	A	A	A	A		A	
Racetracks or Strips	C																
Recreational Facilities (Public or Private)	C	C	C	C	C	C	C	C		A	A	A				A	
Shooting Range, Outdoor	C	C															
Shooting Range, Indoor															A		
Sexually Oriented Business															C		See Section 6.34 of this Code
Social and Recreational Facilities (Public or Private)	C									A							

Travel Trailer and Recreation Vehicle (RV) Park									A								See Section 6.30 of this Code
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DRAFT

Section 2. Table 4-7 of the Douglas Municipal Code is hereby amended to read as follows:

4.7.2 Accessory Uses and Structures

A. Conformance with Zoning District Standards

Unless otherwise indicated in this Code, accessory structures and uses shall conform to the use and dimensional standards specified in this Chapter for the respective zoning district within which the building or use is proposed. The area of accessory structures shall be included in the lot coverage calculation.

B. Conformance with General and Use-Specific Development Standards

All accessory structures and uses shall comply with the general and use-specific development standards in Chapters 5 and 6 of this Code.

C. Principal Structure Required

No zoning certificate or building permit for construction of an accessory structure, where a building permit is required, shall be authorized prior to construction of the principal structure except in the A (Agricultural) zoning district.

D. Prohibited Storage Buildings

Semi-trailers, mobile storage containers, and mobile homes shall not be used as accessory storage buildings except, as allowed by Section 6.3 or Section 6.7. Existing semi-trailer, mobile storage containers, and mobile homes being used as accessory storage buildings on the effective date of this Code shall be considered legal nonconforming uses.

E. Violations

Any building, structure, or use that does not qualify as an accessory structure or use and is not identified as an allowed use or approved conditional use is a violation of this Code and shall be subject to zoning enforcement pursuant to the provisions of Chapter 9 of this Code.

Table 4-7: Accessory Uses Table - Allowed, conditional, and temporary accessory uses in all zoning districts, except the MU-PUD and PLI zoning districts with development plans. The allowed, conditional, and temporary accessory uses for properties zoned under the MU-PUD or PLI zoning districts shall be pursuant to the specific MU-PUD or PLI development plan. +Properties in MU-PUD or PLI zone districts without development plans shall comply with this use table.

Use	Zoning Districts																Additional Requirements
	A	RR	R-1	R-2	R-3	R-4	RE	MH-1	MH-2	CB-1	B-1	B-2	MU-PUD+	PLI+	I	GRN	
Accessory Agricultural Uses																	
Accessory Agricultural Structures and Uses	A	A															See Section 6.2 of this Code
Animal Keeping	A	A	C	C	C	C	C	C			C	C	C	C	C		See Section 6.9 of this Code
Bee Keeping	A	A	C	C	C	C	C	C			C	C			C		
Fowl Keeping	A	A	A	A	A	A	A	A			A	A	A	A	A		See Section 6.9 of this Code
Hobby Farms	A	A															
Private, Personal-Use Greenhouse	A	A	A	A	A	A	A	A			A	A	A	A	A		
Private Stables	A	A															
Accessory Residential Uses																	
Accessory Dwelling Units		A	A	A	A	A	A	A									See Section 6.4 of this Code
Accessory Residential Structures and Uses		A	A	A	A	A	A	A									See Section 6.7 of this Code
Farm/Ranch Residence	A	A															
Short-Term Rental			C	C	C	C		C		C	C	C	C				See Section 6.31 of this Code

Travel Trailer & Recreational Vehicles, Accessory	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		See Section 6.7 of this Code
Accessory Commercial Uses																	
Accessory Commercial Uses and Structures										A	A	A		A	A		See Section 6.3 of this Code
Accessory Office	A													A	A		
Accessory Outdoor Food Service Associated with an Indoor Restaurant					C	C				A	A	A					
Accessory Retail Sales											T	T		A	A		
Auctions	T	T	T	T	T	T	T	T		T	T	T		T	T		See Section 6.36 of this Code
Carnival or Circus	T									T	T	T				T	See Section 6.36 of this Code
Christmas Tree Sales										T	T	T	T	T			See Section 6.36 of this Code
Home Day Care	A	A	C	C	C	C	C	C		A	A	A	C				See Section 6.17 of this Code
Home Occupations	A	A	A	A	A	A	A	A	A	A	A	A	A				See Section 6.20 of this Code
Home Occupations, Agricultural	A/C	A/C															See Sections 6.20, 6.21, and 6.22 of this Code
Manufactured or Mobile Home Park Management Office									A								
Outside Retail Display	A									T	A	A		A	A		See Section 6.3 of this Code

Outdoor Storage	A										A	A		A	A		See Sections 6.26 and 6.32 of this Code
Outdoor Display and Sales of Garden Supplies and Nursery Stock	A									A	A	A		A			
Small Scale Commercial Kiosk						A				A	A	A		A	A		
Accessory Industrial Uses																	
Accessory Industrial Structures and Uses														A	A		See Section 6.5 of this Code
Accessory Light Manufacturing and Industrial												C		A	A		See Section 6.6 of this Code
Construction-Related Storage and Offices														A	A		See Section 6.16 of this Code
Flammable and/or Hazardous Substance Storage Facility															C		See Section 6.19 of this Code
Membrane Structures (120 square feet or less)	A	A	A	A	A	A	A	A					A	A	A		See Section 6.25 of this Code
Membrane Structures (more than 120 square feet)	A													A	A		See Section 6.25 of this Code
Accessory Industrial Uses																	

Personal Wind Energy Generator	A	A	A	A	A	A	A	A			A	A	A	A	A		See Section 6.28 of this Code. Allowed in B-1 and B-2 if roof mounted and in compliance with max. height restrictions
Personal Solar Energy Generator	A	A	A	A	A	A	A	A			A	A	A	A	A		See Section 6.27 of this Code
Roof, Wall, or Pole Mounted Commercial Mobile Radio Service Facility										A	A	A	A	A	A		See Section 6.15 of this Code
Tower, Commercial and Private (Non-Commercial Telecommunication Facilities)	C	C				C				C	C	C	C	C			See Section 6.15 of this Code

Section 3. Section 16.6.7.1 of the Douglas Municipal Code is hereby amended to read as follows:

6.7 Accessory Residential Structures and Uses

6.7.1 Allowed Uses and Structures

The following uses and structures are considered accessory to a principal residential use:

- a. ~~•~~ Detached private parking garages;
- b. ~~•~~ ~~hg~~; Carports or other motor vehicle covered parking areas (hereinafter "covered parking areas") shall comply with the following:
 - i. ~~•~~ Definition: Covered parking areas shall be defined as a structure built attached or detached from the main structure that is open on at least three (3) sides and where vision through the three (3) open sides is not impeded. This definition does not include garages.
 - ii. ~~•~~ Location: Covered parking areas are limited to side and rear yards.
~~•~~ Exception: The Community Development Director may approve a covered parking area to be placed in the front yard if the structure is two hundred (200) square feet or less, if the structure is attached to the primary structure, and if the structure is designed to favorably add to the architecture of the primary structure.
 - iii. ~~•~~ Setbacks: Covered parking areas smaller than two hundred (200) square feet may project into a required setback not to exceed one-third ($\frac{1}{3}$) the distance of the required setback. Covered parking areas larger than two hundred (200) square feet shall comply with the principal structure setbacks for the applicable zoning district. Covered parking areas in the side yard shall not be less than twenty (20) feet from the front lot line.
~~•~~ Exception: The Community Development Director may approve a covered parking area to be placed no closer than five (5) feet off the front lot line if the structure is two hundred (200) square feet or less, if the structure is attached to the primary structure, and if the structure is designed to favorably add to the architecture of the primary structure.
 - iv. ~~•~~ Size: Covered parking areas are limited to a maximum of two hundred (200) square feet or forty (40) percent of the primary structure, whichever is larger.
 - v. ~~•~~ Height: Covered parking areas may not exceed the maximum height for an accessory structure in each zone district.
 - vi. ~~•~~ Architectural Design: The design of the covered parking areas shall be in character with, and constructed of, the same quality permanent materials as the principal building, or adopted design standards. No metal buildings or structures shall be allowed for covered parking areas over two hundred (200) square feet unless concealed with materials in character with the principal building.
 - vii. ~~B~~ ~~•~~ Building Permit Required: Covered parking areas shall require a building permit.
 - viii. ~~•~~ Construction: All covered parking areas two hundred (200) square feet or less shall meet all applicable building codes, including wind and snow loads. All covered parking areas exceeding two hundred (200) square feet shall be constructed using

permanent concrete footers, metal framing or wood beams, and metal or wood rafters, and shall meet all applicable building codes, including wind and snow loads.

- ix. ~~•~~ Maintenance: Covered parking areas shall be maintained in good condition at all times.
- c. ~~•~~ Storage sheds;
- d. ~~•~~ Shipping containers in residential zones shall comply with the following:
 - i. ~~•~~ Definition: "Shipping container" shall mean a unit originally used or designed to store goods or other merchandise during shipping or hauling by a vehicle, including, but not limited to, rail cars of any kind, truck trailers, or multi-modal shipping containers or similar structures such as look-alike shipping container buildings or metal buildings marketed as "containers," "portable storage units," or "conex."
 - ii. ~~•~~ Occupation: Shipping containers shall not be used as dwellings, sleeping quarters or for occupancy for any period of time.
 - iii. ~~•~~ Limited: Only one (1) shipping container allowed per residential lot.
 - iv. ~~•~~ Building Permit Required: Shipping containers shall require a building permit.
 - v. ~~•~~ Location: Shipping containers are limited to rear yards.
 - vi. ~~•~~ Setback: Shipping containers shall comply with the setbacks for the applicable zoning district.
 - vii. ~~•~~ Size and Height: The maximum size allowed for a shipping container shall be eight (8) feet wide by twenty (20) feet long by eight and one-half (8.5) feet tall.
 - viii. ~~•~~ Architectural Design: Shipping containers shall be concealed on all sides and top with materials that are in character with, and constructed of, the same quality permanent materials as the principal building, or adopted design standards. No corrugated or ribbed metal shall be allowed unless the principal building is sided with the same material.
 - ix. ~~•~~ Maintenance: Shipping containers shall be maintained in good condition at all times.
 - ~~•~~ Exception: Temporary portable moving containers/moving pods placed on private property for the purpose of moving household goods. Shipping containers shall be permitted on construction sites provided there is an active building permit and placement is ancillary to a project on site. Such shipping containers shall be removed within thirty (30) days of completion of work associated with the building permit.
- e. ~~•~~ Gazebos;
- f. ~~•~~ Domestic pets;
- g. ~~•~~ Personal, private-use greenhouses;
- h. ~~•~~ Fences, walls, and hedges;
- i. ~~•~~ Antennas, radio facilities, and satellite dishes, pursuant to the requirements of this Code;
- j. ~~•~~ Personal solar and wind energy generators;

k. ~~•~~ Swimming pools, hot tubs, tennis courts or other similar private recreational facilities; ~~and~~

l. Recreational Vehicles (RVs) or Travel Trailers

i. Recreational Vehicles (RVs) or Travel Trailers may be allowed for short-term stays intended for family/friends not to exceed fourteen (14) days in any thirty (30) day period.

ii. Recreational Vehicles (RVs) or Travel Trailers shall not be rented out under any circumstances and shall not be used as or considered Short-Term Rentals or Accessory Dwelling Units.

iii. Recreational Vehicles (RVs) or Travel Trailers shall be limited to one per lot unless otherwise approved by Conditional Use Permit.

iv. Recreational Vehicles (RVs) or Travel Trailers shall not be connected to utilities when not in use.

v. Recreational Vehicle (RV) or Travel Trailer sewage shall be disposed of in an appropriate manner at all times.

i.vi. Recreational Vehicles (RVs) or Travel Trailers may be stored on parking areas surfaced with an all-season material such as concrete, brick, asphalt, gravel or other similar material in rear and side yards in any zone.

k.m. ~~•~~ Any accessory structure or related use expressly designated as accessory in a residential zoning district under this Code, or as otherwise established as an accessory use through an interpretation of the Community Development Department Director.

PASSED AND APPROVED ON FIRST READING this _____ day of _____, 20____.

PASSED AND APPROVED ON SECOND READING this _____ day of _____, 20____.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this _____ day of _____, 20____.

Kim Pexton, Mayor

Attest:

Devon Litzsinger, City Clerk

Published: _____

ATTESTATION

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

Devon Litzsinger, City Clerk



Agenda Item Report

City Council – October 13, 2025

Item

Bid Award: Landfill Portable Building

Responsible Staff Contact

Toby Porter, John Harbarger, Clint Nystul

Recommendation

Accept the bid from Ginsbach Construction for the portable building for use by the City of Douglas Landfill.

Executive Summary

The proposed purchase of a new portable building for use by the City Douglas Landfill with a budget of \$135,000.00.

One bid was received: Ginsbach Construction for the amount of \$99,600.00
Ginsbach Construction did meet specifications.

Background

The City of Douglas Landfill is acquiring a compactor for use in the C&D pit. This machine will damage any road it travels on, so this machine will need to be kept near the C&D pit. This building will limit sun/weather exposure, limiting maintenance to hydraulic hoses, wiring, etc. All maintenance from minor to major will be performed in the building as it requires a special trailer or nonstandard provisions to be made to move it.

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

SD Commitment
SD Commitment Strategy
SD Commitment KPI
SD Outcome
SD Outcome Strategy
SD Outcome KPI
2014 Master Plan
2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department 34-5345-6542
Project/Line Item(s) Portable Building - Compactor

Budgeted Amount \$135,000.00
Anticipated Amount \$99,600.00

Action Requested/Recommended Motion

Accept bid from Ginsbach Construction for a Portable Compactor Building for the sum of \$99,600.00
And authorize City manager to sign all associated documents.

Attachments

1. Ginsbach Construction



CITY OF DOUGLAS

Contract Documents, Project Manual, and Specifications for Landfill Portable Building

Douglas City Hall
101 N. 4th Street
PO Box 1030
Douglas, WY 82633

Douglas Landfill
874 Olds Road
PO Box 1030
Douglas, WY 82633

TABLE OF CONTENTS

Check if Included	Document Description
	1. Instructions to Bidders and Call for Bids (Legal Advertisement and Detailed Notice)
	2. Bid Forms:
	a. Bid -Schedule of Prices
	b. Signature Page
	c. Non-Collusion Affidavit - Construction
	d. Bid Bond - Construction
	e. Bidder's Checklist
	3. General Provisions - Construction
	4. Supplemental Conditions - Construction
	5. Wyoming Public Works Standard Specifications – included by reference
	6. Special Provisions
	7. Drawings
	8. Addenda
	9. Notice of Award - Construction
	10. Agreement Between Owner and Contractor
	11. Performance/Contractor's Bond - Construction
	12. Notice to Proceed – Construction
	13. Other:

All items checked are in this packet.

Bidder Initials: 
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CITY OF DOUGLAS
INSTRUCTIONS TO BIDDERS – CONSTRUCTION
Date of Creation/Revisions to Document

1. DEFINED TERMS

- A. The term “OWNER” means the City of Douglas, a municipal corporation, located at 101 North 4th Street, P.O. Box 1030, Douglas, Wyoming 82633.
- B. The term “BIDDER” means the individual person or company who submits a bid directly to the Owner and is distinct and separate from any sub-bidder, who submits a bid to a Bidder.
- C. The term “SUCCESSFUL BIDDER” means the lowest, qualified, responsible, and responsive Bidder who receives the project award based on the Owner's evaluation per W.S. 15-1-113(c).
- D. The term “BIDDING DOCUMENTS” includes the instructions to bidders, the bid form (including bid schedule, if applicable), drawings, specifications, and all proposed contract documents (including all addenda issued prior to receipt of bids, if applicable).
- E. The term “CONTRACTOR” means the individual person or company who is the successful Bidder and enters into a contract agreement with the Owner for the specified project.

2. ADVERTISEMENT FOR BIDS

- A. Sealed bids for **Landfill portable Building** will be received at Douglas City Hall, 101 N. 4th Street, until **2:00 PM MST on October 7, 2025** and then will be publicly opened and read aloud. Any bids received after the specified date and time will not be accepted or considered. Approved bidding documents may be obtained at **City Hall, Clerk's Office**, or on the City of Douglas website at www.cityofdouglas.org under the “Bid Postings” tab. A **Non-Mandatory** pre-bid conference will be held at **Public Works (420 W Grant St)** on **Sept 30 at 1:00 PM**; prospective bidders are **Encouraged** to attend. Each bid must be submitted on the bid form and accompanied by bid security payable to the City of Douglas as prescribed in the bidding documents in an amount not less than five percent (5%) of the amount bid. The successful Bidder may be required to furnish the necessary additional bond(s) for the faithful performance of the work as prescribed in the bidding documents. Bids may be subject to the Wyoming Preference Act. Mail submitted bids to the City Clerk, City of Douglas, P.O. Box 1030, Douglas, WY 82633, or deliver to the City Clerk at 101 N. 4th Street, Douglas, WY. To perform public work, the successful Bidder and subcontractors, prior to contract award, shall hold or obtain such licenses as required by State Statutes and federal and local laws and regulations. The City of Douglas reserves the right to reject any and all bids, to waive as an informality any irregularities contained in a bid, and to accept the bid that serves the best interests of the City.

/s/ Devon Litzsinger, City Clerk; Published: **September 17 & 24, 2025**, Douglas Budget

3. BID DOCUMENTS AND REQUIREMENTS

- A. Approved bidding documents will be available at the City of Douglas, **City Clerk Office, 101 N 4th St**, Douglas, Wyoming 82633, and for most bids, on the City of Douglas website, www.cityofdouglas.org, under “Bid Postings/Related Documents” section.
- B. Bidding documents shall state a minimum of:

Bidder Initials: 

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- i. the location and description of the contemplated construction;
 - ii. provide an estimate of the various quantities and kinds of work to be performed and/or materials to be furnished;
 - iii. an estimation of all labor and material reasonably necessary for the proper execution of the work;
 - iv. a schedule of items for which unit bid prices are asked, including appropriate places to indicate such prices;
 - v. a signature page;
 - vi. a non-collusion affidavit; and
 - vii. a bid bond form.
- C. All bids must be clearly marked **Landfill Portable Building** with the Bidder's name and the time and date of the opening on the outside of the envelope.
- D. If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the plans, specifications or other documents, he may submit to the Owner's representative a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery not less than five (5) days prior to the date set for opening bids. Any interpretation of the proposed documents will be made by an addendum duly issued and a copy of such addendum will be mailed, faxed or delivered to each person receiving a set of the plans and specifications. Each bidder shall acknowledge receipt of each such addendum received in order to have the bid considered. The Owner will not be responsible for any other explanations or interpretations of the proposed documents.
- E. The successful Bidder will be required to adhere to:
 - i. The General Requirements and Covenants contained in the "Wyoming Public Works Standard Specifications" (refer to "General Conditions – Construction", Section 1.);
 - ii. To all federal, state, and local laws, ordinances, rules, and regulations;
 - iii. To all bidding documents contained or referenced herein; and
 - iv. May be subject to the Wyoming Preference Act.
- F. The Bidder shall include in the unit bid prices any compensating tax that must be paid.
- G. A certified check, cashier's check, or bid bond in the amount of five percent (5%) of the total amount, including allowances and additive alternates, of the bid must accompany each bid, and must be payable without condition to the Owner as a guarantee that the Bidder, if awarded the Contract, will execute the Agreement.
- H. The Owner will allow a five percent (5%) preference to Wyoming residents. Bidders will supply a Certificate of Residency in compliance with the Wyoming Department of Labor and Statistics.
- I. Complete sets of bidding documents must be used in preparing bids; the Owner does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of bidding documents.
- J. The Owner, in making copies of bidding documents available on the above terms, do so only for the purpose of obtaining bids on the work and do not confer a license or grant for any other use.

