



*City Council Meeting
Agenda Packet*

April 3, 2018

7 p.m.

City Council Meeting Agenda

April 3, 2018 7 p.m.



- 1. Pledge of Allegiance
- 2. Roll Call
- p. 5 3. Approval of Minutes: City Council Meeting of March 20, 2018 and the Special City Council Meeting of March 21, 2018

BID OPENINGS

- p. 17 1. 2018 Overlay Project

PRESENTATIONS AND PROCLAMATIONS

- 1. Plaque presentation for K-9 Akina's retirement
- p. 19 2. Proclamation—National Library Week
- p. 20 3. Proclamation—Sexual Assault Awareness Month

PUBLIC HEARINGS

- p. 22 1. Public hearing on an application to consider amending Chapter 13 (Zoning) of the Ordinances of the City of Rock Springs to add B-2 Zone District as eligible for gravel or ground asphalt paving surface for excess parking spaces, auxiliary driveways and equipment storage areas subject to conditional use permit approval (Ordinance 2018-06)
- p. 23 2. Public hearing on an application submitted by Daniel Pedri to consider amending Chapter 13 (Zoning) of the Ordinances of the City of Rock Springs in the R-E Zone District to reduce the minimum separation distance between a residence and animals from 100 ft to 30 (Ordinance 2018-07)
- p. 24 3. Public hearing on the City of Rock Springs' intent to vacate a public right-of-way of the Hillside Addition in the City of Rock Springs (Resolution 2018-51)
- p. 25 4. Public hearing on an application from Square State Brewing, P.C., for a new microbrewery license for Square State Brewing, to be located at 422 S. Main Street, Rock Springs, WY (New Business #9)

PETITIONS

COUNCIL COMMITTEE AND BOARD REPORTS

- p. 28 1. Rock Springs Historical Museum Board Meeting Minutes of January 17, 2018, and February 14, 2018

CORRESPONDENCE

- p. 37 1. Sweetwater County District Board of Health Meeting Agenda for March 28, 2018

BILLS AND CLAIMS

- p. 39 1. Bills and Claims for April 3, 2018
- p. 56 2. Salaries for March 22, 2018

NEW BUSINESS

- p. 58 1. Request from the Department of Engineering & Operations for permission to bid the 2018 Weed Mitigation Project

- p. 59 2. Request from the Fire Department for permission to apply for three grants through the FY 2018 Wyoming State Office of Homeland Security Preparedness Grant Program
- p. 60 3. Request from the Finance Department for permission to fill a City Clerk Administrative Assistant position
- p. 61 4. Request from the Rock Springs Main Street/URA for temporary street closure of South Main Street and the North Front Street parking strip on June 16, 2018, from 7 a.m. – 5 p.m., for the Rods and Rails Car Show
- p. 62 5. Request from The Hitching Post for a liquor catering permit for the Zanation/Andrews Wedding on April 7, 2018, from 5 p.m. – midnight at the Bunning Freight Station (Green River City Council has approved the transfer of their license)
- p. 68 6. Request from Black Rock, Inc. for a liquor catering permit for the Dusel Wedding on May 26, 2018, from noon to midnight at 543 Broadway
- p. 71 7. Request from the KD Foundation for Sweetwater County Juvenile Diabetics to close S. Main Street on May 12, 2018, from 10 a.m. to 2 p.m. for the Annual Color Rush/Walk-a-Thon
- p. 72 8. Request from Lews, Inc. for a liquor catering permit for the Marsh/Garrison Wedding Reception on August 18, 2018, from 2 p.m. - midnight at the SCM Parish Center
- 9. Request from Square State Brewing, P.C. for approval of a new microbrewery license for Square State Brewing, to be located at 422 S. Main Street, Rock Springs, WY

RESOLUTIONS

- p. 76 1. 2018-48 A Resolution accepting and approving a proposal from McGee, Hearne & Paiz, LLP, to audit financial records for the fiscal year ending June 30, 2018
- p. 85 2. 2018-49 A Resolution to vacate and transfer by Quitclaim Deed a parcel of land located in the Hillside Addition to the City of Rock Springs
- p. 92 3. 2018-50 A Resolution accepting and approving a Memorandum of Understanding between the City of Rock Springs, Wyoming, and the Layos & Layos Limited Partnership
- p. 96 4. 2018-51 A Resolution accepting and approving a contract with Fremont Motors in the amount of \$44,476.00 for a vehicle for the Rock Springs Housing Authority
- p. 98 5. 2018-52 A Resolution accepting and approving a Ballfield Concession Stand Agreement with Linda Herbin, dba Jerry's Concession, at the P.J. Wataha Recreation Area
- p. 105 6. 2018-53 A Resolution accepting and approving a Concession Stand Rental Agreement with the Rock Springs Little League Baseball at Kiwanis Park

ORDINANCES

- p. 111 1. 2018-04 *2nd Reading:* An Ordinance amending Section 1-604(c) of the Ordinances of the City of Rock Springs entitled "Adopting the Personnel Policies and Procedures Relating to City of Rock Springs Employees" and adopting revised Personnel Policies
- p. 172 2. 2018-05 *2nd Reading:* An Ordinance creating Article 3-544 of the Ordinances of the City of Rock Springs, Wyoming, "Prohibited Sale of Commercially Bred Dogs, Cats, and Rabbits in Pet Stores, Retail Businesses, and Other Commercial Establishments"
- p. 174 3. 2018-06 *1st Reading:* An Ordinance amending Article 13-8 of the Ordinances of the City of Rock Springs, Wyoming, entitled "Zone District Regulations"
- p. 183 4. 2018-07 *1st Reading:* An Ordinance amending Article 13-8 of the Ordinances of the City of Rock springs, Wyoming, entitled "Zone District Regulations"

ADJOURNMENT



City Council Agenda

Minutes

City of Rock Springs)
County of Sweetwater)
State of Wyoming)

City Council met in regular session on March 20, 2018. Mayor Demshar called the meeting to order at 7 p.m. Members present included Councilors Rose Mosbey, Billy Shalata, Jason Armstrong, David Halter, Rob Zotti, David Tate, Tim Savage, and Glennise Wendorf. Department Heads present included Richard Beckwith, Steve Horton, Jim Wamsley, Paul Kauchich, Dave Lansang, Kara Beech, and Matt McBurnett. Police Commander Matt Keslar was also present. A flag ceremony and the pledge of allegiance were led by Boy Scout Troop 4 members.

Approval of Minutes

Moved by Councilor Mosbey, seconded by Councilor Halter to approve the City Council Meeting minutes of March 6, 2018, and the Special City Council Meeting Minutes of March 12, 2018. Motion carried unanimously.

BID OPENINGS

Vehicle for the Rock Springs Housing Authority

Contractor	Address	Bid Amount
1. Fremont Motors	1900 Foothill Blvd. Rock Springs, WY 82901	\$44,476.00
2. First Choice Ford	1264 Dewar Drive Rock Springs, WY 82901	\$43,620.72

APPOINTMENTS

Rock Springs Transportation Committee

Moved by Councilor Mosbey, seconded by Councilor Wendorf to appoint Ryan Schmidt to a 2nd term on the Rock Springs Transportation Committee. Upon roll call the following voted in favor: Councilors Armstrong, Savage, Mosbey, Shalata, Tate, Wendorf, Zotti, and Halter. Motion carried unanimously.

PRESENTATIONS AND PROCLAMATIONS

Boy Scout Troop 4 Eagle Scout Project

J.T. Larsen, the recent recipient of the Boy Scout's Eagle Project of the Year for Council Award, described his project and thanked all those who mentored and helped him along the way. He refurbished the three trailers that the Rotary Club uses to store flags that are used on holidays to line the streets. He is a member of Boy Scout Troop 4, which began in 1938.

Sweetwater Climb Wyoming

Program Director Brittany Gray explained the Climb Wyoming program that is intended to help low income single mothers. The program provides training and job placement into positions that provide higher wages and opportunity for graduates to better their life situations.

Faith Trujillo, a recent graduate of Climb Wyoming stated that she received training as a CNA. She is now employed at Aspen Medical Center where she is learning additional skills that will increase her income and ability to provide for herself and her daughter. She stated that prior to that she worked as a waitress for \$2/hr and was on food stamps and Medicaid.

PUBLIC HEARINGS

Public hearing with the Rock Springs Housing Authority for the purpose of discussing the Rock Springs Housing Authority's Annual Plan

No comments were received.

PETITIONS

Michael Boren voiced his concerns regarding proposed Ordinance 2018-05. While he felt the ordinance was well intended, it would hurt local businesses.

Animal Control Supervisor, Mike Kiggins, stated that he drafted the ordinance because in the past there was a problem with some pet stores buying and selling dogs from puppy mills. The animals were sick and local veterinarians were complaining. He did not want to see that happen again.

Councilors Zotti and Armstrong agreed that more restrictions should not be placed on businesses by telling them where they can buy their animals.

Councilor Savage stated that the ordinance attempts to keep diseased, genetically inferior animals from coming to the city. Reputable breeders can still operate and sell their animals privately.

Councilor Zotti stated he did not see any economic benefit from the ordinance. Laws do not stop behavior; education does.

Mayor Demshar stated that there are three meetings to discuss the ordinance. The governing body's job is to listen and digest all the input received and then decide whether the ordinance is necessary.

Councilor Armstrong stated that he was concerned the ordinance would have unintended consequences.

Holly Brokaw voiced her opposition to the Ordinance. She felt breeders were being singled out.

Darren Johnson, U.M.W.A. #4893 Labor Representative, stated that in proposed Ordinance 2018-04, there are a number of concerns regarding the proposed changes to the city's Personnel Policies and Procedures, especially as they may conflict with labor contracts. He requested a workshop with the governing body to discuss and clarify the proposed changes. This would help prevent misinformation from being disseminated to the employees.

Councilor Zotti stated that it has been a long time since the policies were entirely reviewed and many laws have changed. He stated that there was no intent to take away the Union's rights or to harm anyone.

Mayor Demshar agreed that a workshop was a good idea. It would give everyone the chance to voice their concerns to the governing body.

OFFICER AND STAFF REPORTS

Health Insurance Fund Recap—February 2018; Financial Report Summary—February 2018; Animal Control Report—February 2018; Rock Springs Renewal Fund Financial Statements—January 2018

Moved by Councilor Tate, seconded by Councilor Shalata to approve the reports and place them on file. Motion carried unanimously.

COUNCIL COMMITTEE AND BOARD REPORTS

Mayor Demshar acknowledged the receipt of the Main Street Board Meeting Minutes of February 7, 2018; the Parks and Recreation Advisory Board Meeting Minutes of January 11, 2018; and the Parks and Recreation Advisory Board Meeting Minutes of February 8, 2018.

Councilor Wendorf stated that this year's City-wide Cleanup will take place on Saturday, May 19. She asked everyone to save the date. More information to follow.

Moved by Councilor Halter, seconded by Councilor Tate to approve the Council Committee and Board Reports and place them on file. Motion carried unanimously.

BILLS AND CLAIMS

Bills and Claims for March 20, 2018

Blue Cross Blue Shield	Administration	70,153.54
Blue Cross Blue Shield	Administration	70,746.48
WY Dept. of Revenue & Tax	Vendor compensation credit	2.87
ABC Carpet Care	Cleaning	232.01
Able Equipment Company	Motor	500.40
Ace Hardware	Supplies	1,156.79
Advanced Tele Systems	Maintenance	40.00
Airgas Intermountain	Rentals	419.44
All American Sports	Equipment	105.00
All West Communications	Cable	257.14
Alldata	Maintenance	1,500.00
Alliance Physical Therapy, Inc.	Physical	175.00
Alpine Pure Bottled Water	Water/cooler	44.00
AlSCO-American Linen	Uniforms/mats	733.32
American Red Cross	Certifications	99.00
Amerigas	Propane	135.37
Auto Parts Unlimited	Parts	1,066.59
Autozone	Parts	1,161.57
Babcock Laboratories, Inc.	Testing	225.00
Bennett Paint and Glass	Supplies	553.56
Bob's Plumbing	Repairs	348.00
Boot Barn, Inc.	Boots	140.24
Batty, Brandon	Utility refund	73.11
Poulter, Bryan	Utility refund	13.46
C.E.M. Aquatics	Filter	689.72
Casey, Steve	Reimbursement	142.63
Castle Cleaning	Cleaning	150.00
CDW Government	Parts	119.40
Center Street Service	Tow charge	85.00
Century Equipment Company, Inc.	Parts	89.20
Centurylink	Telephone	1,655.09
City Auto	Parts	1,760.54
CJ Signs	Shirts	130.00
Codale Electric Supply, Inc.	Lighting	3,241.60
Control Temperature Specialists	Motor	420.64
Copier & Supply Co., Inc.	Supplies/maintenance	1,073.67
Creative Culture Insignia, LLC	Badges	385.25
Cristanelli, Jason	Reimbursement	192.97
Dell	Computers	5,814.09
Desert View Animal Hospital	Services	238.93
DJ's Glass Plus	Repairs	50.00
Dominion Energy	Utilities	16,630.77
DS Construction Remodeling, Inc.	Utility refund	25.00
DXP Enterprises	Repairs	91.77
Egov Strategies	Maintenance	2,597.00
Energy Laboratories, Inc.	Testing	674.00
Energy Management	Services	2,611.17
Equifax Credit Information Services	Membership	80.00
Martin, Evelyn	Utility refund	65.98
Fastenal Company	Hardware	322.91
First Advantage LNS Screening Sol.	Fingerprints	122.65
First Choice Ford	Visor	108.88
Fischer Skis US, LLC	Merchandise	2,506.48
Fletcher, Ian	Compliance checks	280.00
Foot Joy	Merchandise	2,748.34
Gear for Sports	Merchandise	3,009.31
Globe Electric	Lighting	3,770.00
Grainger, Inc.	Parts	1,228.32
Green River Basin FCU	Utility refund	14.43
Haden Construction	Utility refund	14.30
Harris, Tiffany	Reimbursement	8.88

Harris Enterprise Resource Planning	HR implementation	812.50
High Security Lock & Alarm	Monitoring	1,825.00
Homax Oil Sales, Inc.	Fuel	16,116.22
Home Depot Credit Services	Supplies	5,462.43
Hose & Rubber Supply	Parts	214.94
Howard Supply Co., LLC	Parts	622.64
Hunter Family Medical Clinic	Physical	873.02
J. Wilcox Sales Company	Heat exchanger	7,635.32
Tatum, Jace	Utility refund	19.53
Jackson Ultima Skates, Inc.	Merchandise	612.16
JC Golf Accessories	Merchandise	330.00
Wangsgard, Jeff	Utility refund	45.98
JM Electrical Services	Repairs	195.02
Montz, John	Utility refund	37.93
Joint Powers Telecom Board	Internet	2,280.00
Joint Powers Water Board	Water usage	148,387.89
Kaman Industrial Technologies	Parts	1,156.37
Hays, Kate	Utility refund	41.84
Kiefer Aquatic	Merchandise	362.29
Killam Gas Burner, Co.	Parts	2,426.00
L.N. Curtis & Sons	Parts	1,020.60
Life Assist, Inc.	Medical supplies	333.24
Longhorn Construction, Inc.	Contract	156,566.39
Macy's Truck Repair, Inc.	Parts	1,252.76
Mainline Construction	Utility refund	8.54
Thompson, Mark	Utility refund	50.98
Mathis, Kelly	Reimbursement	125.12
Model Signs	Signs	26.00
Monsen Engineering, LLC	Maintenance	1,474.00
Morcon Specialty, Inc.	Parts	272.71
Mountaineer Animal Clinic	Services	2,024.32
Mountainland Supply Company	Parts	162.47
MRI Software, LLC	Invoice correction	1,193.03
Murdochs Ranch & Home	Supplies	102.95
My Educational Resources, Inc.	Training	264.00
Neopost USA, Inc.	Meter rental	55.00
Northern Title	Utility refund	68.28
Northern Tool & Equipment	Parts	170.75
Nu-Life Auto Glass, LLC	Glass	472.50
O'Reilly Auto Parts	Parts/supplies	1,326.07
One Call of Wyoming	Tickets	74.25
Orkin Exterminating	Services	469.26
Pacific Steel & Recycling	Metals	422.88
Payment Remittance Center	Expenses	3,471.95
Performance Overhead Door, Inc.	Maintenance	335.98
Fleming, Peter	Utility refund	58.28
Pineda, Bobby	Alternate Judge	150.00
Ping, Inc.	Merchandise	2,920.86
Porter Lee Corporation	Maintenance	1,389.00
Rapid 7, LLC	Renewal	7,685.32
Rapid Fire, Inc.	Inspections	1,360.00
Paley, Ray	Utility refund	57.71
Respond First Aid Systems	Supplies	217.52
Ringside, Fightgear, Combat Sports Intl	Equipment	401.93
RMT Equipment	Parts	2,734.37
Harmon, Robert	Utility refund	196.68
Rock Springs High School	Advertising	180.00
Rock Springs IV Center	Supplies	393.72
Rock Springs Newspapers	Advertising	4,494.02
Rock Springs Pet Hospital, LLC	Services	549.00
Rock Springs Renewal Fund	Reimbursements	683.98

Rock Springs Winnelson Co.	Parts	10,637.24
Rocky Mountain Power	Utilities	148,870.91
Rocky Mountain Survey, Inc.	Services	2,867.50
Rocky Mountain Climate Control	Repairs	178.00
Ron's Ace Rental & Equipment Sales	Equipment	2,991.51
RSNB Bank	Supplies	100.00
S & S Worldwide	Supplies	376.86
Safety Supply & Sign Co.	Supplies	9,688.74
Adams, Samuel	Utility refund	85.98
Wilde, Samuel	Utility refund	23.03
Sims, Shane	Utility refund	56.63
Sherwin Williams	Paint	327.95
SHI International Corp.	License	601.60
Skaggs Companies, Inc.	Uniforms	132.00
Skaggs Public Safety Uniforms	Uniforms	65.00
Skips Tire	Services	65.00
Smyth Printing, Inc.	Supplies	1,006.07
Solarwinds	Maintenance	156.00
Solorider	Golf car	10,650.00
Sportsman's Warehouse	Equipment	296.97
SST Testing +, Inc.	Testing	480.00
Stanard & Associates, Inc.	Test materials	772.50
Tominic, Stanley	Utility refund	48.19
Staples Advantage	Supplies	863.98
State Fire DC Specialties	Services	944.50
Stotz Equipment	Parts	750.44
Sun Mountain Sports	Merchandise	2,866.12
Sweetwater County Health Dept.	Testing	2,925.00
Sweetwater County School District #1	Printing	81.48
Sweetwater County Sheriff's Office	Prisoner boarding	1,955.00
Sweetwater Now LLC	Advertising	300.00
Sweetwater Plumbing & Heating LLC	Parts	370.80
Symbolarts, Inc.	Plaque	85.00
Taylor Made Golf Co., Inc.	Merchandise	14,575.43
Tegeler & Associates	Insurance premiums	636.00
Tek2sport, Inc.	Merchandise	6,312.43
Ten Point Sales	Equipment	1,207.48
The UPS Store	Stamps	50.00
Thomson Reuters	Publications	2,609.03
Tire Den, Inc.	Tires	3,746.40
Titleist	Merchandise	10,503.39
Transformations Face Painting, LLC	Decorations	175.00
Turf Equipment and Irrigation	Parts	1,701.99
Union Pacific Railroad	Lease	5,627.54
UPS	Shipping	179.74
Varley Mercantile LLC	Books	75.00
Verbero Sports, Inc.	Merchandise	1,794.81
Volvik USA, Inc.	Merchandise	672.03
Watchguard Video	Body camera	474.00
Whisler Chevrolet	Parts	119.13
Willdan Lighting & Electric, Inc.	Sign	106.06
Wireless Advanced Comm., Inc.	Arbitrators	13,542.00
WY Assoc. of Sheriffs & Chiefs	Membership	500.00
Wyoming Machinery	Parts	6,494.91
Wyoming Trial Lawyers	Registration	269.00
Wyoming Waste Systems	Services	5,161.72
Wyoming Work Warehouse	Boots	140.39
Wyoming.com	DSL	75.95
	Total	\$865,981.97

Report Checks for March 7, 2018

AFLAC Insurance New Group	Employee premiums	6,248.32
Sun Life Assurance Co.	Employee premiums	1,769.20
Equitable Life	Employee deferred	137.50
ICMA Retirement Corp	Employee deferred	2,954.10
Great-West Life & Annuity	Employee deferred	7,537.50
Great-West Life & Annuity	Post tax	240.00
Nationwide Retirement Solutions	Employee deferred	370.00
Waddell & Reed Financial Services	Employee deferred	925.00
Wyoming Child Support Enforcement	Child support payments	3,570.00
RS Firefighter Assn #1499	Employee dues	2,142.40
Sweetwater County Circuit Court	Employee garnishments	319.90
RS City Treasurer	Employee BCBS reimburse	62,240.96
Flexshare-BCBS	Employee BCBS flexshare	6,794.99
496 & 872 NCPERS Group Life	Group life employee deduct	848.00
RS Police Protective Assoc.	Employee dues	555.00
UMWA/OAW Local #4893	Employee dues	1,841.28
UMWA/OAW Local #4894	Employee annual assessment	560.00
United Way of SW Wyoming	Employee deductions	827.08
Waddell & Reed Financial Services	Section 529 plan	825.00
Wyoming Retirement System	Fire benefit city/employee	45,867.63
Wyoming Workers Compensation	Employee benefits	46,888.94
Wyoming Workers Compensation	Work restitution workers	109.11
Wyoming Retirement System	Employee benefits	101,874.95
Wyoming Retirement System	Law enforcement	43,195.06
Sweetwater Federal Credit Union	Employee deductions	3,050.00
Internal Revenue Service	Electronic fund transfer	91,504.59
	Total	\$433,196.51

Moved by Councilor Wendorf, seconded by Councilor Armstrong to approve the bills and claims for March 20, 2018. Motion carried unanimously.

Salaries for March 7, 2018: \$532,006.76

Moved by Councilor Wendorf, seconded by Councilor Mosbey to approve the salaries for March 7, 2018. Motion carried unanimously.

NEW BUSINESS

Request from the Department of Engineering & Operations for permission to bid a new VAC truck for the Water Reclamation Facility

Moved by Councilor Mosbey, seconded by Councilor Savage to approve the request. Motion carried unanimously.

Request from Lews, Inc. for a liquor catering permit for the Hardin/Mackie Wedding on May 26, 2018, from 2 p.m. – midnight at the Bunning Freight Station

Moved by Councilor Tate, seconded by Councilor Wendorf to approve the request. Motion carried unanimously.

Request from Santa Fe Trail for a liquor catering permit for the UW Alumni Banquet on April 20, 2018, from 5:30 – 8:30 p.m. at the Sweetwater Events Complex

Moved by Councilor Shalata, seconded by Councilor Wendorf to approve the request. Motion carried unanimously.

Request from Santa Fe Trail for a liquor catering permit for the Kiya and TJ Wedding on August 11, 2018, from 4 p.m. – midnight at the Bunning Freight Station

Moved by Councilor Tate, seconded by Councilor Wendorf to approve the request. Motion carried unanimously.

Request from the Ponderosa Bar, Inc. for a liquor catering permit for the Ducks Unlimited on April 7, 2018, from 4 p.m. – midnight at the Sweetwater Events Complex (already approved by the Green River City Council)

Moved by Councilor Wendorf, seconded by Councilor Mosbey to approve the request. Motion carried unanimously.

RESOLUTIONS

Resolution 2018-37 A RESOLUTION AUTHORIZING AND APPROVING A REQUEST FROM THE ROCK SPRINGS HOUSING AUTHORITY TO ADD A SEASONAL LABORER POSITION, was read by title.

Moved by Councilor Savage, seconded by Councilor Mosbey to approve Resolution 2018-37. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Zotti, Armstrong, Tate, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-38 A RESOLUTION ACCEPTING AND APPROVING PUBLIC HOUSING AUTHORITY (PHA) PLANS, AND AUTHORIZING CARL R. DEMSHAR, JR., IN HIS CAPACITY AS CHAIRMAN OF THE ROCK SPRINGS HOUSING BOARD TO EXECUTE CERTIFICATIONS OF COMPLIANCE WITH THE PHA PLAN, was read by title.

Moved by Councilor Mosbey, seconded by Councilor Wendorf to approve Resolution 2018-38. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Zotti, Tate, Armstrong, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-39 A RESOLUTION ACCEPTING AND APPROVING A 2018-2019 FARMERS MARKET PROMOTION GRANT APPLICATION BETWEEN THE WYOMING BUSINESS COUNCIL AND THE CITY OF ROCK SPRINGS, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, TO EXECUTE SAID GRANT APPLICATION ON BEHALF OF THE CITY, was read by title.

Moved by Councilor Wendorf, seconded by Councilor Shalata to approve Resolution 2018-39. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Zotti, Tate, Armstrong, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-40 A RESOLUTION ACCEPTING AND APPROVING A CONTRACT FOR SALE OF REAL PROPERTY LOCATED AT 538 PILOT BUTTE AVENUE TO JAMCO RENTALS, LLC, OWNED BY STEVEN JOHNSON AND HILLARY JOHNSON, HUSBAND AND WIFE, AND AUTHORIZING CARL R. DEMSHAR, AS MAYOR OF THE CITY OF ROCK SPRINGS TO EXECUTE SAID CONTRACT ON BEHALF OF THE CITY OF ROCK SPRINGS, was read by title.

Moved by Councilor Tate, seconded by Councilor Mosbey to approve Resolution 2018-40. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Zotti, Armstrong, Tate, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-41 A RESOLUTION ACCEPTING AND APPROVING AN AGREEMENT BETWEEN THE CITY OF ROCK SPRINGS AND ROCK SPRINGS MAIN STREET/URBAN RENEWAL AGENCY, AND ABLE HANDS, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR, AND MATTHEW L. MCBURNETT, AS CITY CLERK, TO EXECUTE SAID AGREEMENT ON BEHALF OF THE CITY OF ROCK SPRINGS, was read by title.

Moved by Councilor Armstrong, seconded by Councilor Tate to approve Resolution 2018-41. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Zotti, Tate, Armstrong, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-42 A RESOLUTION DECLARING THE INTENTION OF THE MAYOR AND COUNCIL OF THE CITY OF ROCK SPRINGS, WYOMING, TO VACATE A PORTION OF THE PUBLIC RIGHT-OF-WAY OF THE HILLSIDE ADDITION TO THE CITY OF ROCK SPRINGS, SWEETWATER COUNTY, WYOMING, was read by title.

Moved by Councilor Wendorf, seconded by Councilor Mosbey to approve Resolution 2018-42. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Zotti, Tate, Armstrong, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-43 A RESOLUTION GRANTING A CORRECTIVE EASEMENT TO QUESTAR GAS COMPANY, A CORPORATION OF THE STATE OF UTAH, DBA DOMINION ENERGY WYOMING AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, WYOMING, TO EXECUTE SAID CORRECTIVE EASEMENT ON BEHALF OF SAID CITY, was read by title.

Moved by Councilor Tate, seconded by Councilor Wendorf to approve Resolution 2018-43. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Zotti, Armstrong, Tate, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-44 A RESOLUTION ACCEPTING AND APPROVING A QUESTICA BUDGET AGREEMENT WITH QUESTICA, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, TO EXECUTE SAID AGREEMENT ON BEHALF OF THE CITY, was read by title.

Moved by Councilor Mosbey, seconded by Councilor Tate to approve Resolution 2018-44. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Zotti, Armstrong, Tate, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-45 A RESOLUTION ACCEPTING AND APPROVING TWO CONTRACTS WITH F.H. BLACK & COMPANY INCORPORATED FOR THE PURCHASE AND IMPLEMENTATION OF CASEWARE ACCOUNTING SOFTWARE FOR THE CITY OF ROCK SPRINGS, AND AUTHORIZING CARL DEMSHAR, AS MAYOR OF THE CITY OF ROCK SPRINGS, TO EXECUTE SAID CONTRACTS ON BEHALF OF SAID CITY, was read by title.

Moved by Councilor Zotti, seconded by Councilor Halter to approve Resolution 2018-45. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Zotti, Armstrong, Tate, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-46 A RESOLUTION ACCEPTING AND APPROVING AN ENGAGEMENT LETTER AND BUSINESS ASSOCIATE AGREEMENT BETWEEN GABRIEL, ROEDER, SMITH & COMPANY, AND THE CITY OF ROCK SPRINGS, WYOMING, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, TO EXECUTE SAID ENGAGEMENT LETTER AND BUSINESS ASSOCIATE AGREEMENT ON BEHALF OF THE CITY OF ROCK SPRINGS, was read by title.

Moved by Councilor Armstrong, seconded by Councilor Mosbey to approve Resolution 2018-46. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Zotti, Tate, Armstrong, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-47 A RESOLUTION ACCEPTING AND APPROVING A CHANGE REQUEST FROM POINT & PAY, LLC, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, TO EXECUTE SAID CHANGE REQUEST ON BEHALF OF THE CITY, was read by title.

Moved by Councilor Halter, seconded by Councilor Tate to approve Resolution 2018-47. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Zotti, Armstrong, Tate, and Mayor Demshar. Motion carried unanimously.

ORDINANCES

Ordinance 2018-04 AN ORDINANCE AMENDING SECTION 1-604(c) OF THE ORDINANCE OF THE CITY OF ROCK SPRINGS ENTITLED "ADOPTING THE PERSONNEL POLICIES AND PROCEDURES RELATING TO CITY OF ROCK

SPRINGS EMPLOYEES” AND ADOPTING REVISED PERSONNEL POLICIES, was read by title on first reading.

Ordinance 2018-05 AN ORDINANCE CREATING ARTICLE 3-544 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, “PROHIBITED SALE OF COMMERCIALY BRED DOGS, CATS, AND RABBITS IN PET STORES, RETAIL BUSINESSES, AND OTHER COMMERCIAL ESTABLISHMENTS,” was read by title on first reading.

Councilor Armstrong proposed an amendment that would remove the wording “*or other domesticated breed of animal*” from Article 3-544(a).

Moved by Councilor Shalata, seconded by Councilor Zotti to approve the proposed amendment by Councilor Armstrong. Upon roll call the following voted in favor: Councilors Armstrong, Savage, Mosbey, Shalata, Tate, Wendorf, Zotti, Halter, and Mayor Demshar. Motion carried unanimously.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:33 p.m.

By: _____
Council President

ATTEST:

City Clerk

Mayor

City of Rock Springs)
County of Sweetwater)
State of Wyoming)

City Council met in special session on March 21, 2018. Mayor Carl Demshar called the meeting to order at 5:30 p.m. Members present included Councilors Rob Zotti, Glennise Wendorf, Rose Mosbey, Jason Armstrong, David Halter, Tim Savage, David Tate. Councilor Billy Shalata joined the meeting at 6:30 p.m. Department heads present included Jim Wamsley, Paul Kauchich, Steve Horton, Kara Beech, Dave Lansang, and Matt McBurnett. The negotiating team members from I.A.F.F. Local #1499 were present: Dominic Erramouspe, Seth Lancaster, Steven Kourbelas, and Luke Geffre. The pledge of allegiance was recited.

OLD BUSINESS

Collective bargaining between the city of Rock Springs and the Rock Springs Fire Fighters IAFF Local 1499 to construct a Collective Labor Agreement for the term of July 1, 2018, through June 30, 2020

Mayor Demshar suggested going through the IAFF's proposals, one at a time, and determining whether the governing body was willing to accept it. Dom Erramouspe agreed and also asked that they address the city's proposal regarding health insurance deductibles.

IAFF Proposals

Proposal #1: Updates the term of the contract to July 1, 2018 through June 30, 2020. It was the consensus of the governing body to agree to Proposal #1.

Proposal #2: Remove quantity restriction on clothing items provided—replace worn or damaged clothing as necessary. After discussion and determining that there were checks and balances in place to ensure that replacements were warranted, it was the consensus of the governing body to agree to Proposal #2.

Proposal #3: Physicals and Drug Testing—change B.A.C. limit from 0.05 to 0.04 to coincide with DOT regulations. It was the consensus of the governing body to agree to Proposal #3.

Proposal #4: Vacation scheduling—change number of picks to coincide with accrual rates. It was the consensus of the governing body to agree to Proposal #4.

Proposal #5: Allow vacation time use in blocks less than 24-hour increments. It was the consensus of the governing body to agree to Proposal #5.

Proposal #6: Continue employee discounts for recreation passes and golf passes for retiring firefighters with 20 years of service, qualified medical disability retirement, reduction in force, etc. It was noted that a similar benefit is already in the UMW contract and has been given to other employees as well. It was the consensus of the governing body to agree to Proposal #6 if it coincided with the current benefit given to other employees:

Upon retirement from City service, a retiree is eligible for a lifetime single membership to the Civic Center, Recreation Center, and White Mountain Golf Course at no charge, if the following criteria are met:

- a. eligible for full retirement benefits under the Wyoming Retirement System, or;
- b. sixty-two (62) years of age or older at time of retirement
- c. retired employee is responsible for initiating the benefit.

Proposal #7: Increase compensatory time limit accrual from 240 hours to 480 hours. The governing body stated that this would present an increased cost to the city. It was pointed out that in the UMW's contract negotiations no increase in limit was allowed. It was the consensus of the governing body to hold the accrued compensatory time limit to 240 hours.

Proposal #8: Convert certification pay for Fire and EMS from flat dollar amount to a percentage of top firefighter pay. There was lengthy discussion regarding this proposal. Dom Erramouspe stated that the certification pay has not increased since the 1980's. The intention of this proposal is to hold the value of the certification pay over time. It was the consensus of the governing body to table Proposal #8 until the next meeting.

Mayor Demshar stated that the governing body will address Proposal #9 concerning compensation and wages at the next meeting.

City of Rock Springs Proposal

Proposal #2: Health Insurance—Remove deductibles of \$500 per person per calendar year, and \$1,000 maximum aggregate deductible per calendar year from the contract. Dom Erramouspe stated that the firefighters would like to gather more information to determine the potential impact. They requested information regarding the types of contracts they have and how many are hitting the aggregate deductibles. Matt McBurnett stated that the firefighters' representative on the health insurance committee would be able to give them that information. Kara Beech stated that limiting the deductibles takes away the city's ability to look at other alternatives to the current plan that could be beneficial to both the city and the employees. It was also noted that these deductible amounts have remained the same for many years and very few plans even offer them anymore.

The next meeting for negotiations was set for April 4, 2018, at 5:30 p.m.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:10 p.m.

By: _____
Council President

ATTEST:

City Clerk

Mayor



City Council Agenda

Bid Openings

A. CALL FOR BIDS:

CALL FOR BIDS:

Notice is hereby given that the City of Rock Springs, Wyoming, does hereby call for bids for a general contract to consist of:

Asphalt overlay and other miscellaneous work on City streets

Specifications are on file at the Mayor's Office, 212 'D' Street, Rock Springs, Wyoming 82901.

Sealed bids will be received until **5:00 pm on Tuesday, the 3rd day of April, 2018**. All bids shall be filed with the City Clerk, City Hall, Rock Springs, Wyoming.

A certified check or bid bond in the sum of five percent (5%) of the amount of any bid must be filed with said bid to be forfeited to the City of Rock Springs as liquidated damages if the bidder is awarded the contract and fails to enter into a contract with the City of Rock Springs within ten (10) days after notification of award.

All bids shall be opened by the City Council at **7:00 pm on the 3rd day of April, 2018**, and the contract, if awarded, shall be awarded to the bidder who in the opinion of the City Council is the lowest and the most responsible bidder for the supply of the item(s) required in the bid proposal, subject to the resident bidder preference described below.

In accordance with Section 16-6-105, Wyoming Statutes, 1977 Rep. Ed., the contract shall be let to the most responsible resident bidder making the lowest bid if such resident's bid is not more than five percent (5%) higher than that of the lowest most responsible non-resident bidder.

All bids shall be marked on the exterior:

BID: 2018 Overlay Project

CONTRACTOR: _____
(NAME & ADDRESS)

The City Council shall have the power to reject any and all bids or waive any informality in same. No bidder shall be allowed to withdraw his bid for a period of thirty (30) days or until the successful bidder has entered into a contract with the City of Rock Springs, Wyoming, Carl Demshar, Mayor.

PUBLISH: March 23rd and 28th, 2018



City Council Agenda

Presentations and Proclamations



**Office of the Mayor
Rock Springs, Wyoming**

Proclamation

WHEREAS, libraries are not just about what they have for people, but what they do for and with people; and

WHEREAS, libraries have long served as trusted and treasured institutions, and library workers and librarians fuel efforts to better their communities, campuses and schools; and

WHEREAS, librarians are leaders in their institutions and organizations, in their communities, in the nation and in the world; and

WHEREAS, librarians continue to lead the way in leveling the playing field for all who seek information and access to technologies; and

WHEREAS, libraries and librarians look beyond their traditional roles and provide transformative opportunities for education, employment, entrepreneurship, empowerment and engagement, as well new services that connect closely with patrons' needs; and

WHEREAS, libraries and librarians lead their communities in innovation, providing STEAM programming, Makerspaces and access and training for new technologies; and

WHEREAS, libraries are pioneers supporting democracy and effecting social change, with a commitment to providing equitable access to information for all library users regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status; and

WHEREAS, libraries lead in working with diverse communities, including people of color, immigrants and people with disabilities, offering services and educational resources that transform communities, open minds and promote inclusion and diversity; and

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

Now, Therefore, Be it Resolved, that I, Carl R. Demshar, Jr., Mayor of the City of Rock Springs, do hereby declare the week of **April 8 – 14, 2018** to be

NATIONAL LIBRARY WEEK

in the City of Rock Springs, Wyoming, and encourage all residents to visit the library this week and explore what's new at your library, and engage with your librarian. Because of you and our library leaders, Libraries Transform.



**In witness whereof I have hereunto set my hand
and caused the seal of this city to be affixed.**

Mayor _____

Date _____



**Office of the Mayor
Rock Springs, Wyoming**

Proclamation

WHEREAS, the City of Rock Springs recognizes the importance of designating a time devoted to increasing the general public's awareness of sexual assault and support of agencies providing services to victims of sexual assault; and

WHEREAS, volunteers and service providers in our community are working to provide a continuum of care and services to sexual assault survivors through 24-hour hotlines, counseling, support groups, advocacy, medical care and education; and

WHEREAS, the YWCA Center for Families and Children promotes sexual assault prevention by offering educational presentations to schools, churches and civic organizations as well as professional training and collaboration with medical, mental health, law enforcement, educators, and criminal justice personnel regarding sexual assault issues; and

WHEREAS, the YWCA Center for Families and Children requests public support and assistance as we hold forth a vision of a community free from sexual violence.

Now, Therefore, Be it Resolved, that I, Carl R. Demshar, Jr., Mayor of the City of Rock Springs, do hereby declare the month of **April 2018** to be

SEXUAL ASSAULT AWARENESS MONTH

in the City of Rock Springs, Wyoming, and commend the observance of all citizens, by urging each to learn what can be done to combat sexual violence, and offer prevention measures and support and services to survivors. Teal bracelets will be available throughout the community to wear in support of awareness of sexual assault during the month of April and the **Sexual Assault Awareness Run/Walk in partnership with local law enforcement is April 28, 9:00 a.m. at Expedition Island in Green River, Wyoming.**



**In witness whereof I have hereunto set my hand
and caused the seal of this city to be affixed.**

Mayor _____

Date _____



City Council Agenda

Public Hearings

PUBLIC HEARING NOTICE

TAKE NOTICE that the Rock Springs City Council will hold a public hearing in the Rock Springs City Hall Council Chambers at 7:00 p.m., April 3, 2018, where all interested parties will have the opportunity to appear and be heard regarding the following:

An application to consider amending Chapter 13 (ZONING) of the Ordinances of the City of Rock Springs to add B-2 Zone District as eligible for gravel or ground asphalt paving surface for excess parking spaces, auxiliary driveways and equipment storage areas subject to Conditional Use Permit approval from the Zoning Administrator.

The following section is proposed for amendment:

Section 13-815.1.(2)(l) second paragraph

The Planning and Zoning Commission held a Public Hearing on this application on March 14, 2018, and recommended that Mr. Keller's application be amended to add B-2 Zone District as eligible for gravel or ground asphalt paving surface for excess parking spaces, auxiliary driveways and equipment storage areas subject to Conditional Use Permit approval from the Planning and Commission.

You may view a copy of the proposed amendments at the Rock Springs Planning Department Office, 212 'D' Street, Rock Springs, Wyoming or on the City's website at: www.rswy.net.

Dated this 17th day of March, 2018

Stephen Horton, Secretary
Planning and Zoning Commission

Publish: March 17, 2018
Bill To: City of Rock Springs

PUBLIC HEARING NOTICE

TAKE NOTICE that the Rock Springs City Council will hold a public hearing in the Rock Springs City Hall Council Chambers at 7:00 p.m., April 3, 2018, where all interested parties will have the opportunity to appear and be heard regarding the following:

An application submitted by Daniel Pedri to consider amending Chapter 13 (ZONING) of the Ordinances of the City of Rock Springs in the R-E Zone District to reduce the minimum separation distance between a residence and animals from 100 ft to 50 ft

The following section is proposed for amendment:

Section 13-801 D.(1)(g) Residential Zoning Districts, Horses in an R-E District, Separation

The Planning and Zoning Commission held a Public Hearing on this application on February 14, 2018, and recommended that Mr. Pedri's application be amended and that in the R-E Zone District to reduce the minimum separation distance between a residence and animals from 100 ft to 30 ft.

