

City Council Meeting

Douglas City Hall, Council Chambers
101 N. 4th Street, Douglas, WY
Monday, April 13, 2020
Regular Meeting - 5:30 p.m.

Anyone wishing to participate in the meeting for the purposes of Public Comments may do so by contacting City Hall at (307) 358-3462. Please contact staff prior to 5:00 p.m. on Monday, April 13, 2020 to set up arrangements. You can also view the meeting live on cable Channel 61.

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

1. Pledge Of Allegiance & Call To Order

Mayor Rene' Kemper
Councilmember John Bartling
Councilmember Monty Gilbreath
Councilmember Kim Pexton
Councilmember Karl E. Hertz

2. Consent Agenda

All agenda items listed under the Consent Agenda are considered to be routine items by the governing body and will be enacted by one motion unless a Councilmember or member of the public requests that an individual item be taken up under consideration separately, in which case the item will be placed under Council Action Items

- 2.I. Corrections, Additions, And Approval Of Agenda For April 13, 2020
- 2.II. Consideration Of Resolution(S)/Ordinance(S) By Title Only
- 2.III. Warrant Register - March 2020

Documents:

[WARRANT REGISTER - MARCH 2020.PDF](#)

- 2.IV. Minutes, Regular City Council Meeting, March 23, 2020

Documents:

[03-23-2020 COUNCIL MEETING.PDF](#)

3. Proclamations/Special Recognitions

- 3.I. Proclamation, National TeleCommunicators Week, April 12 - 18, 2020

Documents:

[2020 NATIONAL TELECOMMUNICATORS WEEK PROCLAMATION.PDF](#)

4. Public Comments

This section of the Agenda is reserved for comments from the General Public on matters relating to Douglas Municipal Government. In order to be heard, please

clearly and loudly as to be heard over the phone, state your name and affiliation. Comments must be five (5) minutes or less. Council Meetings are broadcast live on Cable Channel 61. If you have handouts to present to Council, please email them to the City Clerk at cschumacher@cityofdouglas.org prior to 5:00 p.m. to ensure Council members receive a copy prior to the meeting.

5. Council Action Items

- 5.I. Resolution 2035: A Resolution Adopting Rules And Regulations Pertaining To The Off-Premise Delivery Of Alcoholic Beverages By Properly Licensed Liquor Licensees Within The Corporate City Limits Of The City Of Douglas

Documents:

[DELIVERY OF ALCOHOL WITHIN CITY LIMITS RETAIL ONLY - 2020 VERSION.PDF](#)

- 5.II. Oak Street Improvements Project Chang Order No. 1

Documents:

[OAK ST - CO1 PARTIALLY EXECUTED - KNIFE RIVER.PDF](#)

6. Department Reports

- I. Fire Department
- II. Administrative Services Department/City Treasurer
- III. Community Development Department
- IV. Police Department
- V. Public Works Department
- VI. City Administrator

7. Council Information

- 7.I. Converse County Tourism Promotion Board Minutes, March 26, 2020

Documents:

[03.2020 CCTB MINUTES.PDF](#)