Bidder Initials: 

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4. QUALIFICATIONS OF BIDDERS.

- A. The Bidder must be qualified in experience, financial status, and adequate equipment to do the work called for in the plans and specifications.
- B. If required by Owner in order to demonstrate qualifications to perform the work, each Bidder, whether under contract or under consideration for award of a contract, must be prepared to submit within two (2) days of Owner's request written evidence such as:
 - i. financial data;
 - ii. previous experience;
 - iii. previous project references;
 - iv. present commitments; and
 - v. any other such data as Owner may request, including evidence of authority to conduct business in the jurisdiction where the project is located.
- C. Each bid will be considered a warrant of Bidder's qualification to do business in this state or covenant to obtain such qualification prior to award of the contract.

5. EXAMINATIONS OF SITE WORK, PLANS, AND SPECIFICATIONS

- A. The Bidder will carefully examine the site(s), including material site(s), of the proposed work, and the Bidding Documents including the proposal, plans, general and supplementary conditions, standard specifications, special provisions, addenda, and contract forms. The submission of a bid shall be conclusive evidence that the Bidder has made such examinations and has investigated and is satisfied as to the conditions to be encountered, the character, quantity, materials to be supplied and equipment and labor to be used, and the requirements of the Bidding Documents for performance of the work in full.
- B. The Bidder must be familiar with the following, and no plea of misunderstanding or ignorance of the law will be considered:
 - i. All Federal, State, and local laws and ordinances and regulations which in any manner might affect those engaged or employed in the work; and
 - ii. The materials, equipment or procedures used in the work or which in any other way would affect the conduct of the work.
- C. The Bidder shall determine from his examination the methods, materials, labor and equipment required to perform the work in full.
- D. The quantities, for which unit prices are indicated in the proposal form, are approximate only, and do not constitute a warranty or guarantee by the Owner as to the actual quantities involved in the work. Such quantities are to be used for the purpose of comparison of bids and determining the amount of the performance bond.
- E. If in the performance of the work, the Bidder determines that methods, materials, labor and/or equipment are required beyond those anticipated, the Bidder will not be entitled to additional compensation.

Bidder Initials: FR
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6. PRE-BID MEETING/SITE TOUR

- A. A pre-bid meeting and/or site tour will be held at **Douglas Landfill at 9:00 AM, September 29, 2025**. This meeting is **Not Mandatory** and bidders are **Encouraged** to attend.

7. REQUIREMENTS OF SUCCESSFUL BIDDER.

- A. The Bidder whose proposal is accepted shall, within fifteen (15) calendar days after receiving notice of award, execute the agreement in accordance with the bidding documents, and shall further furnish a satisfactory bond, conditional for the faithful performance of the contract and for the payment of all obligations as required by W.S. §16-6-112(a) (Public Works and Contracts), in the amount of one hundred percent (100%) of the Contract amount, and executed on the forms contained herewith.
- B. The Bidder shall guarantee all materials and equipment furnished and work performed for a period of one (1) year from the date of final acceptance. The Bond shall remain in full force and effect through the guarantee period.
- C. In the event the Bidder fails or neglects to execute the Contract as required, the Owner will consider that the Bidder has abandoned the Contract, and the bid bond accompanying his or her bid may be immediately forfeited to the Owner as liquidated damages for such failure or neglect.
- D. Prior to signing the Contract, the successful Bidder shall submit an overall construction schedule for the project. This construction schedule shall begin with the proposed date of signing the Contract. The completion date shall be the date specified in the Contract.
- E. Prior to the commencement of any work, the successful Bidder must ensure that all requirements of Douglas Municipal Code are met, including but not limited to obtaining all required building and construction permits, contractor licenses and permits, and any other applicable required licenses, permits, and/or permissions. Bidder shall contact the Community Development Department to verify necessary requirements and obtain necessary licenses and permits.

8. REQUIREMENTS OF THE OWNER.

- A. The remaining checks or bid bonds will be returned to the unsuccessful Bidders within seven (7) days after the Owner and the accepted Bidder have executed the contract.

9. GENERAL PROVISIONS AND INTERPRETATION OF DOCUMENTS

- A. The Owner reserves the right to reject any and/or all bids, to waive as an informality any irregularities contained in a bid, and accept any bid which best serve the interest of the City of Douglas
- B. A Bidder may withdraw his or her proposal at any time prior to the time set for the opening of the bids without penalty
- C. The Owner expressly reserves the right to increase or decrease the quantities during construction.
- D. The Owner may make reasonable changes in design, providing such changes do not materially change the intent of the basic contract. The amount of work to be paid for shall be based upon the actual quantities performed.

Bidder Initials: 
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- E. Any interpretation or correction of any of the bidding documents will be made only by written addendum. Receipt of each addendum shall be acknowledged in the bid proposal.
- F. If any Bidder is in doubt as to the true meaning of any part of the bidding documents, he or she may submit to the Owner a written request for an interpretation thereof. The Bidder submitting the request will be responsible for its prompt delivery not less than five (5) days prior to the date set for opening bids.
- G. The Owner will not be responsible for verbal answers to any inquiries regarding the meaning of the Bidding Documents which may be given prior to the award of the Contract.
- H. No change shall be made in the wording of the bidding documents. Any explanatory matter which the Bidder may wish to submit shall be in the form of a separate letter accompanying the bid proposal.
- I. The Owner reserves the right to make such alterations in the plans or in the quantities of work as may be considered necessary. Such alterations shall be submitted in writing to the Contractor by the Owner and shall not be considered as a waiver of any conditions of the successful Contractor nor invalidate any of the provisions thereof.
- J. When alteration requires the execution of a supplemental agreement, the agreement shall be fully executed before any work on the alteration is started.
- K. The policy of the Owner is to provide and afford equal treatment and service to all citizens and assure equal employment opportunity based on ability and fitness to all persons regardless of race, creed, national origin, sex, physical or mental disabilities or age. This policy shall apply to every aspect of employment practices, employee treatment and public contact.
- L. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the City of Douglas, or be subjected to discrimination. Pursuant to the American's with Disabilities Act, reasonable accommodation for persons with disabilities who wish to participate in these services, programs, or activities shall be made upon request to the City Administrator, City of Douglas ADA Coordinator, at Douglas City Hall, 101 North 4th Street, Douglas, Wyoming.
- M. The Owner hereby notifies all Bidders that it will affirmatively insure that pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, creed, color, sex, physical or mental disabilities, or national origin in consideration of an award.

10. QUANTITIES AND UNIT PRICES

The quantities, for which unit prices are indicated in the proposal form, are approximate only, and do not constitute a warranty or guarantee by the Owner as to the actual quantities involved in the work. Such quantities are to be used for the purpose of comparison of bids and determining the amount of the performance bond. The Owner expressly reserves the right to increase or decrease the quantities during construction. The Owner may make reasonable changes in design, providing such changes do not materially change the intent of the basic contract. The amount of work to be paid for shall be based upon the actual quantities performed.

Bidder Initials: 
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BID FORMS

PROJECT IDENTIFICATION:

Landfill Portable Building

THIS BID IS TO BE SUBMITTED TO: City of Douglas, Attn: City Clerk
P.O. Box 1030, 101 N. 4th Street
Douglas, WY 82633

1. The following documents are attached to and made a condition of this bid:
 - a. Bid Schedule of Prices: The unit price bid must be shown in the space provided. Show unit prices in both words and figures.
 - b. Bidder Signature Sheet: To be filled in and signed by the Bidder.
 - c. Non-collusion Affidavit: Must be subscribed to and sworn before a Notary Public.
 - d. Bond Accompanying Bid: This form is to be executed by the Bidder and the Surety company unless bid is accompanied by a certified check. The amount of this bond be no less than five percent (5%) of the total amount bid and may be shown in dollars or on a percentage basis.
2. The undersigned Bidder agrees, if this bid is accepted, to enter into an Agreement with Owner in the form similar to that included in the Contract Documents and to complete all Work as specified or indicated in the Contract Documents for the Contract Price within the contract time specified in the Instructions to Bidder.
3. Bidder accepts all the terms and conditions of the Advertisement for bids and Instructions to Bidders, including those dealing with the disposition of bid security. This bid will remain open for thirty (30) days after the day of bid opening. Bidder will sign the Agreement and submit the Bonds and other documents required by the Contract Documents within fifteen (15) days after the date of Owner's Notice of Award.
4. In submitting this bid, Bidder represents, as more fully set forth in the agreement, the Bidder has examined copies of all bidding documents and of the following addenda (receipt of which is hereby acknowledged).
 - a. Addendum No. _____ Dated _____
 - b. Addendum No. _____ Dated _____
 - Addendum No. _____ Dated _____
5. Bidder has examined the site and locality where the work is to be performed, the federal, state and local laws and regulations, and the conditions affecting cost, progress, or performance of the work and has made such independent investigations as Bidder deems necessary.
6. Bidder accepts the provisions of the Agreement as to liquidate damages in the event of failure to complete the work on time, unless otherwise stated as provided below. Bidder agrees that such

Bidder Initials: 

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liquidated damages are not a penalty and that the amount provided is as close an estimate as possible to actual damages. Any exceptions or objections to this provision are stated in writing and attached hereto by Bidder.

7. Communications concerning this bid shall be addressed to Bidder's Representative (please print):

Name	Luke Ginsbach
Address	6959 E Lake Drive
City/State/Zip	Evansville, WY 82636
Phone No.	307-277-3871
Email	Ginsbachconstruction@hotmail.com
Fax No.	NA

The following forms, samples of which are included in this Project Manual, are to be executed after the contract is awarded:

- a. Contract: This agreement to be executed by the successful Bidder.
- b. Performance/Contractor's Bond: To be executed by the successful Bidder and his or her Surety company.
- c. Appropriate City of Douglas contractor's license: To be executed by the successful Bidder after award and before project startup.

Bidder Initials: 
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SCHEDULE OF PRICES

Unit prices for all items, all extensions and total amount of bid must be shown. Show unit prices in both words and figures and where conflict occurs, the written or typed words shall prevail, and the bid shall be adjusted accordingly.

Item No.	Description	Item with Unit Price to be Written in Words	Unit Price: Dollars/Cents	Total Price: Dollars/Cents
1.	Landfill Portable Building	ninety nine thousand six hundred	\$99,600	\$99,600
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Total Bid Price (include written number and numerical spelling:

\$99,600 ninety nine thousand six hundred dollars

BIDDER:

Ginsbach Construction
NAME OF COMPANY


SIGNATURE OF INDIVIDUAL COMPLETING BID

Luke Ginsbach
NAME OF INDIVIDUAL COMPLETING BID

10-2-25
DATE OF BID SUBMISSION

Bidder Initials: 

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SIGNATURE PAGE

IF BIDDER IS:

AN INDIVIDUAL

By: _____ doing business as: _____
(Name)

Address: _____ Phone: _____

A PARTNERSHIP

By: _____ (seal)
(Firm Name)

_____ (General Partner)

Business Address: _____ Phone: _____

A CORPORATION - S-corp

By: Ginsbach Construction LLC of Wyoming
(Corporation Name) (State of Incorporation)

By: [Signature] managing member
(Signature) (Title)

ATTEST: _____ (Corporate Seal)

Business Address: _____
 Ginsbach
Construction
6959 E Lake Dr
Evansville, WY 82636

Phone: 307 277 3871

A JOINT VENTURE

By: _____ Address: _____

By: _____ Address: _____

By: _____ Address: _____

By: _____ Address: _____

(Each member of the joint venture must sign; attach additional sheet if necessary.)

Bidder Initials: [Signature]
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NON-COLLUSION AFFIDAVIT - CONSTRUCTION

STATE OF Wyoming)
) ss.
COUNTY OF Natrona)

NON-COLLUSION AFFIDAVIT

Luke Ginsbach, being first duly sworn, in his oath says that the bid above submitted is a genuine and not a sham or collusive bid or made in the interest or on behalf of any person not therein named; and he further says that the said Bidder has not directly or indirectly induced or solicited any Bidder on the above work or supplies to put in a sham bid, or any other person or corporation to refrain from bidding; and that said Bidder has not in any manner sought by collusion to secure to self an advantage over any other Bidder or Bidders.

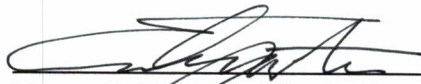
CONTRACTOR: 

Subscribed and sworn to before me this 2 day of October, 2025.

(Seal)

EVELYN AUNE
Notary Public - State of Wyoming
Commission ID # 171137
My Commission Expires
April 15, 2031

My Commission expires: April 15 2031


Notary Public in and for the State of Wyoming
residing at 4015 Plaza Dr Casper WY 82604

Bidder Initials: 

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BID BOND - CONSTRUCTION

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, Luke Gmjadzy
as Principal, and Cincinnati Ins. Co., as Surety, are hereby held and firmly bound unto the
City of Douglas, Wyoming, as Owner, in the penal sum of \$99,600, for
payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our successors
and assigns.

Signed, this 1 day of October, 2025

The condition of the above obligation is such that whereas the Principal has submitted to the City of Douglas,
Wyoming, a certain bid, attached hereto and hereby made a part hereof, to enter into a contract in writing for
the **Landfill Portable Building**

NOW, THEREFORE,

- a. If said bid shall be rejected, or
- b. If said bid shall be accepted and the Principal shall execute and deliver a contract in the Form of
Contract attached hereto (properly completed in accordance with said bid) and shall furnish a
Performance/Contractor's Bond for his faithful performance of said contract, and for the payment of
all persons performing labor or furnishing materials in connection therewith and shall in all respects
perform the agreement created by the acceptance of said bid, then this obligation shall be void.
Otherwise, the same shall remain in force and effect; it being expressly understood and agreed that
the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount
of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its Bond
shall in no way be impaired or affected by any extension of the time within which the Owner may accept
such bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such
of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be
signed by their proper officers, the day and year first set forth above.

PRINCIPAL:

By: Luke

(seal)

SURETY:

By: Sally Supps



IMPORTANT: Surety companies executing BONDS must appear in the Treasury Department's most
current list (Circular 570 as amended) and be authorized to transact business in the State of Wyoming.

Bidder Initials: LG
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THE CINCINNATI INSURANCE COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio, and having its principal office in the City of Fairfield, Ohio, does hereby constitute and appoint

Sally Suppes

of GLENROCK, WY

and deliver on its behalf as Surety, and as its act and deed, any and all bonds, policies, undertakings, or other like instruments, as follows:

Five Million Dollars and 00/100 (\$5,000,000.00)

This appointment is made under and by authority of the following resolution passed by the Board of Directors of said Company at a meeting held in the principal office of the Company, a quorum being present and voting, on the 6th day of December, 1958, which resolution is still in effect:

"RESOLVED, that the President or any Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company."

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 7th day of December, 1973.

"RESOLVED, that the signature of the President or a Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary or Assistant Secretary and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company."

IN WITNESS WHEREOF, THE CINCINNATI INSURANCE COMPANY has caused these presents to be sealed with its corporate seal, duly attested by its Vice President this 10th day of May, 2012.



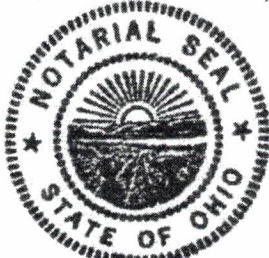
STATE OF OHIO) ss:
COUNTY OF BUTLER)

THE CINCINNATI INSURANCE COMPANY

Stephen A. Jantz

Vice President

On this 10th day of May, 2012, before me came the above-named Vice President of THE CINCINNATI INSURANCE COMPANY, to me personally known to be the officer described herein, and acknowledged that the seal affixed to the preceding instrument is the corporate seal of said Company and the corporate seal and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporation.



Mark J. Huller

MARK J. HULLER, Attorney at Law
NOTARY PUBLIC - STATE OF OHIO
My commission has no expiration
date. Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Secretary of THE CINCINNATI INSURANCE COMPANY, hereby certify that the above is a true and correct copy of the Original Power of Attorney issued by said Company, and do hereby further certify that the said Power of Attorney is still in full force and effect.

GIVEN under my hand and seal of said Company at Fairfield, Ohio.
this day of



Scott R. Bolan

Assistant Secretary

BIDDER'S CHECK LIST

The Bidder's attention is especially called to the following forms which must be executed in full as required:

1. Proposal (Bid Form): The unit price bid must be shown in the space provided. Show unit prices in both words and figures.
2. Proposal Signature Sheet: To be filled in and signed by the Bidder.
3. Non-collusion Affidavit: Must be subscribed to and sworn before a Notary Public.
4. Bond Accompanying Bid: This form is to be executed by the Bidder and the Surety company unless bid is accompanied by a certified check. The amount of this Bond be no less than five percent (5%) of the total amount bid and may be shown in dollars or on a percentage basis.
5. Other: _____

The following forms are to be executed after the contract is awarded:

1. Contract: This agreement is to be executed by the successful Bidder.
2. Performance/Contractor's Bond: To be executed by the successful Bidder and his Surety company.
3. Appropriate City of Douglas contractor's license(s): To be executed by the successful Bidder after award and prior to project commencement.
4. Other: _____

Bidder Initials: *L*
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GENERAL CONDITIONS - CONSTRUCTION

1. STANDARD SPECIFICATIONS

Where the word "specifications" is used herein and is not preceded by the word "standard", it is being used as a general term to include the general conditions, supplementary conditions, standard specifications, special provisions and other applicable project documents.

The "Wyoming Public Works Standard Specifications" as prepared by the Wyoming Public Works Specifications Committee shall be hereinafter referred to as the "standard specifications" and said standard specifications together with the laws of the State of Wyoming, and the Ordinances and Codes of the City of Douglas, so far as applicable, are hereby included in these specifications as though quoted in their entirety and shall apply except as amended or superseded by these contract documents.

Copies of the standard specifications are on file in the Public Works Department, 420 West Grant, Douglas, Wyoming; at the Community Development Department, 101 N. 4th Street, Douglas, Wyoming; and on the City of Douglas website, www.cityofdouglas.org, under "Departments & Services/Public Works & Utilities/Wyoming Public Works Standards & Specs", where they may be examined and consulted by any interested party.

Wherever reference is made in the Standard Specifications to the Owner, such reference shall be construed to mean the City of Douglas, and where reference is made to the Engineer, such reference shall be construed to mean the City Engineer or other designated representative of the City of Douglas.