You may view a copy of the proposed amendments at the Rock Springs Planning Department Office, 212 'D' Street, Rock Springs, Wyoming or on the City's website at: www.rswy.net.

Dated this 17th day of March, 2018

Stephen Horton, Secretary
Planning & Zoning Commission

Publish: March 17, 2018
Bill To: City of Rock Springs

PUBLIC NOTICE

TAKE NOTICE that on the 20th day of March, 2018, the City Council of the City of Rock Springs, Sweetwater County, Wyoming, adopted Resolution No. 2018-42, expressing its intention to vacate certain property situated in the Hillside Addition to the City of Rock Springs, Sweetwater County, Wyoming, being particularly described as follows:

A parcel of land situate in the Northwest Quarter of the Southwest Quarter of Section 35 (NWSW 35), Resurvey Township 19 North, Range 105 West of the 6th P.M., Sweetwater County, Wyoming and being a portion of McKeehan Avenue right-of-way as dedicated by the Hillside Addition to the City of Rock Springs, the official plat thereof being recorded in the Book of Plats on Page 35 in the Office of the Sweetwater County Clerk, said parcel being more particularly described as follows:

Beginning at the most southerly corner of Block 13 in said Hillside Addition;

Thence on the southeasterly boundary of said Block 13 - N 30° 34' E for a distance of 160.0 feet to the most easterly corner thereof;

Thence on the southwesterly boundary of the Smith Street right-of-way as dedicated by said Hillside Addition plat - S 59° 26' E for a distance of 50.0 feet to the most northerly corner of Block 14 in said Hillside Addition;

Thence on the northwesterly boundary of said Block 14 - S 30° 34' W for a distance of 150.0 feet to the most westerly corner thereof;

Thence N 70°44'36" W for a distance of 50.99 feet, more or less to the point of beginning.

Said parcel contains an area of 7,750.0 SqFt or 0.178 Acres, more or less.

The above-described parcel will be divided and shall be assigned to all lots or parcels adjacent to the area being vacated in equal proportions as required by law.

On April 3, 2018, at 7:00 p.m., at the City Council Chambers at the City Hall of said City, a public hearing will be held respecting the vacation of said public right-of-way of the Hillside Addition in the City of Rock Springs, Sweetwater County, Wyoming.

All protests, remonstrances, and objections to the proposed vacation must be filed with the City Clerk of the City of Rock Springs, Wyoming, in writing, at least twenty four (24) hours prior to the time set for the said hearing; and no protest, remonstrance or objection will be considered by the Mayor and Council of the City of Rock Springs, Wyoming, unless so filed in writing within said time.

Dated this 21st day of March, 2018.

Matthew L. McBurnett
City Clerk

Publish: March 23, 2018

NOTICE OF APPLICATION FOR NEW MICROBREWERY LICENSE

Notice is hereby given that on the 16th day of January, 2018, Square State Brewing, P.C., filed an application for a new microbrewery license in the office of the City Clerk of the City of Rock Springs for the following described premises: RS OT Block 8 Lot 21 & 22, PTE 8.5' of Lot 22; 422 S Main Street, Rock Springs, Wyoming, 82901.

If approved, the trade name of the business is Square State Brewing.

Protests, if any there be, against the approval of said license, which will become effective April 4, 2018, will be heard at the hour of 7 p.m. on the 3rd day of April, 2018, in the City Council Chambers, City Hall Building, 212 D Street, Rock Springs, Wyoming.

Dated: March 1, 2018

Matthew L. McBurnett
City Clerk

Publication dates: March 21 & 28, 2018



City Council Agenda

Petitions



City Council Agenda

Council Committee and Board Reports

**Rock Springs Historical Museum Board
Meeting Minutes
Wednesday January 17th, 2018 5:30 P.M.
Rock Springs Historical Museum
201 B. Street
Rock Springs, WY. 82901
(307) 362-3138**

Amended with corrections from meeting of February 14th, 2018 and presented to the RSHM Board on March 14th, 2018 for approval by Board.

Board Members:

Present:

Liz Strannigan, Sharon Gray, Joe Barbuto, Jon Harwood, Lynne Shalata, Mandy Camphouse, Gregory Hasman

Absent: -none-

Others Present:

Angela Cable - member of the general public, Jennifer Messer - Museum Coordinator, Rose Mosbey - City Council Liaison

Proceedings:

Meeting called to order at 5:31 pm

Introductions:

New RSHM Board Members - Jon Harwood and Gregory Hasman have filled the two open positions of the RSHM Board left vacant by Angela Thatcher and R.J. Piper.

Jon has managed the local library for six years and currently works at the WWCC for the past five years. Gregory has involvement with many historical societies and involvement with historical programs. He currently works at the Rocket Miner as a Staff Reporter. Both gentlemen will be an asset to the Board with their experiences and historical knowledge.

Correspondence:

None

Treasurer's Report:

Jennifer informed us that there is \$1,288.78 in board projects, \$3,069.91 in prior fiscal year donations and \$978 in donations.

Council Liaison's Report:

Council approved job description for part-time exhibit technician. Mayor Carl Demshar, Glenise Wendorff, and Rose Mosbey are a part of the hiring committee.

Rock Springs Historical Museum Board
Meeting Minutes
Wednesday January 17th, 2018 5:30 P.M.
Rock Springs Historical Museum
201 B. Street
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Museum Report:

Museum is under URA/Main Street Manager – Chad Banks. The position of URA/Main Street Manager is under the direct supervision of the Mayor. The board mixer that was held at the Museum during the month of January introduced the URA, Broadway Theater and RSHM Boards to one another. Members of all Boards were introduced. The mixer was a success. Rose pointed out that the Board Mixer was aimed at sharing volunteer resources.

There were many tours through the RSHM in January included the Boy Scouts, McKinnon school, RSHS, and Harrison Elementary School from Green River.

Jennifer met with WWCC Historical Society President Katherine Wegner and with Sweetwater County Museum Director - Brie Blasi. Opportunities are being considered for collaboration between the two entities.

RSHM needs volunteers. Jennifer reviewing rules/policies and deciding how to train the volunteers. Volunteers would work desks, tours, displays. A training booklet was suggested by Liz Strannigan.

Old Business:

Revisit by-laws:

Jennifer would like to put together a committee to review the By-Laws. By-laws have been digitized by Mandy and sent to Jennifer.

Liz will deliver her files to the museum. Meeting minutes from previous years need to be sent to the City – Office of Laurie James for public records.

Past perfect for cataloging is working well. Jennifer feels that an upgrade or new program is not needed at this time.

The Penny Smasher vendor will take off \$800 of the price of the machine if the order is placed soon. It will cost approximately \$3,050. Chad ensures that the machine can be purchased through the URA 501 c3 – non-profit status. If the machine is paid for from this, the money that is generated through the use of the machine would go back into the fund for the board to use.

Mandy moved for the approval of the expenditure of no more than \$3,500 to purchase a penny smasher machine. Lynne Shalata seconded the motion. Motion passed 4-3.

Rock Springs Historical Museum Board
Meeting Minutes
Wednesday January 17th, 2018 5:30 P.M.
Rock Springs Historical Museum
201 B. Street
Rock Springs, WY. 82901
(307) 362-3138

New Business:

New officer elections:

Lynne Shalata nominated Liz Strannigan for Board President. Joe Barbuto moved to elect Liz by acclamation. The motion was seconded by Gregory Hasman and was passed unanimously. Sharon Gray moved to nominate herself for Vice-President. Liz moved to elect Sharon by acclamation. Joe seconded the motion, and it passed unanimously. Joe moved to nominate Mandy Camphouse to continue in the office of Secretary. Lynne Shalata moved to nominate herself for Secretary. Mandy requested that a show of hands vote be initiated. Lynne won the election. Joe moved to nominate Jon Harwood for Treasurer. Liz seconded. Liz moved to elect Jon by acclamation. Mandy seconded the motion and the motion passed unanimously.

Policy Recommendations:

Liz suggested that more review needs to be done prior to establishing a policy for events to be held at the RSHM building. Rose said a policy does exist for the other City buildings that hold events. Matt McBurnett – City Clerk, suggested to Rose that the Museum has always done what they wanted. Liz suggested we table for a future meeting, possibly the March Meeting or other future meetings of the Board.

Announcements:

Actor's Mission Mardi Gras Fundraiser on Saturday, February 10, 2018, is looking for donations for giveaways.

WWCC Historical Society having a roundtable Saturday, February 17, 2018 at Coal Train Café at 11am and a discussion on the trial of Tom Horn on Thursday, February 22, 2018.

February 21, 2018 is the 55th anniversary of Search and Rescue. Museum will be creating an exhibit display.

The 150th anniversary of the Transcontinental Railroad will be up and coming this summer. Steam train from Cheyenne Children's Museum will also be arriving in Rock Springs to the Museum sometime in March. Jennifer will keep in touch with the organizer of for planning. RSHM has several model trains for display. Other events will be in the works for the future.

Liz mentioned that the City is setting up displays in the old Kelly's Shoe's building. What can be displayed? Jennifer said that there are concerns about photography being harmed by the sun. Liz asked about displays at the airport. Jennifer reported that the RSHM has a display there at the BLM office and the White Mountain Library. Gregory suggested a Lincoln Highway tour in Sweetwater County.

**Rock Springs Historical Museum Board
Meeting Minutes
Wednesday January 17th, 2018 5:30 P.M.
Rock Springs Historical Museum
201 B. Street
Rock Springs, WY. 82901
(307) 362-3138**

Gregory convinced the national group to come to our county in 2019. Need to collaborate with county museum for this event. Jennifer said we will start checking into that.

The RSHM Board will be holding an informal workshop on Saturday, February 3rd, 2018, at 210 B Street -10 am for discussing suggestions, ideas and other pertinent information for the Museum. Joe will bring donuts and Mandy will have coffee ready.

Next formal meeting of the RSHM Board will be held on Wednesday, February 14, 2018.

Adjournment:

Meeting adjourned at 6:56pm.

Meeting minutes submitted by Mandy Camphouse – Secretary for the RSHM Board.

Amended for March meeting by Lynne Shalata – newly elected Secretary for the RSHM Board

Rock Springs Historical Museum Board

City of Rock Springs – Meeting Minutes – Wednesday, February 14th, 2018

R.S. Historical Museum, 201 B Street, RS, WY 82901 – 307-362-3138

Board Members Present:

Sharon Gray, Gregory Hasman, Lynne Shalata, Jon Harwood, Liz Strannigan

Board Members Absent:

Joe Barbuto and Mandy Camphouse

Others Present:

Rose Mosbey – City Council Liaison and Jennifer Messer – RSHM Coordinator

Proceedings:

Meeting called to order at 5:25 PM

Approval of Minutes:

Reviewed Minutes of Wednesday, January 17th, 2018 - Corrections needed to be made – spelling and grammar errors – Lynne moved to accept corrections to be made and Gregory seconded.

Introductions:

None with the exception that the original January meeting minutes made no mention of Gregory Hasman being a new Board Member and his background. This was amended in the minutes.

Correspondence:

Jennifer said that Job Interviews were held Wednesday, February 7th, 2018, for the position of Museum Exhibit Technician. Janice Brown was selected for the job. Thank-you notes were sent out to those who obtained interviews. (There were five interviewees in total.)

Treasurer's Report:

Jon noted that there is \$1,288.75 left in this Fiscal Year of the City Budget for the Museum. New Fiscal Year will begin July 1st 2018. The Penny Smasher unit took all the donation monies in budget to date. Penny Smasher was allotted \$3,500.00 by the Board but the cost actually was around \$3,050.00 total including shipping.

More monies from donations will be coming in and Jennifer stated that at the moment, there is \$10.00 so far. Jon made a statement that the cookies from the Christmas Parade had not been billed to us by Wendy, as of yet.

City Council Liaison's Report:

Rose mentioned that the job description for the Museum Exhibit Technician had been approved by the Hiring Committee of the City.

Conversation by Rose regarding the old Senior Center and problems with basement flooding. City was going to look into having it torn down. Possibility of area contractors being interested in purchasing the building for their own usage. Rose just made mention of this as it pertains to the URA Main Street Program and the building is City owned.

Museum Report:

Jennifer noted that there were a few school tour visits to the RSHM - McKinnon School, Boy Scouts and others.

Also, in the area of collections, Charley Love from WWCC - photography, slides. some artifacts and other odds and ends being donated to Museum.

Talk about updating computer program Past Perfect not necessary at this time.

Liz brought up the date of February 24th, 2018, the request from Jennifer to have volunteers from the Board come to the RSHM to assist staff – cancelled. Jennifer stated that something has come up on the date of February 24th.

Noted by Jennifer, Janice Brown will be emailing sign-up sheets for volunteers to work when needed at the RSHM with dates and events. This will keep from having too many volunteers standing around not being needed. Do not wish to waste anyone's time especially if it is on a Saturday. She is trying to achieve more structure and orderliness with volunteering.

Jennifer talked of her position and the many, many things that needed to be done, items cataloged and categorized, moving and changing exhibits that have not been changed in a long time. Needing new displays.

Liz mentioned a particular display case and she was unaware of where they were located in the Museum donated from Lou Ben Bakery or Fred's Breads, old establishments from years past. Jennifer said it was more than likely downstairs in one of the display rooms. Liz said she would go downstairs and look around for them.

Jennifer made note that there were many meetings in the last month she attended. She was a judge for a children's artwork display at the County Fine Arts Center. Liz asked how this event concerned the RSHM and Jennifer noted that it was in affiliation with Chad and the Arts Council.

Chad is pooling together three City boards for volunteers for future endeavors.

Sharon and Jennifer brought up the Kelly's Shoe Store band musical instrument display and how nice it looks in our downtown area, and possibility of using Kelly's window for a display of Rock Springs school related items.

Jennifer said that the local Travel and Tourism Board will be coming to the RSHM around March 17th.

A mention from Jennifer regarding the annual City Surplus Items Auction and the items that the Museum had to donate, were none. Most of the things were broken and not of any value thus gotten rid of or to be gotten rid of.

Old Business:

The By-Laws were brought up by Lynne and Liz and were reviewed. There are still a few amendments to be made and there is some wording that Liz thought needed to be changed or struck out. This concerning the wording of electronic voting. Lynne stated that we could put the words "only in an emergency" within the sentence. The discussion was around voting through emails only when deemed a necessity as emails are a written account of votes, whereas if there is voting done by telephone there is not a record of the votes. This was tabled until the next meeting. Lynne is typing up revisions of the By-Laws which will be in the third reading at the March 2018 meeting.

Another paragraph in the By-Laws need changed regarding who the Museum Staff answer to within the City. It is as per Chad Banks, "under the direction of the URA Main Street Manager who is under the direction of the Mayor",

March meeting will review the By-Laws to continue honing the wording for final copy to go to City Hall for Resolution and approval by the R.S. City Council.

Sharon brought up thanking the Anadarko workers that came to the museum to help get rid of some broken furniture and other items long due to go to the dump. There were seven workers and five trucks. The men, including Sharon's husband Dave, were very nice and worked hard. They worked on the stables, moving and cleaning up as they went along and were delightful workers. Their help was wonderfully appreciated.

Liz brought up the fact that there is another event going on with the County in correlation with Night Before Prohibition Party at the Museum for a fund raiser. Will have to cancel that idea out and need to come up with another fund-raising event idea for the future.

Jennifer made reference to the delivery date of the Penny Smasher that was purchased. The date of receiving the unit is to be sometime in March but will be soon as per her conversations with the Company. Currently no plans for a party to introduce the Penny Smasher. Was going to be on March 17th, 2018, St. Patrick's Day with the theme of Luck of the Irish and bring your other 55 Rock Springs nationality friends.

There was talk among Board Members concerning taking the Penny Smasher unit out to the County Fair for usage but there is too much in the way of liability and if the 200-pound unit was damaged it would be expensive to fix or replace.

It was noted by Liz that she is still working on the records of the RSHM Board minutes, agenda and other pertinent information still to be taken to City Hall for public records. Liz has boxes of information from the past. Needed records are from 2011 to present. Jennifer said that she was still working on that with Janice as Janice. Janice has many of these records saved on her computer. Jennifer and Janice were going from current to past records - 2017 back. She said that as she goes along, she is forwarding these records electronically to Laurie Hood James at City Hall.

Liz would need someone to come to her home for the boxes of information to be taken to City Hall. Lynne told Liz that she could probably get her husband and his truck to do this when the time comes.

New Business:

Sharon mentioned that the first week of May 2018, there will be a Law Enforcement Memorial from Washington, D.C., on display in Rock Springs. Perhaps the Museum could do something in relation to this event.

A suggestion was made to dress up in western clothing for Cheyenne Frontier Days week during July.

Jennifer talked about the other up and coming events for Board involvement.

Mention was made pertaining to a Military Appreciation meeting that Jennifer attended. The Military Appreciation Day event will be held April 19th and 20th, 2018 in Rock Springs.

As mentioned before, sign up sheets for these events will be sent out by Janice. The Halloween Stroll and the Christmas Parade in downtown, included in events for the future.

Other Board Projects for the year, as written by Jennifer on the bottom of the meeting agenda sheet was Train Day - June 16th, and wanting volunteers to man a Museum booth to promote the Museum for International Day event at Bunning park on Saturday, July 14th.

Nearing the end of this meeting Jennifer explained to the Board, the process of cataloging and photographing items, and the long process involved in the cataloging of donated items. It is very detailed, challenging and time-consuming work. To train an individual to catalog would be difficult as it is such a drawn-out process. There was no consistency in the past. There are many, many items still in need of being cataloged and put where they can be made accessible to RSHM Staff for display purposes. Rooms in the RSHM building are cluttered with donated items. The storage rooms could be better utilized for displays.

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Sharon made the remark that RSHM Staff could use a laptop to photograph and catalog items as staff moved around the building to the items. Jennifer stated that unfortunately the IT Department of the City is not able to connect WIFI to the Museum as it is not permitted due to the age of the building. No one is allowed to punch holes in walls for cords and lines to be installed.

Announcements:

None

Adjournment:

Meeting adjourned at 6:24 pm.

Meeting minutes taken and submitted by Lynne Ann Shalata



City Council Agenda

Correspondence

SWEETWATER COUNTY DISTRICT BOARD OF HEALTH

333 Broadway, Suite 110
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115 E. Flaming Gorge Way
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Agenda
March 28, 2018
7:15 AM

1. Declare a quorum
2. Approval of Agenda (A)
3. Approval of Minutes (A)
4. Approval of Vouchers – February and March (A)
5. Adopting pay scales (A)
6. Copy machines (A)
7. Director expenditure approval amount (A)
8. Sign resolution for Rules and Regulations (A)
9. Budget approval for 2019 (A)
10. Reports: Director
CHO
Environmental Health
PHRC
11. Public Comment
12. Executive session - personnel

Next BOH Meeting –April 25, 2018

- (A) Indicates board action required
(I) Indicates information agenda items



City Council Agenda

Bills and Claims

**City of Rock Springs
Open Item Listing**

Run Date: 03/29/2018 User: sandy_mcjunkin

Status: POSTED Due Date: 04/03/2018
Bank Account: RSNB Bank-Health Insurance Checking
Invoice Type: All Created By: All

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 22557 : FLEXSHARE BENEFITS	March2018	118-003735	18-002688	04/03/2018	1	Administration of FlexShare Benefits - March 2018	113-18-1801-403135 \$	387.00
GRAND TOTAL :								\$ 387.00

**City of Rock Springs
Open Item Listing**

Run Date: 03/27/2018 User: sandy_mojunkin

Status: POSTED Due Date: 03/28/2018
Bank Account: RSNB Bank-General Fund Checking
Invoice Type: All Created By: All

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 22618 : PAYMENT REMITTANCE CENTER	8714-Feb2018	I18-003773	18-002749	03/28/2018	1	Travel Expenses - Hotel Charges	110-12-1201-405801	\$ 309.64
	0999-Feb2018	I18-003774	18-002749	03/28/2018	1	Meal Tickets - L. East to Emmitsburg, MD for Nat'l Emergency Training Center -	110-12-1205-405801	\$ 342.35
	0999-Feb2018	I18-003774	18-002749	03/28/2018	2	Webinar Training - Foundations for Function: Movement by Design	110-12-1205-403210	\$ 237.76
	0999-Feb2018	I18-003774	18-002749	03/28/2018	3	Travel Expenses - Hotel Reservation - T. Colbert - Saratoga, WY - EMS Leaders Summit - 5/17/18 to 5/19/18	110-12-1205-405801	\$ 353.00
	9011-Feb2018	I18-003775	18-002749	03/28/2018	1	Travel Expenses - C. Banks to Cheyenne, WY for Wyo Main Street Leadership Meeting from 2/12/2018 to 2/13/2018	110-11-1106-405801	\$ 130.73
GRAND TOTAL :								\$ 1,373.48

City of Rock Springs Open Item Listing

Run Date: 03/29/2018 User: sandy_mcjunkin

Status: POSTED Due Date: 04/03/2018
Bank Account: RSNB Bank-General Fund Checking
Invoice Type: All Created By: All

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 23808 : ABI WINTERHAWK RECOVERY LLC	HAP-April2018	118-003776	18-002752	04/03/2018	1	HAWORTH APRIL HAP	295-35-3508-404010	\$ 308.00
	HAP-April2018	118-003776	18-002752	04/03/2018	2	SHAW APRIL HAP	295-35-3508-404010	\$ 329.00
	HAP-April2018	118-003776	18-002752	04/03/2018	3	ORTEGA APRIL HAP	295-35-3508-404010	\$ 479.00
[VENDOR] 5 : ALLIED GLASS SERVICE	1508	118-003860	18-002627	04/03/2018	1	install safety glass stairwell	110-14-1402-407202	\$ 1,181.00
	1498	118-003861	18-002660	04/03/2018	1	replacement windshield fr cushion	110-14-1402-406120	\$ 124.00
[VENDOR] 19825 : ANIMAL CARE EQUIP & SERVICES, LLC	60130	118-003777	18-002773	04/03/2018	1	42" Super Grip Snake Tongs	110-12-1202-406130	\$ 99.50
	60130	118-003777	18-002773	04/03/2018	2	Humanic Cat Castle Carrier Disposable cardboard cat carriers to reduce the amount of Animal Control's carriers that are loaned out and not returned.	110-12-1202-406130	\$ 195.00
	60130	118-003777	18-002773	04/03/2018	3	Shipping and Handling	110-12-1202-406130	\$ 88.87
[VENDOR] 24324 : APPARATUS EQUIPMENT & SERVICE INC.	12857	118-003736	18-002224	04/03/2018	1	RAE Electrochemical Sensor O2	110-12-1204-406103	\$ 629.98
[VENDOR] 24493 : ASCENTIA REAL ESTATE HOLDING COMPANY, LLC	HAP-April2018	118-003778	18-002723	04/03/2018	1	EVANS APRIL HAP VASH	295-35-3508-404009	\$ 136.00
[VENDOR] 23217 : BARCLAY	032018	118-003779	18-002583	04/03/2018	1	Annual Asbestos refresher class	150-33-3302-403210	\$ 2,025.00
[VENDOR] 24461 : BAXTER'S FRAME WORKS & BADGE FRAME, INC.	36863	118-003780	18-002758	04/03/2018	1	Retirement Plaque for Akina	110-12-1201-406130	\$ 120.00
	36863	118-003780	18-002758	04/03/2018	2	Shipping	110-12-1201-406101	\$ 26.12
[VENDOR] 20200 : BEACON ATHLETICS	0486791-IN	118-003862	18-002649	04/03/2018	1	ball field supplies	110-14-1402-406130	\$ 1,444.12
[VENDOR] 24446 : BEST VALUE RENTALS, LLC	HAP-April2018	118-003781	18-002717	04/03/2018	1	VELASQUEZ APRIL HAP	295-35-3508-404010	\$ 739.00
[VENDOR] 24003 : BINGHAM	UtilReimb-April2018	118-003782	18-002736	04/03/2018	1	APRIL URP	250-00-0000-115000	\$ 38.00
[VENDOR] 21385 : BOTTOM LINE MARKETING	18060	118-003783	18-002700	04/03/2018	1	full color static cling decals	110-11-1106-406130	\$ 410.03
	18060	118-003783	18-002700	04/03/2018	2	Shipping	110-11-1106-406130	\$ 26.31
	18064	118-003784	18-002776	04/03/2018	1	Travel Mugs with City Logo	110-11-1101-405410	\$ 198.00
	18064	118-003784	18-002776	04/03/2018	2	Artwork Charge for Travel Mugs	110-11-1101-405410	\$ 55.00
	18064	118-003784	18-002776	04/03/2018	3	Freight for Travel Mugs	110-11-1101-406101	\$ 191.74
[VENDOR] 24502 : BROWN	March2018	118-003737	18-002680	04/03/2018	1	Recorded City Council meetings 2/20/18, 3/6/18, 3/20/18	110-11-1107-403310	\$ 75.00
[VENDOR] 22708 : CARRINGTON POINTE APARTMENTS	HAP-April2018	118-003785	18-002747	04/03/2018	1	TOLAR APRIL HAP	295-35-3508-404010	\$ 577.00
	HAP-April2018	118-003785	18-002747	04/03/2018	2	HUNT APRIL HAP	295-35-3508-404010	\$ 308.00

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	HAP-April2018	118-003785	18-002747	04/03/2018	3	MILLS APRIL HAP	295-35-3508-404010	\$ 453.00
	HAP-April2018	118-003785	18-002747	04/03/2018	4	MAXFIELD APRIL HAP	295-35-3508-404010	\$ 513.00
	HAP-April2018	118-003785	18-002747	04/03/2018	5	HERNANDEZ APRIL HAP	295-35-3508-404010	\$ 236.00
	HAP-April2018	118-003785	18-002747	04/03/2018	6	HANSON APRIL HAP	295-35-3508-404010	\$ 495.00
	HAP-April2018	118-003785	18-002747	04/03/2018	7	HYMAN APRIL HAP	295-35-3508-404010	\$ 276.00
	HAP-April2018	118-003785	18-002747	04/03/2018	8	WILLITS APRIL HAP	295-35-3508-404010	\$ 628.00
	HAP-April2018	118-003785	18-002747	04/03/2018	9	JACKSON APRIL HAP	295-35-3508-404010	\$ 741.00
	HAP-April2018	118-003785	18-002747	04/03/2018	10	MARTIN APRIL HAP VASH	295-35-3508-404009	\$ 764.00
	HAP-April2018	118-003785	18-002747	04/03/2018	11	POLITI APRIL HAP	295-35-3508-404010	\$ 421.00
	HAP-April2018	118-003785	18-002747	04/03/2018	12	BATTY APRIL HAP	295-35-3508-404010	\$ 553.00
	HAP-April2018	118-003785	18-002747	04/03/2018	13	QUESADA APRIL HAP	295-35-3508-404010	\$ 513.00
	HAP-April2018	118-003785	18-002747	04/03/2018	14	PARKER APRIL HAP	295-35-3508-404010	\$ 780.00
	HAP-April2018	118-003785	18-002747	04/03/2018	15	MILLER APRIL HAP	295-35-3508-404010	\$ 464.00
	HAP-April2018	118-003785	18-002747	04/03/2018	16	BENNETT APRIL HAP	295-35-3508-404010	\$ 459.00
	HAP-April2018	118-003785	18-002747	04/03/2018	17	HERBIN APRIL HAP	295-35-3508-404010	\$ 187.00
	HAP-April2018	118-003785	18-002747	04/03/2018	18	ROLLINS APRIL HAP	295-35-3508-404010	\$ 780.00
[VENDOR] 24519 : CASEWARE INTERNATIONAL INC.	INV-63062-K4T9C5	118-003738	18-002681	04/03/2018	1	Accounting Software	110-11-1107-407415	\$ 5,335.00
[VENDOR] 23322 : CDM CONSTRUCTORS INC. 424490.12	Applic90041636	118-003786	17-001981	04/03/2018	1	Design/Build Bitter Creek Lift Station & WRF Improvements	130-16-1601-507029	\$ 471,655.75
[VENDOR] 23060 : CENTURYLINK 40246.02	March2018	118-003881	18-002800	04/03/2018	1	Mayor/Council	110-11-1101-405301	\$ 114.04
	March2018	118-003881	18-002800	04/03/2018	2	Human Resources	110-11-1109-405301	\$ 28.51
	March2018	118-003881	18-002800	04/03/2018	3	Attorney	110-11-1102-405301	\$ 85.53
	March2018	118-003881	18-002800	04/03/2018	4	Finance	110-11-1103-405301	\$ 142.55
	March2018	118-003881	18-002800	04/03/2018	5	City Buildings	110-11-1104-405301	\$ 28.51
	March2018	118-003881	18-002800	04/03/2018	6	Municipal Court	110-11-1105-405301	\$ 142.55
	March2018	118-003881	18-002800	04/03/2018	7	Police Department	110-12-1201-405301	\$ 684.24
	March2018	118-003881	18-002800	04/03/2018	8	Animal Control	110-12-1202-405301	\$ 57.02
	March2018	118-003881	18-002800	04/03/2018	9	Fire Department	110-12-1205-405301	\$ 513.36
	March2018	118-003881	18-002800	04/03/2018	10	Engineering	110-13-1301-405301	\$ 57.04
	March2018	118-003881	18-002800	04/03/2018	11	Public Services	110-19-1901-405301	\$ 85.53
	March2018	118-003881	18-002800	04/03/2018	12	Building Department	110-19-1902-405301	\$ 28.52
	March2018	118-003881	18-002800	04/03/2018	13	Streets	110-13-1303-405301	\$ 57.02
	March2018	118-003881	18-002800	04/03/2018	14	Shop	110-19-1903-405301	\$ 57.02
	March2018	118-003881	18-002800	04/03/2018	15	Cemetery	110-13-1304-405301	\$ 85.53
	March2018	118-003881	18-002800	04/03/2018	16	Parks	110-14-1401-405301	\$ 256.59
	March2018	118-003881	18-002800	04/03/2018	17	Golf Course	110-14-1402-405301	\$ 256.59
	March2018	118-003881	18-002800	04/03/2018	18	Civic Center	110-14-1404-405301	\$ 85.53
	March2018	118-003881	18-002800	04/03/2018	19	Family Rec Center	110-14-1405-405301	\$ 285.10
	March2018	118-003881	18-002800	04/03/2018	20	WWTP	130-16-1601-405301	\$ 188.84
	March2018	118-003881	18-002800	04/03/2018	21	Water Operations	150-33-3302-405301	\$ 171.06
	March2018	118-003881	18-002800	04/03/2018	22	Water/Sewer Admin	150-33-1108-405301	\$ 71.27
	March2018	118-003881	18-002800	04/03/2018	23	Water/Sewer Admin	130-16-1108-405301	\$ 71.28
	March2018	118-003881	18-002800	04/03/2018	24	Museum	110-34-3401-405301	\$ 85.53
	March2018	118-003881	18-002800	04/03/2018	25	Housing	250-35-3501-405301	\$ 114.04
	March2018	118-003881	18-002800	04/03/2018	26	Data Processing	110-11-1107-405301	\$ 114.04

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	March2018	118-003881	18-002800	04/03/2018	27	URA	110-11-1106-405301	\$ 159.18
[VENDOR] 22709 : CHAVEZ Maria	HAP-April2018	118-003787	18-002720	04/03/2018	1	SOLARIS APRIL HAP VASH	295-35-3508-404009	\$ 220.00
[VENDOR] 3487 : CITY OF ROCK SPRINGS	April2018	118-003863	18-002777	04/03/2018	1	MAYOR/COUNCIL	110-11-1101-402011	\$ 3,726.91
	April2018	118-003863	18-002777	04/03/2018	2	ATTORNEY	110-11-1102-402011	\$ 5,105.64
	April2018	118-003863	18-002777	04/03/2018	3	FINANCE/ADMIN	110-11-1103-402011	\$ 7,195.29
	April2018	118-003863	18-002777	04/03/2018	4	CITY BUILDINGS	110-11-1104-402011	\$ 2,154.28
	April2018	118-003863	18-002777	04/03/2018	5	MUNICIPAL COURT	110-11-1105-402011	\$ 1,551.06
	April2018	118-003863	18-002777	04/03/2018	6	URA	110-11-1106-402011	\$ 1,378.73
	April2018	118-003863	18-002777	04/03/2018	7	IT	110-11-1107-402011	\$ 2,929.81
	April2018	118-003863	18-002777	04/03/2018	8	SEWER ADMIN	130-16-1108-402011	\$ 775.53
	April2018	118-003863	18-002777	04/03/2018	9	WATER ADMIN	150-33-1108-402011	\$ 775.53
	April2018	118-003863	18-002777	04/03/2018	10	HUMAN RESOURCES	110-11-1109-402011	\$ 0.00
	April2018	118-003863	18-002777	04/03/2018	11	POLICE DEPT	110-12-1201-402011	\$ 78,911.12
	April2018	118-003863	18-002777	04/03/2018	12	ANIMAL CONTROL	110-12-1202-402011	\$ 2,348.16
	April2018	118-003863	18-002777	04/03/2018	13	FIRE DEPARTMENT	110-12-1205-402011	\$ 58,941.02
	April2018	118-003863	18-002777	04/03/2018	14	ENGINEERING	110-13-1301-402011	\$ 6,462.84
	April2018	118-003863	18-002777	04/03/2018	15	STREETS	110-13-1303-402011	\$ 16,458.68
	April2018	118-003863	18-002777	04/03/2018	16	CEMETERY	110-13-1304-402011	\$ 2,154.28
	April2018	118-003863	18-002777	04/03/2018	17	PARKS	110-14-1401-402011	\$ 7,453.82
	April2018	118-003863	18-002777	04/03/2018	18	GOLF COURSE	110-14-1402-402011	\$ 13,119.56
	April2018	118-003863	18-002777	04/03/2018	19	CIVIC CENTER	110-14-1404-402011	\$ 14,088.97
	April2018	118-003863	18-002777	04/03/2018	20	FAMILY REC CNTR	110-14-1405-402011	\$ 20,745.65
	April2018	118-003863	18-002777	04/03/2018	21	WRF	130-16-1601-402011	\$ 22,533.72
	April2018	118-003863	18-002777	04/03/2018	22	PUBLIC SERVICES	110-19-1901-402011	\$ 3,533.01
	April2018	118-003863	18-002777	04/03/2018	23	BUILDING INSP	110-19-1902-402011	\$ 6,462.84
	April2018	118-003863	18-002777	04/03/2018	24	VEHICLE MAINTENANCE	110-19-1903-402011	\$ 9,995.85
	April2018	118-003863	18-002777	04/03/2018	25	WATER OPS	150-33-3302-402011	\$ 14,325.92
	April2018	118-003863	18-002777	04/03/2018	26	MUSEUM	110-34-3401-402011	\$ 2,154.28
	April2018	118-003863	18-002777	04/03/2018	27	PUBLIC HOUSING	250-35-3501-402011	\$ 1,615.71
	April2018	118-003863	18-002777	04/03/2018	28	PUBLIC HSG MNTC	250-35-3502-402011	\$ 3,726.89
	April2018	118-003863	18-002777	04/03/2018	29	NON-DEPT	110-15-1501-402011	\$ 15,652.38
[VENDOR] 22710 : CML RENTALS	HAP-April2018	118-003788	18-002750	04/03/2018	1	GARCIA APRIL HAP	295-35-3508-404010	\$ 383.00
	HAP-April2018	118-003788	18-002750	04/03/2018	2	GOLD APRIL HAP VASH	295-35-3508-404009	\$ 658.00
[VENDOR] 22467 : CODALE ELECTRIC SUPPLY INC	S6305046.001	118-003789	18-002770	04/03/2018	1	Unit Heater, Inv. #S6305046.001	150-33-3302-406120	\$ 261.89
[VENDOR] 9000.2122 : CODY OR CASSANDRA CRUMPTON	7094054	118-003730		04/03/2018	1	UB CR REFUND-96722	170-00-0000-202000	\$ 32.56
[VENDOR] 9000.2124 : CONNIE GRENIER	7094056	118-003732		04/03/2018	1	UB CR REFUND-99828	170-00-0000-202000	\$ 76.76
[VENDOR] 45 : COPIER & SUPPLY CO. INC. OF RS	AR17277	118-003790	18-002699	04/03/2018	1	Yellow toner cartridge for Civic Center printer Invoice # AR17277	110-14-1404-406001	\$ 190.81
[VENDOR] 22268 : CREATIVE PRODUCT SOURCING, INC	112559	118-003791	18-002363	04/03/2018	1	18" Daren Lions	110-12-1201-406110	\$ 160.00
	112559	118-003791	18-002363	04/03/2018	2	Backpacks	110-12-1201-406110	\$ 200.00
	112559	118-003791	18-002363	04/03/2018	3	Shipping	110-12-1201-406101	\$ 32.40

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 3555 : DESERT VIEW ANIMAL HOSPITAL	49465	118-003792	18-002759	04/03/2018	1	Invoice 49465 - Dog Food for Fen	110-12-1201-403410	\$ 61.93
[VENDOR] 24402 : DOMINION ENERGY	March2018	118-003882	18-002801	04/03/2018	1	CITY BUILDINGS	110-11-1104-406201	\$ 2,063.41
	March2018	118-003882	18-002801	04/03/2018	2	MUSEUM	110-34-3401-406201	\$ 1,264.98
	March2018	118-003882	18-002801	04/03/2018	3	FIRE DEPARTMENT	110-12-1205-406201	\$ 287.30
	March2018	118-003882	18-002801	04/03/2018	4	CEMETERY	110-13-1304-406201	\$ 301.30
	March2018	118-003882	18-002801	04/03/2018	5	WWTP	130-16-1601-406201	\$ 12.65
	March2018	118-003882	18-002801	04/03/2018	6	PARKS	110-14-1401-406201	\$ 44.95
	March2018	118-003882	18-002801	04/03/2018	7	SENIOR CITIZENS	110-15-1501-404801	\$ 629.21
	March2018	118-003882	18-002801	04/03/2018	8	GOLF COURSE	110-14-1402-406201	\$ 2,040.21
	March2018	118-003882	18-002801	04/03/2018	9	FRC	110-14-1405-406201	\$ 13,007.69
	March2018	118-003882	18-002801	04/03/2018	10	WATER DEPT	150-33-3302-406201	\$ 740.69
	March2018	118-003882	18-002801	04/03/2018	11	HOUSING	250-35-3501-406201	\$ 1,465.15
	March2018	118-003882	18-002801	04/03/2018	12	URA	110-11-1106-406201	\$ 2,021.21
[VENDOR] 21692 : ENERGY LABORATORIES, INC.	143005	118-003793	18-002679	04/03/2018	1	Effluent Testing	130-16-1601-406130	\$ 204.00
[VENDOR] 21328 : ENVIRONMENTAL EXPRESS INC	1000500389	118-003740	18-002567	04/03/2018	1	# MMTFC12 e-collar plates	130-16-1601-406130	\$ 218.10
	1000500389	118-003740	18-002567	04/03/2018	2	Shipping	130-16-1601-406130	\$ 37.33
[VENDOR] 23459 : ERIC F PHILLIPS LAW OFFICE	03192018	118-003741	18-002687	04/03/2018	1	Court Appointed Legal Fees for Moriah	110-11-1105-403302	\$ 55.00
[VENDOR] 21846 : ESRI INC.	93432473	118-003742	18-002566	04/03/2018	1	License Maintenance for GIS software	110-13-1301-404301	\$ 5,650.00
	93437396	118-003864	18-002672	04/03/2018	1	Conversion of Existing Single Use ArcGIS License to Concurrent Use Network ArcGIS License	110-13-1301-508401	\$ 5,500.00
[VENDOR] 61 : FEDEX	6-126-76760	118-003794	18-002769	04/03/2018	1	Shipping to Lighthouse Uniform	110-12-1205-406101	\$ 4.49
[VENDOR] 9000.2119 : FIDELITY RESIDENTIAL SOLUTIONS	7094051	118-003727	18-003727	04/03/2018	1	UB CR REFUND-98034	170-00-0000-202000	\$ 13.99
[VENDOR] 24298 : FOSSEN	HAP-April2018	118-003795	18-002719	04/03/2018	1	CRUZ APRIL HAP	295-35-3508-404010	\$ 686.00
[VENDOR] 24525 : G & P POLYGRAPHS, LLC	03242018	118-003865	18-002793	04/03/2018	1	Polygraphs for Police Applicants	110-12-1201-403201	\$ 1,200.00
[VENDOR] 24511 : GAMBLE	UtilReimb-April2018	118-003796	18-002735	04/03/2018	1	APRIL URP	250-00-0000-115000	\$ 68.00
[VENDOR] 9000.2126 : GATEWAY PROPERTIES LLC	7094058	118-003734	18-003734	04/03/2018	1	UB CR REFUND-96858	170-00-0000-202000	\$ 138.39
[VENDOR] 24046 : GODFREY	UtilReimb-April2018	118-003797	18-002734	04/03/2018	1	APRIL URP	250-00-0000-115000	\$ 52.00
[VENDOR] 24449 : GUILFORD	UtilReimb-April2018	118-003798	18-002733	04/03/2018	1	APRIL URP	250-00-0000-115000	\$ 38.00
[VENDOR] 23453 : HARRIS ENTERPRISE RESOURCE PLANNING	CT1433042	118-003743	18-000584	04/03/2018	1	Move Innoprise Applications	110-11-1107-403310	\$ 1,480.00
[VENDOR] 9000.2120 : HARRY HORN	7094052	118-003728	18-003728	04/03/2018	1	UB CR REFUND-95194	170-00-0000-202000	\$ 15.98