8. Executive Session

9. Adjourn

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
307 SIGNS AND MORE					
532	SIGNS	02/28/20	25.00	.00	
559	UNIT NUMBERS	03/13/20	20.00	.00	
565	DOOR EMBLEMS	03/17/20	120.00	.00	
Total 307 SIGNS AND MORE:			165.00	.00	
A&I DISTRIBUTORS					
3445851	WASHER FLUID	03/17/20	22.76	.00	
3448671	WASHER FLUID	03/25/20	169.29	.00	
Total A&I DISTRIBUTORS:			192.05	.00	
AFLAC					
032720	Payroll Deduction	03/27/20	617.92	617.92	03/27/20
Total AFLAC:			617.92	617.92	
ALCOHOL & DRUG TESTING SERV					
35391	PROFESSIONAL SERVICES	02/29/20	90.00	.00	
Total ALCOHOL & DRUG TESTING SERV:			90.00	.00	
AMERICAN COLLECTION SYSTEMS					
013120	COLLECTION FEES	01/31/20	401.21	.00	
Total AMERICAN COLLECTION SYSTEMS:			401.21	.00	
ARROW ELECTRIC					
45177	SERVICE CALL-RETRIEVE VIDEO	01/31/20	80.00	.00	
45373	SERVICE CALL-REPAIR DOOR OPENER	03/04/20	80.00	.00	
45422	REPAIR-LIGHT	03/19/20	38.00	.00	
45423	OUTLET INSTALLATION	03/19/20	285.84	.00	
45487	REPAIR-LIGHT	03/31/20	710.12	.00	
45488	REPAIR-WINDOW SPEAKER	03/31/20	80.00	.00	
Total ARROW ELECTRIC:			1,273.96	.00	
AT & T					
033120	CELLULAR PHONE SERVICE	03/31/20	65.74	.00	
Total AT & T:			65.74	.00	
ATLAS OFFICE PRODUCTS					
58162-0	DISINFECTANT WIPES	03/25/20	46.02	.00	
Total ATLAS OFFICE PRODUCTS:			46.02	.00	
ATLAS REPRODUCTION					
AR12843	COPIER MAINTENANCE AGREEMENT	03/12/20	52.83	.00	
Total ATLAS REPRODUCTION:			52.83	.00	
AYRES ASSOCIATES INC					
185394	BROWNFIELD ASSESSMENT GRANT	03/11/20	2,943.74	.00	
185843	BROWNFIELD ASSESSMENT GRANT	04/02/20	3,052.99	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
Total AYRES ASSOCIATES INC:			5,996.73	.00	
B.A. LAWRENCE LLC					
BA4120	ANNUAL BLOWER MAINTENANCE	04/01/20	2,092.00	.00	
Total B.A. LAWRENCE LLC:			2,092.00	.00	
BARCO MUNICIPAL PRODUCTS INC					
236460	SIGNS	03/12/20	144.53	.00	
Total BARCO MUNICIPAL PRODUCTS INC:			144.53	.00	
BARGREEN ELLINGSON					
9450532	DISINFECTANT	03/25/20	107.80	.00	
9450533	SPRAY BOTTLES/NOZZLES	03/25/20	60.00	.00	
Total BARGREEN ELLINGSON:			167.80	.00	
BCN TELECOM INC					
031120	PHONE SERVICE	03/11/20	77.62	.00	
Total BCN TELECOM INC:			77.62	.00	
BEAR COMMUNICATIONS INC					
4994645	INSTALLATION OF VIDEO SYSTEMS	03/09/20	2,250.00	.00	
Total BEAR COMMUNICATIONS INC:			2,250.00	.00	
BELLWOOD TREE SERVICE LLC					
030520	TREE TRIMMING/REMOVAL	03/05/20	5,600.00	.00	
Total BELLWOOD TREE SERVICE LLC:			5,600.00	.00	
BENNETT, SANDY					
957425	HEM PANTS	03/07/20	24.00	.00	
957428	HEM PANTS	03/16/20	16.00	.00	
957431	SEW PATCHES	03/25/20	15.00	.00	
957433	SEW PATCHES	03/30/20	45.00	.00	
Total BENNETT, SANDY:			100.00	.00	
BIG COUNTRY REHAB					
16	PROFESSIONAL SERVICES	03/03/20	100.00	.00	
Total BIG COUNTRY REHAB:			100.00	.00	
BISON PUMP & SUPPLY					
48640	BUSHING	03/09/20	16.32	.00	
48805	HOSE/FITTINGS/HOSE ASSEMBLY	03/25/20	103.06	.00	
48807	HOSE/FITTINGS/HOSE ASSEMBLY/CONNECTS	03/25/20	203.14	.00	
48871	HOSE/FITTINGS/HOSE ASSEMBLY	03/31/20	168.64	.00	
Total BISON PUMP & SUPPLY:			491.16	.00	
BLACK HILLS ENERGY					
031820	GAS SERVICE	03/18/20	278.33	.00	
031820-1	GAS SERVICE	03/18/20	1,691.45	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
031920	GAS SERVICE	03/19/20	2,566.51	.00	
Total BLACK HILLS ENERGY:			4,536.29	.00	
BLOEDORN LUMBER - DOUGLAS					
407432	RETURN-2X4	03/18/20	8.48-	.00	
407858	RETURN-BAR MOULDING/FIBERGLASS	03/23/20	17.56-	.00	
408251	RETURN-PIPE	03/26/20	10.49-	.00	
5445202	HAMMER/CHISEL/POWER BIT	03/06/20	46.96	.00	
5446188	2X4	03/06/20	10.62	.00	
5450975	OSB	03/10/20	16.36	.00	
5451441	PANEL/CORNERS/MOULDING/END CAP/SCREWS	03/10/20	439.15	.00	
5453859	OUTLET	03/11/20	21.99	.00	
5453889	SCREWS/BAR MOULDING/END CAP	03/11/20	46.94	.00	
5455561	BATTERIES/SCREWS	03/12/20	14.29	.00	
5455620	PLUG CORDS/CONNECTOR CORDS/CABLE TIE	03/12/20	72.23	.00	
5456831	BIT/BOX UTILITY/BAR MOULDING	03/13/20	11.77	.00	
5460310	PANEL/END CAP/CORNER/SCREWS/ANCHORS/RIVETS	03/16/20	514.50	.00	
5461377	CONCRETE MIX	03/17/20	54.96	.00	
5462692	OUTDOOR CORD	03/17/20	8.49	.00	
5463684	2X6/SNOW SHOVEL	03/18/20	50.07	.00	
5464524	2X4	03/18/20	8.48	.00	
5464568	2X4	03/18/20	8.96	.00	
5465278	STUD	03/19/20	33.85	.00	
5466814	2X6	03/20/20	6.77	.00	
5467830	OUTLET	03/20/20	21.99	.00	
5471777	FIBERGLASS/BAR MOULDING/FRP PANEL	03/23/20	479.73	.00	
5473100	ROLLER COVER/ROLLER FRAME	03/24/20	23.98	.00	
5473256	SCREWS/CEMENT	03/24/20	27.18	.00	
5473326	CULVERT	03/24/20	582.04	.00	
5474307	FIBERGLASS	03/24/20	11.97	.00	
5476897	SCREWS & WASHERS/PINE/SCREWS/PAINT	03/26/20	23.25	.00	
5477602	SWITCH/SWITCH BOX/PIPE/ELBOWS/ADAPTER/WIRE	03/26/20	149.48	.00	
5477979	SCREWS/WALL PLATE/SILICONE/SCREWS	03/26/20	42.54	.00	
5478153	PAINT/ROLLER COVER/PAINT TRAY/FIBERGLASS	03/26/20	93.33	.00	
5483480	PANEL/BAR MOULDING/CLIPS/PIPE STRAPS/ELBOW	03/30/20	586.88	.00	
5486401	SHOVELS	03/31/20	56.98	.00	
6548889	STRAP/ELBOW/END CAP	03/27/20	54.19	.00	
6577610	PIPE	03/26/20	6.40	.00	
Total BLOEDORN LUMBER - DOUGLAS:			3,489.80	.00	
BNSF RAILWAY CO					
20-65213	PERMIT FEE/INSURANCE COST-STORM SEWER INSTALL	04/01/20	4,966.00	.00	
Total BNSF RAILWAY CO:			4,966.00	.00	
BOYS & GIRLS CLUB OF DOUGLAS					
1436	FUNDING ALLOCATION AGREEMENT	03/11/20	2,083.34	.00	
Total BOYS & GIRLS CLUB OF DOUGLAS:			2,083.34	.00	
BREIT ROOFING					
1490	ROOF REPLACEMENT-JACKALOPE SQUARE	03/29/20	7,231.75	.00	
Total BREIT ROOFING:			7,231.75	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
BURBACKS REFRIGERATION INC					
72905	INSTALLATION-AC UNIT	03/24/20	4,804.44	.00	
72923	LEAK REPAIR-BOILER ROOM	03/24/20	959.00	.00	
Total BURBACKS REFRIGERATION INC:			5,763.44	.00	
BUSINESS CENTER					
13899	ADDRESS BOOK	02/25/20	20.69	.00	
14023	PAPER	03/05/20	5.00	.00	
14055	OFFICE & DATA PROCESSING SUPPLIES	03/09/20	771.91	.00	
14107	NOTARY STAMP	03/11/20	28.25	.00	
14185	RECEIPT BOOK	03/19/20	31.86	.00	
Total BUSINESS CENTER:			857.71	.00	
BYTE SPEED					
139284	LAPTOPS	03/03/20	2,170.00	.00	
139469	WHITE BOARD WITH LAPTOP	03/09/20	4,810.00	.00	
Total BYTE SPEED:			6,980.00	.00	
CANDO - DBA THE ENTERPRISE					
2020-04	FUNDING ALLOCATION AGREEMENT	04/01/20	7,083.33	.00	
Total CANDO - DBA THE ENTERPRISE:			7,083.33	.00	
CARPET CREATION FLOOR & WALL DESIGN					
CG004130	BATHROOM FLOOR TILE REPLACEMENT	03/09/20	1,606.95	.00	
Total CARPET CREATION FLOOR & WALL DESIGN:			1,606.95	.00	
CENTURYLINK					
031120	TELEPHONE SERVICES	03/11/20	243.16	.00	
032420	TELEPHONE SERVICES	03/24/20	113.99	.00	
033020	TELEPHONE SERVICES	03/30/20	68.58	.00	
040220	TELEPHONE SERVICES	04/02/20	110.36	.00	
Total CENTURYLINK:			536.09	.00	
CIB LLC					
031220	CATERING PERMIT FEE REFUND	03/12/20	25.00	.00	
040320	CATERING PERMIT FEE REFUND	04/03/20	25.00	.00	
Total CIB LLC:			50.00	.00	
CITY OF CASPER					
182722	LANDFILL FEES	02/19/20	1,430.90	.00	
182750	LANDFILL FEES	02/20/20	1,572.76	.00	
182778	LANDFILL FEES	02/21/20	566.62	.00	
182801	LANDFILL FEES	02/24/20	587.12	.00	
182813	LANDFILL FEES	02/24/20	624.43	.00	
182822	LANDFILL FEES	02/25/20	652.72	.00	
182848	LANDFILL FEES	02/27/20	1,633.44	.00	
182876	LANDFILL FEES	02/27/20	698.23	.00	
182893	LANDFILL FEES	02/28/20	693.72	.00	
182927	LANDFILL FEES	03/02/20	749.89	.00	
182939	LANDFILL FEES	03/02/20	822.46	.00	
183056	LANDFILL FEES	03/04/20	1,462.88	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
183085	LANDFILL FEES	03/05/20	776.54	.00	
183107	LANDFILL FEES	03/06/20	1,516.59	.00	
183138	LANDFILL FEES	03/09/20	751.53	.00	
183184	LANDFILL FEES	03/10/20	1,323.89	.00	
183208	LANDFILL FEES	03/11/20	1,527.25	.00	
183238	LANDFILL FEES	03/12/20	600.65	.00	
183252	LANDFILL FEES	03/13/20	715.04	.00	
183284	LANDFILL FEES	03/16/20	903.23	.00	
183303	LANDFILL FEES	03/16/20	823.69	.00	
183346	LANDFILL FEES	03/17/20	809.75	.00	
183374	LANDFILL FEES	03/18/20	940.13	.00	
183398	LANDFILL FEES	03/19/20	870.84	.00	
183437	LANDFILL FEES	03/20/20	854.03	.00	
183452	LANDFILL FEES	03/23/20	758.91	.00	
183468	LANDFILL FEES	03/23/20	840.50	.00	
183494	LANDFILL FEES	03/24/20	640.83	.00	
183515	LANDFILL FEES	03/25/20	761.37	.00	
183552	LANDFILL FEES	03/25/20	938.90	.00	
183567	LANDFILL FEES	03/27/20	1,630.57	.00	
183592	LANDFILL FEES	03/30/20	843.78	.00	
183602	LANDFILL FEES	03/30/20	707.66	.00	
Total CITY OF CASPER:			31,030.85	.00	
CITY OF DOUGLAS - PAYROLL					
030920	Payroll Taxes	03/09/20	657.11	657.11	03/09/20
031320	Payroll Taxes	03/13/20	35,156.66	35,156.66	03/13/20
032720	Payroll Taxes	03/27/20	34,783.54	34,783.54	03/27/20
Total CITY OF DOUGLAS - PAYROLL:			70,597.31	70,597.31	
CITY OF DOUGLAS-HLTH INS TRN					
032720	HEALTH INSURANCE TRANSFER	03/27/20	72,839.48	72,839.48	03/27/20
Total CITY OF DOUGLAS-HLTH INS TRN:			72,839.48	72,839.48	
CITY OF DOUGLAS-PETTY CASH					
033020	REPLENISH PETTY CASH	03/30/20	44.00	.00	
Total CITY OF DOUGLAS-PETTY CASH:			44.00	.00	
