



**“The Fossil Fish Capital of the World”**  
**City of Kemmerer, Wyoming**  
**AGENDA**  
**KEMMERER CITY COUNCIL MEETING**  
**Monday, January 12, 2026**

**5:00 p.m. – Pre-Meeting Workshop**

Agenda Review

5:45 p.m. – Interview applicant for Fossil Basin Promotion Board - Jamie Thornock

**6:00 p.m. – Regular Meeting**

- **CALL TO ORDER:** Mayor Robert Bowen
- **PLEDGE OF ALLEGIANCE:**
- **ROLL CALL:**
- **APPROVAL OF AGENDA:** January 12, 2026
- **DEPARTMENT REPORTS:**
- **PUBLIC HEARING:**  
Sale and Economic Benefit of 6.41 Acres along Highway 30, between Antelope Ridge and the Justice Center
- **PRESENTATIONS:**  
Lois Hicks – 10 year service award  
South Lincoln Economic Coalition Report – Sarah Dayton  
Mark Germain – CUBY
- **VISITORS’ COMMENTS AND PETITIONS:** (This is a listening session only, no action will be taken. Council will not comment on matters of litigation or personnel.)
  - General comments
- **CONSENT AGENDA:**  
(The items listed under consent agenda are considered to be routine by the City Council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion of any items is desired, that item will be removed from the consent agenda and considered separately.)
  - (a) Approval of Meeting Minutes of December 22, 2025;
  - (b) Approval of payment of bills, payroll, and ACH payments;
  - (c) Pass, Approve and Adopt Resolution No. 2026-867, Approving Uinta Bank as a Depository of City Funds for Calendar Year 2026;
  - (d) Pass, Approve and Adopt Resolution No. 2026-868, Approving First Bank as a Depository of

City Funds for Calendar Year 2026;

- (e) Re-appoint Tim Cassidy and Scott Miller to the Zoning Board for each a three-year term to expire on 12/31/2028;
- (f) Re-appoint Madonna Long to the Fossil Basin Promotion Board for a three-year term to expire on 12/31/2025;
- (g) Authorize 4-nights for Retail Liquor License Establishments to be open all night in 2026;
- (h) Authorize Hamsfork Liquor a Blanket Catering Permit for CY 2026.

• **NEW BUSINESS:**

- (a) Consideration of Appointment of Jamie Thornock to the Fossil Basin Promotion Board At-Large Position for a term which will expire on 12/31/2027
- (b) Resolution No. 2026-869, Economic Benefit Findings for 6.41 Acres along Highway 30, between Antelope Ridge and the Justice Center
- (c) Release and Settlement from EMC Insurance Co on behalf of M&T Underground Inc for Electrical Cut at the Kemmerer Municipal Airport
- (d) Active Internet Technologies, dba Finalsite, Citizen Notification System Contract
- (e) Consider Appointment of Municipal Judge for Calendar Year 2026
- (f) Consider Appointment of City Engineer for Calendar Year 2026
- (g) Consider Appointment of City Attorney for Calendar Year 2026
- (h) Consider Appointment of Prosecuting Attorney for Calendar Year 2026
- (i) Consider Appointment of City Liaisons to Boards and Committees
- (j) Vacation Leave Policy

• **COMMENTS:**

- (a) City Administrator
- (b) Council Comments
- (c) Mayor Comments

• **ADJOURN**

**NEXT REGULAR COUNCIL MEETING WILL BE ON MONDAY, JANUARY 26, 2026.**

## Top 13 Prioritized Strategic Focus Goals/Projects for FY 2025-2026

These are the Top 13 prioritized strategic focus goals and projects for Fiscal Year 2025-2026.

1. Infrastructure—Streets, sidewalks, storm drains, updated wastewater treatment facility/lines, better water quality—funded by 6-penny (special purpose tax), storm drain fund, municipal option, LID, etc. Look at general fund and over/under of departments.
2. Review/re-write/update city ordinances/codes and fairly enforce—focus on beautification and public safety, more bite on bank-owned properties, work with judge and police chief to improve, campers/trailer problems need solving. Enforce/repeal laws.
3. Compensate employees fairly.
4. Establish a public portal on city website--report road damage and monitor repair response time, and progress for citizens to view/communication on web site--agenda, budget
5. New city shop/City Hall Complex—Campus style
6. Improve City's curb appeal and bring back pride in the community, starting with city-owned properties
7. Economic development--promote local businesses, find new businesses, business growth. Add to local revenue/sustainable employment
8. Restructure city departments to maximize efficiency, create umbrella department "Parks & Rec" to cut cost.
9. Permanent Stage in triangle for events, entertainment, weddings.
10. Build City Reserves
11. Weed control--city & private property
12. Archie Neil Park improvements--concrete in front of concessions, new basketball backboard
13. Training--All departments

APPLICATION FOR APPOINTMENT  
FOSSIL BASIN PROMOTION BOARD

Applicant Name: Jamie Thornock

Applicant Street Address: 1332 6<sup>th</sup> West Ave Kemmerer, WY 83101

Applicant Mailing Address: Same as above

Applicant Phone Number: (307) 727-6995

E-mail Address: jamiefreeby@hotmail.com

Is applicant a United States Citizen?  Yes  No

Is applicant a bona fide resident of the City of Kemmerer for at least one year at this time?  Yes  No

Is applicant registered to vote in the City of Kemmerer at the current time?  Yes  No

Why are you interested in holding a position on the Fossil Basin Promotion Board?

I was the city liason for a time and am interested in making sure the money that is collected is spent in the correct manner and ensuring we are getting a good representation for the monies spent

What qualifications or expertise do you have that would benefit the Fossil Basin Promotion Board?

I have some knowledge of Canva. I have worked with Microsoft Word, PowerPoint and Excel. I am semi-retired and have time to help.

Please identify the three most important current issues facing the Fossil Basin Promotion Board, in your opinion

Public Perception  
Knowledge of grants that are available  
Keeping monies spent in the best way

Applicant certifies that he/she is a resident of Kemmerer and is a qualified elector.

Signature: Jamie Thornock Date: 12/29/2025

For office use only:

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Verified applicant is qualified elector: yes md

Jan 12 @ 5:45pm.

# Public Hearing

## NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing will be held in the Council Chambers of City Hall, Kemmerer, Wyoming, by the governing body of the City of Kemmerer on January 12<sup>th</sup> 2026, at 6:00 P.M., the purpose of which is to consider sale of, as well as the economic development benefit to the City Kemmerer of said sale of property, owned by the City of Kemmerer, more particularly described as a proposed corner lot of 6.41 acres of a 94.5 acre parcel in the north west part of Kemmerer, located along Highway 30 Kemmerer, Wyoming, east of the Lincoln County Justice Center. Pursuant to Wyoming Statute Section 15-1-112(b, d), the appraised value of the real property described herein is \$48,000.

All persons interested may appear and be heard at the above time and place.

CITY OF KEMMERER

/s/ Natasia Diers

Natasia Diers, City Clerk

Publish Kemmerer Gazette: December 18, 2025, December 24, 2025 and December 31, 2025.

# Presentations:

1. Lois Hicks-10-Year Service Award
2. Sarah Dayton-South Lincoln  
Economic Coalition Report
3. Mark Germain-Cuby

# Consent Agenda (a)

The Kemmerer City Council met in regular session this 22<sup>nd</sup> day of December, 2025, at 6:00 p.m. in the City Council Chambers, City Hall, Kemmerer, Wyoming. The Pledge of Allegiance was recited. Present on roll call were Mayor Robert Bowen, Councilmember Marlin Batista, Councilmember Caleb Ellis, Councilmember Brantley Popp, Councilmember Bill Price (via telecommunications), and Councilmember Mark Quinn. Councilmember David McConkie was absent.

Motion was made by Councilmember Popp to approve the agenda as presented; seconded by Councilmember Quinn and unanimously approved by council present.

Motion was made Councilmember Popp to excuse the absence of Councilmember McConkie; seconded by Councilmember Batista and unanimously approved by council present.

**DEPARTMENT REPORTS:**

Chad Nielson, Public Works Director; Lois Hicks, Recreation Manager; Kaylynn Williams, Community Events Coordinator; John Tibbetts, Director of Golf & Parks; and Natasia Diers, City Clerk-Treasurer gave department reports to the council.

**VISITOR COMMENTS:**

Mary Crosby made comments to the council.

**CONSENT AGENDA:**

Motion was made by Councilmember Popp to approve the items on the consent agenda as amended; seconded by Councilmember Batista and unanimously approved by council present.

Those items were:

- (a) Approval of Meeting Minutes of December 8, 2025, as presented;
  - (b) Approval of the payment of the bills, payroll, and ACH payments as presented;
- |                                     |           |                                     |           |
|-------------------------------------|-----------|-------------------------------------|-----------|
| 18670 NCPERS                        | \$48.00   | 18671 Division of Victim Services   | \$250.00  |
| 18672 Auto Inn Repair, Inc.         | 28.25     | 18673 Black Canyon Rec Club         | 116.39    |
| 18674 Bridger Valley Propane        | 387.09    | 18675 Burnett's Auto Parts, Inc.    | 6.22      |
| 18676 Centurylink                   | 1,023.73  | 18677 Centurylink Communications    | 22.11     |
| 18678 Enbridge Gas                  | 2,973.40  | 18679 Fossil Basin Promo Board      | 8,948.22  |
| 18680 Freedom Mailing Service, Inc. | 316.55    | 18681 Gunter's Service              | 3,138.84  |
| 18682 Holland Equipment Co.         | 232.31    | 18683 Kemmerer Gazette              | 73.20     |
| 18684 Lincoln County Sheriff        | 2,580.00  | 18685 Modern Electic                | 47,138.64 |
| 18686 One-Call of Wyoming           | 103.95    | 18687 Outlaw Supply, Inc.           | 1,811.25  |
| 18688 Personnel Screening Services  | 262.20    | 18689 Reladyne West, LLC            | 816.16    |
| 18690 Tegeler & Associates          | 375.00    | 18691 Toronto, Thomas P             | 5,000.00  |
| 18692 Uinta Appraisal Company       | 600.00    | 18693 Uinta Appraisal Co            | 6,843.72  |
| 18694 Verizon Wireless              | 627.18    | 18695 Wells Fargo Financial Leasing | 619.47    |
| 12/17/25 Federal Tax Deposit-ACH    | 15,237.95 | 12/17/25 Net Payroll Deposit-ACH    | 49,491.43 |
| 12/17/25 AFLAC-ACH                  | 12.24     | 12/17/25 Expert Pay-ACH             | 1,090.05  |
| 12/17/25 Orchard Trust-ACH          | 725.00    | 11/30/25 Worldpay-ACH               | 96.19     |

- (c) Set the 2026 calendar year city council dates as amended.

**TABLED BUSINESS:**

- (a) Motion was made by Councilmember Quinn to remove from the table the opening of the clubhouse for the winter; seconded by Councilmember Popp and unanimously approved by council present. Motion was made by Councilmember Quinn to authorize city staff to move forward with preparing the clubhouse for year round operation and authorize the expenditure of \$2,790.00 for the proposed additions and maintenance items; seconded by Councilmember Ellis and unanimously approved by council present.

**NEW BUSINESS:**

- (b) Motion was made by Councilmember Ellis to authorize the mayor to sign the Junior Jazz Letter of Agreement with the exclusion of the indemnification; seconded by Councilmember Quinn and unanimously approved by council present.
- (c) Motion was made by Councilmember Popp to authorize staff to apply for the American 250 Grant for Municipalities in the amount of \$24,990; seconded by Councilmember Quinn and unanimously approved by council present.
- (d) Motion was made by Councilmember Popp to Pass, Approve, and Adopt Resolution No. 2025-866, A Resolution Amending Resolution No. 2025-858, Providing for the Establishment, Functions, and Duties of Recreation Advisory Board for the City of Kemmerer, Wyoming; seconded by Councilmember Ellis and unanimously approved by council present.

**COMMENTS:**

Councilmember Quinn, Councilmember Batista, and Councilmember Price made comments. Mayor Bowen made comments.

**ADJOURN:**

There being no further business before the council, Mayor adjourned the regular meeting; 6:31 p.m.