2. HEADINGS

Headings to parts, sections, forms, articles, and sub-articles are inserted for convenience of reference only and shall not affect the interpretation of the contract documents.

3. ORDER OF PRECEDENCE

In cases of conflicting information, the order of precedence shall be the Supplementary Conditions, which shall take precedence over the construction drawings, which shall take precedence over the special provisions, which shall take precedence over the general conditions, which shall take precedence over the standard specifications unless indicated otherwise by the Engineer.

4. FIELD CHANGES

Any alterations or variances from the plans, except minor adjustments in the field to meet existing conditions, shall be requested in writing and may not be instituted until approved by the Owner's representative.

5. PROTECTION OF PUBLIC AND PRIVATE UTILITIES AND FACILITIES

The Contractor shall support and protect by timbers, or otherwise, all pipes, conduits, poles, wires, or other apparatus which may be in any way affected by the work, and do everything to support, sustain and protect the same, under, over, along or across said work. In case any of said pipes, conduits, poles, wires, or apparatus should be damaged, they shall be repaired by the authorities having control of same and all expense incurred for such repairs shall be charged to the Contractor.

Bidder Initials: 
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The Contractor shall further be responsible for any damage done to any street or other public property, or to any private property, by reason of breaking any water, sewer or gas pipe, electric conduit, or other utility by, or through, negligence of the Contractor.

6. UTILITY LOCATES

Location and dimensions shown on the plans for existing underground facilities are in accordance with the best available information without uncovering and measuring. The Owner does not guarantee the size and location of existing facilities.

The Contractor shall be responsible for requesting locates with the utility companies as to the location of such utilities within the area of work. Plans show the general horizontal location of all underground utilities based on information provided by others. Failure to show the location of any utility on the plans shall not relieve the Contractor from the responsibilities above. The vertical location of conflicting utilities shall be conducted by the Contractor by pot holing random locations selected by the Engineer prior to any major excavation activities. It shall be solely the responsibility of the Contractor to fully coordinate work with utility companies.

It shall be the Contractor's responsibility to arrange for utility locates forty-eight (48) hours prior to any excavation.

Call Before You Dig	1-800-849-2476
Wyoming One-Call	1-800-348-1030

7. TRAFFIC CONTROL

The Contractor shall be responsible for maintenance, control and safe-guarding of traffic within, and immediately abutting, the project as further defined herein, and as may otherwise be provided in the supplementary conditions.

The posting of flagmen, advance warning signs, barricades, traffic cones, flashers, etc., shall be in accordance with the current edition of Part VI in the "Manual on Uniform Traffic Control Devices for Streets and Highways" prepared by the National Joint Committee on Uniform Traffic Control.

The Contractor shall, at his own expense, provide all signs, barricades, guards, construction warnings, and night lights for work zone traffic control in order to protect the public at all times from injury as a result of his operations. If the Contractor should fail to maintain sufficient lights and barricades, any costs incurred by the Owner for furnishing such items will be deducted from payments due to the Contractor.

Detours within the limits of the project, such as on side street crossings, traffic channelization utilizing one lane of the traveled way for two-way traffic, shall be the responsibility of the Contractor, the costs of which shall be included in the unit bid price and no special compensation will be made.

Emergency traffic such as police and fire shall be provided reasonable access at all times. The Contractor shall be liable for any damages which may result from his failure to provide such reasonable access.

8. PUBLIC CONVENIENCE

Streets may not be closed to through traffic unless elsewhere specified in these specifications or, authorized by the Owner's representative. Streets shall not be closed to traffic unless such closures are made in such a

Bidder Initials: 
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manner as to provide maximum public safety and public convenience. Streets shall be opened to through traffic on weekends, holidays, evenings, and such times as the work has been completed, or as specified by the Owner's representative.

Local traffic shall be provided access to private property at all times, except during those stages of construction when it is impractical to carry on the construction and maintain traffic simultaneously, such as for the placement of asphalt paving and deep sewer excavations which prohibit safe travel of vehicular traffic.

9. PAYMENT TO THE CONTRACTOR

The method of measurement and basis of payment will be as provided in the standard specifications and special provisions. Payments to be made to the Contractor will be made in the manner stipulated in the Agreement, these general conditions and supplementary conditions.

Applications for payment shall be submitted in two parts, consisting of an invoice and, a progress estimate. Progress estimates will be made by the Contractor, submitted to and concurred by the Owner's representative for work completed and/or materials on hand. Invoices will be made by the Contractor, and submitted to the City Finance Department.

Invoices shall be for the full amount indicated in the progress estimate. Adjustments for conditions differing from those reported in the progress estimate and/or for retainage to be withheld shall be determined by the Owner's representative and recommended to the City Council.

Applications for Payment must be submitted by the twenty-fifth (25th) day of each month for presentation to the City Council for their approval at the first scheduled Council Meeting of the following month.

10. FINAL PAYMENT

Application for Final Payment may not be made until the Owner has accepted the work as complete in accordance with the plans and specifications of the Contract. The Application for Final Payment shall request payment of any remaining amounts due, including retainages previously withheld

Actual Final Payment may not be made until the requirements of W.S. §16-6-116, concerning public notices and a mandatory waiting period and W.S. §16-6-117, concerning the contractor's statement, have been met.

In accordance with W.S. 16-6-116, upon receipt of Application for Final Payment, the Owner shall cause to be published in a newspaper of general circulation, published nearest the point at which the work is being carried out, once a week for three (3) consecutive weeks, and also to post in three (3) conspicuous places on the work, a notice indicating that the work has been accepted by the Owner in accordance with the plans and specifications and the contractor is entitled to final settlement. The notice shall also state that the Contractor will be paid the full amount due under the contract upon the 41st day following first publication of the notice and, will specify such date. This section does not relieve the Contractor and the sureties of his bond from any claims for work or labor done or materials or supplies furnished in the execution of the contract.

In accordance with W.S. §16-6-117, after acceptance of the work by the Owner and before Final Payment may be made, the Contractor shall file with the City of Douglas Administrative Services Department a sworn

Bidder Initials: 
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statement setting forth that all claims for material and labor performed under the contract have been and are paid for the entire period of time for which the final payment is to be made. The sworn statement shall state any disputed claim for material and/or labor and, the amount disputed shall be deducted from the final payment and retained by the Owner until the determination of the dispute, either by judicial action or consent of the parties, and then paid to the persons found entitled thereof.

11. SCHEDULING OF WORK

Immediately after execution and delivery of the contract, and before the first partial payment is made, the Contractor shall deliver to the Engineer, if requested, an estimated construction progress schedule in form satisfactory to the Engineer, showing the proposed dates of commencement and completion of each of the various pay items of work required under the contract documents and the anticipated amount of each monthly payment that will become due to the Contractor in accordance with the progress schedule. The Contractor shall also furnish periodic itemized estimates of work done for the purpose of making partial payments thereon. The costs employed in preparing any of these schedules will be used only for determining the basis of partial payments and will not be considered as fixing a basis for additions or deductions from the contract.

Should it become evident that the Contractor may fall behind the construction schedule, the Contractor shall submit a revised schedule indicating operations, methods, overtime, or additional labor by which lost time will be made up. Payments of future estimates will be withheld until an approved schedule has been submitted. Execution of the work according to the accepted schedule of completion, or approved modification, is hereby made an obligation of the contract.

Time lost due to non-working days, i.e., adverse weather conditions, etc., shall not excuse the obligation of the Contractor to adhere to the original, or revised, schedule of completion.

12. PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE

Contractor shall procure and maintain for the duration of the contract, **and for 1 years thereafter**, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

13. MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

- a. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- b. **Automobile Liability:** Insurance Services Office Form CA 0001 covering Code 1 (any auto), with limits no less than \$5,000,000 per accident for bodily injury and property damage.
- c. **Workers' Compensation Insurance:** As required by the State of Wyoming.
- d. **Builder's Risk:** At the option of the Owner, (Course of Construction) insurance utilizing an "All Risk" (Special Perils) coverage form, with limits equal to the completed value of the project and no coinsurance penalty provisions.
- e. **Surety Bonds** as described below.

- i. **Professional Liability** (if Design/Build), with limits no less than \$2,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- ii. **Contractors' Pollution Legal Liability** and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards) with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- f. If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Owner requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Owner.
- g. **Self-Insured Retentions:** Self-insured retentions must be declared to and approved by the Owner.
- h. **Other Insurance Provisions:** The insurance policies are to contain, or be endorsed to contain, the following provisions:
 - i. The Owner, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor, including materials, parts, and/or equipment furnished in connection with such work and/or operations, and automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10, CG 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).
 - ii. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the Owner, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Owner, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
 - iii. Each insurance policy required by this clause shall provide that coverage shall not be canceled, except with notice to the Owner.
- i. A copy of the insurance policy, together with a copy of the endorsement naming the Owner as an additional insured, shall be provided to the Owner prior to commencement of work.

14. **"ACT OF GOD"**

"Act of God" means an earthquake, flood, tornado, or other cataclysmic phenomenon of nature. A heavy rain, windstorm, high water, or other natural phenomenon of unusual intensity for the specific locality of the work, which might have been anticipated from historical records of the general locality of the work, shall not be construed as an Act of God.

15. **"OR EQUAL"**

Where the term "or equal" is used herein, the Owner, or the Owner on recommendation of the Engineer, shall be the sole judge of the quality and suitability of the proposed substitution.

16. **WRITTEN NOTICE**

- a. Written notice to the Contractor shall be deemed to have been duly served if delivered in person to the individual, or to a partner of the firm, or to an officer of the Corporation, or a member of the Joint Venture, of the Contractor, or if sent by First Class United States Mail to the business address; or by email or fax to the email address or fax number shown in the Contract Documents.
- b. Written notice to the Owner shall be deemed to have been duly served if delivered in person to an executive official of the Owner or the Owner's Representative, or if sent by First Class United States

Bidder Initials: 
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Mail to the business address; or by email or fax to the email address or fax number shown in the Contract Documents.

17. BID BOND

Each bid must be accompanied by a bid bond on the forms included herewith, equal to five percent (5%) of the bid amount executed by a Surety or Guaranty Company authorized to do business in the State of Wyoming, naming the Owner as payee and providing for full forfeiture in the event bidder shall:

- a. Fail to execute contract documents within 30 days following the letting of the bid;
- b. Fail to proceed with the performance of the contract; or
- c. Fail to provide an acceptable Performance/Contractor's Bond.

A cashier's check or irrevocable letter of credit drawn upon a Wyoming banking institution and payable to the Owner may be substituted for a bid bond on bids less than \$100,000.00 (W.S. §15-1-113(f)). No bid will be considered unless accompanied by bid bond.

18. PERFORMANCE/CONTRACTOR'S BOND

The successful bidder shall furnish to the Owner a Performance/Contractor's bond on the forms included within, as set forth in W.S. §15-1-113 and 16-6-112, in an amount equal to the amount of the bid, executed by a Surety or Guaranty Company authorized to do business in the State of Wyoming. In the event the bid is less than \$100,000.00, other forms of guarantee may be submitted subject to the prior acceptance and approval of the Owner. This bid and all subsequent contracts or agreements are subject to the provisions of W.S. §15-1-113 as amended, which statute is incorporated herein by this reference.

19. WYOMING STATUTES 16-6-101 et seq. {Public Works and Contracts}

This bid and all contracts or agreements entered into pursuant to this bid are subject to the provisions of W.S. §16-6-101 et seq. as amended. The successful Bidder shall be responsible to comply with said statute in all respects.

20. CONTRACTOR'S OBLIGATION

Contractor, subcontractors, and suppliers conducting business with the Owner shall affirm and subscribe to the Fair Practices and Non-Discrimination policies of the Owner.

21. COMPLETION AND ACCEPTANCE

Prior to acceptance, the Contractor must provide a written request that the Owner inspect the work for completion. Upon finding all specified work has been completed with the exception of minor items such as cleanup, and other items deemed by the Owner to be minor in nature and, the Owner may receive full beneficial use of all the work, the Owner shall certify the work to be substantially complete and shall provide a written, Notice of Substantial Completion, to the Contractor along with a "punch list" of deficiencies for correction by the Contractor, with a required completion date. Upon such notice, the Contractor shall relinquish full beneficial use to the Owner, the Contractor's one year guarantee period shall commence, accrual of time against the project shall stop. If all corrective work has not been completed by the stipulated date, time accrual shall recommence and will continue until the work is completed. The Contractor shall submit additional requests for inspection, as necessary. The Owner, following the Contractor's initial or subsequent request for inspection and upon finding that all requirements have been satisfied and that no

Bidder Initials: 
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additional corrections are required, shall recommend to the Mayor and City Council that the work be accepted and final payment procedures pursuant to W.S. 16-6-116 be initiated.

Bidder Initials: 
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CITY OF DOUGLAS
SUPPLEMENTARY CONDITIONS – CONSTRUCTION

Supplementary conditions hereinafter contained supersede any conflicting provisions of the general conditions, and the foregoing amendments to the general conditions are hereby made a part of this contract.

1. SUBCONTRACTORS AND SUPPLIERS

A list of subcontractors and suppliers that will be involved with this project shall be given to the Engineer for review and approval immediately after the contract has been awarded. This list must be received by the Owner before the contracts may be signed.

2. PRE-CONSTRUCTION CONFERENCE

Prior to the start of construction, the Owner, the Contractor(s), Engineer, all subcontractors, utility companies, Police Department, Fire Department, and other interested parties shall attend a pre-construction conference, time, place and date to be determined after awarding the contract(s). Subsequently, a representative of the Contractor shall attend (if requested) a weekly conference to review progress and discuss any problems that may be incurred.

3. OWNER'S REPRESENTATIVE

The name, business address, telephone number and fax number of the Owner's representative for this project are:

Name	Luke Gimsbach
Mailing Address	6959 E Lake Dr.
Physical Address	6959 E Lake Dr.
City/State/Zip	Evansville Wy 82636
Phone	307-277-3871
Email	gimsbach.construction@hotmail.com

4. SANITATION FACILITIES

The Contractor shall provide and maintain in a neat and sanitary condition such accommodations for the use of his employees as may be necessary to comply with the requirements and regulations as enforced. The Contractor shall not allow such facilities to become a public nuisance. All expenses incurred in supplying access, parking, and sanitation facilities shall be considered as incidental to the project and no compensations will be made.

5. STATE SALES TAX

The Owner is exempt from the payment of sales tax on all items.

6. DELIVERY OF TICKETS

All delivery tickets that are required for the purpose of calculating quantities for payment must be received by the Owner at the time of delivery.

- a. By Truck:
 - i. Delivery tickets must show type of material, gross weight, tare weight, truck number, date, and Inspector's initials in order to be considered for payment.

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- ii. Scale certification shall be submitted as early in the project as possible.
- iii. In isolated cases where truck scale weight is not available, the inspector shall measure the truck volume and certify to its full load delivery.

b. By Other Means

- i. Method for measurement and payment for material brought to the site by any other means will be determined by the Contractor-Owner agreement before award of contract.

7. EASEMENT AND RIGHTS-OF-WAY

The Owner will obtain all easements and franchises required for the project. Contractor shall limit his operation to the areas obtained and shall not trespass on private property.

8. LAND PROVIDED BY OWNER

The Owner may provide certain lands, as indicated in connection with the work under the contract, together with the right of access to such lands. The Contractor shall not unreasonably encumber the premises with his equipment or materials.

9. LAND PROVIDED BY CONTRACTOR

The Contractor shall provide, with no liability to the Owner, any additional land and access thereto not shown or described that may be required for temporary construction facilities or storage of materials. The Contractor shall construct all access roads, detour roads or other temporary works as required by his operations. The Contractor shall confine his equipment, storage of materials, and operations of his workers to those areas shown and described and such additional areas as he may provide.

10. RESTORATION OF STRUCTURES AND SURFACES

- a. GENERAL: All construction work under this Contract on rights-of-ways, easements, over private property or franchise, shall be confined to the limits of such easement, right-of-way, or franchise. All work shall be accomplished so as to cause the least amount of disturbance and a minimum amount of damage. The Contractor shall schedule his work so that trenches across easements shall not be left open on weekends or holidays or be left open for more than twenty-four (24) hours. Trenches that will present a danger to vehicular or pedestrian traffic will be closed at the end of each day's work.
- b. STRUCTURES: The CONTRACTOR shall remove such existing structures as may be necessary for the performance of the work and, if required, shall rebuild the structures thus removed in as good a condition as found with minimum requirements as herein specified. The Contractor shall also repair all existing structures which may be damaged as a result of the work under this contract.
- c. EASEMENTS - CULTIVATED AREAS AND OTHER SURFACE IMPROVEMENTS: All cultivated areas, either agricultural or lawns, and other surface improvements which are damaged by actions of the Contractor, shall be restored as nearly as possible to their original condition.
 - i. Prior to excavation on an easement or private right-of-way, the Contractor shall strip topsoil from the trench or construction area and stockpile it in a manner such that it may be replaced by the Contractor upon completion of construction.

- ii. Ornamental trees and shrubbery shall be carefully removed, with the earth surrounding their roots wrapped in burlap and replanted in their original positions within twenty-four (24) hours, or as soon as practical.
 - iii. All shrubbery or trees destroyed or damaged shall be replaced by the Contractor with material of equal quality at no additional cost to the Owner.
 - iv. In the event that it is necessary to trench through any lawn areas, the sod shall be carefully cut and rolled and replaced after the trenches are backfilled. The lawn area shall then be cleaned of earth and debris by sweeping or other means.
 - v. All fences, markers, mailboxes or other temporary structures shall be removed by the Contractor and immediately replaced in their original positions after the trench has been backfilled.
 - vi. The Contractor shall notify the Engineer and property owner at least twenty-four (24) hours in advance of any work done on easements or private rights-of-way.
- d. STREETS: The Contractor shall assume all responsibility for restoration of the surface of all streets (traveled ways) used by him and damaged.

11. PROTECTION OF PEDESTRIAN AND VEHICULAR TRAFFIC

The Contractor shall take every precaution to protect vehicular and pedestrian traffic. Prior to the start of construction, the Contractor shall provide in writing to the Engineer an acceptable Traffic Control Plan. Whenever, in the opinion of the Engineer, the Contractor has not provided sufficient or proper safety precautions, he shall do so immediately and to whatever extent the Engineer deems advisable.

12. REMOVING TRAFFIC AND STREET SIGNS

The Contractor shall be responsible for maintaining and preserving all traffic and street signs. In the event it shall become necessary to remove or relocate a traffic or street sign, the Contractor shall notify the Engineer of all changes made. All signs removed shall be collected by the Contractor and removed to the Public Works yards. When work has been completed and prior to said area being opened to traffic, the Contractor shall notify the Engineer, who shall authorize replacement of all signs as necessary. The Contractor shall be responsible for the replacement of all signs lost or damaged due to his neglect.

13. SOIL INFORMATION

The Contractor shall make his own deductions and conclusions as to the nature of the materials to be excavated, the difficulties of making and maintaining required excavations, the difficulties which may arise from subsurface conditions, and of doing any other work affected by the subsurface conditions and shall accept full responsibility.