CITY OF DOUGLAS-UTILITY PMNT					
031120	WATER/SEWER/GARBAGE/LANDFILL	03/11/20	9,497.41	.00	
14439	LANDFILL CHARGES	02/19/20	126.00	.00	
14504	LANDFILL CHARGES	03/11/20	15.00	.00	
14538	LANDFILL CHARGES	03/25/20	20.00	.00	
14547	FUEL	03/25/20	4,278.01	.00	
14548	BULK WATER	03/25/20	34.83	.00	
14564	FUEL	04/01/20	7,485.89	.00	
14564-1	BULK WATER	04/01/20	348.45	.00	
14566	UTILITY SERVICE FEE	04/01/20	25.00	.00	
Total CITY OF DOUGLAS-UTILITY PMNT:			21,830.59	.00	
CIVIL ENGINEERING PROFESSIONAL					
14-008-39	ENGINEERING-SPRINGLINE	02/29/20	33,006.66	.00	
15-100-32	ENGINEERING-BUDGET COST ESTIMATES	02/29/20	2,530.00	.00	
17-004-28	ENGINEERING-WWTP IMPROVEMENT DESIGN	02/29/20	5,640.86	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
19-004-12	ENGINEERING-PEARSON ST	02/29/20	4,468.25	.00	
19-007-07	ENGINEERING-BARTLING PARK LIGHTING	02/29/20	1,148.62	.00	
19-023-02	ENGINEERING-BIGHORN DR	02/29/20	2,540.63	.00	
19-042-05	ENGINEERING-5TH ST	02/29/20	3,700.00	.00	
19-043-05	ENGINEERING-CEDAR ST	02/29/20	3,737.50	.00	
20-005-01	ENGINEERING-WINDRIVER ST DESIGN	02/29/20	7,428.45	.00	
20-010-01	ENGINEERING-WTP TURBIDITY METER DESIGN	02/29/20	2,035.00	.00	
20-011-02	ENGINEERING-OAK ST	02/29/20	4,792.60	.00	
20-012-01	ENGINEERING-2ND ST	02/29/20	5,540.00	.00	
Total CIVIL ENGINEERING PROFESSIONAL:			76,568.57	.00	
CLERK OF DISTRICT COURT					
031320	PAYROLL DEDUCTION	03/13/20	34.90	34.90	03/13/20
032720	PAYROLL DEDUCTION	03/27/20	34.90	34.90	03/27/20
Total CLERK OF DISTRICT COURT:			69.80	69.80	
CNM PLUMBING & HEATING LLC					
18037	PLUMBING-SKATE PARK BATHROOM	03/24/20	2,453.34	.00	
Total CNM PLUMBING & HEATING LLC:			2,453.34	.00	
CONVERSE COUNTY					
032520	SPELLMAN FLEX PROJECT	03/25/20	4,482.00	.00	
032620	JOINT JUSTICE EXPENDITURES	03/26/20	46,408.56	.00	
Total CONVERSE COUNTY:			50,890.56	.00	
CONVERSE COUNTY CLERK					
040620	RECORDING FEES	04/06/20	150.00	.00	
Total CONVERSE COUNTY CLERK:			150.00	.00	
CONVERSE COUNTY HEALTH DEPT					
030220	HEPATITIS SHOTS	03/02/20	80.00	.00	
Total CONVERSE COUNTY HEALTH DEPT:			80.00	.00	
CONVERSE COUNTY SHERIFF					
040320	BOOKING FEES	04/03/20	120.00	.00	
Total CONVERSE COUNTY SHERIFF:			120.00	.00	
CONVERSE HOPE CENTER					
033120	FUNDING ALLOCATION AGREEMENT	03/31/20	1,250.00	.00	
Total CONVERSE HOPE CENTER:			1,250.00	.00	
COY, DEBRA J					
032720	JANITORIAL SERVICES	03/27/20	2,000.00	.00	
Total COY, DEBRA J:			2,000.00	.00	
CPS DISTRIBUTORS INC					
3290413-001	WIRE	03/11/20	218.50	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
Total CPS DISTRIBUTORS INC:			218.50	.00	
CROELL REDI MIX					
414841	PEA GRAVEL	03/05/20	63.18	.00	
416959	PEA GRAVEL	03/27/20	123.50	.00	
Total CROELL REDI MIX:			186.68	.00	
DANA KEPNER COMPANY OF WY					
2230186-00	FITTINGS	02/17/20	876.60	.00	
2230233-00	CURB STOP/INSERTS	03/03/20	225.18	.00	
Total DANA KEPNER COMPANY OF WY:			1,101.78	.00	
DOUGLAS BROADCASTING INC					
27221	RADIO ADS-CENSUS	03/01/20	5,000.00	.00	
Total DOUGLAS BROADCASTING INC:			5,000.00	.00	
DOUGLAS BUDGET					
301360811	REQUEST FOR BIDS-OAK STREET	02/05/20	117.50	.00	
301360815	REQUEST FOR BIDS-MOWER	02/05/20	82.25	.00	
301360816	SALE OF PUBLIC PROPERTY	02/05/20	70.50	.00	
301360817	REQUEST FOR BIDS-OAK STREET	02/05/20	117.50	.00	
301360818	REQUEST FOR BIDS-PICNIC SHELTER	02/05/20	105.75	.00	
301360824	MINUTES	02/05/20	282.00	.00	
301360828	REQUEST FOR BIDS-PICNIC SHELTER	02/05/20	105.75	.00	
301360830	SALE OF PUBLIC PROPERTY	02/05/20	70.50	.00	
301360831	REQUEST FOR BIDS-MOWER	02/05/20	82.25	.00	
301360832	REQUEST FOR BIDS-OAK STREET	02/05/20	117.50	.00	
301360892	AD-POSITION VACANCY	02/05/20	49.25	.00	
301360913	REQUEST FOR BIDS-LOWER KEITH RIDER POND	02/12/20	105.75	.00	
301360914	REQUEST FOR BIDS-MIDSIZE SUV	02/12/20	82.25	.00	
301360915	LIQUOR LICENSE RENEWALS	02/12/20	176.25	.00	
301360917	REQUEST FOR BIDS-MIDSIZE SUV	02/12/20	82.25	.00	
301360930	REQUEST FOR BIDS-LOWER KEITH RIDER POND	02/12/20	105.75	.00	
301360931	LIQUOR LICENSE RENEWALS	02/12/20	176.25	.00	
301360932	PUBLIC HEARING-BUDGET AMENDMENT	02/12/20	35.25	.00	
301361031	REQUEST FOR BIDS-WWT IMP	02/19/20	129.25	.00	
301361032	REQUEST FOR BIDS-WWT IMP	02/19/20	129.25	.00	
301361051	REQUEST FOR BIDS-WWT IMP	02/19/20	129.25	.00	
301361052	MINUTES	02/19/20	399.50	.00	
301361127	REQUEST FOR BIDS-BIGHORN SERVICE REPLACEMENT	02/26/20	105.75	.00	
301361130	WARRANT REGISTER	02/26/20	258.50	.00	
301361139	REQUEST FOR BIDS-BIGHORN SERVICE REPLACEMENT	02/26/20	105.75	.00	
301363372	AD-POSITION VACANCY	03/18/20	31.50	.00	
301363472	AD-POSITION VACANCY	03/25/20	31.50	.00	
Total DOUGLAS BUDGET:			3,284.75	.00	
DOUGLAS COMMUNITY CLUB					
032520	FUNDING ALLOCATION AGREEMENT	03/25/20	5,000.00	.00	
Total DOUGLAS COMMUNITY CLUB:			5,000.00	.00	
DOUGLAS CUSTOM SEAT COVERS LLC					
5059	VESTS	03/03/20	80.00	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
5095	NAME/RADIO NUMBER TAPES	03/24/20	72.00	.00	
Total DOUGLAS CUSTOM SEAT COVERS LLC:			152.00	.00	
DOUGLAS FEED LLC					
163671	SCOPE RINGS	03/19/20	27.91	.00	
Total DOUGLAS FEED LLC:			27.91	.00	
DUNCAN-MALONE, HEATHER					
163	LEGAL SERVICES	04/03/20	2,529.40	.00	
164	LEGAL SERVICES	04/03/20	941.00	.00	
Total DUNCAN-MALONE, HEATHER:			3,470.40	.00	
EATON SALES & SERVICE					
49877	REPAIR-FUEL PUMP	03/10/20	2,258.30	.00	
Total EATON SALES & SERVICE:			2,258.30	.00	
EMSKI CSI INC					
1855	GALLON CANS/SNOW PRINT WAX	03/03/20	143.84	.00	
Total EMSKI CSI INC:			143.84	.00	
ENERGY LABORATORIES INC					
300195	WASTEWATER SAMPLING	03/05/20	52.00	.00	
300340	WATER SAMPLING	03/05/20	88.00	.00	
301185	WASTEWATER SAMPLING	03/10/20	260.00	.00	
301203	WASTEWATER SAMPLING	03/10/20	85.00	.00	
301612	WATER SAMPLING	03/12/20	66.00	.00	
301972	WASTEWATER SAMPLING	03/16/20	52.00	.00	
302891	WASTEWATER SAMPLING	03/19/20	52.00	.00	
304530	WASTEWATER SAMPLING	03/30/20	52.00	.00	
305375	WASTEWATER SAMPLING	04/02/20	52.00	.00	
Total ENERGY LABORATORIES INC:			759.00	.00	
ENFORCEMENT VIDEO LLC					
ACCINV24353	TRANSMITTER MODULES/ADAPTER	03/10/20	245.00	.00	
SRINV20171	REPAIR-DVR	03/27/20	339.00	.00	
Total ENFORCEMENT VIDEO LLC:			584.00	.00	
FAIRBANKS SCALES					
1495048	MAINTENANCE AGREEMENT	03/24/20	1,235.74	.00	
Total FAIRBANKS SCALES:			1,235.74	.00	
FASTENAL - DOUGLAS BRANCH					
63101	DUCT TAPE/EYEWASH BOTTLE	02/24/20	31.24	.00	
63109	SCREWS/RUBBER STRAPS	02/24/20	6.46	.00	
63134	SCREWS/WASHER/NUT	02/25/20	19.65	.00	
63171	COMPRESSION SPRINGS	02/27/20	10.50	.00	
63213	TOOL BOX	03/02/20	289.74	.00	
63459	EYEWASH STATION	03/13/20	46.54	.00	
63473	OIL/SCREW DRIVER SET	03/17/20	304.28	.00	
63581	SCREW	03/27/20	3.50	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
Total FASTENAL - DOUGLAS BRANCH:			711.91	.00	
FERGUSON ENTERPRISES					
1080913-1	COUPLERS	02/27/20	374.27	.00	
1081162-1	FLANGE PACK	01/27/20	106.65	.00	
1092027	CURB BOX/RODS	03/04/20	511.96	.00	
F016309	FREIGHT	02/26/20	212.85	.00	
Total FERGUSON ENTERPRISES:			1,205.73	.00	
FIRE SUPPRESSION AUTHORITY					
030520	FUNDING ALLOCATION AGREEMENT	03/05/20	26,208.33	.00	
Total FIRE SUPPRESSION AUTHORITY:			26,208.33	.00	
FREEDOM MAILING SERVICE					
37836	UTILITY BILLING MAILING SERVICE	03/04/20	931.19	.00	
Total FREEDOM MAILING SERVICE:			931.19	.00	
GALLS LLC					
15257100	UNIFORM PANTS	03/14/20	44.50	.00	
15310029	BADGE HOLDERS	03/14/20	122.05	.00	
Total GALLS LLC:			166.55	.00	
GLENROCK MOTORSPORTS					
3213	ATV HELMETS	02/26/20	206.98	.00	
Total GLENROCK MOTORSPORTS:			206.98	.00	
GREEN VALLEY CORPORATION					
032420	LBES ROAD EASEMENT/RADIO REPEATER SITE	03/24/20	9,323.83	.00	
Total GREEN VALLEY CORPORATION:			9,323.83	.00	
GREENWOOD MAPPING INC					
040120	GIS/CAD SUPPORT	04/01/20	2,812.00	.00	
Total GREENWOOD MAPPING INC:			2,812.00	.00	
H & H ELECTRIC LLC					
14225	PROJECT MATERIALS	01/31/20	104.52	.00	
14290	VFD ASSEMBLY	02/21/20	440.25	.00	
14293	REPLACE EXHAUST FAN	02/24/20	893.74	.00	
14303	SKATE PARK BATHROOM ELECTRICAL	02/21/20	3,414.89	.00	
14350	BARTLING PARK LIGHTING PROJECT	02/26/20	2,656.56	.00	
14353	WWTP IMPROVEMENTS	03/31/20	13,000.81	.00	
14368	RELOCATE DISHES-WTP/LANDFILL	03/05/20	3,456.42	.00	
14371	REPAIR-TIME CLOCK	03/05/20	285.00	.00	
14381	BARTLING PARK LIGHTING PROJECT	03/05/20	19,733.82	.00	
14396	BARTLING PARK LIGHTING PROJECT	03/13/20	9,304.74	.00	
14433	WIRING-MCC AIR CONDITIONER	03/31/20	537.05	.00	
14463	LIGHT	03/26/20	20.48	.00	
Total H & H ELECTRIC LLC:			53,848.28	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
HACH COMPANY					
11824798	LABORATORY SUPPLIES	02/04/20	254.08	.00	
Total HACH COMPANY:			254.08	.00	
HAWKINS INC					
4668004	CHEMICALS-WATER TRMT/WASTEWATER TRMT/BLACK POLY	02/19/20	971.48	.00	
4687810	CHEMICALS-WASTEWATER TREATMENT	03/24/20	1,032.99	.00	
Total HAWKINS INC:			2,004.47	.00	
HOMAX OIL SALES INC					