BY: \_\_\_\_\_  
ROBERT BOWEN, MAYOR

ATTEST:

\_\_\_\_\_  
NATASIA DIERS  
CITY CLERK-TREASURER

# Consent Agenda (b)

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Location/Training
<b>GENERAL FUND</b>						
<b>10-22500 HEALTH INSURANCE PAYABLE</b>						
23012	WYOMING EDUCATOR'S BENEF	02-26	HEALTH INSURANCE - 02/26	01/07/2026	42,070.00	
<b>10-22505 DENTAL INSURANCE PAYABLE</b>						
23012	WYOMING EDUCATOR'S BENEF	02-26	DENTAL INSURANCE - 02/26	01/07/2026	2,052.00	
<b>10-22510 LIFE INSURANCE PAYABLE</b>						
23012	WYOMING EDUCATOR'S BENEF	02-26	LIFE INSURANCE - 02/26	01/07/2026	297.00	
<b>10-22515 VISION INSURANCE PAYABLE</b>						
23012	WYOMING EDUCATOR'S BENEF	02-26	VISION INSURANCE - 02/26	01/07/2026	285.62	
<b>10-22520 EMPLOYEE ACCOMODATION</b>						
16002	PETTY CASH - ADMINISTRATIO	1225	PLACE ON PINE - EMPLOYEE G	12/22/2025	25.00	
<b>10-23130 COURT BONDS HELD</b>						
99253	CATELAN, CHRIS	BR#25-0157	BOND REFUND	01/07/2026	500.00	
<b>10-23140 CRIME VICTIM SURCHARGE PAYABLE</b>						
40169	DIVISION OF VICTIMS SERVICE	12-25	CRIME VICTIM SURCHARGE	01/02/2026	150.00	
<b>10-23501 CUSTOMER DEPOSITS - SAN.</b>						
99253	SKOGLUND, LEANNA & DON	REFUND	GARBAGE DEPOSIT REFUND	12/16/2025	64.00	
<b>10-32-823 LIQUOR LICENSES</b>						
99250	SAGE LANES BAR & GRILL	REFUND-2	REFUND CATERING PERMIT FE	12/19/2025	10.00	
<b>LEGISLATIVE</b>						
<b>10-41-430 PUBLIC RELATIONS &amp; COMM</b>						
11020	KEMMERER GAZETTE	12-25-25	HOLIDAY GREETING AD	12/25/2025	300.00	
<b>ECONOMIC DEVELOPMENT</b>						
<b>10-42-810 SUBSCR, MEMBERSHIP, DUES</b>						
19014	SOUTH LINCOLN COUNTY DEV	2026	DUES	12/01/2025	1,000.00	
<b>ADMINISTRATION</b>						
<b>10-43-310 FINANCE &amp; RECORDKEEPING</b>						
10020	JONES SIMKINS LLC	68499	FY 25 AUDIT - FINAL	12/31/2025	2,694.00	
<b>10-43-360 CONTRACTUAL SERVICES</b>						
14015	NETWIZE	54988	ADMIN - COMPUTER SUPPORT	12/29/2025	858.22	
<b>10-43-410 TELECOMMUNICATIONS</b>						
10081	ALL WEST COMMUNICATIONS	0628-0126	INTERNET - ADMIN	01/01/2026	51.56	
10081	ALL WEST COMMUNICATIONS	0628-0126	IP CONNECTION SLTEC TO CH	01/01/2026	15.00	
30100	CENTURYLINK COMMUNICATIO	2350L-0126	ADMINISTRATION LONG DISTA	01/01/2026	3.85	
70275	GOTO TECHNOLOGIES USA, IN	IN7104785682	MONTHLY PHONE SERVICE - A	01/01/2026	194.05	
17099	CENTURYLINK	2345-0126	ADMINISTRATION	01/01/2026	40.35	
17099	CENTURYLINK	2355-0126	ADMINISTRATION	01/01/2026	32.85	
17099	CENTURYLINK	3189-0126	ADMINISTRATION	01/01/2026	80.70	
22016	VERIZON WIRELESS	6132034248	CELL PHONE - BM	12/26/2025	37.57	
<b>10-43-420 POSTAGE</b>						
16002	PETTY CASH - ADMINISTRATIO	1225	POSTAGE DUE	12/22/2025	5.50	
<b>10-43-440 ADVERTISING</b>						
11020	KEMMERER GAZETTE	1-1-26	CITY COUNCIL MINUTES	01/01/2026	323.30	
11020	KEMMERER GAZETTE	12-18-25	CITY COUNCIL MEETING MINU	12/18/2025	317.20	
11020	KEMMERER GAZETTE	12-4-25	CITY COUNCIL MINUTES	12/04/2025	292.80	
<b>10-43-450 PRINTING &amp; REPRODUCTION</b>						
40123	DEX IMAGING LLC	AR14559731	COPY IMAGES - ADMIN	01/02/2026	113.17	
<b>10-43-710 EQUIPMENT LEASE</b>						
16005	PITNEY BOWES, INC.	3321864637	POSTAGE METER LEASE	12/30/2025	426.84	
<b>LEGAL SERVICES</b>						
<b>10-45-340 LEGAL SERVICES - GENERAL</b>						
19031	STOUT LAW CENTER, LLC	11-25 CA	LEGAL FEES	01/08/2026	3,510.00	
<b>CITY HALL COMPLEX</b>						
<b>10-47-360 CONTRACTUAL SERVICES</b>						
15020	OUTLAW SUPPLY, INC.	8316-1225	JANITORIAL - CITY HALL	12/31/2025	315.00	
<b>10-47-410 TELECOMMUNICATIONS</b>						
22016	VERIZON WIRELESS	6132034248	CELL PHONE - WB	12/26/2025	37.57	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Location/Training
<b>10-47-560 SAFETY</b>						
90264	INTERMOUNTAIN FIRE PROTEC	4911	FIRE ALARM SYSTEM - CH	12/18/2025	1,020.00	
<b>10-47-620 ELECTRIC</b>						
18009	ROCKY MOUNTAIN POWER	003-1225	CITY HALL	12/30/2025	1,650.36	
18009	ROCKY MOUNTAIN POWER	047-1225	CITY HALL SPRINKLER	12/30/2025	37.94	
18009	ROCKY MOUNTAIN POWER	100-1225	CITY HALL PARKING LOT	12/30/2025	33.27	
18009	ROCKY MOUNTAIN POWER	101/015-1225	CITY HALL STREETLIGHTS	12/30/2025	780.96	
<b>10-47-621 WATER</b>						
11015	K-D JOINT POWERS BOARD	1410001-1225	WATER - 226 HIGHWAY 233	12/25/2025	15.00	
11015	K-D JOINT POWERS BOARD	7221820-1225	WATER CITY HALL REAR	12/25/2025	273.90	
11015	K-D JOINT POWERS BOARD	7221910-1225	WATER CITY HALL FRONT	12/25/2025	101.53	
<b>10-47-622 SEWER</b>						
11015	K-D JOINT POWERS BOARD	1410001-1225	SEWER - 226 HIGHWAY 233	12/25/2025	15.00	
11015	K-D JOINT POWERS BOARD	7221820-1225	SEWER CITY HALL REAR	12/25/2025	77.89	
11015	K-D JOINT POWERS BOARD	7221910-1225	SEWER CITY HALL FRONT	12/25/2025	41.74	
<b>POLICE ADMINISTRATION</b>						
<b>10-50-280 EQUIPMENT MAINTENANCE</b>						
16002	PETTY CASH - ADMINISTRATIO	1225	WYDOT - PLATE TRANSFER	12/22/2025	2.00	
<b>10-50-410 TELECOMMUNICATIONS</b>						
10081	ALL WEST COMMUNICATIONS	0628-0126	INTERNET - POLICE DEPT.	01/01/2026	25.39	
30100	CENTURYLINK COMMUNICATIO	2350L-0126	POLICE DEPT. LONG DISTANCE	01/01/2026	.97	
70275	GOTO TECHNOLOGIES USA, IN	IN7104785682	MONTHLY PHONE SERVICE - P	01/01/2026	60.99	
14015	NETWIZE	54988	POLICE - COMPUTER SUPPOR	12/29/2025	368.92	
17099	CENTURYLINK	2345-0126	POLICE DEPT.	01/01/2026	40.35	
17099	CENTURYLINK	2355-0126	POLICE DEPT	01/01/2026	32.85	
22016	VERIZON WIRELESS	6132034248	CELL PHONE - PD (3)	12/26/2025	112.71	
22016	VERIZON WIRELESS	6132034248	TABLETS - PD (7)	12/26/2025	140.14	
22016	VERIZON WIRELESS	6132034248	KPD CAMERA	12/26/2025	40.01	
<b>ANIMAL CONTROL</b>						
<b>10-55-620 ELECTRIC</b>						
18009	ROCKY MOUNTAIN POWER	015-1225	ANIMAL SHELTER	12/30/2025	82.17	
<b>10-55-621 WATER</b>						
11015	K-D JOINT POWERS BOARD	7221850-1225	WATER - ANIMAL SHELTER	12/25/2025	64.79	
<b>PUBLIC WORKS ADMINISTRATION</b>						
<b>10-65-630 STREET LIGHTING</b>						
18009	ROCKY MOUNTAIN POWER	028/035-1225	STREET LIGHTING	12/30/2025	9.91	
18009	ROCKY MOUNTAIN POWER	053-1225	STREET LIGHTING (HOLLAND)	12/30/2025	12.46	
18009	ROCKY MOUNTAIN POWER	061-1225	SPINEL LIFT STATION	12/30/2025	35.95	
18009	ROCKY MOUNTAIN POWER	094/099-1225	STREET LIGHTS	12/30/2025	4,044.56	
<b>STREET MAINTENANCE</b>						
<b>10-66-260 CONSTRUCTION &amp; REPAIR SUPPLIES</b>						
14018	NORCO INC	0045555068	WELDING CYLINDER RENTAL	12/31/2025	15.50	
<b>10-66-410 TELECOMMUNICATIONS</b>						
30100	CENTURYLINK COMMUNICATIO	2350L-0126	STREET DEPT. LONG DISTANC	01/01/2026	.63	
14015	NETWIZE	54988	STREETS - COMPUTER SUPPO	12/29/2025	60.22	
17099	CENTURYLINK	2374-0126	STREET DEPT	01/01/2026	42.71	
22016	VERIZON WIRELESS	6132034248	CELL PHONE - CN	12/26/2025	45.52	
<b>10-66-620 ELECTRIC</b>						
18009	ROCKY MOUNTAIN POWER	010-1225	INDUSTRIAL PARK	12/30/2025	8.09	
18009	ROCKY MOUNTAIN POWER	060-1225	GARAGE & SHOP	12/30/2025	377.57	
18009	ROCKY MOUNTAIN POWER	072-1225	INDUSTRIAL PARK	12/30/2025	21.64	
18009	ROCKY MOUNTAIN POWER	106-1225	GARAGE PARKING LOT	12/30/2025	8.09	
<b>10-66-621 WATER</b>						
11015	K-D JOINT POWERS BOARD	7201350-1225	WATER - 213 PINE	12/25/2025	65.99	
<b>10-66-622 SEWER</b>						
11015	K-D JOINT POWERS BOARD	7201350-1225	SEWER - 213 PINE	12/25/2025	31.92	
<b>10-66-710 EQUIPMENT LEASE</b>						
60151	FIRST BANK OF WYOMING	0565-0126	DUMP TRUCK LEASE	01/01/2026	5,358.41	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Location/Training
<b>SANITATION - OPERATIONS/MAINT.</b>						
<b>10-69-280 EQUIPMENT MAINTENANCE</b>						
16002	JACKSON GROUP PETERBILT, I	18293RS	FILTERS	12/23/2025	175.74	
<b>10-69-360 CONTRACTUAL SERVICES</b>						
90012	IDAWY SOLID WASTE DISTRICT	5CX00155	LANDFILL FEES - 1225	12/31/2025	10,130.25	
<b>10-69-410 TELECOMMUNICATIONS</b>						
30100	CENTURYLINK COMMUNICATIO	2350L-0126	STREET DEPT. LONG DISTANC	01/01/2026	.34	
17099	CENTURYLINK	2374-0126	SANITATION DEPT	01/01/2026	22.99	
22016	VERIZON WIRELESS	6132034248	CELL PHONE - JB	12/26/2025	41.72	
<b>10-69-420 POSTAGE</b>						
60235	FREEDOM MAILING SERVICES I	51988	POSTAGE UTILTY BILLS	12/31/2025	599.25	
<b>10-69-450 PRINTING &amp; REPRODUCTION</b>						
60235	FREEDOM MAILING SERVICES I	51988	PRINT UTILITY BILLS	12/31/2025	137.64	
<b>10-69-620 ELECTRIC</b>						
18009	ROCKY MOUNTAIN POWER	010-1225	INDUSTRIAL PARK	12/30/2025	4.37	
18009	ROCKY MOUNTAIN POWER	060-1225	GARAGE & SHOP	12/30/2025	203.31	
18009	ROCKY MOUNTAIN POWER	072-1225	INDUSTRIL PARK	12/30/2025	11.65	
18009	ROCKY MOUNTAIN POWER	106-1225	GARAGE PARKING LOT	12/30/2025	4.37	
<b>10-69-621 WATER</b>						
11015	K-D JOINT POWERS BOARD	7201350-1225	WATER - 213 PINE	12/25/2025	35.54	
<b>10-69-622 SEWER</b>						
11015	K-D JOINT POWERS BOARD	7201350-1225	SEWER - 213 PINE	12/25/2025	17.18	
<b>PARKS MAINTENANCE</b>						
<b>10-75-260 CONSTRUCTION &amp; REPAIR SUPPLIES</b>						
10078	ACE HARDWARE	12/25	ELECTRICAL TAPE	12/25/2025	14.99	
<b>10-75-285 BUILDING AND GROUNDS MAINTENAN</b>						
10078	ACE HARDWARE	12/25	OUTLET POWER STAKE TIMER/	12/25/2025	25.74	
<b>10-75-410 TELECOMMUNICATIONS</b>						
30100	CENTURYLINK COMMUNICATIO	2350L-0126	PARKS LONG DISTNACE	01/01/2026	97	
<b>10-75-620 ELECTRIC</b>						
18009	ROCKY MOUNTAIN POWER	002-1225	PARKS SHOPS	12/30/2025	33.49	
18009	ROCKY MOUNTAIN POWER	018-1225	FRONTIER FIELDS	12/30/2025	33.29	
18009	ROCKY MOUNTAIN POWER	046-1225	DVILLE GATEWAY	12/30/2025	36.19	
18009	ROCKY MOUNTAIN POWER	055-1225	PIZ PARK (COULSON)	12/30/2025	34.43	
18009	ROCKY MOUNTAIN POWER	058-1225	COLD STORAGE	12/30/2025	84.04	
18009	ROCKY MOUNTAIN POWER	062-1225	KMER GATEWAY POE	12/30/2025	36.83	
18009	ROCKY MOUNTAIN POWER	067-1225	RANGER PARK	12/30/2025	39.94	
18009	ROCKY MOUNTAIN POWER	071-1225	RIVER SPRINKLER PUMPS	12/30/2025	3.19	
18009	ROCKY MOUNTAIN POWER	091-1225	ARCHIE NEIL CONCESSIONS	12/30/2025	37.71	
<b>10-75-621 WATER</b>						
11015	K-D JOINT POWERS BOARD	1961821-1225	PP&L SUBSTATION	12/25/2025	64.79	
11015	K-D JOINT POWERS BOARD	7221890-1225	WATER - PARKS SHOP	12/25/2025	64.79	
<b>COMMUNITY DEVELOPMENT/PLANNING</b>						