14. SALVAGE

All salvage materials as noted in the plans and taken from any of the discarded facilities shall, at the discretion of the Owner, be carefully salvaged and delivered to the area designated by the Engineer. Any costs incurred in salvaging and delivering such items shall be considered incidental to project and no other compensation will be made.

15. LIQUIDATED DAMAGES

- a. Liquidated damages will be assessed in accordance with the following schedule:

Bidder Initials: 
Page 24 of 37

CONTRACT PRICE	LIQUIDATED DAMAGES – PER DAY
\$0 - \$49,999	\$50.00
\$50,000 - \$99,999	\$100.00
\$100,000 – 249,999	\$200.00
\$250,000 – 500,000	\$300.00

- b. If the Contractor should fail to complete the work within the time specified in the Contract, he shall pay the Owner as liquidated damages, the amount per working day for each day that the work remains uncompleted beyond the specified completion date or time period, unless there shall have been an extension of time granted by the Owner.
- c. The Contractor does hereby authorize the Owner to deduct such liquidated damages from the amount due, or to become due, the Contractor. The Contractor further agrees that any such deductions shall not in any degree release him from further obligations and liabilities in respect to the fulfillment of the entire Contract.
- d. Liquidated damages shall not be assessed the Contractor for unworkable days caused by weather conditions, or for any other days for which any extension of time will have been granted.

16. TIME EXTENSIONS

- a. Within four (4) hours of the start of a delay over which the Contractor had no control nor could have reasonably expected, the Contractor shall notify Owner of such delay. Initial notification may be verbal; however, written notification must be delivered within forty-eight (48) hours.
- b. A formal written request for an extension may be submitted to the Owner no later than forty-eight (48) hours following the end of the delaying occurrence. Said request shall include the date(s) and nature of the occurrence and the length of the requested extension. The Owner shall review the request and make a determination as to the length of an extension to be granted, if any.
- c. Time extensions for just cause shall not be unreasonably denied. However, extensions may not be granted as a result of conditions which should have been anticipated for the locality and season.

17. SCOPE OF WORK:

This project will consist of the following:

To construct a portable building with wear resistant ground contact skid material to house a landfill compactor and tracked loader. All maintenance of this Compactor will be done in this building as well as storage of the compactor. This building will be moved every 6 months to a year as the C&D Pit grows on the property.

Bidder Initials: LC
Page 25 of 37

**CITY OF DOUGLAS, WYOMING
NOTICE OF AWARD
MISC. CONSTRUCTION PROJECTS**

Name of Contractor	
Attention To	
Mailing Address	
City/State/ZIP	

Project (as it appears on Bid documents)	
Contract Price	

Please show in both written and numeric values.

The Owner has considered the bid submitted by you for the above described work in response to its advertisement for bids dated **September 17 & 24, 2025**. You are the apparent successful Bidder and have been awarded a contract for **Douglas Landfill, including specific bid schedules, total work, alternates or section or work awarded.**

Two (2) copies of the proposed contract accompany this Notice of Award. Additional copies of drawings and/or specifications can be made available to you upon request.

You are required per the Information for Bidders to execute this Notice of Award and Agreement and furnish one fully executed copy to the Owner, along with the required Contractor's Performance Bond and Certificates of Insurance, within fifteen (15) calendar days from the date of the Notice of Award, which is **November 12, 2025**.

If you fail to execute said Notice of Award and Agreement and furnish said Bond(s) and Certificate(s) by the date specified, the Owner will be entitled to consider all your rights arising out of the Owner's acceptance of your Bid as abandoned and as a forfeiture of your bid bond. The Owner will be entitled to such other rights as may be granted by law.

List any additional requirements and/or conditions for this project, if any:

--

These conditions must be complied with by the date specified above. Failure to comply within the specified time will entitle Owner to consider your bid in default, to annul this Notice of Award, and to declare your bid security forfeited.

Dated this ____ day of _____, 20__.

Bidder Initials: 
Page **26** of **37**

CITY OF DOUGLAS, OWNER

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged.

By: _____
SIGNATURE

By: _____
SIGNATURE

Name/Title: JD Cox, City Manager

Printed Name: _____

Title: _____

Please sign and send back to: City of Douglas, Attn: City Clerk
P.O. Box 1030, Douglas, WY 82633

Bidder Initials: 
Page 27 of 37

AGREEMENT BETWEEN OWNER AND CONTRACTOR

THIS AGREEMENT made on the (day) ____ of (month/year) _____ by and between the City of Douglas, Wyoming, party of the first part hereinafter called the Owner, and (contractor) _____ party of the second part, hereinafter called the Contractor.

WITNESSETH, that the Contractor and the Owner, for the consideration hereinafter named agree as follows:

ARTICLE I - SCOPE OF WORK

The Contractor hereby agrees to furnish all of the materials and all of the equipment and labor necessary, and to perform all of the work shown on the Drawings and described in the specifications for (project description):

--

and other additional work to be made in accordance with the requirements and provisions of the contract documents which are hereby a part of the contract including the following documents which are incorporated by this reference:

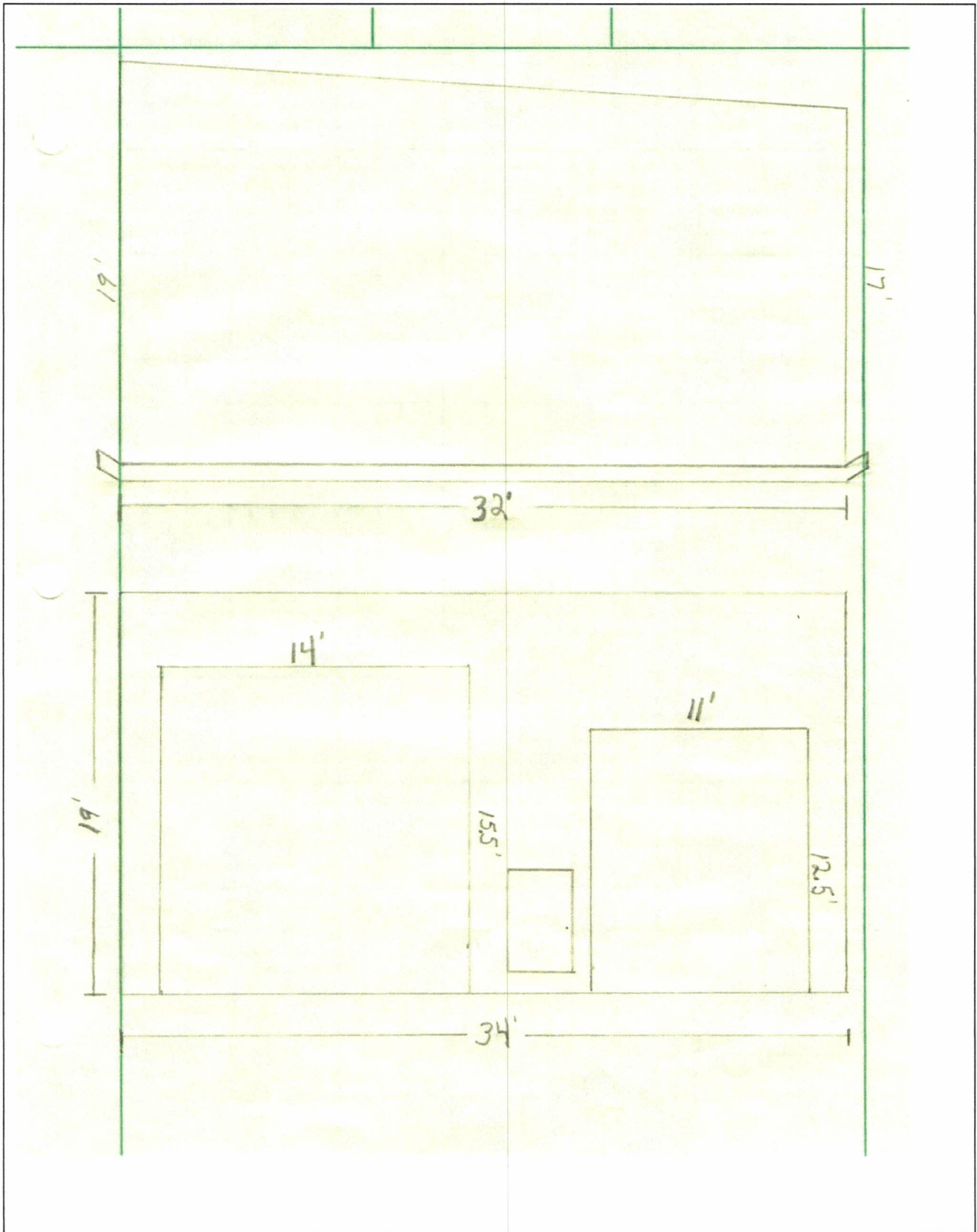
Check if Included	Document Description
	1. Instructions to Bidders and Call for Bids (Legal Advertisement and Detailed Notice)
	2. Bid Forms:
	a. Bid -Schedule of Prices
	b. Signature Page
	c. Non-Collusion Affidavit - Construction
	d. Bid Bond - Construction
	e. Bidder's Checklist
	3. General Provisions - Construction
	4. Supplemental Conditions - Construction
	5. Wyoming Public Works Standard Specifications – included by reference
	6. Special Provisions
	7. Drawings
	8. Addenda
	9. Notice of Award - Construction
	10. Agreement Between Owner and Contractor
	11. Performance/Contractor's Bond - Construction
	12. Notice to Proceed - Construction
	13. Other:

The work is generally described as follows (detailed project description):

Construct a portable building on skids that has a 3/8' minimum thickness of antiwear plate on all ground contact points. All ground contact joints need to be capped or covered. The minimum interior base dimensions need to be 32'x34' with an interior high eve minimum of 19' and interior low eve minimum height of 17'. There will be 3 white doors on the high eve wall. The first door being a minimum width of 14' with a minimum height of 15.5' and will be a manually operated sectional door that is stowed next to the wall. The center of this door will be 9' from the interior wall. The second door will be a white standard steel 36" walk in door stationed between the 2 sectional doors and can be located up to 14" off the bottom

Bidder Initials: 
Page 28 of 37

of the building. The third door will be a minimum width of 11' and a minimum height of 12.5' also a manually operated sectional door that is stowed next to the wall. The center of this door will be 7' from wall. The wall opposing the 19'x34' wall will be 17'x34'. This building will be of all steel construction, 26 gauge or thicker steel siding and roofing will be used. To tow the building a Cat 963 track loader or a Cat 938 loader will be used, the attaching equipment will need to be supplied. This building will need tow points on the low and high-eve wall. This building will need tie off points and a method of tying down the building quickly by moving weights with a loader, and supplied with the building, if the building weight does not meet building wind standards of 105 mph minimum. This building can use drop in and bolt down hardware in the sectional door frames as needed, a permanent support can be run from the area below to the side of the man door to the back of the building. A permanent support can be installed 4' from the center of the building closest to the 17'x34' wall. When this building is moved the surface will be bladed prior to moving and the placement. This building will not have more than a 1" gap to seal to the ground. An electrical panel that can be plugged into a 50-amp 240volt plug outlet with a 20ft minimum drop cord on site to provide power to 3 120volt 20-amp outlets and 4 interior led lights (20,000 lumen minimum total) on a single switch. This building can have a hinged joint up to 12" at the bottom of the building on the low and high-eve walls. This building will need to be able to be moved by 2 technicians in 4 hours or less, with the assistance of the 963 Cat tracked loader, or the 938k Cat loader with forks and the use of hand tools and impact wrenches. This building does not have any insulation. This building will need to be able to handle snow loads of 30 lbs. per sq ft. This building will need to be BC Steel Light Stone and Fern Green trim, or a near color match to the Douglas Transfer Station. This building will be moved around the Douglas Landfill for 25 plus years. Expected warranty on the building is 1 year minimum.



Bidder Initials: bu
Page 30 of 37

ARTICLE II - TIME OF COMPLETION

1. The work to be completed under this Contract shall be commenced within thirty (30) calendar days after receipt of Notice to Proceed, weather permitting.
2. The number of days within which the work is to be completed begins on the date of the Notice to Proceed and is set forth below:

Substantial Completion	No. of calendar days: 90
Final Completion	No. of calendar days: 120

3. Time shall be of the essence of this contract. It is hereby agreed that in case all of the work called for in this contract is not completed at the time herein mentioned or at such time to which the period of completion may be extended, damages will be sustained by the Owner. It is agreed that the Contractor shall pay to the Owner as liquidated damages, the sum as noted in the supplementary conditions for each and every working day of additional time in excess of the contract time limit and any granted extension. The same shall be deducted from the amount due, or to become due, to the Contractor and such payments or deductions shall not in any way release the Contractor from further obligations and penalties in respect to the fulfillment of the entire contract, or any right which the Owner may have claim, or sue for the recovery of compensation and damages for non-performance of this contract.

ARTICLE III - THE CONTRACT SUM

1. Except for adjustments as provided herein, the Owner shall pay the Contractor for the performance of the work, the unit price bid in the proposal, which amount shall be known as the contract sum.
2. The contract sum shall be equitably adjusted to cover changes in the work ordered by the Owner. Such increases or decreases in the contract sum shall be determined by agreement between the Owner and the Contractor as outlined in these specifications.
3. Owner shall pay Contractor in current funds for performance of the work in accordance with the contract documents, subject to additions and deductions by change order, the contract price of **Contract Price, written and numeric** values based on the unit and lump sum pries listed in the bid schedule.

ARTICLE IV - PAYMENT PROCEDURES

1. Contractor shall submit applications for payment in accordance with the general conditions and supplementary conditions. Applications for payment will be processed as provided in the general conditions.
2. **Progress Payments.** Owner shall make progress payments on the basis of contractor's application for payment as recommended by the Owner's representative. Application for payment shall be prepared and submitted by Contractor by the 25th day of each month during the construction period. Owner shall make progress payments about the 45th day following submittal of the application for payment and approval of the application for payment by Owner. All progress payments will be on the basis of the progress of the work measured by the schedule of values.

Bidder Initials: 

Page 31 of 37

3. Retainage. Progress payments will be made in an amount equal to 90% of the work completed, and 90% of Invoice cost of materials and equipment not incorporated in the work, but delivered and suitably stored, less in each case the aggregate of payments previously made.
4. Final Payments. Upon final completion and acceptance of the work in accordance with the general conditions, Owner shall pay the remainder of the contract price as recommended by the Owner's representative.

ARTICLE V - EXTRA WORK

If a written order is made by the Owner, directing the performance of any work not covered by the drawings or included in the specifications, and for which no unit price or lump sum basis can be agreed upon, then such extra work shall be done on a cost-plus-percentage basis of payment as follows:

1. The CONTRACTOR shall be reimbursed for the cost of doing the extra work and shall receive an additional fifteen percent (15%) of the cost of the work to cover his overhead and profit.
2. The cost of the extra work shall include labor at the wage rates and supplements fixed in the contract, materials utilized in the work, sales tax, the use of power tools and equipment during periods of actual use, power, heat, lights, pro rata charges for foremen, approved subcontractors, workmen's compensation insurance, and premiums for additional insurance coverage required for the extra work.
3. Among the items considered as overhead include: insurance other than mentioned above, bonds, superintendents, timekeepers, clerks, watchmen, use of small tools, incidental job burdens, field office expenses, and general office expenses.
4. The cost of the work done each day shall be submitted to the Owner's representative in a satisfactory form on the following day, and adjusted at once if necessary.
5. Monthly payments of all charges for extra work in any one month shall be made in full on or before the 15th of the succeeding month.

ARTICLE VI - LIQUIDATED DAMAGES

Liquidated damages will be assessed in accordance with the following schedule:

CONTRACT PRICE	LIQUIDATED DAMAGES – PER DAY
\$0 - \$49,999	\$50.00
\$50,000 - \$99,999	\$100.00
\$100,000 – 249,999	\$200.00
\$250,000 – 500,000	\$300.00

ARTICLE VII - GENERAL PROVISIONS

Bidder Initials: 
Page 32 of 37

1. **Amendments.** Any changes, modifications, revisions or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed and signed by all parties to this Contract.
2. **Applicable Law/Venue.** The construction, interpretation and enforcement of this Contract shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties, and the venue shall be the Eighth Judicial District, Converse County, Wyoming.
3. **Compliance with Laws.** Contractor shall keep informed of and comply with all applicable federal, state and local laws and regulations in the performance of this Contract.
4. **Entirety of Contract.** This Contract, including any documents referenced and incorporated herein, represents the entire and integrated Contract between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.
5. **Ethics.** Contractor shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. §9-13-101, et seq.), and any and all ethical standards governing Contractor's profession.
6. **Force Majeure.** Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event and takes all reasonable steps to minimize delays. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming party.
7. **Indemnification.** Contractor will indemnify, defend and hold harmless parties indemnified under this provision for all Contractors' acts, actions, and neglects, but we will not indemnify, defend or hold harmless any other party for their acts, actions or negligence. Any claim involving contributory negligence shall be handled so each party is responsible and liable for its share of the damages in proportion to its share of negligence. Both parties waive their rights to consequential damages arising out of this agreement.
8. **Independent Contractor.** Contractor shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of City for any purpose. Contractor shall assume sole responsibility for any debts or liabilities that may be incurred by Contractor in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing Contractor to incur any obligation of any kind on the behalf of City or its staff. Contractor agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to City employees will inure to the benefit of Contractor or Contractor's agents and/or employees as a result of this Contract.

Bidder Initials: *m*
Page 33 of 37

9. **Government Immunity.** City does not waive sovereign immunity by entering into this Contract and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyo. Stat. § 1-39-104(a) and all other state law.

IN WITNESS WHEREOF the parties hereto have executed this Agreement, the day and year first above written.

CITY OF DOUGLAS – OWNER

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged.

By: _____
SIGNATURE

By: _____
SIGNATURE

Name/Title: JD Cox City Manager

Printed Name: _____

Title: _____

Please sign and send back to: City of Douglas, Attn:
City Clerk, P.O. Box 1030, Douglas, WY 82633

Bidder Initials: hr
Page 34 of 37

PERFORMANCE BOND - CONSTRUCTION

KNOW ALL MEN BY THESE PRESENTS: that _____ a(n) individual
– partnership – corporation - joint venture (*circle one*), hereinafter called Principal, and _____
_____, hereinafter call Surety, are held and firmly bound
unto the City of Douglas, Wyoming, hereinafter called Owner, in the penal sum of _____
_____ Dollars, (\$_____) in lawful money of the United States for the payment
of which sum will and truly to be made, we bind ourselves, successors, and assigns, jointly and severally,
firmly by these presents.

THE CONDITION OF THIS OBLIGATION is that whereas, the Principal entered into a certain contract
with the Owner, dated the ____ day of _____, 20____, a copy of which is hereto attached and made
a part hereof for the construction of: _____

NOW THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings,
covenants, terms, conditions, and agreements of said contract during the original term thereof, and any
extensions thereof which may be granted by the Owner, with or without notice to the Surety and during the
one (1) year guaranty period, and if he shall satisfy all claims and demands incurred under such contract,
and shall fully indemnify and save harmless the Owner from all costs and damages which it may suffer by
reason of failure to do so, and shall reimburse and repay the Owner all outlay and expense which the Owner
may incur in making good any default, then this obligation shall be void; otherwise to remain in full force
and effect.