0501388	DIESEL EXHAUST FLUID	03/04/20	128.75	.00	
502042	FUEL/DIESEL/ADDITIVE	03/10/20	6,081.40	.00	
502264	DIESEL/ADDITIVE	03/11/20	972.05	.00	
503729	GREASE	03/23/20	326.40	.00	
CL00534	FUEL	02/29/20	3,219.97	.00	
Total HOMAX OIL SALES INC:			10,728.57	.00	
HONNEN EQUIPMENT CO					
1146967	LOADER	03/10/20	194,500.00	.00	
Total HONNEN EQUIPMENT CO:			194,500.00	.00	
ICMA RETIREMENT					
031320	Payroll Deduction	03/13/20	7,099.23	7,099.23	03/13/20
032720	Payroll Deduction	03/27/20	7,064.75	7,064.75	03/27/20
Total ICMA RETIREMENT:			14,163.98	14,163.98	
J.J. KELLER & ASSOCIATES INC					
9104813891	FORKLIFT SAFETY TRAINING KIT	02/25/20	520.38	.00	
Total J.J. KELLER & ASSOCIATES INC:			520.38	.00	
JERRYS WELDING SERVICE					
17950	MISCELLANEOUS METAL/CUTTING	02/13/20	376.66	.00	
18097	MISCELLANEOUS METAL/CUTTING	03/02/20	205.42	.00	
Total JERRYS WELDING SERVICE:			582.08	.00	
JUDD CONSTRUCTION LLC					
3072917	REPAIR TRASH ENCLOSURE	03/17/20	1,899.92	.00	
Total JUDD CONSTRUCTION LLC:			1,899.92	.00	
K&R CONSTRUCTION, LLC					
3623	FRAMING NAILS	03/20/20	37.19	.00	
Total K&R CONSTRUCTION, LLC:			37.19	.00	
KEMPER, RENE					
030620	MILEAGE REIMBURSEMENT-WAM MEETING	03/06/20	149.50	.00	
Total KEMPER, RENE:			149.50	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
L N CURTIS & SONS					
364699	CARRIER/RADIO CASE/MAGAZINE CASE/CUFF CASE	02/25/20	298.50	.00	
369096	HANDCUFF POUCH	03/10/20	18.00	.00	
370943	UNIFORM PANTS	03/16/20	37.00	.00	
371808	DUTY BELTS	03/18/20	94.00	.00	
375196	VEST CARRIER/RADIO CASE/CUFF CASE/MAGAZINE POUCH	03/30/20	283.00	.00	
Total L N CURTIS & SONS:			730.50	.00	
LACAL EQUIPMENT COMPANY					
0317264	BROOM MOTOR	03/04/20	591.39	.00	
Total LACAL EQUIPMENT COMPANY:			591.39	.00	
LARAMIE PEAK HUMANE SOCIETY					
031520	FUNDING ALLOCATION AGREEMENT	03/15/20	8,333.34	.00	
Total LARAMIE PEAK HUMANE SOCIETY:			8,333.34	.00	
LARAMIE RANGE WATER TREATMENT & PLUMBING					
141267	BOTTLED WATER	03/23/20	7.00	.00	
Total LARAMIE RANGE WATER TREATMENT & PLUMBING:			7.00	.00	
LEAVITT GROUP					
697019	INSURANCE PREMIUM	02/20/20	798.00	.00	
Total LEAVITT GROUP:			798.00	.00	
LITHIA OF CASPER LLC					
195780	SNAP RING	03/06/20	20.36	.00	
196023	KNUCKLE	03/12/20	281.82	.00	
Total LITHIA OF CASPER LLC:			302.18	.00	
MEDICINE BOW TECHNOLOGIES					
12852	ANTIVIRUS	03/31/20	94.00	.00	
Total MEDICINE BOW TECHNOLOGIES:			94.00	.00	
MERITAIN HEALTH					
032720	HEALTH INSURANCE PREMIUM/ADMINISTRATION FEES	03/27/20	32,985.28	32,985.28	03/27/20
Total MERITAIN HEALTH:			32,985.28	32,985.28	
MIDLAND IMPLEMENT CO					
41439001	MOWER	03/25/20	40,000.00	.00	
Total MIDLAND IMPLEMENT CO:			40,000.00	.00	
MIDWEST CONNECT					
207128	INK CARTRIDGE	03/03/20	155.00	.00	
Total MIDWEST CONNECT:			155.00	.00	
MOUNTAIN VIEW BUILDING INC					
14	SPRINGLINE PROJECT	03/27/20	273,434.21	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
Total MOUNTAIN VIEW BUILDING INC:			273,434.21	.00	
NORCO INC					
28747758	MOP DISINFECTANT	03/06/20	10.61	.00	
28771582	DISCS/BLUEFIRE/GLOVES/NOZZLE	03/10/20	84.09	.00	
28781906	DISINFECTANT WIPES/DEODARANT/AIR FRESHNER	03/11/20	18.85	.00	
28787908	TOWELS/TOILET TISSUE	03/12/20	118.22	.00	
28791815	WELD WIRE	03/12/20	9.10	.00	
28799872	TOWELS/BOWL CLEANER/DISINFECTANT CLEANER	03/13/20	129.29	.00	
28812568	HAND SOAP W/ DISPENSERS	03/16/20	57.41	.00	
28824440	TOWELS/DISINFECTANT/BATHROOM CLEANER	03/17/20	221.02	.00	
28826189	COMPRESSED GAS	03/17/20	62.35	.00	
28831199	TRASH BAGS	03/18/20	65.92	.00	
28834270	BATHROOM CLEANER/TOILET TISSUE	03/18/20	63.04	.00	
28844507	HAND SOAP W/ DISPENSERS	03/19/20	57.41	.00	
28866962	GLOVES	03/23/20	31.60	.00	
28886473	BOWL CLEANER	03/25/20	37.92	.00	
28911854	CHARGER CORD	03/30/20	9.82	.00	
28927176	TOWELS	03/31/20	53.44	.00	
Total NORCO INC:			1,030.09	.00	
NORMONT EQUIPMENT COMPANY					
21984	EMULSION/PATCHING ASPHALT	03/03/20	2,804.75	.00	
22117	EMULSION TOT	03/24/20	1,522.41	.00	
22149	POLY WAFERS/WIRE WAFERS/STRIP BROOMS	03/27/20	1,528.67	.00	
Total NORMONT EQUIPMENT COMPANY:			5,855.83	.00	
NORTHEAST WY ECONOMIC DEV FOUNDATION					
031320	CONGRESSIONAL FACT FINDING TOUR	03/13/20	5,000.00	.00	
Total NORTHEAST WY ECONOMIC DEV FOUNDATION:			5,000.00	.00	
ONE CALL OF WYOMING					
54954	UTILITY LOCATES	03/05/20	132.75	.00	
Total ONE CALL OF WYOMING:			132.75	.00	
O'REILLY AUTOMOTIVE INC					
454558	REFLEX SHOCK	03/02/20	94.12	.00	
454627	TAPE	03/02/20	12.59	.00	
454753	WIN REG ASSEMBLY	03/03/20	92.20	.00	
454806	POWER WINDOW	03/03/20	23.84	.00	
454914	RETURN-WIN REG ASSEMBLY	03/04/20	92.20	.00	
454916	STRUT ASSEMBLY	03/04/20	218.00	.00	
454966	STABIL LINK	03/04/20	64.34	.00	
455015	BATTERY	03/04/20	110.10	.00	
455148	RADIATOR	03/05/20	160.44	.00	
455216	AXLE	03/05/20	48.70	.00	
455217	OIL SEAL	03/05/20	20.12	.00	
455890	TAP & DRILL BIT	03/09/20	6.99	.00	
456094	WHEEL NUT	03/10/20	9.54	.00	
456104	OIL	03/10/20	29.48	.00	
456124	SEALED BEAM	03/10/20	5.45	.00	
456937	SHIFT TUBE	03/16/20	39.15	.00	
456968	WRENCH	03/16/20	29.99	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
457116	DISC PAD SET	03/17/20	86.11	.00	
457244	DISC PAD SET	03/18/20	86.11	.00	
457433	MULTI STOCK	03/19/20	12.68	.00	
458144	OIL	03/24/20	23.07	.00	
458234	BATTERY	03/24/20	167.70	.00	
458326	TIMING COVER	03/25/20	11.68	.00	
458482	GASKET	03/26/20	1.37	.00	
458487	GASKET	03/26/20	1.72	.00	
458514	GASKET	03/26/20	12.99	.00	
458521	RETURN-GASKET	03/26/20	1.37-	.00	
Total O'REILLY AUTOMOTIVE INC:			1,274.91	.00	
PEAK FITNESS LLC					
265526	FITNESS BENEFIT-MEMBERSHIP FEES	04/01/20	120.00	.00	
Total PEAK FITNESS LLC:			120.00	.00	
POLLARDWATER - DBA FEI					
WP008023	CABLE	02/25/20	402.00	.00	
Total POLLARDWATER - DBA FEI:			402.00	.00	
POST AND ASSOCIATES					
9985	PROFESSIONAL SERVICES	03/02/20	400.00	.00	
Total POST AND ASSOCIATES:			400.00	.00	
POWER SOLVE INC					
I3016	RANGE TRAUMA KIT	02/25/20	329.95	.00	
Total POWER SOLVE INC:			329.95	.00	
PROFORCE LAW ENFORCEMENT					
401595	RAILS	02/25/20	181.23	.00	
401771	RIFLES	02/26/20	1,411.74	.00	
403283	CANTILEVER	03/12/20	177.78	.00	
404319	RIFLES	03/19/20	6,971.00	.00	
Total PROFORCE LAW ENFORCEMENT:			8,741.75	.00	
PUBLIC SAFETY CENTER					
5908422	GLOVES	02/11/20	159.70	.00	
5910791	GLOVES	02/26/20	39.94	.00	
Total PUBLIC SAFETY CENTER:			199.64	.00	
RADDCO LLC					
324259	PAINT	03/02/20	9.98	.00	
324450	OTC SCAN TOOL	03/04/20	3,124.64	.00	
324552	BEAM BLADES	03/04/20	24.02	.00	
324570	SOCKET	03/04/20	5.36	.00	
324606	CONTROL ARM ASSEMBLY	03/05/20	92.43	.00	
324637	SENSOR	03/05/20	29.68	.00	
324672	COUPLER/BUSHING/FITTING	03/05/20	8.85	.00	
324706	AXLE	03/05/20	163.02	.00	
324786	CLAMP	03/06/20	16.80	.00	
324976	TAPS	03/09/20	2.40	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
325003	FLASHER	03/09/20	13.66	.00	
325044	RADIATOR CAP	03/09/20	5.09	.00	
325191	HAND CLEANER	03/10/20	24.99	.00	
325208	RAINX WASH	03/10/20	10.58	.00	
325341	LAMP	03/11/20	12.54	.00	
325343	LAMP	03/11/20	16.48	.00	
325368	V-BELT	03/11/20	3.79	.00	
325501	ZIP TIES	03/12/20	11.70	.00	
325564	FUSE	03/12/20	8.95	.00	
325598	ADAPTER	03/13/20	39.99	.00	
325618	OIL FILTER	03/13/20	4.62	.00	
325668	FLOOR DRY	03/13/20	50.76	.00	
325678	SCRAPER	03/13/20	9.29	.00	
325842	AIR FILTER	03/16/20	18.10	.00	
325910	AIR FILTER	03/17/20	18.10	.00	
326013	HUB CAP	03/18/20	19.27	.00	
326015	TURN ROTORS	03/18/20	23.00	.00	
326016	GEAR OIL	03/18/20	25.98	.00	
326044	ZIP TIES	03/18/20	52.48	.00	
326066	OIL FILTER	03/18/20	4.36	.00	
326117	LAMP	03/19/20	18.36	.00	
326137	OIL FILTER	03/19/20	4.36	.00	
326144	OIL FILTER	03/19/20	13.08	.00	
326247	BATTERY	03/20/20	242.42	.00	
326425	DISC	03/23/20	8.63	.00	
326477	PAINT/RUST TREATMENT	03/23/20	58.64	.00	
326508	DISC/TRUCKBED COATING	03/24/20	99.25	.00	
326530	LUBE FILTER	03/24/20	7.40	.00	
326539	PLASTIC DIP	03/24/20	12.24	.00	
326789	TAPS	03/26/20	6.76	.00	
326790	SWITCHES/WIRE/CIRCUIT BREAKER	03/26/20	32.02	.00	
326808	WINDSHIELD WASHER	03/26/20	18.36	.00	
326811	PAINT	03/26/20	33.45	.00	
326833	LOOM SPLIT POLY	03/26/20	16.50	.00	
326878	SWITCH/WIRE	03/26/20	18.55	.00	
326896	STROBE KIT/BRACKET	03/27/20	170.96	.00	
326907	TRUCKBED COATING	03/27/20	23.98	.00	
327058	TRUCKBED COATING	03/30/20	81.99	.00	
327073	BUTT CONNECT	03/30/20	22.50	.00	
327107	SILICONE	03/30/20	5.78	.00	
327218	BEAM BLADES	03/31/20	10.48	.00	
327219	BATTERY	03/31/20	89.99	.00	
327241	CLAMPS	03/31/20	8.25	.00	
327276	RAGS	03/31/20	28.23	.00	
Total RADDCO LLC:			4,883.09	.00	
RAZN KAIN TRUCKING LLC					
63	HAULING SOLID WASTE	02/17/20	1,960.00	.00	
64	HAULING SOLID WASTE	02/24/20	1,680.00	.00	
65	HAULING SOLID WASTE	03/02/20	1,680.00	.00	
66	HAULING SOLID WASTE	03/09/20	2,240.00	.00	
67	HAULING SOLID WASTE	03/16/20	1,680.00	.00	
68	HAULING SOLID WASTE	03/23/20	1,680.00	.00	
Total RAZN KAIN TRUCKING LLC:			10,920.00	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