<b>10-86-340 LEGAL FEES</b>						
19031	STOUT LAW CENTER, LLC	11-25 CA	LEGAL FEES	01/08/2026	630.00	
<b>10-86-410 TELECOMMUNICATIONS</b>						
70275	GOTO TECHNOLOGIES USA, IN	IN7104785682	MONTHLY PHONE SERVICE - P	01/01/2026	11.09	
<b>10-86-440 ADVERTISING</b>						
11020	KEMMERER GAZETTE	1-1-26	P.H. SALE OF CITY PROPERTY	01/01/2026	61.00	
11020	KEMMERER GAZETTE	12-18-25	P.H. - CHANGE TO ZONING MAP	12/18/2025	61.00	
11020	KEMMERER GAZETTE	12-18-25	P.H. - SALE OF CITY PROPERTY	12/18/2025	61.00	
11020	KEMMERER GAZETTE	12-25-25	P.H. SALE OF CITY PROPERTY	12/25/2025	61.00	
<b>MUNICIPAL COURT</b>						
<b>10-88-410 TELECOMMUNICATIONS</b>						
30100	CENTURYLINK COMMUNICATIO	2350L-0126	COURT LONG DISTANCE	01/01/2026	97	
70275	GOTO TECHNOLOGIES USA, IN	IN7104785682	MONTHLY PHONE SERVICE - C	01/01/2026	11.09	
<b>10-88-810 SUBSCR, MEMBERSHIP, DUES</b>						
10120	AMERICAN BAR ASSOCIATION	DUES 25-26 K	MEMBERSHIP DUES	12/18/2025	320.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Location/Training
<b>CAPITAL PROJECTS FUND</b>						
<b>CITY HALL COMPLEX</b>						
<b>26-47-006 REPLACE CITY HALL FRONT DOORS</b>						
99066	DJ'S GLASS	125614	CITY HALL - FRONT DOOR (HA	12/16/2025	8,815.00	
<b>GOLF COURSE FUND</b>						
<b>OPERATIONS AND MAINTENANCE</b>						
<b>54-73-280 EQUIPMENT MAINTENANCE</b>						
10078	ACE HARDWARE	12/25	DISPOSABLE GLOVES	12/25/2025	14.99	
<b>54-73-285 BLDG. &amp; GROUNDS MAINTENANCE</b>						
10078	ACE HARDWARE	12/25	TIMER FOR RINK	12/25/2025	31.99	
<b>54-73-410 TELECOMMUNICATIONS</b>						
14015	NETWIZE	54988	GOLF MAINT. - COMPUTER SUP	12/29/2025	30.13	
<b>54-73-620 ELECTRIC</b>						
18009	ROCKY MOUNTAIN POWER	012-1225	GOLF MAINT. SHOP	12/30/2025	125.85	
18009	ROCKY MOUNTAIN POWER	048-1225	SECURITY LIGHT	12/30/2025	32.64	
18009	ROCKY MOUNTAIN POWER	049-1225	SODIUM VAPOR POLE	12/30/2025	9.91	
18009	ROCKY MOUNTAIN POWER	052-1225	GOLF CART SHED	12/30/2025	33.71	
18009	ROCKY MOUNTAIN POWER	069-1225	SECURITY LIGHT	12/30/2025	24.95	
18009	ROCKY MOUNTAIN POWER	071-1225	RIVER SPRINKLER PUMPS	12/30/2025	18.05	
<b>54-73-621 WATER</b>						
11015	K-D JOINT POWERS BOARD	7225060-1225	WATER - GOLF MAINT. SHOP	12/25/2025	64.79	
<b>54-73-622 SEWER</b>						
11015	K-D JOINT POWERS BOARD	7225060-1225	SEWER - GOLF MAINT SHOP	12/25/2025	49.10	
<b>OPERATIONS/MAINTENANCE-BALLFLD</b>						
<b>54-77-620 ELECTRIC</b>						
18009	ROCKY MOUNTAIN POWER	016-1225	LITTLE LEAGUE CONCESSION	12/30/2025	101.29	
18009	ROCKY MOUNTAIN POWER	068-1225	STORAGE SHED	12/30/2025	33.29	
18009	ROCKY MOUNTAIN POWER	071-1225	RIVER SPRINKLER PUMPS	12/30/2025	1.14	
18009	ROCKY MOUNTAIN POWER	077-1225	LITTLE LEAGUE CROWS NEST	12/30/2025	15.36	
<b>CLUBHOUSE</b>						
<b>54-80-410 TELECOMMUNICATIONS</b>						
14015	NETWIZE	54988	CLUBHOUSE - COMPUTER SUP	12/29/2025	30.13	
22016	VERIZON WIRELESS	6132034248	CELL PHONE - GOLF CLUBHOU	12/26/2025	49.67	
<b>54-80-620 ELECTRIC</b>						
18009	ROCKY MOUNTAIN POWER	070-1225	GOLF CLUBHOUSE	12/30/2025	565.73	
18009	ROCKY MOUNTAIN POWER	076-1225	RV SPACE	12/30/2025	24.26	
<b>54-80-621 WATER</b>						
11015	K-D JOINT POWERS BOARD	7225051-1225	WATER - RV SPACE	12/25/2025	15.00	
11015	K-D JOINT POWERS BOARD	7225071-1225	WATER - CLUBHOUSE	12/25/2025	15.00	
<b>54-80-622 SEWER</b>						
11015	K-D JOINT POWERS BOARD	7225051-1225	SEWER - RV SPACE	12/25/2025	15.00	
11015	K-D JOINT POWERS BOARD	7225071-1225	SEWER - CLUBHOUSE	12/25/2025	15.00	
<b>AIRPORT FUND</b>						
<b>OPERATIONS AND MAINTENANCE</b>						
<b>55-73-280 EQUIPMENT MAINTENANCE</b>						
23050	WYOMING MACHINERY COMPA	PO8790683	PLOW FEET IT 28	12/24/2025	1,331.94	
<b>55-73-360 CONTRACTUAL SERVICES</b>						
20897	BUGMAN INC	3278	PEST CONTROL - AIRPORT	12/19/2025	100.00	
15020	OUTLAW SUPPLY, INC.	8319-1225	JANITORIAL - AIRPORT	12/31/2025	147.00	
<b>55-73-410 TELECOMMUNICATIONS</b>						
30100	CENTURYLINK COMMUNICATIO	2350L-0126	AWOS SYSTEM	01/01/2026	2.80	
30100	CENTURYLINK COMMUNICATIO	2350L-0126	AIRPORT LONG DISTANCE	01/01/2026	.97	
17099	CENTURYLINK	2343-0126	AIRPORT	01/01/2026	86.50	
17099	CENTURYLINK	3534-0126	AIRPORT	01/01/2026	70.70	
17099	CENTURYLINK	9838-0126	AWOS	01/01/2026	65.70	
22016	VERIZON WIRELESS	6132034248	TABLET AND CELL PHONE - AIR	12/26/2025	57.59	
<b>55-73-560 SAFETY</b>						
90264	INTERMOUNTAIN FIRE PROTEC	4911	FIRE ALARM SYSTEM - AIRPOR	12/18/2025	250.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Location/Training
<b>55-73-620 ELECTRIC</b>						
18009	ROCKY MOUNTAIN POWER	008-1225	AIRPORT SECURITY LIGHTING	12/30/2025	32.94	
18009	ROCKY MOUNTAIN POWER	017-1225	AIRPORT EQUIP BLDG	12/30/2025	103.37	
18009	ROCKY MOUNTAIN POWER	063-1225	AIRPORT HANGER #8	12/30/2025	115.75	
18009	ROCKY MOUNTAIN POWER	073-1225	AIRPORT TERMINAL	12/30/2025	176.90	
18009	ROCKY MOUNTAIN POWER	090-1225	AIRPORT VAULT	12/30/2025	429.08	
<b>55-73-621 WATER</b>						
11015	K-D JOINT POWERS BOARD	8000108-1225	WATER POINT KEY A-10	12/25/2025	65.10	
<b>AIRPORT CAPITAL</b>						
<b>55-75-014 REHAB R/W LIGHT &amp; REPLACE WIND</b>						
10069	JUB ENGINEERS INC	192029	ENG. - REHAB RWY LIGHT & WI	12/22/2025	26,366.95	
11020	KEMMERER GAZETTE	12-4-25	SETTLEMENT AD - MODERN EL	12/04/2025	73.20	
<b>55-75-016 REPLACE AWOS EQUIPMENT</b>						
10069	JUB ENGINEERS INC	192038	ENG. - REPLACE AWOS EQUIP	12/23/2025	1,512.63	
<b>RECREATION AND EVENT FUND</b>						
<b>REC CENTER OPERATIONS</b>						
<b>56-82-360 CONTRACTUAL SERVICES</b>						
20897	BUGMAN INC	3278	PEST CONTROL - REC CENTER	12/19/2025	60.00	
14015	NETWIZE	54988	REC - COMPUTER SUPPORT	12/29/2025	368.92	
15020	OUTLAW SUPPLY, INC.	8317-1225	JANITORIAL - REC CENTER	12/31/2025	504.00	
<b>56-82-410 TELECOMMUNICATIONS</b>						
30100	CENTURYLINK COMMUNICATIO	2350L-0126	REC CENTER LONG DISTANCE	01/01/2026	97	
17099	CENTURYLINK	2365-0126	REC CENTER	01/01/2026	94.65	
17099	CENTURYLINK	2366-0126	REC CENTER	01/01/2026	65.70	
<b>56-82-560 SAFETY</b>						
90264	INTERMOUNTAIN FIRE PROTEC	4911	FIRE ALARM SYSTEM - REC	12/18/2025	375.00	
<b>56-82-620 ELECTRIC</b>						
18009	ROCKY MOUNTAIN POWER	084-1225	REC CENTER	12/30/2025	1,028.53	
<b>56-82-621 WATER</b>						
11015	K-D JOINT POWERS BOARD	7221750-1225	WATER - REC CENTER	12/25/2025	206.90	
<b>56-82-622 SEWER</b>						
11015	K-D JOINT POWERS BOARD	7221750-1225	SEWER - REC CENTER	12/25/2025	49.10	
<b>56-82-810 SUBSCR, MEMBERSHIP, DUES</b>						
80025	MOUNTAIN WEST BUSINESS S	INV51415	COPIES	12/08/2025	62.40	
19009	SESAC	10875350	ANNUAL MUSIC LIC. FEE	01/01/2026	320.50	
<b>OUTDOOR POOL</b>						
<b>56-88-410 TELECOMMUNICATIONS</b>						
17099	CENTURYLINK	2368-0126	OUTDOOR POOL	01/01/2026	80.70	
<b>56-88-620 ELECTRIC</b>						
18009	ROCKY MOUNTAIN POWER	040-1225	SWIMMING POOL	12/30/2025	35.79	
<b>CULTURAL ARTS AND EVENTS</b>						
<b>ADMINISTRATION</b>						
<b>57-43-220 TECHNICAL SUPPLIES</b>						
10078	ACE HARDWARE	12/25	ONE SIDED KEY	12/25/2025	2.99	
<b>57-43-360 CONTRACTUAL SERVICES</b>						
20897	BUGMAN INC	3278	PEST CONTROL - EVENT CENT	12/19/2025	75.00	
15020	OUTLAW SUPPLY, INC.	8318-1225	JANITORIAL - EVENT CENTER	12/31/2025	425.25	
<b>57-43-410 TELECOMMUNICATIONS</b>						
10081	ALL WEST COMMUNICATIONS	0212-0126	PHONE SERVICE - EC	01/01/2026	88.90	
10081	ALL WEST COMMUNICATIONS	0212-0126	PHONE SERVICE - LINC. CTY	01/01/2026	133.33	
10081	ALL WEST COMMUNICATIONS	0212-0126	INTERNET - SLTEC	01/01/2026	125.90	
10081	ALL WEST COMMUNICATIONS	0212-0126	LONG DISTANCE - EC	01/01/2026	1.00	
10081	ALL WEST COMMUNICATIONS	0212-0126	FAX & LONG DISTANCE - LINC	01/01/2026	37.50	
10081	ALL WEST COMMUNICATIONS	0628-0126	IP CONNECTION SLTEC TO CH	01/01/2026	15.00	
30100	CENTURYLINK COMMUNICATIO	2350L-0126	EC ALARM	01/01/2026	1.40	
14015	NETWIZE	54988	SLTEC-COMPUTER SUPPORT	12/29/2025	338.82	
17099	CENTURYLINK	2226-0126	EVENT CENTER	01/01/2026	65.70	
22016	VERIZON WIRELESS	6132034248	CELL PHONE - EVENT CENTER	12/26/2025	49.67	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Location/Training
<b>57-43-560 SAFETY</b>						
90264	INTERMOUNTAIN FIRE PROTEC	4911	FIRE ALARM SYSTEM - EC	12/18/2025	950.00	
<b>57-43-620 ELECTRIC</b>						
18009	ROCKY MOUNTAIN POWER	071-1225	RIVER SPRINKLER PUMPS	12/30/2025	47	
18009	ROCKY MOUNTAIN POWER	086-1225	EVENTS CENTER	12/30/2025	1,613.03	
<b>57-43-621 WATER</b>						
11015	K-D JOINT POWERS BOARD	7240400-1225	WATER - EVENTS CENTER	12/25/2025	211.80	
<b>57-43-622 SEWER</b>						
11015	K-D JOINT POWERS BOARD	7240400-1225	SEWER - EVENTS CENTER	12/25/2025	66.81	
<b>57-43-810 SUBSCR, MEMBERSHIP, DUES</b>						
19009	SESAC	10875350	ANNUAL MUSIC LIC. FEE	01/01/2026	320.50	
<b>VISITORS' SERVICES</b>						
<b>57-45-620 ELECTRIC</b>						
18009	ROCKY MOUNTAIN POWER	005-1225	VISITOR CENTER	12/30/2025	64.39	
18009	ROCKY MOUNTAIN POWER	085-1225	TRIANGLE PARK-SOUND EQUIP	12/30/2025	37.05	
<b>57-45-621 WATER</b>						
11015	K-D JOINT POWERS BOARD	7205270-1225	WATER - VISITOR CENTER	12/25/2025	64.79	
<b>57-45-622 SEWER</b>						
11015	K-D JOINT POWERS BOARD	7205270-1225	SEWER - VISITOR CENTER	12/25/2025	49.10	
<b>RENTAL FUND</b>						
<b>OLD CITY HALL RENTALS</b>						
<b>60-93-360 CONTRACTUAL SERVICES</b>						
20897	BUGMAN INC	3278	PEST CONTROL - OTH	12/19/2025	30.00	
90264	INTERMOUNTAIN FIRE PROTEC	4911	FIRE ALARM SYSTEM - OTH	12/18/2025	705.00	
15020	OUTLAW SUPPLY, INC.	8315-1225	JANITORIAL - 700 CEDAR	12/31/2025	126.00	
<b>60-93-410 TELECOMMUNICATIONS</b>						
17099	CENTURYLINK	2241-0126	700 CEDAR	01/01/2026	61.20	
17099	CENTURYLINK	2254-0126	700 CEDAR	01/01/2026	61.20	
17099	CENTURYLINK	2915-0126	700 CEDAR	01/01/2026	77.50	
<b>60-93-620 ELECTRIC</b>						
18009	ROCKY MOUNTAIN POWER	075-1225	700 CEDAR	12/30/2025	389.53	
<b>60-93-621 WATER</b>						
11015	K-D JOINT POWERS BOARD	7202281-1225	WATER 700 CEDAR	12/25/2025	64.79	
<b>60-93-622 SEWER</b>						
11015	K-D JOINT POWERS BOARD	7202281-1225	SEWER 700 CEDAR	12/25/2025	43.91	
Grand Totals:					<u>135,044.88</u>	