PROVIDED, FURTHER, that the said surety, for value received hereby stipulates and agrees that no change,
extension of time, alteration or addition to the terms of the contract or the work to be performed thereunder
or the specifications accompanying the same shall in any way affect its obligation on the bond, and it does
hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract
or to do the work or to the specifications.

PROVIDED FURTHER, that no final settlement between the Owner and the Contractor shall abridge the
right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in _____ counter-parts, each one of which shall
be deemed an original, this the _____ day of _____, 20____.

ATTEST: _____

PRINCIPAL: _____

(SEAL)

BY: _____

(Witness as to Principal)

(Address)

Bidder Initials: 
Page 35 of 37

ATTEST:

SURETY: _____

BY: _____

(SEAL)

(Witness as to Surety)

(Address)

NOTE: Date of BOND must not be prior to date of Contract. If **CONTRACTOR** is a Partnership, all partners should execute the BOND.

IMPORTANT: *Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Wyoming.*

Bidder Initials: 
Page 36 of 37

**CITY OF DOUGLAS, WYOMING
NOTICE TO PROCEED
MISC. CONSTRUCTION PROJECTS**

Name of Contractor	
Attention To	
Mailing Address	
City/State/ZIP	

Project (as it appears on Bid documents)	
Type of Contract	
Amount of Contract	\$

You are hereby notified to commence work on the referenced contract on or before **Month, Day, Year** and shall fully complete all of the work of said contract within **Number of Days, written and numeric** calendar days thereafter. Therefore, your completion and billing date is **Month, Day, Year**.

The contract provides for an assessment of the sum of **Amount, written and numeric** as liquidated damages for each consecutive calendar day after the above established contract completion date that the work remains incomplete.

Dated this ____ day of _____, 20____.

CITY OF DOUGLAS, OWNER

By: _____
SIGNATURE

Name/Title: JD Cox City Manager

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged.

By: _____
SIGNATURE

Printed Name: _____

Title: _____

Please sign and send back to: City of Douglas, Attn: City Clerk
P.O. Box 1030, Douglas, WY 82633

Bidder Initials: 
Page 37 of 37



Agenda Item Report

City Council – October 13, 2025

Item

Collaborative Improvement Project: Show Center Building Improvements at the Wyoming State Fair.

Responsible Staff Contact

Recommendation

Executive Summary

The Wyoming State Fairgrounds is moving forward with replacing the Show Center's dirt floor with a concrete surface, drainage system, and cooling coils—an improvement identified in the 2020 *Wyoming State Fair Master Plan* to enhance biosecurity, safety, and year-round usability. The total project cost is \$2.2 million, funded through a regional partnership: Converse County (\$750,000), **City of Douglas (\$750,000 – requested)**, Douglas Youth Hockey (\$250,000), and grant funding (\$450,000), with additional participation being considered by the Douglas Recreation Board. On October 8, 2025, the State Building Commission unanimously approved spending authority, allowing the project to proceed with Level III design and construction. The City has been asked to consider a \$750,000 contribution to the project.

Background

Background:

The Wyoming State Fairgrounds is moving forward with a long-planned improvement to the Show Center, replacing the existing dirt floor with a concrete surface, integrated drainage system, and embedded cooling coils. This project—identified as a priority in the 2020 *Wyoming State Fair Master Plan*—addresses longstanding infrastructure needs while expanding the facility's year-round use and economic potential.

The current dirt floor limits operations to seasonal livestock events and presents challenges for biosecurity, sanitation, and safety. Converting to a concrete floor will allow for proper disinfection, improved animal welfare, and more flexible use of the space. The addition of cooling coils will further enable winter use, particularly supporting the Douglas Youth Hockey program and additional recreational programming.

The project represents a strong regional partnership between public and private entities, with total funding of approximately **\$2.2 million**. The contributions are as follows:

- **Converse County:** \$750,000
- **City of Douglas:** \$750,000
- **Douglas Youth Hockey:** \$250,000
- **Grant Funding:** \$450,000

Additionally, the **Douglas Recreation Board** has been contacted regarding possible participation.

This project has now reached an important milestone. On **October 8, 2025**, Courtney Conkle, Wyoming State Fair General Manager, announced that the **State Building Commission (SBC) unanimously approved the spending authority** for the Show Center Flooring Project. This authorization allows the Wyoming State Fair to proceed with **Level III design and construction**, using approved private and local funds.

The improvement advances multiple objectives outlined in the State Fair Master Plan—enhancing biosecurity, supporting youth and community programming, and strengthening economic sustainability through increased year-round facility use. The collaborative funding model underscores regional unity and shared vision among the State, County, City, and local partners, ensuring the Wyoming State Fairgrounds remains a vibrant, multi-purpose asset for the state and community.

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

SD Commitment
SD Commitment Strategy
SD Commitment KPI
SD Outcome
SD Outcome Strategy
SD Outcome KPI
2014 Master Plan
2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department
Project/Line Item(s)
Budgeted Amount
Anticipated Amount

Action Requested/Recommended Motion

Approve a City of Douglas funding contribution in the amount of \$750,000 toward the Wyoming State Fair Show Center Flooring Project, contingent upon confirmation of the full project funding partnership with Converse County, Douglas Youth Hockey, and grant sources, and to authorize the City Manager to execute all necessary agreements in support of the project.

Attachments

1. 010 - AGR - AUTHORIZATION - WYOMING STATE FAIR SHOW CENTER
FLOOR V3 (2)

CAPITAL CONSTRUCTION BUDGET NARRATIVE

1. Capital Construction Request

010 - AGRICULTURE – DOUGLAS – WYOMING STATE FAIR SHOW CENTER FLOOR – AUTHORIZATION – LEVEL III DESIGN AND CONSTRUCTION
AGENCY PRIORITY # 1

A. EXPLANATION OF REQUEST:

Replacing the Show Center dirt floor with concrete has been a long-planned improvement identified in the 2020 Wyoming State Fair Master Plan. The project will replace the existing dirt floor with a concrete surface, integrated drainage system, and cooling coils — addressing immediate infrastructure needs while creating long-term opportunities for the Wyoming State Fairgrounds.

This upgrade will significantly enhance biosecurity and animal welfare, while also expanding the facility’s capacity to host youth programming and events on a year-round basis. Authorizing the use of private funds for this project allows the State Fair to move forward with a master-planned priority, improving the useability of the space, without any additional General Fund Capital.

B. REQUEST BY OBJECT CODE, FUNDING AMOUNT & FUND SOURCE:

Object Code	Amount	Funding Source
0701 – Capital Outlay	\$ 2,000,000	
Total		100% 6239P Private Revenue

C. PERFORMANCE JUSTIFICATION:

This project represents a strategic investment in agriculture, and youth programming and economic development. By enhancing biosecurity for livestock shows—held both during the Wyoming State Fair and year-round—and supporting the Douglas Youth Hockey program, a long-standing Fairgrounds partner, it directly advances community, industry, and youth development priorities. Securing authority to raise private funds and corresponding spending authority will allow us to proceed with a project that strengthens facility cleanliness, animal welfare, and year-round programming.

The impetus for this project originates from the 2020 Wyoming State Fair Master Plan, which identified replacing the Show Center’s dirt floor as a priority due to its potential to improve the facility’s usability across multiple user groups. Currently, the dirt surface restricts year-round use and creates challenges for biosecurity, safety, and operational efficiency. By upgrading to a concrete floor with integrated drainage and cooling coils, we will dramatically expand the Show Center’s functionality both during the Wyoming State Fair and throughout the year.

This investment will enable us to:

- Improve biosecurity, animal health, and exhibitor confidence by replacing dirt flooring with a surface that can be properly sanitized.
- Support youth programming, including the Douglas Youth Hockey program, by enabling ice installation through integrated cooling coils.
- Increase economic sustainability by attracting additional events and rentals, expanding off-season use of the facility.
- Enhance operational efficiency and cleanliness, reducing labor demands and providing a safer, more welcoming environment for animals and people alike.
- Deliver a Master Plan priority, reinforcing the State Fair’s long-term vision for infrastructure sustainability and multi-use programming.

Ultimately, this project addresses a critical infrastructure need while unlocking opportunities for future growth and service. It positions the Wyoming State Fairgrounds as a stronger partner in economic development, animal welfare, and year-round programming, ensuring the venue remains relevant, resilient, and responsive to the needs of Wyoming citizens.

STATE CONSTRUCTION DEPARTMENT (SCD) RECOMMENDATION

The SCD recommends approval of authorization of up to \$2,000,000 of private funds for level III design & construction for the Wyoming State Fair Show Floor. The SCD recommends that authorization is effective immediately.

STATE BUILDING COMMISSION (SBC) RECOMMENDATION

The SBC recommends approval/denial of authorization of up to \$2,000,000 of private funds for level III design & construction for the Wyoming State Fair Show Floor. The SBC further recommends/does not recommend that this project be included in legislation with other similar project authorization-only requests.



Agenda Item Report City Council – October 13, 2025

Item

Energy Efficient Project: Designation and Allocation (Form 179D)

Responsible Staff Contact

Recommendation

Executive Summary

Council is asked to consider approval of the allocation of the federal Section 179D Energy Efficient Commercial Buildings tax deduction to Amundsen Associates, LLC, the design professional for the Douglas Community Center project. Under current federal law, tax-exempt entities such as the City cannot directly claim this deduction but may allocate it to the project's qualified designer. The City Attorney has confirmed that this allocation is lawful, proper, and provides no financial benefit to the City. Approval of this item will authorize the City Manager to sign the allocation form designating Amundsen Associates, LLC as the qualified recipient.

Background

The City of Douglas is eligible to allocate the federal energy-efficiency tax deduction under **Internal Revenue Code Section 179D** to the project's lead design professional, **Amundsen Associates, LLC**, as permitted by federal law. Because the City is a tax-exempt governmental entity and does not pay federal income taxes, it cannot directly benefit from the deduction. Federal statute therefore allows such public entities to transfer ("allocate") this deduction to the architect or engineer primarily responsible for the design of qualifying energy-efficient improvements.

The City Attorney has reviewed this process and confirmed that this allocation is both legal and proper. The purpose of this provision is to incentivize energy-efficient design in public facilities—not to provide financial return to government entities.

For the Douglas Community Center project at 501 S. Windriver Drive, the qualified designer, Amundsen Associates, LLC, has requested that the City formally assign the 179D deduction through the attached allocation form. The project—consisting of a 46,000-square-foot community recreation facility—meets the scope and size required for the deduction.

As part of this process, a third-party engineering firm will independently verify that the building was constructed in accordance with the energy-efficient design standards required by the IRS. The deduction, generally ranging from \$0.50 to \$1.00 per square foot (or higher for projects meeting prevailing wage and apprenticeship thresholds), will be claimed by the designer through their federal income tax return.

This allocation represents standard practice across public-sector projects of significant scale. The City cannot and will not receive, request, or share in any portion of the designer's resulting tax benefit. The only City action required is to authorize signature of the allocation form designating Amundsen Associates, LLC as the qualified recipient of the Section 179D deduction for this project.

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

SD Commitment
SD Commitment Strategy
SD Commitment KPI
SD Outcome
SD Outcome Strategy
SD Outcome 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

I move to approve the allocation of the federal Section 179D Energy Efficient Commercial Buildings tax deduction for the Douglas Community Center project to Amundsen Associates, LLC, and to authorize the City Manager to execute any necessary documents.

Attachments

1. Allocation Letter Douglas Community Center for Signature

179D Tax Allocation Form

Property: Douglas Community Center
501 South Windriver Drive
Douglas, WY 82633

Government contact: Ronald McNare
City of Douglas
Council President
101 N. Fourth Street
P.O. Box 1030
Douglas, WY 82633
307-358-3462

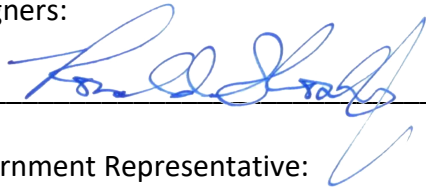
Designer(s): Amundsen Associates, LLC
Ronald Shosh, Jr. – AIA, Principal Architect
212 E. Second Street
Casper, WY 82601
307-234-9999

The 179D Tax Allocation Form serves to identify the designers listed above for the referenced project listed below. The project is new construction of a building consisting of both pre-engineered metal building structure and conventional steel framing. The facility has three athletic courts, a raised walking track, community room, public restrooms, billiards area, flex space, breakroom and staff offices at approximately 46,000 sf.

Project	Douglas Community Center
Address	501 S. Windriver Dr., Douglas, WY 82633
Date placed in service	11/30/2026
Allocation to designer(s)	100%

Declaration of allocation: "Under penalties of perjury, I declare that I have examined this allocation, including the information presented above, and to the best of my knowledge and belief, the facts presented in support of this allocation are true, correct, and complete."

Signature of Designers:



Signature of Government Representative:

NAME GOVERNMENT OFFICE, TITLE



Agenda Item Report

City Council – October 13, 2025

Item

Clearfield Booster Station: Change Order

Responsible Staff Contact

John Harbarger, John Stearns

Recommendation

Recommend to accept change order #1 for the Clearfield Booster Station project.

Executive Summary

During the construction of the interior electrical equipment, the electricians identified that an electrical connection for the overhead door was not depicted in the construction drawings and therefore was not included in their original scope of work. The cost for this additional work and material is \$4,400.00. In parallel, the framing crew identified the lack of an attic access within the interior of the building. The attic access is not identified in the architectural drawings and was not included in the contractor's scope of work. The cost to add this attic access is \$925.00. The third item included in this change order is the replacement of the previously installed restrained couplings on the suction and discharge piping on the exterior of the building envelope. This change order replaces the restrained transition couplings to a standard solid sleeve with a megalug. The cost to dig up and replace the couplings is \$7,900.00 in total. The final addition to this change order includes the cost sharing portion of the new hydrometer on the irrigation system for the Douglas High School. The total cost of the new hydrometer was split evenly between Wayne Coleman Construction, Converse County School District, and the City of Douglas. This cost is \$799.34. Finally, this change order also includes a deduct to the contract in the amount of \$885.00. The contractor used a clear cement block sealer at the city's request in lieu of the standard white primer and block sealer specified in the project specifications. **The total additive cost associated with this change order is \$13,183.34.** The contractor has not asked for additional time to be added to the contract. CEPI has thoroughly reviewed the contractor's costs and had meetings with the Public Works Supervisors to discuss the changes and ultimately approve the contractor to proceed with the changes so the project can continue without delay. The new contract price for the Clearfield Booster Station after this change order is **\$2,023,490.34** and the completion dates remain October 15th, and October 31st, 2025 respectively.

Background

This station was built in the 70's and is over 50 years old. The station has had numerous repairs over the years and is outdated and needs to be updated. The station

is used to fill the tank in the subdivision to boost the pressure and comply with all fire codes and DEQ regulations.

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

SD Commitment; Infrastructure Extension of Life
SD Commitment Strategy; Clearfield Booster Station
SD Commitment KPI INFR-02
SD Outcome
SD Outcome Strategy
SD Outcome KPI
2014 Master Plan
2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department 31-5409-6544
Project/Line Item(s) Clearfield Booster Station
Budgeted Amount 2,600,000
Anticipated Amount 2,023,490.34

Action Requested/Recommended Motion

Accept change order #1 and authorize the city manager to sign all associated documents.

Attachments

1. CO 1 Electrical, Sleeves, Attic Access, Hdyrometer Costs



Memorandum

Date: September 26, 2025
To: John Harbarger
Cc: John Stearns, Caleb Coleman

From: Alan Corey, CEPI
WO #: 22-066
Subject: Clearfield Booster Station Replacement Project - Change Order No. 1

Enclosed is Change Order No. 1 for your review and approval. This additive change order covers the cost of the additional material and labor needed to install an electrical controller for the overhead coiling door, an attic access inside the booster station, and the replacement of restrained couplings on the suction and discharge pipe headers outside of the building envelope.

During the construction of the interior electrical equipment, the electricians identified that an electrical connection for the overhead door was not depicted in the construction drawings and therefore was not included in their original scope of work. The cost for this additional work and material is \$4,400.00. In parallel, the framing crew identified the lack of an attic access within the interior of the building. The attic access is not identified in the architectural drawings and was not included in the contractor's scope of work. The cost to add this attic access is \$925.00. The third item included in this change order is the replacement of the previously installed restrained couplings on the suction and discharge piping on the exterior of the building envelope. This change order replaces the restrained transition couplings to a standard solid sleeve with a megalug. The cost to dig up and replace the couplings is \$7,900.00 in total. The final addition to this change order includes the cost sharing portion of the new hydrometer on the irrigation system for the Douglas High School. The total cost of the new hydrometer was split evenly between Wayne Coleman Construction, Converse County School District, and the City of Douglas. This cost is \$799.34. Finally, this change order also includes a deduct to the contract in the amount of \$885.00. The contractor used a clear cement block sealer at the city's request in lieu of the standard white primer and block sealer specified in the project specifications.

The total additive cost associated with this change order is \$13,183.34. The contractor has not asked for additional time to be added to the contract. CEPI has thoroughly reviewed the contractor's costs and had meetings with the Public Works Supervisors to discuss the changes and ultimately approve the contractor to proceed with the changes so the project can continue without delay. The new contract price for the Clearfield Booster Station after this change order is \$2,023,490.34 and the completion dates remain October 15th, and October 31st, 2025 respectively.

Please contact me with any questions.

Thanks!