ROCKY MOUNTAIN POWER					
030620	ELECTRICITY SERVICES	03/06/20	22,033.28	.00	
031720	ELECTRICITY SERVICES	03/17/20	606.75	.00	
031820	ELECTRICITY SERVICES	03/18/20	120.62	.00	
033120	ELECTRICITY SERVICES	03/31/20	21,407.74	.00	
033120-1	ELECTRICITY SERVICES	03/31/20	43.70	.00	
Total ROCKY MOUNTAIN POWER:			44,212.09	.00	
RON'S SUPPLY LLC					
317755	WELDING TIP	03/12/20	19.95	.00	
Total RONS SUPPLY LLC:			19.95	.00	
ROUND ROCK ENTERTAINMENT					
040320	CATERING PERMIT FEE REFUND	04/03/20	25.00	.00	
Total ROUND ROCK ENTERTAINMENT:			25.00	.00	
RUSSELL CONSTRUCTION					
4948	GRAVEL	03/10/20	5,980.16	.00	
4956	ROAD BASE	03/17/20	996.10	.00	
Total RUSSELL CONSTRUCTION:			6,976.26	.00	
SAFEWAY STORES					
439879	COFFEE/PAPER TOWELS/CLOROX WIPES	04/02/20	54.45	.00	
800937	COFFEE/TEA/SUGAR	03/30/20	51.11	.00	
809232	COFFEE/KLEENEX	03/03/20	46.93	.00	
Total SAFEWAY STORES:			152.49	.00	
SKOGEN, COMETTO & ASSOCIATES PC					
414609	AUDIT SERVICES	01/31/20	14,000.00	.00	
Total SKOGEN, COMETTO & ASSOCIATES PC:			14,000.00	.00	
SOLUTIONS FOR LIFE					
2019/2020-10	FUNDING ALLOCATION AGREEMENT	03/11/20	1,250.00	.00	
Total SOLUTIONS FOR LIFE:			1,250.00	.00	
THE BODY SHOP LLC					
030220	FITNESS BENEFIT-MEMBERSHIP FEES	03/02/20	10.00	.00	
Total THE BODY SHOP LLC:			10.00	.00	
TOP OFFICE PRODUCTS					
178473	COPIER MAINTENANCE AGREEMENT	02/24/20	99.85	.00	
178473-1	COPIER MAINTENANCE AGREEMENT	02/24/20	62.54	.00	
178923	COPIER MAINTENANCE AGREEMENT	03/24/20	162.89	.00	
Total TOP OFFICE PRODUCTS:			325.28	.00	
TRU-TECH PRODUCTS					
314330	SQUARE/GATE/BULB	02/13/20	69.93	.00	
314658	JIMMY BAR	02/25/20	16.99	.00	
314801	PRIMER/PAINT	02/28/20	21.17	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
314814	CELL BATTERY	02/29/20	5.59	.00	
314851	SPRAY PAINT	03/02/20	37.96	.00	
314857	GRIP LINER/TOTE	03/02/20	24.97	.00	
314862	PAINT ROLLER/ROLLER COVER/PAINT BRUSH	03/02/20	26.16	.00	
314866	BRUSHES	03/02/20	4.48	.00	
314867	MASONRY WATERPROOFER/PAINT	03/02/20	279.93	.00	
314868	DISINFECTANT	03/02/20	8.99	.00	
314871	TOGGLE SWITCH/BULB	03/02/20	16.97	.00	
314875	SPRAY BOTTLE/PUTTY KNIFE	03/02/20	3.98	.00	
314900	DRILL BIT	03/03/20	29.99	.00	
314923	LADDER	03/04/20	69.99	.00	
314931	FASTENERS/NUT SETTER/BIT	03/04/20	20.80	.00	
314934	ORGANIZER/CABLE TIES	03/04/20	30.98	.00	
314944	DISINFECTANT/SCISSORS/STAPLER	03/04/20	23.97	.00	
314963	PAINT TRAY	03/05/20	10.99	.00	
314978	VALVE BALL	03/05/20	44.99	.00	
314981	END STOP	03/05/20	9.59	.00	
314984	COUPLING	03/05/20	12.99	.00	
314997	SILICONE/NIPPLES/TEE/COUPLER/ADAPTER/WELD	03/06/20	71.97	.00	
315018	KEYS	03/06/20	11.94	.00	
315020	TEE	03/06/20	10.47	.00	
315066	CAULK/BOLTS	03/09/20	5.09	.00	
315068	NIPPLE/CONNECTOR	03/09/20	13.58	.00	
315069	PAINT	03/09/20	12.18	.00	
315086	MARKERS	03/09/20	8.45	.00	
315089	BUSHING	03/09/20	5.99	.00	
315116	ORGANIZER	03/10/20	15.99	.00	
315121	FASTENERS	03/10/20	2.10	.00	
315130	RECEPTACLE TEST/RECEPTACLE DUPLEX	03/11/20	23.98	.00	
315150	FASTENERS	03/11/20	2.46	.00	
315154	NUT/BOLTS/NUT	03/11/20	3.10	.00	
315163	CHAIN OIL/CHAIN LOOP	03/12/20	38.48	.00	
315212	ANCHORS/BOLTS/WASHERS	03/13/20	3.80	.00	
315224	STEP STOOL/MOPS/BUCKET	03/14/20	73.56	.00	
315260	DUST MASK	03/16/20	17.97	.00	
315284	SPRAY PAINT	03/16/20	7.99	.00	
315286	BLEACH	03/16/20	11.18	.00	
315294	SPRAY BOTTLES	03/17/20	32.32	.00	
315312	BULBS	03/17/20	44.72	.00	
315323	CARBON FILTER/AIR FILTER MASK	03/17/20	45.98	.00	
315328	SPRAY PAINT/WRENCHES/T-HINGE GATE	03/18/20	62.93	.00	
315331	VALVE	03/18/20	10.99	.00	
315333	GLOVES/CLEANER/DUST MASK	03/18/20	16.07	.00	
315368	THREADLOCK	03/19/20	6.59	.00	
315372	BLEACH	03/19/20	5.59	.00	
315376	WIRE	03/19/20	2.99	.00	
315377	FASTENERS	03/19/20	3.60	.00	
315389	BAR & CHAIN OIL	03/19/20	12.99	.00	
315391	METAL SQUARE COVER/CONNECTOR/PLATE/METAL BOX	03/19/20	7.66	.00	
315409	GRINDING WHEEL	03/20/20	11.97	.00	
315413	BULB	03/20/20	11.99	.00	
315482	ELECTRICAL/TERMINAL/TERMINAL SPADE/TERMINAL RING	03/23/20	16.99	.00	
315490	USB FLASH DRIVE/PAIL	03/23/20	26.97	.00	
315498	TURN BUCKLE/CLOTHESLINE HOOK	03/23/20	29.16	.00	
315517	BULB	03/24/20	39.98	.00	
315536	FUSE/HIDE-A-KEY	03/24/20	23.97	.00	
315552	CONCRETE MIX	03/25/20	101.83	.00	
315558	CAP	03/25/20	2.58	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
315559	TERMINAL RING/BATTERY/CRIMPER	03/25/20	18.97	.00	
315561	LETTERS & NUMBERS	03/25/20	4.45	.00	
315585	RECEPTACLE	03/25/20	19.99	.00	
315603	WD-40/FASTENERS	03/26/20	5.58	.00	
315604	UTILITY KNIFE/BATTERY	03/26/20	39.97	.00	
315626	COPPER RIGID	03/26/20	29.59	.00	
315628	FASTENERS	03/26/20	3.58	.00	
315654	BOLTS/WASHERS/NUTS	03/27/20	2.78	.00	
315657	MOP HEAD/PAPER TOWELS	03/27/20	28.98	.00	
315661	LED BULBS	03/27/20	39.98	.00	
315720	CAP/BUSHING/VALVE/NIPPLE	03/30/20	38.06	.00	
315757	FASTENERS	03/31/20	27.99	.00	
Total TRU-TECH PRODUCTS:			1,889.48	.00	
TWIN PEAKS PUMP & SUPPLY INC					
90307	GLOVES	03/03/20	107.40	.00	
Total TWIN PEAKS PUMP & SUPPLY INC:			107.40	.00	
UNITED STATES POSTAL SERVICE					
032720	POSTAGE	03/27/20	750.85	.00	
Total UNITED STATES POSTAL SERVICE:			750.85	.00	
USA BLUEBOOK					
153760	SCBA PACK/FACE MASK	02/24/20	2,482.18	.00	
157619	FLAGS/PAINT	02/27/20	498.18	.00	
160452	PRESSURE TRANSDUCER	03/02/20	394.56	.00	
160825	TEES/NIPPLES/BUSHING/PLUG/GAUGE	03/02/20	131.98	.00	
163554	FACE MASK	03/04/20	322.06	.00	
164228	FACE MASK	03/05/20	872.85	.00	
164620	FACE MASK	03/05/20	903.09	.00	
176252	SPARE CYLINDER	03/17/20	643.45	.00	
Total USA BLUEBOOK:			6,248.35	.00	
VERIZON WIRELESS					
031120	CELLULAR SERVICE	03/11/20	32.14	.00	
033020	CELLULAR SERVICE	03/30/20	40.01	.00	
033020-1	CELLULAR SERVICE	03/30/20	599.25	.00	
033020-2	CELLULAR SERVICE	03/30/20	590.76	.00	
033120	CELLULAR SERVICE	03/31/20	84.41	.00	
Total VERIZON WIRELESS:			1,346.57	.00	
VISA-CONVERSE COUNTY BANK					
011535	ANNUAL DUES-INTERNATIONAL CODE COUNCIL	03/11/20	135.00	.00	
022720	LODGING/MEALS/TRAVEL-WAM WINTER WORKSHOP	02/27/20	1,031.00	.00	
030520	BATTERIES	03/05/20	34.85	.00	
030920	LODGING/MEALS/TRAVEL-ICC EDUCATION	03/09/20	1,086.41	.00	
031220	LODGING/MEALS-ROCKY MTN LAND USE CONFERENCE	03/12/20	541.68	.00	
100008761	PROTECTIVE ISOLATION GOWNS	03/23/20	148.52	.00	
197929682	SUBSCRIPTION-GO TO MEETING	03/26/20	201.60	.00	
3359	AMMUNITION	04/03/20	30.94	.00	
5129	FUEL-BUSINESS COUNCIL MEETING	03/05/20	15.14	.00	
93809914	ESRI RENEWAL	04/01/20	1,500.00	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
Total VISA-CONVERSE COUNTY BANK:			4,725.14	.00	
VISIONARY COMMUNICATIONS INC					
2680871	PHONE SERVICE	04/01/20	597.65	.00	
2680874	PHONE SERVICE	04/01/20	288.63	.00	
Total VISIONARY COMMUNICATIONS INC:			886.28	.00	
WESTERN PRECISION LLC					
20-03	TRAILER	02/20/20	25,899.00	.00	
Total WESTERN PRECISION LLC:			25,899.00	.00	
WHITAKER, JANINE					
030620	SERVICE CALL/LOCKSET/CYLINDER REPLACEMENT	03/06/20	208.00	.00	
Total WHITAKER, JANINE:			208.00	.00	
WW GRAINGER					
9453863582	EXTENSION CORDS	02/24/20	114.24	.00	
9454300311	LABEL/SIGN/LAMINATING MACHINE/PAPER	02/24/20	260.54	.00	
9456052126	SIGNS	02/26/20	85.19	.00	
9457678697	LADDER	02/27/20	133.78	.00	
9461112691	BLOCK HEATER	03/02/20	138.74	.00	
9461532377	BUSHING	03/02/20	4.38	.00	
9464274399	HEATER	03/04/20	743.18	.00	
9469869516	ELBOWS/COUPLING/TEES/REDUCER/GRAB BARS	03/10/20	632.94	.00	
9472535245	STORAGE RACK/MOTOR	03/12/20	417.09	.00	
9473865682	SIGNS	03/13/20	24.34	.00	
9474791317	SOLENOID VALVE	03/13/20	211.32	.00	
9474791325	MOTOR	03/13/20	215.09	.00	
9479310667	DOOR/LATCH SET/FAUCET/SINK/URINAL/VALVE	03/18/20	1,144.31	.00	
9486365951	LIGHT BAR	03/25/20	352.92	.00	
Total WW GRAINGER:			4,478.06	.00	
WY ASSOC OF RURAL WATER USERS					
15714	REGISTRATION-SPRING CONFERENCE	03/04/20	1,185.00	.00	
Total WY ASSOC OF RURAL WATER USERS:			1,185.00	.00	
WY CHILD & FAMILY DEV INC					
030420	FUNDING ALLOCATION AGREEMENT	03/04/20	416.67	.00	
Total WY CHILD & FAMILY DEV INC:			416.67	.00	
WY MACHINERY COMPANY					
PO6187223	WINDSHIELD	02/26/20	722.90	.00	
PO6195124	FILM	03/03/20	84.90	.00	
Total WY MACHINERY COMPANY:			807.80	.00	
WY RETIREMENT SYSTEM					
030920	Payroll Deduction	03/09/20	47,708.39	47,708.39	03/09/20
Total WY RETIREMENT SYSTEM:			47,708.39	47,708.39	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
WY STATE DISBURSEMENT CENTER					
031320	Payroll Deduction	03/13/20	738.33	738.33	03/13/20
032720	Payroll Deduction	03/27/20	738.33	738.33	03/27/20
Total WY STATE DISBURSEMENT CENTER:			1,476.66	1,476.66	
WY SUPREME COURT					
033120	TECHNOLOGY SURCHARGES/CIVIL LEGAL SERVICE FEES	03/31/20	955.00	.00	
Total WY SUPREME COURT:			955.00	.00	
YOUTH DEVELOPMENT SERVICES					
031920	FUNDING ALLOCATION AGREEMENT	03/19/20	1,250.00	.00	
Total YOUTH DEVELOPMENT SERVICES:			1,250.00	.00	
Grand Totals:			1,302,742.27	240,458.82	