**Automatic Payments/Debits**

Date	Payee	Payment Description	Amount
12/31/25	Wyo Department of Workforce Servcies	4th Quarter 2025 Workers Comp Premiums	\$20,906.39
1/5/26	Worldpay	Monthly Golf Credit Card Processing Fee	\$293.94
12/31/25	Core Business Tech.	Monthly Pymt Fee	\$22.45
		<b>Total:</b>	<b>\$21,222.78</b>

Date Approved: 01/12/2026

Mayor \_\_\_\_\_

Council \_\_\_\_\_

Council \_\_\_\_\_

Council \_\_\_\_\_

Council \_\_\_\_\_

Council \_\_\_\_\_

Council \_\_\_\_\_

Treasurer \_\_\_\_\_

# Consent Agenda (c)

AGENDA ITEM # C (NB OB) *Consent*

Department: Administration

Meeting Date: January 12, 2026

**SUBJECT: AUTHORIZE UINTA BANK AS CITY DEPOSITORY FOR 2026**

**BRIEF DESCRIPTION/JUSTIFICATION:** We have received a request from Uinta Bank to continue to be a depository of city funds in 2026. They have met all the requirements that are required by state statutes.

**RECOMMENDED ACTION:** Pass, approve and adopt Resolution No. 2026-867, Authorizing Uinta Bank as a depository of City of Kemmerer funds for 2026.

Attachments Provided: Yes  No

Submitted by: Natasia Diers

**RESOLUTION NO. 2026-867**

**A RESOLUTION APPROVING UINTA BANK, AS A DEPOSITORY FOR CITY OF KEMMERER FUNDS FOR CALENDAR YEAR 2026.**

WHEREAS, as per Wyoming Statute 9-4-818, applications by banks and savings and loan associations to be approved as a depository shall be submitted to the proper governing board and shall be acted upon by the proper governing board as soon thereafter as practicable; and

WHEREAS, Uinta Bank has made application for the deposit of public funds from the City of Kemmerer for the Year 2026; and

WHEREAS, the Governing Body of City of Kemmerer desires to designate Uinta Bank as a depository of City of Kemmerer funds in 2026;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Kemmerer, Lincoln County, Wyoming that Uinta Bank is approved as a depository for City of Kemmerer funds for the year 2026.

PASSED, APPROVED AND ADOPTED this 12<sup>th</sup> day of JANUARY, 2026.

CITY OF KEMMERER, WYOMING

BY: \_\_\_\_\_  
ROBERT BOWEN, MAYOR

ATTEST:

\_\_\_\_\_  
NATASIA DIERS, CITY CLERK/TREASURER

**MAIN OFFICE:**  
P.O. Box 159  
695 Parkway Drive  
Mountain View, WY 82939  
P - 307-782-7400  
F - 307-782-7407  
www.uintabank.com



*Uinta Bank*

**EVANSTON BRANCH:**  
140 Yellow Creek Road  
Evanston, WY 82930  
P-307-789-1900  
F-307-789-1901

**ROCK SPRINGS BRANCH:**  
301 2<sup>nd</sup> Street  
Rock Springs, WY 82901  
P-307-362-6488  
F-307-382-3332

Member **FDIC** | Equal Housing Lender 

October 1, 2025

CITY OF KEMMERER  
City of Kemmerer  
220 Wyoming Highway 233  
Kemmerer, Wyoming 83101-9700

Dear City of Kemmerer:

Enclosed are two Certified Copies of Resolutions adopted by Uinta Bank's Board of Directors which together constitute our application to be designated as a depository for CITY OF KEMMERER (COK) funds for 2026, and to provide eligible collateral to secure any funds deposited in Uinta Bank by the COK.

If you have any questions concerning this letter or the enclosed resolutions, please contact me at 307-782-7400. Or you can contact Ted Ware at 307-362-6488.

Respectfully submitted,

Samantha Maxfield  
Assistant Vice President/Corporate Secretary

cc: Ted Ware, President  
F. Walter Riebenack, CEO

**CERTIFIED COPY OF RESOLUTIONS OF THE  
BOARD OF DIRECTORS OF UINTA BANK**

I, Samantha M. Maxfield, Corporate Secretary of Uinta Bank, Mountain View, Wyoming, a state banking association, (the "Bank"), do certify that the following resolutions were adopted by the Board of Directors of Uinta Bank on September 25, 2025, and that the same are in effect as of the date hereof and have not been modified, amended or revoked.

"WHEREAS, it is necessary for Uinta Bank (the "Bank") TO PROPERLY SECURE THE CITY OF KEMMERER (the "COK") for all monies deposited in the Bank by the COK or on behalf of the COK by various County agencies and departments; and

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

"WHEREAS, the COK is willing to receive securities by laws of Wyoming as legal collateral security as security for the deposit;

"WHEREAS, state law requires governmental units to designate a federally insured national or state bank or thrift institution as a depository of funds;

"WHEREAS, THE CITY OF KEMMERER has designated the Bank, an FDIC insured depository institution, as depository of its public funds; and

WHEREAS, under state law, governmental units must require that their deposits in excess of the maximum amount of FDIC insurance on the deposit be secured by the pledge of eligible collateral ("Eligible Collateral"); and

WHEREAS, under state law, the total amount of the collateral computed at its market value shall be at least 100% deposit plus accrued interest at the close of the business day.

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

<u>Bank Officer's Name</u>	<u>Title</u>
F. Walter Riebenack	Chairman
Matthew T. Ware	President
Myriah McCullough	Senior Vice President/Chief Financial Officer

"BE IT FURTHER RESOLVED that this authority given to the officers of the Bank named herein to furnish collateral security to the COK shall be binding upon the Bank until the authority given to the Bank officers named herein is revoked or superseded by another resolution of this Board of Directors, a verified copy of which shall be delivered by a representative of the Bank to the COK or mailed to the COK by registered mail. The right given the officers named herein to pledge security as collateral also includes the right to pledge additional collateral for security and to withdraw such collateral as the COK is willing to make such exchange or substitution.

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

These Resolutions are effective this 25th day of September 2025.

(Seal)

  
\_\_\_\_\_  
Samantha M. Maxfield, Corporate Secretary

**CERTIFIED COPY OF RESOLUTIONS OF THE  
BOARD OF DIRECTORS OF UINTA BANK**

I, Samantha M. Maxfield, Corporate Secretary of Uinta Bank, Mountain View, Wyoming, a state banking association, (the "Bank"), do certify that the following resolutions were adopted by the Board of Directors of Uinta Bank on September 25, 2025, and that the same are in effect as of the date hereof and have not been modified, amended or revoked.

"BE IT RESOLVED, that Uinta Bank apply to be a depository for funds of the CITY OF KEMMERER"; and

"BE IT FURTHER RESOLVED, that F. Walter Riebenack, CEO of Uinta Bank, Ted Ware, President of Uinta Bank, Myriah McCullough, Senior Vice President of Uinta Bank, and Samantha Maxfield, Corporate Secretary of Uinta Bank, provide the CITY OF KEMMERER with the documents necessary for Uinta Bank to be designated as a depository for funds of the CITY OF KEMMERER".

These Resolutions are effective this 25<sup>th</sup> day of September 2025.

(Seal)



\_\_\_\_\_  
Samantha M. Maxfield, Corporate Secretary

# Consent Agenda (d)

AGENDA ITEM # d (NB OB) *cmsent*

Department: Administration

Meeting Date: January 12, 2026

SUBJECT: **AUTHORIZE FIRST BANK AS CITY DEPOSITORY FOR 2026**

BRIEF DESCRIPTION/JUSTIFICATION: We have received a request from First Bank to continue to be a depository of city funds in 2026. They have met all the requirements that are required by state statutes.

RECOMMENDED ACTION: Pass, approve and adopt Resolution No. 2026-868, Authorizing First Bank as a depository of City of Kemmerer funds for 2026.

Attachments Provided: Yes  No

Submitted by: Natasia Diers

**RESOLUTION NO. 2026-868**

**A RESOLUTION APPROVING FIRST BANK OF WYOMING, DIVISION OF GLACIER BANK, AS A DEPOSITORY FOR CITY OF KEMMERER FUNDS FOR CALENDAR YEAR 2026.**

WHEREAS, as per Wyoming Statute 9-4-818, applications by banks and savings and loan associations to be approved as a depository shall be submitted to the proper governing board and shall be acted upon by the proper governing board as soon thereafter as practicable; and

WHEREAS, First Bank has made application for the deposit of public funds from the City of Kemmerer for the Year 2026; and

WHEREAS, the Governing Body of City of Kemmerer desires to designate First Bank as a depository of City of Kemmerer funds in 2026;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Kemmerer, Lincoln County, Wyoming that First Bank is approved as a depository for City of Kemmerer funds for the year 2026.

PASSED, APPROVED AND ADOPTED this 12<sup>th</sup> day of JANUARY, 2026.

CITY OF KEMMERER, WYOMING

BY: \_\_\_\_\_  
ROBERT BOWEN, MAYOR

ATTEST:

\_\_\_\_\_  
NATASIA DIERS, CITY CLERK/TREASURER



**FIRST BANK**  
OF WYOMING  
DIVISION OF GLACIER BANK

APPLICATION FOR DEPOSIT OF PUBLIC FUNDS  
December 16, 2025

**CITY OF KEMMERER**  
220 STATE HIGHWAY 233

**KEMMERER WY 83101-9700**

Dear Sir or Madam,

Pursuant to the requirements of W.S 1977, 9-4-801 through 9-4-831 (1983 Supplement) formal application is hereby made by *First Bank of Wyoming, Division of Glacier Bank*, a corporation organized and existing under the laws of the State of Montana and having its office and principal place of business in the City of Powell, in the County of Park, in the State of Wyoming, to be designated as Depository. (Indicated amount of deposit desired unlimited.)