CITY OF DOUGLAS
CHANGE ORDER

NO. 1 _____

PROJECT: Cleaffield Booster Station Replacement Project DATE OF ISSUANCE: 09-26-2025
OWNER: City of Douglas
CONTRACTOR: Wayne Coleman Construction
ENGINEER: Civil Engineering Professionals, Inc

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

Description: Additional electrical work required for the coiling door, additional work for framing, hydrometer, and solid sleeves

Attachments:

CO Memo, contractor's CO change order request

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$2,010,307.00	Original Contract Time: Substantial Completion: October 15, 2025 Final Completion: October 31, 2025
Cost of Previous Change Orders: \$0.00	Net change from previous Change Orders (days): 0
Contract Price prior to this Change Order: \$2,010,307.00	Contract Time Prior to this Change Order: Substantial Completion: October 15, 2025 Final completion: October 31, 2025
Net Increase/Decrease of this Change Order: \$13,183.34	Net Increase/Decrease of this Change Order: Substantial = 0 calendar days Final = 0 calendar days
Contract Price with all approved Change Orders: \$2,023,490.34	Contract Time with all approved Change Orders: Substantial completion: October 15, 2025 Final completion: October 31, 2025

ACCEPTED:

RECOMMENDED:

APPROVED:

BY: Bonnie Lerma
Contractor

BY: Alan C. Gony
Engineer

BY: _____
Owner



CHANGE ORDER REQUEST

WAYNE COLEMAN CONSTRUCTION, INC
PO Box 2440
Mills, Wyoming 82644
Phone: 307-265-3158 Fax: 307-265-3159
info@wcolemanconstruction.com

Date
August 21, 2025

COR #
25063-CO1

Change Order Total:	\$ (885.00)
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Project: Clearfield Pump Station Reconstruction Project
Location: Douglas, WY

To: City of Douglas
PO Box 1030
Douglas, WY 82633

Contact: Alan Corey, CEPI
E-Mail: alan@cepi-casper.com
Phone: (307) 266-4346

The Contractor is requesting the Owner to make the following changes regarding the above described project:

Bid Item	Description	Units	Unit of Measure	Unit Price	Amount
4	Pump Station Building - Deducting of wall sealer, primer and paint. Replace with Sherwin Williams wet look sealer (clear)	1.00	LS	\$ (885.00)	\$ (885.00)
Change Order Total					\$ (885.00)

APPROVED BY OWNER/ENGINEER/CONTRACTOR:
City of Douglas
BY:
DATE:

APPROVED BY SUBCONTRACTOR:
Wayne Coleman Construction, Inc.
BY: *Caleb Coleman*
DATE: 8/21/2025



CHANGE ORDER

WAYNE COLEMAN CONSTRUCTION, INC
PO Box 2440
Mills, Wyoming 82644
Phone: 307-265-3158 Fax: 307-265-3159
info@wcolemanconstruction.com

Date
September 10, 2025

Change Order #
25063-CO2

Change Order Total:	\$ 14,068.34
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Project: Clearfield Pump Station Reconstruction Project
Location: Douglas, WY

Contact: Alan Corey, CEPI
E-Mail: alan@cepi-casper.com

Phone: 307-266-4346

To: City of Douglas
PO Box 1030
Douglas, WY 82633

The Contractor is requesting the Owner to make the following changes regarding the above described project:

Item No.	Description	Units	Unit of Measure	Unit Price	Amount
1	Change Sleeve On Suction Side Of Building to MJ Solid Sleeve	1.00	LS	\$ 2,300.00	\$ 2,300.00
2	Dig Up And Replace Sleeve On Pressure Side Of Building to MJ Solid Sleeve	1.00	LS	\$ 5,600.00	\$ 5,600.00
3	Electrical Changes Per RFI #012	1.00	LS	\$ 4,444.00	\$ 4,444.00
4	Install Ceiling Access Panel	1.00	LS	\$ 925.00	\$ 925.00
5	Hydrometer - Cost Split between WCCI, CCSD #1 and City of Douglas	1.00	LS	\$ 799.34	\$ 799.34
Change Order Total					\$ 14,068.34

APPROVED BY OWNER/ENGINEER/CONTRACTOR:

City of Douglas

BY:

DATE:

APPROVED BY SUBCONTRACTOR:

Wayne Coleman Construction, Inc.

BY: *Caleb Coleman*

DATE: 9/10/2025



Agenda Item Report

City Council – October 13, 2025

Item

Police Department Policy Adoption: PAT59 Computer Voice Stress Analyzer

Responsible Staff Contact

Todd Byerly

Recommendation

Approve adoption of Police Department Policy PAT59-Computer Voice Stress Analyzer.

Executive Summary

Douglas City Council had previously approved the purchase of a Computer Voice Stress Analyzer (CVSA) to aid in investigations. This device detects, measures and charts the stress in a person's voice from recordings and live analysis following pre-formatted questions. Two(2) officers of the Douglas Police Department have been trained in and are qualified Computer Voice Stress Analyzer Examiner(s). This policy has had a legal review by the Douglas City Attorney as well as the Converse County Attorney's Office. This policy clearly defines terms associated with the CVSA, as well as administration, use, examiner's requirements, as well as equipment and record keeping.

Background

Douglas City Council had previously approved the purchase of a Computer Voice Stress Analyzer to aid in investigations. This device detects, measures and charts the stress in a person's voice from recordings and live analysis following pre-formatted questions. Two(2) officers of the Douglas Police Department have been trained in and are qualified Computer Voice Stress Analyzer Examiner(s).

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

SD Commitment - Appealing and Safe Communities
SD Commitment Strategy - Enhance Operations
SD Commitment KPI - ASC - 03
SD Outcome - Radar/Lidar/Voice Stress Analyzer Systems
SD Outcome Strategy
SD Outcome KPI
2014 Master Plan
2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department
Project/Line Item(s)
Budgeted Amount
Anticipated Amount

Action Requested/Recommended Motion

Approve adoption of Police Department Policy PAT59-Computer Voice Stress Analyzer.

Attachments

1. PAT 59 - CVSA
2. Resolution #2025-31

Title: PAT59 – Computer Voice Stress Analyzer		Effective:
C.O.P. Signature:	Revised:	Next Review: 1 yr

Purpose

To establish guidelines governing the use and administration of technical aids used for the detection of deception in criminal investigations, administrative investigations, and background investigations for employment applicants.

I. Policy

The Douglas Police Department considers the Computer Voice Stress Analyzer (CVSA) to be a useful investigative tool combined with other evidence in establishing the innocence or guilt of an accused employee or suspect or to uncover background deficiencies of applicants. CVSA examination results by themselves are not sufficient evidence to sustain or void a complaint against an employee or to refuse employment to an applicant.

II. Definitions

ADMINISTRATIVE INVESTIGATION: inquiry into allegations of misconduct by employees.

APPLICANT: Any person who has formally applied for employment with the Department

AUDIOTAPE ANALYSIS: The CVSA examiner's analysis of the recorded responses of the taped interview.

BACKGROUND INVESTIGATION: The pre-employment investigation of the character, work history, etc., of an applicant for employment with the Douglas Police Department.

COLD CALL: A review by a second CVSA operator (who is not familiar with the details of the case) who evaluates the results of an examination based strictly on the assessment of the charts that were generated from the initial examination.

COMPUTER VOICE STRESS ANALYZER (CVSA): A technical device that detects, measures and charts the stress in a person's voice from recordings or live analysis following preformatted questions.

COVERT CVSA EXAMINATIONS: A live interview by a CVSA examiner with a suspect, victim or witness. These interviews are recorded live and captured by the CVSA for analysis, without prior knowledge or consent.

OVERT INTERVIEWS AUDIO: The CVSA examiner performs audiotape analysis on voluntary interviews that were obtained by investigators. The interviews are designed to capture a yes or no response to pre-formatted questions. The CVSA examiner will then analyze this taped interview.

OVERT INTERVIEWS LIVE: Interviews by the CVSA examiner with the examinee. These interviews are conducted with the examinee's prior knowledge and permission that certain questions will be recorded live and captured by videotape. An overt examination will cease immediately when requested by the examinee.

QUALIFIED CVSA EXAMINER: A person who has satisfactorily completed training by the National Institute for Truth Verification (NITV Federal Services) in the use of the CVSA. Only currently certified CVSA examiners will be authorized to use the CVSA.

STRUCTURED INTERVIEW: Audiotape interview designed to capture responses to preformatted questions that are analyzed by a CVSA examiner.

III. Criminal Investigations

A. Administration

Investigators/Officers will get approval from their immediate supervisor prior to requesting CVSA examination in all criminal investigations.

B. Use

1. The Police Department may conduct a CVSA exam for investigative purposes.
2. The Investigating officer may use CVSA examinations to identify or eliminate possible suspects and verify information received from witnesses, victims and suspects.
3. CVSA examinations should be utilized in conjunction with investigative leads and interviews of available suspects, victims, and witnesses. When practical, both the victim and the accused should be tested for comparison.
4. No person involved in a criminal investigation will be forced or coerced into taking the CVSA examination. All people voluntarily taking an overt examination will sign the CVSA Truth Verification Release form prior to taking the examination.
5. Examination results cannot serve as a final determinant for arrest or legal action. Rather, they should be used to develop leads, verify, corroborate, or refute statements and allegations.
6. The investigating officer may conduct CVSA examinations on misdemeanor or

felony offenses.

7. Only relevant questions specifically related to criminal investigation and irrelevant questions necessary to CVSA techniques will be used in the examination.
8. CVSA examinations will be conducted on juveniles only after obtaining consent from either:
 - a. The juvenile's legal guardian or custodial parent(s), who must be present during the explanation and must sign documentation related to the examination.
 - b. A judge of the juvenile court
9. CVSA examination results that are part of a criminal investigation for department employees are public records under the Public Information Act and may be made available for review by law enforcement upon request.
10. All covert (unknown to the suspect) examinations must have approval from the CVSA operator's supervisor.

IV. Administrative Investigation

1. The Douglas Police Department may authorize examiners to conduct a CVSA exam for administrative purposes.
2. No employee of this department shall be compelled to a CVSA examination in defense of a complaint. An employee may be asked to submit to a CVSA examination under the following circumstances (PAT 32):
 - a. The complaining party submits to a CVSA examination beforehand and passes the examination, demonstrating truth in the complaint.
 - b. There is sufficient corroborating evidence to warrant such examination.
3. Examination may be used to test witnesses, suspects, victims, employees, and complainants with regard to the truthfulness of statements made or to their credibility as a material witness. When possible, both the complainant and the officer should be tested for comparison. Examination results cannot serve as the sole determinant in the disposition of an investigation or for the decision to close an investigative file.
4. Citizen complainants and witnesses may be tested with the CVSA to assist in determining the legitimacy of their complaint, allegation, or knowledge of a case. The complainant or witness will sign a CVSA Truth Verification Release Form prior to being tested.
5. Employees will not be compelled to testify against themselves in criminal matters, **except in cases of perjury**. Examination results,

which may incriminate or tend to incriminate the employee, will be kept separate from pending criminal matters.

6. CVSA examiners may analyze audio taped interviews without the employee's consent or knowledge upon approval of the Department Chain of Command.
7. An employee may request to be administered a CVSA examination when necessary, as part of an administrative or criminal investigation.

7.1. The question format will be composed of:

- a. Relevant questions – very direct and to the point, pertains to the subject at hand, and contains only one issue.
- b. Irrelevant questions – have no connection with the issue at hand, causes no stress of themselves and are known truths; and
- c. Control questions – which are known truths or known lies and have no connection to the crime.

7.2. Examination results will be revealed to the accused, the investigating officer, his or her immediate supervisor, the disciplinary authority determining the level of discipline for a complaint, and the CVSA certified examiner asked to cold call a chart.

8. CVSA examination results are subject to Public Disclosure Act and may be made available for review by request of law enforcement or attorney request.
9. Disciplinary action will not be taken against an employee based solely on the results of a CVSA examination.
10. All covert CVSA examinations must have approval of the requesting officer's supervisor.

V. Background Investigations

1. Employment applicants will be required to take a CVSA examination as part of the background investigation. Any applicant who refuses to take such an examination will not receive further consideration for employment.
2. Each applicant must sign a CVSA Truth Verification Release Form prior to submitting a CVSA exam.
3. The decision to suspend or discontinue a background investigation will not be made solely on the results of the CVSA examination. The results of the CVSA examination will add to the "totality of circumstances"

during background investigation and disqualifying information discovered.

4. Candidates are provided with a list of areas from which CVSA questions will be drawn prior to such examination.
5. The results of pre-employment CVSA examinations conducted on applicants for sworn or civilian positions will be released to the investigating officer, his or her chain of command, and the CVSA examiner asked to cold call the chart. The CVSA examination results will be included in the applicant's selection packet, otherwise, the results are confidential and will not be released to or discussed with any other person.
6. Any applicant who fails the CVSA examination will not be discharged solely on the basis of the examination results, nor will he or she be re-tested. However, the file will be sent to the background investigator and/or chain of command.
7. Pre-employment passing results will be considered active for six (6) months. After a six (6) month period, the results will be invalid and the candidate must be re-tested.
8. The results of all pre-employment examinations including chart tracings, CVSA reports and related examination results will be maintained in a secure storage location, separate from criminal CVSA files. State law will govern the duration of storage and stipulations for release of this information.

VI. Request for CVSA Examination

1. The investigating officer will submit a written request for a CVSA exam to the examiner assigned. All investigative leads should be thoroughly pursued prior to filing a request for either examination.
2. The investigating officer will not assume a person is unfit for a CVSA examination. If any doubt exists, contact the CVSA examiner.
3. The investigating officer will either complete an investigation prior to an examination being scheduled or consult with the examiner during the course of the investigation. Investigating officers are responsible for providing the examiner with all pertinent information concerning the case and for reviewing, clarifying or elaborating on that information, as the examiner may deem necessary. This includes, but is not limited to:
 - a. Information that supports the use of an examination
 - b. Background information on the subject to be examined.
 - c. Any statements made by the subject, complainant, or witness, to include alibis.

4. The investigating officer will ensure the examinee is notified of the time and location of the exam and provide transportation, if necessary. He or she will also notify the examiner immediately if the subject cancels an examination appointment.
5. Investigating officers will not interrogate an individual within two hours of his or her scheduled examination. However, an interview for general information is acceptable.
6. Investigating officers will not attempt to explain the procedures that will be used in the examination but will advise the subject that the procedures will be explained by the examiner. The investigating officer may advise examinees that:
 - a. The exam is voluntary (except in the case of covert examinations or compelled employee examinations).
 - b. Results of the examination are not admissible in a court of law unless all parties agree in advance.
 - c. Results from a CVSA examination cannot be used in any affidavit portion of an arrest or search warrant and taken alone do not provide substantiation for criminal charge or disciplinary action.
7. The investigating officer will be available to the examiner throughout the course of the exam, unless deemed unnecessary by the examiner.
8. Results of the examination will be made available to the investigating officer, who will then conduct appropriate follow-up investigations, interviews, and interrogations.
9. Employees involved in investigations utilizing CVSA exams will not discuss the results of that examination or in any manner convey information concerning the results of that examination to the examinee's employer (Unless employer is a law enforcement agency).
10. Examination results will not be included in any reports, except for the examiner's report generated because of a criminal or administrative investigation being conducted. A police report may indicate that an examination was administered but the details of the examination results must be omitted.

VII. Examiners Requirements

1. Examiners will keep their certifications current and maintain proficiency in the use of CVSA and examination procedures.
2. Current certifications will be maintained and coordinated through the Douglas Police Department. A copy of the employees' certification will be maintained in the employees' training file.
3. Examiners will keep their immediate supervisors informed of all scheduled exams. Each CVSA examiner will keep an accurate log of all examinations performed. Investigations and operations will maintain a computerized database documenting

all CVSA examinations conducted. This log will include the name of the investigating officer, complaint number, date of exam, examinee's name, and test result.

4. Prior to an overt CVSA examination, the examinee will be asked to sign a CVSA Truth Verification Release Form provided by the examiner, in addition to waiving Miranda rights as applicable, if these rights have not been previously waived for this investigation.
5. All covert CVSA exams will be exempt from the aforementioned waiver and warning requirements. CVSA examinations during covert interviews require approval of a supervisor or chain of command.
6. Prior to administering the examination, the examiner will review the available information pertaining to the investigation and prepare all questions to be used in the examination. To prepare the examinee for the examination, the examiner will explain the examination procedures and review each test question with the examinee prior to the examination.
7. Tests and interviews will be conducted in a clean, neat environment free of audible and visual distractions.
8. Certificates, diplomas and the like will be displayed so as not to be in sight of the examinees during testing.
9. Examiners will be neat and well-groomed and will dress in a manner consistent with Departmental standards or the professional business community.
10. No individual, other than the examiner and examinee will be present inside the examination room. The only exception to this rule would be when an interpreter is used or when a juvenile is being examined.
11. All CVSA examination test results will undergo a "cold call" evaluation by another CVSA examiner to help ensure accuracy prior to the completion of the examiner's report. The second examiner will interpret the CVSA examination chart and render an opinion independent of the first examiner's findings.
12. All charts, examination reports, consent forms, and audio or videotapes will be kept in a secure location, only accessible by the examiners and retained according to the current state and federal laws regulating records retention.
13. Examiners will not conduct an examination on an individual who is not suitable for testing.
 - a. Minors under the age of 17, unless parental or legal guardian consent is obtained prior to testing, and the child is able to discern truth from falsehoods. The consent must be in writing and in possession of the CVSA examiner prior to the examination.
 - b. Any person who has been indicted by a Grand Jury or formally charged with a crime for which the exam is being requested, unless there is an agreement and stipulation signed by the examinee, their attorney, and the prosecutor. The chain of command and the Prosecutors office must approve requests for such an examination.

- c. Any person who is extremely agitated or angry will be given some time to become relaxed.
 - d. Any person who is severely mentally challenged or impaired by drugs or alcohol to a point as to cause the examiner concern.
- 14. Examiners will not conduct an exam that may compromise their integrity. For example, an examiner will not examine someone with whom he or she has a close relationship. These examination requests must be referred to a neutral examiner.
- 15. The chain of command will authorize requests for CVSA examinations by outside agencies conducting criminal investigations. Examination requests from outside agencies on non-criminal investigations will be rejected unless otherwise authorized/approved by the Chief of Police.

VIII. Equipment and Record Keeping

- 1. The CVSA examiner is responsible for the maintenance, safekeeping, and integrity of the CVSA equipment. The chain of command will determine the procedures necessary for the maintenance of the CVSA equipment.
- 2. The CVSA examiner will complete the CVSA Examiners Log for each individual tested and the CVSA Monthly Statistical Log will be completed on a monthly basis.
- 3. The CVSA examiner will maintain copies of each CVSA report, together with the CVSA charts and all allied papers, for a period of five years and indefinitely in capital offences.

IX. Calibration

- 1. Calibration charts and/or maintenance logs will be maintained at the instrument's location or with case files.
- 2. Calibration checks of instruments will be conducted at least twice per month and whenever the instrument is moved to a different location.

X. Professional Development

- 1. CVSA examiners are encouraged to participate in career development opportunities and are required to participate in professionally recognized annual in-service training for the administration of the CVSA.

2. REFERENCE:

Commission on Accreditation for Law Enforcement Agencies (CALEA) 5TH edition,
standards 32.2.4, 32.2.5, 32.2.6 52.2.6, and 42.2.6

US v Scheffer, 96-1133, October 1997

The 1998 Employee Polygraph Protection Act

Computer Voice Stress Analyzer (CVSA) Operating Manual

CVSA Request Form
CVSA Truth Verification Release Form
CVSA Examiners Log
CVSA Monthly Statistical Logs
CVSA Approval Form for Covert Examination



RESOLUTION NO. 2025-31

A RESOLUTON ADOPTING POLICY AND PROCEDURES FOR THE POLICE DEPARTMENT OF THE CITY OF DOUGLAS< WY

WHEREAS, The Douglas Police Department is the responsible party for determining, implementing, and maintaining policy for the police department; and,

WHEREAS, the currently adopted policies for the governance of the Police Department of the City of Douglas require modification and creation of policies; and

WHEREAS, the proposed creation of Policy PAT 59, Computer Voice Stress Analyzer has been submitted to City of Douglas City Council; and

WHEREAS, Section 2.24.010 (b) of the City Municipal Code requires the Police Chief to prescribe such policies to the orderly management and governance of the Police Department as shall be approved by the City Council; and

WHEREAS, a legal review of the proposed City Police Department policies and procedures has been conducted by the City Attorney; and

WHEREAS, it is in the best interest of the City and City Police Department that the proposed policies and procedures be adopted and reviewed on a prescribed basis.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING, that The City Council adopts the proposed policy for the City’s Police Department effective immediately.