Approved By _____
City Administrator

Date _____

City Council Meeting Minutes
March 23, 2020

The regular meeting of the Douglas City Council was held on Monday, March 23, 2020 at 5:30 p.m. in the Council Chambers of the City Hall at 101 N. 4th Street, Douglas, Wyoming.

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL: Mayor Kemper called the meeting to order and led the assembly in the Pledge of Allegiance. Upon Roll Call the following were present either in person or via conference call:

<u>Mayor:</u>	René Kemper
<u>Council Members:</u>	John Bartling
	Monty Gilbreath
	Kim Pexton
	Karl E. Hertz
<u>Others Present:</u>	
City Administrator	Jonathan Teichert
City Clerk	Chaz Schumacher
City Treasurer	Mary Nicol
Community Dev. Director	Clara Chaffin
IT Director	Gary Schwarz

Disclosures by City Councilmembers: Mayor Kemper asked for disclosures of any conflicts of interest for Council Members; there were none.

Mayor Kemper addressed the community concerning the current state of events resulting from the Governor's order to close down public spaces in an effort to slow the spread of COVID-19. Kemper thanked the community for their patience and their overwhelming support of local businesses during this time. She assured the community that a common goal initiative is being used between governing agencies to provide the most accurate information as possible, which will be posted on the City website and Facebook page. Kemper emphasized the need for social distancing practices; maintaining six feet of separation in public, staying home unless absolutely necessary, and washing hands frequently.

Consent Agenda:

Councilmember Hertz moved to approve the Consent Agenda as presented: **Item 2.I. Corrections, Additions, and Approval of Agenda for March 23, 2020; Item 2.II. Consideration of Resolutions**

42 **and Ordinances by Title Only; Item 2.III. Minutes, Regular City**
43 **Council Meeting, March 9, 2020; Item 2.IV. Minutes, City Council**
44 **Work Session, March 9, 2020; Item 2.V. Minutes, City Council**
45 **Special Meeting; March 16, 2020; Item 2.VI. Minutes, Planning &**
46 **Zoning Commission Meeting, March 16, 2020:** Councilmember Pexton
47 seconded; no discussion; motion carried, 5-0.