The bank offers the following described securities:

**United States Government and Agency Obligations**  
**FHLB Certificates of Deposit**  
**FHLB Letters of Credit**  
**Wyoming Municipal Securities**

to be assigned to and held by the **Federal Home Loan Bank of Des Moines**, as security for the safekeeping and prompt payment of all public moneys that may be deposited with it by the **CITY OF KEMMERER** and for the faithful performance of its duties the aforesaid law as such depository

---

Kimberlee Newman, Treasury Mgmt Sales Officer  
First Bank of Wyoming, Division of Glacier Bank

---

Ty Nelson, President and CEO  
First Bank of Wyoming, Division of Glacier Bank

**First Bank of Wyoming, Division of Glacier Bank**  
**Certified Copy of Corporate Resolution**  
**For the Year of 2026**

**CONCERNING THE PLEDGING OF COLLATERAL SECURITY FOR DEPOSIT OF PUBLIC FUNDS**

**WHEREAS**, it is necessary for First Bank of Wyoming, Division of Glacier Bank to properly secure for all monies deposited in the bank by the Treasurer of the State of Wyoming or the Treasurer of any state or political subdivision, hereinafter called the Treasurer; and

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

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

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of First Bank of Wyoming, Division of Glacier Bank, that any two of the following named persons, officers of the bank, are authorized and empowered to pledged to the Treasurer of the state or political subdivision securities of this bank which are legal for collateral security for deposit of public funds, and which the Treasurer is willing to accept as collateral security, and in amounts and at the time as the Treasurer and bank officers may agree upon:

***Richard T. Nelson, President***  
***Benjamin Bell, Regional Market Manager***  
***Troy Brown, Accounting Supervisor***

***Donovan McComb, Regional Market Manager***  
***Kimberlee Newman, Treasury Mgmt. Sales Officer***

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

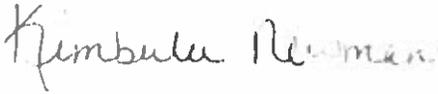
**BE IT FURTHER RESOLVED** that the bank officers named herein are fully authorized and empowered to execute in the name of the bank such collateral pledge agreement in favor of the Treasurer as the Treasurer may require, and any collateral pledge agreement executed or any act done by the bank officers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

**CERTIFICATE**

I, Kimberlee Newman, Treasury Management Sales Officer of First Bank of Wyoming, Division of Glacier Bank, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Board of Directors of the bank at a valid meeting, held this **16th day of December, 2025** that the Resolution has been spread upon the minutes of said meeting in the minute book which constitutes a part of said bank's permanent records.

Dated at Cody, WY board room this **16th day of December, 2025**

BY:   
\_\_\_\_\_  
Ty Nelson, President and CEO

BY:   
\_\_\_\_\_  
Kimberlee Newman, Treasury Mgmt. Sales Officer

**GLACIER BANCORP, INC.**  
**UNAUDITED CONDENSED CONSOLIDATED STATEMENTS OF FINANCIAL CONDITION**

	September 30, 2025	December 31, 2024
<u>(Dollars in thousands, except share and per share data)</u>		
<b>Assets</b>		
Cash on hand and in banks	\$ 312,506	268,746
Interest bearing cash deposits	541,738	579,662
Cash and cash equivalents	854,244	848,408
Debt securities, available-for-sale	3,916,189	4,245,205
Debt securities, held-to-maturity	3,155,901	3,294,847
Total debt securities	7,072,090	7,540,052
Loans held for sale, at fair value	42,668	33,060
Loans receivable	18,790,986	17,261,849
Allowance for credit losses	(229,077)	(206,041)
Loans receivable, net	18,561,909	17,055,808
Premises and equipment, net	427,271	411,968
Right-of-use assets, net	54,502	56,252
Other real estate owned and foreclosed assets	1,413	1,164
Accrued interest receivable	120,257	99,262
Deferred tax asset, net	99,702	138,955
Intangibles, net	61,135	51,182
Goodwill	1,121,401	1,051,518
Non-marketable equity securities	61,362	99,669
Bank-owned life insurance	191,996	189,849
Other assets	345,677	326,040
Total assets	\$ 29,015,627	27,902,987
<b>Liabilities</b>		
Non-interest bearing deposits	\$ 6,674,441	6,136,709
Interest bearing deposits	15,196,508	14,410,285
Securities sold under agreements to repurchase	2,004,286	1,777,475
Federal Home Loan Bank advances	895,022	1,800,000
Other borrowed funds	59,779	62,062
Finance lease liabilities	18,401	21,279
Subordinated debentures	157,379	133,105
Accrued interest payable	27,733	33,626
Operating lease liabilities	41,367	39,902
Other liabilities	332,423	264,690
Total liabilities	25,407,339	24,679,133
<b>Commitments and Contingent Liabilities</b>		
<b>Stockholders' Equity</b>		
Preferred shares, \$0.01 par value per share, 1,000,000 shares authorized, none issued or outstanding	—	—
Common stock, \$0.01 par value per share, 234,000,000 shares authorized at September 30, 2025 and December 31, 2024, respectively	1,186	1,134
Paid-in capital	2,657,469	2,448,758
Retained earnings	1,142,523	1,083,258
Accumulated other comprehensive loss	(192,890)	(309,296)
Total stockholders' equity	3,608,288	3,223,854
Total liabilities and stockholders' equity	\$ 29,015,627	27,902,987
Number of common stock shares issued and outstanding	118,552,847	113,401,955

See accompanying notes to unaudited condensed consolidated financial statements.

# Consent Agenda (e)

**AGENDA ITEM #   e   (Consent Agenda)**

Department: Administration

Meeting Date: January 12, 2026

**SUBJECT: Re-appoint Tim Cassidy and Scott Miller to the Zoning Board**

**BRIEF DESCRIPTION/JUSTIFICATION:**

Tim Cassidy and Scott Miller's terms expired as of 12/31/2025. Tim and Scott have notified staff that they are interested in being re-appointed for a three-year term.

**RECOMMENDED ACTION: Re-Appoint Tim Cassidy and Scott Miller to the zoning board for each a three-year term which would expire on December 31, 2028.**

Attachments Provided: Yes  No

Submitted by: Natasia Diers

3:26



New iMessage

Cancel

To: Tim Cassidy, Brian Muir

iMessage

Tue, Dec 16 at 7:56 PM

Tim Cassidy

TC  
Brian & Natasha,  
This is Tim Cassidy. I want to  
continue serving on the planning  
and zoning board for another  
term. Thank you.

Wed, Dec 17 at 8:59 AM

Perfect. We will put your re-  
appointment before the city  
council. Thank you so much, Tim.

Tim Cassidy

TC  
Thanks, Natasha.

**Scott Miller Zoning Board Reappointment**

1 message

Natasia Diers <ndiers@kemmerer.org>  
To: Natasia Diers <ndiers@kemmerer.org>

Fri, Dec 5, 2025 at 10:13 AM

Text Message • RCS  
Yesterday 3:26 PM

Hi Natasia I have decided I WILL TRY ONE MORE TERM on the zoning board, that will make me old enough I will not want to do it any more

Perfect. Thank you. I will put your reappointment on an upcoming council meeting.

Delivered



Text Message • RCS



# Consent Agenda (f)

AGENDA ITEM # f (Consent Agenda)

Department: Administration

Meeting Date: January 12, 2026

SUBJECT: Re-appoint Madonna Long to the Fossil Basin Promotion Board

**BRIEF DESCRIPTION/JUSTIFICATION:**

Madonna Long's term expired as of 12/31/2025. Madonna is interested in being re-appointed for a three-year term.

**RECOMMENDED ACTION:** Re-Appoint Madonna Long to the Fossil Basin Promotion Board for a three-year term which would end December 31, 2028.

Attachments Provided: Yes  No

Submitted by: Natasia Diers



Natasia Diers <ndiers@kemmerer.org>

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## Re: Fossil Basin Promotion Board Appointment

1 message

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**Madonna Long** <madonna@summitservicesusa.com>  
To: Natasia Diers <ndiers@kemmerer.org>, Robert Bowen <robert\_bowen@yahoo.com>  
Cc: Brian Muir <bmuir@kemmerer.org>, Kate Zimmerman <katesfbpb@yahoo.com>

Thu, Dec 4, 2025 at 11:18 AM

Hi Natasia,

Yes I will be extending my service for Fossil Basin Promotion Board. Please let me know if you need anything more formal than this letter. Madonna Long

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**From:** Natasia Diers <ndiers@kemmerer.org>  
**Sent:** Monday, November 24, 2025 2:14 PM  
**To:** Madonna Long <madonna@summitservicesusa.com>  
**Cc:** Brian Muir <bmuir@kemmerer.org>  
**Subject:** Fossil Basin Promotion Board Appointment

Dear Madonna,

I hope this email finds you well. I wanted to extend the city's appreciation for your service on the Fossil Basin Promotion Board. I'm sure you are aware your current term is set to expire on December 31, 2025.

The City hopes you will consider serving another three-year term. If you would like to continue on the Board, please submit a letter or email expressing your interest in reappointment and return it to me on or before December 12, 2025.

If you choose not to reapply, please call or email me at your earliest convenience. This will allow the City time to begin soliciting a new board member to fill the vacancy.

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

Thank you,

--

***Natasia Diers, CMC***

City Clerk-Treasurer  
220 State Hwy 233  
Kemmerer WY 83101  
(307) 828-2350 ext. 122  
Fax: (307) 828-2355

# Consent Agenda (g)

**AGENDA ITEM #** 9 (Consent Agenda)

Department: Administration

Meeting Date: January 12, 2026

**SUBJECT:** Authorize 4 nights for retail liquor establishments to be open all night in 2026.

**BRIEF DESCRIPTION/JUSTIFICATION:**

Mike Julian called and spoke with Rachel on 1/7/26. He would like to submit the 4 nights for retail liquor establishments to be open all night in 2026 as:

Saturday, March 14 – St. Patrick’s Day  
Saturday, July 25 – Oyster Ridge Music Festival  
Saturday, October 31 – Halloween  
Thursday, December 31 – New Year’s Eve

Attachments Provided: Yes  No

Submitted by: Natasia Diers

# Consent Agenda (h)

AGENDA ITEM # h (Consent Agenda)

Department: Administration

Meeting Date: January 12, 2026

SUBJECT: Authorize Hamsfork Liquor a Blanket Catering Permit for CY 2026

**BRIEF DESCRIPTION/JUSTIFICATION:**

All retail liquor license holders in the City of Kemmerer have the option to use the license outside their establishment with the approval of the City Council. Currently, when a licensee wants to do this, they submit an application (24 Hr Malt Beverage/Catering Permit) to the city. The application is reviewed and goes before the City Council for approval. If the City Council approves the application a permit is issued and sent to the licensee. State Statue allows retail liquor license holders to use their permit outside their establishment (i.e., cater a party at the Events Center). Therefore, an application would not need to go before the City Council each time they wanted to use their liquor license outside their establishment. They would still be required to submit the 24 Hr Malt Beverage/Catering Permit, pay the fee, and have the application reviewed.

Hamsfork Liquor is requesting the blanket catering permit.

**RECOMMENDED ACTION:**

Approve the blanket catering permit for Hamsfork Liquor for CY 2026.

Attachments Provided: Yes X No \_\_\_\_\_

Submitted by: Natasia Diers

January 01, 2025

Kemmerer City Council  
220 State Hwy 233  
Kemmerer, WY 83101

Dear Kemmerer City Council

As a retail liquor holder in the city of Kemmerer I would like to request to use my retail liquor license outside of my establishment for the year 2026. I am requesting a blanket liquor catering permit for the upcoming year. Please take this matter into consideration

Sincerely

Tena Marcon  
Marcon's LLC dba  
Hams Fork liquor  
302 US Hwy 189 N  
Kemmerer, WY 83101  
(307) 828-9999

# New Business

(a)

Consider Appointment of  
Jamie Thornock to the  
FBPB At-Large Position  
for a term to expire on  
12/31/2027

New  
Business  
(b)

**AGENDA ITEM # b NEW BUSINESS**

=====

Department: ADMINISTRATION

Meeting Date: January 12<sup>th</sup>, 2026

**SUBJECT: Resolution 2026-869 Economic Benefit Findings for 6.41 Acres of City Property**

**BRIEF DESCRIPTION/JUSTIFICATION:**

In the regular meeting of the City Council meeting held on January 12, 2026, Mark Germain presented on behalf of 18 Squared GP LLC and CUBY of New York City, a proposal to purchase 6.41 Acres of City Property, more particularly described as a corner lot of 6.41 acres, Lot 5 of a 94.5 acre parcel in the north west part of Kemmerer, located along Highway 30 Kemmerer, Wyoming, East of the Lincoln County Justice Center (See Exhibit A). The appraised value of the real property is \$48,000.

The proposed CUBY Mobile Micro Factory, which will have an estimated 300 employees who build and an install manufactured homes using an innovative technology, will be located on this 6.41 lot, and is the anchor of a future light industrial park that includes 94.5 acres of city property and 26 acres of County-owned property East of the Lincoln County Justice Center.

Per Wyoming Statute (W.S.) 115-1-122 the City sell municipal property without bid if proper conditions are met. (See attached resolution and Exhibit A.)

A proposal and PowerPoint presentation will be sent separately to the Mayor and City Council by e-mail by the City Administrator. The following is a link describing the CUBY company and technology: <https://next.frame.io/share/9e933783-bffb-4005-82f5-48eb97516b54/view/a924c9c0-216c-400c-89f6-f14c56dc835a>

**RECOMMENDED ACTION:**

Approve Resolution 2026-869 finding selling City of Kemmerer property, described as a 6.41-acre Lot 5 in Exhibit A, will benefit the economic development of the City of Kemmerer and direct City Administrator Brian Muir to negotiate a potential purchase and sale agreement prepared for review and consideration of the City Council.