11500.00

255.43

238028.75

Julie

April

Michael

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 23646 : HEAD RUSH TECHNOLOGOIES LLC 220.31	100031033	118-003866	18-002162	04/03/2018	1	TruBlue Autobelay Recertification	110-14-1404-406120	\$ 199.00
	100031033	118-003866	18-002162	04/03/2018	2	Shipping	110-14-1404-406120	\$ 21.31
[VENDOR] 24469 : HOXSEY <i>Missy</i>	UtilReimb-April2018	118-003799	18-002707	04/03/2018	1	APRIL URP	250-00-0000-115000	\$ 31.00
[VENDOR] 24343 : INFOSEND 4031.32	133528	118-003744	18-002671	04/03/2018	1	BULK MAILING FOR MARCH 2018 - POSTAGE	130-16-1108-406101	\$ 1,443.23
	133528	118-003744	18-002671	04/03/2018	1	BULK MAILING FOR MARCH 2018 - POSTAGE	150-33-1108-406101	\$ 1,443.22
	133528	118-003744	18-002671	04/03/2018	2	BULK MAILING FOR MARCH 2018 - SUPPLIES	130-16-1108-406001	\$ 572.44
	133528	118-003744	18-002671	04/03/2018	2	BULK MAILING FOR MARCH 2018 - SUPPLIES	150-33-1108-406001	\$ 572.43
[VENDOR] 22788 : INT'L SOCIETY OF ARBORICULTURE	15327-2018	118-003867	18-002744	04/03/2018	1	Annual Membership Renewal	110-14-1401-403220	\$ 272.00
[VENDOR] 22182 : IRON HORSE CREATIVE LLC	14617	118-003800	18-002691	04/03/2018	1	Design for Butch Cassidy Poster	110-34-3401-405403	\$ 200.00
[VENDOR] 9000.2127 : ISAAC JOHNSON III	7112446	118-003806		04/03/2018	1	UB CR REFUND-106471	170-00-0000-202000	\$ 73.26
[VENDOR] 21410 : JACK'S TRUCK & EQUIPMENT 454.61	X303002073.01	118-003745	18-002664	04/03/2018	1	Fuel Cap	150-33-3302-406120	\$ 50.14
	X303002073.01	118-003745	18-002664	04/03/2018	2	Temp Knob	150-33-3302-406120	\$ 13.21
	X303002073.01	118-003745	18-002664	04/03/2018	3	Freight	150-33-3302-406120	\$ 32.00
	X303002103.01	118-003801	18-002783	04/03/2018	1	Fuel Cap	150-33-3302-406120	\$ 50.55
	X303002105.01	118-003802	18-002781	04/03/2018	1	Fuel tank step	150-33-3302-406120	\$ 308.71
[VENDOR] 9000.2118 : JAKE OR ASHLEY SMITH	7094050	118-003726		04/03/2018	1	UB CR REFUND-99150	170-00-0000-202000	\$ 7.23
[VENDOR] 21782 : JC GOLF ACCESSORIES 1023.99	SI-142179	118-003746	18-002440	04/03/2018	1	Spring 2018 pre book order for accessories	110-14-1402-406133	\$ 165.00
	SI-141376	118-003868	18-002440	04/03/2018	1	Spring 2018 pre book order for accessories	110-14-1402-406133	\$ 918.99
[VENDOR] 21578 : JM ELECTRICAL SERVICES	13743	118-003803	18-002695	04/03/2018	1	Electrical Trouble shooting in the Lab	130-16-1601-404310	\$ 168.00
[VENDOR] 9000.2128 : JP MORGAN CHASE - FORECLOSURE	7112447	118-003807		04/03/2018	1	UB CR REFUND-96651	170-00-0000-202000	\$ 165.02
[VENDOR] 9000.2125 : KAITLYN MAHLIK	7094057	118-003733		04/03/2018	1	UB CR REFUND-99667	170-00-0000-202000	\$ 85.98
[VENDOR] 9000.2123 : LACEE PETEK	7094055	118-003731		04/03/2018	1	UB CR REFUND-94550	170-00-0000-202000	\$ 41.33
[VENDOR] 24527 : LIFE FITNESS	5635931	118-003869	18-002648	04/03/2018	1	idler pulley and axle	110-14-1405-406120	\$ 185.40
[VENDOR] 22942 : LIGHTHOUSE UNIFORM CO. 114.90	96115	118-003747	18-002352	04/03/2018	1	Cleaning and Prepping Sleeves for Restriping	110-12-1205-406130	\$ 9.95
	96115	118-003747	18-002352	04/03/2018	2	Jacket Striping Upgrade	110-12-1205-406130	\$ 47.95
	96115	118-003747	18-002352	04/03/2018	3	Silver Parallel Bugle Collar Brass (Pair)	110-12-1205-406130	\$ 14.95
	96115	118-003747	18-002352	04/03/2018	4	Silver Chin strap	110-12-1205-406130	\$ 8.95
	96115	118-003747	18-002352	04/03/2018	5	Silver Parallel Bugle Collar Brass (Pair)	110-12-1205-406130	\$ 14.95
	96115	118-003747	18-002352	04/03/2018	6	Shipping and Handling	110-12-1205-406130	\$ 18.15

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[VENDOR] 24351 : LINFORD <i>sterling</i>	UtilReimb-April2018	I18-003804	18-002743	04/03/2018	1	APRIL URP	250-00-0000-115000	\$ 52.00
[VENDOR] 24098 : LOGIUDICE <i>Natalie</i>	UtilReimb-April2018	I18-003805	18-002732	04/03/2018	1	APRIL URP	250-00-0000-115000	\$ 52.00
[VENDOR] 24494 : LOREDO <i>Kathleen</i>	UtilReimb-April2018	I18-003809	18-002742	04/03/2018	1	APRIL URP	250-00-0000-115000	\$ 52.00
[VENDOR] 24409 : LUNA <i>Wistaf</i>	UtilReimb-April2018	I18-003810	18-002739	04/03/2018	1	APRIL URP	250-00-0000-115000	\$ 52.00
[VENDOR] 24339 : M & H PROPERTIES, LLC	HAP-April2018	I18-003811	18-002711	04/03/2018	1	CHESNEY APRIL HAP VASH	295-35-3508-404009	\$ 161.00
[VENDOR] 24249 : MARTINEZ <i>Crystal</i>	SecDepRef-C.Martinez	I18-003812	18-002726	04/03/2018	1	SECURITY DEPOSIT REFUND	250-00-0000-115000	\$ 450.00
[VENDOR] 24467 : MASEK GOLF CAR CO.	18-00556/18-01471	I18-003748	18-001569	04/03/2018	1	Golf Car Fleet Purchase	110-14-1402-407845	\$ 204,612.00
[VENDOR] 22282 : MAVERICK LABEL	00250436	I18-003813	18-002761	04/03/2018	1	500 Red heavy duty asset tags	110-11-1102-406001	\$ 277.73
[VENDOR] 9000.2121 : MIKE OR DENICE LONG	7094053	I18-003729		04/03/2018	1	UB CR REFUND-95007	170-00-0000-202000	\$ 24.00
[VENDOR] 24393 : MORGAN VALLEY POLARIS KTM	100740	I18-003749	18-002662	04/03/2018	1	Brush Set	110-13-1304-406120	\$ 94.79
[VENDOR] 24214 : MOUNTAIN PLAINS NAHRO	Regist-A. Thompson	I18-003814	18-002727	04/03/2018	1	LEADERSHIP SUMMIT AND FULL MANAGEMENT CONFERENCE	250-35-3501-403210	\$ 300.00
[VENDOR] 23161 : MY EDUCATIONAL RESOURCES INC.	030818	I18-003750	18-002661	04/03/2018	1	Pediatric Advanced Life Support Provider Cards	110-12-1205-406130	\$ 126.00
	030518	I18-003751	18-002676	04/03/2018	1	BLS/PALS/ACLS Instructor Renewal Ron Gatti	110-12-1205-406130	\$ 75.00
[VENDOR] 23811 : NAN MCKAY & ASSOCIATES, INC.	3491-20180316	I18-003752	18-002656	04/03/2018	1	Training	250-35-3501-403210	\$ 899.00
[VENDOR] 20902 : NASRO	22318WY	I18-003815	18-002757	04/03/2018	1	Registration fees for C. Baker & Jarvie to attend Adolescent Mental Health Training	110-12-1201-403210	\$ 390.00
[VENDOR] 999.123 : NATIONAL ANIMAL CARE & CONTROL ASSOC.	2000004694	I18-003723		04/03/2018	1	Training - K. Pickrell - Modula A 4/9/2018 - 4/13/2018, Longmont, CO	110-12-1202-403210	\$ 595.00
[VENDOR] 18783 : NATIONAL FIRE PROTECTION ASSOC	3026646/7112897X	I18-003753	18-002657	04/03/2018	1	David Rhoades Annual NFPA Membership	110-12-1205-403220	\$ 175.00
	3026646/7112897X	I18-003753	18-002657	04/03/2018	2	NFPA Online Access Annual Subscription	110-12-1205-403220	\$ 1,345.00
[VENDOR] 20175 : NATIONAL PUBLIC SAFETY INFO	0102834	I18-003870	18-002794	04/03/2018	1	2018 National Directory of Law Enforcement Administrators	110-12-1201-403220	\$ 174.00
	0102834	I18-003870	18-002794	04/03/2018	2	Discount	110-12-1201-403220	\$ -25.00
[VENDOR] 131 : NEW STUDIO	12088/12092	I18-003816	18-002763	04/03/2018	1	Photos of Joseph Porter and Jack Adams for wall	110-12-1201-406130	\$ 40.00
	12088/12092	I18-003816	18-002763	04/03/2018	2	Photo of Jennifer Maze	110-12-1201-406130	\$ 20.00
[VENDOR] 22913 : NORCO INC.	GT880/23366770	I18-003754	18-002693	04/03/2018	1	Garbage Bags for Work Restitution	110-11-1105-406001	\$ 33.43
[VENDOR] 266 : NU-LIFE AUTO GLASS LLC	47463/47429	I18-003817	18-002782	04/03/2018	1	Windshield	150-33-3302-406120	\$ 169.00
	47463/47429	I18-003817	18-002782	04/03/2018	2	Windshield	150-33-3302-406120	\$ 199.00

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[VENDOR] 24399 : OVERY <i>Ray</i>	HAP-April2018	118-003818	18-002715	04/03/2018	1	CISNEROS APRIL HAP.VASH	295-35-3508-404009	\$ 680.00
[VENDOR] 3461 : PAETEC	69906206	118-003755	18-002678	04/03/2018	1	Mayor/Council	110-11-1101-405301	\$ 1.59
	69906206	118-003755	18-002678	04/03/2018	2	Human Resources	110-11-1109-405301	\$ 15.83
	69906206	118-003755	18-002678	04/03/2018	3	Attorney	110-11-1102-405301	\$ 5.29
	69906206	118-003755	18-002678	04/03/2018	4	Finance	110-11-1103-405301	\$ 32.70
	69906206	118-003755	18-002678	04/03/2018	5	Municipal Court	110-11-1105-405301	\$ 4.59
	69906206	118-003755	18-002678	04/03/2018	6	Police Department	110-12-1201-405301	\$ 32.42
	69906206	118-003755	18-002678	04/03/2018	7	Animal Control	110-12-1202-405301	\$ 0.62
	69906206	118-003755	18-002678	04/03/2018	8	Fire Department	110-12-1205-405301	\$ 6.11
	69906206	118-003755	18-002678	04/03/2018	9	Engineering	110-13-1301-405301	\$ 4.52
	69906206	118-003755	18-002678	04/03/2018	10	Public Services	110-19-1901-405301	\$ 2.20
	69906206	118-003755	18-002678	04/03/2018	11	Building Department	110-19-1902-405301	\$ 0.89
	69906206	118-003755	18-002678	04/03/2018	12	Cemetery	110-13-1304-405301	\$ 0.64
	69906206	118-003755	18-002678	04/03/2018	13	Family Rec Center	110-14-1405-405301	\$ 3.34
	69906206	118-003755	18-002678	04/03/2018	14	WWTP	130-16-1601-405301	\$ 0.66
	69906206	118-003755	18-002678	04/03/2018	15	Water Operations	150-33-3302-405301	\$ 0.32
	69906206	118-003755	18-002678	04/03/2018	16	Water Admin	150-33-1108-405301	\$ 4.66
	69906206	118-003755	18-002678	04/03/2018	17	Sewer Admin	130-16-1108-405301	\$ 4.66
	69906206	118-003755	18-002678	04/03/2018	18	Museum	110-34-3401-405301	\$ 0.60
	69906206	118-003755	18-002678	04/03/2018	19	Housing	250-35-3501-405301	\$ 3.51
	69906206	118-003755	18-002678	04/03/2018	20	Data Processing	110-11-1107-405301	\$ 1.39
[VENDOR] 24354 : PANDA RENTALS	HAP-April2018	118-003819	18-002718	04/03/2018	1	ELESPURU APRIL HAP	295-35-3508-404010	\$ 502.00
[VENDOR] 24478 : PARKER <i>Leticia</i>	UtilReimb-April2018	118-003820	18-002721	04/03/2018	1	PARKER APRIL URP	295-35-3508-404011	\$ 12.00
[VENDOR] 24260 : PENOFF <i>David</i>	HAP-April2018	118-003821	18-002714	04/03/2018	1	CORDOVA APRIL HAP	295-35-3508-404010	\$ 260.00
[VENDOR] 21255 : PERFORMANCE OVERHEAD DOOR INC	15736	118-003756	18-002663	04/03/2018	1	Door REpair	110-19-1903-406130	\$ 180.00
[VENDOR] 21695 : PING INC	14118928	118-003757	18-002620	04/03/2018	1	Ping Pre book product	110-14-1402-406133	\$ 196.20
	14121405	118-003758	18-002620	04/03/2018	1	Ping Pre book product	110-14-1402-406133	\$ 196.20
[VENDOR] 23289 : PITNEY BOWES INC.	1006755768	118-003759	18-002670	04/03/2018	1	SERVICE CONTRACT FOR PITNEY BOWES MAIL STUFFING MACHINE 10/01/17-03/31/18	130-16-1108-404301	\$ 556.74
	1006755768	118-003759	18-002670	04/03/2018	1	SERVICE CONTRACT FOR PITNEY BOWES MAIL STUFFING MACHINE 10/01/17-03/31/18	150-33-1108-404301	\$ 556.74
[VENDOR] 19709 : PMS CUSTOM SCREEN PRINTING	2366	118-003760	18-002367	04/03/2018	1	Navy 50/50 Gildan T-Shirts, Large	110-12-1205-402101	\$ 80.00
	2366	118-003760	18-002367	04/03/2018	2	Navy 50/50 Gildan T-Shirts X-Large	110-12-1205-402101	\$ 80.00
	2366	118-003760	18-002367	04/03/2018	3	Navy 50/50 Gildan T-Shirts Long Sleeve, Large	110-12-1205-402101	\$ 75.00
	2366	118-003760	18-002367	04/03/2018	4	Navy 50/50 Gildan T-Shirts Long Sleeve X-Large	110-12-1205-402101	\$ 75.00
[VENDOR] 23425 : PORTER <i>Doug</i>	ResMgr-April2018	118-003822	18-002702	04/03/2018	1	Resident Manager	250-35-3501-403308	\$ 50.00

126.54

392.40

1113.48

310.00

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[VENDOR] 23918 : POWER ENGINEERING CO.	0207154-IN	118-003871	18-000229	04/03/2018	1	chiller service	110-14-1405-406120	\$ 291.67
[VENDOR] 19211 : POWER SYSTEMS, INC	8352343/8342986	118-003823	18-002160	04/03/2018	1	Assorted replacement equipment items	110-14-1404-406120	\$ 56.37
[VENDOR] 20450 : PRECOR INC.	4524759841	118-003872	18-002647	04/03/2018	1	belt	110-14-1405-406120	\$ 106.08
11680	4524759841	118-003872	18-002647	04/03/2018	2	shipping	110-14-1405-406120	\$ 10.72
[VENDOR] 24520 : QUESTICA, INC.	300521	118-003873	18-002684	04/03/2018	1	Budget Software	110-11-1107-407415	\$ 9,857.00
[VENDOR] 24385 : RAY LOVATO RECYCLING CENTER	4thQtr	118-003761	18-000267	04/03/2018	1	FY18 Funding Service Agreement	110-15-1501-404807	\$ 10,580.63
[VENDOR] 21425 : REAL KLEEN INC.	47950	118-003874	18-002728	04/03/2018	1	Toilet Paper	110-14-1401-404310	\$ 398.24
	47950	118-003874	18-002728	04/03/2018	2	Multi-fold Towels	110-14-1401-404310	\$ 36.82
	47950	118-003874	18-002728	04/03/2018	3	Trash Can Liners	110-14-1401-404310	\$ 2,055.60
3413.14	47950	118-003874	18-002728	04/03/2018	4	Lysol	110-14-1401-404310	\$ 399.20
	47950	118-003874	18-002728	04/03/2018	5	Pinesol	110-14-1401-404310	\$ 120.00
	47950	118-003874	18-002728	04/03/2018	6	Bleach	110-14-1401-404310	\$ 36.60
	47950	118-003874	18-002728	04/03/2018	7	Wipe Towels	110-14-1401-404310	\$ 66.38
	47950	118-003874	18-002728	04/03/2018	8	Rags	110-14-1401-404310	\$ 20.30
	47950	118-003874	18-002728	04/03/2018	9	Urinal Screens	110-14-1401-404310	\$ 45.40
	47950	118-003874	18-002728	04/03/2018	10	Scent Covers	110-14-1401-404310	\$ 109.20
	47950	118-003874	18-002728	04/03/2018	11	Dispenser Echo Fresh	110-14-1401-404310	\$ 125.40
[VENDOR] 2878 : RED HORSE OIL CO, INC	18151-1	118-003886	18-002804	04/03/2018	1	fuel order	110-14-1402-406203	\$ 5,301.00
[VENDOR] 24045 : REYES <i>Lindsay</i>	UtilReimb-April2018	118-003824	18-002731	04/03/2018	1	APRIL URP	250-00-0000-115000	\$ 31.00
[VENDOR] 24492 : ROBERTSON <i>Samantha</i>	UtilReimb-April2018	118-003825	18-002730	04/03/2018	1	APRIL URP	250-00-0000-115000	\$ 38.00
[VENDOR] 23637 : ROCK SPRINGS CREEKSIDE APTS.	HAP-April2018	118-003826	18-002753	04/03/2018	1	CREA APRIL HAP	295-35-3508-404010	\$ 243.00
	HAP-April2018	118-003826	18-002753	04/03/2018	2	BEEN APRIL HAP	295-35-3508-404010	\$ 660.00
3244.00	HAP-April2018	118-003826	18-002753	04/03/2018	3	HORNER APRIL HAP	295-35-3508-404010	\$ 611.00
	HAP-April2018	118-003826	18-002753	04/03/2018	4	CASPER APRIL HAP	295-35-3508-404010	\$ 120.00
	HAP-April2018	118-003826	18-002753	04/03/2018	5	PRATER APRIL HAP	295-35-3508-404010	\$ 474.00
	HAP-April2018	118-003826	18-002753	04/03/2018	6	GARDNER APRIL HAP	295-35-3508-404010	\$ 704.00
	HAP-April2018	118-003826	18-002753	04/03/2018	7	BERTOT APRIL HAP	295-35-3508-404010	\$ 432.00
[VENDOR] 164 : ROCK SPRINGS NEWSPAPERS	8576-Feb2018#2	118-003762	18-002658	04/03/2018	1	Advertising	250-35-3501-406001	\$ 94.83
[VENDOR] 24332 : ROCK SPRINGS PET HOSPITAL, LLC	March2018	118-003827	18-002772	04/03/2018	1	Invoice 3633 Animal 17-550 Abbie Feline Spay	110-12-1202-404704	\$ 85.00
1241.50	March2018	118-003827	18-002772	04/03/2018	2	Invoice 3672 Animal PS2202989 Marley Canine Neuter and vaccinations	110-12-1202-404704	\$ 115.00
	March2018	118-003827	18-002772	04/03/2018	3	Invoice 3672 Animal PS221013 Tootsi Feline Vaccinations	110-12-1202-404704	\$ 39.00
	March2018	118-003827	18-002772	04/03/2018	4	Invoice 3672 Animal PS223073 Feline spay and vaccinations	110-12-1202-404704	\$ 85.00
	March2018	118-003827	18-002772	04/03/2018	5	Invoice 3672 Animal PS223875 Feline spay and vaccinations	110-12-1202-404704	\$ 85.00

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	March2018	I18-003827	18-002772	04/03/2018	6	Invoice 3687 Animal PS223648 Canine Vaccinations	110-12-1202-404704	\$ 39.00
	March2018	I18-003827	18-002772	04/03/2018	7	Invoice 3678 Animal PS221629 7.5mg mometamax 8 oz ear cleaner for infections	110-12-1202-404704	\$ 34.50
	March2018	I18-003827	18-002772	04/03/2018	8	Invoice 3678 Animal PS224870 Oreo Feline Neuter and vaccinations	110-12-1202-404704	\$ 50.00
	March2018	I18-003827	18-002772	04/03/2018	9	Invoice 3678 Animal PS224871 Kitty Feline spay and vaccinations	110-12-1202-404704	\$ 85.00
	March2018	I18-003827	18-002772	04/03/2018	10	Invoice 3678 Animal PS224872 Elsa Feline spay and vaccinations	110-12-1202-404704	\$ 85.00
	March2018	I18-003827	18-002772	04/03/2018	11	Invoice 3692 Animal PS223654 Bailey Canine Spay and Vaccinations	110-12-1202-404704	\$ 130.00
	March2018	I18-003827	18-002772	04/03/2018	12	Invoice 3692 Animal PS223980 Auggie Feline spay and vaccinations	110-12-1202-404704	\$ 85.00
	March2018	I18-003827	18-002772	04/03/2018	13	Invoice 3692 Animal PS223998 Chase Feline spay and vaccinations	110-12-1202-404704	\$ 85.00
	March2018	I18-003827	18-002772	04/03/2018	14	Invoice 3692 Animal PS224002 Feline spay and vaccinations	110-12-1202-404704	\$ 85.00
	March2018	I18-003827	18-002772	04/03/2018	15	Invoice 3690 Animal PS224024 Canine Vaccinations	110-12-1202-404704	\$ 39.00
	March2018	I18-003827	18-002772	04/03/2018	16	Invoice 3678 Animal PS223081 Canine Neuter and vaccinations	110-12-1202-404704	\$ 115.00
[VENDOR] 22518 : ROCK SPRINGS RENEWAL FUND	03202018	I18-003875	18-002785	04/03/2018	1	reimburse RSRF for stamps	110-11-1106-406101	\$ 100.00
[VENDOR] 305 : ROCK SPRINGS WINLECTRIC	00378-000054/Mar2018	I18-003883	18-002803	04/03/2018	1	Bulbs, Inv. #037059-00	110-14-1401-404310	\$ 17.90
	00378-000054/Mar2018	I18-003883	18-002803	04/03/2018	2	Bolts/Bases, Inv. #037134-00, 037017-00	110-13-1303-406130	\$ 427.14
	00378-000054/Mar2018	I18-003883	18-002803	04/03/2018	3	Bulbs, Inv. #037398-00	110-13-1303-406130	\$ 35.80
	00378-000054/Mar2018	I18-003883	18-002803	04/03/2018	4	Ballasts, Inv. #037164-00	110-14-1405-406120	\$ 49.03
[VENDOR] 155 : ROCK SPRINGS WINNELSON CO	224088-00	I18-003876	18-002740	04/03/2018	1	Spring 2018 Irrigation Order	110-14-1401-406130	\$ 12,534.64
[VENDOR] 22654 : ROCKY MOUNTAIN POWER	06318293	I18-003885	18-002792	04/03/2018	1	Street Lighting for Foothills Crossing Subdivision - Reimbursed by the Developer	110-13-1303-406204	\$ 15,109.00
[VENDOR] 137 : ROCKY MOUNTAIN POWER	March2018	I18-003884	18-002802	04/03/2018	1	Electric Charges - Housing	250-35-3501-406202	\$ 1,339.84
[VENDOR] 23117 : ROCKY MOUNTAIN POWERSPORTS	32709	I18-003763	18-002659	04/03/2018	1	Pre Cleaner	110-14-1401-406120	\$ 60.80
	32709	I18-003763	18-002659	04/03/2018	2	Dust cap	110-14-1401-406120	\$ 10.20
	32709	I18-003763	18-002659	04/03/2018	3	Freight	110-14-1401-406120	\$ 14.92
[VENDOR] 24510 : ROOSE	UtilReimb-April2018	I18-003828	18-002738	04/03/2018	1	APRIL URP	250-00-0000-115000	\$ 11.00
[VENDOR] 22714 : RS APARTMENTS LLC	HAP-April2018	I18-003829	18-002724	04/03/2018	1	LANDEROZ APRIL HAP	295-35-3508-404010	\$ 233.00
[VENDOR] 22046 : RS REFRIGERATION	SR27199/25724/27107	I18-003830	18-002694	04/03/2018	1	Circuit Board, Inv. #SR27199	130-16-1601-406120	\$ 151.04
	SR27199/25724/27107	I18-003830	18-002694	04/03/2018	2	Ignition Gas Valve/Pressure Regulator, Inv. #SR25724	130-16-1601-406120	\$ 209.84
	SR27199/25724/27107	I18-003830	18-002694	04/03/2018	3	Water Filters, Inv. #SR27107	110-14-1402-404310	\$ 236.53
[VENDOR] 22939 : RS/GR/SW COUNTY COMMUNICATIONS JPB	10026	I18-003764	18-000902	04/03/2018	1	Fiscal Year 2018 Operating Contributions	110-12-1201-508305	\$ 273,092.56

529.87

85.92

597.41

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 24115 : SANCHEZ <i>Jeremy</i>	ResMgr-April2018	118-003831	18-002704	04/03/2018	1	Resident Manager	250-35-3501-403308	\$ 175.00
[VENDOR] 23602 : SELF <i>Tim</i>	HAP-April2018	118-003832	18-002713	04/03/2018	1	STROZZI APRIL HAP	295-35-3508-404010	\$ 476.00
[VENDOR] 24268 : SEMEDO <i>Edna</i>	UtilReimb-April2018	118-003833	18-002741	04/03/2018	1	APRIL URP	250-00-0000-115000	\$ 31.00
[VENDOR] 23938 : SHELL <i>Mike</i>	UtilReimb-April2018	118-003834	18-002737	04/03/2018	1	APRIL URP	250-00-0000-115000	\$ 38.00
[VENDOR] 177 : SIX STATES DISTRIBUTORS/TRUCKPRO <i>147.49</i>	05-169811	118-003765	18-002665	04/03/2018	1	Brushes	110-12-1205-406130	\$ 50.96
	05-169811	118-003765	18-002665	04/03/2018	2	Shipping	110-12-1205-406130	\$ 12.81
	05-169824	118-003835	18-002784	04/03/2018	1	Hub Cap	150-33-3302-406120	\$ 25.84
	05-169891	118-003836	18-002780	04/03/2018	1	Bearing	110-19-1903-406123	\$ 57.81
[VENDOR] 23392.148 : SMART DWELLINGS	CD-000312	118-003725		04/03/2018	1	ComDev Refund	110-00-0000-229000	\$ 2,120.00
[VENDOR] 181 : SOUTHWEST MACHINE & WELD	30738	118-003837	18-002677	04/03/2018	1	Welding and fabrication of the shaft repair for the oxidation ditch	130-16-1601-404310	\$ 2,334.00
[VENDOR] 22717 : SOUTHWEST REAL ESTATE	HAP-April2018	118-003838	18-002716	04/03/2018	1	REYNOLDS APRIL HAP VASH	295-35-3508-404009	\$ 779.00
[VENDOR] 22184 : SPORTSMAN'S WAREHOUSE <i>400.93</i>	0254-02591070	118-003839	18-002764	04/03/2018	1	New Patrol Bags	110-12-1201-406130	\$ 287.94
	0254-02591070	118-003839	18-002764	04/03/2018	2	Training device for K9 Team	110-12-1201-403410	\$ 114.99
[VENDOR] 23298 : SPRINGVIEW MANOR APTS <i>3603.00</i>	HAP-April2018	118-003840	18-002746	04/03/2018	1	SUTPHIN APRIL HAP TPT	295-35-3508-404008	\$ 225.00
	HAP-April2018	118-003840	18-002746	04/03/2018	2	MARCINEK APRIL HAP VASH	295-35-3508-404009	\$ 284.00
	HAP-April2018	118-003840	18-002746	04/03/2018	3	MACE APRIL HAP TPT	295-35-3508-404008	\$ 469.00
	HAP-April2018	118-003840	18-002746	04/03/2018	4	PETERSON APRIL HAP VASH	295-35-3508-404009	\$ 540.00
	HAP-April2018	118-003840	18-002746	04/03/2018	5	MOREY APRIL HAP VASH	295-35-3508-404009	\$ 645.00
	HAP-April2018	118-003840	18-002746	04/03/2018	6	GUNYAN APRIL HAP	295-35-3508-404010	\$ 645.00
	HAP-April2018	118-003840	18-002746	04/03/2018	7	CRANFORD APRIL HAP	295-35-3508-404010	\$ 216.00
	HAP-April2018	118-003840	18-002746	04/03/2018	8	HUANG APRIL HAP	295-35-3508-404010	\$ 310.00
	HAP-April2018	118-003840	18-002746	04/03/2018	9	FLETCHER APRIL HAP	295-35-3508-404010	\$ 269.00
[VENDOR] 22089 : STAPLES <i>787.99</i>	5229-331/Mar2018	118-003841	18-002697	04/03/2018	1	Chair/Office Supplies	110-14-1405-406001	\$ 227.10
	5229-331/Mar2018	118-003841	18-002697	04/03/2018	2	Office Supplies - Parks	110-14-1401-406001	\$ 65.98
	5229-331/Mar2018	118-003841	18-002697	04/03/2018	3	Notebooks/Journals - Parks	110-14-1401-406001	\$ 38.91
	5229-331/Mar2018	118-003841	18-002697	04/03/2018	4	Office Supplies - Civic	110-14-1404-406001	\$ 231.56
	5229-331/Mar2018	118-003841	18-002697	04/03/2018	5	Envelopes - Finance	110-11-1103-406130	\$ 29.98
	5229-331/Mar2018	118-003841	18-002697	04/03/2018	6	Office Supplies - Court/Water Admin	110-11-1105-406001	\$ 58.98
	5229-331/Mar2018	118-003841	18-002697	04/03/2018	6	Office Supplies - Court/Water Admin	130-16-1108-406001	\$ 67.74
	5229-331/Mar2018	118-003841	18-002697	04/03/2018	6	Office Supplies - Court/Water Admin	150-33-1108-406001	\$ 67.74
[VENDOR] 24335 : STEPHENSON <i>Monica</i>	UtilReimb-April2018	118-003842	18-002729	04/03/2018	1	APRIL URP	250-00-0000-115000	\$ 31.00
[VENDOR] 3533 : SUN LIFE FINANCIAL <i>1321.50</i>	April2018	118-003877	18-002778	04/03/2018	1	MAYOR/COUNCIL	110-11-1101-402010	\$ 58.15
	April2018	118-003877	18-002778	04/03/2018	2	ATTORNEY	110-11-1102-402010	\$ 19.53
	April2018	118-003877	18-002778	04/03/2018	3	FINANCE/ADMIN	110-11-1103-402010	\$ 39.46
	April2018	118-003877	18-002778	04/03/2018	4	CITY BUILDINGS	110-11-1104-402010	\$ 6.51
	April2018	118-003877	18-002778	04/03/2018	5	MUNICIPAL COURT	110-11-1105-402010	\$ 11.79

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	April 2018	I18-003877	18-002778	04/03/2018	6	URA	110-11-1106-402010	\$ 6.51
	April 2018	I18-003877	18-002778	04/03/2018	7	IT	110-11-1107-402010	\$ 11.79
	April 2018	I18-003877	18-002778	04/03/2018	8	HUMAN RESOURCES	110-11-1109-402010	\$ 6.51
	April 2018	I18-003877	18-002778	04/03/2018	9	POLICE	110-12-1201-402010	\$ 326.22
	April 2018	I18-003877	18-002778	04/03/2018	10	ANIMAL CONTROL	110-12-1202-402010	\$ 11.79
	April 2018	I18-003877	18-002778	04/03/2018	11	FIRE DEPARTMENT	110-12-1205-402010	\$ 220.47
	April 2018	I18-003877	18-002778	04/03/2018	12	ENGINEERING	110-13-1301-402010	\$ 19.53
	April 2018	I18-003877	18-002778	04/03/2018	13	STREETS	110-13-1303-402010	\$ 67.30
	April 2018	I18-003877	18-002778	04/03/2018	14	CEMETERY	110-13-1304-402010	\$ 13.02
	April 2018	I18-003877	18-002778	04/03/2018	15	PARKS	110-14-1401-402010	\$ 26.04
	April 2018	I18-003877	18-002778	04/03/2018	16	GOLF COURSE	110-14-1402-402010	\$ 44.34
	April 2018	I18-003877	18-002778	04/03/2018	17	CIVIC CENTER	110-14-1404-402010	\$ 53.05
	April 2018	I18-003877	18-002778	04/03/2018	18	FAMILY REC CNTR	110-14-1405-402010	\$ 98.01
	April 2018	I18-003877	18-002778	04/03/2018	19	WRF	130-16-1601-402010	\$ 87.45
	April 2018	I18-003877	18-002778	04/03/2018	20	PUBLIC SERVICES	110-19-1901-402010	\$ 26.04
	April 2018	I18-003877	18-002778	04/03/2018	21	BLDG INSP	110-19-1902-402010	\$ 19.53
	April 2018	I18-003877	18-002778	04/03/2018	22	SHOP	110-19-1903-402010	\$ 32.55
	April 2018	I18-003877	18-002778	04/03/2018	23	SEWER ADMIN	130-16-1108-402010	\$ 8.54
	April 2018	I18-003877	18-002778	04/03/2018	24	WATER ADMIN	150-33-1108-402010	\$ 8.53
	April 2018	I18-003877	18-002778	04/03/2018	25	WATER OPS	150-33-3302-402010	\$ 57.36
	April 2018	I18-003877	18-002778	04/03/2018	26	MUSEUM	110-34-3401-402010	\$ 6.51
	April 2018	I18-003877	18-002778	04/03/2018	27	PUBLIC HOUSING	250-35-3501-402010	\$ 13.86
	April 2018	I18-003877	18-002778	04/03/2018	28	PUB HSG MNTC	250-35-3502-402010	\$ 18.30
	April 2018	I18-003877	18-002778	04/03/2018	29	SECTION 8	295-35-3508-402010	\$ 2.81
[VENDOR] 20247 : SWEETWATER COUNTY SCHOOL DIST #1	96/97	I18-003878	18-002786	04/03/2018	1	printing - restaurant week posters	110-11-1106-405500	\$ 17.50
	96/97	I18-003878	18-002786	04/03/2018	2	rods and rails applications	110-11-1106-405500	\$ 32.73
[VENDOR] 3434 : SWEETWATER HEIGHTS	HAP-April 2018	I18-003843	18-002751	04/03/2018	1	BORCHERT APRIL HAP VASH	295-35-3508-404009	\$ 611.00
	HAP-April 2018	I18-003843	18-002751	04/03/2018	2	REYNOLDS APRIL HAP VASH	295-35-3508-404009	\$ 609.00
	HAP-April 2018	I18-003843	18-002751	04/03/2018	3	BOSCH APRIL HAP VASH	295-35-3508-404009	\$ 621.00
	HAP-April 2018	I18-003843	18-002751	04/03/2018	4	LLOYD APRIL HAP VASH	295-35-3508-404009	\$ 609.00
[VENDOR] 23487 : SWIMOUTLET.COM	14617339	I18-003887	18-002145	04/03/2018	1	swim suits	110-14-1405-404600	\$ 62.40
	14617339	I18-003887	18-002145	04/03/2018	2	swim suit	110-14-1405-404600	\$ 39.74
[VENDOR] 221 : THOMSON REUTERS - WEST PMNT CENTER	837897300	I18-003844	18-002754	04/03/2018	1	Investigative Stops Law Bulletin	110-12-1201-403220	\$ 408.00
[VENDOR] 21609 : TITLEIST	905513005	I18-003766	18-002442	04/03/2018	1	Spring 2018 pre book order	110-14-1402-406133	\$ 2,044.83
[VENDOR] 19266 : TOMAHAWK LIVE TRAP CO	278790	I18-003845	18-002774	04/03/2018	1	32 x 10 x 12 Original Series Rigid Trap with one trap door and easy release door. Used for trapping various wild animals including feral cats.	110-12-1202-406130	\$ 795.00
	278790	I18-003845	18-002774	04/03/2018	2	Shipping and Handling for traps.	110-12-1202-406130	\$ 156.15
	278790	I18-003845	18-002774	04/03/2018	3	10% Discount off merchandise	110-12-1202-406130	\$ -79.50
[VENDOR] 9000.2129 : TRAILHEAD PROPERTIES, LLC	7112448	I18-003808		04/03/2018	1	UB CR REFUND-99398	170-00-0000-202000	\$ 169.26

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 23457 : TURCATO <i>CDY</i>	SafetyGlasses-2018	I18-003879	18-002725	04/03/2018	1	Safety Glasses	110-13-1303-402103	\$ 165.00
[VENDOR] 22746 : TURNKEY PROPERTIES INC.	HAP-April2018	I18-003846	18-002712	04/03/2018	1	SHERWOOD APRIL HAP	295-35-3508-404010	\$ 579.00
[VENDOR] 23584 : TUTTLE <i>JFF</i>	03242018	I18-003847	18-002775	04/03/2018	1	Travel Expense Reimbursement - Hotel, Meal	110-19-1902-405801	\$ 295.39
[VENDOR] 22500 : UNITED SITE SERVICES	114-6429486	I18-003767	18-000405	04/03/2018	1	yearly rental of a ADA accessible portable restroom	110-13-1304-404310	\$ 197.95
[VENDOR] 20380 : UPS <i>173.00</i>	65XW67108/67118	I18-003848	18-002760	04/03/2018	1	Shipping Fees week of March 10, 2018	110-12-1201-406101	\$ 91.66
	65XW67108/67118	I18-003848	18-002760	04/03/2018	2	Shipping fees week of March 17, 2018	110-12-1201-406101	\$ 81.34
[VENDOR] 623 : VERIZON WIRELESS <i>4109.50</i>	9803556841	I18-003849	18-002748	04/03/2018	1	Animal Control	110-12-1202-405302	\$ 119.02
	9803556841	I18-003849	18-002748	04/03/2018	2	Cemetery	110-13-1304-405302	\$ 64.76
	9803556841	I18-003849	18-002748	04/03/2018	3	City Buildings	110-11-1104-405302	\$ 36.41
	9803556841	I18-003849	18-002748	04/03/2018	4	Civic Center	110-14-1404-405302	\$ 226.66
	9803556841	I18-003849	18-002748	04/03/2018	5	Engineering	110-13-1301-405302	\$ 109.23
	9803556841	I18-003849	18-002748	04/03/2018	6	Emergency Mngmt	110-12-1204-405302	\$ 36.41
	9803556841	I18-003849	18-002748	04/03/2018	7	Fire Department	110-12-1205-405302	\$ 139.23
	9803556841	I18-003849	18-002748	04/03/2018	8	FRC	110-14-1405-405302	\$ 144.28
	9803556841	I18-003849	18-002748	04/03/2018	9	Golf	110-14-1402-405302	\$ 97.14
	9803556841	I18-003849	18-002748	04/03/2018	10	Housing	250-35-3502-405302	\$ 97.14
	9803556841	I18-003849	18-002748	04/03/2018	11	Parks	110-14-1401-405302	\$ 135.54
	9803556841	I18-003849	18-002748	04/03/2018	12	Police	110-12-1201-405302	\$ 2,337.18
	9803556841	I18-003849	18-002748	04/03/2018	13	Public Services	110-19-1901-405302	\$ 36.41
	9803556841	I18-003849	18-002748	04/03/2018	14	Shop	110-19-1903-405302	\$ 32.38
	9803556841	I18-003849	18-002748	04/03/2018	15	Streets	110-13-1303-405302	\$ 68.79
	9803556841	I18-003849	18-002748	04/03/2018	16	Water Ops	150-33-3302-405302	\$ 295.45
	9803556841	I18-003849	18-002748	04/03/2018	17	WRF	130-16-1601-405302	\$ 133.55
[VENDOR] 24226 : VESCO <i>Bulah</i>	HAP-April2018	I18-003850	18-002710	04/03/2018	1	MCDONALD APRIL HAP	295-35-3508-404010	\$ 425.00
[VENDOR] 553 : WALMART COMMUNITY BRC <i>2201.14</i>	2258-March2018	I18-003768	18-002689	04/03/2018	1	Misc. Supplies - Animal Control	110-12-1202-406130	\$ 584.01
	2258-March2018	I18-003768	18-002689	04/03/2018	2	Misc. Supplies - Civic Center	110-14-1404-406130	\$ 471.24
	2258-March2018	I18-003768	18-002689	04/03/2018	2	Misc. Supplies - Civic Center	110-14-1404-406132	\$ 118.14
	2258-March2018	I18-003768	18-002689	04/03/2018	3	Misc. Supplies - FRC	110-14-1405-406120	\$ 107.54
	2258-March2018	I18-003768	18-002689	04/03/2018	3	Misc. Supplies - FRC	110-14-1405-406130	\$ 357.13
	2258-March2018	I18-003768	18-002689	04/03/2018	4	Misc. Supplies - Fire	110-12-1205-406130	\$ 286.89
	2258-March2018	I18-003768	18-002689	04/03/2018	5	Misc. Supplies - Museum	110-34-3401-406130	\$ 13.58
	2258-March2018	I18-003768	18-002689	04/03/2018	6	Misc. Supplies - Police	110-12-1201-406130	\$ 72.71
	2258-March2018	I18-003768	18-002689	04/03/2018	7	Misc. Supplies - URA	110-11-1106-406001	\$ 58.60
	2258-March2018	I18-003768	18-002689	04/03/2018	8	Misc. Supplies - WRF	130-16-1601-406120	\$ 131.32
[VENDOR] 22797 : WARE <i>Ted</i>	HAP-April2018	I18-003851	18-002745	04/03/2018	1	WELCH APRIL HAP	295-35-3508-404010	\$ 595.00
	HAP-April2018	I18-003851	18-002745	04/03/2018	2	DURAN APRIL HAP	295-35-3508-404010	\$ 711.00
[VENDOR] 20304 : WAXIE <i>471.51</i>	77340474	I18-003852	18-002698	04/03/2018	1	850890 28124 SOFPULL PREMIUM 1-PLY REGCAPACITY CENTERPULL TOWELS	110-14-1404-406120	\$ 112.14

[illegible]

CITY OF ROCK SPRINGS
March 22, 2018

EMPLOYEE GARNISHMENTS	Employee deductions	\$	391.65
INTERNAL REVENUE SERVICE	Electronic fund transfer	\$	134,616.39
AXA - EQUITABLE	Employee deferred	\$	137.50
ICMA	Electronic fund transfer	\$	3,054.47
NATIONWIDE INSURANCE	Employee deferred	\$	370.00
WADDELL AND REED	Employee deferred	\$	925.00
WADDELL AND REED	Section 529 Plan	\$	825.00
GREAT WEST RETIREMENT	Employee deferred	\$	7,537.50
GREAT WEST RETIREMENT	Post Tax	\$	240.00
SWEETWATER FEDERAL CREDIT UNION	Employee deductions	\$	3,050.00
FLEXIBLE SPENDING ACCOUNT/BCBS	Employee BCBS flexshare	\$	6,794.99
WYOMING CHILD SUPPORT	Child Support payments	\$	3,570.00
TOTAL CHECKS		\$	161,512.50

City of Rock Springs

Payroll Authorization
for March 22, 2018

Gross Payroll - \$627,601.03



City Council Agenda

New Business



March 19, 2018

Honorable Mayor Carl R. Demshar, Jr.
and City Council Members
212 'D' Street
Rock Springs, WY 82901

RE: Request for Permission to Bid the 2018 Weed Mitigation Project

The Department of Engineering and Operations is requesting permission to bid the 2018 Weed Mitigation Project. This project will continue to mitigate weeds throughout the City of Rock Springs.