48

49 **Proclamations:**

50 **Item 3.I. Proclamation, National Athletic Training Month, March**
51 **2020.** Councilmember Gilbreath read the proclamation designating
52 March as National Athletic Training Month.

53

54 **Public Comments:** None.

55

56 **Presentations to Council/Public Hearings:**

57 **Item 5.I. Public Hearing, Resolution 2033: Authorizing RPR, LLC to**
58 **Proceed with a Type B Development for the Construction of a**
59 **Restaurant in a B-2 General Business Zone at 1793 Muirfield Court**
60 **(United One Addition, Lot 8), Douglas, Wyoming.** Mayor Kemper opened
61 the public hearing; Community Development Director Chaffin
62 provided the staff report; applicant, Ed Pollock, stated his
63 appreciation for being able to bring this project to the community;
64 Chaffin relayed a message from a neighboring property, Conestoga
65 Apartments, in favor of the project; brief discussion followed;
66 public hearing closed. Councilmember Bartling moved to approve
67 Resolution 2033 as presented. Councilmember Gilbreath seconded;
68 motion carried, 5-0.

69

70 **Council Action Items:**

71 **Item 6.I. Ordinance 1003: Rezone, Twin Buttes Ministry Partners -**
72 **Old EWC; Third Reading:** Councilmember Hertz moved to approve and
73 adopt Ordinance 1003 on third reading as presented. Councilmember
74 Pexton seconded; motion carried, 5-0.

75

76 **Item 6.II. Bid Recommendation: Bighorn Drive Water Services**
77 **Replacement Project:** Councilmember Gilbreath moved to reject all
78 bids as received for the Bighorn Drive Water Services Replacement
79 Project. Councilmember Bartling seconded; motion carried, 5-0.

80

81 **Item 6.III. Change Order: Little Boxelder Spring Transmission**
82 **Replacement Project:** Councilmember Pexton moved to approve the

83 Change Order as presented for the Little Boxelder Spring
84 Transmission Replacement Project, in the amount of \$30,912.00.
85 Councilmember Hertz seconded; motion carried, 5-0.

86

87 **Item 6.IV. Bid Recommendation: Wastewater Treatment Plant**
88 **Improvements Project:** Councilmember Hertz moved to approve the
89 partial award of the contract for the Wastewater Treatment Plant
90 Improvements Project to August Winter and Sons for the amount of
91 \$467,700.00. Councilmember Gilbreath seconded; motion carried,
92 5-0.

93

94 **Item 6.V. Resolution 2034: Designating Authorized Signers for all**
95 **City of Douglas Bank and Investment Accounts:** Councilmember
96 Gilbreath moved to approve Resolution 2034 as presented.
97 Councilmember Hertz seconded; motion carried, 5-0.

98

99 **Council Information:**

100 **Item 7.I. Treasurer's Report February 2020**

101 **Item 7.II. Dashboards, February 2020**

102

103 **Executive Session:** None.

104

105 Councilmember Hertz echoed the comments from Mayor Kemper at the
106 beginning of the meeting, thanking the community for their
107 overwhelming support and patience with the hospital at this time.

108

109 Mayor Kemper thanked the community stating she feels safer in
110 Douglas than anywhere else and that is because we are working
111 together.

112

113 **Adjourn:** Councilmember Hertz moved to adjourn the regular City of
114 Douglas Council meeting. Councilmember Bartling seconded; no
115 discussion; motion carried, 5-0. Regular meeting adjourned at 5:54
116 p.m.

117

118 **ATTEST:**

119

120

121

122 _____
Chaz Schumacher, City Clerk

René Kemper, Mayor

123 Publish: April 8, 2020

Proclamation

WHEREAS, the dedicated Dispatchers of the Douglas Police Department daily serve the citizens of Douglas and Converse County by answering their telephone calls for law enforcement, fire and emergency medical services and dispatching the appropriate assistance as quickly as possible; and

WHEREAS, Dispatchers are an officer's "life line" providing vital information to aid in the safe and efficient handling of emergency situations; and

WHEREAS, Dispatchers, the "unseen first responders", are responsible for protecting life and property while often times not getting their much-deserved credit;

NOW, THEREFORE, BE IT PROCLAIMED that the Douglas City Council of Douglas, Converse County, Wyoming, extends sincere gratitude and appreciation to and commends the work of the dedicated Dispatchers of the Douglas Police Department in honor of

National Telecommunicators Week April 12 through April 18, 2020

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official Seal of the City of Douglas, Wyoming, to be affixed this ____ day of April, 2020.

Rene' Kemper, Mayor

ATTEST:

Chaz Schumacher, City Clerk

RESOLUTION NO. 2035

**A RESOLUTION ADOPTING RULES AND REGULATIONS
PERTAINING TO THE OFF-PREMISE DELIVERY OF
ALCOHOLIC BEVERAGES BY PROPERLY LICENSED LIQUOR
LICENSEES WITHIN THE CORPORATE CITY LIMITS OF THE
CITY OF DOUGLAS**

WHEREAS, the City of Douglas shall, pursuant to Wyoming Statute § 12-4-101 *et seq.*, license and regulate the way liquor licenses and permits are issued; and

WHEREAS, there must be a balance struck between the rights of license holders, economic development, and the health, safety, and welfare of all residents and visitors to the City of Douglas; and

WHEREAS, the Governing Body finds that it is in the best interest of the City of Douglas and the citizens of this community to create rules and regulations to ensure the sale and delivery of alcoholic beverages for licensees under the jurisdiction of the City of Douglas is conducted in a safe manner that adheres to both Douglas Municipal Code and Wyoming State Statute.

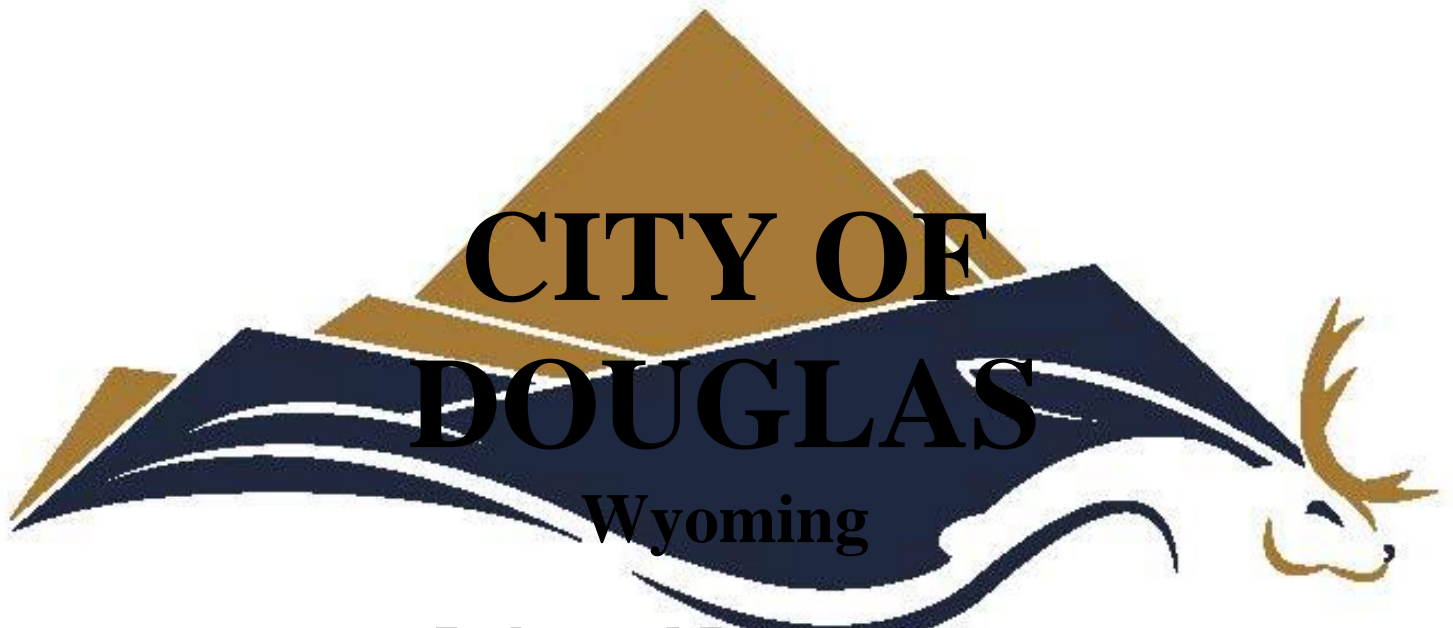
NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING, that all Full Retail licensees, and all those licensees with a Microbrewery, Winery, and/or Satellite Manufacturer Permit, shall be subject to these rules and regulations and subject further to all amendments or alterations as deemed necessary by the City Administrator and adopted by the Governing Body of the City of Douglas pertaining to the delivery of alcoholic beverages within the City of Douglas.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2020.

Rene' Kemper, Mayor

ATTEST:

Chaz Schumacher, City Clerk



**Rules and Regulations:
Off-Premise Delivery of Alcoholic Beverages
for Qualified and Eligible City of Douglas
Liquor License Holders**

Adopted _____

**SECTION I
AUTHORIZATION AND AUTHORIZED LICENSEES**

- A. Wyoming Statutes, Title 12, do not contain any statute specifically prohibiting the off-premise delivery of alcohol by a properly licensed retailer.
- B. Only the following licensees may qualify and be eligible to offer off-premise delivery of alcoholic and malt beverages:
 - 1. Full retail
 - 2. Microbrewery
 - 3. Winery
 - 4. Satellite Manufacturer

**SECTION II
SALES AND DELIVERY**

- A. **All sales of alcohol must occur within the licensed establishment or room per W.S. §12-5-201(a).**
- B. Licensees shall keep a record of each delivery service transaction which shall be made available to the City upon request. The record shall include, at minimum, the name and address of the purchaser, date and time of order, address of delivery, name of delivery employee, and the product purchased and delivered
 - 1. Deliveries shall only be made to the purchaser
 - 2. Deliveries shall be prohibited for kegs
- C. Delivery of alcoholic and malt beverages shall only occur within the corporate limits of the City of Douglas as this is the licensing authority.
- D. Delivery may include traveling through county areas so long as the destination is located within the city limits.
- E. No liquor licensee or permittee under the jurisdiction of Converse County or any other jurisdiction shall be allowed to deliver within the corporate limits of the City of Douglas.
- F. No part of a publicly owned sidewalk, highway, street, or alley shall be used for taking orders or conducting sales.
- G. The licensed retailer holder must provide a written notice to the City Clerk of its intent to provide delivery services. Failure to provide notice shall prohibit the licensee from providing delivery services.
- H. Alcohol sales and delivery must not be made by or to any person who is not twenty-one

(21) years of age or older per W.S. 12-6-101 (a) and Douglas Municipal Code, Section 5.16.080, and verification of the age of the individual must be made at both the time of the sale and again at the point of delivery.