Attachments Provided: Yes   X   No   

Submitted by: Brian Muir, City Administrator

**RESOLUTION NO. 2025-869**

**A RESOLUTION FINDING SELLING CITY OF KEMMERER OWNED PROPERTY LOCATED ON HIGHWAY 30 EAST OF LINCOLN COUNTY JUSTICE CENTER WILL BENEFIT THE ECONOMIC DEVELOPMENT OF THE CITY OF KEMMERER**

WHEREAS, at the January 12, 2026 City Council meeting The City of Kemmerer received a proposal from 18 Squared GP LLC of Cary, North Carolina and partner CUBY Technologies of New York City New York to purchase City of Kemmerer owned property at a corner lot of 6.41 acres of a 94.5 acre parcel in the north west part of Kemmerer, along Highway 30, East of the Lincoln County Justice Center; and

WHEREAS, The City has received no other proposals for this property; and

WHEREAS, an appraisal received for the property was estimated at \$48,000; and

WHEREAS, the proposed CUBY Mobile Micro Factory that will be built on the 6.41 acres will bring in a significant number of jobs to the City of Kemmerer, the anchor of a future light-industrial park; and

WHEREAS, Wyoming Statute (W.S.) 115-1-112 allows the City to sell a municipality property without bid if:

- a) It obtains an appraised value of the property;
- b) It holds a public hearing which has been advertised in a newspaper for three (3) consecutive weeks, and;
- c) Following the public hearing, the governing body determines the sale will benefit the economic development of the municipality.

WHEREAS, public notice was given in *The Kemmerer Gazette* December 18<sup>th</sup>, 2025, December 24, 2025, and December 31<sup>st</sup>, 2025, that:

- a) on January 12<sup>th</sup> 2026, The City of Kemmerer would hold a public hearing at the Regular City Council Meeting regarding the possible purchase and sale of said parcel; and
- b) the appraised estimated value of this parcel is \$48,000;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Kemmerer, Lincoln County, Wyoming, that it finds that the sale of a yet-to-be-surveyed and zoned corner lot of 6.41 acres, lot 5 of a 94.5 acre parcel in the north west part of Kemmerer, along Highway 30, East of the Lincoln County Justice Center shown in Exhibit A, for the outlined purposes, will benefit the economic development of the City of Kemmerer by generating:

- a) new jobs (an estimated 300 employees, with 150 local hires and 150 additional workforce);
- b) increased availability and affordability of residential homes to be built in Kemmerer for expanding construction and permanent workforce, with more workers able to locate in Kemmerer, instead of surrounding communities;
- c) increased property and sales tax revenues;
- d) increased economic activity and jobs based on the multiplier effect in the home-building industry, including laborers, contractors, and suppliers;

FURTHER, the governing body directs the City Administrator to negotiate a potential purchase and sale agreement prepared for review and consideration for the City Council.

PASSED, APPROVED, CERTIFIED AND ADOPTED this 12<sup>th</sup> day of January 2026.

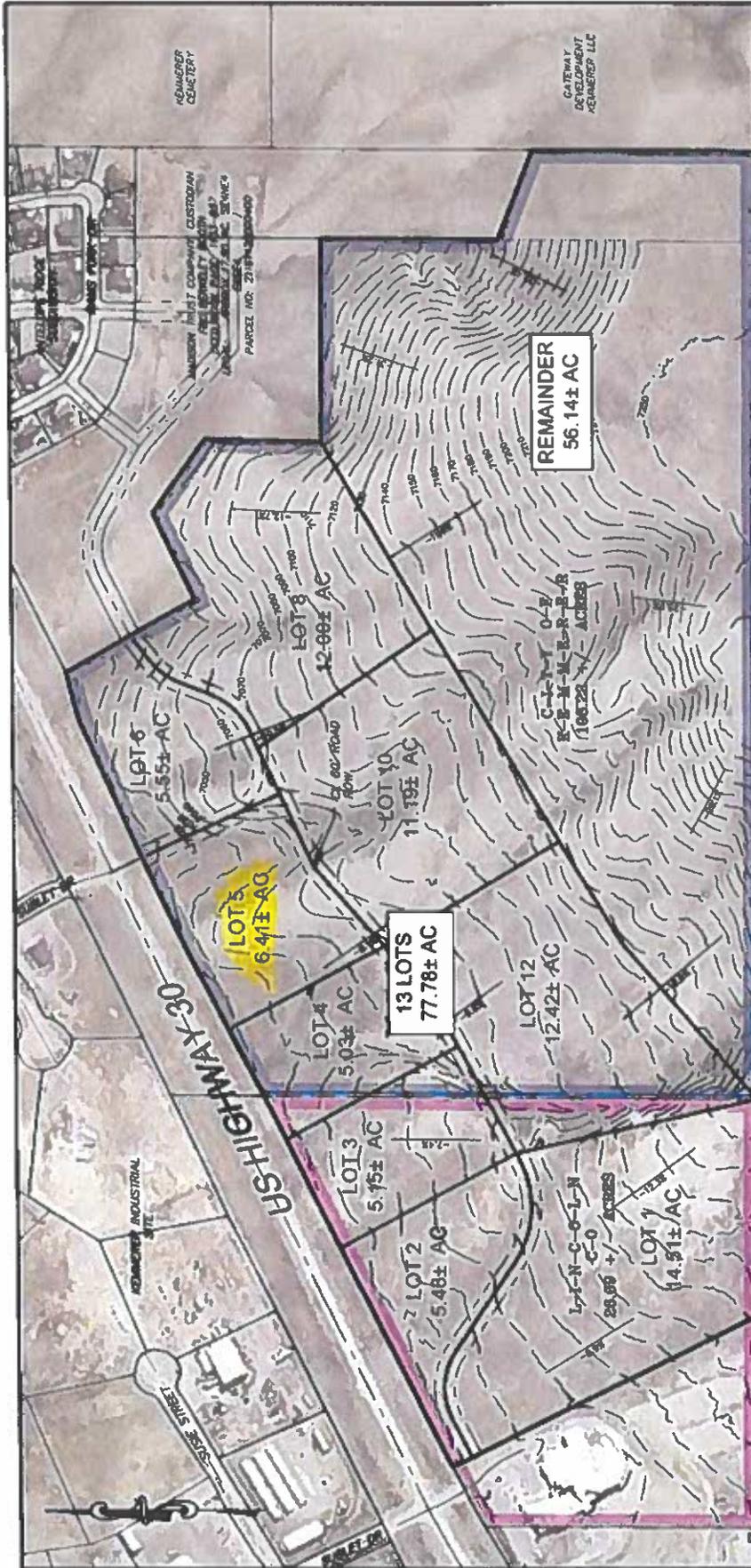
CITY OF KEMMERER, WYOMING

BY: \_\_\_\_\_  
ROBERT BOWEN, MAYOR

ATTEST:

\_\_\_\_\_  
NATASIA DIERS  
CITY CLERK-TREASURER

Exhibit A



BLM DECIDUOUS FOREST PLANT COMMUNITY  
 PARCEL NO. 21160120050000

BLM DECIDUOUS FOREST PLANT COMMUNITY  
 PARCEL NO. 21160120050000

BLM DECIDUOUS FOREST PLANT COMMUNITY  
 PARCEL NO. 21160120050000

**JORGENSEN**  
 ENGINEERING & ARCHITECTURE  
 207 8TH ST  
 LINCOLN, NE 68502

**City of KEMMERER**  
 by ordinance

**LEGEND**

- 1" = 10'
- 10' CONTOUR INTERVALS
- CITY OF KEMMERER PROPERTIES
- UNION COUNTY PROPERTIES

**Preliminary**  
 EXHIBIT ONLY

**CONCEPT**  
 FOR  
**KEMMERER - LINCOLN CO.**  
**INDUSTRIAL SITE**

PREPARED BY: GSB  
 MAP PREPARED: 10/06/2023  
 PROJECT NUMBER: 23802

Map prepared by Jorgensen Engineering & Architecture, Inc. on 10/06/2023. All rights reserved. No part of this map may be reproduced without the written permission of Jorgensen Engineering & Architecture, Inc.

New  
Business  
(c)

**AGENDA ITEM # C NEW BUSINESS**

Department: ADMINISTRATION

Meeting Date: 1-12-26

**SUBJECT: Settlement Agreement Airport Electrical Repair for Allwest Damage**

**DESCRIPTION/JUSTIFICATION:**

On June 23rd 2025, during All West Communications' construction of the installation of telecommunications lines and equipment (fiber) at the Kemmerer Municipal Airport, there were at least three cuts to the wiring at the Kemmerer Municipal Airport (EMM), including electrical, resulting in a loss of power to our runway lighting, among other problems.

Allwest sub-contractors were the ones who damaged the lines and the Kemmerer Airport has an Easement Agreement with Allwest. The Airport Board recommended to the City, as the Managing Agent of Kemmerer Airport, that we contract with a firm to get it repaired, no later than Thursday August 14<sup>th</sup> 2025, then get reimbursed later from Allwest. The firm we contracted with was Sage Electric Solutions and they completed the work, including the alternate costs for the Old Vault Feeder Repair and Weather Station Area as follows:

- Materials \$19,367.44
- Labor \$28,896.00
- Equipment \$9,782.35
- **Sub-total: \$58,045.79**
- Alternate Cost Old Vault Feeder Repair \$4,981.85
- Alternate Cost Weather Station Area \$3,105.00
- **Total: \$66,132.64**

Staff followed up with Sage Electric and found that Fibertel, a sub-contractor of Allwest, did pay Sage Electric for the \$19,367.44 in materials, leaving a balance owing to Sage Electric of **\$46,765.20**, which was paid by the City of Kemmerer as the Managing Agent of the Kemmerer Airport and per the recommendation of the airport board and final decision of the City Council.

Sage Electric later also submitted invoice #2440 for a change order in the amount of \$2,783.79, which work has also been completed, but has yet to be approved by the Airport Board and City.

Staff has also been working on a settlement agreement with the sub-contractor's insurance company, Employer Mutual Casualty Company, to get re-imbursed for our \$46,765.20 payment, as well as the upcoming payment for the \$2,783.79 change order. That "Release and Agreement" with M&T Underground, Inc. (one of the sub-contractors) and Employer Mutual Casualty Company it attached and covers the following payments to be reimbursed to the City, as Managing Agent of the Kemmerer Airport:

- Balance paid by City of Kemmerer to Sage Electric \$46,765.20
  - Change order Ticket for laborers yet to be paid to Sage Electric \$2,783.79.
- Total Settlement With City: \$49,548.99**

Allwest has also verbally communicated that they will pay for our staff time, including attorney fees for doing this work, which will be addressed at future Airport Board and City Council meetings, once all billing has been finalized.

**RECOMMENDED ACTION:**

Authorize the City, as Managing Agent of the Kemmerer Airport, to enter into a Release and Settlement Agreement for \$49,548.99 with M&T Underground, Inc. and Employer Mutual Casualty Company, to reimburse the City for the \$46,765.20 payment already made and the anticipated additional \$2,783.79 change order payment to be made to Sage Electric, for damages Sage Electric performed to repair and replace the damaged power cables to the Kemmerer Airport Runway Lighting done by Allwest and their sub-contractors.

**RECOMMENDED ACTION:**

Attachments Provided: Yes   X   No     

Submitted by: Brian Muir, City Administrator

**RELEASE AND SETTLEMENT**

The undersigned, of full lawful age, hereby acknowledges receipt from EMC Insurance Companies the sum of **Fourty Nine Thousand Five Hundred Forty Eight Dollars and Ninty Nine Cents (\$49,548.99)** upon receipt of this signed property damage release this date, which sum the undersigned acknowledges to be in full settlement of a disputed claim growing out of property damage sustained by the undersigned as a result of an incident which occurred at or near **Kemmerer, WY on or about the 23rd of June, 2025** which property damage the undersigned claimed **M&T UNDERGROUND, INC. and Employer Mutual Casualty Company** to be liable, which liability is expressly denied, and in consideration of the sum paid, the undersigned hereby releases and forever discharges the said Insured, its subsidiaries, directors, officers, employees, agents, insurance carriers, and assigns from any and all actions, causes of actions, liability, claims and demands upon or by reason of any property damage, known and unknown, which has been or may hereafter be sustained by the undersigned in consequences of such accident.

The amount paid as herein recited is the sole consideration for this property damage settlement, and it is expressly understood and agreed that in executing this release the undersigned fully understands that the consideration recited in this release is full settlement of all property damages, known and unknown, suspected or unsuspected.

This release expressly reserves all rights of the person to persons, firms or corporations, on whose behalf the payment is made and the rights of all persons in privity or connected with them and reserves to them their right to pursue their legal remedies, if any, against the undersigned or those in privity or connected with the undersigned.

**THE UNDERSIGNED HAVE READ THE FOREGOING RELEASE AGREEMENT, ITS TERMS HAVE BEEN EXPLAINED THOROUGHLY, AND THE UNDERSIGNED UNDERSTANDS THE TERMS AND FREELY AND VOLUNTARILY SIGNS THIS DOCUMENT.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, at \_\_\_\_\_

RELEASORS:

\_\_\_\_\_

New  
Business  
(d)

AGENDA ITEM #   d   (NB) OB (CONSENT)

Department: Administration

Meeting Date: January 12, 2026

SUBJECT: Active Internet Technologies, dba Finalsight, Contract

**BRIEF DESCRIPTION/JUSTIFICATION:**

Active Internet Technologies, doing business as Finalsight (formerly Blackboard), provides the City's Citizen Notification System. The current contract is due for renewal. The proposed agreement is a three-year contract with an annual cost of \$1,500.00, which reflects an increase of \$177.00 from previous years. This increase includes an upgrade to the system, expanding the allowable text message length from 140 characters to 280 characters.