Any questions regarding this request should be directed to the Department of Engineering and Operations. Thank you for your consideration of this matter.

Respectfully yours,

A handwritten signature in black ink that reads "Paul D. Kauchich". The signature is written in a cursive, flowing style.

Paul D. Kauchich, PE
Director of Engineering and Operations

PDK



ROCK SPRINGS FIRE DEPARTMENT

Headquarters
600 College Drive
Rock Springs, WY 82901
(307) 352-1475 phone
(307) 352-1481 fax

March 23, 2018

MEMO

To: Honorable Mayor Carl R. Demshar, Jr. and City Councilors

From: Jim Wamsley, Fire Chief 

Subject: State Homeland Security Preparedness Grants

At this time I am writing to ask permission to apply for ^{three}~~two~~ grants through the FY 2018 Wyoming State Office of Homeland Security Preparedness Grant Program (SHSP) for the purpose of expanding the core communications capabilities and to expand the monitoring capabilities and transport capacity of Regional Emergency Response Team 4 of which the Rock Springs Fire Department is the host.

Your support for this effort is greatly appreciated.

If you have any questions please feel free to contact me.



City of Rock Springs
212 D Street
Rock Springs, WY 82901
307-352-1500
307-352-1516 (fax)



Position Request Form

(Must be completed prior to posting position.)

Position Requested by: Matt McBurnett

Date: 3/23/2018

Department Director Approval: Matt McBurnett

Date: 3/23/2018

Department: Administrative Services

Position Requested: City Clerk Administrative Assistant

☒ Replace ☐ Add

If replacement, state previous employee name and date of termination:

Laurie James retirement June 15, 2018

Position Status:

☒ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal _____ months # hours/week _____

☒ Days ☒ Evenings ☐ Nights ☐ Weekends ☐ Various

Specific time of shift: (i.e. 7:00am – 3:30pm) 8-5 and council meetings

Position Qualifications

- | | |
|--|---|
| <input checked="" type="checkbox"/> High School Grad/GED | <input checked="" type="checkbox"/> Associates Degree |
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Commercial Driver's License | <input type="checkbox"/> Master's Degree |
| <input checked="" type="checkbox"/> Certifications <u>Notary</u> | |

Brief Description of Duties: Under general direction, to plan, direct, manage and oversee City Clerk functions, activities and operations including public information, City Council support, and records management; to coordinate assigned activities with other City departments and outside agencies.

Position Begin Date: 5/14/18

Budget Approval: [Signature]
Director of Administrative Services

Non-Budget Approval: _____
Director of Administrative Services

Approved: [Signature]
Mayor

Not Approved: _____
Mayor

Advertising Request

- ☐ Post In-House Only
☐ Rocket Miner
☐ Green River Star
☐ Regional/National Paper _____
☐ State Association _____
☐ National Association _____



MAIN STREET / URBAN RENEWAL AGENCY
BROADWAY THEATER

March 19, 2018

Honorable Mayor Carl Demshar
City of Rock Springs
212 D Street
Rock Springs, WY 82901

Dear Mayor Demshar,

The Rock Springs Main Street/URA is excited about the upcoming ninth annual Rods and Rails Car Show. Slated for June 16, the event will run from 10 am to 4 pm and feature music, food, entertainment and, of course, classic cars and trucks.

To facilitate the car show, we would like to respectfully request the temporary street closure of South Main Street on June 16, from 7 am to 5 pm. Additionally, we're planning an "off road" vehicle show and hope to use the parking strip along North Front Street for those entries so we'd like to close that parking lot as well.

Finally, we would like to invite you to participate as a judge for the "Mayor's Choice" category. All cars should be in place by 10 am and judging can occur anytime from 10 am and 2pm. We'll announce the winners at 3:30 pm.

Mayor, we appreciate the continued support from you and the council and look forward to another exciting downtown event. Please contact me with any questions.

Respectfully,

A handwritten signature in black ink, appearing to read "Chad M. Banks". The signature is fluid and cursive, with the first name "Chad" being the most prominent.

Chad M. Banks
Manager



3/14/18

To Chief for Review



APPLICATION FOR 24 HR MALT BEVERAGE OR LIQUOR CATERING PERMIT

Permit Time: 5pm-midnight

Name of Event: Zanavian/Andrews wedding
 Permit Date(s): 4.7.18 to 4.7.18 Times of Event: 5:00 to midnight
 No. of Days Permitted: 1 Fee per day: \$75.00 Total Fee: 175.00
 Applicant: The Hitching Post ~~DBA~~: Wild Horse Saloon, Inc.
 Contact Person: Kelli Lennon Phone: 307870-5731
 Company Location: 580 E Fanningburg City: GR State: WY Zip: 82935
 Mailing Address: same City: _____ State: _____ Zip: _____
 Business Phone: 307875-2246 Email address: hitchingpostkelli@outlook.com
 Location of Event/Sales: Burning Hall

**Applicants that are receiving anything of value (i.e. money, goods and/or services)
From any industry representative must answer the following:**

As an applicant for a 24 hour malt beverage or catering permit, you are:

A nonprofit corporation organized under the laws of this state;

YES ☐ NO ☒

Qualified as a tax exempt organization under the Internal Revenue Code:

YES ☒ NO ☐

And have been in continuous operation for not less than two (2) years.

YES ☒ NO ☐

FILING AS: ☐ Individual ☐ Partnership ☒ Corporation ☐ LLC ☐ LLP

NOTE: Individual and Partnership filers must be domiciled residents of Wyoming for at least one year and not claimed residence in any other state in the last twelve months.

If a corporation, LLC, or LLP list the full names and residence address of all the officers and directors and of all shareholders owning jointly or severally ten percent (10%) or more of the stock of the corporation, LLC, or LLP. Use back of form if additional space is needed.

For Corp, LLC, LLP Applicants Legal Name	Date of Birth	DO NOT LIST PO BOXES Residence Address St., City, State, Zip	Residence Phone Number	No. of yrs. in Corp. or LLC	% of Stock Held	Have you been convicted of a Felony Violation - YES or NO	Have you been convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages? YES or NO
Jeff Stout	5/25/66	740 Tecumseh	871-4275	11 yrs	100%	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

By filing this application, I agree to operate in Wyoming under the requirements of W.S.12-4-502 and all other applicable Wyoming laws and rules, and to file required sales tax reporting documents and taxes.

By signing this application, I acknowledge for The Hitching Post (Business Name) that all of the information provided is true and correct, and that I agree to meet the Wyoming operating conditions specified above. This application must be signed by an owner, partner, corporate office, or LLC/LLP member.

VERIFICATION OF APPLICATION

(Requires signatures by ALL individuals, ALL Partners, ONW (1) LLC Member, TWO (2) Corporate Officers/Directors, or TWO (2) Club Officers. W.S.12-4-102(b))

Dated this 14 day of MARCH, 2018.


Applicant Signature

Applicant Signature

A Temporary Food Permit may be required for your event, by the Department of Agriculture. Please contact the Sweetwater County Health Officer at 333 Broadway, Suite 10, Rock Springs, or call (307) 352-6709 for further information.

Signature of Licensing Authority Official

Date


Law Enforcement Review Signature

3/15/18
Date

Comments: I.D. SCANNER AVAILABLE THROUGH THE RSPD. CONTACT
MATT KESLER. FREE OF CHARGE.

Malt Beverage/Liquor Catering Permits for events at city facilities are reviewed by the Mayor and may require evidence of security for the event and liquor liability insurance in the amount of \$1,000,000.00 with the city of Rock Springs named as an additional insured.

Security Required? ☐ Yes ☐ No

Liquor Liability Insurance Required? ☐ Yes ☐ No

To whom it may concern,

Arrin Zanatian and Hailee Andrews will be hosting a wedding at Bunning Hall at the Freight Station on April 7, 2018 at 5:00 pm. There will be approximately 100 people. During the reception, the Hitching Post Bar will be catering alcohol and bar tending. The bar tender will ID individuals prior to serving in order to ensure there is no underage drinking. We've designated Robert White (307-871-5478), Julianne Forrester (307-871-9572), and Fred Zanatian ((307-870-7018) to act as a security and make sure there isn't any drunken rowdiness. They will also make sure no one that has been drinking drives when they leave the event. The reception should be finished by around 11:00 pm.

If you have any further questions, feel free to contact Hailee Andrews at (307) 371-1144.

Thank you,

Hailee Andrews

The Hitching Post Restaurant and Saloon

580 E. Flaming Gorge Way
Green River, WY.82935
307-875-2246

March 7, 2018

Rock Springs City Council
RE: Catering Permit

Dear Honorable Mayor and Members of the Council:

We are requesting a catering permit to serve alcohol for a wedding at Bunning Hall, from 5:00pm through Midnight, April 7, 2018.

I have requested a transfer of liquor license from the City of Green River, for April 7, 2018.

As always, we will be aggressively checking identification to prevent any underage drinking.

Thank you for your consideration.

Sincerely,

Jeff Stout
Owner

Attached: Proof of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/28/2018

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

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

PRODUCER Drinkle Agency Inc 70 East 2nd South Green River, WY 82935	CONTACT NAME: Teresa Warren PHONE (A/C, No, Ext): 307-875-9307 FAX (A/C, No): 307-875-9305 E-MAIL ADDRESS: terryw@drinkleinsuranceagency.com
INSURED Hitching Post Family Restaurant 580 E Flaming Gorge Way Green River, WY 82935	INSURER(S) AFFORDING COVERAGE INSURER A: Ohio Security Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR	X		BKS 57795623	01/29/2018	01/29/2019	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
	MED EXP (Any one person) \$ 15,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
	GENERAL AGGREGATE \$ 2,000,000						
	PRODUCTS - COMP/OP AGG \$ 2,000,000						
GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
	BODILY INJURY (Per person) \$						
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						EACH OCCURRENCE \$
	AGGREGATE \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A					WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/>
	E.L. EACH ACCIDENT \$						
	E.L. DISEASE - EA EMPLOYEE \$						
	E.L. DISEASE - POLICY LIMIT \$						
A	Liquor Liability			BKS 57795623	01/29/2018	001/29/2019	300,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Rock Springs 212 D Street Rock Springs, WY 82901	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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MEMO

To: City of Rock Springs
From: Tara Smith, Deputy City Clerk
Date: March 20, 2018
Re: Catering Permit for the Hitching Post Saloon

On March 20, 2018, the Governing Body of the City of Green River approved the request from The Hitching Post Saloon to transfer their retail liquor license to cater a wedding on April 7, 2018 from 5 pm to midnight, at Bunning Hall.

Sincerely,

Tara Smith
City of Green River
50 E 2 N
Green River, WY 82935

307-872-6145
tsmith@cityofgreenriver.org



3/16/18

To Chief for Review



APPLICATION FOR 24 HR MALT BEVERAGE OR LIQUOR CATERING PERMIT

Permit Time: Noon - Midnight

Name of Event: Angel wedding
 Permit Date(s): 5/24/18 to 5/26/2018 Times of Event: Noon to Midnight
 No. of Days Permitted: 1 Fee per day: \$75.00 Total Fee: 75⁰⁰
 Applicant: Black Rock, Inc. D/B/A: 24 Hour C-STORE
 Contact Person: Tim Self Phone: (307) 389-6186
 Company Location: 1704 Elk St City: Rock Springs State: WY Zip: 82901
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Business Phone: (307) 362-8711 Email address: tsself@wyoming.com
 Location of Event/Sales: 543 Broadway

Applicants that are receiving anything of value (i.e. money, goods and/or services) From any industry representative must answer the following:

As an applicant for a 24 hour malt beverage or catering permit, you are:

A nonprofit corporation organized under the laws of this state; YES ☐ NO ☒Qualified as a tax exempt organization under the Internal Revenue Code: YES ☐ NO ☒And have been in continuous operation for not less than two (2) years. YES ☒ NO ☐FILING AS: ☐ Individual ☐ Partnership ☐ Corporation ☐ LLC ☐ LLP

NOTE: Individual and Partnership filers must be domiciled residents of Wyoming for at least one year and not claimed residence in any other state in the last twelve months.

If a corporation, LLC, or LLP list the full names and residence address of all the officers and directors and of all shareholders owning jointly or severally ten percent (10%) or more of the stock of the corporation, LLC, or LLP. Use back of form if additional space is needed.

For Corp, LLC, LLP Applicants Legal Name	Date of Birth	DO NOT LIST PO BOXES Residence Address St., City, State, Zip	Residence Phone Number	No. of yrs. in Corp. or LLC	% of Stock Held	Have you been convicted of a Felony Violation - YES or NO	Have you been convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages? YES or NO
Susan Fellbaum	11-8-52	9036 Willamette Rock Springs, WY	362-6141	25	36 2/3 %	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
TIM Self	6-29-58	470 Yellowstone Rock Springs, WY	389-6186	10	36 2/3 %	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Kam Ghia Chan	3-12-67	829 Ferdinand Pl Scottsbluff, NE	308-631-3961	9	13 1/3 %	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Yin Cheng Yin	11-11-64	1674 Sunset Rock Springs, WY	389-2206	9	13 1/3 %	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

By filing this application, I agree to operate in Wyoming under the requirements of W.S.12-4-502 and all other applicable Wyoming laws and rules, and to file required sales tax reporting documents and taxes.

By signing this application, I acknowledge for Black Rock Inc (Business Name) that all of the information provided is true and correct, and that I agree to meet the Wyoming operating conditions specified above. This application must be signed by an owner, partner, corporate office, or LLC/LLP member.

VERIFICATION OF APPLICATION

(Requires signatures by ALL individuals, ALL Partners, ONW (1) LLC Member, TWO (2) Corporate Officers/Directors, or TWO (2) Club Officers. W.S.12-4-102(b))

Dated this 16th day of March, 2018.

Applicant Signature

Tim Suf

Applicant Signature

A Temporary Food Permit may be required for your event, by the Department of Agriculture. Please contact the Sweetwater County Health Officer at 333 Broadway, Suite 10, Rock Springs, or call (307) 352-6709 for further information.

Signature of Licensing Authority Official

Date

[Signature]

Law Enforcement Review Signature

3/16/18

Date

Comments: Security Detail in place

Malt Beverage/Liquor Catering Permits for events at city facilities are reviewed by the Mayor and may require evidence of security for the event and liquor liability insurance in the amount of \$1,000,000.00 with the city of Rock Springs named as an additional insured.

Security Required? ☐ Yes ☒ No

Liquor Liability Insurance Required? ☐ Yes ☒ No

February 27th, 2018,

Honorable Mayor and City Council;

This letter is to inform you that the American Legion Archie Hay Post 24 Rented 543 Broadway to Gina Dusel, for a Wedding and Reception on May 26th, 2018. The event will begin at Noon to midnight.

The American Legion Archie Hay Post 24, Sons of the American Legion and the American Legion Riders will be doing security, for this function.

Thank You for your time:

Commander: Mike Cooke

SAL Commander: Mike Tipton

Riders President: Grant Yaklich



March 23, 2018

Mayor Carl Demshar
Mayor of Rock Springs, WY
212 D Street
Rock Springs, WY 82901

Mayor Demshar;

It's that time of year again; the KD Foundation for Sweetwater County Juvenile Diabetics is planning our 11th Annual Color Rush/Walk-A-Thon on Saturday, May 12th at 11 am. On behalf of the foundation, I am requesting that we be able to take the same route as last year. Due to the success of last year's event (over 700 participants) I am also requesting that South Main Street have a road closure from 10 am to 2pm. We are hoping to have police officers give us a send-off and have patrol ATVS escort the walkers along the route, as they have in the past. The Color Rush will begin and end at the Train Depot with a BBQ to follow.

Here is the route that we are requesting again this year.

- ~Start at train depot
- ~Walk to A Street
- ~Turn onto Blair Ave from A Street
- ~Walk Blair to the Belt Route
- ~Go over the overpass
- ~Turn right on Dewar Drive
- ~Follow Dewar/Center Street to Grant
- ~Grant to Elk
- ~Over bridge
- ~Left on Broadway and back to Depot

Please let me know if you would be interested in the RSPD assisting us on our Color Rush/Walk. We have submitted our route to Police Chief Pacheco as well. I am available to answer any questions at 362-8040 or 619-988-1660.

Respectfully yours,
Tina Maldonado- Egbert, Secretary

check in vault



APPLICATION FOR 24 HR MALT BEVERAGE
OR LIQUOR CATERING PERMIT

Permit Time: 2pm To MIDNIGHT

Name of Event: MAASH & GARRISON WEDDING RECEPTION

Permit Date(s): 08/18/18 to 08/18/18 Times of Event: 2pm to MIDNIGHT

No. of Days Permitted: 1 Fee per day: \$75.00 Total Fee: \$75.00

Applicant: LEWS INC D/B/A: BUDDHA'S LIQUOR CATERING

Contact Person: WING LEW Phone: (307) 389-1309

Company Location: 1549 9th St City: Rock Springs State: WYO Zip: 82901

Mailing Address: " City: " State: " Zip: "

Business Phone: (307) 362-6541 Email address: Wingsands@yahoo.com

Location of Event/Sales: SCM PARISH CENTER

Applicants that are receiving anything of value (i.e. money, goods and/or services)
From any industry representative must answer the following:

As an applicant for a 24 hour malt beverage or catering permit, you are:

A nonprofit corporation organized under the laws of this state; YES ☐ NO ☒

Qualified as a tax exempt organization under the Internal Revenue Code: YES ☐ NO ☒

And have been in continuous operation for not less than two (2) years. YES ☐ NO ☒

FILING AS: ☐ Individual ☐ Partnership ☒ Corporation ☐ LLC ☐ LLP

NOTE: Individual and Partnership filers must be domiciled residents of Wyoming for at least one year and not claimed residence in any other state in the last twelve months.

If a corporation, LLC, or LLP list the full names and residence address of all the officers and directors and of all shareholders owning jointly or severally ten percent (10%) or more of the stock of the corporation, LLC, or LLP. Use back of form if additional space is needed.

For Corp, LLC, LLP Applicants Legal Name	Date of Birth	DO NOT LIST PO BOXES Residence Address St., City, State, Zip	Residence Phone Number	No. of yrs. in Corp. or LLC	% of Stock Held	Have you been convicted of a Felony Violation - YES or NO	Have you been convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages? YES or NO
WINGS. LEW	1/27/61	101 WILD ROSE RS WYO 82901	389-1309	31	100%	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

By filing this application, I agree to operate in Wyoming under the requirements of W.S.12-4-502 and all other applicable Wyoming laws and rules, and to file required sales tax reporting documents and taxes.

By signing this application, I acknowledge for LEWS INC (Business Name) that all of the information provided is true and correct, and that I agree to meet the Wyoming operating conditions specified above. This application must be signed by an owner, partner, corporate officer, or LLC/LLP member.

VERIFICATION OF APPLICATION

(Requires signatures by ALL individuals, ALL Partners, ONW (1) LLC Member, TWO (2) Corporate Officers/Directors, or TWO (2) Club Officers. W.S.12-4-102(b))

Dated this 16th day of MARCH, 2018.

Wayne J. Lee
Applicant Signature

Applicant Signature

A Temporary Food Permit may be required for your event, by the Department of Agriculture. Please contact the Sweetwater County Health Officer at 333 Broadway, Suite 10, Rock Springs, or call (307) 352-6709 for further information.

Signature of Licensing Authority Official

Date

[Signature]
Law Enforcement Review Signature

3/27/18
Date

Comments: Security Detail in Place

Malt Beverage/Liquor Catering Permits for events at city facilities are reviewed by the Mayor and may require evidence of security for the event and liquor liability insurance in the amount of \$1,000,000.00 with the city of Rock Springs named as an additional insured.

Security Required? ☐ Yes ☐ No

Liquor Liability Insurance Required? ☐ Yes ☐ No

Damian & Heather Marsh
4000 Peregrine Street
Rock Springs, WY 82901

March 14, 2018

Chief Dwane Pacheco
Rock Springs Police Department
221 C Street
Rock Springs, WY 82901

Chief Pacheco:

This letter serves as notification of security for the wedding reception for our son and his fiancée on Saturday, August 18, 2018, at the SCM Parish Center. The following listed individuals may be contacted during the event, if needed, Damian Marsh, Ronald Hall or Bill Dow.

If you have any questions, please feel free to contact me.

Thank you,

A handwritten signature in cursive script that reads "Heather Marsh". The signature is written in dark ink and is positioned above the printed name.

Heather Marsh



City Council Agenda

Resolutions

RESOLUTION NO. 2018- 48

A RESOLUTION ACCEPTING AND APPROVING A PROPOSAL FROM MCGEE, HEARNE & PAIZ, LLP, CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS, TO AUDIT THE FINANCIAL RECORDS OF THE CITY OF ROCK SPRINGS FOR THE FISCAL YEAR ENDING JUNE 30, 2018, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, WYOMING, TO EXECUTE AND CONFIRM SAID PROPOSAL ON BEHALF OF THE CITY.

WHEREAS, proposals were requested for independent audit services for the City of Rock Springs in order to comply with State Statutes; and,

WHEREAS, the City of Rock Springs has accepted an offer from McGee, Hearne & Paiz, LLP, Certified Public Accounts and Consultants, to audit the general purpose financial statements of the City of Rock Springs for the year ending June 30, 2018; and,

WHEREAS, the fee for said audit will be as stated on the attached proposal and by this reference herein incorporated; and,

WHEREAS, the Governing Body of the City of Rock Springs has said proposal before it and has given it careful review and consideration.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That the terms and provisions of the proposal for an audit of the financial records of the City of Rock Springs for the fiscal year ending June 30, 2018, with McGee, Hearne & Paiz, LLC, Certified Public Accountants and Consultants, is hereby accepted and approved by the City of Rock Springs, Wyoming.

Section 2. That the Mayor of the City of Rock Springs be, and he is hereby, authorized, empowered and directed to execute and confirm said proposal on behalf of said City; and that the City Clerk of said City, be and he is hereby, authorized and directed to attach to said proposal a certified copy of this resolution.

PASSED AND APPROVED this _____ day of _____, 2018.

President of the Council

Mayor

Attest:

City Clerk



March 14, 2018

City of Rock Springs, Wyoming
212 D Street
Rock Springs, Wyoming 82901

Attention: Matt McBurnett, Director of Administrative Services

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the financial statements of the City of Rock Springs, Wyoming (the "City"), which comprise governmental activities, business-type activities, each major fund and aggregate remaining fund information as of and for the year ending June 30, 2018, which collectively comprise the basic financial statements. You have also requested that we report on whether the supplementary information included with the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole. The Governmental Accounting Standards Board (GASB) requires that required supplementary information (RSI) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by GASB who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We will apply certain limited procedures to the RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). We will not express an opinion or provide any assurance on the information because the limited procedures will not provide us with sufficient evidence to express an opinion or provide any assurance. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

We will also perform the audit of the City as of June 30, 2018, so as to satisfy the audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U. S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The Responsibilities of the Auditor

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS); *Government Auditing Standards* issued by the Comptroller General of the United States (GAS); the provisions of the Single Audit Act, Subpart F of Title 2 U.S. CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and the U.S. Office of Management and Budget's (OMB) Compliance Supplement. Those standards, regulations, or supplements require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

314 West 18th Street
Cheyenne, WY 82001
(307) 634-2151

mhp1lp.com

RSM US Alliance

RSM

RSM US Alliance member firms are separate and independent businesses and legal entities that are responsible for their own acts and omissions, and each are separate and independent from RSM US LLP. RSM US LLP is the U.S. member firm of RSM International, a global network of independent audit, tax, and consulting firms. Members of RSM US Alliance have access to RSM International resources through RSM US LLP but are not member firms of RSM International.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of abuse is subjective; therefore, GAS does not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the City Council: (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

The funds that you have told us are maintained by the City and that are to be included as part of our audit are listed here:

Governmental Funds:

General Fund

Proprietary Funds:

Water Fund

Wastewater Fund

Rock Springs Housing Authority Funds

(collectively, "Housing Authority Funds"):

Public Housing

Section 8 Vouchers

Supportive Housing

Capital Fund

Employee Insurance Fund (Internal Service)

The component unit whose financial statements you have told us are to be included as part of the City's basic financial statements is the Rock Springs Housing Authority.

The Federal financial assistance programs and awards that you have told us that the City participates in and that are to be included as part of the single audit will be provided in the planning phase.

We are responsible for the compliance audit of major programs under the Uniform Guidance, including the determination of major programs, the consideration of internal control over compliance, and reporting responsibilities.

Our reports on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and regulations identified above. Our reports on compliance matters will address material errors, fraud, abuse, violations of compliance obligations, and other responsibilities imposed by state and Federal statutes and regulations or assumed by contracts, and any state or Federal grant, entitlement, or loan program questioned costs of which we become aware, consistent with requirements of the standards and regulations identified above.

**The Responsibilities of Management and Identification of the
Applicable Financial Reporting Framework**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that they will not evaluate subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
4. For establishing and maintaining effective internal control over financial reporting and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;
5. For report distribution; and
6. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this letter; and
2. That management believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for identifying and ensuring that the City complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the City involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse, or suspected fraud or abuse, affecting the City received in communications from employees, former employees, analysts, regulators, or others.

Management is responsible for the preparation of the RSI and supplementary information in accordance with accounting principles generally accepted in the United States of America, and as required by the Uniform Guidance and the U.S. Department of Housing and Urban Development. Management agrees to include the auditor's report on the RSI and supplementary information in any document that contains the RSI and supplementary information and indicates that the auditor has reported on such RSI and supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

Because the audit will be performed in accordance with the Single Audit Act and the Uniform Guidance, management is responsible for (a) identifying all federal awards received and expended; (b) preparing the Schedule of Expenditures of Federal Awards (including notes and noncash assistance received) in accordance with Uniform Guidance requirements; (c) internal control over compliance; (d) compliance with federal statutes, regulations, and the terms and conditions of federal awards; (e) making us aware of significant vendor relationships where the vendor is responsible for program compliance; (f) following up and taking corrective action on audit findings, including the preparation of a summary Schedule of Prior Audit Findings and a Corrective Action Plan; and (g) submitting the reporting package and data collection form.

The City Council is responsible for informing us of its views about the risks of fraud or abuse within the City, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the City.

Our association with an official statement is a matter for which separate arrangements will be necessary. The City agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing and with a copy of the final reproduced material for our approval before it is distributed. In the event our auditor/client relationship has been terminated when the City seeks such consent, we will be under no obligation to grant such consent or approval.

The City agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, the City agrees to contact us before it includes our reports or otherwise makes reference to us, in any public or private securities offering.

Because McGee, Hearne & Paiz, LLP will rely on the City and its management and City Council to discharge the foregoing responsibilities, the City holds harmless and releases McGee, Hearne & Paiz, LLP and its partners and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the City's management that has caused, in any respect, McGee, Hearne & Paiz, LLP's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

Records and Assistance

If circumstances arise relating to the condition of the City's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the City's books and records. The City will determine that all such data, if necessary, will be so reflected. Accordingly, the City will not expect us to maintain copies of such records in our possession.

McGee, Hearne & Paiz, LLP is committed to the safe and confidential treatment of the City's proprietary information. McGee, Hearne & Paiz, LLP is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. The City agrees that it will not provide McGee, Hearne & Paiz, LLP with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of the City's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

The assistance to be supplied by City personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with Matt McBurnett, Director of Administrative Services. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

In connection with our audit, you have requested us to perform a certain nonaudit service necessary for the preparation of the financial statements, including the following:

- Drafting the Data Collection Form

This nonaudit service does not constitute an audit under GAS and such the service will not be conducted in accordance with GAS. We will perform the service in accordance with applicable professional standards.

The GAS independence standards require that the auditor maintain independence so that opinions, findings, conclusions, judgments, and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a nonaudit service to the City, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other nonaudit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the nonaudit service to be performed. The City has agreed that Matt McBurnett, Director of Administrative Services, possesses suitable skill, knowledge, or experience and that the individual understands the nonaudit service above to be performed sufficiently to oversee them. Accordingly, the management of the City agrees to the following:

1. The City has designated Matt McBurnett, Director of Administrative Services as a senior member of management who possesses suitable skill, knowledge and experience to oversee the service;
2. Matt McBurnett, Director of Administrative Services will assume all management responsibilities for subject matter and scope of the service performed;
3. The City will evaluate the adequacy and results of the service performed; and
4. The City accepts responsibility for the results and ultimate use of the service.

GAS further requires that we establish an understanding with the City's management and, when appropriate, those charged with governance, of the objectives of the nonaudit service, the service to be performed, the City's acceptance of its responsibilities, the auditor's responsibilities and any limitations of the nonaudit service. We believe this letter documents that understanding.

Other Relevant Information

In accordance with GAS, a copy of our most recent peer review report is enclosed for your information.

Fees, Costs, and Access to Workpapers

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement plus directly billed expenses including report processing, travel, meals, and fees for services from other professionals. Our fee for rendering the services described in this letter for the year ending June 30, 2018 will be \$61,000.

Our fees and completion of our work are based upon the following criteria:

1. Anticipated cooperation from the City personnel
2. Timely responses to our inquiries
3. Timely completion and delivery of client assistance requests
4. Timely communication of all significant accounting and financial reporting matters
5. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then fees may increase. Interim billings may be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the Firm and is subsequently employed by or associated with a client in a key position. Accordingly, the City agrees it will compensate McGee, Hearne & Paiz, LLP for any additional costs incurred as a result of the City's employment of a partner or professional employee of McGee, Hearne & Paiz, LLP.

In the event we are requested or authorized by the City or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the City, the City will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of McGee, Hearne & Paiz, LLP. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of McGee, Hearne & Paiz, LLP audit personnel and at a location designated by our Firm.

Claim Resolution

The City and McGee, Hearne & Paiz, LLP agree that no claim arising out of services rendered pursuant to this arrangement letter shall be filed more than two years after the date of the audit report issued by McGee, Hearne & Paiz, LLP or the date of this arrangement letter if no report has been issued, unless the City is unaware of the existence of such claim and its existence is not reasonably discoverable by the City within such time period, then the City may make a claim arising out of the services rendered pursuant to this agreement up to two years after the City is made aware of the existence of such claim or such claim is reasonably discoverable by the City. The City waives any claim for punitive damages unless such claim arises out of acts by McGee, Hearne & Paiz, LLP which are willful, wanton, reckless, or intentional. McGee, Hearne & Paiz, LLP's liability for all claims, damages, and costs of the City arising from this engagement is limited to the amount of fees paid by the City to McGee, Hearne & Paiz, LLP for the services rendered under this arrangement letter.

McGee, Hearne & Paiz, LLP may terminate this relationship immediately in its sole discretion if McGee, Hearne & Paiz, LLP determines that continued performance would result in a violation of law, regulatory requirements, applicable professional standards or McGee, Hearne & Paiz, LLP's client acceptance or retention standards.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken, and all other terms and provisions will remain in full force and effect.

Reporting

We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the City Council of the City. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on the City's financial statements, we will also issue the following types of reports:

1. A report on the fairness of the presentation of the City's Schedule of Expenditures of Federal Awards in relation to the financial statements as a whole for the year ending June 30, 2018;
2. Reports on internal control related to the financial statements and major programs. These reports will describe the scope of testing of internal control and the results of our tests of internal control;
3. Reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance that could have a material effect on the financial statements and any noncompliance that could have a material effect, as defined by Subpart F of Title 2 U. S. CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, on each major program;
4. An accompanying Schedule of Findings and Questioned Costs; and
5. A report on the fairness of the presentation of the City of Rock Springs Housing Authority's financial data schedule for the year ending June 30, 2018. The responsibility we are to take for the material included in this report will be the same as that we assume for other supplementary information accompanying the financial statements.

This letter constitutes the complete and exclusive statement of agreement between McGee, Hearne & Paiz, LLP and the City, superseding all proposals, oral or written, and all other communication with respect to the terms of the engagement between the parties.

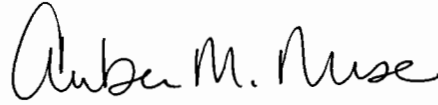
Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature of a party to this agreement or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (i) to be "written" or "in writing," (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (i) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (ii) an electronic copy of a traditional signature affixed to a document, (iii) a signature incorporated into a document utilizing touchscreen capabilities or (iv) a digital signature.

City of Rock Springs, Wyoming
March 14, 2018
Page 8

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

McGEE, HEARNE & PAIZ, LLP



Amber M. Nuse, CPA, CTFA
Partner

Enclosure: Peer Review Letter

Confirmed on behalf of the addressee:

_____, 2018
City Council President

_____, 2018
Carl Demshar
Mayor

_____, 2018
Matt McBurnett
Director of Administrative Services

2018-49
3/28/18

RESOLUTION NO. 2018- 49

A RESOLUTION TO VACATE AND TRANSFER BY QUITCLAIM DEED A PARCEL OF LAND LOCATED IN THE HILLSIDE ADDITION TO THE CITY OF ROCK SPRINGS, SWEETWATER COUNTY, WYOMING.

WHEREAS, there exists property located in the Hillside Addition to the City of Rock Springs, Sweetwater County, Wyoming, as hereinafter described; and,

WHEREAS, a request for a portion of a public right-of-way in the Hillside Addition has been reviewed by the Planning and Zoning Commission and recommendation for approval was given; and,

WHEREAS, Resolution No. 2018-42 declaring the intention of the City of Rock Springs to vacate property situated in the Hillside Addition to the City of Rock Springs, Sweetwater County, Wyoming, was duly passed and approved by the City Council of said City on the 20th day of March, 2018; and,

WHEREAS, a notice of the proposed vacation was published in a local newspaper on March 23, 2018; and,

WHEREAS, the Governing Body of the City of Rock Springs held a public hearing concerning the proposed vacation at its regular meeting on April 3, 2018; and,

WHEREAS, any comment made regarding the proposed vacation of the said property was duly accepted and noted by the Governing Body; and,

WHEREAS, the Governing Body finds that it is in the best interests of the public and the citizens of the City of Rock Springs to carry out the proposed vacation of the property described hereinafter.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That certain piece of property located in the Hillside Addition to the City of Rock Springs, Sweetwater County, Wyoming more specifically described below, is hereby VACATED and shall be assigned and conveyed to all lots or parcels adjacent to the area being vacated in equal proportions as required by law:

A parcel of land situate in the Northwest Quarter of the Southwest Quarter of Section 35 (NWSW 35), Resurvey Township 19 North, Range 105 West of the 6th P.M., Sweetwater County, Wyoming and being a portion of McKeehan Avenue right-of-way as dedicated by the Hillside Addition to the City of Rock Springs, the official plat thereof being recorded in the Book of Plats on Page 35 in the Office of the Sweetwater County Clerk, said parcel being more particularly described as follows:

Beginning at the most southerly corner of Block 13 in said Hillside Addition;

Thence on the southeasterly boundary of said Block 13 - N 30° 34' E for a distance of 160.0 feet to the most easterly corner thereof;

Thence on the southwesterly boundary of the Smith Street right-of-way as dedicated by said Hillside Addition plat - S 59° 26' E for a distance of 50.0 feet to the most northerly corner of Block 14 in said Hillside Addition;

Thence on the northwesterly boundary of said Block 14 - S 30° 34' W for a distance of 150.0 feet to the most westerly corner thereof;

Thence N 70°44'36" W for a distance of 50.99 feet, more or less to the point of beginning.

Said parcel contains an area of 7,750.0 SqFt or 0.178 Acres, more or less.

Section 2. To accomplish said vacation according to law and ordinance, the above-described parcel shall be divided into five parcels, which parcels are more specifically described in Exhibits "A", "B", "C", "D", and "E", attached to this Resolution and specifically incorporated herein by reference.

Section 3. That the above-described parcels shall be conveyed by separate quitclaim deeds to the Layos & Layos Limited Partnership as owner of the lots adjacent to the vacated street.

Section 4. That the City Engineer be, and he is hereby, ordered to forthwith note on the appropriate maps and records of said City that said property has been vacated by the City of Rock Springs.

Section 5. The Mayor and City Clerk are hereby authorized and empowered to do all things necessary, including but not limited to the execution of any quitclaim deeds, to effect the purpose and intent of this resolution.

PASSED AND APPROVED this _____ day of _____, 2018.