PASSED, APPROVED, AND ADOPTED this 13nd day of October 2025.

Kim Pexton, Mayor

Attest:

Devon Litzsinger, City Clerk



Agenda Item Report City Council – October 13, 2025

Item

Warrant Register: September 2025: Kim Pexton

Responsible Staff Contact

Recommendation

Approve warrant register for September 2025 for Kim Pexton as presented.

Executive Summary

Background

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

SD Commitment
SD Commitment Strategy
SD Commitment KPI
SD Outcome
SD Outcome Strategy
SD Outcome 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

Move to approve the warrant register for September 2025 for Kim Pexton as presented.

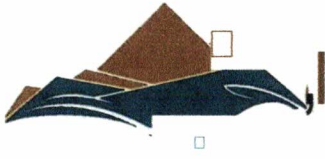
Attachments

1. Warrant Register: September 2025: Kim Pexton

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
PEXTON, KIM 26840994	FUEL REIMBURSEMENT-HISTORIC PRESERVATION PRESENTA	09/17/25	30.00	10-5101-2123
Total PEXTON, KIM:			30.00	
Grand Totals:			30.00	

Approved By _____
City Manager

Date _____



CITY OF DOUGLAS

Community Service Grant "Aid to Others"

Quarterly Report - Fiscal Year 2026

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: American Legion Samuel Mares Post #8		2. Phone Number: 307-358-9981
3. Complete Address: P.O. Box 1 Douglas Wy. 82633		
4. Email Address: Samuelmarespost8@gmail.com		
5. Report for Quarter (check one): Ending March 31 ☐ Ending June 30 ☐ Ending September 30 ☒ Ending December 31 ☐		
6. Number of People Served for Quarter: 1,122	7. Total Income: N/A	8. Total Expenditures: N/A
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): - Weddings, birthday parties, baby showers, celebrations of life, retirement celebrations, BACA meeting, dart league/tournament, pool league. - The lift is operating and being used for celebrations in the post hall.		
10. Please list any other information you would like Douglas City Council to be aware of. In planning process for improving access to the east side and front of legion.		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

AUTHORIZED SIGNATURE

10/2/2025

DATE OF REPORT

Frank Foster

PRINTED NAME

TO BE COMPLETED BY CITY

Date Received:	Reviewed By:
	Report Complete? YES ☐ NO ☐

Community Service Grant Quarterly Report - FY2025

Page 1 of 1



CITY OF DOUGLAS

Community Service Grant "Aid to Others"

Quarterly Report - Fiscal Year 2026

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: CANDO dba The Enterprise		2. Phone Number: 307-358-2000
3. Complete Address: 130 S 3 rd St., Douglas, WY 82633		
4. Email Address: rvelasquez@candowoming.com		
5. Report for Quarter (check one): Ending March 31 ☐ Ending June 30 ☐ Ending September 30 ☒ Ending December 31 ☐		
6. Number of People Served for Quarter: 12480	7. Total Income: \$152,846.87	8. Total Expenditures: \$141,357.40
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): Please see attached		
10. Please list any other information you would like Douglas City Council to be aware of.		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.


AUTHORIZED SIGNATURE

10-6-2025
DATE OF REPORT

Robin Velasquez

PRINTED NAME

TO BE COMPLETED BY CITY

Date Received:	Reviewed By:
	Report Complete? YES ☐ NO ☐

Statement of Activity
CONVERSE AREA NEW DEVELOPMENT ORGANIZATION
July 1-September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
4000 INCOME	
4010 City of Douglas Funding	34,165.99
4020 Converse County Funding	33,583.37
4030 ACT Work Ready - Funding	17,598.73
4041 CC Tourism Promotion Board- Reimbursable	11,548.31
4050 Membership Dues	8,287.80
4057 Billboard Income	3,430.54
4060 Back Country Super Club	3,000.00
4075 Reimbursable Expenses - Events	348.84
4084 Investment Income	5,883.89
Total for 4000 INCOME	\$117,847.47
4300 SPECIAL EVENTS INCOME - ENTERPRISE	
4310.01 Freedom Fest (July 4th Event)	4,260.83
4310.02 WSF Parade	2,454.92
4310.03 Oktober Fest	2,664.43
4310.05 FBLA Haunted House @ RRM	400.00
4310.06 Cowboy Christmas	7,189.20
4310.10 Community Awards	1,071.00
4310.11 Jackalope Days	10.00
4310.17 Car Show	1,000.00
Total for 4300 SPECIAL EVENTS INCOME - ENTERPRISE	\$19,050.38
4540 SPECIAL EVENTS INCOME - MAINSTREET	\$1,056.00
4540.02 Farmer's Market	668.48
4540.03 Octoberfest	1,604.54
4540.06 Chili Cook-Off	700.00
4540.07 Mingle & Jingle	500.00
4540.08 Cookie Hop	45.00
Total for 4540 SPECIAL EVENTS INCOME - MAINSTREET	\$4,574.02
Services	11,375.00
Unapplied Cash Payment Income	0.00
Total for Income	\$152,846.87
Cost of Goods Sold	
Gross Profit	\$152,846.87
Expenses	
6115 Facade Grant - Expense	5,000.00
6120 Billboard -Expense	2,800.00
6125 ACT Work Ready - Expenses	2,858.12
6210 Reimbursable Expenses	1,000.00

Statement of Activity
CONVERSE AREA NEW DEVELOPMENT ORGANIZATION
July 1-September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
6510.0 SPECIAL EVENTS - EXPENSES - ENTERPRISE	-\$1,000.00
6510.01 Freedom Fest	4,927.57
6510.02 WSF Parade	901.40
6510.03 Oktoberfest	7,100.00
6510.06 Cowboy Christmas	500.00
6510.07 Christmas at the Depot	390.00
6510.11 Jackalope Days	1,894.01
6510.14 Jackalope Days - Railroad Day	750.00
6510.15 Vendor Fair	756.99
6510.16 Park It	311.00
6510.17 Car Show	200.00
Total for 6510.0 SPECIAL EVENTS - EXPENSES - ENTERPRISE	\$16,730.97
6745 Main Street - Special Event Expenses	
6745.02 Farmer's Market - Expense	183.38
6745.03 Oktoberfest - Expense	2,499.50
Total for 6745 Main Street - Special Event Expenses	\$2,682.88
7200 PAYROLL	
7210 Salary & Wages	83,647.07
7213 Mileage Reimbursement	1,509.83
Total for 7200 PAYROLL	\$85,156.90
7215 Payroll Wage Expenses	
7216 Life Insurance	1,035.27
8029 Processing Fees - Quickbooks	158.00
Total for 7215 Payroll Wage Expenses	\$1,193.27
7217 Company Simple IRA Match	1,387.39
7223 Company Simple IRA Match (deleted)	0.00
7225 Payroll Taxes	
7226 Employer Portion Fica	5,186.12
7227 Employer Portion of Medicare	1,212.89
7230 WY Worker's Comp	380.48
7231 WY Unemployment Tax	888.33
Total for 7225 Payroll Taxes	\$7,667.82
8010 Advertising & Marketing	78.00
8015 Bank Fees	712.86
8016 Interest on Credit Cards	16.91
8030 Office Supplies	212.48
8031.R Office Supplies	18.42
8035 Dues & Subscriptions	809.74
8040 Postage/Mailings	10.44
8050 Copier Lease	771.03
8061.RMVC Sundries RMVC	345.50

Statement of Activity
CONVERSE AREA NEW DEVELOPMENT ORGANIZATION
July 1-September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
8061 Sundries	349.07
8066 Misc	220.00
8071 Contract Services	2,400.00
8072 QuickBooks Payments Fees	827.28
8080 Insurance	
8081 Insurance - Property	2,380.14
8082 Insurance - D&O / Liability	257.50
Total for 8080 Insurance	\$2,637.64
8100 UTILITIES	
8151 Electric	652.67
8151.RMVC Electric (RMVC)	590.55
8152 Gas/Propane	163.03
8152.R Gas/ Propane	440.37
8153 Phone/Intenet	868.76
8153.RMVC Phone/Internet	645.99
8155.RMVC Water/Sewer/ Trash	393.81
8155 Water/Sewer/Trash	408.70
Total for 8100 UTILITIES	\$4,163.88
8200 TRAVEL & MEETING EXPENSES	
8206 Luggage	121.79
8210 Meals & Entertainment	582.12
8211 Parking/Transportation/Uber	602.89
Total for 8200 TRAVEL & MEETING EXPENSES	\$1,306.80
Unapplied Cash Bill Payment Expense	0.00
Total for Expenses	\$141,357.40
Net Operating Income	\$11,489.47
Other Income	
Other Expenses	
9500 PASSTHROUGH PROGRAMS	
9520 Jackalope Bucks	464.75
9530 Gift Shop	-306.96
Total for 9500 PASSTHROUGH PROGRAMS	\$157.79
Total for Other Expenses	\$157.79
Net Other Income	-\$157.79
Net Income	\$11,331.68

Community Development:

- This year's First Responders Freedom Fest was on July 4th .
- WSF Parade is Saturday, August 16th, in downtown Douglas. The theme is Arts, Parks & History to honor our Grand Marshal, Wyoming State Parks, Historical Sites & Trails. Maverick Gas Station's new location is coming along quickly.
- The new Jackalope Bucks Gift Card is designed to support and promote local businesses right here in Douglas, but we have to have businesses sign up to be a part of the network.
- After some unexpected repairs, Labonte Road is anticipated to open the week of July 11th. Replacement of a failed storm drain delayed the project by a week, but soon, the road will open!
- Underground utility work begins on Fetterman Road the week of July 7th, with detours continuing via Brownfield Road.
- 2nd Street repairs are nearing completion, anticipated to open to traffic starting July 4th. The contractor is finishing up storm drain and roadway resurfacing, so continue using caution while driving.
- Water Park construction is under way. The city has started renovations on the Waterpark, with the hope of opening to the public in Summer 2026.
- Goldman Sachs 10,000 Small Businesses is bringing its renowned business education program to Wyoming, offering small business owners the tools and support to grow their enterprises. This free, 12-week program provides practical business training, access to capital, and personalized support services.
- The Enterprise approved two new Façade Grant applications in the downtown; North Platte Agency and The Barn.
- The new FNB building is slated for an October 2025 move-in, with a grand opening for the community to follow in November!
- The City of Douglas broke ground on the long-awaited Community Center project. The Community Center will include a 45,000 sf building containing three multi-use gymnasiums, an indoor walking track, a lounge space, and meeting rooms. No additions to the Center have been announced at this time.
- The Enterprise is happy to announce that we have billboard space available! What better time to advertise than NOW!
- Oktoberfest is Saturday, September 20th, for an all-inclusive community celebration —German style —with fun, food, and festivities for all ages.
- The Farmer's Market season is almost done! Saturday, September 13th will wrap up this year's Farmer's Market season.
- Douglas Scarecrow Contest, register now. Entry deadline is October 15th.
- Glendo Lake Trail Race September 27th.
- Live comedy at the Princess Theater September 19th at 7 pm.

Workforce Development

- On October 7th & 8th, the ACT Work Ready Program will host a Boot Camp for counties interested in becoming ACT Work Ready Communities. Our very own Kristian Skillman is leading the way as Wyoming's statewide point person with the national ACT office. This program is vital, it strengthens our workforce pipeline, gives employers a trusted framework for hiring, and makes Converse County even more attractive to new and expanding businesses.
- EWC has introduced a new program at the Douglas Campus! Big thank you to Converse County for donating trucks for students to practice in!

- Foundations, a pilot program designed to teach life skills to kids in foster care. They will be required to take the WorkKeys assessments.
Main Street is hiring. Main Street Douglas is accepting applications for a Part-Time Assistant Manager.
- Scheduling our first Workforce Development Committee meeting to set the Boot Camp date for the fall.
- The first Foundations class has graduated. Foundations, program designed to teach life skills to kids in foster care. They will be required to take the WorkKeys assessments.
- Main Street has hired a Part-Time Assistant Manager.

Main Street Douglas

- MSD staff will attend the Wyoming Working Together Conference in Gillette this month, gathering ideas and inspiration for downtown improvements.
- MSD Monthly Meetings: 1st Tuesday of the month at 2 PM, upstairs at The Enterprise, open to all.
- Community Calendar Collaboration: 1st Thursdays at 9 AM, share your activities and see what's happening around town, open to all.

Railroad Museum:
See attached report

High Country Behavioral Health



Bill To: City of Douglas
101 N. 4th St/PO Box 1030
Douglas, WY 82633-2448

Make Payment To: High Country Behavioral Health
1248 East 17th Street
Idaho Falls, ID 83404

Mail Remittance To: High Country Behavioral Health
Attn: Ranelle Edwards
P.O. Box 376
Afton, WY 83110
Ph: 307-885-9883

Invoice Date: 7/1/2025-9/30/2025

Invoice Number: CCQ1

Purchase Order: 9187

Description	Date of Service	Billed Amount	Contract Amt
Aid to Others Grant 1st Quarter		\$7,500.00	\$7,500.00
July 2025-September 2025			
TOTAL			\$7,500.00



CITY OF DOUGLAS

Community Service Grant "Aid to Others" Quarterly Report - Fiscal Year 2026

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: <u>High Country Behavioral Health</u>		2. Phone Number: <u>307-885-9803</u>
3. Complete Address: <u>389 Adams Street Afton, WY 83110-0389</u>		
4. Email Address: <u>mistya@hcbh.org</u>		
5. Report for Quarter (check one): Ending March 31 ☐ Ending June 30 ☐ Ending September 30 ☒ Ending December 31 ☐		
6. Number of People Served for Quarter: <u>266</u>	7. Total Income: <u>757,397</u>	8. Total Expenditures: <u>458,085</u>
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): 		
10. Please list any other information you would like Douglas City Council to be aware of: 		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

AUTHORIZED SIGNATURE

Paul Sanderson, Finance Manager

PRINTED NAME

DATE OF REPORT

TO BE COMPLETED BY CITY

Date Received:	Reviewed By:
	Report Complete? YES ☐ NO ☐



October 6, 2025

Re: City of Douglas Grant

We want to thank the City of Douglas for the opportunity to serve the Douglas community and for the generous financial support provided. HCBH relies on grant funds such as these to provide the services we offer while staying financially viable. We hope to continue this partnership well into the future.

Included is a summary of our Income, Expenses, Clients Served and Service hours for our Douglas office and Solutions Group Home. Please let us know if there are any questions.

Sincerely

Paul Sanderson

Finance Manager

High Country Behavioral Health

Note: Financials for August and September 2025 are not complete as of date of this statement. Therefore income and expenses for 3 months prior to August are included.

HCHB Revenue and Expenses May 1 - July 31, 2025					
Revenue			Douglas Office	Solutions Group Home	Total
	State Funding		\$ 275,998.61	\$ 214,165.34	\$ 490,163.95
	Fee for Service Revenue		\$ 92,770.00	\$ 63,556.21	\$ 156,326.21
	Grant Funding		\$ 42,369.88	\$ 3,423.29	\$ 45,793.17
	Other Revenue		\$ 37,799.00	\$ 27,314.41	\$ 65,113.41
Total Revenue			\$ 448,937.49	\$ 308,459.25	\$ 757,396.74
Expenses					
	Admin & Operations		\$ 95,520.78	\$ 58,616.08	\$ 154,136.86
	Payroll Expense		\$ 165,013.45	\$ 97,621.87	\$ 262,635.32
	Location Expenses		\$ 30,161.72	\$ 11,151.00	\$ 41,312.72
Total Expenses			\$ 290,695.95	\$ 167,388.95	\$ 458,084.90
Net Income			\$ 158,241.54	\$ 141,070.30	\$ 299,311.84

City of Douglas Clients Served and Service Hours July 1 - Sept. 30 2025	
Number of Clients Served	266
Service Hours	3,580



CITY OF DOUGLAS

Community Service Grant "Aid to Others"

Quarterly Report - Fiscal Year 2026

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: Wyoming Child and Family Development		2. Phone Number: 307-836-2751 #1004
3. Complete Address: 126 N. Wyoming Ave., Guernsey, Wyoming 82214		
4. Email Address: marissa.reber@wyomingchild.org		
5. Report for Quarter (check one): Ending March 31 ☐ Ending June 30 ☐ Ending September 30 ☒ Ending December 31 ☐		
6. Number of People Served for Quarter:	7. Total Income: 93,015.08	8. Total Expenditures: 93,015.08
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): Providing Mental Health, PT/OT, Speech, Language and Developmental Disability Services.		
10. Please list any other information you would like Douglas City Council to be aware of. We provide Developmental Disabilities Services to Douglas, Wyoming, as well as Head Start, Early Head Start, and Discovery Preschool Services.		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

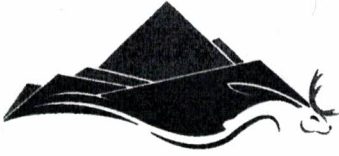
Marissa Reber
AUTHORIZED SIGNATURE

9/30/2025
DATE OF REPORT

Marissa Reber
PRINTED NAME

TO BE COMPLETED BY CITY

Date Received:	Reviewed By:
	Report Complete? YES ☐ NO ☐



CITY OF DOUGLAS

Community Service Grant "Aid to Others" Quarterly Report - Fiscal Year 2026

Received

OCT 02 2025

City of Douglas

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: <u>Youth Development Services</u>		2. Phone Number: <u>358-4352</u>
3. Complete Address: <u>PO Box 1328 Douglas WY 82633</u>		
4. Email Address: <u>tkosters1968@gmail.com</u>		
5. Report for Quarter (check one): Ending March 31 ☐ Ending June 30 ☐ Ending September 30 ☒ Ending December 31 ☐		
6. Number of People Served for Quarter: <u>9</u>	7. Total Income: <u>\$98,126.32</u>	8. Total Expenditures: <u>\$108,969.22</u>
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary):		
10. Please list any other information you would like Douglas City Council to be aware of.		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