The system has proven reliable, and as the primary user and sender, I have experienced no issues with its performance or functionality.

**RECOMMENDED ACTION:**

Authorize the Mayor to execute the contract with Active Internet Technologies, dba Finalsight, in the annual amount of \$1,500.00.

Attachments Provided: Yes  No

Submitted by: Natasia Diers

This Finalsite Order (the 'Order') is entered into by and between Active Internet Technologies, dba Finalsite ('Finalsite') and CITY OF KEMMERER WY ("Customer") and sets forth the terms of Customer's use of the products and services set forth below ("Pricing Summary"). This Order, together with the Master Terms and Conditions for Services (the "Master Terms") located at <https://www.finalsite.com/masterterms/biz-gov> and incorporated herein by this reference, form the entire agreement between the parties in respect of the products and services set forth below. Each of the individuals executing this Order represent and warrant that he or she is authorized to execute this Order on behalf of Customer or Finalsite, as applicable. Unless otherwise specified herein, any capitalized terms used in this Order shall have the meaning defined in the Master Terms. The "Effective Date" of this Order is the date on which both parties have signed this Order as reflected in the signature lines below.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

### A. Products and Services Pricing Summary

\* Indicates products added

[x] Indicates products removed

#### Communications

Platform	
Messages XR Enterprise	

Setup	
* Messages XR Enterprise SMS Plus Setup	

Modules	
* Messages XR Enterprise SMS Plus	

The above products, to include but not limited to (modules, integration, design and consulting) will be billed upon contract signature.

**Application Services Subscriptions Costs:**

Total Cost/Year during the Initial Term of this Order, subject to adjustment for any renewal term as provided below.

<b>Total Setup Cost (USD)</b>
\$ 0

Schedule	Amount
Period 1 - May 01 2026	\$ 1,500
Period 2 - May 01 2027	\$ 1,500
Period 3 - May 01 2028	\$ 1,500

**B. Additional Terms**

- Initial Term:** Unless otherwise specified in the Special Provisions above, the Initial Term shall be [3] years
- Unless otherwise specified in the Special Provisions above, this Order Form shall be renewed automatically for successive periods of (3) years (each a "Renewal Term") after the expiration of the Initial Term and any subsequent Renewal Term, unless Customer provides AIT, or AIT provides Customer, with a written notice to the contrary ninety (90) days prior to the end of the Initial Term or Renewal Term, as applicable.
- Effective Date:** Upon execution of this Order.
- AIT standard maintenance and support is included in the subscription fees for Application Services set forth in this Order.
- All Upgrades and Updates to the Application Services are included in the subscription fees for Application Services set forth in this Order.
- Fees shall be subject to increase upon notice by AIT for any renewal term, provided that any annual increase in fees shall be limited to the greater of 6% or the increase in US CPI.
- In addition to Customer's obligations to pay the fees described in the fee table above, Customer agrees to reimburse Finalsite for all travel and other out-of-pocket expenses reasonably incurred by Finalsite in rendering any services described in this Order.

### C. Payment Terms

1. All fees for the initial year of this Order shall be due upon execution of this Order. Unless otherwise specified, all dollars (\$) are United States currency. All fees for subsequent years shall be due upon the annual anniversary of the effective date of this Order.
2. Customer shall be invoiced for amounts due in respect of the first year of the Initial Term upon execution of this Order Form.
3. Sales Tax: If applicable, a copy of your Sales Tax Direct Pay Certificate or your Sales Tax Exemption Certificate must be returned with this Order Form.

Any SOWs to which links are provided above in Section A, "Pricing Summary," are incorporated into this Order by reference, and any professional services described therein are included as part of your software package. By signing below, Finalsite and Customer each agree to the terms and conditions of this Order, the Master Terms, and any SOWs incorporated by reference.

Customer: CITY OF KEMMERER WY
Signature
Name (printed) <i>Robert Bowen</i>
Title (printed) <i>Mayor</i>
Date <i>1-12-2026</i>

Active Internet Technologies ('AIT')
Signature
Name (printed)
Title (printed)
Date

**D. Customer Contact Information**

Please fill out the following information, which will be used by our deployment & accounting teams.

<b>Billing Contact</b>	Natasia Dicks
<b>Title</b>	City Clerk-Treasurer
<b>Address</b> 220 Wyoming 233	
<b>City, State Zip</b> Kemmer, WY 83101	
<b>Phone</b>	307-828-2350 ext. 122
<b>Email</b>	ndicks@kemmerer.org

<b>Project Contact</b>
<b>Title</b>
<b>Phone</b>
<b>Email</b>

<b>*Executive Sponsor (Head of School, Superintendent, Business Manager/CFO, etc.)</b>	Brian Muir
<b>Title</b>	City Administrator
<b>Email</b>	bmuir@kemmerer.org

\* The Executive Sponsor should be separate from the client contact and is typically the Head of School, Business Manager/CFO, etc.

New  
Business  
(e)

AGENDA ITEM # e (NB) (OB)

Department: Administration

Meeting Date: January 12, 2026

SUBJECT: Consider Appointment of Municipal Judge

BRIEF DESCRIPTION/JUSTIFICATION: Mr. Kenneth Roberts has sent us a letter showing interest in being re-appointed as the City of Kemmerer Municipal Judge for CY 2026. He would continue to receive compensation of \$14,400 annually.

RECOMMENDED ACTION: Appoint Kenneth Roberts as the City Municipal Judge for CY 2026

Attachments Provided: Yes  No

Submitted by: Natasia Diers

Kenneth D Roberts  
City of Kemmerer Municipal Judge  
811 Moose St  
Kemmerer, WY 83101  
December 1st, 2025

Mayor and Council  
City of Kemmerer  
Kemmerer City Hall  
220 WY. Hwy 233  
Kemmerer WY 83101

Re: Municipal Judge Reappointment

Hon Robert Bowen and Council

Please let this serve as my intention to apply and be reappointed as Kemmerer Municipal Judge. It is my understanding that this appointment will serve the year of 2026.

Kemmerer City's docket is moving forward with no real issues of concern. I do think it's pertinent for the city to explore options on video conferencing for court proceedings.

Again, the court is seeing more of an influx of citations resulting from out of state workers, it is also a concern of the court dealing with non- English speaking defendants. These issues will continue to elevate and need further discussion.

If reappointed I would like to continue workshops with Mayor, City council and a few other stakeholders to discuss antiquated city ordinances.

I wish to express my sincere thanks for allowing me to serve the City of Kemmerer. I'm truly grateful for your consideration to be reappointed.

Sincerely,



Kenneth D Roberts

Kemmerer Municipal judge

New  
Business  
(f)

AGENDA ITEM # f (NB) (OB)

Department: Administration

Meeting Date: January 12, 2026

SUBJECT: Consider Appointment of City Engineer

BRIEF DESCRIPTION/JUSTIFICATION: The current City Engineering Firm, Jorgensen, is interested in being re-appointed as City Engineer for CY 2026. Jorgensen is requesting a rate increase. I have attached a comparison of rates between 2025 and 2026.

RECOMMENDED ACTION: Appoint Jorgensen as the City Engineer for CY 2026.

Attachments Provided: Yes  No

Submitted by: Natasia Diers



PO Box 365 | 41 US 30/189  
Diamondville, WY 83116  
PH: 307.877.9093  
[www.jorgeng.com](http://www.jorgeng.com)

December 5, 2025

City of Kemmerer  
Attn: Brian Muir, City Administrator  
220 State Highway 330  
Kemmerer, WY 83101

**RE: City of Kemmerer – Engineer Appointment**

Mr. Muir,

This letter is to serve as Jorgensen Associates, Inc. Statement of Interest to serve as Kemmerer’s City Engineer in response to the solicitation we received. As you are aware, Jorgensen Associates, Inc. has been performing this role the past 3 years since acquiring CCI. We are committed to continuing the quality service provided to the City of Kemmerer.

Historically, the agreement used for the City Engineer appointment has been an on-call, as-needed basis with fixed hourly rates. Brian Gray has served as the main point of contact and provided a large portion of the Engineer reviews for the city with support from other staff when needed. We have continued to gain a deeper understanding of the City Engineer role. We are excited about the opportunity to continue this work for the city and utilize our relationship and historic knowledge for the City’s benefit. Our typical billing rate for the reviews have been at the “Senior Project Engineer” rate (proposed \$205.00/hour). Prior work has been performed at that level of staff/fee or lower.

Jorgensen is happy to offer additional staff and resources as needed or requested by the city. For those additional assignments, we would use our general 2025 Rate Schedule, attached to this letter. Should the City have other specific projects, we will prepare engineering scope and fees for them as identified.

As growth and interest continue in the Kemmerer area, we hope to be part of it with the City of Kemmerer. Jorgensen would like to thank you for the opportunity to provide this statement of interest and look forward to continuing working with the City of Kemmerer.

Respectfully,

**JORGENSEN ASSOCIATES, Inc.**

  
Brian D. Gray, P.E.  
Principal Engineer



2026 Rates

PO Box 9550 | 1315 HWY 89 S., Ste. 201  
 Jackson, WY 83002  
 PH: 307.733.5150  
 www.jorgeng.com

**SCHEDULE OF RATES**

**Professional Engineering Services**

Senior Principal Engineer	\$290 /hour
Principal Engineer	\$265 /hour
Senior Project Manager	\$220 /hour
Senior Project Engineer	\$205 /hour
Project Manager	\$190 /hour
Project Engineer II	\$180 /hour
Project Engineer I	\$165 /hour
Design Engineer Technician II	\$150 /hour
Design Engineer Technician I	\$130 /hour
Intern	\$80 /hour

**Professional Surveying Services**

Principal Surveyor	\$265 /hour
Senior Project Surveyor	\$210 /hour
Project Surveyor II	\$195 /hour
Project Surveyor I	\$160 /hour
Survey Party Chief	\$145 /hour
Survey Field Technician	\$125 /hour

**Construction Services**

Construction Project Administrator	\$165 /hour
Construction Technician II	\$135 /hour
Construction Technician I	\$125 /hour
Water Operator - Level II	\$180 /hour
Water Operator - Level I	\$110 /hour

**Planning Services**

Planner II	\$170 /hour
Planner I	\$160 /hour
Planning Tech II	\$135 /hour
Planning Tech I	\$125 /hour
GIS Senior Analyst	\$175 /hour
GIS Specialist I	\$165 /hour

**Support Services**

CAD Technician II	\$155 /hour
CAD Technician I	\$130 /hour
Project Assistant	\$145 /hour
Clerical/Administrative Support	\$115 /hour

**Equipment**

CADD System	no charge
Copies/Prints/Plots/Field Supplies	no charge
GPS System/Total Station	\$65.00/hour
Vehicles for Project Use	IRS Mileage Rate
Unmanned Aerial Vehicle (UAV)	\$1,000/day
HD Laser Scanner	\$1,000/day

**Reimbursable Expenses**

**Consultants** At cost plus 10%  
 Fee plus 10%

Work done on Saturdays, Sundays or holidays to meet the Client's schedule will be charged at 1½ times the above rates for services.

Charges for travel to out-of-office meetings, site visits and court appearances begin on departure from office and end on return to office.



# JORGENSEN

It's About People. Trust and Know How.

# 2025 Rates

PO Box 9550 - 1315 HWY 89 S, Suite 201  
Jackson, WY 83002  
PH 307 733 5150  
[www.jorgeng.com](http://www.jorgeng.com)

## SCHEDULE OF RATES

### Professional Engineering Services

Senior Principal Engineer	\$290 /hour
Principal Engineer	\$265 /hour
Senior Project Manager	\$220 /hour
Senior Project Engineer	\$190 /hour
Project Manager	\$185 /hour
Project Engineer II	\$180 /hour
Project Engineer I	\$165 /hour
Design Engineer Technician II	\$150 /hour
Design Engineer Technician I	\$130 /hour
Intern	\$75 /hour

### Professional Surveying Services

Principal Surveyor	\$255 /hour
Senior Project Surveyor	\$200 /hour
Project Surveyor II	\$185 /hour
Project Surveyor I	\$150 /hour
Survey Party Chief	\$140 /hour
Survey Field Technician	\$120 /hour

### Construction Services

Construction Project Administrator	\$160 /hour
Construction Technician II	\$130 /hour
Construction Technician I	\$120 /hour
Water Operator - Level II	\$170 /hour
Water Operator - Level I	\$105 /hour

### Planning Services

Land Use Technician II	\$130 /hour
Land Use Technician I	\$120 /hour
Senior GIS Specialist	\$170 /hour
GIS Specialist	\$160 /hour

### Support Services

CAD Technician II	\$150 /hour
CAD Technician I	\$125 /hour
Project Assistant	\$145 /hour
Clerical/Administrative Support	\$110 /hour

### Expert Witness/Preparation and Court

\$400 /hour

### Equipment

CADD System	no charge
Copies/Prints/Plots/Field Supplies	no charge
GPS System/Total Station	\$65.00/hour
Vehicles for Project Use	IRS Mileage Rate
Unmanned Aerial Vehicle (UAV)	\$1,000/day
HD Laser Scanner	\$1,000/day

### Reimbursable Expenses

At cost plus 10%

### Consultants

Fee plus 10%

This Schedule of Rates is subject to change without notice after 12/31/2025.

Work done on Saturdays, Sundays or holidays to meet the Client's schedule will be charged at 1½ times the above rates for services.