President of the Council

Mayor

Attest:

City Clerk

**VACATION OF RIGHT OF WAY
OF
A PORTION OF MCKEEHAN AVENUE**

Located in the NW1/4 of the SW1/4, of Section 35
Hillside Addition to the City of Rock Springs,
Resurvey of T.19N., R.105W., of the 6th Principal Meridian,
Rock Springs, Sweetwater County, Wyoming

"EXHIBIT A"

LEGAL DESCRIPTION:

(PARCEL #1):

A PARCEL OF LAND located in the Hillside Addition to the City of Rock Springs, in the NW¼ of the SW¼ of Section 35, Resurvey, T. 19 N., R. 105 W. of the 6th P.M., Rock Springs, Sweetwater County, Wyoming, being more particularly described as follows:

BEGINNING at the Northwest Corner of Lot 1, Block 14 and the Easterly Right of Way Line of McKeehan Avenue of said Hillside Addition to the City of Rock Springs;

Thence S 30° 21' 42" W (S 30° 34' W - Rec.), 50.00 feet along the Easterly Right of Way Line of McKeehan Avenue to the Southwest Corner of said Lot 1, Block 14 of said Hillside Addition to the City of Rock Springs;

Thence N 59° 38' 18" W, along a projected extension of the South line of said Lot 1, Block 14, 25.00 feet to the platted centerline of McKeehan Avenue of said Hillside Addition to the City of Rock Springs;

Thence N 30° 21' 42" E, 50.00 feet along the platted centerline of McKeehan Avenue to the intersection of the Southerly Right of Way Line of Smith Street of said Hillside Addition to the City of Rock Springs;

Thence S 59° 38' 18" E (S 59° 26' E - Rec.), 25.00 feet along the Southerly Right of Way Line of Smith Street of said Hillside Addition to the City of Rock Springs, to the TRUE POINT OF BEGINNING.

Said parcel contains a total area of 1,250.00 s.f.

The basis of bearing for this Parcel is S 89° 32' 41" E – 2,640.44 feet, between the ¼ corner common to Sections 34 and 35 of Resurvey T.19 N., R. 105 W., and the Center ¼ corner of said Section 35.

**VACATION OF RIGHT OF WAY
OF
A PORTION OF MCKEEHAN AVENUE**

Located in the NW1/4 of the SW1/4, of Section 35
Hillside Addition to the City of Rock Springs,
Resurvey of T.19N., R.105W., of the 6th Principal Meridian,
Rock Springs, Sweetwater County, Wyoming

"EXHIBIT B"

LEGAL DESCRIPTION:

(PARCEL #2):

A PARCEL OF LAND located in the Hillside Addition to the City of Rock Springs, in the NW¹/₄ of the SW¹/₄ of Section 35, Resurvey, T. 19 N., R. 105 W. of the 6th P.M., Rock Springs, Sweetwater County, Wyoming, being more particularly described as follows:

BEGINNING at the Northwest Corner of Lot 2, Block 14 and the Easterly Right of Way Line of McKeehan Avenue of said Hillside Addition to the City of Rock Springs;

Thence S 30° 21' 42" W (S 30° 34' W - Rec.), 100.00 feet along the Easterly Right of Way Line of McKeehan Avenue to the Southwest Corner of said Lot 2, Block 14 of said Hillside Addition to the City of Rock Springs;

Thence N 70° 56' 53" W, 25.50 feet to the platted centerline of McKeehan Avenue of said Hillside Addition to the City of Rock Springs;

Thence N 30° 21' 42" E, 105.00 feet along the platted centerline of McKeehan Avenue of said Hillside Addition to the City of Rock Springs to a projected extension of the North line of said Lot 2, Block 14;

Thence S 59° 38' 18" E, 25.00 feet along the projected extension of the North line of said Lot 2, Block 14, to the TRUE POINT OF BEGINNING.

Said parcel contains a total area of 2,562.50 s.f.

The basis of bearing for this Parcel is S 89° 32' 41" E – 2,640.44 feet, between the ¹/₄ corner common to Sections 34 and 35 of Resurvey T.19 N., R. 105 W., and the Center ¹/₄ corner of said Section 35.

**VACATION OF RIGHT OF WAY
OF
A PORTION OF MCKEEHAN AVENUE**

Located in the NW1/4 of the SW1/4, of Section 35
Hillside Addition to the City of Rock Springs,
Resurvey of T.19N., R.105W., of the 6th Principal Meridian,
Rock Springs, Sweetwater County, Wyoming

"EXHIBIT C"

LEGAL DESCRIPTION:

(PARCEL #3):

A PARCEL OF LAND located in the Hillside Addition to the City of Rock Springs, in the NW $\frac{1}{4}$ of the SW $\frac{1}{4}$ of Section 35, Resurvey, T. 19 N., R. 105 W. of the 6th P.M., Rock Springs, Sweetwater County, Wyoming, being more particularly described as follows:

BEGINNING at the Northeast Corner of Lot 1, Block 13 and the Westerly Right of Way Line of McKeehan Avenue of said Hillside Addition to the City of Rock Springs;

Thence S 59° 38' 18" E (S 59° 26' E - Rec.), 25.00 feet along the Southerly Right of Way Line of Smith Street of said Hillside Addition to the City of Rock Springs to the platted centerline of McKeehan Avenue of said Hillside Addition to the City of Rock Springs;

Thence S 30° 21' 42" W, 50.00 feet along the platted centerline of McKeehan Avenue of said Hillside Addition to the City of Rock Springs;

Thence N 59° 38' 18" W, 25.00 feet to the Southeast Corner of said Lot 1, Block 13 and the Westerly Right of Way Line of McKeehan Avenue of said Hillside Addition to the City of Rock Springs;

Thence N 30° 21' 42" E (S 30° 34' W - Rec.), 50.00 feet along the Westerly Right of Way Line of McKeehan Avenue of said Hillside Addition to the City of Rock Springs, to the TRUE POINT OF BEGINNING.

Said parcel contains a total area of 1,250.00 s.f.

The basis of bearing for this Parcel is S 89° 32' 41" E – 2,640.44 feet, between the $\frac{1}{4}$ corner common to Sections 34 and 35 of Resurvey T.19 N., R. 105 W., and the Center $\frac{1}{4}$ corner of said Section 35.

**VACATION OF RIGHT OF WAY
OF
A PORTION OF MCKEEHAN AVENUE**

Located in the NW1/4 of the SW1/4, of Section 35
Hillside Addition to the City of Rock Springs,
Resurvey of T.19N., R.105W., of the 6th Principal Meridian,
Rock Springs, Sweetwater County, Wyoming

"EXHIBIT D"

LEGAL DESCRIPTION:

(PARCEL #4):

A PARCEL OF LAND located in the Hillside Addition to the City of Rock Springs, in the NW¼ of the SW¼ of Section 35, Resurvey, T. 19 N., R. 105 W. of the 6th P.M., Rock Springs, Sweetwater County, Wyoming, being more particularly described as follows:

BEGINNING at the Northeast Corner of Lot 2, Block 13 and the Westerly Right of Way Line of McKeehan Avenue of said Hillside Addition to the City of Rock Springs;

Thence S 59° 38' 18" E, along a projected extension of the North line of said Lot 2, Block 13, 25.00 feet to the platted centerline of McKeehan Avenue of said Hillside Addition to the City of Rock Springs;

Thence S 30° 21' 42" W, 50.00 feet along the platted centerline of McKeehan Avenue of said Hillside Addition to the City of Rock Springs;

Thence N 59° 38' 18" W, 25.00 feet to a point on the Westerly Right of Way Line of McKeehan Avenue of said Hillside Addition to the City of Rock Springs;

Thence N 30° 21' 42" E (S 30° 34' W - Rec.), 50.00 feet along the Westerly Right of Way Line of McKeehan Avenue of said Hillside Addition to the City of Rock Springs, to the TRUE POINT OF BEGINNING.

Said parcel contains a total area of 1,250.00 s.f.

The basis of bearing for this Parcel is S 89° 32' 41" E – 2,640.44 feet, between the ¼ corner common to Sections 34 and 35 of Resurvey T.19 N., R. 105 W., and the Center ¼ corner of said Section 35.

**VACATION OF RIGHT OF WAY
OF
A PORTION OF MCKEEHAN AVENUE**

Located in the NW1/4 of the SW1/4, of Section 35
Hillside Addition to the City of Rock Springs,
Resurvey of T.19N., R.105W., of the 6th Principal Meridian,
Rock Springs, Sweetwater County, Wyoming

"EXHIBIT E"

LEGAL DESCRIPTION:

(PARCEL #5):

A PARCEL OF LAND located in the Hillside Addition to the City of Rock Springs, in the NW¼ of the SW¼ of Section 35, Resurvey, T. 19 N., R. 105 W. of the 6th P.M., Rock Springs, Sweetwater County, Wyoming, being more particularly described as follows:

BEGINNING at the Northeast Corner of Parcel I as cited in deed (Book 873, Pages 424-426) and the Westerly Right of Way Line of McKeehan Avenue of said Hillside Addition to the City of Rock Springs;

Thence S 59° 38' 18" E, along a projected extension of the North line of said Parcel I, 25.00 feet to the platted centerline of McKeehan Avenue of said Hillside Addition to the City of Rock Springs;

Thence S 30° 21' 42" W, 55.00 feet along the platted centerline of McKeehan Avenue of said Hillside Addition to the City of Rock Springs;

Thence N 70° 56' 53" W, 25.50 feet to the Southwest Corner of a said Parcel I, and the Westerly Right of Way Line of McKeehan Avenue of said Hillside Addition to the City of Rock Springs;

Thence N 30° 21' 42" E (S 30° 34' W - Rec.), 60.00 feet along the Westerly Right of Way Line of McKeehan Avenue to the TRUE POINT OF BEGINNING.

Said parcel contains a total area of 1,437.50 s.f.

The basis of bearing for this Parcel is S 89° 32' 41" E – 2,640.44 feet, between the ¼ corner common to Sections 34 and 35 of Resurvey T.19 N., R. 105 W., and the Center ¼ corner of said Section 35.

2018
3/21/18

RESOLUTION NO. 2018 - 50

A RESOLUTION ACCEPTING AND APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF ROCK SPRINGS, WYOMING AND THE LAYOS & LAYOS LIMITED PARTNERSHIP, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, WYOMING, TO EXECUTE SAID MEMORANDUM OF UNDERSTANDING ON BEHALF OF SAID CITY.

WHEREAS, the City provides water service and owns water service lines underlying McKeehan Avenue and portions of the land owned by the Layos & Layos Limited Partnership (Layos); and,

WHEREAS, in consideration of the vacation of said street by the City, Layos has agreed to assume ownership and control of the water lines underlying McKeehan Avenue and its adjacent properties, up to and including the valve located on Smith Street; and,

WHEREAS, the City of Rock Springs and Layos desire to enter into a Memorandum of Understanding regarding the disposition, ownership, and control of said water lines; and,

WHEREAS, the Governing Body of the City of Rock Springs has said Memorandum of Understanding before it and has given it careful consideration and review.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That the Memorandum of Understanding between the City of Rock Springs and Layos & Layos Limited Partnership, attached hereto and by this reference made a part hereof, be and it is hereby accepted and approved by the Governing Body of said City.

Section 2. That the Mayor of the City of Rock Springs, be, and he is hereby authorized, empowered and directed to execute said Memorandum of Understanding on behalf of said City; and that the City Clerk of said City, be, and he is hereby, authorized and directed to attest to said Memorandum of Understanding, and to attach to each duplicate original of said Memorandum of Understanding a certified copy of this Resolution.

PASSED AND APPROVED this _____ day of _____, 2018.

President of the Council

Attest:

Mayor

City Clerk

Memorandum of Understanding

This Memorandum of Understanding is made by and between the Layos and Layos Limited Partnership, 210 Jade Street, Rock Springs, Wyoming 82901 (hereinafter "Layos"); and the City of Rock Springs, 212 D Street, Rock Springs, WY 82901, Wyoming Municipal Corporation (hereinafter "City").

WHEREAS, Layos is a duly formed and functioning limited partnership located in Sweetwater County, Wyoming; and,

WHEREAS, the City is a duly formed and functioning first class city located in Sweetwater County, Wyoming; and,

WHEREAS, the City provides water service and owns water service lines underlying McKeehan street and other portions of the land owned by Layos, all as depicted by the map attached to this memorandum as "Exhibit A" and specifically made a part hereof; and,

WHEREAS, in consideration of the vacation of said street by the City, Layos has agreed to assume ownership and control of the water lines underlying said street and its adjacent properties, up to and including the valve located on Smith Street.

NOW, THEREFORE, for the exchange of mutual consideration, the receipt of which is hereby acknowledged, the City and Layos hereby agree to the following:

1. The City hereby conveys to Layos all water lines underlying Layos' properties in the Hillside Addition to the City of Rock Springs, up to and including the valve located at the intersection of Smith Street and McKeehan Avenue. Said conveyance is made "as is" and the City makes no representations regarding the integrity or reliability of said waterlines or valve.
2. Layos agrees to assume ownership and control of said water lines "as is", including the valve located at the intersection of Smith Street and McKeehan avenue, and further, agrees that said valve will serve as the curb stop for the Layos properties.
3. Layos shall, from this day forward, be solely responsible for maintenance of said water lines and shall take all necessary steps to prevent backflow to the municipal water system at each point of use within its property.

DATED this ____ day of April 2018.

ATTEST:

CITY OF ROCK SPRINGS,

City Clerk

By:

Mayor

LAYOS AND LAYOS LIMITED PARTNERSHIP,

By:

Robert A. Layos
Partner

TOPOGRAPHIC LEGEND

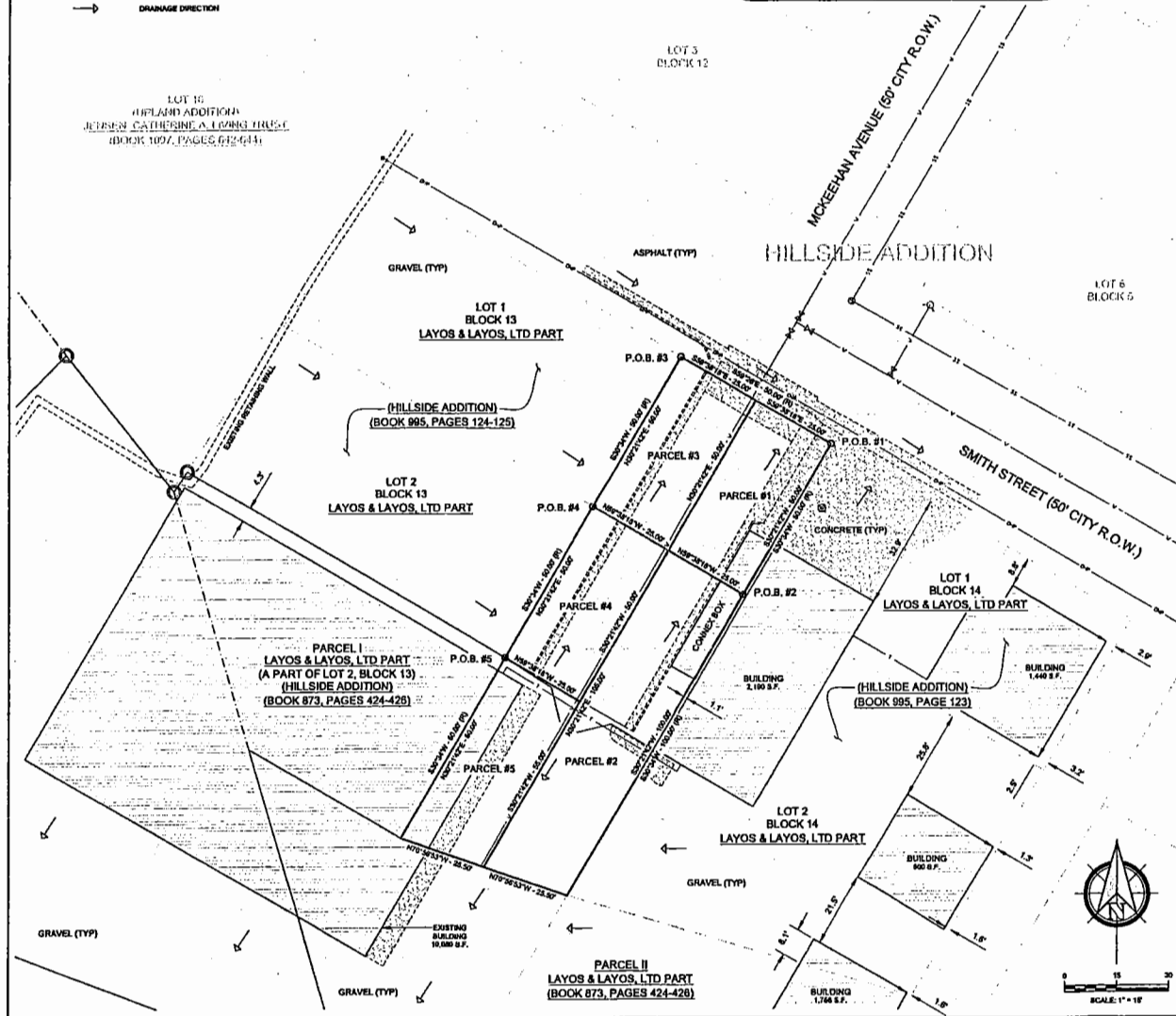
- PROPOSED PROPERTY BOUNDARY LINES
- ADJACENT PROPERTY LINES
- PROPERTY CORNER TO BE SET (NOT FOUND)
- RECORD INFORMATION FROM ORIGINAL LEGAL DESCRIPTIONS
- EXISTING WATER MAIN WITH VALVE AND FIRE HYDRANT
- EXISTING SANITARY SEWER WITH MANHOLE
- EXISTING OVERHEAD POWER WITH POLE
- EXISTING UNDERGROUND TELEPHONE LINE
- RECORD INFORMATION FROM ORIGINAL LEGAL DESCRIPTIONS
- EXISTING MONITORING WELL
- EXISTING GAS METER
- DRAINAGE DIRECTION

VACATION OF RIGHT OF WAY

OF MCKEEHAN AVENUE

LOCATED IN THE NW1/4 OF THE SW1/4, OF SECTION 35
HILLSIDE ADDITION TO THE CITY OF ROCK SPRINGS
T. 10 N., R. 105 W., OF THE SIXTH PRINCIPAL MERIDIAN,
ROCK SPRINGS, SWEETWATER COUNTY, WYOMING

LOT 1 AND LOT 2 OF BLOCK 13 - 1004 MCKEEHAN AVENUE
LOT 1 AND LOT 2 OF BLOCK 14 - 507 SMITH STREET
A PART OF LOT 2 OF BLOCK 13 - 507.5 MCKEEHAN AVENUE



LEGAL DESCRIPTION FOR PROPOSED PARCEL #1:

That the foregoing PARCEL is located in the Hillside Addition to the City of Rock Springs, in the NW1/4 of the SW1/4 of Section 35, T. 10 N., R. 105 W., of the Sixth Principal Meridian, Sweetwater County, Wyoming, being more particularly described as follows:

BEING 1/2 of the Northeast Corner of Lot 1, Block 13 (Book 995, Page 123) and the Eastern Right of Way Line of McKeehan Avenue of said Hillside Addition to the City of Rock Springs.
THENCE S 30° 27' 42" W., 50.00 feet along the Eastern Right of Way Line of McKeehan Avenue to the Southeast Corner of Lot 1, Block 13 of said Hillside Addition to the City of Rock Springs.
THENCE S 30° 27' 42" W., 25.00 feet to the northeast of McKeehan Avenue to the intersection of the Eastern Right of Way Line of Smith Street and McKeehan Avenue to the City of Rock Springs.
THENCE S 30° 27' 42" W., 25.00 feet along the Eastern Right of Way Line of Smith Street to the TRUTH POINT OF said Addition.
and contains a total area of 0.0007 acres, more or less.

LEGAL DESCRIPTION FOR PROPOSED PARCEL #2:

That the foregoing PARCEL is located in the Hillside Addition to the City of Rock Springs, in the NW1/4 of the SW1/4 of Section 35, T. 10 N., R. 105 W., of the Sixth Principal Meridian, Sweetwater County, Wyoming, being more particularly described as follows:

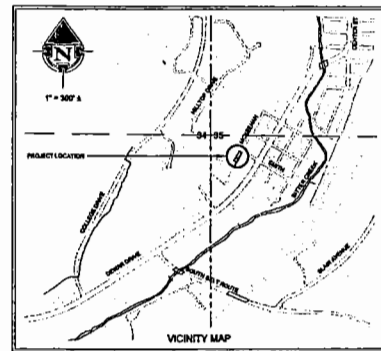
BEING 1/2 of the Northeast Corner of Lot 1, Block 13 (Book 995, Page 123) and the Eastern Right of Way Line of McKeehan Avenue of said Hillside Addition to the City of Rock Springs.
THENCE S 30° 27' 42" W., 50.00 feet along the Eastern Right of Way Line of McKeehan Avenue to the Southeast Corner of Lot 1, Block 13 of said Hillside Addition to the City of Rock Springs.
THENCE S 30° 27' 42" W., 25.00 feet to the northeast of McKeehan Avenue to the intersection of the Eastern Right of Way Line of Smith Street and McKeehan Avenue to the City of Rock Springs.
THENCE S 30° 27' 42" W., 25.00 feet along the Eastern Right of Way Line of Smith Street to the TRUTH POINT OF said Addition.
and contains a total area of 0.0007 acres, more or less.

LEGAL DESCRIPTION FOR PROPOSED PARCEL #3:

That the foregoing PARCEL is located in the Hillside Addition to the City of Rock Springs, in the NW1/4 of the SW1/4 of Section 35, T. 10 N., R. 105 W., of the Sixth Principal Meridian, Sweetwater County, Wyoming, being more particularly described as follows:

BEING 1/2 of the Northeast Corner of Lot 1, Block 13 (Book 995, Page 123) and the Eastern Right of Way Line of McKeehan Avenue of said Hillside Addition to the City of Rock Springs.
THENCE S 30° 27' 42" W., 50.00 feet along the Eastern Right of Way Line of McKeehan Avenue to the Southeast Corner of Lot 1, Block 13 of said Hillside Addition to the City of Rock Springs.
THENCE S 30° 27' 42" W., 25.00 feet to the northeast of McKeehan Avenue to the intersection of the Eastern Right of Way Line of Smith Street and McKeehan Avenue to the City of Rock Springs.
THENCE S 30° 27' 42" W., 25.00 feet along the Eastern Right of Way Line of Smith Street to the TRUTH POINT OF said Addition.
and contains a total area of 0.0007 acres, more or less.

NOTE:
THERE ARE NO EXISTING EASEMENTS OR ENCUMBRANCES THAT AFFECT THIS PROPERTY.
THIS SITE IS NOT LOCATED IN A FLOODPLAIN OR FLOODWAY ZONE AS INDICATED BY FIRM PANEL 650001-0001 E - REV. JULY 30, 1988.



OWNER
BOB LAYOS
LAYOS & LAYOS, LTD
210 JADE STREET
ROCK SPRINGS, WYOMING 82601
CONTACT: BOB LAYOS
PHONE: 1-307-389-2880

PREPARED ON APRIL 17, 2017
William H. Smith and Associates, Inc.
Surveyors Engineers Planners Est. 1967

EXHIBIT
A

AND
3/27/18

RESOLUTION NO. 2018-51

A RESOLUTION ACCEPTING AND APPROVING A CONTRACT WITH FREMONT MOTORS, ROCK SPRINGS, WYOMING, IN THE AMOUNT OF \$44,476.00, AND AUTHORIZING CARL R. DEMSHAR, JR. AS MAYOR, AND MATTHEW MCBURNETT, AS CITY CLERK, TO EXECUTE SAID CONTRACT ON BEHALF OF THE CITY OF ROCK SPRINGS.

WHEREAS, the City of Rock Springs advertised for bids for a, Pickup 2018 Ram 3500, 4wd Crew Cab Pickup for the Housing Authority, and the bid of Fremont Motors, in the amount of \$44,476.00 was the successful bid; and,

WHEREAS, the Governing Body of said City has reviewed the proposed contract and the bids tendered and have given them careful review and consideration; and,

WHEREAS, it is considered in the best interest of said City to award said contract to the aforesaid successful bidder.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That the contract to provide a, 2018 Ram 3500, 4wd Crew Cab Pickup for the Housing Authority, for the City of Rock Springs, be, and it is hereby, awarded to Fremont Motors Rock Springs, in the amount of \$44,476.00.

Section 2. That the Mayor of said City be, and he is hereby, authorized, empowered and directed to execute said contract on behalf of said City; and that the City Clerk be, and he is hereby, authorized and directed to attest said contract and to attach a certified copy of this Resolution to each duplicate original of said contract.

PASSED AND APPROVED this _____ day of _____, 2018.

President of the Council

Mayor

Attest:

City Clerk

CITY OF ROCK SPRINGS
VEHICLE BID

D. FORM OF CONTRACT
Page 1.

FORM OF CONTRACT

THIS AGREEMENT made this 3rd day of April, 2018, by and between the City of Rock Springs, Wyoming, a municipal corporation, hereinafter mentioned as the City and Fremont Motors Rock Springs hereinafter mentioned as the Contractor.

WITNESSETH, that the Contractor and the City, for the considerations stated herein, mutually agree as follows:

1. The Contractor shall furnish the vehicles described in the bid proposal.
2. The City shall pay the Contractor for the performance of this Contract the amount set forth in the bid schedule attached hereto, subject to any additions or deletions as may be included in the final estimate as prepared by the Engineer. The Contractor shall receive and accept these payments in full compensation for everything performed under this contract and for all loss or damage arising out of the nature of the work, the action of the elements, and for unforeseen contingencies or difficulties encountered in the prosecution of the work.
3. The Contractor shall pay to the City as liquidated damages an amount of \$100.00 per week for failure to deliver the equipment in the stipulated time. Delivery of vehicle must take place on or before: July 2, 2018
4. The general conditions of the Contract, the Bid Schedule, Specifications, together with this Agreement, form the Contract, and are as fully a part thereof as if hereto attached or herein repeated.
5. This agreement shall inure to the benefit of and be binding upon the legal representatives and successors of the City of Rock Springs and the Contractor respectively.
6. CONTRACT AMOUNT: \$44,476.00

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed the day and year first above written.

CITY OF ROCK SPRINGS

Mayor

ATTEST:

Laurie James
Witness

CONTRACTOR:

Fremont Motors
BY *[Signature]*

2/28/17

RESOLUTION NO. 2018- 52

A RESOLUTION ACCEPTING AND APPROVING A BALLFIELD CONCESSION STAND AGREEMENT WITH LINDA HERBIN, DBA JERRY'S CONCESSION, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, WYOMING TO EXECUTE SAID AGREEMENT ON BEHALF OF THE CITY.

WHEREAS, Linda Herbin, DBA Jerry's Concession, has tendered to the City of Rock Springs, Wyoming, a Ballfield Concession Stand Agreement for the period of April 16, 2018, through October 15, 2018, for the use of a concession facility owned by the City of Rock Springs at P.J. Wataha Recreation Area-Ball Complex; and,

WHEREAS, the rental fee for the above period will be Nine Hundred Sixty Dollars and no cents (\$960.00). Such fee shall be paid in two (2) equal installments, the first (\$480.00) due on or before July 13, 2018, and the second (\$480.00) due on or before September 14, 2018; and,

WHEREAS, the Governing Body of the City of Rock Springs has said Ballfield Concession Stand Agreement before it and has given it careful review and consideration.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That the terms and provisions of the Ballfield Concession Stand Agreement for the period of April 16, 2018, through October 15, 2018, with Linda Herbin, DBA Jerry's Concession, and providing for a rental fee of \$960.00 for the use of a concession facility owned by the City of Rock Springs at P.J. Wataha Recreation Area-Ball Complex, is hereby accepted and approved by the City of Rock Springs, Wyoming.

Section 2. That the Mayor of the City of Rock Springs be, and he is hereby, authorized, empowered and directed to execute said agreement on behalf of said City; and that the City Clerk of said City, be and he is hereby authorized and directed to attest said agreement and to attach to said agreement a certified copy of this resolution.

PASSED AND APPROVED this _____ day of _____, 2018.

President of the Council

Mayor

Attest:

City Clerk

"BALLFIELD CONCESSION STAND AGREEMENT"

P.J. Wataha Recreation Area – Ball Complex

THE CITY OF ROCK SPRINGS, WYOMING, a municipal corporation, hereinafter referred to as the "City", and Terry's Concession, hereinafter referred to as the "Concessionaire", contract and agree as follows:

WHEREAS, the City owns a concession facility at the Ballfield Complex in the Paul J. Wataha Recreation Area; and

WHEREAS, in order to add to the comfort, enjoyment and benefit received by the public in the use of the ball fields, it is desirable that appropriate food, drink, souvenirs, and similar items be made available to the public at reasonable prices; and

WHEREAS, the Concessionaire desires to operate the said concession stand;

WHEREAS, the Concessionaire will acquire a \$1,000,000.00, liability insurance policy, and will name the City of Rock Springs as an additional insured; and

WHEREAS, the various softball/baseball leagues provide entertainment at no cost to the public;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1.) **GRANT AND DESCRIPTION OF PREMIUMS:**

The City grants to, the Concessionaire accepts from the City, the privilege of maintaining a concession stand at the Ballfield Complex at the P.J. Wataha Recreation Area, hereinafter referred to as the "Concession Stand".

2.) **TERM OF AGREEMENT:**

The Term of Agreement shall be for the summer season, commencing April 16th, 2018, and terminated on October 15th, 2018, unless sooner terminated as hereinafter provided. The term of this agreement shall be extended automatically to include any scheduled tournament games, but in no event shall it extend beyond October 30th, 2018.

3.) **CONDITION OF PREMISES:**

Taking possession of the concession stand by the Concessionaire shall constitute acknowledgement that such premises are in good condition, and the City shall not be required to make any alterations, thereto.

4.) CONCESSION FEE:

The Concessionaire shall pay to the City as rental, a fee of Nine Hundred Sixty Dollars and no cents (\$960.00). Such a fee shall be paid in two (2) equal installments – the first (\$480.000) due on or before July 13, 2018, and the second (\$480.00) due on or before September 14, 2018. Payment shall be made at the office of the Rock Springs City Clerk, 212 "D" Street, Rock Springs, WY 82901.

Failure to pay rentals when due or failure to perform any of the provisions hereof shall constitute a breach of this agreement and shall be grounds for termination of this agreement.

5.) OCCUPANCY

The Concessionaire must apply for an Occupancy Permit through the City of Rock Springs and pay the annual \$50 fee associated with such permit prior to April 23rd, 2018.

6.) HEALTH INSPECTION:

It shall be the responsibility of the Concessionaire to have a State Health Inspector inspect the concession stand within seven (7) days after the commencement date. A copy of the results shall be kept for public view inside the concession stand. In the event an inspection cannot be done within the stated time, the Concessionaire shall notify the City in writing, the reasons why the inspection could not be done.

7.) INSURANCE:

The Concessionaire shall provide general liability insurance coverage in the amount of \$1,000,000.00, on the ball field concession stand during the lease period. Additionally, the insurance policy shall name the City of Rock Springs as an additional insured and a copy of the policy shall be submitted to the City.

8.) SCOPE OF CONCESSION:

The Concessionaire shall provide food services to the general public, without discrimination as to race, color, or creed. All items shall be of first class quality, and the services provided by the Concessionaire shall be rendered courteously and efficiently.

The City reserves the right to prohibit the sale of any item it deems objectionable, and the City shall have the right to order the improvement of the quality of either the merchandise or the services rendered.

The prices charged by the Concessionaire shall be reasonable and shall not be in excess of prices prevailing elsewhere for the same kind and quality of service.

At no time shall the Concessionaire sell, keep, handle, or give away any alcoholic beverages of any kind, and the Concessionaire shall not permit the same to be done by any of the Concessionaire's agents, employees or representatives.

The concessionaire will not be allowed to drive any vehicles inside of Wataha Ballfield Complex:

- a. 30 minutes prior and after any games or practices
- b. During any games or practices

Concessionaire may only bring in auxiliary concessionaire trailers for large events if they are granted permission by the Wataha Maintenance Superintendent.

- a. Auxiliary concessions trailer is required to be parked on asphalt between field #2 and field #3.
- b. The trailer may only be in the Wataha Ballfield Complex for 1 day prior to and 1 day after the specified event.

9.) MAINTENANCE OF CONCESSION AREA:

The Concessionaire shall be responsible for the reasonable and proper care of the concession stand and the immediate vicinity. It shall repair or cause to be repaired, at its own expense, any damages to said property caused by itself, its employees, agents, guests or patrons. The Concessionaire shall keep and maintain the concession stand and the immediate vicinity in a clean and sanitary condition and shall comply with the rules and regulations of the health departments of the City of Rock Springs and the State of Wyoming.

10.) MAINTENANCE OF EQUIPMENT:

The Concessionaire shall maintain all equipment in good working condition at all times at its own expense; and shall be responsible for replacing, with the exception of normal wear and tear, any equipment of the City that becomes missing, lost, stolen, and/or damaged beyond repair or too unsanitary for use for whatever reason or by whatever agent.

11.) RIGHT OF ACCESS:

The City shall have the right to make inspections at any reasonable time to insure compliance with agreement.

12.) COMPLIANCE WITH LAWS:

The Concessionaire shall observe and comply with all laws, statutes, ordinances, rules or regulations of the United States Government, the State of Wyoming, the County of Sweetwater, and the City of Rock Springs, or any department or agency of the above.

13.) LICENSES AND PERMITS:

The Concessionaire shall obtain and pay for all permits and licenses that may be required or necessary for the operation of the concession stand.

14.) UTILITIES, TAXES AND OTHER CHARGES:

The City shall be responsible for the payment of all utilities, such as water, gas, and electricity. The Concessionaire shall pay for all taxes or other charges incurred or assessed against the operation of the concession herein granted.

15.) INDEMNITY:

The Concessionaire does hereby release and agree to indemnify, defend and save harmless the City of Rock Springs, its agents, employees, and representatives from and against all claims, actions, causes of actions, demands, judgments, costs, expenses, and all damages of every kind and nature, incurred by or on behalf of any person or corporation whatsoever, predicated upon injury or death to any person or loss of or damage to property of whatever nature or ownership, including the parties to this agreement and their employees, and in any manner arising out of or connected with directly or indirectly, the operations or use of premises hereunder licensed.

16.) CONCESSION AGREEMENT NOT CONTRACT OF EMPLOYMENT OR LEASE:

This agreement is not a contract of employment. No relationship of employer and employee exists between the City and the Concessionaire or between the City and any employee or agent of the Concessionaire.

17.) ASSIGNMENT OF HYPOTHECATION PROHIBITED:

The Concessionaire may not assign nor pledge as security or collateral, any right, privilege, or license conferred by this agreement without the prior written consent of the City.

18.) EACH PROVISION MATERIALS CONDITION:

Each term of this agreement is material and breach by the Concessionaire of anyone of the terms herein contained shall be a material breach of the entire agreement and shall be grounds for termination of the entire agreement by the City.

19.) BREACH AND TERMINATION:

In the event of any breach of the terms or provisions of this agreement, the City shall have in addition to any other recourse, the right to terminate this agreement to enter and obtain possession of the entire premises, and to remove and exclude all property of the Concessionaire therefrom, all without service of notice or resort to legal process without any legal liability on its part. The Concessionaire shall make no claim of any kind or nature against the City, its agents, employees, representatives by reason of such termination or any act incident thereto.

20.) SURRENDER OF PREMISES UPON TERMINATION:

Upon the termination of this agreement, the Concessionaire shall peaceably surrender and deliver up possession to the City of the demised premises, including all improvements or additions thereto, and all equipment, in good condition and order, reasonable wear and tear accepted.

21.) HEADINGS FOR CONVENIENCE ONLY:

The paragraph headings contained herein are for the convenience and reference, and are not intended to define or limit the scope of any provision of this agreement.

22.) MODIFICATION:

Notwithstanding any provision hereof, the parties hereinafter, by mutual consent, may agree to modification or additions hereto. The City shall have the right to grant reasonable extensions of time to the Concessionaire for any purpose or for the performance of any obligation of the Concessionaire hereunder.

23.) SEVERABILITY:

Any portion of this agreement deemed to be invalid or unlawful shall not invalidate the remainder of this agreement and shall be stricken here from, as if it never herein appeared.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the

19th day of March, 2018.

CITY OF ROCK SPRINGS

Mayor

City Clerk/Treasurer

Date

Jerry's Concessionaire
Concessionaire

Linda Herber
Name, address, phone, cell, other info

1804 Elk St. Lot 138 R.S. Wy 307-321-2463

[Signature]
Witness

RESOLUTION NO. 2018- 53

A RESOLUTION ACCEPTING AND APPROVING A CONCESSION STAND RENTAL AGREEMENT WITH THE ROCK SPRINGS LITTLE LEAGUE BASEBALL, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, WYOMING TO EXECUTE SAID AGREEMENT ON BEHALF OF THE CITY.

WHEREAS, Rock Springs Little League Baseball has tendered to the City of Rock Springs, Wyoming, a Concession Stand Rental Agreement for the period of April 16, 2018, through July 20, 2018, for the use of a concession stand, owned by the City of Rock Springs at the Kiwanis Park; and,

WHEREAS, the Rock Springs Little League Baseball shall pay a rental fee in the amount of One-Hundred Dollars (\$100.00), and a damage and security deposit in the amount of One-Hundred Dollars (\$100.00). Such deposit shall be returned upon the termination of this agreement and successfully passing a final inspection; and,

WHEREAS, the Governing Body of the City of Rock Springs has said Concession Stand Rental Agreement before it and has given it careful review and consideration.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That the terms and provisions of the Concession Stand Rental Agreement with the Rock Springs Little League Baseball, for the use of a concession facility owned by the City of Rock Springs at the Kiwanis Park, is hereby accepted and approved by the City of Rock Springs, Wyoming.

Section 2. That the Mayor of the City of Rock Springs be, and he is hereby, authorized, empowered and directed to execute said agreement on behalf of said City; and that the City Clerk of said City, be and he is hereby authorized and directed to attest said agreement and to attach to said agreement a certified copy of this resolution.

PASSED AND APPROVED this _____ day of _____, 2018.

President of the Council

Mayor

Attest:

City Clerk

**CONCESSION STAND RENTAL AGREEMENT
KIWANIS CONCESSION STAND**

THE CITY OF ROCK SPRINGS, WYOMING, a municipal corporation,
Hereinafter referred to as the "City", and RSLLB
of Rock Springs, Wyoming, contract and agree as follows:

WHEREAS, the City owns certain concession facilities;
and WHEREAS, in order to add to the comfort, enjoyment and benefit, received
by the public at various events, it is desirable that appropriate food, drink,
souvenirs and similar items be made available to the public at reasonable prices;
and

WHEREAS, the Concessionaire desires to operate the said concession stand.

NOW THEREFORE, in consideration of the mutual covenants herein contained,
the parties agree as follows:

1.) Grant and Description of Premises. The City grants to Concessionaire
and the Concessionaire accepts from the City, the privilege of using and
operating a concession stand at Kiwanis Park on the dates hereinafter specified
between the hours of 7:00 AM to 9:00 PM.

2.) Term of Agreement. The term of this agreement shall commence on the
16th, April, 2018, and terminate on the 20th, July 2018, unless sooner
terminated, or extended as hereinafter provided. The term of this agreement,
shall also include the following special dates:

3.) Condition of Premises. Taking possession of the concession stand
by the Concessionaire shall constitute acknowledgement that such premises are
in good, clean, safe and operable condition. The Concessionaire shall accept
the concession stand in its presently, existing condition, and the City shall
not be required to make any alterations thereto.

4.) Concession Deposit and Fee. The Concessionaire shall pay a rental fee of
\$100.00 and a damage and security deposit in the amount of \$100.00, upon execution of
this agreement. The deposit shall be returned upon the termination of this agreement
and successfully passing a final inspection. Payment shall be made at the office of the
City Clerk, Rock Springs, City Hall, 212 "D" Street, Rock Springs, WY 82901.

5.) Health Inspection. It shall be the responsibility of the
Concessionaire to have a State Health Inspector inspect the concession stand
within seven (7) days after the commencement date. A copy of the results
shall be kept for public view inside the concession stand. In the event an
inspection cannot be done within the stated time, the Concessionaire shall
notify the City in writing, the reasons why the inspection could not be done.

6.) Insurance. The Concessionaire shall provide general liability
insurance coverage in the amount of \$1,000,000.00, on the concession stand
during the lease period.

Additionally, the insurance policy shall name the City of Rock Springs
as an additional insured and a copy submitted to the City.

7.) Scope of Concession. The Concessionaire shall provide food services
To the general public, without discrimination as to race, color or creed.
All items sold shall be of first class quality, and the services provided by
the Concessionaire shall be rendered courteously and efficiently.

The City reserves the right to prohibit the sale of any item it deems objectionable, and the City shall have the right to order the improvement of the quality of either the merchandise or the services rendered.

The prices charged by the Concessionaire shall be reasonable and shall not be in excess of prices prevailing elsewhere for the same kind and quality of service.

At no time shall the Concessionaire sell, keep, handle or give away any alcoholic beverages of any kind, and the Concessionaire shall not permit the same to be done by any of Concessionaire's agents, employees or representatives, agents, employees or representatives.

8.) Maintenance of Concession Area. The Concessionaire shall be responsible for the reasonable and proper care of the concession stand and the immediate vicinity.

It shall repair or cause to be repaired, at its own expense, any and all damages of whatever nature or kind to said property caused by itself, its employees, agents, guests or patrons, or by any other agent, human or otherwise, during the term of this agreement.

The Concessionaire shall keep and maintain the concession stand and the immediate vicinity in a clean and sanitary condition, and shall comply with the rules and regulations of the Health Departments of the City and the State of Wyoming.