- I. Alcohol must not be sold to any other retailer or licensee per W.S. §12-2-301 and W.S. §12-2-201(b).
- J. Alcohol must be transported as detailed in W.S. §31-5-235.
- K. All alcohol must be in sealed packaging as detailed in Douglas Municipal Code 5.16.130(A).
- L. Any delivery driver for the delivery of alcoholic beverages must be an employee of the liquor licensee with the required alcohol server certification per Douglas Municipal Code, Section 5.16.050.
- M. Valid, acceptable identification must be verified at the time of delivery per W.S. §12-6-101(h) and W.S. §8-7-101 – Tribal Identification Cards, as well as Douglas Municipal Code Sections 9-08-070 and 5.160210(E)(9).
- N. Liquor licensees eligible for off-premise delivery must provide proof of insurance coverage for delivery services and must contact the Wyoming Department of Transportation to ensure that any delivery driver’s driver license does not prohibit this type of operation.
- O. Any violation of the aforementioned requirements, restrictions, or procedures by any licensee or licensee’s employee shall be a misdemeanor punishable pursuant to the general penalty provisions set forth in Chapter 5.16.130 of the Douglas Municipal Code.



Memorandum

Date: April 13, 2020
To: John Harbarger
Cc: Chris Barbaree

From: Nick Larsen, CEPI *NL*
WO #: 15-042
Subject: Oak Street Improvements Project Change Order No. 1

Enclosed is Change Order No. 1 for your review and approval.

This Change Order adds the work from the Water Treatment Plant Equipment Replacement Project (WTPERP) into the Oak Street Improvements Project.

The WTPERP Bid Letting was Thursday, April 9th. No bids were received at the Bid Letting.

Knife River agreed to submit a price for adding the WTPERP work to the Oak Street Improvements Project through a change order.

Knife River's price for the WTPERP work is fair. The price is within the WTPERP Budget and will be paid for utilizing the WTPERP budgeted funds.

CITY OF DOUGLAS
CHANGE ORDER

No. One (1)

PROJECT: Oak St. Improvements Project DATE OF ISSUANCE: April 13, 2020

OWNER: City of Douglas

CONTRACTOR: Knife River

ENGINEER: Civil Engineering Professionals, Inc.

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

Description: Add the Water Treatment Plant Equipment Replacement Work to this project



Attachments: CEPI Memo and WTP Equipment Bid Schedule detailing additional costs

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$ <u>873,929.00</u>	Original Contract Time: Substantial Completion: <u>August 1, 2020</u> Final Completion: <u>August 15, 2020</u>
Previous Change Orders No. <u>0</u> to <u>0</u> \$ <u>0.00</u>	Net change from previous Change Orders (days): Substantial Completion: <u>0 Calendar Days</u> Final Completion: <u>0 Calendar Days</u>
Contract Price prior to this Change Order: \$ <u>873,929.00</u>	Contract Time Prior to this Change Order: Substantial Completion: <u>August 1, 2020</u> Final Completion: <u>August 15, 2020</u>
Net Increase/ Decrease of this Change Order: \$ <u>54,752.00</u>	Net Increase/ Decrease of this Change Order: <u>31 Calendar Days</u>
Contract Price with all approved Change Orders: \$ <u>928,681.00</u>	Contract Time with all approved Change Orders: Substantial Completion: <u>September 1, 2020</u> Final Completion: <u>September 15, 2020</u>

ACCEPTED:

RECOMMENDED:

APPROVED:

BY:  BY:  BY: _____
Contractor Engineer Owner

Knife River

BID SCHEDULE
WATER TREATMENT PLANT EQUIPMENT REPLACEMENT PROJECT

Bid Date:

April 9th, 2020

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

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

Schedule A - WTP Equipment Replacement					
Item	Description	Unit	Quantity	Unit Cost	Total Cost
1	Mobilization	LS	1	\$4,330.00	\$4,330.00
2	Bonds	LS	1	\$147.00	\$147.00
3	Yard Piping	LS	1	\$16,710.00	\$16,710.00
4	Asphalt Patching 4" with 8" Grading "W" Base Course	SY	35	\$85.00	\$2,975.00
5	Miscellaneous Equipment	LS	1	\$30,590.00	\$30,590.00
TOTAL BASE BID				\$ 54,952.00	

CONVERSE COUNTY TOURISM PROMOTION BOARD

March 26, 2020 • 5:00 p.m. • Online

Members Present: Jane Garber (6/2022, County) • Carl Kosters (6/2021, County) • Kim Pexton (6/2020, Douglas) • Channis Tagart (6/2020, At Large) • Zach Martinez (6/2021, Douglas) • Tamara Lehner (6/2022, Glenrock) • Jamie Sullivan (6/2021, Douglas) • Robin White (6/2021, Douglas).

This board meeting was held online due to the Coronavirus challenges facing the community, the nation and the world.

Members Excused:

Board Vacancies: Vacancy (6/2021, Glenrock).

Guests Present: None.

February 2020 Meeting Minutes: The minutes were approved as presented.

Financial Report: Checking balance as of Feb. 29, 2020 was \$34,573.11. The February 2020 financials were approved as presented. Revenue for February 2020 was \$36,805.72.

Payment of the following invoices was approved:

INVOICE #	Grant or Account	PAYABLE TO:	PURPOSE:	SUBMITTING PARTY:	ACCOUNT:	AMOUNT:	CHECK #
3.2020-1	Admin.	Magnuson & Associates, LLC	Bookkeeping & Checks	Magnuson & Associates, LLC	Administrative	\$549.00	7580
3.2020-2	Admin.	Sagebrush Marketing, LLC	Admin contract, expenses for previous month	Sagebrush Marketing, LLC	Administrative	\$1,200.00	7581
3.2020-3	Split	Sagebrush Marketing, LLC	Marketing work for previous month	Sagebrush Marketing, LLC	20% Admin; 20% Douglas; 20% Glenrock; 20% WSF; 20% Disc.	\$350.00	7582
3.2020-4	Admin.	Sagebrush Marketing, LLC	State Mtg., office expenses	Sagebrush Marketing, LLC	Administrative	\$1,012.78	7583

3.2020-5	eNews (encumbered)	Sagebrush Marketing, LLC	Previous month's eNews	Sagebrush Marketing, LLC	25% Douglas; 25% WSF; 25% Disc.; 25% Glenrock	\$300.00	7584
3.2020-6	12.2019-1 Photo Show	Douglas Broadcasting	Radio ads for photo show	The Enterprise	Douglas (encumbered)	\$325.11	7585
3.2020-7	#TableTents FY2019	Douglas Budget	Table tents	Douglas Budget	Douglas (encumbered)	\$232.00	7586
3.2020-8	#TrueWest 2020	True West	print advertising	True West	Discretionary (encumbered)	\$980.00	7587
3.2020-9	Discretionary	Jim Hunt	Converse County Map	Jim Hunt	Discretionary	\$1,900.00	7588
3.2020-10	#CFD (encumbered)	Certified Folder Display	Activity Guide Distribution	CFD	Discretionary (encumbered)	\$2,351.93	7589
3.2020-11	#VisitorCenter_FY2 019	The Enterprise	Visitor Center extended hours	The Enterprise	Douglas (encumbered)	\$3,000.00	7590
						\$12,200.82	

Financial Movements: The following financial movements were approved.

#DBEventAds2019: Unencumber remaining balance in Disc., Douglas, Glenrock accounts (\$7,400 spent with them last year)

#CST_2019: Transfer \$17.39 from Disc., \$17.40 from Douglas, \$17.39 from Glenrock to cover cost over-run

#YescoBillboard21720S: transfer \$53.80 to cover over-run (accidentally paid tax – will ask for credit to account)

#2.2020-1 Jackalope Days: \$3,540 is to be encumbered in the Douglas Account for purposes of advertising Jackalope Days 2020.

#eNewsletter: \$1,500 is to be encumbered in the Discretionary Account for purposes of issuing an eNewsletter through the end of the fiscal year.

#Hare-iette: \$2,475.00 is to encumbered in the Douglas Account for purposes of creating a Hare-iette mascot and purchasing a carry bag.

Advertising Campaign: Sagebrush Marketing was instructed to develop an advertising campaign supporting those local businesses that are offering carry-out and delivery services amidst the coronavirus closures.

Video (#Video): \$10,600 is to be encumbered in the Discretionary Account for the purpose of creating videos highlighting attractions across Converse County.

Future meetings: A decision about the April tourism board meeting and whether to meet in person or on-line will be made as the meeting date nears.

The 2020 Meeting Schedule is as follows:

April 16 • Glenrock • Fort Diablo • 5 p.m.

May 21 • Douglas • Douglas Golf Course • 5 p.m.

June 18 • Douglas • Eastern Wyoming College • 5 p.m.

July 16 • Glenrock • Deer Creek Park • 5 p.m.

Aug. 20 • Douglas • Washington Park • 5 p.m.

Sept. 17 • Douglas • Douglas Library • 5 p.m.

Oct. 15 • Glenrock • Paisley Shawl • 5 p.m.

Nov. 19 • Douglas • Hampton Inn • 5 p.m.

Dec. 17 • Douglas • Ruthe James Williams Memorial Conference Center