Charges for travel to out-of-office meetings, site visits and court appearances begin on departure from office and end on return to office.

Client Initials \_\_\_\_\_

New  
Business  
(g)

AGENDA ITEM # 9 (CONSENT NB OB)

Department: Administration

Meeting Date: January 12, 2026

SUBJECT: Consider Appointment of City Attorney for Calendar Year 2026

**BRIEF DESCRIPTION/JUSTIFICATION:**

Mr. Dean Stout would like to be considered for re-appointment as the City Attorney for CY 2026. He has proposed a billing adjustment in pay from \$175 per hour to \$150 per hour.

**RECOMMENDED ACTION:** Appoint Dean Stout as City Attorney for CY 2026.

Attachments Provided: Yes X No     

Submitted by: Natasia Diers



# STOUT LAW CENTER

From the Desk of  
E. Dean Stout, Attorney at Law  
WY #6-3336  
P.O. Box 224  
Evanston, WY 82931

January 5, 2026

Mr. Brian Muir  
Kemmerer, WY

Mr. Muir:

I wish to be considered to continue being the legal counsel for the City of Kemmerer, for the year 2026.

I would request an billing adjustment from the current rate of \$175 per hour to \$150. I believe that the adjustment to \$150 will better balance to the billing between the City Prosecutor role and City Attorney roll.

Respectfully,

/s/ E. Dean Stout

E. Dean Stout (WY 6-3336)

New  
Business  
(h)

AGENDA ITEM # h (CONSENT  NB  OB)

Department: Administration

Meeting Date: January 12, 2026

SUBJECT: Consider Appointment of City Prosecuting Attorney for Calendar Year 2026

**BRIEF DESCRIPTION/JUSTIFICATION:**

Mr. Dean Stout would like to be considered for appointment as the City Prosecuting Attorney at a rate of \$2,250.00 per month for CY 2026. This is an increase from his current rate of pay of \$1500.00 per month.

**RECOMMENDED ACTION:** Appoint Dean Stout as City Prosecuting Attorney for CY 2026.

Attachments Provided: Yes  No

Submitted by: Natasia Diers



# STOUT LAW CENTER

From the Desk of  
E. Dean Stout, Attorney at Law  
WY #6-3336  
P.O. Box 224  
Evanston, WY 82931

January 5, 2026

Mr. Brian Muir  
Kemmerer, WY

Mr. Muir:

I wish to be considered to continue being the City Prosecutor position.

I would propose that the agreement be with the "Stout Law Center, LLC."

I propose that the firm be paid a set amount of \$2,250 per month which is a \$750 increase from that rate of the past year. This adjustment better balances the expected work load between civil and criminal cases.

Respectfully,

/s/ E. Dean Stout

E. Dean Stout (WY 6-3336)

New  
Business  
(i)

AGENDA ITEM # 1 (NB) (OB)

Department: Administration

Meeting Date: January 12, 2026

SUBJECT: Appointment of Liaisons to Boards and Committees

BRIEF DESCRIPTION/JUSTIFICATION: The following individuals are the current liaisons:

Fossil Basin Chamber of Commerce (currently Councilmember Popp)

Fossil Basin Promotion Board (currently Councilmember Price)

Fossil Island Golf Advisory Board (currently Councilmember Batista and Councilmember McConkie)

Kemmerer-Diamondville Water and Wastewater Joint Powers Board (Mayor Bowen)

Kemmerer-Lincoln County Airport Joint Powers Board (currently Councilmember McConkie)

Kemmerer Recreation Advisory Board (Vacant)

Kemmerer Zoning Board (currently Councilmember Price)

South Lincoln Economic Coalition (city administrator)

RECOMMENDED ACTION: Appoint council liaisons to boards and committees.

Attachments Provided: Yes \_\_\_ No X

Submitted by: Natasia Diers

New  
Business  
(j)

AGENDA ITEM # J NEW BUSINESS

=====

Department: ADMINISTRATION

Meeting Date: January 12<sup>th</sup>, 2026

**SUBJECT: Cash out option for vacation time**

DESCRIPTION/JUSTIFICATION:

Based on some employee feedback it has suggested that the City change its policy to allow a cash out option for vacation time.

Staff has researched this issue including an AI Search (in the attached), and reaching out to other Wyoming cities and to Lincoln County. Some of staff's concerns about giving the vacation cash payout option are similar to the AI Research:

**1. Undermines the Purpose of Vacation Leave**

City Policy states: "Since vacations are granted for the purpose of rest and relaxation, the City encourages all employees to take vacation within the year that it is accrued." Our biggest concern is employee burnout and stress and mental and emotional wellness, that can lead to fatigue and safety concerns. It also tends to reduce employee productivity.

**2. Creates an Unfunded and Unpredictable Financial Liability**

Staff is also concerned about the complexity and difficulty of budgeting for this and all the budget amendments that would need to be approved. One of the agencies we contacted also commented that this could be a significant budgeting challenge.

**3. Shifts Costs Forward Instead of Controlling Them**

If costs are delayed and not controlled, at the end of the budget year it may leave us in a position of having to reduce services or make other budget cuts.

Other cities and towns who responded to our research question, as well as Diamondville and Lincoln County, said they do not allow such an option. It is use it or lose it. Lincoln County does not allow it and actually requires that no more 192 hours maximum be carried over at the end of the month, which is similar to the City of Laramie. (The City of Kemmerer gives employees the flexibility to get down to the maximum carryover amount by the end of the calendar year.) Local businesses like Williams also do not allow cashing out unused vacation.

City Policy already has a mechanism in place for staff to allow vacation carry over under unusual circumstances:

"If an employee has chosen not to take the vacation accrued, and has exceeded the maximum

carryover of days, the time in excess of the maximum carryover will be lost to the employee, unless specifically approved in writing by the City Administrator.... An employee may not receive a cash payment in lieu of a vacation for his or her accrued vacation hours, except in the case of termination of employment.”

Per this policy, I (Brian) have allowed carryover of vacation beyond the maximum, provided that it is used in a reasonable time period, usually when there are unexpected reductions in staff to cover work load, and difficult in hiring new employees to replace them, and especially when it comes to public safety and emergency service issues, including snow removal concerns. I work with the Department Head and HR/Payroll and send out a memo to the Department Head carefully describing the reasoning for the exception, outlining a time frame within which to use temporarily carried over vacation time. The concern is that the exception become the rule. No other cities, towns we contacted, nor Lincoln County offer this option of an exception to temporarily carryover beyond the maximum, giving the employee a grace period.

We agree with this conclusion from the AI Research:

“The current vacation policy appropriately balances employee well-being, operational continuity, and fiscal stewardship. An automatic payout of excess vacation fundamentally changes the nature of the benefit, introduces recurring financial liabilities, and incentivizes behavior that conflicts with the purpose of vacation leave. For these reasons, maintaining the existing policy is in the City’s best operational and financial interest.”

Our current policy is based on sound research and best HR/Payroll/operational/fiscal practices, and giving the City Administrator the flexibility to adapt to unusual circumstances goes beyond what others offer. It would be wise to give more direction to the City Administrator on what situations would warrant an exception. If there is a pattern of having too much vacation leave in a given department, it is best to look at operational efficiency and then consider the need for additional employees so that employees and the city can benefit from this generous benefit.

**RECOMMENDED ACTION:**

Keep City policy as it is but provide direction to the City Administrator on principles to follow when allowing carryover.

Attachments Provided: Yes   X   No     

Submitted by: Brian Muir, City Administrator; Natasia Diers, Clerk/Treasurer

# 1. Undermines the Purpose of Vacation Leave

**Vacation is intended for rest, recovery, and productivity—not deferred compensation.**

Your existing policy explicitly states this purpose. A mandatory year-end payout converts vacation from a wellness benefit into a cash-out benefit, which:

- Encourages employees to *not* take time off
- Increases fatigue, burnout, and safety risks
- Undermines morale and long-term productivity

This runs counter to standard HR and public-sector best practices, which encourage time away from work to maintain effective operations.

---

# 2. Creates an Unfunded and Unpredictable Financial Liability

A year-end payout requirement:

- Introduces **annual cash outlays that cannot be precisely forecast**
- Concentrates payouts into a single budget year
- Competes directly with year-end operational, capital, and grant-related expenditures

Unlike the current policy, which limits financial exposure through caps and forfeiture, automatic payouts create an **ongoing, escalating obligation** as wages increase and tenure grows.

---

# 3. Shifts Costs Forward Instead of Controlling Them

Under the current policy:

- Excess vacation is forfeited unless specifically approved
- Payouts are limited to separation and capped

With a payout policy:

- The City pays for vacation **every year**, not just at separation
- The City pays at **current wage rates**, not historical accrual rates
- Long-tenured, higher-paid employees create disproportionate fiscal impact

This results in **structural cost growth without additional services or productivity**.

---

# 4. Reduces Managerial and Administrative Control

The current policy allows:

- Case-by-case approval by the City Administrator
- Oversight based on operational need

An automatic payout:

- Removes discretion
  - Reduces the City's ability to manage staffing levels
  - Creates administrative burden at year-end for payroll, accounting, and audit tracking
- 

## 5. Encourages Operational Inefficiency

A payout policy incentivizes employees to:

- Work continuously without taking needed leave
- Delay vacation until it becomes a cash benefit
- Create staffing strain when multiple employees attempt to "bank" time

This is particularly problematic in small municipal departments where cross-coverage is limited.

---

## 6. Raises Equity and Fairness Concerns

Automatic payouts disproportionately benefit:

- Higher-paid employees
- Long-tenured employees
- Employees who can forgo time off due to job flexibility

Meanwhile:

- Employees who must take time off due to workload, family, or health needs receive less benefit
- Newer or lower-paid employees see minimal advantage

This can be viewed as **regressive and inequitable** within a public organization.

---

## 7. Sets a Precedent That Is Difficult to Reverse

Once implemented, payout policies are:

- Extremely difficult to rescind without employee relations issues
- Often viewed as an entitlement rather than a benefit
- Frequently expanded over time (higher caps, higher payouts, more categories)

This creates long-term structural risk for future councils and administrators.

---

## 8. Increases Legal and Policy Complexity

A payout policy may require:

- Changes to accounting treatment of accrued leave
- Updated audit disclosures
- Clarification of treatment for partial-year employment, promotions, FLSA classifications, and grant-funded positions

The current policy is straightforward, legally defensible, and already in force.

---

## 9. Conflicts with Public Stewardship Principles

Municipal compensation policies should prioritize:

- Sustainability
- Predictability
- Responsible use of public funds

Paying employees not to take leave—especially when leave is already provided—can be difficult to justify to taxpayers and auditors.

---

## 10. The Current Policy Already Provides Flexibility

Your existing policy:

- Encourages use of vacation
- Allows Administrator-approved exceptions
- Pays out accrued vacation at separation (up to the cap)
- Clearly defines accrual, carryover, and forfeiture

This balances employee benefit, operational need, and fiscal responsibility without creating new liabilities.

---

## 5.2 Vacation

The City grants paid vacation to regular full time and regular three quarter time employees. For this benefit, a year is defined as the employee's date of hire. Since vacations are granted for the purpose of rest and relaxation, the City encourages all employees to take vacation within the year that it is accrued. The City grants the following number of days/accrual hours (per pay period) and the maximum carryover of vacation.

<b>Full Time Continuous Service</b>	<b>Rate of Accrual</b>	<b>Maximum Carryover</b>
Years 0 – 5	3.70 hours per pay period	96 hours
Years 6 – 10	5.24 hours per pay period	136 hours
Years 11 – 15	6.77 hours per pay period	176 hours
Years 16 and above	8.31 hours per pay period	216 hours

Vacation is credited from the first day worked and may not be taken until credited. A payroll deduction will be made for time taken in excess of vacation credited. Vacation is not earned during a leave of absence, layoff or excused absence for an extended period of time or while on leave without pay status.

If an employee has chosen not to take the vacation accrued, and has exceeded the maximum carryover of days, the time in excess of the maximum carryover will be lost to the employee, unless specifically approved in writing by the City Administrator.

Upon separation from the City, the accumulated vacation leave up to the maximum carryover shall be paid to the employee at the regular rate of employee's pay. See administrative memo 2012-2 regarding disposition of past vacation maximum accrual. This memo will be attached in Appendix B of this document.

All non-exempt employees will accrue at the following rates until January 1, 2013, and then effective January 1, 2013, transition to the new accrual rates.

<b>Full Time Continuous Service</b>	<b>Rate of Accrual</b>	<b>Maximum Carryover</b>
Years 0 – 5	3.08 hours per pay period	96 hours
Years 6 – 10	4.62 hours per pay period	136 hours
Years 11 – 15	6.15 hours per pay period	176 hours
Years 16 and above	7.70 hours per pay period	216 hours

Employees may use their vacation time as it is earned, once they have completed their first 90 days of employment. The Treasurer must be notified, on the time sheets, whenever vacation time is used so that eligible employees who have vacation time available can be properly paid. The "request for time off" forms must be submitted to the employee's supervisor and approved prior to use of vacation time.

Vacations should be scheduled at least two weeks in advance for coordination of work schedules and to alleviate any conflicts. The City will attempt to accommodate the employee's vacation schedule but due to timing may not be able to grant the exact time off that the employee requests. Vacation will be permitted based on first requested, first approved. For non-exempt employees, any conflicts with vacation time requests shall be resolved by seniority status.

An employee may not receive a cash payment in lieu of a vacation for his or her accrued vacation hours, except in the case of termination of employment.