9.) Maintenance of Equipment. The Concessionaire shall maintain all equipment in good working condition at all times at its own expense; and shall be responsible for replacing, with the exception of normal wear and tear, any equipment of the City that becomes missing, lost, stolen, damaged, beyond repair or too unsanitary for use for whatever reason or by whatever agent.

10.) Right of Access. The City shall have the right to make inspections at any reasonable time to insure compliance with this agreement.

11.) Compliance with Laws. The Concessionaire shall observe and comply with all laws, statutes, ordinances, rules and regulations of the United States Government, the State of Wyoming, Sweetwater County, and the City of Rock Springs, or any department or agency of the above.

12.) Licenses, Permits and Other Charges. The Concessionaire shall obtain and pay for all permits and licenses, and shall be responsible for paying for all utilities, taxes and other charges that may be required or necessary for the operation of the concession stand.

13.) Indemnity. The Concessionaire does hereby release and agree to indemnify, defend, and save harmless, the City of Rock Springs, its agents, employees, and representatives from and against all claims, actions, causes of actions, demands, judgments, costs, expenses, and all damages of every kind and nature, incurred by or on behalf of any person or corporation whatsoever, predicated upon injury or death to any person or loss of or damage to property of whatever nature or ownership, including the parties to this agreement and their employees, and in any manner arising out of or connected with directly or

indirectly, the operations or use of the premises hereunder licensed.

14.) Concession Agreement not Contract of Employment or Lease

This agreement is not a contract of employment. No relationship of employer and employee exists between the City and the Concessionaire or between the City and any employee or agent of the Concessionaire.

The Concessionaire shall at all times be deemed to be an independent contractor. The Concessionaire is not authorized to bind the City to any agreements or obligations. The City shall not be liable for any acts of the Concessionaire, its employees or agents, in performing the duties described herein.

15.) Assignment or Hypothecation Prohibited.

The Concessionaire may not assign nor pledge as security or collateral, any right, privilege, or license, conferred by this agreement without the prior written consent of the City.

16.) Termination. The City shall have the right to terminate this at will, with or without cause, whether or not a breach of the terms of this agreement, has been committed and upon such termination shall have the right to take immediate possession of the premises with or without process of laws and to expel and remove the Concessionaire, or any other persons on the premises, and the City may use such reasonable force in expelling and removing the Concessionaire as is necessary.

The Concessionaire shall make no claim of any kind or nature against the City, its agents, employees or representatives by reason of such termination or any act, incident, thereto.

17.) Surrender of Premises Upon Termination. Upon the termination of this agreement, the Concessionaire shall peaceably surrender and deliver up possession to the City, of the demised premises, including all improvements or additions thereto, and all equipment, in good condition and order, reasonable wear and tear excepted.) (Headings for Convenience Only. The paragraph headings contained herein are for convenience and reference, and are not intended to define or limit the scope of any provision of this agreement.)

19.) Modification. Notwithstanding, any provision hereof, the parties hereinafter, by mutual consent, may agree to modifications or additions hereto. The City shall have the right to grant reasonable extensions of time to the Concessionaire for any purpose or for the performance of any obligation of the Concessionaire hereunder.

20.) Sever-ability. Any portion of this agreement deemed to be

invalid or unlawful, shall not invalidate the remainder of agreement and shall be stricken here from as if it never herein appeared.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the _____ day of _____, 20_____.

CITY OF ROCK SPRINGS

MAYOR

CITY CLERK/TREASURER

DATE

Andrew Kirk - President
Concessionaire (please print name and title)

[Signature]
Concessionaire signature

[Signature]
WITNESS

3-23-18
DATE



City Council Agenda

Ordinances

ORDINANCE NO. 2018- 04

AN ORDINANCE AMENDING SECTION 1-604(c) OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS ENTITLED "ADOPTING THE PERSONNEL POLICIES AND PROCEDURES RELATING TO CITY OF ROCK SPRINGS EMPLOYEES" AND ADOPTING REVISED PERSONNEL POLICIES.

WHEREAS, the Governing Body of the City of Rock Springs desires to amend Section 1-604(c) of the Ordinances of the City of Rock Springs entitled "Adopting the Personnel Policies and Procedures Relating to City of Rock Springs Employees" to reflect changes in employment law and regulations; and,

WHEREAS, the Governing Body of the City of Rock Springs desires to amend its ordinance regarding Personnel Policies and Procedures to enhance its ability to effectively administrate city operations and city employees; and,

WHEREAS, the Governing Body of the City of Rock Springs finds that it is in the best interest of the City that the current Personnel Policies and Procedures of the City of Rock Springs, Revised in June of 2007, be replaced and supplanted by the Personnel Policies and Procedures attached to this ordinance, and by this reference specifically made a part hereof; and,

WHEREAS, the Governing Body of the City of Rock Springs has said revised Personnel Policies and Procedures before it, and has given them careful review and consideration.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That Section 1-604(c), entitled "Adopting the Personnel Policies and Procedures Relating to City of Rock Springs Employees" of the Ordinances of the City of Rock Springs, Wyoming, is hereby amended to read as follows:

1-604(c) ADOPTING THE PERSONNEL POLICIES AND PROCEDURES RELATING TO CITY OF ROCK SPRINGS EMPLOYEES.

1. The existing Personnel Policies and Procedures of the City of Rock Springs initially adopted by reference in Ordinance Number 80-15 on May 6, 1980, **amended and reenacted by Ordinance Number 84-1 on March 6, 1984**, and all previous **subsequent re-enactments and** amendments thereto, are hereby repealed.

2. That certain document dated ~~January, 1984~~ **February, 2018**, entitled "Personnel Policies and Procedures of the City of Rock Springs, Revised April 2018" in the form attached hereto and by this reference made a part hereof is hereby approved and adopted as the new Personnel Policies and Procedures for the City of Rock Springs, Wyoming.

3. The Personnel Policies and Procedures of the City of Rock Springs, Revised, as adopted by Section 2 above, shall themselves be subject to such further revision

and amendment as the Governing Body may from time to time adopt and approve by ordinance resolution.

1st Reading_____

2nd Reading_____

3rd Reading_____

PASSED AND APPROVED this _____ of _____, 2018.

President of the Council

Mayor

Attest:

City Clerk

City of Rock Springs

Personnel Policies and Procedures



Revised April 2018

NOTHING IN THESE PERSONNEL POLICIES IS INTENDED TO CREATE A CONTRACT OF ANY TYPE BETWEEN THE CITY AND ITS EMPLOYEES. THE CITY COUNCIL RETAINS THE ABSOLUTE DISCRETION TO SUSPEND, MODIFY OR SUPERSEDE THESE PERSONNEL POLICIES THROUGH THE COUNCIL'S ORDINARY COURSE OF BUSINESS.

ARTICLE I - ADMINISTRATION

Section 101. Purpose and Scope.

a) The City of Rock Springs hereby establishes these personnel policies and procedures to be used as guidelines for the fair and consistent handling of personnel matters.

b) These personnel policies and procedures shall apply to all employees unless otherwise noted. Any conflict between these rules and applicable civil service rules or civil service statutes shall be resolved in favor against these rules and in favor of applicable civil service rules or laws. Conflicts or inconsistencies between these rules and negotiated contracts with recognized collective bargaining units representing City employees shall be resolved in favor of the negotiated contracts, except where otherwise required by law. (Ord. No. 2002-09, 6-18-02).

c) These personnel policies and procedures supplant and replace all existing City personnel policies and may themselves be amended, modified or repealed by the governing body of the City of Rock Springs.

Section 102. Department Heads and Department Rules.

a) The governing body of the City of Rock Springs exercises ultimate control over personnel matters through the budgetary process and adoption of personnel policies through ordinances and/or resolutions.

b) Department Head. The individual Department Heads within the City shall bear the principal burden of administering these policies and procedures within their respective departments, except where stated otherwise; and, they shall be primarily responsible for the selection, administration and discipline of personnel within their departments.

Department Heads may establish such rules and policies, not inconsistent herewith, as they deem necessary for the efficient and orderly administration of their departments. In the event of a conflict or inconsistency, or ambiguity, the personnel policies and procedures outlined herein shall take strict precedence; and, to the extent of such conflict or inconsistency or ambiguity, the

departmental rules shall be void. Such departmental rules are subject to the review and approval of the Mayor and the Director of Human Resources to insure consistency with these policies and procedures prior to their becoming effective within the department.

In the event of the absence or incapacity of a Department Head, or if a vacancy in such a position occurs, then the Mayor shall designate, orally or in writing, a person from within the department to carry out the duties and responsibilities of the Department Head. Failing such designation by the Mayor, division supervisors shall have the authority to carry out the duties and responsibilities of the Department Head under these personnel policies and procedures within their respective divisions.

Section 103. At-Will

For all employees hired or promoted after [DATE OF ADOPTION OF PERSONNEL POLICIES] employment with the City of Rock Springs is on an at-will basis unless otherwise stated in a written employment agreement signed by the Mayor. This means that employment may be terminated by the employee or the City at any time, for any reason, and with or without prior notice.

No one has the authority to make any express or implied promises that contradict or limit an employee's right to resign or the City's right to terminate an employee at any time, for any reason or for no reason, with or without prior notice. No statement, act, series or events or pattern of conduct can change this at-will relationship.

Nothing in this handbook creates an employment agreement, express or implied, or any other agreement between any employee and the City.

ARTICLE II - TYPES OF EMPLOYMENT

There are five types of employment with the City of Rock Springs. The Director of Human Resources, along with the Department Head, will assign each employee to a type of employment. All employees are considered non-exempt unless they meet the Fair Labor Standards Act requirements of an exempt employee.

Section 201. Official Employee.

An official employee is an elected individual serving as the Mayor or as a member of the City Council. Such employees are eligible for wages and benefits as determined by the Governing Body. These individuals are employees subject to the terms and conditions of appropriate State Statutes, ordinances and resolutions and are covered under City liability policies.

Official employees are not subject to nor governed by these personnel policies except as otherwise provided herein.

Official employees are exempt from the overtime pay under the Fair Labor Standards Act.

Section 202. Appointed Employee.

An appointed employee is a full-time or part-time employee appointed by the Mayor with the consent of the City Council. Their employment is subject to conditions and terms of appropriate State Statutes, ordinances and resolutions. Appointed employees include: City Clerk, City Treasurer, Police Chief, Fire Chief, Director of Engineering and Operations, Director of Administrative Services, City Attorney, Assistant City Attorney, Director of Parks and Recreation, Director of Human Resources, Director of Public Services and Municipal Court Judge.

Appointed employees are eligible for benefits if they meet the specific eligibility requirements as outlined for each benefit. Appointed employees are exempt from the overtime pay under the Fair Labor Standards Act.

Section 203. Full-time Employee.

A full-time employee is an employee who typically works 40 hours per week. Full-time employees are eligible for benefits if they meet the specific eligibility requirements as outlined for each benefit.

Full-time employees may be exempt from overtime pay under the Fair Labor Standards Act. Any questions about which positions are exempt or non-exempt should be directed to the Director of Human Resources.

Section 204. Part-time Employee.

A part-time employee is an employee who works on a regularly scheduled basis that averages 28 hours a week or less. Part-time employees are not eligible for benefits, and are not exempt from overtime pay under the Fair Labor Standards Act.

Section 205. Temporary Employee.

A temporary employee is an employee who works for a specified limited period or on a specific project. Temporary employees are not eligible for benefits. Temporary employees may or may not be exempt from overtime pay under the Fair Labor Standards Act, depending on job duties and whether they are paid

on a salary or hourly basis. Any questions about which positions are exempt or non-exempt should be directed to the Director of Human Resources.

ARTICLE III - EMPLOYMENT PROCEDURES

Section 301. Equal Employment Opportunity.

It is the intent and policy of the City of Rock Springs to provide equal employment opportunities to all applicants and employees in the administration of all employment practices, including, but not limited to, recruitment, hiring, promotions, discipline, training, benefits and other terms and conditions of employment. All employment decisions shall be based on merit, job-related qualification and competence without regard to any individual's sex, race, color, religion, national origin, age, disability, genetic information, military service status or any other characteristic protected by federal, state or local law.

Any applicant or employee who believes they have been subject to discrimination on the basis of one of the characteristics described above should immediately report the circumstances in writing to their supervisor, the Department Head or the Director of Human Resources. All reports will be investigated promptly and as confidentially as possible consistent with the need to conduct a thorough investigation. Appropriate corrective action will be taken for violations of this policy.

The City prohibits retaliation against an employee for making a good faith report of suspected violation of policy or for participating in the investigation of such a report. Please see Section 303 for the Policy Prohibiting Retaliation.

Section 302. People with Disabilities and Requests for Accommodation.

The City will make employment decisions without discrimination based on disability. Such decisions may not limit, segregate, or classify applicants or employees on the basis of disability in a way that would adversely affect their opportunities or status. The City will make equal employment opportunities available to persons physically and mentally qualified to perform the essential functions of a job.

While many individuals with disabilities can work without accommodation, some employees may need accommodations to enable them to perform the essential functions of their positions. It is the policy of the City to reasonably accommodate qualified individuals with disabilities, to the extent required by the Americans with Disabilities Act and state law, provided such accommodations are directly related to performing the essential

functions of a job, another vacant position the employee desires, or when necessary to enable the employee to enjoy equal employment opportunity. The City's obligation to provide an accommodation may be limited if the accommodation will impose an undue hardship, or if the accommodation will result in a direct threat to the health and safety of the employee or others.

Employees who wish to request an accommodation of a physical or mental impairment or disability should contact the Director of Human Resources. Also, when supervisors receive any request from an employee for alteration of work assignments or methods, schedules, breaks, or any other change in working conditions related to an employee health issue or physical limitation, the supervisor should immediately refer the employee to the Director of Human Resources and notify the Director of the employee's request.

The City may, through Human Resources, request documentation of the employee's limitations or restrictions to support the request, including documentation from the employee's health care providers. It is the employee's responsibility to authorize the employee's health care providers to respond to the City's request for this information, and to cooperate in the process of obtaining that information. All information acquired through the accommodation process will be stored in the employee's medical file, apart from the employee's personnel file.

Once the Director of Human Resources has received the documentation of the employee's limitations or restrictions, the City and the employee will discuss the job-related limitations and the possible reasonable accommodations that might allow the employee to perform the essential functions of the job. The employee is encouraged to suggest possible accommodations as early in this process as possible. While an employee's preference will be given consideration, the City is free to choose among equally effective reasonable accommodations and may choose one that is less expensive or easier to provide.

If a reasonable accommodation is identified, the Director of Human Resources will summarize the accommodation process and its conclusion in writing, with a copy to the employee. This documentation will be included in the employee's medical file. The employee's Department Head and supervisor will be notified of the accommodation, but will not be notified of the underlying medical condition.

Section 303. Policy Prohibiting Retaliation.

The City prohibits unlawful retaliation against any employee because of the employee's participation in protected activity.

All forms of unlawful retaliation are prohibited, including any form of discipline, reprisal, intimidation or other form of retaliation for participating in any activity protected by law. Any employee, regardless of position or title, who violates this policy, will be subject to discipline, up to and including termination of employment.

Examples of protected activities include:

- Lodging a good faith internal complaint (written or oral) with a City elected official, the Director of Human Resources, a Department Head, or a supervisor, specifically opposing unlawful discrimination or harassment or complaining about violations of wage and hour law (for example, if an employee believes he has been sexually harassed or not paid overtime he is owed).
- Filing a good faith complaint of unlawful discrimination or harassment with the Wyoming Department of Workforce Services or US Equal Employment Opportunity Commission (EEOC) or in court.
- Participating in an internal investigation into allegations of sexual harassment.
- Supporting another employee's internal or administrative complaint of unlawful discrimination (by, for example, testifying or providing an affidavit in support of a co-worker who has filed a discrimination complaint with the EEOC).
- Requesting an accommodation under the Americans with Disabilities Act
- Requesting or taking leave under the Family and Medical Leave Act
- Filing a worker's compensation claim

The examples above are illustrative only, and not exhaustive. No form of retaliation for any protected activity will be tolerated.

Section 304. Complaint Procedure for Retaliation.

If you are subjected to any conduct that you believe violates this policy, you must promptly speak to, write or otherwise contact your direct supervisor, or Department Head or the Director of Human Resources, ideally within five days of the offending conduct. If you have not received an update about the actions taken in response to your report within seven (7) days after reporting, please immediately contact the Mayor. These individuals will ensure that an investigation is conducted in a timely fashion.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. A written complaint is not required, but would be very helpful in the investigation process. The City will directly and thoroughly investigate the facts and circumstances of all perceived retaliation and will take prompt corrective action, if appropriate.

Additionally, any manager or supervisor who observes retaliatory conduct must report the conduct to the Director of Human Resources so that an investigation can be made and corrective action taken, if appropriate.

Section 305. Selection of Employees.

a) The selection of employees for any position not within the bargaining unit covered by any collective bargaining agreement in effect at the time the vacancy is filled shall be based primarily on qualifications, experience and job performance. Seniority will be considered only when other factors are equal in the opinion of the decision-maker.

b) Seniority shall be defined as the length of full-time service of an employee calculated from the date of hire. Full-time employees, including employees of the Fire and Police Departments, shall be placed upon the seniority lists to be maintained and updated at all times by the City. In the event an employee retires or terminates employment with the City, such employee shall lose all seniority.

c) Employees shall be notified of any open positions in the following manner:

1. Full-time vacancies shall be posted internally by the City for a period of five (5) working days via City email

and on all department bulletin boards. The announcement shall include the job title, job description, and rate of pay.

- a. If no applications are received from a current City employee within 5 days, the Director of Human Resources in conjunction with the Department Head will determine the recruiting strategy used to fill the vacant position.

2. Any full-time employee of the City who wishes to be considered for the open position must complete an application for the job within the five (5) working day period and will be subject to the same hiring process as an outside candidate.

3. In addition, any eligible, former employee whose name appears on the layoff panel list shall be notified of the opening by the City and given the opportunity to make application for the job for a period of five (5) working days following such notice.

d) All applications must be submitted to the Human Resources Department and must be on the approved application form. The City accepts applications for specific job openings. Applications will be processed as outlined below. Applications are kept on file for (3) three years.

1. The Human Resources Department has the responsibility to review applications, conduct initial interviews, administer tests when applicable, or perform other necessary review functions.
2. A selected number of qualified applicants are interviewed. These interviews may include other individuals deemed appropriate.
3. Two (2) references will be obtained on all potential employees as deemed appropriate. The Human Resources Department will obtain this reference information either in writing or by telephone. The person obtaining the reference information documents this information, which is included in the employee's file.
4. If the position requires licensure or certification, the Human Resources Department verifies such licensure/certification of the applicant with the appropriate licensing agency of the State of Wyoming.
5. Offers of employment are contingent upon the completion of pre-employment screening that includes, but is not limited to alcohol and drug tests for safety sensitive positions, completion of a background check, as outlined in the background checks and documentation of the applicant's identity and authorization to work in the United States as required by the Immigration Reform and Control Act.

6. Unsuccessful candidates will be notified of the decision.

7. Each new employee completes the required processing by the Human Resources Department before beginning work.

e) The Police Department and the Fire Department are covered under civil service statutes with the State of Wyoming. All hiring procedures will be administered as set forth in the respective civil service commission rules.

f) The Department Head shall be primarily responsible for the selection of an appropriate candidate to fill any vacancy within the department. The Department Head may use any appropriate and reasonable means deemed necessary in the selection. All appointments, promotions, transfers and new hires shall be subject to the review and approval of the Mayor.

g) No elected official of the City of Rock Springs shall become employed by the City without first resigning the elected position.

Section 306. Testing.

In order to fill a position, the Department Head may utilize appropriate testing methods based upon the skills and knowledge required to perform the job. Such testing methods may include, but are not limited to, written exams, performance tests, physical agility tests, reviews of experience and training, and oral interviews.

The tests shall be considered as selection tools only and may be used or required to be performed more than once. The Department Head or the Director of Human Resources may give applicants feedback on their relative strengths and weaknesses as compared to other applicants, if requested.

The Department Head may limit testing only to those considered in his/her judgment to be best qualified or suited for the vacancy.

Section 307. Residency Requirements.

Department Heads, upon determining that the City's best interests would be served by doing so, may require employees to live within the City Limits. All Department Heads, firemen and policemen shall reside within ten (10) miles of City Hall. Department Heads, upon determining that the City's best interests would be served by doing so, may require employees to live within the ten (10) miles limit as well. The Mayor shall have authority to grant special permission to live outside the stated limit for good cause.

Section 308. Nepotism.

In recognition of the inherent impact on employee discipline and morale and the potential for favoritism, the following policy shall apply concerning the employment of related persons within City departments, agencies, and/or activities for whom wages are paid using City funds.

A member of an employee's immediate family may be considered for employment by a City department if the applicant possesses all the qualifications for employment. An immediate family member may not be hired, however, if the employment would:

- a. Create either a direct supervisor/subordinate relationship with a family member; or
- b. Create either an actual conflict of interest or the appearance of a conflict of interest.

The above criteria will also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, "immediate family" includes: employee's spouse or domestic partner (whether divorced, separated or living together), brother, sister, parents, children, stepchildren, grandchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.

When a situation arises which contradicts this policy (whether because of the developing relationship or marriage of two employees or some other circumstance) both employees are required to report the situation to the Director of Human Resources. One of the employees involved will be required to apply for transfer to another eligible position within the City, resign or otherwise be discharged. Employees will be permitted to determine which of them will resign and will be required to inform the Director of Human Resources of their decision within 30 days after the situation which contradicts the policy begins. If the employees cannot make a decision, the City will decide in its sole discretion, which employee will remain employed. Further, there is no guarantee of future employment if found in violation of this policy (i.e., may not be able to transfer to another department).

The intentional withholding of information regarding relationships identified in this policy may result in the immediate termination of the individuals involved.

Section 309. Termination of Employment

Termination of employment occurs when an employee resigns,

retires, is discharged, is the subject of a reduction in force, dies, or his/her contract expires. An employee may resign at any time and the City may terminate employment at any time.

a. Resignation / Retirement. Employees may resign or retire at any time. All written resignations must be submitted to the Department Head or the Human Resources Department. Employees who resign are expected to give written notice of their intent to resign. Adequate notice is defined as follows:

1. Supervisory/managerial employees are expected to give six (6) weeks' notice;
2. Professional staff employees are expected to give four (4) weeks' notice. For the purposes of this policy, the following positions are defined as professional staff: police officer, fireman, engineer, inspector, and planner.
3. All other employees are expected to give at least two (2) weeks' notice.
4. Employees who do not provide adequate notice of their intent to resign are determined to be "ineligible for rehire," and they may not receive their accrued, but unpaid, vacation benefits as per Wyo. Stat. § 27-4-501 (a) (iii)
5. Completing of Wyoming Retirement paperwork does not constitute notice of intent to resign or retire.

b. Involuntary Termination. The City may terminate the employment of an employee at any time. For fire and police employees, Civil Service Rules will be followed.

The termination process shall be as follows:

1. When action is being considered by a Department Head to terminate employment of an individual, the Department Head must first review and receive approval from the Director of Human Resources, Mayor and Legal Counsel.
2. Once the decision has been made to terminate employment, the Department Head, Director of Human Resources, or another appropriate individual meets with the employee to discuss the termination. The employee is given a written letter regarding the termination action. The employee is given information regarding his/her grievance rights if union employee, benefits, continuation rights, if appropriate, and any other necessary information.
3. As part of the termination process, a determination is made as to whether the employee is "ineligible for re-hire." The supervisor is to note the reason for dismissal and ineligibility for re-hire clearly on the personnel action form.

c. Human Resources Department Role. The Human Resources Department attempts to contact each employee whose employment has ended to:

1. Explain the employee's rights to continue benefits, when applicable;

2. Obtain the forwarding address of the employee, or other demographic information; and
 3. Provide any other appropriate information.
 4. As appropriate, the Human Resources Department will attempt to contact each employee to conduct an exit interview to obtain the employee's suggestions regarding the working environment at the City.
- d. Department Head Role. The Department Head will contact the Human Resources Department when a resignation has been received or prior to the determination of termination. For each employee whose employment has ended, the employee's supervisor attempts to meet with the employee to arrange to collect name badge, keys, credit cards, equipment, city cell phone, or any other City property on the last day of employment.
- e. Date of Termination. The date of termination shall usually be deemed as the last day the employee actually worked.
- f. Benefits. All benefits shall end as of the date of termination with the exception of health, dental, and life insurance coverage that ends at the end of the month during which the termination occurs.
- g. Final Paycheck. For all terminations, the final paycheck will be available with the next regular payroll check. The final paycheck includes all wages earned by the employee through the last day worked and all accrued, but unpaid, benefits if applicable. Deductions from the final paycheck will be made for any educational costs and contract obligation not completed as per signed agreement with the City and the Employee.

Section 310. Reduction of Force.

In all cases where the working force is to be reduced, employees with the greatest seniority shall be retained provided that the Mayor and Department Head agree they have the ability to perform available work and when all other things are equal.

Section 311. Layoff Procedure.

In all cases where the working force is to be reduced, City representatives shall meet with the employees and any union representatives at least 24 hours in advance and review the available jobs and the individuals to be laid off or retained.

Within five (5) days after an employee is notified that he or she is to be laid off, he or she must fill out a City of Rock Springs Panel Form and submit it to the City. On this form the Employee shall list; (1) his or her years of service with the

City; (2) the jobs he or she is able to perform and for which he or she wishes to be recalled.

Section 312. Panels.

Employees who are idle because of a layoff or reduction in work force and wish to be recalled shall be placed on a panel, from which the employees may be returned to employment as outlined in Section 305. A panel member shall be considered pursuant to the provisions of these policies, for every job which the employee has listed on their layoff form as one to which the employee wishes to be recalled. An Employee shall be permitted to update and upgrade the layoff form at any time.

The City shall be custodian of the panel records. All panel records shall be made available to any union representing any bargaining unit of employees. The laid-off bargaining unit employee shall keep the City and the Local Union informed of any change of address and/or telephone number where the employee may be regularly reached. Notice, required by Section 305, to the last known address of the laid-off Employee by certified mail shall be sufficient notice of recall. Copies of the Notice shall be made available to any union representing any bargaining unit of employees. The employee so notified may either accept or reject the job which is available; but if the employee rejects a job which the employee has listed as one to which the employee wishes to be recalled or fails to respond within five (5) working days after receipt of such notice, the employees name shall be removed from the panel.

Employees who are on a panel shall retain the seniority earned prior to their layoff, and will continue to accrue seniority while on the panel. Any seniority which is accrued by an employee during a period of lay-off shall be used exclusively to determine eligibility for rehire and shall not be considered for purposes of determining the employee's eligibility for retirement benefits, insurance benefits or any other benefit available through the City. (Ord. No. 96-08, 7-16-96).

ARTICLE IV - PERSONNEL RECORDS

Section 401. Location and Maintenance.

a) Personnel records shall be kept for all employees. All official personnel records shall be kept in one centralized location in a locked and secure place by the Director of Human Resources. A separate occupational medical file shall be maintained for each employee which shall contain all documentation regarding employee illness, injury, medical leaves, requests for accommodation, and other documents relating to employee health. The medical file shall also be stored in a

secure, centralized location maintained by the Director of Human Resources, separate from the personnel files.

b) All information in the personnel file and medical file shall be available for the visual inspection and review by the employee. Personnel files shall not be open to public inspection except as required by the Wyoming Public Records Act, Wyo. Stat. § 16-4-203(d)(iii) and may only be reviewed by persons other than the employee or supervising personnel with the express written consent of the employee, or as otherwise required by law. Medical files shall not be open to public inspection, and may be released only with the written consent of the employee or as otherwise required by law.

All employees shall have the right to submit a statement concerning any material in the employee's file and may request that other pertinent information be included in his/her file. Such statement shall become part of the employee's personnel file. The personnel file shall not contain adverse records unrelated to employment. No adverse material shall be placed in the personnel file without notification to the employee or without an opportunity for the employee to read and sign the material to be filed. In the event the employee fails or refuses to sign the material, such failure or refusal shall be noted by the Department Head or Supervisor on the material to be filed. The employee shall have the right to respond in writing to any material so filed and the employee's response shall become part of the employee's personnel file. (Ord. No. 96-08, 7-16-96).

ARTICLE V - CLASSIFICATION

Section 501. Purpose.

a) All City positions may be classified under a plan to be composed of a list of positions supported by written specifications setting forth the duties and responsibilities of each position and the qualifications necessary. These specifications will be reviewed and updated at intervals not to exceed five (5) years. More frequent reviews should be conducted if feasible.

The purpose of the Classification Plan, if any, shall be to:

1. Provide equal pay for work of equal value.
2. Establish minimum qualification standards for recruiting and testing purposes. (This includes minimum requirements of skills, knowledge, abilities, and other qualifications necessary for entry into the class).
3. Provide appointing authorities with a means of analyzing

work distribution, areas of responsibility, lines of authority, and other important relationships between positions.

4. Provide a basis for establishing standards of work performance.
5. Establish lines of promotion.
6. Indicate training needs.
7. Provide uniform titles for positions.

Section 503. Position Specifications.

Each position shall state the characteristic duties, responsibilities and qualification requirements which distinguish a given position from other positions. Each specification shall be descriptive but not restrictive; that is, the position shall describe the more typical and essential responsibilities which may be allocated to a given position, but shall not be construed to restrict the assignment of other duties related to the position.

Section 504. Administration of the Classification Plan.

a) A Classification Plan, if any such is established, shall be maintained by the Director of Human Resources.

b) When a new position is created, the Department Head shall send the Director of Human Resources a request for classification of the position with a description of the applicable duties and responsibilities to be assigned to the position. The Director of Human Resources shall then allocate the position to the proper pay grade after analysis and evaluation of the duties and responsibilities.

c) The Department Head may initiate a request for a change in classification when the assignment of an employee has changed substantially as to kind and/or level of work. Such request shall include a list of additional duties and/or responsibilities. If the Director of Human Resources determines that the position has changed sufficiently, recommendation will be made for reclassification to the Mayor.

- If the request is approved, it will be submitted to the Governing Body for final budget approval.
- If the request is denied, no similar request may be submitted within six (6) months.

d) The salary ranges to which positions are assigned are

determined on duties performed and responsibilities exercised or other principles of classification.

ARTICLE VI - PAY PLAN AND PAY ADMINISTRATION

Section 601. Salary Plan.

a) The Director of Human Resources, in conjunction with the Governing Body, shall be responsible for the development and maintenance of a uniform and equitable pay plan which shall consist, for each position, of minimum and maximum rates of pay.

b) Annually, the governing body shall review and change where necessary, the compensation plan and fringe benefit package for all City positions, after considering the recommendations of the Director of Human Resources. These pay rates will be equated to the general market pay rates in the area and shall provide like pay for like work.

c) Salary ranges shall be linked directly to the position classification plan and shall be determined with due regard to the following considerations:

1. The financial policy and economic conditions of the City.
2. Market pay rates for similar employment in both public and private organizations;
3. Cost of living factors;
4. Other benefits received by employees;

d) In no case will a current employee's base pay be reduced upon adoption of a new pay plan. (Ord. No. 2000-20, 10-30-00)

Section 602. Original Rate of Pay.

Upon hire, the minimum rate of pay within the established salary range for the position shall normally be paid to any person. If applicant has demonstrated additional qualifications during the introductory period (or probationary period for employees covered by a labor agreement that requires a probationary period), the Department Head may recommend a one-time adjustment of not more than five percent (5%), subject to approval by the Mayor.

In the event a Department Head has made reasonable efforts, pursuant to these provisions, to find qualified applicants to fill a position and has determined that qualified applicants are not interested in making application for the position, the Mayor may approve a request to increase the original rate of pay up to ten percent (10%) over the minimum rate within the salary range.

Section 603. Reclassification Rate, Appointment Into Higher Salary Range and Demotions.

a) Upon reclassification of an existing position to a new salary range, an employee shall enter the new salary range at a level which is not less than that which has been attained in the prior salary range.

b) Upon appointment of a full time employee into a position in a higher salary range, the employee shall enter the new salary range at a level not less than five percent (5%) greater than his or her current salary, not to exceed the maximum salary in the new range. In the event an employee voluntarily chooses to apply for and accept a position in the same salary range, the employee's rate of pay will not change. In the event an employee is demoted (involuntary reduction in salary, rank or status) by the City into a position in a lower salary range, the employee shall enter the new range at a level to be set by the Department Head with the approval of the Mayor. If an employee voluntarily chooses to apply for and accept a position in a lower salary range, the employee will enter the new range at the lowest level.

Section 604. Pay Advancement

a) After successfully completing the introductory period (or probation for employees covered by a labor agreement that requires a probation period), an employee may receive an annual pay increase. The Governing Body will determine on an annual basis if employees will be eligible for a cost of living adjustment and/or a grade increase.

b) Annual pay increases shall be allowed only to the maximum of the salary range.

c) The following factors shall not affect an employee's eligibility date for a pay increase:

1. Pay adjustments resulting from annual salary and wage survey;
2. Transfer to another position within the same pay range;
3. Military leave for any reason recognized by the Wyoming Military Relief Service Act, (Wyo. Stat. §§ 19-11-101 through 124) or the Uniformed Services Employment and Reemployment Act (38 U.S.C. §§ 4301 through 4335);
4. Leave-without-pay for fewer than thirty (30) days;
5. A period of paid leave.

Section 605. Special Assignment Pay.

a) An employee required to assume duties normally performed by an employee in a higher classification for any period in excess of thirty (30) consecutive working days shall be paid at the level in the higher classification which results in at least a 5% increase in pay.

b) When an employee works on another job or assignment for a period of less than thirty (30) consecutive calendar days, such job or assignment shall be considered training for the employee and shall be so noted by the supervisor. Records of such training shall be entered in the employee personnel file.

Section 606. Schedules; Hours of Work; Overtime Hours.

a) Work schedules, including breaks and meal periods, are specific to each department and therefore the responsibility of the Department Head and supervisors. Employees should not begin work or clock in prior to their scheduled start time, and should end work and clock out at the scheduled end of the work day.

A break is defined as a brief relief from work duties. Breaks are paid time, and the employee must remain on the premises during the break. When time allows, the City strives to provide each employee with one paid fifteen (15) minute break for every four (4) hours of work.

One unpaid meal period of thirty (30) minutes to one (1) hour in length is provided for each work shift that exceeds five (5) hours. A meal period is defined as time to eat, etc. away from work duties. The meal period should be scheduled by the supervisor at a reasonable time during the course of the employee's shift. Employees should clock out and clock in for meal periods, and confirm that their timesheets accurately reflect their meal periods. If an employee is not fully relieved of all duties for at least thirty (30) minutes, the entire meal period is paid time. In such a circumstance, the employee should notify the supervisor, and the supervisor shall make the necessary modification of the employee's time records to ensure the employee is paid for the meal period.

If an emergency arises and an employee cannot take his/her meal period, he/she should notify his/her supervisor. The supervisor strives to makes arrangements to provide the employee with a meal period as soon as possible.

b) Work week and Overtime. A work week shall be defined as 12:00 a.m. Monday to 11:59 p.m. Sunday for the purpose of computing overtime. When the City requires any non-exempt employee to work more than forty (40) hours in any work week, the

City shall, at a minimum, pay the employee one and one-half (1 & 1/2) times their regular hourly rate for each hour worked over forty hours in the work week. When possible, overtime requires pre-approval of a Department Head or supervisor.

c) For the purposes of calculating overtime pay, all vacation, holiday and compensatory time shall be included in the calculation as if worked. Sick leave shall not be considered as hours worked or included in the overtime calculation.

d) All exempt employees other than Department Heads shall be entitled to receive exempt employee comp time under the following conditions:

1. An exempt employee may, with the permission of the Department Head, accrue comp time on a one hour for one hour basis for every hour worked in excess of the employee's normal maximum number of hours worked per week. The Department Head may direct and/or assign a shift adjustment for the employee to avoid accumulation of exempt employee comp time.

2. All hours accrued under this provision shall be accrued and calculated during the calendar year from January 1 through December 31. It is intended that accrued exempt employee comp time shall be used in the calendar year following its accumulation

3. The employee, with the prior permission of the Department Head, may use accumulated exempt employee comp time as time off from work, however, the employee shall not be permitted to "cash out" any accumulated exempt employee comp time for actual pay.

e) All City personnel who with the approval of the Department Head are scheduled to be available or "on call" during regularly scheduled days off, may receive payment for such scheduled available or "on call" time at a rate of one and one half (1.5) hour of regular straight time pay for each twelve hour period or portion thereof during which an employee is required to be available or "on call". This payment shall be in addition to payments made to the employees for actual time worked. (Ord. No. 92-21, 12-7-92).

f) Employees called off work for weather related issues or other emergencies will be paid the hours that are worked. Employees may use benefit time to supplement hours or take it without pay.

Section 607. Timekeeping and Payroll.

a) Timekeeping. To ensure that the City has accurate time records and that employees are paid for all hours worked in a timely manner, nonexempt employees are required to accurately record all hours worked. Off-the-clock work is strictly prohibited. Nonexempt employees in departments which use a time clock should clock in at or very near their scheduled start time, and clock out at or very near their scheduled end of shift. All employees are required to verify that their time sheets accurately reflect all hours worked, and accurately reflect all meal periods and leave periods. An employee's electronic initials on his or her time sheet constitutes that employee's verification that all data on the time sheet is accurate, and the employee has not worked any time that is not reflected on the timesheet. Fraudulent timekeeping and falsification of time records are subject to discipline, up to and including termination of employment.

b) Payroll Deductions. The City is required by law to make certain deductions from employee pay each pay period, including federal income taxes, Social Security taxes, deductions required by wage garnishments or child support orders, deductions required for union dues, and employee premiums for insurance plans. All deductions from pay will be listed on the employee pay stub. Questions about deductions from pay should be directed to the Human Resources or Finance Department.

ARTICLE VII - INTRODUCTORY PERIODS, PROBATION AND PERFORMANCE APPRAISAL

Section 701. General.

Employee performance and potential shall be evaluated annually. These evaluations will be used to: (1) improve employee effectiveness; (2) assess training needs and plan training activities. (Ord. No. 2000-20, 10-30-00).

Section 702. Introductory Periods and Probation.

a) The introductory period is an integral part of the selection process for original or promotional selection allowing training an employee and evaluating progress, adaptability and effort in order to determine the employee's fitness for the position. All employees who are not covered by a labor agreement shall have an introductory period when first hired by the City or when promoted or transferred into a new position. Employees who are covered by a labor agreement shall have a probationary period governed by the terms of the labor agreement, but shall not have an introductory period under this policy.

b) All newly hired part-time and full-time employees shall

have an introductory or probationary period of six (6) months unless: (1) such employee is hired to fill a vacancy left by an employee who is on probation or in an introductory period in a new position and who could be returned to the former position, in which case such employee's probationary or introductory period shall be extended to match that of the former employee, or, (2) such employee must receive training and/or certifications. In the event that the employee's employment requires that he/she receive training and/or certifications, such employee's probationary or introductory period shall be extended for a period of six (6) months beyond the completion of such training and/or certification. Completion of the introductory period shall not modify any term or condition of employment, and shall not modify the at-will status of the employee. For employees covered by a labor agreement that requires a probationary period, the effect of completion of the probationary period shall be governed by the labor agreement.

c) Employees who accept or are assigned a new position shall have a six (6) month introductory or probationary period unless such employee must receive additional training and/or certifications. In the event that the employee must receive additional training and/or certifications, such employee's introductory or probationary period shall be extended for a period of six (6) months beyond the completion of such training and/or certifications. Employees who are unable to achieve the required certification during this period shall be returned to their former positions at their former rates of pay, but without loss of seniority or benefits.

d) The Department Head shall submit to the Director of Human Resources, in writing, an evaluation and recommendation for appropriate action within the last month prior to the employee's eligibility for completion of the probationary or introductory period.

One of the following or some other appropriate action may be recommended by the Department Head:

1. Recommend, based on satisfactory performance by the employee, that the employee be continued in regular status.
2. Recommend, based on unsatisfactory performance, that the employee be dismissed.
3. Recommend, based on unsatisfactory performance, that the employee be demoted or returned to a former position.
4. Recommend that the probationary or introductory period be extended for a set period of time not to exceed six (6) months. Such extension shall be had only once. (Ord. No.

96-08, 7-16-96, Ord. No. 2000-20, 10-30-00).

ARTICLE VIII - LEAVE AND FRINGE BENEFIT REGULATIONS

Section 801. General Attendance Regulations.

a) Employees shall be in attendance at their work in accordance with departmental regulations. An employee unable to report for duty on a work day shall notify the supervisor of that fact at least two (2) hours prior to the beginning of work. Employees are to report their absences directly to their supervisor and not have another person do so. If an employee fails to call in at least two (2) hours prior to work the employee may be subject to disciplinary action. Non-exempt employees may have their pay docked or be denied the use of paid sick leave for failure to call in as required by this policy. If an employee fails to report to work for one scheduled work day "no call - no show" without appropriate notification to their supervisor, his/her employment may be terminated.

Section 802. Holidays.