Tremi Kesters
AUTHORIZED SIGNATURE

10.2.25
DATE OF REPORT

Tremi Kesters
PRINTED NAME

TO BE COMPLETED BY CITY

Date Received:	Reviewed By:
	Report Complete? YES ☐ NO ☐

8:38 AM

10/02/25

Accrual Basis

Youth Development Services

Income Statement

July through September 2025

	Jul - Sep 25	Budget
Ordinary Income/Expense		
Income		
4006 · State Block Grant	20,645.67	247,748.00
4020 · CC Commissioners	12,083.32	50,000.00
4021 · WY Community Foundation	0.00	20,000.00
4030 · City of Douglas	7,499.99	20,000.00
4050 · Crisis Shelter Grant	35,400.00	142,848.00
5010 · Donations	1,977.00	1,000.00
5020 · Fundraisers		
5020.2 · Golf Tournament	4,668.00	
5020.3 · WyoGives	13,433.72	
5020 · Fundraisers - Other	0.00	15,000.00
Total 5020 · Fundraisers	18,101.72	15,000.00
5030 · Investment Income	2,418.62	4,000.00
Total Income	98,126.32	500,596.00
Gross Profit	98,126.32	500,596.00
Expense		
Health/Life Insurance		
6228 · AFLAC		
6361 AFLAC	27.29	
6362.12 · AFLAC	24.54	
Total 6228 · AFLAC	51.83	
6230.6 · Health Ins.		
6357 · 6357		
6357.1 · Dental	0.00	720.00
6357.2 · Life	0.00	36.00
6357.3 · Vision	0.00	120.00
6357 · 6357 - Other	0.00	16,000.00
Total 6357 · 6357	0.00	16,876.00
6361 · 6361		
6361.1 · Dental	135.75	720.00
6361.2 · Life	8.97	36.00
6361.3 · Vision	28.77	120.00
6361 · 6361 - Other	6,045.93	22,835.00
Total 6361 · 6361	6,219.42	23,711.00
6362.01 · 6362.01		
6362.02 · Dental	135.75	720.00
6362.03 · Life	13.80	55.00
6362.04 · Vision	28.77	120.00
6362.01 · 6362.01 - Other	2,734.80	10,085.00
Total 6362.01 · 6362.01	2,913.12	10,980.00
6363.01 · 6363.01		
6363.02 · Dental	121.52	720.00
6363.03 · Life	8.97	36.00
6363.04 · Vision	28.77	120.00
6363.01 · 6363.01 - Other	6,045.93	22,835.00
Total 6363.01 · 6363.01	6,205.19	23,711.00
Total 6230.6 · Health Ins.	15,337.73	75,278.00
Total Health/Life Insurance	15,389.56	75,278.00
Repairs/Maintenance		
6276 · Building	469.26	13,000.00

Youth Development Services

Income Statement

July through September 2025

	Jul - Sep 25	Budget
6277 · Equipment	77.37	2,000.00
6278 · Vehicle		
6278.02 · Plates	269.55	400.00
6278 · Vehicle - Other	503.98	2,000.00
Total 6278 · Vehicle	773.53	2,400.00
Total Repairs/Maintenance	1,320.16	17,400.00
Residents Costs		
6261 · Allowance		
6261.4 · GH Allowance	243.35	1,600.00
6261.5 · Crisis Allowances	27.20	500.00
Total 6261 · Allowance	270.55	2,100.00
6262 · Client Reward, Incentive,		
6262.4 · GH Client Reward, Incentive	35.00	750.00
6262.5 · Crisis Client Inc., Rewards	0.00	400.00
Total 6262 · Client Reward, Incentive,	35.00	1,150.00
6263 · Clothing		
6263.4 · GH Clothing	0.00	500.00
6263.5 · Crisis Clothing	0.00	500.00
Total 6263 · Clothing	0.00	1,000.00
6264 · Dining Out	0.00	200.00
6265 · Resident Living Exp.	0.00	200.00
6266 · Medical Supplies		
6266.4 · GH Medical Supplies	37.81	150.00
6266.5 · Crisis Medical Supplies	0.00	40.00
Total 6266 · Medical Supplies	37.81	190.00
6268 · Educational Supplies/Lunches	0.00	200.00
6269 · Recreation	0.00	250.00
Total Residents Costs	343.36	5,290.00
Utilities		
Water		
6233.5 · Pest Control	5.70	20.00
6321 · Water	474.78	2,000.00
6322 · Sewage	215.06	850.00
6323 · Garbage	120.49	500.00
Total Water	816.03	3,370.00
6300 · Cable/Internet	414.93	1,600.00
6305 · Electricity	769.65	3,500.00
6310 · Gas	174.77	2,000.00
6315 · Telephone	269.55	1,200.00
Total Utilities	2,444.93	11,670.00
Wages		
6005 · Executive Director		
6005.1 · ED Comp	7,000.00	12,000.00
6005 · Executive Director - Other	0.00	48,000.00
Total 6005 · Executive Director	7,000.00	60,000.00
6010 · EDA Salary	18,307.66	68,000.00
6012 · YCW		
6013 · Training	789.75	2,000.00
6012 · YCW - Other	40,563.38	155,000.00

8:38 AM

10/02/25

Accrual Basis

Youth Development Services

Income Statement

July through September 2025

	Jul - Sep 25	Budget
Total 6012 · YCW	41,353.13	157,000.00
6016 · Business Manager	6,976.00	28,000.00
Total Wages	73,636.79	313,000.00
6219 · Payroll Taxes	6,931.47	35,000.00
6235 · Employee Background Checks	40.00	500.00
6236 · Employee CPR/First Aid/Hep B	100.00	350.00
6238 · Contract Service	0.00	6,700.00
6241 · Insurance		
6241.1 · Directors & Officers	0.00	1,600.00
6241.2 · General Liability	4,520.09	4,500.00
6241.3 · Vehicle	1,824.00	1,800.00
6241.4 · Building Contents	0.00	400.00
6241.5 · Bond	218.00	220.00
Total 6241 · Insurance	6,562.09	8,520.00
6245 · Training/Learning Materials	20.00	500.00
6247 · Travel & Meal Costs	0.00	1,000.00
6249 · Postage/Printing/Copies	119.12	1,300.00
6250 · Office Expenses	182.48	1,400.00
6251 · Facility Certification	0.00	150.00
6252 · Staff Recruitment	83.00	500.00
6253 · Furniture/Equip.	136.74	5,000.00
6256 · Room & Board Supplies	274.23	3,000.00
6258 · Food & Supplies	1,402.19	15,000.00
6270 · Dues/Fees/Licenses/Subscrip.	120.00	1,150.00
6280 · Van Gasoline	56.75	700.00
6289 · Pet Expense	40.98	700.00
6330 · Rent Expense	0.00	27.00
6331 · Fundraiser Expense		
6331.1 · Golf Expense	-312.63	
6331.2 · WyoGives	78.00	
6331 · Fundraiser Expense - Other	0.00	600.00
Total 6331 · Fundraiser Expense	-234.63	600.00
Total Expense	108,969.22	504,735.00
Net Ordinary Income	-10,842.90	-4,139.00
Net Income	-10,842.90	-4,139.00

Arts & Culture Board of Trustees: August 27, 2025

Board Members

Chair: Jenna Rose

Vice Chair: Richard Burk

Secretary: Shea Burke

Betsy Varland

Michele Carter

Baylea Senger

Sharon Tuckey

City Staff: Clara Chaffin

Meeting Called To Order at 5:30 pm

Attendees

- **Board:** Michele, Shea, Jenna, Betsy, Sharon, Baylea,
- **Absent Board:** Richard
- **City:** None
- **Guests:** None

Introductions

None

Approval of Agenda

- **Motion:** Michele
- **Second:** Betsy
- **Discussion:** None
- **Vote:** 6 Yay/ 0 Nay, # 1 of members absent

Approval of Previous Meeting Minutes

- **Motion:** Shea
- **Second:** Sharon
- **Discussion:** None
- **Vote:** 6 Yay/ 0 Nay, # 1 of members absent

Financial Report

Expected expenditures were clarified

Discussion Bullet Points

A. Project Updates and Project Action Items

a. Metal Creatures -

- a. Baylea stated that the project will go faster once the tools have been upgraded.
 1. Concept is hard for the kids so it might take a little longer.
 2. One girl has a bass fish so far

b. Paint by number mural

- a. Oktoberfest two murals – Signs and another mural (possibly a yellow brick road).

1. Currently working through logistics.
2. Both will be paint by number murals.
- b. The Octoberfest mural will be below the railroad museum sign.
- c. Another mural for Octoberfest will be an Antelope Mural on a 4x8 plywood.
 1. Need acrylic paint, bright and vivid paints - 8 oz bottle, primer, paintbrushes.
- c. Bridge art**
 - a. Michele mentioned that moving those funds to Children's art education would better suited for these funds due to the logistics of WYDOT and Wyoming Arts Council feedback.
- d. Children's art education**
 - a. Octoberfest Library Event we sponsored and purchased art supplies for it.
 - b. Michele presented a draft of the project support grant to the board.
 1. Discussion:
 - a. Put stipulations the grant such as only paying for supplies and not overhead or indirect costs.
 - b. Up to \$200 or negotiable at the time of the grant request.
 - c. Put examples on there like ideas of projects (window murals, etc.).
 - d. Request should be for project materials.
- e. Electric box wraps**
 - a. Baylea talked to Emily Jensen and clarified that we do have to get approval from the electric companies. We would then give the art to a company, and they make the wrap. Emily suggested a company out of Cheyenne called PBR Printing.
 - b. Next step would be to reach out to electrical companies
 1. Shea will talk to John Harbarger about getting contact for electrical boxes.

B. Old Business

- a. No discussion.

C. New Business

- a. Windphone
 1. Ron Casalinda gave us an idea to create a Windphone and he would donate back to the Arts & Culture Board
 2. Thought about putting it on Veterans Walk
 - a. Possibly a military theme
- b. Holiday Store Front Decorating
 1. Need sponsor ideas for the lighting contest.
 2. Open to any ideas to add to mingle and jingle (December 5-7).
 3. September 9 – 1:00 at College Inn is the mingle and jingle meeting if anyone would like to join.
 4. Thoughts of Arts & Culture Board to judge the storefronts.
 5. Boys & Girls Club as possible window decorating.

- c. Photo show – Jen Goodwin has been doing it for many years and asking for help and support. Jen wanted to see if the arts & culture board could facilitate all the big events such as the library event and photo show.
 - 1. Thoughts about a digital show
 - 2. Combined that with the art show at the library
- d. Scarf Knitting
 - 1. The Railroad Museum/Visitor Center will be working with the Jackalope City Spinners to create a scarf for the Jackalope.
- e. Facebook page
 - 1. Jenna will reach out to Devon at the City.

D. Other

- a. Mural on the building at 100 N. 3rd Street.
 - 1. The wall needs to be fixed and the mural that is currently there will come down.
 - 2. Discussion about getting a picture of the mural and selling postcards/posters.
 - 3. The mayor was hoping to give the artist a chance to redo a mural at the same location.

Next Meeting Date: September 25, 2025, at 5:30pm City Hall

Adjourn:

- **Motion:**
- **Second:**
- **Discussion: None**
- **Vote: Yay/ 0 Nay, # of members absent**

Meeting Adjourned at 6:52 pm

**CONVERSE COUNTY TOURISM PROMOTION BOARD
REGULAR MEETING**

Board members: Jane Garber (6/2026, At Large) (1st full term)
J.D. Cox (6/2026, Douglas) (1st full term)
Candace Benedetta (11/2025, Glenrock) (partial)
Jenn Anderson (6/2027, Douglas) (1st full term)
Victor LeGloahec (6/2025, County) (1st full term)
Vicki Widiker (6/2025, County) (1st full term)
John Rabun (6/2027, Douglas) (1st full term)
(6/2026, Glenrock) (partial)
Kris Mitchell (6/2027, County) (1st full term)

Date: August 26, 2025

Attendance Sheet:

Board Members

Jane Garber
Candace Benedetta
Victor LeGloahec
J.D. Cox
Jenn Anderson
Kris Mitchell
Vicki Widiker, zoom

Guests

Cathy Feezer-Jones, CCTPB Administrator
Anna McClure – CCTPB Administrative Assistant
Courtney Hinds – Wyoming State Fair
Kota Provence – Wyoming State Fair
Jarred Robles – Wyoming State Fair
Jen Womack – Sagebrush Marketing
Glenn Gardner – Wyoming State Tourism, zoom
Kim Martin – Elevate Glenrock
Sean Gowing – Elevate Glenrock
Jen Goodwin – Enterprise/Main Street
Morryah McCurdy – Enterprise
Jennifer Clowers – Laramie Peak Human
Gina Kron
Kathy Patceg – Glenrock Main Street
Cheryl Feedback
Eber Rodriguez – Douglas Main Street

Call to order: Victor LeGloahec called the meeting to order @ 5:30 p.m. and noted that a quorum was present. **Location:** Glenrock Town Square, Glenrock

Previous Month's Minutes: Minutes from July 8, 2025 and July 22, 2025 meetings presented. Motion to approve the minutes as presented was made by Jane Garber, seconded by Candace Benedetta. The motion carries.

Financial Report: Invoices paid in the amount of **\$41,124.63**. Motion to approve the financial report was made by Jane Garber, seconded by Jenn Anderson. The motion carries.
A motion for treasurer Candace Benedetta to present the unpaid bills report in the monthly financial report was made by JD Cox, seconded by Jenn Anderson. The motion carries.

Grants:

- **Main Street Douglas requested \$540 for Fire On Main Street Chili Cook Off, November 22, 2025.**
A motion to approve the grant request was made by Candace Benedetta, seconded by Jane Garber. The motion carries.

- **The Enterprise requested \$1,000 for Christmas at the Depot, December 7-8, 2025.** A motion to approve the grant request was made by JD Cox, seconded by Kris Mitchell. The motion carries, Jenn Anderson abstained from the vote.
- **The Enterprise requested \$1,275 for Cowboy Christmas, November 21-22, 2025.** A motion to approve the grant request was made by JD Cox, seconded by Kris Mitchell. The motion carries, Jenn Anderson abstained from the vote.
- **Elevate Glenrock requested \$1,575 for Wild West Fall Fest, September 27, 2025.** A motion to approve the grant request was made by JD Cox, seconded by Candace Benedetta. The motion carries.
- **Main Street Glenrock requested \$1,000 for Glenrock Christmas Shoppe, November 28 – December 24, 2025.** A motion to approve the grant request was made by Jane Garber, seconded by JD Cox. The motion carries, Candace Benedetta abstained from the vote.
- **Laramie Peak Humane Society requested \$405.59 for Paws & Pearls, December 6, 2025 and Paws & Claws, November 22, 2025.** A motion to approve the grant request was made by Candace Benedetta, seconded by Jane Garber. The motion carries.
- **Main Street Douglas requested \$640 for Mingle & Jingle, December 5-7, 2025.** A motion to approve the grant request was made by Candace Benedetta, seconded by Jane Garber. The motion carries.
- **The Enterprise – Morryah McCurdy presented a proposal for an Annual Service Agreement for the Douglas Railroad Museum and Visitor Center, between The Enterprise and the Converse County Tourism and Promotion Board.** Discussion ensued. The CCTPB is requesting the budget depict more of a 50/50 partnership for the two entities. Jane Garber made a motion to table the request at this time, until a revised budget is presented by The Enterprise. Motion seconded by Kris Mitchell. The motion carries, JD Cox recorded a no vote, Jenn Anderson abstained from the vote.

State Fair Report:

- Courtney Hinds, WSF discussed the 2025 Wyoming State Fair and told the board attendance numbers are being gathered and will be shared with the CCTPB at the next meeting.
- Kota Provence, WSF discussed the 2025 Wyoming State Fair marketing campaign and thanked the CCTPB for the continued support with marketing efforts.
- Jarred Robles, WSF discussed the placement of Jack and Hare'etta at gate 3 entrance and renderings will be brought to the CCTPB.

Other Reports:

- Kim Martin, Glenrock Main Street, shared that Glenrock will be a host city for the 2026 National Civics Bee.
- Candace Benedetta shared that Douglas will host the Wyoming Republican Convention on April 23, 2026.
- Jane Garber shared a letter with the board. Please see the letter attached to the meeting minutes.
- Jenn Anderson, Douglas Rail Road Museum/Visitor Center, gave a report of the activity in the last month.

Sagebrush Marketing Report:

- Jen Womack reported on the marketing direction and road side billboard signage that will be replaced.

Administrator Report:

- Cathy Feezer-Jones, Administrator attended a regional meeting with other Wyoming counties. She has been in contact with a group from Germany that is planning a trip to Converse County.

Old Business:

- No old business presented.

New Business:

- Victor LeGloahec gave a report of the August 19th meeting with The Enterprise to go over invoices that The Enterprise had submitted to the CCTPB. A quorum was present, no action was taken.

Public Comments: No public comment.

Next Meetings:

September 23, 2025 White Wolf in Douglas at 5:30pm.

October 28, 2025 LaBonte in Douglas at 5:30pm.

November 25, 2025 Dave Johnston Power Plant in Glenrock at 5:30pm

Adjournment: There being no further business, the meeting was adjourned at 7:50 pm.

Submitted to file by: Kris Mitchell, Secretary.

August 25, 2025

Converse County Tourism Promotion Board

Dear Fellow Board Members,

As we begin a new year of work together, I would like to bring a few important matters to everyone's attention:

1. Meeting Attendance & Minutes

If a board member is unable to attend a meeting, it is that individual's responsibility to review the minutes afterward. Questions should be directed to fellow board members for clarification. It is not productive or respectful of others' time to revisit business that has already been discussed and approved.

2. By-Laws & Responsibilities

Please take time to read and understand our bylaws and complete the Department of Audit's test. Much thought has gone into defining the role this board should play in our community, including what projects should and should not be funded. We must remain mindful that our only source of revenue is the lodging tax—not county or municipal funds. Additionally, while we value our partnership with the Wyoming Office of Tourism, the Converse County Tourism Promotion Board is a local entity with its own duties and responsibilities. A clear understanding of these guidelines will help prevent misunderstandings about how lodging tax funds may be used.

I also want to point out that the Budget Committee did not receive a funding request from the Enterprise before the end of the fiscal year. With no request submitted, there was nothing for us to consider. How would we know a request amount or how the dollars would be spent? Saying that the committee "defunded" the Visitors Center is inaccurate. Attached is the accusation, via a drawing, Cathy Jones and I received unexpectedly during a meeting called by the City of Douglas. As you will see, there were several misconceptions presented. If anything, this points to an ongoing imbalance of support within the County that we must continue to address thoughtfully.

As board members responsible for managing lodging tax dollars, I don't think any of us want to approve expenditures to the visitor's center or any other entities without a well-written and professional proposal in hand. The team at the Enterprise is responsible for submitting that proposal to this volunteer board.

Finally, I want to share an observation from my time on this Board and from attending tourism conferences: successful marketing does not come from copying what others are doing. Converse County is unique in every way—our history, landscapes, attractions, and communities all set us apart. Our strength lies in highlighting those distinctive attributes and pairing them with the culture and character that make this a place worth visiting. We have an opportunity to "ride our

own horse,” telling Converse County’s story in a way that is true to who we are and compelling to travelers making their way across the Cowboy State.

I respectfully submit this statement to the Secretary of the Converse County Tourism Promotion Board for the record.

Sincerely,

Jane Garber



EVENTS



- Guided Bird Walk
Oct 14, 530P
Douglas Library
- Behind the Scenes of WY State Fair
Oct 16, 545P
WY State Fairgrounds
- Haunted History Walking Tours
Oct 16, 7P
Douglas Railroad Museum
- Adult DIY: Needle Felting
Oct 21, 6P
Douglas Library
- Nightmare at the Museum
Oct 24, 7P
Railroad Museum



More information available at:
<https://www.seewhatconversecando.com/calendar/>
<https://douglas.brighttravel.com/events>

All Events Are Subject
To Change