Holiday Pay. When required to work on a recognized holiday full-time, part-time and temporary employees shall be compensated at two and one half (2 & 1/2) his or her normal hourly rate.

For full-time and appointed employees, the City shall recognize eleven (11) regular Holidays, plus two floating Holidays with pay. Part-time or temporary employees will not be paid on the holiday unless it is worked time. (Ord. No. 96-14, 10-1-96).

The Holidays shall include:

New Year's Day	January 1
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Veterans Day	November 11th
Thanksgiving Days	Fourth Thursday and Friday in November
Christmas Eve	24th of December
Christmas	December 25
New Year's Eve	31st of December

When any of the recognized Holidays fall on a Sunday, the Monday succeeding shall be designated as the legal holiday. When any holiday falls on a Saturday, the Friday preceding shall be designated as the legal holiday. If Christmas Eve, falls on a Friday and Christmas falls on a Saturday, or if New Year's Eve

falls on a Friday and New Year's Day falls on a Saturday, the following Monday shall be observed as a holiday. If Christmas Eve falls on a Sunday and Christmas Day falls on a Monday, or if New Year's Eve falls on a Sunday and New Year's Day falls on a Monday, the preceding Friday shall be observed as a holiday.

When recognized Holidays fall on an employee's day off, the Department Head and employee will jointly designate the work day that shall be observed, or the employee will receive 8 hours of regular pay.

Holidays observed during a scheduled vacation period will not be counted as vacation time.

Employees that have been on sick leave prior and during a holiday will not have the holiday counted as a sick day.

Floating Holidays shall be scheduled by the employees at least 5 days in advance, with approval of their immediate supervisor. Floating Holidays must be used in the fiscal year that they are given and may not be carried over or cashed out. (Ord. No. 96-08, 7-16-96).

Section 803. Vacation.

- a) This section provides for vacation for all full-time and appointed employees.
- b) An employee may not request vacation benefits beyond his/her full-time employment status. Vacation is authorized only when an employee takes time off from his/her regularly scheduled hours.
- c) All full-time employees earn vacation days in accordance with the following schedule:

<u>MONTHS OF SERVICE</u>	<u>RATE</u>
0- 60	8.00 hours per month
61-120	12.00 hours per month
121-180	14.00 hours per month
181-276	16.00 hours per month
277 and up	20.00 hours per month

Vacation days shall continue to accrue while on sick leave, holidays, funeral leave, and vacation days.

- c) As of the first day of each month, vacation days shall be allocated to the individual payroll and personnel record. Selection of vacation time is by seniority. Selection must be made by departmental deadlines as set by the Department Head. In the event of vacation scheduling conflict with another employee,

the most senior employee shall have his/her preference if submitted within deadlines.

d) It is intended that vacation leave is to be taken during the calendar year following its accumulation.

Employees may carry over into the next calendar year the following additional hours:

<u>FULL TIME CONTINUOUS SERVICE</u>	<u>HOURS</u>
0-5 years	40
6 years or more	80

The calendar year shall begin January 1. Any additional hours of vacation carried over into the calendar year shall be used in the first six (6) months of the calendar year.

If an employee is unable to use his or her accumulated vacation in accordance with this article, the employee's surplus vacation shall be used by the employee at the direction of the Department Head or Mayor. If no dates can be scheduled and the employee is not able to take vacation in the first six months of the following year, said employee shall be compensated for the unused portion of vacation days earned by the next pay period following the six month period.

Section 804. Sick Leave.

a) All full-time and appointed employees working 40 hours per week shall earn one 8-hour day of sick leave with pay for each month of service and may accumulate without limit.

b) Payment in lieu of sick leave shall only occur upon termination of employment and will be based on years of service as outlined below:

<u>Full-time Continuous Service</u>	<u>Rate</u>	<u>Maximum</u>
0-5 years	5%	1440 hours
6-10 years	10%	1440 hours
11-15 years	15%	1440 hours
16-20 years	20%	1440 hours
20 and up	25%	1440 hours

c) To utilize sick leave, an employee must notify, or cause to be notified, the employee's supervisor a reasonable amount of time prior to the start of the employee's scheduled shift, or give such notification in accordance with department rules. An employee may not take sick leave benefits beyond his/her full-time employment status.

d) If sick leave exceeds three days, or if abuse of sick leave is suspected, the Department Head or Human Resource

Director shall:

1. Require employees to submit a certificate from their physician stating that the illness prevented them from working, and/or
2. Require employees to receive a medical examination from a physician selected and paid for by the City.

The physician's documentation in 1) or 2) above must include the nature of the illness, the dates of treatment, whether the employee is able to perform normal work duties, and an indication of when the employee may return to work.

When applicable, the attending physician should specify whether light duties can be resumed.

If the employee does not obtain or submit the documentation required above, or if documentation is inadequate, paid sick leave may be denied.

Should a conflict arise between the decisions of the physician selected by the employee and the one selected by the City, the City's doctor will be used in determining eligibility for paid sick leave.

e) When employees are on leave due to illness or when they use sick leave for a period exceeding thirty (30) calendar days, neither vacation nor further sick leave benefits shall accrue for the additional period of time the employee is on leave.

f) Sick leave may be granted an employee by the Department Head in the event of a bona fide illness of a member of an employee's immediate family. For purposes of this section, immediate family shall include grandparents, parents, siblings, children or grandchildren of an eligible employee or an eligible employee's spouse. All notification and certification requirements shall apply if such sick leave is granted. For FMLA qualifying sick leave, please refer to Section 817. (Ord. No. 94-08, 3-15-94).

i) Sick Leave Transfer.

1. Eligible employees are Full-Time and appointed employees.

2. (a) A sick leave transfer may be granted to an eligible employee upon a showing that the eligible employee (or a member of the eligible employee's immediate family) has become seriously injured or ill. For purposes of this section, immediate family shall include grandparents,

parents, siblings, children or grandchildren of an eligible employee or an eligible employee's spouse.

(b) The Sick Leave Transfer Committee shall consider the nature and extent of the illness or injury and the estimated time of recovery in determining whether an injury or illness is "serious" under Section 2(a).

3. An eligible employee must exhaust all other benefit time to include; vacation leave, floating holiday, comp time and sick leave before he or she can use the transferred sick leave.

4. To apply for transferred sick leave, the eligible employee, or his agent if incapacitated, must submit a written request for transferred sick leave, accompanied by a medical doctor's verification, to the eligible employee's Department Head. Such written request must be submitted at least five (5) days prior to the date when the eligible employee is scheduled to receive a regular pay check from the City. No request shall be approved for pay periods preceding the pay period in which a request is submitted.

(a) A Department Head may, on behalf of an employee, submit a verbal request followed by a written request to the Sick Leave Transfer Committee, in case of an emergency. An emergency shall include, but not be limited to, situations wherein the eligible employee is unable, for legitimate medical reasons, to submit a written request on his or her own behalf.

(b) The Department Head must notify the Director of Human Resources and/or Mayor of all written and/or verbal requests for transferred sick leave. The Director of Human Resources or Mayor will then contact the Sick Leave Transfer Committee members regarding the request. In the event the Director of Human Resources or Mayor are unavailable, the Department Head may contact the Sick Leave Transfer Committee directly.

5. The Sick Leave Transfer Committee shall meet within three (3) working days after receiving a request for transferred sick leave.

6. In the event the Sick Leave Transfer Committee approves the request, the matter shall be referred to the Director of Human Resources, or if unavailable, to the applicant's Department Head who shall solicit the donation of sick leave from any or all eligible employees throughout the City. The names of any donor(s) shall be kept confidential by the Sick Leave Transfer Committee, Department Head, and any other City employee who must receive such information in order to appropriately track the sick

leave of the applicant and all donors. The name of the employee who has received approval for his or her request shall be released to potential donors.

7. Donation: An Employee may transfer sick leave hours at the following rate per calendar year:

<u>DONOR'S ACCRUED SICK LEAVE</u>	<u>MAXIMUM ANNUAL HOURS WHICH CAN BE TRANSFERRED</u>
0 - 40	8 Hours
41 - 60	16 Hours
61 - 80	24 Hours
81 - 100	32 Hours
101 - 200	40 Hours
200 +	20% of Donor's Accrued Sick Leave

All donations must be made in multiples of Eight (8) hours, subject to the limits in the above chart. (Ord. No. 2006-26, 10/3/06).

8. Transferred Sick Leave will be applied on a "first donated, first used" basis. All hours first donated, regardless of number, shall be applied to the request prior to applying the hours second donated.

(a) No eligible employee shall receive transferred sick leave valued in excess of the gross monthly salary of said eligible employee.

(b) Gross monthly salary shall be the salary of the eligible employee at the time of the sick leave transfer request. Overtime shall not be considered.

(c) The employee and his Department Head may request additional transferred sick leave by filing a written request with the Sick Leave Transfer Committee, who shall rule on the request within three (3) working days.

(d) An eligible employee may apply for no more than six (6) months' worth of transferred sick leave. If more than six (6) months is required, it will be evaluated by the Director of Human Resources on a case-by-case basis. Sick Leave Transfer Committee shall have the authority to request additional information such as they deem necessary to determine whether the illness or injury is permanent in nature. If an employees' illness or injury is permanent in nature, the matter shall be referred to the Mayor and/or Director of Human Resources who shall advise the employee of alternatives, including but not limited to disability retirement. (Ord. No. 94-22, 6-21-94).

(e) Transferred sick leave shall not exceed one month per request.

9. Any employee who willfully violates or misuses this sick leave policy or who misrepresents any statement or condition under said policy shall be subject to disciplinary action, as set forth in the Personnel Policies and Procedures of the City of Rock Springs. Any transferred sick leave that is withheld from an employee due to disciplinary action, will be returned to the donors.

10. The committee shall be appointed by the Mayor and shall consist of:

The Director of Human Resources

Two (2) City Department Heads

Two (2) City Employees

One (1) City Council Member on a rotating basis

The Department Head making the actual request will not be permitted to be a committee member, therefore, an alternate Department Head will be selected by the Director of Human Resources and/or Mayor. In the event the Director of Human Resources and Mayor are unavailable, the alternate Department Head shall be selected by the remainder of the committee. (Ord. No. 93-03, 4-6-93; Ord. No. 93-19, 10/5/93).

Section 805. Leave of Absence Without Pay.

Upon application, the Department Head with approval of the Mayor, may grant an employee a leave of absence without pay for a period not to exceed one year, but no vacation or sick leave credit shall accrue during any such leave period. Employees on a leave of absence must pay their own health insurance premiums if they wish to maintain coverage, but may not continue to make payments into the Wyoming Retirement fund.

Reinstatement from any authorized leave without pay is permitted only when a proper leave of absence has been in effect; reinstatement must be requested no later than ten (10) working days before returning to work. Such requests will be made to the employee's Department Head.

The employee will return to the employee's former job, and will not lose his or her previous seniority, salary range, classification, or benefits in such cases where approved leave has been granted. (Ord. No. 96-08, 7-16-96, Ord. No. 2000-20, 10-30-00).

Section 806. Funeral Leave.

Full-time and appointed employees may be granted paid leave

up to five (5) working days in each such case, to attend the funeral of immediate family as approved by the Department Head. Vacation must be used for funeral leave beyond five (5) working days. (Ord. No. 96-08, 7-16-96). Immediate family member for funeral leave is defined as parents, grandparents, brother, sister, child, grandchild, spouse and equivalent relationships by marriage or adoption.

Section 807. Jury Duty/Court Leave.

(a) Any full-time employee required to appear in court or before a grand jury as juror, witness in a criminal case, or a witness in a civil case for the purpose of giving testimony shall be granted leave with pay by the Department Head. Compensation for such leave shall be limited to the difference between pay received for this service and the employee's usual pay.

(b) A full-time employee who is called back to work, or to court in the case of a police officer, after completing his or her regular day's work or before the start of a regularly scheduled work shift, or on his or her day off, shall, in the case of the initial job responsibilities ending prior to two hours, be given the option of either leaving at the time when the initial job responsibilities have ended, or he or she can remain for two hours performing other tasks as assigned. (Ord. No. 96-08, 7-16-96).

Section 808. Voting Leave.

The City of Rock Springs will comply with the Wyoming Election Code Wyo. Stat. §§ 22-2-111.

(a) Any person entitled to vote at any primary or general election or special election to fill a vacancy in the office of representatives in the congress of the United States is, on the day of such election, entitled to absent himself/herself from any service or employment in which he/she is then engaged or employed for a period of one (1) hour, other than meal hours, the hour being at the convenience of the employer, between the time of opening and closing of the polls. Such elector shall not, because of so absenting himself/herself, lose any pay, providing he/she actually casts his legal vote.

(b) This section shall not apply to an employee who has three (3) or more consecutive nonworking hours during the time the polls are open.

Section 809. Military Leave.

The City of Rock Springs will comply with the Wyoming Military Relief Service Act, (Wyo. Stat. §§ 19-11-101 through

124) or the Uniformed Services Employment and Reemployment Act (38 U.S.C. §§ 4301 through 4335).

A military leave of absence will be granted to employees who are absent from work because of service in the Armed Forces, National Guard or reserves in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Wyoming Military Relief Service Act. "Service" means performing military duty on a voluntary or involuntary basis, including active duty, duty for training, initial active duty for training, inactive duty training (such as drills), full-time National Guard duty, and absence for the purpose of a fitness exam.

Except in rare cases of military necessity where advance notice is impossible or unreasonable, employees are required to notify their immediate supervisor in advance about impending military service. Employees are requested to provide such notice as soon as they have knowledge of upcoming military service. Notice may be either verbal or written; however, the City requests that upon receipt of written orders, a copy of those orders be forwarded to the Director of Human Resources within (10) ten days of receipt.

Pay by the City will be limited to the difference of the regular salary and the amount paid the employee by the Military, up to full salary. Also, an employee may use any accrued vacation leave or compensatory time during the employee's military leave. Following the 15 days and the use of any accrued vacation or compensatory time the employee opts to use, the remaining military leave will be unpaid. USERRA also provides for continuation of health insurance benefits while on leave based on the length of the individual's military leave; however, the employee may be required to pay the City the employee's portion of premiums required by the insurance policy. Benefit accruals, such as vacation or sick leave, will continue to accrue during the military leave.

Employees on military leave for up to 30 days are required to return to work on the first regularly scheduled shift after the end of service, allowing reasonable time for travel. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws. Once reapplication has been made, the employee must be ready, willing, and able to report to work at the date and time set by the City. As required under USERRA and applicable state law, employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable position depending on the length of military service. Furthermore, they will be treated as though they were continuously employed for purposes of seniority-based benefits, if any.

Employees returning from military service will not be entitled to reinstatement as described above if any of the following conditions exist:

- The employee fails to reapply for reemployment in a timely manner.
- The City's circumstances have so changed as to make reemployment impossible or unreasonable.
- The employee was employed in a temporary position prior to his or her military service with no reasonable expectation that the employment would have continued indefinitely or for a significant period.
- The employee was discharged from military service for a disqualifying reason, such as a dishonorable discharge.

For additional information regarding your rights during a military leave, please see the USERRA notice posters on bulletin boards around City employment sites.

Section 810. Education Leave and Reimbursement.

The Mayor, upon application, may authorize special leave of absence for full-time or appointed employees, with or without pay, for any period not to exceed twelve (12) calendar months in any one calendar year for attendance at a school or university for the purpose of training in subjects relating to the work of the employee and which will benefit the employee and the City.

- (a) With the prior approval of the applicable Department Head and the Mayor, an employee may receive reimbursement for the cost of satisfactorily completed courses (those receiving a grade of C or better) which, in the opinion of the Mayor will be of benefit to the City. Reimbursement will be at 50% of tuition and books and not more than \$5,000 a year.
- (b) Approval must be requested at least six (6) months prior to the fiscal year that the education will be taken.
- (c) Courses of study which are required to maintain current levels of proficiency or which are required to receive additional and necessary certifications and/or ratings shall be paid in advance to the agency furnishing the service.
- (d) An employee may be required to pay his own insurance coverage if granted educational leave. Payments will not be made to Wyoming Retirement.
- (e) If he/she accepts education tuition reimbursement, the employee agrees to maintain full-time employment status at the City for a period of at least one (1) year from receipt of the last payment. If the employee does not maintain full-time status or his/her employment

terminates for any reason within the one (1) year period, the employee agrees to repay the City for educational tuition amount received within the last year of employment. The employee signs a statement in which he/she specifically agrees to such an obligation.

Section 811. Employee Dress and Clothing Allowance.

All employees are representatives of the City and therefore dress and appearance should: (1) present a professional or identifiable appearance for customers, suppliers, and the public; (2) promote a positive working environment; (3) limit distractions caused by inappropriate dress; and (4) ensure safety while working.

- a. Employees required to wear identifying uniforms shall be allowed a clothing allowance or provided with uniforms. The maximum amount, if any, shall be determined annually by the Governing Body Budget and Finance Committee. Disbursement shall be made only with the Mayor's approval on a semiannual basis and only persons still in the employ of the City at the time of disbursement shall be entitled to receive such payment.
- b. Where uniforms are not required, employees' attire should be business casual. Jeans are acceptable only on casual Friday or as designated by the Department Head.
- c. Employees are prohibited from wearing clothing that displays political paraphernalia or offensive language.
- d. Tattoos should not be offensive to the general public or detract from maintaining a professional image. Tattoos that show any image or have offensive language that may violate the City's Drug or Harassment and Discrimination policy must be covered during work hours.
- e. Body piercings should not detract from maintaining a professional image or be a safety concern.
- f. Employees will be provided required personal protective equipment as determined by applicable federal regulation and the best judgement of the Department Head.
- g. Management reserves the right to determine appropriateness in appearance.
- h. If an employee reports to work dressed inappropriately, they may be prevented from working until they return to work wearing the proper attire. The employee will not be compensated for the time they are away from work complying with this policy.
- i. Employees who wish to request an accommodation of the requirements for medical, religious or cultural purposes must make a request in writing to the Director of Human Resources.

Section 812. Workplace Injury Leave.

a) Any employee injured on the job, however slightly, must immediately report the fact to the supervisor. Along with the assistance of their supervisor they will complete the SUPERVISOR REPORT OF PERSONAL INJURY INVESTIGATION form and the Wyoming Worker's Compensation Report of Injury form within 24 hours and turn it in to the Director of Human Resources.

b) An employee injured due to a work place injury that is unable to work for 3 or more consecutive days due to the injury, shall submit a claim for Worker's Compensation temporary total disability benefits. For full-time or appointed employees, the City shall pay the difference between the Worker's Compensation benefits and the employee's full pay for a 12-month period or until Wyoming Worker's Compensation determines that the employee is no longer entitled to temporary total disability benefit.

c) If the employee's medical provider determines that the employee may return to work light duty, the Director of Human Resources will work with the applicable Department Head to determine if light duty is available and will follow all Wyoming Worker's Compensation regulations.

d) Provided the employee complies with all Wyoming Worker's Compensation requirements, the employee will remain on injury leave for up to twelve (12) months after the accident. If the employee is still medically unable to return to work after the initial 12-month period, the employment will be terminated and any remaining benefits will be cashed out as per policy.

e) When an employee is on continuous injury leave for a period exceeding thirty (30) calendar days, neither vacation nor sick leave benefits shall accrue for the additional period of time the employee is on injury leave.

Section 813. Travel Policy

The City may reimburse employees and Council Members (hereinafter referred to as "employees") who incur expenses associated with seminars, conference, training programs, and City business when such expenses are approved by the Department Head and the Mayor.

Reimbursable events may include seminars, conferences, training program fees, meetings or other approved events if the program content is directly related to the employee's work which is pre-approved by the Department Head and the Mayor.

Any employee who seeks reimbursement for travel/business expenses must fill out a Request for Travel Authorization Form, secure approval from their Department Head and the Mayor, and follow the procedure set forth by Council Policy.

Section 814. Incentive Based Physical Fitness Program

This is a voluntary program, open to full-time employees and is designed to allow participating employees to earn compensatory time off for their level of fitness. Employee will follow the procedure as set forth by Council Policy.

Section 815. Other Benefits.

(a) Full-time and Appointed Employees may be entitled to such other benefits including, but not limited to, retirement benefits, seasonal holiday gifts, retirement gifts and the like, as the governing body deems appropriate, or as may be required by law.

(b) Health insurance benefits will be provided to full-time and appointed employees in such amounts and for such coverage as the governing body deems appropriate; after taking into account the amount of funding available to pay for such coverage and the recommendation of the Mayor regarding the type of coverage which is most suitable for the City employees. Funding for such health insurance benefits shall be established by resolution of the Governing Body. In the event the maximum funding available in any given year is in excess of the amount required to maintain the health insurance coverage for the next calendar year, the excess funds shall be carried over and added to funds for the next fiscal year. Alternatively, the Governing Body, upon recommendation of the Mayor, may deem it appropriate to provide additional coverage, to be paid for with these excess funds. Prior to making any changes in the maximum available funding or the types of coverage to be made available to the City employees, the Mayor shall meet with representatives of such employees. Employee representatives may include members of bargaining units represented by unions, non-bargaining unit employees and retired employees.

(c) The City of Rock Springs will provide a membership to the employees at the Rock Springs Recreation Center, Civic Center or and the White Mountain Golf Course using the following guidelines:

1. Full-time, appointed and official employees will be provided an individual or family membership to the Rec or Civic Centers as a taxable benefit. Membership at the White Mountain Golf Course will be at 50% of the regular cost.

2. Part-time and temporary employees will be provided an individual membership only to the Rec or Civic Centers as a taxable benefit. Membership at the White Mountain Golf Course will be at 50% of the regular cost.

3. When an employee terminates, membership will only be honored through the end of the month. No reimbursement will be provided for a membership that was paid past a termination date.

4. Employees will be responsible for completing the membership form and complying with all guidelines.

(d) The City provides an incentive based physical fitness program for all full-time and appointed employees.

Section 816. Family and Medical Leave.

The City will provide Family and Medical Leave to its eligible employees. The City posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact the Director of Human Resources.

a) General Provisions

Under this policy, the City will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

b) Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1) The employee must have worked for the City for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

2) The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

c) Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child or parent with a serious health condition (described below).
- 4) The serious health condition (described below) of the employee.
- 5) Qualifying exigency leave (described below) for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.
- 6) Military caregiver leave (also known as covered servicemember leave) to care for an injured or ill servicemember or veteran (described below).

d) Serious Health Condition

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the City's sick leave policy are encouraged to consult with the Director of Human Resources.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the City may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

e) Qualified Exigency Leave

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

The qualifying exigency must be one of the following:

- 1) short-notice deployment
- 2) military events and activities
- 3) child care and school activities
- 4) financial and legal arrangements
- 5) counseling
- 6) rest and recuperation
- 7) post-deployment activities, and
- 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

"Covered active duty" means:

- 1) "Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
- 2) Covered active duty or call to covered active duty status in the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

f) Military Caregiver Leave (for covered servicemembers)

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

An employee whose son, daughter, parent or next of kin is a covered servicemember may take up to 26 weeks in a single 12-month period to take care of leave to care for that servicemember.

In order to care for a covered servicemember, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered servicemember. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to § 825.122(k).

1) A "son or daughter of a covered servicemember" means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.

2) A "parent of a covered servicemember" means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents "in law."

3) Under the FMLA, a "spouse" means a husband or wife, including those in same-sex marriages, which were made legal in all 50 United States as of June 26, 2015.

4) The "next of kin of a covered servicemember" is the nearest blood relative, other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember's next of kin. Alternatively, where a covered servicemember has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin.

The term "covered servicemember" means:

1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The term "serious injury or illness means:

1) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

2) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

3) Outpatient status, with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

g) Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances c)1) through c)5) above under this policy during any 12-month period. The City will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the City will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance c)6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the City will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the City and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the City and each wishes to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave.

h) Employee Status and Benefits During Leave

While an employee is on leave, the City will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. The employee shall not accrue additional vacation, sick leave after 30 days or retirement credit for the period the employee is on unpaid FMLA leave.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the City will require the employee to reimburse the City the amount it paid for the employee's health insurance premium during the leave period.

Under current City policy, the employee pays a portion of the health care premium. While on paid leave, the City will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Clerk's Office by the 1st day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

The City will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the City will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the City may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the City may discontinue coverage during the leave. If the City maintains coverage, the City may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

i) Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the City's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a

position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The City may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

j) Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, compensatory time and sick leave prior to being eligible for unpaid leave. Sick leave will be used concurrently with FMLA leave if the reason for the FMLA leave is covered by the City's sick leave policy.

If the leave is for a work-related injury, paid injury leave will run concurrently with FMLA leave.

An employee who is taking leave for the adoption or foster care of a child must use all paid vacation and compensatory time prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave.

An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the City's sick leave policy) prior to being eligible for unpaid leave.

k) Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period).

The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the City and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the City before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

l) Certification for the Employee's Serious Health Condition
Employees who want to take FMLA leave ordinarily must provide the department director and the Director of Human Resources at least thirty (30) days' notice of the need for leave, if the need for leave is foreseeable. If the employee's need is not foreseeable, the employee should give as much notice as is practical. When leave is needed for the employee's own illness and is for planned medical treatment, the employee must try to schedule treatment in order to prevent disruptions of the City's operations.

The City will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

The Director of Human Resources may directly contact the employee's health care provider for verification or clarification purposes. The City will not use the employee's direct supervisor for this contact. Before the City makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the City will obtain the employee's permission for clarification of individually identifiable health information.

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee to get a certification from a second doctor, which the City will select. The City may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

m) Certification for the Family Member's Serious Health Condition

Employees who want to take FMLA leave for a family members serious health condition ordinarily must provide the department

director and the Director of Human Resources at least thirty (30) days' notice of the need for leave, if the need for leave is foreseeable. If the need is not foreseeable, the employee should give as much notice as is practical. When leave is needed to care for an immediate family member and is for planned medical treatment, the employee must try to schedule treatment in order to prevent disruptions of the City's operations.

The City will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The Director of Human Resources may directly contact the employee's family member's health care provider for verification or clarification purposes. The City will not use the employee's direct supervisor for this contact. Before the City makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the City will obtain the employee's family member's permission for clarification of individually identifiable health information.

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee's family member to get a certification from a second doctor, which the City will select. The City may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

n) Certification of Qualifying Exigency for Military Family Leave

The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

o) Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave

The City will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember .

p) Recertification

The City may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the City may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The City may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

q) Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Director of Human Resources. Within five business days after the employee has provided this notice, the Director of Human Resources will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the City's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

r) Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Director of Human Resources will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

s) Intent to Return to Work From FMLA Leave

The City may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. If at any point, an employee gives notice that they will not be returning from FMLA leave, the Department Head will request a written resignation. The City's obligation for restoration rights ends when an employee informs his/her

Department Head that he or she will not be returning. The City will also stop paying its share of health care costs at that time and notify the employee of benefits under COBRA.

ARTICLE IX - CONDUCT AND DISCIPLINE

Section 901. Conduct, Outside Employment, Privileged Information and Political Activities.

All City employees are expected to represent the City to the public in a professional, courteous, efficient and helpful manner. All employees will work to meet the following expectations: basic tact and courtesy towards the public and fellow employees; adherence to City policies, procedures, safety rules and safe work practices; compliance with directions from supervisors; preserving and protecting the City's equipment, grounds, facilities and resources; and providing orderly and cost efficient services to its citizens.

In order to function efficiently or to meet service demands, employees may be asked to perform related duties that are outside their regular assignments. The City will make every effort to minimize such circumstances. To make the most efficient use of personnel, the City also reserves the right to change work conditions and assigned duties.

a) A City employee is prohibited from engaging in activities which might have an unfavorable effect upon City service. Employees must avoid any action which might result in or create the impression of using public office for private gain, giving preferential treatment, seeking preferential treatment, or similar such dubious activities or practices.

b) City employees are prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loan or any item of monetary value from any person seeking to obtain business with the City or any other thing of value from the City, or from any person within or outside City's employment whose interests may be affected by the employee's performance or non-performance of official duties.

c) No employee may engage in additional employment which in the opinion of the Department Head interferes with the proper and effective performance of official duties. It is necessary that an employee give priority to his/her job with the City of Rock Springs. The City shall not be held liable to grant sick leave in any cases of injury to an employee while that employee is engaged in outside employment.

d) City employees who are involved with privileged or non-

public information of significant public interest may not use this information for personal gain nor to benefit friends or acquaintances. If an employee has an outside interest which could receive a pecuniary gain by any City plan or activity, this situation must be reported to the employee's supervisor immediately. Each employee is charged with the responsibility of insuring that only information that should be made available to the general public is released.

e) The following political activities are prohibited:

1. use of an official capacity or authority to influence the outcome of any election or to coerce or command any person to vote for, lend or contribute anything of value to any political candidate.
2. engaging in any political campaign activity during on duty or working hours.
3. employees will not be in city uniforms or clothing with a City logo while campaigning for political office or a political candidate.

f) Except for those positions for which political affiliation or association is an appropriate requirement for the effective performance of the public position, discrimination against any person in recruitment, examination, appointment, retention, discipline, or any other aspect of personnel administration because of political opinion or affiliation shall be prohibited. No questions shall be asked on any application, examination or interview which would directly or indirectly require the disclosure of a person's political affiliation, preferences or opinions. Applicants and employees shall be prohibited from using political influence as an advantage in securing or making appointments or for other personal benefit for themselves or others in personnel matters.

g) Violation of these provisions shall be just cause for disciplinary action.

Section 902. Use of City Technology.

a) All City computer and communications systems, such as telephone systems, voicemail, e-mail, cellular devices, texting or instant-messaging devices, computers, networks, data storage, Internet access, and associated software products, as well as all data and information transmitted by, received from, or stored on those systems, are the property of the City. As such, these systems are to be used for job-related purposes only.

The City recognizes that employees must sometimes place or

receive personal calls on company telephones or use the City's electronic communication and Internet systems for personal purposes. In order to preserve the integrity and availability of these systems for business use, it is essential that all employees minimize and not abuse personal use of these systems. Employees using the City's computer and communications systems and business property for personal use do so at their own risk and should have no expectation that their personal communications and uses are confidential, private or privileged. To ensure that the City's computer and communications systems and equipment are used only for legitimate business purposes, the City may monitor the use of such systems from time to time, without prior notice. This may include listening to stored voicemail or monitoring an employee's use of the Internet, e-mail, texting, voice mail and other the City computer systems.

b) Using the City's computer and communications systems in the following way is expressly prohibited and may result in discipline, up to and including termination:

- Using City systems for excessive participation or use of social media, shopping or entertainment sites. Excessive participation or use is any participation or use that interferes with or delays the performance of work.
 - Accessing sites established for illicit or immoral purposes.
 - Conducting personal business for revenue or profit.
 - Sending, accessing, receiving, posting or storing data that are discriminatory, harassing, or defamatory.
 - Sending, accessing, receiving, posting or storing sexually explicit material.
 - Using City systems to send or post intimidating messages or hate speech.
 - Using City systems for the purpose of gambling or placing wagers or bets.
 - Using City systems to conduct illegal activities.
 - Sending, receiving or posting messages that contain inappropriate or profane language.
 - Installing personal software or applications on City-issued computers or other devices.
 - Downloading, copying or transmitting works of others in a manner that constitutes infringement under copyright laws.
 - Transmitting or posting confidential City information to unauthorized individuals.
- c) In addition, employee will follow any procedures as set forth by Council Policy regarding information technology.

Section 903. Personal Cell Phone Use

a) Employees should use discretion in regard to personal phone calls, including cell phones, texts, games or social medial. Lengthy personal calls are prohibited. Every attempt should be made for employees to limit phone usage to breaks or meal periods.

b) Employees must follow City Ordinance 5-208 Regulation of Cell Phones in Vehicles. Employees may not use any cell phone while operating a city vehicle or operating equipment. They will be subject to the same fines as described in Ordinance 5-208 and may be subject to disciplinary action up to a including termination.

c) Supervisors will monitor phone usage. Excessive use of a telephone/cell phone for personal calls, texts, games or social medial use may result in disciplinary action.

Section 904. Vehicle Usage

a) City vehicles shall be operated in compliance with existing State Statutes, City ordinances, and City policies and procedures.

Employees operating City vehicles shall have in their immediate possession a current, valid, and applicable vehicle operator's license. Any employee who operates a City vehicle will be subject to an annual driving record check. Employees must immediately notify their supervisor and/or Department Head if a change in licensing occurs that may have an impact on the employee being able to perform their regular job duties. This will be reviewed with the Director of Human Resources for any further action. Failing to provide proper notification may result in disciplinary action, up to and including termination.

Department Heads are responsible for ensuring the proper care, maintenance, and operation of all vehicles assigned to their Department.

Accidents involving City vehicles shall be investigated per Wyoming statute. Additionally, a Departmental inquiry shall be conducted within (10) working days of any accident to determine the presence of any operational, safety, and/or mechanical factors contributing to the accident, to include compliance with the Section 906 Drug and Alcohol. Such inquiry shall include a written report to the Department Head, detailing any contributing factors as well as providing recommendations on avoiding future similar accidents.

b) Safety Issues - City vehicles shall be operated in a reasonable and prudent manner.

A pre-check inspection should be conducted of each vehicle
Safety devices (horns, lights, warning devices, etc.) shall be operable and properly utilized. Where existing, occupant

restraint devices shall be continuously worn per manufacturer guidelines by all occupants of City vehicles. Vehicle operators shall not be under the influence of any alcoholic beverage or contraindicated drug.

c) Operation of City Vehicles - City vehicles shall be operated only by City employees authorized to do so by their Department Head.

When not in actual use, or when left unattended in the course of carrying out City business, City vehicles shall be properly secured.

When not in actual use, City vehicles shall be properly parked or otherwise housed on city property.

d) Use of City Vehicles - While City vehicles are legitimate tools for performing City business, their use is also accompanied by serious responsibility and accountability. As such, all employees shall present a professional image and exhibit exemplary driving behavior when operating or otherwise utilizing city vehicles. To this end, employees shall at all times consider the public's perception of City vehicle appearance, operator/occupant behavior, and vehicle use and location.

Except as otherwise specified, City vehicles shall be used for official City business only. In no circumstances shall City vehicles be directly or indirectly used for purposes of personal gain.

e) Special Provisions

1. Passengers - passengers in City vehicles are limited to:

- Employees transported for purposes of carrying out official City business.
- Persons participating in an approved ride-along program.
- Persons transported during extreme emergency situation.
- Persons transported in conjunction with an arrest or other legitimate public safety matter.
- Non-employees transported for purposes of carrying out other legitimate City business.
- Other passengers as approved in writing by the applicable Department Head and Mayor.

2. Employees operating City vehicles on an as-needed or On-call basis are responsible for ensuring the reasonable maintenance, safety, repair, and cleanliness of the vehicle operated while in their care.

3. Employees operating a City vehicle to conduct legitimate City business may utilize the vehicle for

purposes of taking a scheduled meal break in the City, if such break is clearly incidental to a reasonably direct travel route to/from work assignments.

4. Employees temporarily assigned an On-call Vehicle for on-call purposes may use such vehicle for commuting while assigned.

Section 905. Purpose of Disciplinary Action, Examples of Offenses.

a) The purpose of discipline is to correct an employee's behavior so that the employee will be more effective and responsible within the City; and, to insure that individual employees are called to account for their misconduct or inappropriate behavior. All efforts should be made to insure that discipline is applied with reasonable consistency within the City and that any disciplinary action taken is not only appropriate to the offense committed, but takes into account the individual employee's past record, pattern of behavior, attitude, his/her motives and reasons for committing the offense, and all other attendant circumstances. Employment with the City of Rock Springs shall be deemed a privilege and not a right; and, an employee shall have no right to expect his employment with the City to continue uninterrupted by disciplinary actions including dismissal.

b) Causes for discipline fall within a wide range of offenses. The following list of offenses is intended to serve as a guide for the application of disciplinary measures only. The following list provides examples of problems and are intended neither to be all inclusive nor mutually exclusive, for it would be impossible to list all potential infractions requiring discipline and consideration of all attendant circumstances.

Examples of offenses include, but are not limited to:

- Failure to follow direction
- Absenteeism or tardiness.
- Failing to call in on time to let your supervisor know that you will be absent or late.
- Quitting work early.
- Not paying attention to work.
- Violation of a safety rule or practice.
- Violation of any city council policy (such as smoking law)
- Poor job performance or conduct.
- Sleeping on the job.
- Abuse of sick leave.
- Insubordination or other disrespectful conduct.
- Refusing to do an assignment (unless it can be demonstrated by the employee that such assignment unreasonably endangers the health and safety of the employee and others).
- Careless conduct which threatens the safety or causes harm to

the employee or others.

- Use of City position for personal gain or benefit of friends or acquaintances.
- Demonstrated (documented) incompetency or inefficiency in the performance of job duties.
- Theft or intentional, willful, negligent or careless destruction of City property.
- Offensive conduct while on the job.
- Intentional falsification of City records.
- Fighting, threatening violence or creating hostility in the workplace.
- Unauthorized use of telephones including excessive personal calls, mail system, information technology systems or other city-owned equipment;
- Working while impaired by alcohol or drugs.
- Conviction for any misdemeanor offense which, in the opinion of the Department Head will have a direct adverse effect on the employees ability to effectively discharge the required job duties or which may adversely affect or injure the public reputation of the City.
- Conviction for any felony offense.

Section 905. Disciplinary Actions.

a) The City of Rock Springs encourages a system of disciplinary action in order to correct employee misconduct at as low a level as is reasonably possible. The disciplinary action process may start at any step based on the offense and will be in consultation of the Director of Human Resources. Department Heads and supervisors are allowed a great deal of discretion in determining appropriate disciplinary measures, but are encouraged to first consider the least severe type of action reasonably necessary to correct the problem and call the employee to account for his actions. More severe measures should be applied to repeat offenses. Some offenses by virtue of the seriousness of their nature or the attitude and motives of the employee or other attendant circumstances will call for the immediate application of severe disciplinary measures. An employee who is covered by a labor agreement may be permitted to have a representative of any union of which the employee is a member present at any and all investigative interviews or hearings that may lead to discipline of the employee. (Ord. No. 96-08, 7-16-96) NOTHING IN THIS POLICY IS INTENDED TO CREATE A CONTRACTUAL REQUIREMENT FOR CAUSE FOR THE TERMINATION OF ANY AT-WILL EMPLOYEE OR OTHERWISE ALTER THE AT-WILL RELATIONSHIP EMPLOYEES HAVE WITH THE CITY.

b) The disciplinary actions that may be taken against an employee include: oral warning, written reprimand, written reprimand and suspension without pay for periods not exceeding five (5) days, written reprimand and suspension without pay for periods exceeding (5) days, and dismissal.

Oral warnings, written reprimands and suspensions without pay for periods not exceeding five (5) days are not subject to review through either the grievance or appeal procedures. Suspensions of more than five (5) days, and dismissals are subject to the grievance procedure.

Prior to determining whether any disciplinary action is necessary and/or what type of discipline is to be given, the supervisor or Department Head shall meet with the employee and inform him/her of the facts which the supervisor or Department Head believes give rise to a disciplinary action. The supervisor or Department Head shall give the employee an opportunity to respond and give his/her account of these facts which the supervisor or Department Head shall consider prior to determining what, if any, discipline is appropriate.

c) All disciplinary actions, including oral warnings, shall be documented by the supervisor or the Department Head, in consultation with the Director of Human Resources, with a copy provided to the employee. The documentation should describe the details of the conduct, how the conduct violates policy or otherwise requires disciplinary action, the details of the corrective action, and the possible future consequences if further misconduct occurs. The employee shall be allowed the opportunity to sign the disciplinary documentation solely for the purpose of acknowledging receipt of a copy of the documentation. If the employee refuses to sign a copy of the documentation, the supervisor or Department Head shall note the date, time and witnesses of the employee's refusal on the original disciplinary documentation. The disciplinary action may include a performance improvement plan. The supervisor or Department Head shall forward the original disciplinary documentation to the Director of Human Resources for placement in the employee's personnel file. The employee has the right to submit a written statement refuting the disciplinary documentation to be placed in the employee's personnel file.

d) Dismissal. Although at-will employees can be terminated at any time for any reason or no reason, it is the policy of the City that dismissal is reserved for those situations when the offense is of such a character or nature (in the opinion of the Department Head considering all attendant circumstances) that dismissal is appropriate. Dismissal of an employee requires the prior approval of the Director of Human Resources and the Mayor, which shall be given only after consultation with the City Attorney; and, shall be set forth in writing, stating the reasons for the dismissal.

Section 906. Drugs and Alcohol.

a) The City of Rock Springs recognizes illegal drug usage

and abuse of alcohol by City employees as a threat to the public welfare as well as to the welfare of other employees of the City. Employees are prohibited from using illegal drugs at any time and being under the influence of illegal drugs or alcohol while working, including while being on-call. The City will take necessary steps, including drug and alcohol testing, to eliminate illegal drug usage, and to identify and discipline employees who report to work under the influence of illegal drugs or alcohol. Violations of this policy may result in the termination of employment, however, the City will consider options that promote rehabilitation and prevention when those options are in the best interests of the City.

1. If an employee is under the care of a medical provider and taking a controlled substance by prescription, they will be required to consult with their medical provider about any impacts the medication may have on their ability to perform their job safely, and notify their Department Head of the medical provider's advice on that topic so the Department Head can take the appropriate steps necessary to assess the risk and make appropriate task assignments. If requested by the Department Head, the employee shall provide the Department Head with a statement signed by his or her medical provider confirming the medical provider's advice regarding the employee's ability to perform regularly assigned duties.

2. Pre-employment Testing. All successful applicants for safety sensitive positions are subject to a post-offer, pre-employment drug and alcohol screen. If the test results are positive, the offer will be withdrawn.

3. Random Testing. Random drug testing will be performed on all employees with a commercial driver's license, police officers and fire fighters, and employees in safety sensitive positions. Safety sensitive positions include any position within the City that requires an employee to drive a City vehicle, operate equipment, or lifeguard.

4. DOT Testing. Employees required to have a commercial driver's license (CDL) as outlined in their job description, will comply with all Department of Transportation requirements regarding drug testing, as discussed in the City's Drug and Alcohol Program for DOT-regulated Employees.

5. Reasonable Suspicion Testing. If, in the opinion of the employee's supervisor or the Department Head, there is a reasonable suspicion to believe that an employee is under the influence of alcohol or an illegal drug, the employee may be required to submit to testing.

- i. Reasonable suspicion may be based upon specific objective facts and reasonable inferences drawn from those facts, that could be indicative of illegal drug use or being under the influence of drugs or alcohol, including, (a) the observations of the supervisor or Department Head, taking into account such things as glazed eyes, dilated pupils, smell of alcohol, slurred speech, unsteady on feet, wobbly walk, change in normal appearance, change in attitude, aggressive behavior, being passed out; (b) investigation, arrest or conviction for a drug-related offense; (c) reports from apparently reliable and credible sources; (d) observation of drug use; (e) evidence that the employee tampered with a previous drug test; or, (f) any other grounds or reasons which the supervisor or Department Head is able to articulate as giving rise to a reasonable suspicion.
- ii. The supervisor or Department head must immediately document all information on which the reasonable suspicion is based, as well as the date and time the information was obtained, and obtains the approval for testing from his or her Department Head or the Director of Human Resources. The employee shall be given a copy of this documentation.
- iii. Any employee who will be tested for reasonable suspicion will be placed on immediate sick leave, or if sick leave is unavailable, leave without pay. The employee will be transported immediately by the supervisor or Department Head to the place where the test is to be performed and thereafter to the employee's residence. In no case shall an employee who is suspected of being under the influence of drugs or alcohol be allowed to operate a vehicle or machinery, or to return to work until the test results are obtained.

5. Post-accident Testing. Testing of employees in safety-sensitive positions shall be required immediately following work related accidents which involve death or personal injury to self or others and/or property damage.

6. Follow-up Testing. Employees who have been permitted to return to work following completion of a drug

or alcohol rehabilitation program will be subjected to periodic, unannounced testing, for the frequency and duration recommended by a substance abuse professional consulted by the City.

7. Procedures.

- a. Drug testing will be performed at a laboratory certified by the U.S. Department of Health and Human Services under the National Laboratory Certification Program.
- b. All test results will be sent to the Director of Human Resources who will evaluate those results and make the results available to the Department Head and the individual who was tested. Test results shall be treated with the same confidentiality as other employee medical records.
- c. In the event alcohol and drug screening tests result in one negative, the employee will be compensated as to his regular duty assignment with no time lost and no sick leave deducted.
- d. Employees who refuse to submit to testing pursuant to the provisions of this policy will be subject to disciplinary up to and including termination and/or administrative actions.
- e. A positive and confirmed test result will be the basis for immediate placement on sick leave until an investigative or disciplinary review by the Director of Human Resources and Department Head is concluded.
- f. An employee's first positive test result under this section may not result in dismissal. The City will consider permitting the employee to seek rehabilitation as an alternative to the termination of employment, after consideration of the employee's acceptance of responsibility, employment history with the City, general job performance, disciplinary history, and work-related impacts of the employee's drug or alcohol use.
- g. No employee who is permitted to seek rehabilitation as an alternative to termination of employment will be permitted to return to work without written confirmation from a substance abuse professional that the employee has completed the rehabilitation program and complied with all recommendations of the substance abuse professional, and, the employee will be placed on a return-to-work agreement that will require unannounced follow-up testing and confirm that any subsequent violation of

this policy will result in the termination of employment.

- h. At any time, an employee may voluntarily enter a chemical dependency or treatment program without fear of disciplinary actions against him or her. While undergoing evaluation and treatment, the employee may receive the usual compensation and fringe benefits provided for any other sick leave.

Section 907. Policy Prohibiting Harassment.

Harassment is a form of illegal discrimination. The City strictly prohibits harassment of any employee by another employee, supervisor, elected official, vendor or member of the public because of the employee's race, creed, color, national origin, age, religion, sex, ancestry, marital status, disability, military status or any other unlawful basis.

Definition:

1. Harassment includes any verbal or physical conduct of an offensive nature that is based on any protected characteristics as listed above, including offensive comments, jokes, innuendo, insults or other forms of inappropriate conduct based on such characteristics. Harassment also includes offensive or harassing statements or conduct which is motivated by an employee's protected characteristics, whether or not the statements or conduct are overtly derogatory toward those protected characteristics.
2. Such prohibited behavior includes, but is not limited to:
 - a. offensive and unwelcome sexual flirtations, advances, or propositions;
 - b. verbal abuse;
 - c. degrading comments about an individual or his/her appearance;
 - d. unwelcome "jokes";
 - e. the display of sexually suggestive objects or pictures;
 - f. or any offensive or abusive physical contact.
3. In addition, sexual harassment is defined as unwelcome sexual or other conduct that interferes with an individual's job performance or creates an intimidating, hostile or offensive environment. All employees, including both supervisory and non-supervisory personnel, are prohibited from engaging in unwelcome sexual conduct or making unwelcome sexual overtures, either verbal or physical.
4. Supervisors are specifically prohibited from implying or stating that submitting or refusing to submit to sexual advances will have any effect on the individual's hiring,

placement, compensation, training, promotion, or any other term or condition of employment.

5. It is important to recognize that the fact that someone did not intend to sexually harass an individual is no defense to a claim of sexual harassment. Regardless of intent, it is the effect and characteristics of the conduct that determine whether the conduct constitutes sexual harassment.

RESOLUTION PROCESS:

1. Each supervisor is responsible for maintaining and enforcing harassment -free working environment and for responding to the supervisor's observation or awareness of conduct which violates this policy.
2. Employees are to report any behavior that they believe to be harassment to their supervisor, their Department Head or the Director of Human Resources.
3. The employee raising a concern under this policy may be requested to provide details about the concern in writing, providing sufficient detail and specifics to allow for a thorough investigation.
4. Complaints of harassment will be investigated by the Human Resources Department or a designee appointed by the Director of Human Resources with the approval of the Mayor. At the conclusion of the investigation, Human Resources will determine whether this policy or any other City policy has been violated, and the appropriate action to be taken, including disciplinary action if deemed warranted. The reporting employee will be notified of Human Resources' determination, and, if the policy has been violated, that corrective action has been taken.
5. Confidentiality of the report and investigation will be maintained to the greatest degree possible consistent with the need to conduct a thorough and complete investigation.
6. Any employee who is found to have engaged in behavior prohibited by this policy will be subject to disciplinary action up to and including termination.
7. An employee who may be subject to disciplinary action for violation of this policy will be permitted to have a representative of any union of which the employee is a member present or their own legal counsel at any investigative interview or disciplinary meeting.

8. No employee who reports harassment, discrimination or a hostile work environment shall be retaliated against in any manner for making such report. See Policy Prohibiting Retaliation.

10/29/19

ORDINANCE NO. 2018-05

AN ORDINANCE CREATING ARTICLE 3-544 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, "PROHIBITED SALE OF COMMERCIAL BRED DOGS, CATS, AND RABBITS IN PET STORES, RETAIL BUSINESSES, AND OTHER COMMERCIAL ESTABLISHMENTS".

WHEREAS, according to the Humane Society of the United States, hundreds of thousands of dogs and cats in the United States have been housed and bred at these substandard breeding facilities, known as "puppy mills" or "kitten factories," which mass produce animals for sale to the public, and many of these animals are sold at retail pet stores, retail businesses, or other commercial establishments; and,

WHEREAS, the Governing Body finds that so-called "backyard breeding" and subsequent sale of commercially bred dogs, cats, and rabbits contribute to the proliferation of homeless and unwanted animals that end up in public animal shelters and humane societies; and,

WHEREAS, the Governing Body of the City of Rock Springs has determined that the City of Rock Springs should be an example for others cities and counties with respect to the compassionate and humane treatment of animals; and,

WHEREAS, the need exists to regulate pet stores, retail businesses, and other commercial establishment that sell dogs, cats, and rabbits obtained from backyard breeders or other sources utilizing substandard breeding practices, such as inhumane, commercial breeding facilities where the health of dogs, cats, rabbits and other animals is disregarded to maximize profits.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That Article 3-544, "Prohibited Sale of Commercially Bred Dogs, Rabbits, Cats in Pet Stores, Retail Businesses and Other Commercial Establishments" within Chapter III, Morals and Conducts, of the Ordinances of the City of Rock Springs, is hereby created to read as follows:

Article 3-544

3-544 Prohibited Sale of Commercially Bred Dogs, Rabbits, Cats and Rabbits in Pet Stores, Retail Businesses and Other Commercial Establishments

(a) It shall be unlawful for any person to sell any live dog, cat, or rabbit in any pet store, retail business, or other commercial establishment located in the City of Rock Springs, unless the animal was obtained from an animal shelter or a nonprofit rescue and humane organization.

(b) This Section shall not affect a consumer's ability to obtain a dog or cat of his or her choice directly from a breed-specific or other rescue organization, or directly from a breeder of breed-specific pedigreed dogs or cats where the consumer can see the conditions in which the dogs or cats are bred or can confer with the breeder concerning those conditions.

(c) For purposes of this Section, the following terms shall have the following meanings:

"Animal shelter" means a public animal shelter operated by any city or any county or other public agency, or an entity operating under contract with any city or county, such as a humane society, whose mission and practice is, in whole or significant part, the rescue and placement of animals in permanent homes or rescue organizations.

"Rescue and Humane organization" means a non-profit corporation that is exempt from taxation under Internal Revenue Code Section 501 (c)(3) and which participates in early age spay/neuter of animals; complies with State and local laws regarding the humane treatment of animals; and whose mission and practice is, in whole or insignificant part, the rescue and placement of animals in permanent homes.

"Person" means an individual, firm, association, partnership, corporation, joint venture, or combination of individuals.

"Sale" or "sell" means to sell, auction, barter, or otherwise transfer for money or other compensation.

This ordinance shall take effect immediately after it has been published as required by law.

PASSED AND APPROVED this _____ day of _____, 2018.

President of the Council

Mayor

Attest:

City Clerk

1st Reading: _____

2nd Reading: _____

3rd Reading: _____

2/23/18

ORDINANCE NO. 2018- 06

AN ORDINANCE AMENDING ARTICLE 13-8 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, ENTITLED "ZONE DISTRICT REGULATIONS".

WHEREAS, after notice given in the manner and for the time required by law, the Planning and Zoning Commission of the City of Rock Springs held a public hearing on March 14, 2018, on proposed amendments to Article 13-8 of the Ordinances of the City of Rock Springs; and,

WHEREAS, the Planning and Zoning Commission of the City of Rock Springs, Wyoming, voted to recommend approval of the proposed amendments to Article 13-8 of the Ordinances of the City of Rock Springs; and,

WHEREAS, notice of hearing before the Governing Body of the City of Rock Springs, Wyoming, has been given as required by law, and the Governing Body has determined that said amendments should be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That Article 13-8 of the Ordinances of the City of Rock Springs be amended as follows:

Amend Section 13-815.I.(2)(1) Surfacing by amending the first sentence of the second paragraph to read as follows (deletions are denoted by strikethrough and additions are denoted by underline):

In Industrial and B-2 Zoning Districts, excess parking spaces (beyond those required by ordinance), auxiliary driveways and equipment storage areas may be covered by gravel or ground asphalt in accordance with specifications provided by the Zoning Administrator, pursuant to first obtaining a Conditional Use Permit from said from said Zoning Administrator for Industrial Zone Districts, and for B-2 Zone Districts obtaining a Conditional Use Permit from the Planning and Zoning Commission.

This ordinance shall take effect immediately after it has been published as required by law.

PASSED AND APPROVED this _____ of _____, 2018.

President of the Council

Mayor

Attest:

City Clerk

1st Reading _____

2nd Reading _____

3rd Reading _____



Planning & Zoning Commission Staff Report

Project Name: B-2 Parking Lot Surfacing

Project Number: PZ-18-00020

Report Date: March 6, 2018

Meeting Date: March 14, 2018

Applicant

Deric Keller

Property Owner

N/A

Project Location

N/A

Zoning

B-2

Public Notification

- Public Hearing Notice Printed 2/24/18 – *Rocket Miner*
- Public Hearing Notice Printed 3/17/18

Previous P&Z Action

None

Ordinance References

13-815.I.(2)(I)

Staff Representative

Steve Horton, City Planner

Attachments

- Application
- Proposed language for Ordinance Amendment
- Public Notice
- Utility Review Comments

Request

Petition for amendment regarding parking lot surfacing in the B-2 Zone District, to allow ground asphalt or gravel surface with Conditional Use Permit approval.

Background

Section 13-815.I. of the Rock Springs Zoning Ordinance sets forth the Off-Street Parking Requirements for all land uses permitted in the Zoning Ordinance. Sub-section (2)(I) sets forth the surfacing requirements for parking spaces, driveways and drive aisles. This section sets forth the requirement that unless specified, paving with asphalt, concrete, or asphaltic concrete is required.

An exception from the paved parking surface is made for Industrial Zone Districts (I-1 and I-2). This exception allows that excess parking spaces and equipment storage areas may use gravel or ground asphalt with Conditional Use Permit approval by the Zoning Administrator.

This application by Mr. Keller is requesting that the B-2 Zone District be eligible for gravel or ground asphalt surfacing.

Analysis

The requirement for paved surfacing of parking lots has been in effect since the early 1980's. Within cities and towns pavement surface for parking is standard practice. This is needed for health, safety and welfare concerns. Furthermore, city beautification and aesthetics are promoted by paving of parking areas. City streets are kept cleaner with paved parking lots.

Paved parking surface is required for Industrial Zone (I-1 & I-2) parking spaces required by the Zoning Ordinance. However, excess parking and equipment storage areas may apply for Conditional Use Permit - gravel parking.

The petitioner is requesting that B-2 Zone Districts also be allowed to apply for a Conditional Use Permit for gravel surfacing for excess parking and storage areas. A consideration is that B-2 Zone Districts are more visible than I-1 and I-2 Zone Districts. However, with appropriate conditions, ground asphalt or gravel parking would be acceptable. Staff would recommend that one or two year approvals would work and perhaps allow a business time to make plans for paving. With the Conditional Use process City staff will notify adjacent property owners and use the Utility Review Committee to evaluate each request. These measures will ensure that conflicts or problems do not occur.

Public Hearing Notification

A Public Hearing Notice for the Planning & Zoning Commission Public Hearing was duly published in the Rock Springs Rocket Miner on February 24, 2018. A Public Hearing notice for the City Council Public Hearing was duly published in the Rock Springs Rocket Miner on March 17, 2017.

Project #:
PZ-18-00020
Project Name:
Language Amendment:

Public Comment

Shane Griffin spoke in support of the Language Amendment.

Staff & Planning & Zoning Commission Recommendation

City Planner Steve Horton stated that allowing Conditional Use Permit requests for B-2 Zones under this Section could be beneficial, with careful review, and placing a term limit such as a 1 year approval and that paving be completed at the end of 1 year. This could assist businesses and the city in a positive way. It was moved by Commissioner Schoenfeld and seconded by Commissioner Keaton to recommended approval of the language amendment and adding language that Conditional Use Permit review and approval be made by the Planning and Zoning Commission. Motion carried unanimously.

PUBLIC HEARING NOTICE

TAKE NOTICE that the Rock Springs City Council will hold a public hearing in the Rock Springs City Hall Council Chambers at 7:00 p.m., April 3, 2018, where all interested parties will have the opportunity to appear and be heard regarding the following:

An application to consider amending Chapter 13 (ZONING) of the Ordinances of the City of Rock Springs to add B-2 Zone District as eligible for gravel or ground asphalt paving surface for excess parking spaces, auxiliary driveways and equipment storage areas subject to Conditional Use Permit approval from the Zoning Administrator.

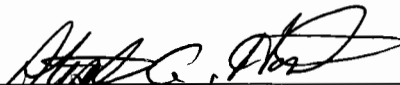
The following section is proposed for amendment:

Section 13-815.I.(2)(l) second paragraph

The Planning and Zoning Commission held a Public Hearing on this application on March 14, 2018, and recommended that Mr. Keller's application be amended to add B-2 Zone District as eligible for gravel or ground asphalt paving surface for excess parking spaces, auxiliary driveways and equipment storage areas subject to Conditional Use Permit approval from the Planning and Commission.

You may view a copy of the proposed amendments at the Rock Springs Planning Department Office, 212 'D' Street, Rock Springs, Wyoming or on the City's website at: www.rswy.net.

Dated this 17th day of March, 2018



Stephen Horton, Secretary
Planning and Zoning Commission

Publish: March 17, 2018
Bill To: City of Rock Springs



2018
CITY OF ROCK SPRINGS
LANGUAGE AMENDMENT
APPLICATION

Planning & Zoning Division
212 D Street
Rock Springs WY 82901
307.352.1540 (phone)
307.352.1545 (fax)

Staff Use Only:

Date Received 2-7-18 File Number: P2-18-00020
Payment Information:
Amount Received: 200.00 Received by: Steve Horton
Cash or Check Number: 572846 Receipt Number: _____
Date Certified as Complete Application: 2-7-18 By: Steve Horton

A. CONTACT INFORMATION:

NOTE: The City of Rock Springs will only send correspondence to the names and mailing addresses provided on this application. Attach a separate sheet if necessary.

Petitioner(s) Information:

Name: Deric F Keller
Mailing Address: 2100 Elk St
Rock Springs
WY 82901
Email Address: deric.keller@firstchoiceford.com
Phone Number: 307-371-8683 Fax Number: 307-382-1497

Name: _____
Mailing Address: _____

Email Address: _____
Phone Number: _____ Fax Number: _____

B. PLEASE ANSWER THE FOLLOWING ON THE SPACES PROVIDED:

- Article and Section Number to be amended (The Rock Springs Ordinances are available online at www.rswy.net):
13-815.I.(2)(L)
- Proposed Amendment (attached a separate sheet if necessary):
Amend the surfacing requirements to allow and include B-2
zone for gravel or graded asphalt surfacing as a Conditional use
permit
- Describe the need for and purpose of the Proposed Amendment:
To allow a lot with gravel asphalt to be used
for parking RV's Temp for 2 years to make the improvement
needed.

C. SUBMITTAL REQUIREMENTS:

The following shall be submitted with the application at the time of filing in order for the petition to be complete and scheduled for public hearing with the Planning and Zoning Commission. An incomplete application will not be scheduled for hearing and shall be returned to the applicant.

- ☐ Filing Fee (\$200.00)
- ☐ Completed application, including graphic material if it will assist in understanding the benefits of the amendment.

D. SUBMITTAL DEADLINES:

NOTE: Applications that are not **RECEIVED** by 3:00 p.m. on the Application Deadline will be postponed until the following month's meeting. If a deadline falls near a City holiday, please contact the Planning Department to verify the days City Hall will be closed to ensure that your application is submitted on time.

	January Meeting	February Meeting	March Meeting	April Meeting	May Meeting	June Meeting	July Meeting	August Meeting	September Meeting	October Meeting	November Meeting	December Meeting
Application Deadline	12/6/2017*	1/22/2018	2/19/2018	3/19/2018	4/16/2018	5/21/2018	6/18/2018	7/16/2018	8/20/2018	9/17/2018	10/22/2018	11/19/2018
Public Hearing Ad	A Public Hearing Notice is prepared by the City of Rock Springs and published in the Rock Springs Rocket Miner Newspaper a minimum of fifteen (15) days prior to the Planning and Zoning Commission Public Hearing.											
P&Z Public Hearing	1/10/2018	2/14/2018	3/14/2018	4/11/2018	5/9/2018	6/13/2018	7/11/2018	8/8/2018	9/12/2018	10/10/2018	11/14/2018	12/12/2018
City Council Hearing Ad	After the Planning and Zoning Commission Public Hearing, a second Public Hearing Notice is prepared by the City of Rock Springs and published in the Rock Springs Rocket Miner Newspaper a minimum of fifteen (15) days prior to the City Council Public Hearing.											
**Council Public Hearing	2/6/2018	3/6/2018	4/3/2018	5/1/2018	6/5/2018	7/3/2018	8/7/2018	9/4/2018	10/2/2018	11/6/2018	12/4/2018	1/8/2019

* Deadline moved due to holiday.

**An Ordinance to amend the Rock Springs Ordinances must be read at three consecutive City Council meetings prior to being accepted.

E. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and the pertinent Zoning Ordinance amendment regulations (Sections 13-901 of the Rock Springs City Ordinances).

Signature of Petitioner  Date _____

Signature of Petitioner _____ Date _____

(If the petition includes multiple petitioners, all petitioners must sign the application. Attach a separate sheet if necessary.)



Department of Public Services
212 D Street, Rock Springs, WY 82901
Office [307] 352-1540 • FAX [307] 352-1545

UTILITY REVIEW - COMMENT SHEET

Comments Due: Tuesday, March 6, 2018 no later than 2:00 p.m.

Date: February 27, 2018
To: Utility Review Committee
From: Steve Horton
Project #: PZ-18-00020
Project Name: Deric Keller – B-2 Parking Lot Surfacing
Project Address: N/A
Location Description:
Project Description: Zoning Ordinance Language Amendment – Please read the Staff Report and submit any comments



Please submit this comment sheet no later than 2:00 p.m. on the due date referenced above & in your email notification.

I have reviewed the plans on behalf of (Dept. or Org:) Engineering for the above-referenced project.

Please check as applicable:

☐ No issues - plans approved as submitted.

☐ Revisions required to the Site Plan/Plat/Drawing:

- (1) _____
- (2) _____
- (3) _____
- (4) _____

☒ Other Comments/Issues:

- (1) Paving, Asphalt or concrete, required from property line
- (2) to public ROW.
- (3) Mud and other debris shall not be tracked out into public
- (4) ROW.

UAH
Signature of Reviewer

3/6/2018
Date

☐ Please provide me with a copy of the Revised Plans for review.



Department of Public Services
212 D Street, Rock Springs, WY 82901
Office [307] 352-1540 • FAX [307] 352-1545

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Location Description:
Project Description: Zoning Ordinance Language Amendment - Please read the Staff Report and submit any comments



Please submit this comment sheet no later than 2:00 p.m. on the due date referenced above & in your email notification.

I have reviewed the plans on behalf of (Dept. or Org.): Dominion Energy for the above-referenced project.

Please check as applicable:

☒ No issues - plans approved as submitted.

☐ Revisions required to the Site Plan/Plat/Drawing:

- (1) _____
- (2) _____
- (3) _____
- (4) _____

☐ Other Comments/Issues:

- (1) _____
- (2) _____
- (3) _____
- (4) _____



Signature of Reviewer

3-5-2018

Date

☐ Please provide me with a copy of the Revised Plans for review.

AmB
2/17/18

ORDINANCE NO. 2018- 07

AN ORDINANCE AMENDING ARTICLE 13-8 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, ENTITLED "ZONE DISTRICT REGULATIONS".

WHEREAS, after notice given in the manner and for the time required by law, the Planning and Zoning Commission of the City of Rock Springs held a public hearing on February 14, 2018 on proposed amendments to Article 13-8 of the Ordinances of the City of Rock Springs; and,

WHEREAS, the Planning and Zoning Commission of the City of Rock Springs, Wyoming, voted to recommend approval of the proposed amendments to Article 13-8 of the Ordinances of the City of Rock Springs; and,

WHEREAS, notice of hearing before the governing body of the City of Rock Springs, Wyoming, has been given as required by law, and the governing body has determined that said amendments should be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That Article 13-8 of the Ordinances of the City of Rock Springs be amended as follows:

Amend Section 13-801 D.(1)(g), Residential Zoning Districts, of the City of Rock Springs Ordinances, to **amend** the following requirement (deletions are denoted by strikethrough and additions are denoted by underline):

(g) Separation: ~~Animals shall be kept a minimum distance of 100 feet from any residence.~~ Horse(s) shall have an accessory structure (barn or stable) and a corral and both shall be separated by 30 feet from the residence.

PASSED AND APPROVED this _____ day of _____, 2018.

President of the Council

ATTEST:

City Clerk

Mayor

1st Reading: _____

2nd Reading: _____

3rd Reading: _____



Planning & Zoning Council Staff Report

Project Name: R-E Zoning District Language Amendment
Project Number: PZ-18-00010
Report Date: February 8, 2018
Meeting Date: February 14, 2018

Applicant

Daniel Pedri
 3001 Mustang Drive
 Rock Springs WY 82901

Property Owner

N/A

Project Location

N/A

Zoning

R-E

Public Notification

- Public Hearing Notice Printed
 1/27/18 – *Rocket Miner*

Previous P&Z Action

None

Ordinance References

13-801 D.(1)(g)

Staff Representative

Steve Horton, City Planner

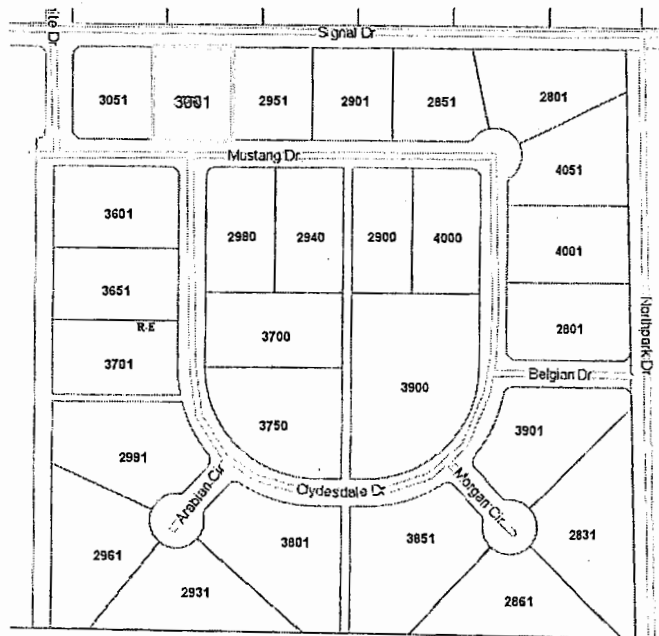
Attachments

- Application
- Site Plan
- Public Notice
- Proposed language for Ordinance Amendment

Request

Petition for amendment regarding the R-E Zone District Regulations to reduce the separation distance between residence and animals from 100 ft to 50 ft. The specific section for amendment pertaining to R-E Zoning District is:

Section 13-801 D.(1)(g) Rural Estate Zone (R-E)



Background

The R-E Zoning District is unique in that this is the only zoning district within the city that permits the keeping of horses. Another unique thing about this zoning district is a very large minimum lot size. For comparison, the R-1 Zone District requires a minimum lot size of 7,000 square feet and the R-E Zone District requires a minimum lot size of 32,670 square feet. There is currently only one (1) R-E Zone District in the City and this is located in the northwest part of the City and is developed as Sweetwater Station Addition. This subdivision was platted and constructed in 2004 and includes 26 lots. Currently there are houses constructed on more than 1/2 of the lots

Analysis

Typically the keeping of horses and animals is a land use conducted in the county. Approximately 1/4 of Sweetwater County is zoned Agriculture which allows horses. Sweetwater County Residential Zone Districts also allow horses. The City of Green River does not allow the keeping of horses within residential zone districts, however, there are City operated horse corrals located within the Green River city limits.

The R-E District in Rock Springs allows the keeping of no more than two (2) horses. Limiting the number of horses protects against potential health and aesthetic issues for property owners within the subdivision. A barn and corral is necessary for the property owners that have a horse(s).

Project Name:

Language Amendment –R-E

Project #:

PZ-18-00010

The R-E Zone District requires that animals be kept a minimum distance of 100 feet from any residence. The 100 ft from **any** residence creates all kinds of problems. What if a property owner places a barn and corral 15 feet from his side property line? Then what if the adjacent lot is purchased and that property owner has to place his house so that it is 100 feet from Mr. Pedri's barn. This creates a partial taking of property because an adjacent property owner loses the right to use his property.

This 100 ft separation distance applies to the barn and corral. The minimum lot size in the R-E District is .75 acres (32,670 sq. ft.)

Mr. Pedri, the applicant, is requesting a reduction in separation distance between animals and residence be reduced to 50 ft. Mr. Pedri's lot is .82 acres in size and 175 ft wide and 203 ft deep. His required front setback is 30 ft, his house is 70 ft deep. That leaves 100 ft from the rear building line of his house to his rear property line. The 100 ft separation precludes Mr. Pedri from having a barn and corral. With a 50 ft separation Mr. Pedri would be able to place a barn and corral and meet the 15 ft accessory building setback from the rear property line.

City of Laramie: 20 ft separation between residence and animals

City of Cody: No separation requirement

City of Gillette: No separation requirement

If horses are to be allowed, then reasonable regulations should be in place to allow for a barn and corral necessary for the horses. Also reasonable regulations must be put in place so that the placement of a barn or corral does not dictate where an abutting property owner can place his house.

Reducing the separation distance to 50 ft or less appears to be a very reasonable request along with language to require the separation distance to apply from the applicants residence only.

Public Hearing Notification

A Public Hearing Notice for the Planning & Zoning Commission Public Hearing was duly published in the Rock Springs Rocket Miner on January 27, 2018. A Public Hearing Notice for the City Council Public Hearing was duly published in the Rock Springs Rocket Miner on February 17, 2018.

Public Comment

Gene Legerski, a property owner in Sweetwater Station Subdivision, spoke in support of the language amendment.

Staff & Planning and Zoning Commission Recommendation

City Planner Steve Horton stated that reducing the separation distance to 50 feet or 30 feet would be adequate to allow residents to have a barn and corral. It was moved by Commissioner Jackman and seconded by Commissioner Schoenfeld to amend the petition and reduce the separation distance from 50 ft to 30 ft. Motion carried unanimously. It was moved by Commissioner West and seconded by Commissioner Shaw to recommend approval of the language amendment as amended with a separation distance of 30 ft. Motion carried unanimously.



2018
CITY OF ROCK SPRINGS
LANGUAGE AMENDMENT
APPLICATION

Planning & Zoning Division
212 D Street
Rock Springs WY 82901
307.352.1540 (phone)
307.352.1545 (fax)

Staff Use Only:

Date Received 1-12-18 File Number: P2-18-00010
Payment Information: Amount Received: 200.00 Received by: Steve Horton
Cash or Check Number: 2167 Receipt Number: _____
Date Certified as Complete Application: 1-12-18 By: Steve Horton

A. CONTACT INFORMATION:

NOTE: The City of Rock Springs will only send correspondence to the names and mailing addresses provided on this application. Attach a separate sheet if necessary.

Petitioner(s) Information:

Name: Daniel Pedri
Mailing Address: 3001 Mustang Drive
Rock Springs, Wyoming
82901
Email Address: Daniel.Pedri@gmail.com
Phone Number: 307-371-5850 Fax Number: 720-929-3653

Name: _____
Mailing Address: _____

Email Address: _____
Phone Number: _____ Fax Number: _____

B. PLEASE ANSWER THE FOLLOWING ON THE SPACES PROVIDED:

- Article and Section Number to be amended (The Rock Springs Ordinances are available online at www.rswy.net):
13-801 Residential Zoning D(4)(g) - Separation.
- Proposed Amendment (attached a separate sheet if necessary):
D(1)(g) - Separation. Animals shall be kept a minimum distance of 50 feet from
any residence.
- Describe the need for and purpose of the Proposed Amendment:
Purchased & built home in Sweetwater Station with intention to have horses.
lot size does not allow adequate structure to be built to accommodate two
horses.

C. SUBMITTAL REQUIREMENTS:

The following shall be submitted with the application at the time of filing in order for the petition to be complete and scheduled for public hearing with the Planning and Zoning Commission. An incomplete application will not be scheduled for hearing and shall be returned to the applicant.

☐ Filing Fee (\$200.00)

☐ Completed application, including graphic material if it will assist in understanding the benefits of the amendment.

D. SUBMITTAL DEADLINES:

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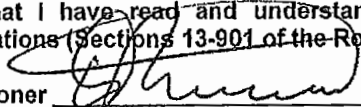
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* Deadline moved due to holiday.

**An Ordinance to amend the Rock Springs Ordinances must be read at three consecutive City Council meetings prior to being accepted.

E. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and the pertinent Zoning Ordinance amendment regulations (Sections 13-901 of the Rock Springs City Ordinances).

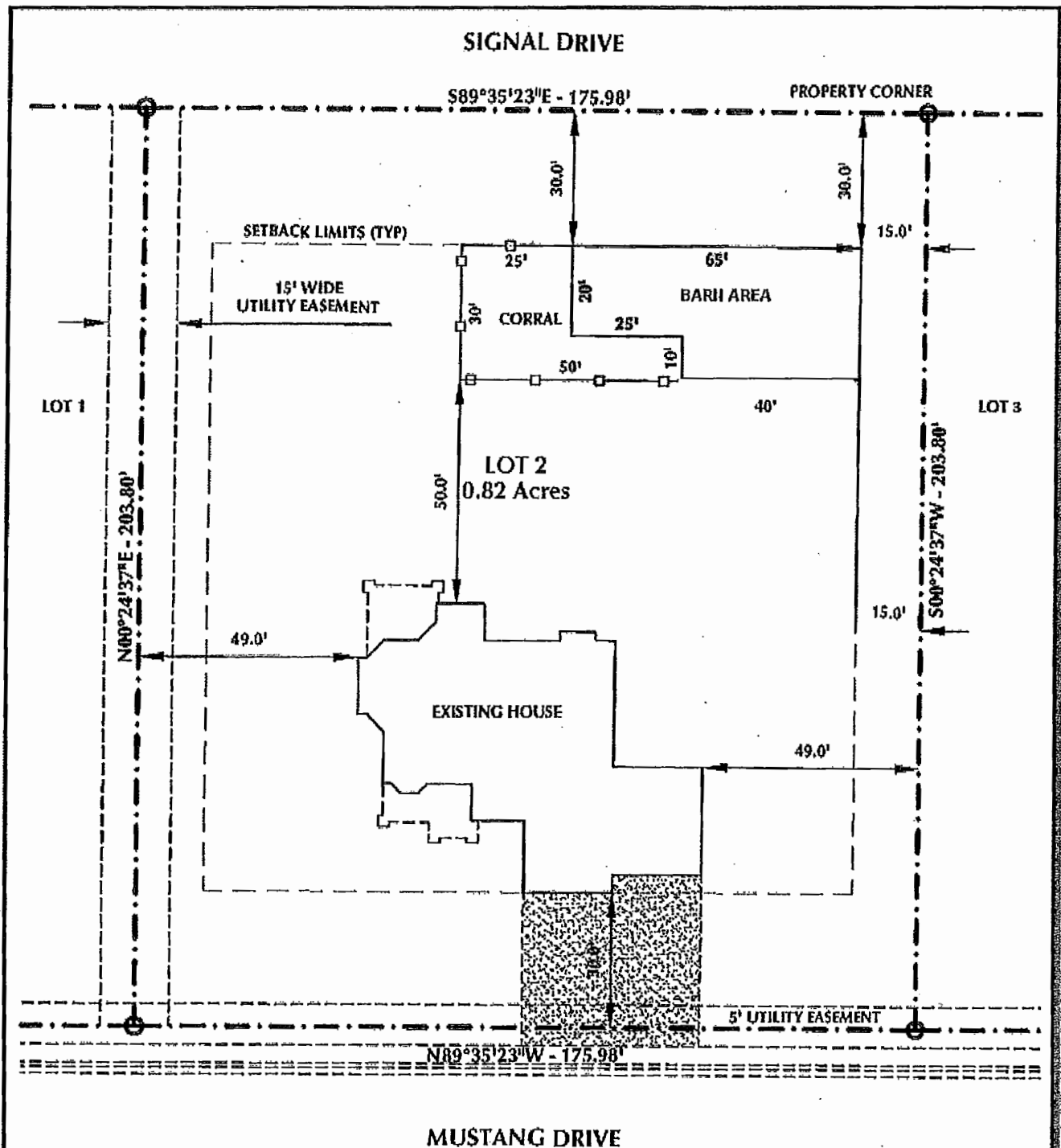
Signature of Petitioner 

Date 1/12/2018

Signature of Petitioner _____

Date _____

(If the petition includes multiple petitioners, all petitioners must sign the application. Attach a separate sheet if necessary.)



SETBACKS

FRONT = 30'

REAR = 30'

INTERIOR SIDES = 15'

Project Info:
Designed: DAA
Drawn: KK
Date: NOV 28, 2017
Project No:

Sheet 1 of 1



Scale: 1"=30'

Plot Plan - 3001 MUSTANG DRIVE
Sweetwater Station Addition, Phase 1
Lot 2

WHS
ENGINEERING • SURVEYING • PLANNING

404 "N" Street - Suite 201 | Rock Springs, WY 82901
Phone 307-362-6065 | Fax 307-362-6064

13-801 Residential Zoning Districts.

D. Supplemental Requirements.

(1) Horses in an R-E Zoning District:

- (a) Each lot shall be permitted to have no more than two (2) horses per lot, not including unweaned offspring (foal). A foal becomes a "horse" for the purposes of this definition when it has attained the age of 12 months. Each Shetland pony, mule or donkey constitutes one horse. Other than household pets (dogs and cats) and horses noted above, no other animals (pigs, sheep, goats, rabbits, chickens, etc.) shall be permitted.
- (b) Horses shall be considered for private use only when the owner of the animal and the occupant of the property upon which the horse is kept are the same party.
- (c) All other domesticated livestock or wild animals are strictly prohibited.
- (d) Grazing/corral areas shall not be located within the front or corner yard.
- (e) Animal Feces and Waste.
 - i. Areas of the lot, as well as accessory buildings or structures devoted to the animal shall be maintained and kept in such a manner as to not constitute a nuisance to the surrounding properties or area.
 - ii. It shall be unlawful for any person to spread, scatter, distribute, drain or deposit in any manner any animal feces and/or waste on property not owned or occupied by them.
- (f) Dust and/or drainage.
 - i. To prevent dust and drainage problems, corral areas shall be limited to 25% of the lot coverage.
 - ii. Grazing/corral area shall not create a dust or drainage condition beyond the property boundaries.
- (g) Separation. Animals shall be kept a minimum distance of 100 feet from any residence.

PUBLIC HEARING NOTICE

TAKE NOTICE that the Rock Springs Planning and Zoning Commission will hold a public hearing in the Rock Springs City Hall Council Chambers at 7:00 p.m., February 14, 2018, where all interested parties will have the opportunity to appear and be heard regarding the following:

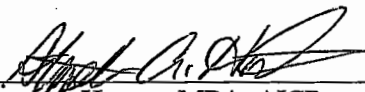
An application submitted by Daniel Pedri to consider amending Chapter 13 (ZONING) of the Ordinances of the City of Rock Springs in the R-E Zone District to reduce the reduce the minimum separation distance between a residence and animals from 100 ft to 50 ft

The following section is proposed for amendment:

Section 13-801 D.(1)(g) Residential Zoning Districts, Horses in an R-E District, Separation

You may view a copy of the proposed amendments at the Rock Springs Planning Department Office, 212 'D' Street, Rock Springs, Wyoming or on the City's website at: www.rswy.net.

Dated this 25th day of January, 2018



Stephen Horton, MPA, AICP
Interim City Planner

Publish: January 27, 2018
Bill To: City of Rock Springs

PUBLIC HEARING NOTICE

TAKE NOTICE that the Rock Springs City Council will hold a public hearing in the Rock Springs City Hall Council Chambers at 7:00 p.m., March 6, 2018, where all interested parties will have the opportunity to appear and be heard regarding the following:

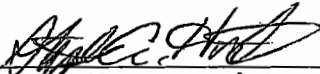
An application submitted by Daniel Pedri to consider amending Chapter 13 (ZONING) of the Ordinances of the City of Rock Springs in the R-E Zone District to reduce the minimum separation distance between a residence and animals from 100 ft to 50 ft

The following section is proposed for amendment:

Section 13-801 D.(1)(g) Residential Zoning Districts, Horses in an R-E District, Separation

You may view a copy of the proposed amendments at the Rock Springs Planning Department Office, 212 'D' Street, Rock Springs, Wyoming or on the City's website at: www.rswy.net.

Dated this 15th day of February, 2018



Stephen Horton, MPA, AICP
Interim City Planner

Publish: February 17, 2018
Bill To: City of Rock Springs